

TEXTBOOK MANAGEMENT SYSTEM


USER MANUAL

1. Introduction

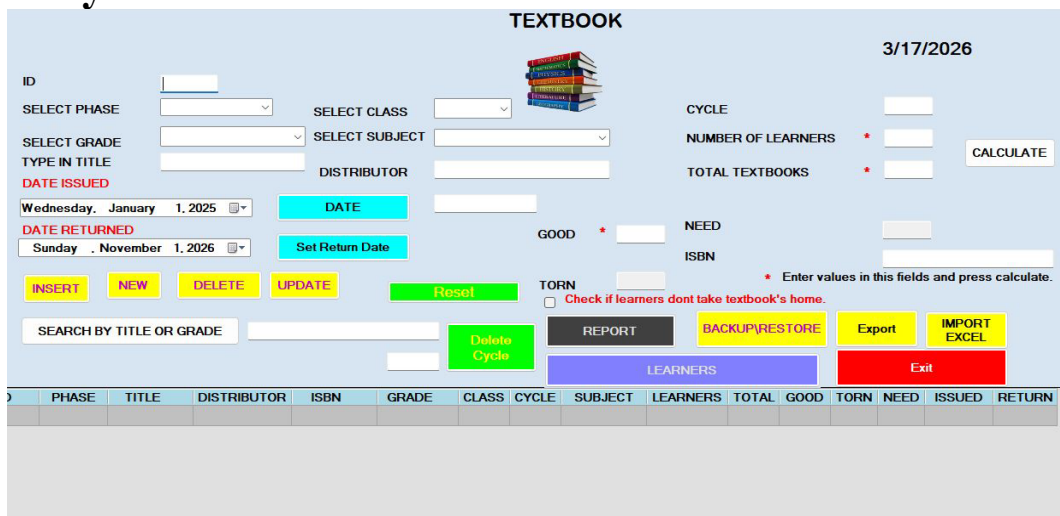
The **Textbook Management System** is designed to simplify the capturing, tracking, and reporting of textbook records within schools.

The **Excel Import Function** enables users to upload multiple textbook records efficiently, eliminating the need for manual data entry. This improves accuracy, saves time, and streamlines administrative processes.

2. Installation and Setup

1. Download the installer from:
esmatheyse.co.za
 2. Run the installer and follow the on-screen instructions.
 3. Allow approximately **3–5 minutes** for installation.
 4. Once complete, a desktop shortcut will be created automatically.
 5. Double-click the **Textbook System icon**  to launch the application.
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3. System Functions Overview



The screenshot displays the 'TEXTBOOK' management interface. At the top right, the date is 3/17/2026. The interface includes several input fields and dropdown menus for 'ID', 'SELECT PHASE', 'SELECT CLASS', 'SELECT GRADE', 'SELECT SUBJECT', 'TYPE IN TITLE', 'DISTRIBUTOR', 'DATE ISSUED', 'DATE RETURNED', 'CYCLE', 'NUMBER OF LEARNERS', 'TOTAL TEXTBOOKS', 'GOOD', 'NEED', 'TORN', and 'ISBN'. There are also buttons for 'DATE', 'Set Return Date', 'INSERT', 'NEW', 'DELETE', 'UPDATE', 'Resel', 'Delete Cycle', 'REPORT', 'BACKUP/RESTORE', 'Export', 'IMPORT EXCEL', and 'Exit'. A 'CALCULATE' button is present next to the 'NUMBER OF LEARNERS' and 'TOTAL TEXTBOOKS' fields. A note states: '* Enter values in this fields and press calculate.' Below the form is a table with columns: PHASE, TITLE, DISTRIBUTOR, ISBN, GRADE, CLASS, CYCLE, SUBJECT, LEARNERS, TOTAL, GOOD, TORN, NEED, ISSUED, RETURN.

Key Functions

Export Reports

Generate reports in PDF format for:

- Home Language
- Mathematics
- Mathematics Literacy (High Schools only)

Reset System

- Deletes all records from the database.

Delete Cycle

- Removes all records for a selected academic year.

4. Adding a New Textbook Record

4.1 Required Fields

All required fields must be completed before saving.

4.2 Textbook ID

The ID must be unique.

Example: 04A01

- 04 – Grade
- A – Class
- 01 – Book Number

4.3 Phase Selection

Choose from:

- FP – Foundation Phase
- IP – Intermediate Phase
- SP – Senior Phase

4.4 Title

Enter the textbook title exactly as printed.

