Isalathiso: 20161103-5826
12/12/41/1
Imibuzo: LR Abrahams

ISetyhula: 0047/2016
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoQuquzelelo neNgcebiso ngeze-*IMG*, kuBaphathi beeSekethe, kwiNqununu zazo zonke izikolo zikarhulumente eziqhelekileyo

Isishwankathelo esifutshane: Kwaziswa izikolo ngefankshini esisiseko yokunika ingxelo *(basic function to report)* ngokufunyanwa kwakhona (*retrieval)* kweencwadi kwi-*CEMIS*.

Isihloko: Ingxelo esiseko yokufunyanwa kwakhona kweencwadi zezifundo - kwi*CEMIS*

1. Isixa esikhulu semimiselo nemigangatho yolwabiwo-mali sisetyenziswa qho ngonyaka ukunika abafundi iincwadi zezifundo kuwo onke amabakala.

2. Kunyanzelekile ukuba iinqununu, ootitshala, abafundi nabazali bazinonophele ezi ncwadi zezifundo yaye bazifumane kwakhona ezi ncwadi zezifundo ukwenzela ukuba ziphindwe zisetyenziswe kwithuba leminyaka emi-3 ukuya kwemi-4 yethuba lokusetyenziswa kwazo.

3. ISebe leMfundo leNtshona Koloni kufuneka lingenise ingxelo yaqho ngonyaka ngokugcinwa kweencwadi zezifundo nangokufunyanwa kwazo kwakhona liSebe leMfundo esiSiseko nokuba zigcinwe leli Sebe iirekhodi ukwenzela iinjongo zokuphicothwa kweencwadi.

4. Kwenziwe ingxelo esisiseko engeencwadi zezifundo kwi*CEMIS* ukwenzela ukuba izikolo zixele ukuba zingaphi na iincwadi zezifundo ezakhutshelwa abafundi yaye zingaphi na ezabuyiswayo ezifunyenweyo ngebakala ngalinye.

5. Ziyacelwa izikolo ziyizalise yaye ziyisayinele le ngxelo kwi*CEMIS* phakathi kwe-18 Novemba 2016 ne-08 Disemba 2016.

6. Ukufikelela kwiskrini i-*capture screen* kwi*CEMIS* yiya:
   - *kwi-**"Administration"** tab*; uze
   - ukhethe u-***"Textbook Retrievals"*** kwi-*drop down menu* uze uyizalise ingxelo.

7. Kucelwa wazise okukule setyhula bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU- L ELY
INTLOKO EBAMBELEYO: YESEBE LEMFUNDO
UMHLA: 2016-11-17