



**SOUTH  
AFRICAN  
WINE &  
BRANDY**

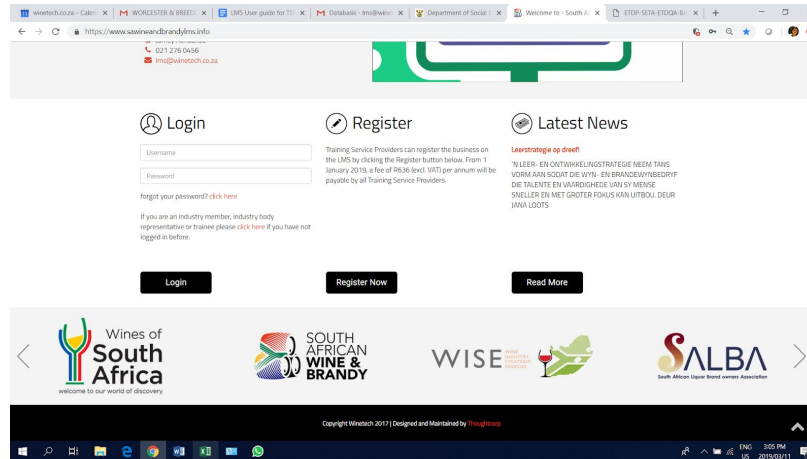
**LEARNER  
MANAGEMENT  
SYSTEM**

## LMS User guide for Training Service Providers

### **STEP 1 - How to register?**

Log on to the LMS website [www.sawineandbrandylms.info](http://www.sawineandbrandylms.info)

Click on Register Now



Complete the following sections:

- Login details

- General Company Details

- Company contact details

You will receive an email with your registration information and login details

### **STEP 2 - Account activation**

The LMS administrator will receive your registration details

An invoice will be made out to your company

The administrator will activate your account after payment of your invoice

### **STEP 3 - Login and intervention upload instructions**

Login on the LMS website with your username (email) and password

The company dashboard will appear

Click on the “intervention tab”



### My Interventions Log

Select your date range

Course	Attendance	Date	Expires
No data available in table			

SHOW ALL

### My Interventions

Course	Completed	Expires
No data available in table		

SHOW ALL

### Reports

#### New Interventions

Report	Provider
No data available in table	

#### Interventions by Category



#### Find a Interventions Course

Service Provider by Name

keyword

B-BBEE LEVEL

Province

District

Intervention Categories

NQF Level Offered

Search

## Click on "add new intervention"




### My Interventions

Intervention Name	Completed	Expires	Edit Intervention
No records found			

Back



Add New Intervention

https://www.sawineandbrandylms.info/interventions?subcmd=add



**LEARNER  
MANAGEMENT  
SYSTEM**

Logged in as  
**Kachne Ross**  
 (Training Service Provider)

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[DASHBOARD](#)
[INTERVENTIONS](#)
[COMPANY INTERVENTION LOG](#)
[REPORTS](#)
[NEWS](#)
[ABOUT](#)
[TERMS AND CONDITIONS](#)
[LOGOUT](#)

## Add Interventions

Intervention Name

Keywords (Please use Key Words to describe the course e.g. vineyard/bottling/marketing/sales)

Description of intervention

Maintenance and Technical Support

Cost Range (Please indicate a min and max amount that can possibly be charged for the course)  
 to   
(If left blank it wont show)

Intervention Content (PDF)


Intervention Categories

Complete the necessary information relating to a specific intervention  
**Click on SAVE**  
 This step needs to be repeated for each intervention loaded

### **STEP 4 - Logging completed interventions**



Click on “company interventions log”

https://www.sawineandbrandylms.info/dashboard



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[DASHBOARD](#)
[INTERVENTIONS](#)
[COMPANY INTERVENTION LOG](#)
[REPORTS](#)
[NEWS](#)
[ABOUT](#)
[TERMS AND CONDITIONS](#)
[LOGOUT](#)

### My Interventions Log

Select your date range

Course	Attendance	Date	Expires
No data available in table			

[SHOW ALL](#)

