Isalathiso: 20171013-5785
12/12/41/1
Imibuzo: LR Abrahams

ISetyhula: 0043/2017
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo noKuphathwa kwamaZiko, 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: Ukuzaliswa kwengxelo yokufunyanwa kwakhona kweencwadi zezifundo - kwi*CEMIS***

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

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

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

4. Ziyacelwa izikolo ziyizalise yaye ziyisayinele le ngxelo isisiseko kwi*CEMIS* ukubonisa ukuba zingaphi na iincwadi zezifundo ezakhutshelwa abafundi yaye zingaphi na ezabuyiswayo ezifunyenweyo ngebakala ngalinye.

5. Le ngxelo mayizaliswe phakathi kowe-27 Novemba 2017 nowe-12 Disemba 2017.

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-BK SCHREUDER
**INTLOKO: YESEBE LEMFUNDO**
**UMHLA:** 2017-11-04