4.5 Grade and Subject

Select from the dropdown menus.

4.6 Cycle (Year)

Enter the academic year (e.g., **2026**).

4.7 Number of Learners

Enter the number of learners requiring the textbook.

4.8 Textbook Quantities

Provide:

- Total textbooks
- Books in good condition

Click **Calculate** to generate:

- Books Needed
- Damaged/Torn Books

4.9 ISBN

- Must contain **13 digits only**
- Invalid entries will be rejected
Example: 9781431001234

4.10 Issued Date

Select using the date picker.

4.11 Return Date

- Activated from **November**
 - Automatically applied to all records
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5. Excel Import

5.1 Requirements

Before importing:

- File must be saved as **.xlsm**
 - First row must contain column headings
 - No blank rows between data
 - Correct column order must be maintained
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5.2 Preparing the Excel File

1. Use the provided file: **import.xlsm**
 2. Enable macros
 3. Complete **Sheet 1**
 4. Use dropdown menus where available
 5. Select **Phase first** to populate subjects
 6. Use correct date format:
YYYY/MM/DD (e.g., 2026/01/15)
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5.3 Import Steps

Step 1: Open System

- Launch the system
- Open the **TEXTBOOK module**

Step 2: Import Excel

- Click **IMPORT EXCEL**
- A file browser will open

Step 3: Select File

- Locate your file (e.g., *Import4A.xlsm*)
- Click **OPEN**

Step 4: Processing

The system will:

- Read each row
- Convert data into records
- Save records to the database

Step 5: Confirm Import

Verify:

- Grade
 - Subject
 - Title
 - Learners
 - Total Books
 - Good Books
 - Damaged Books
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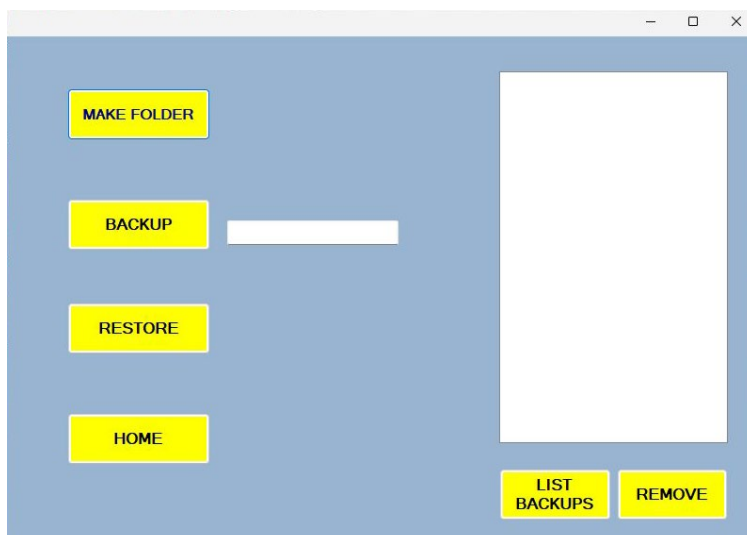
6. Common Errors and Solutions

Problem	Cause	Solution
File not importing	Wrong format	Save as .xlsm
Missing data	Empty cells	Complete all fields
Import stops	Blank rows	Remove blank rows
Date error	Wrong format	Use YYYY/MM/DD

7. Benefits of Excel Import

- Fast bulk uploads
 - Reduced manual errors
 - Time-saving
 - Easy preparation for teachers
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7. Backup and Restore



Create Backup Folder

- Click **MAKE FOLDER** (only once)