### My Interventions

Course	Completed	Expires
No data available in table		

[SHOW ALL](#)

### Reports

#### New Interventions

Report	Provider
No data available in table	

#### Interventions by Category

No data available in table
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#### Find a Interventions Course








Search

Click on “Log New Intervention”

https://www.sawineandbrandylms.info/interventions-log

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Logged in as Kachne Ross (Training Service Provider)

DASHBOARD INTERVENTIONS COMPANY INTERVENTION LOG REPORTS NEWS ABOUT TERMS AND CONDITIONS LOGOUT

### Company Interventions Log

Select your date range

Intervention Name	Attendance	Dates	Expires	Rating	Edit Intervention
No data available in table					

Back Log New Intervention

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Complete relevant information regarding the completed intervention

https://www.sawineandbrandylms.info/interventions-log?subcmd=add

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### Log New Interventions

Intervention Name: Select option

Date: 12 Mar 2019 - 12 Mar 2019

Intervention costs: (This is the exact amount invoiced to the Industry Member only visible to the Administrator)

Costs Include: Select option

Facilitator Name:

Facilitator Surname:

Assessor Name:

Assessor Surname:

Click on **SAVE**

### **STEP 5 - Logging learner information**

At bottom of the page a table labeled “learners” will appear

← → C https://www.sawineandbrandyms.info/interventions-log?subcmd=edit&key=276E710E044224873197B727656D4ABD

Cost Type

Venue (Please populate if there is a fixed venue/indicate that the training can be offered on site)

Learners

Name	ID	SAWIS Producer Number	Certificate	Results	Comments	Rating	Update Learners
No data available in table							

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Click on “import learners from excel”  
Next page: Import interventions Attendees

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## Import Interventions Attendees

Import File (xlsx, xls) [\(Download Sample\)](#)

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Note: Click on **Download sample** - This excel spreadsheet will be used to capture completed training on the LMS. Save all information in a file on your Desktop.

sample-attendees (1).xlsx - Excel

Name	Surname	Email	Cell	SA Citizen	ID Number	Passport Number	SAWIS Producer Number	Race	Gender	Employment Status
Tester A	Toets A	xxxxxx	27732229961	Y	8005315471081		000001010	African	Female	Unemployed
Tester B	Toets B	xxxxxx	27732229962	yes	8005315471082		000001024	Chinese	Male	Permanently Employed
Tester C	Toets C	xxxxxx	27732229963		8005315471083		000001041	Indian	Female	Unemployed
Tester D	Toets D	xxxxxx	27732229964		0	D11111111111111111111	0000001048	Coloured	Male	Permanently Employed
Tester E	Toets E	xxxxxx	27732229965	No		E22222222222222222222	0000001055	African	Female	Unemployed

Once the spreadsheet is completed and saved you will be able to import this file onto the LMS when selecting the “choose file” option. Have the SAWIS producer number at hand for this process.

## Import Interventions Attendees

Import File (xlsx, xls) (Download Sample):

sample-attendees (1).xlsx

Choose file

Back

Submit

Import Status

Row	Name	Surname	Email	Cell	SA Citizen	ID Number	Passport Number	SAWIS Producer Number	Date of Birth
2	Please complete Name	Toets A	Incorrect Email xxxxxx	27732229961	0	8005315471081	Please complete Passport Number	Invalid SAWIS Producer Number 0000001010	Invalid Date African
3	Tester B	Toets B	Incorrect Email xxxxxx	27732229962	1	8005315471082		0000001024	Invalid Date Chinese
4	Tester C	Toets C	Incorrect Email xxxxxx	27732229963	1	8005315471083		0000001041	Invalid Date Indian
5	Tester D	Toets D	Incorrect Email xxxxxx	27732229964	0		D1111111111111111	Invalid SAWIS Producer Number 0000001048	Invalid Date Coloured
6	Tester E	Toets E	Incorrect Email xxxxxx	27732229965	0		E2222222222222222	0000001055	Invalid Date African

### Click submit

All information on the spreadsheet need to be correct. If any of the fields appear in red and error will pop up - information need to be corrected and resubmitted.