Create Backup

1. Enter backup name
2. Click **BACKUP**

View Backups

- Click **LIST BACKUPS**

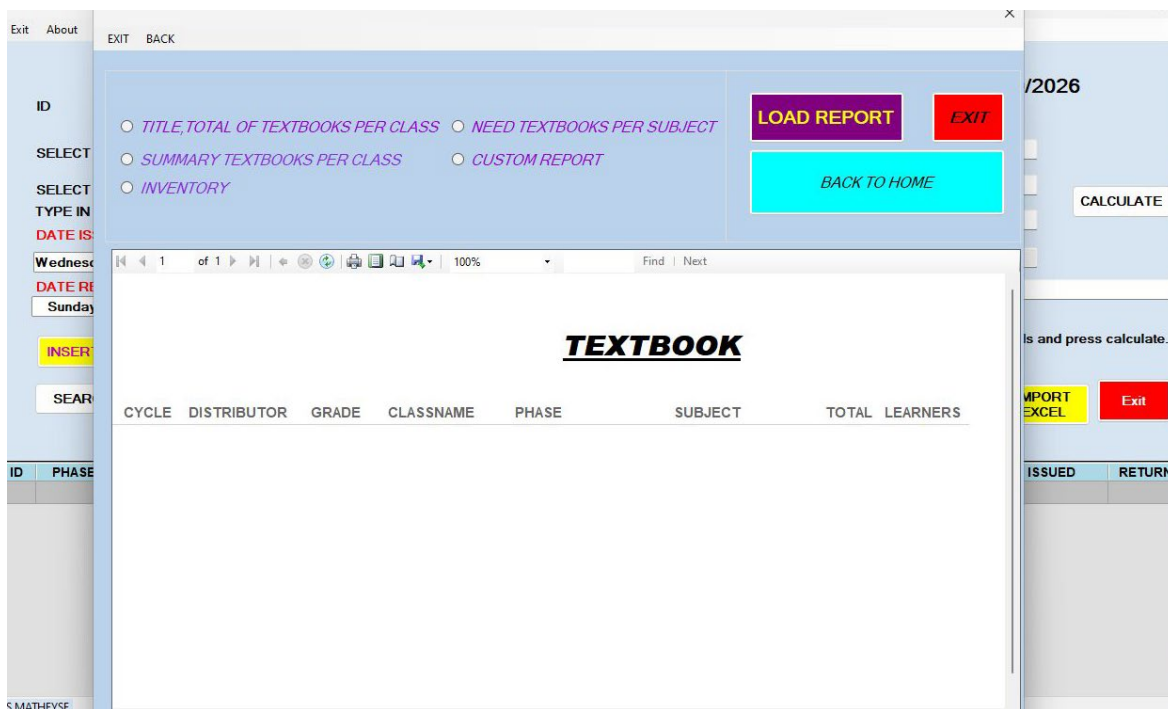
Restore Backup

1. Select backup
2. Click **RESTORE**

Delete Backup

- Select backup and click **REMOVE**

9. Reports Module



Access Reports

1. Start the system
2. Click **REPORTS**

Report Types

- Inventory Report
- Shortage Report
- Condition Report
- Grade Report

Apply Filters

- Grade
- Subject
- Phase
- Cycle
- Class

Generate Report

Click **GENERATE REPORT** to:

- Retrieve data
- Apply filters
- Display results

Report Options

- Scroll pages
- Zoom in/out
- Search content

Print Report

1. Click **PRINT**
2. Select printer
3. Confirm

Export Report

Formats available:

- PDF
- Excel
- Word

Close Report

Click **CLOSE** to return to the system.

10. Example Reports

Report	Purpose
Inventory Report	Displays all textbooks
Shortage Report	Shows required books
Condition Report	Displays damaged books
Grade Report	Shows books per grade

11. Learner Management

11.1 Add a Learner Record

- **ID**
Uses first 6 digits of the CEMIS number
Example: 690623Em20001 → 690623
 - **Learner Name**
Enter full name
 - **Phase, Class Name, Class**
Select from dropdown menus
 - **Date Issued**
Select using date picker
 - **CEMIS Number**
Enter full number
 - **Textbook Field**
Leave blank initially (can be updated later)
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11.2 Returning Textbooks

- **Return (Single Record)**
Select date and click **RETURN**
 - **Return All**
Applies return date to all records
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11.3 Selecting Textbooks

- Click textbook to select
 - Click again until ✓ appears
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11.4 Quarterly Tracking (Q1–Q4)

Use numeric values only:

- 1 = Issued
- 0 = Lost / Damaged / Stolen

Click **INSERT** to save.

Additional Functions

- NEW
- DELETE
- UPDATE
- IMPORT EXCEL
- BACKUP
- SEARCH

(All operate as described in previous sections.)

12. Export Learners

- Click **EXPORT** to generate a complete learner list
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Navigation

- To return to the main page, click the **arrow button** next to **REPORTS**
 - **REPORT**, **BACKUP**, **IMPORT**, **RESET**, and **SEARCH** functions operate as described above
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✓ System Ready

The system is now ready for efficient and accurate **textbook and learner management**

