

# USER MANUAL WFSFAA(SFO)

(Document 27e)

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# 1 Module Overview

1.1 Introduction

1.1.1Objective

The WFSFAA(SFO) function enables school users to receive and send WFSFAA(SFO) information (including TA and STS result, school discretion, school information and etc) from/to WFSFAA(SFO).

The following sections will further detail the WFSFAA(SFO) functions and the corresponding procedural guide.

1.2

1.3

# 1.4 Function Chart



# 1.5 Flow Diagram



# 1.6 Interactions with other modules



# **SFO01** – Subsidy Result and STS Recommendation

- SCH
  - Retrieve school information
- SEC
  - Check and display list of logged on users
  - Audit trail is logged
- STU
  - Retrieve student information

# SF002 – School Discretion

- SCH
  - Retrieve school information
- SEC
  - Check and display list of logged on users
  - Audit trail is logged
- STU
  - Retrieve student information

# **SFO03 – School Information**

- SCH
  - Retrieve school information
- SEC
  - Check and display list of logged on users
  - Audit trail is logged

# SFO04 – Report

- SCH
  - Retrieve school information
- STU
  - Retrieve student information
- SEC
  - Check and display list of logged on users
  - Audit trail is logged

# **SFO05 – Data Communication**

- CDS
  - Export and Import data file via CDS module

Potton

## 1.7 User Group and Access Right

User should possess certain access rights to use the corresponding functions in WFSFAA(SFO) module. Users assigned to different user groups will have different access rights. Among the built-in user groups, only WFSFAA(SFO)\_ADMIN and SCHOOL\_HEAD can use the functions of the WFSFAA(SFO) module. The pre-assigned access rights of these two built-in groups are depicted below.

#### WFSFAA(SFO)\_ADMIN

[S-SEC02-04] Security > Access Control > User Group > Access Right

Maintain Function Access Right	5	
Group ID	WFSFAA(SFO)_ADMIN	
Group Description	WFSFAA(SFO) Administrator	
Chinese Group Description	在職家庭及學生資助事務處管理員	
Module / Function	WFSFAA(SFO)	

Function	✓ View	✓ Edit	🗹 Add	✓ Delete	Z Execute
WFSFAA(SFO) - Data Communication	✓				~
WFSFAA(SFO) - Report	I				
WFSFAA(SFO) - School Discretion	<ul> <li>Image: A start of the start of</li></ul>	~	~	✓	✓
WFSFAA(SFO) - School Information	Image: A state of the state	~	~	~	~
WFSFAA(SFO) - Subsidy Result and STS recommendation - Maintenance	~	~	1	~	~
WFSFAA(SFO) - Subsidy Result and STS recommendation - Export / Import (STS Recommendation)	1	~			~

## SCHOOL\_HEAD

[S-SEC02-04] Security > Access Control > User Group > Access Right

Maintain Function Access Rights	5 1
Group ID	WFSFAA(SFO)_ADMIN
Group Description	WFSFAA(SFO) Administrator
Chinese Group Description	在職家庭及學生資助事務處管理員
Module / Function	WFSFAA(SFO)

Function	✓ View	✓ Edit	🗹 Add	Delete	Z Execute
WFSFAA(SFO) - Data Communication	<b>v</b>				~
WFSFAA(SFO) - Report	Image: A state of the state				
WFSFAA(SFO) - School Discretion	<b>v</b>	~	~	✓	~
WFSFAA(SFO) - School Information	Image: A state of the state	~	~	✓	~
WFSFAA(SFO) - Subsidy Result and STS recommendation - Maintenance	✓	7	✓	~	~
WFSFAA(SFO) - Subsidy Result and STS recommendation - Export / Import (STS Recommendation)	✓	~			$\checkmark$

🛯 Reset 🔚 Save 🕅 Close

Alternatively, user-defined groups can also be created with access rights of the WFSFAA(SFO) module.

## 2 Operation Procedures

2.1 Subsidy Result and STS Recommendation

2.1.1 Maintenance

Generation Function Description

School users can view student's TA and STS result, maintain student's STS recommendation

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Subsidy Result and STS Recommendation Maintenance" can view this page.
  - User with the edit right of "WFSFAA(SFO) Subsidy Result and STS Recommendation – Maintenance" can make STS recommendation for student.
- User Procedures
  - 1. Click [WFSFAA(SFO)] → [Subsidy Result and STS Recommendation] → [Maintenance] on the left menu.
  - 2. After input searching criteria, click the **[Search]** button to view the student's TA and STS result.

School Year	21.2 ¥			
Campus Description	Donny School (ANSE) 🗸			
English Name		Chinese Name		12
STRN				
Class Level	λI. Υ	Class Name	au 🗸	
STS	λ1: 🗸		10	
Recommendation Required				
New Record	λ1' V	Level Changed	ALL V	

Sand Statue : NP - Not Prepare, P - Prepared, NS - Not Send, S - Sant

Hide/	Show (		כ																	<b>∼</b> ∩rittor
Class Level	Cinaa	Class No	STRN	Name (Fng & Chi)	Shident Application ID	Effective Date (DD/MM/YYYY)	TA <u>Reaut</u>	<u>TA</u> SD	STS <u>Result</u> (%)	<u>STS</u> SD	STS Recommendation Required	Residential Address	School Recommend STS	Hostel Student	Boarding Student	Cross Boundary Student	<u>Send</u> Status	Remarka	New Record	í evel Changed
S	24	35	72147205	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	2112420305011	0170972112	-*		50+		Ÿ*	TAT JIS FLOUR 5, Y.U HING HINGE, TIN YIU TETATA TIN G-DI VAJ, NEW TERRITIRIES*	<b>V</b>	~		_ <b>~</b>	NS	Las. Upde.bed on 17/16/2013	No.	"A l-vel chongod f.cm '100'to "0'978 .cvol chongod Cror' "to "50"
32	28	35	76761991		2.13425967011	01709/2012	50		50		N		×	2	~	V	N.'		No	
8	28	21	4000-73	() () () () () () () () () () () () () (	2 19535175011	un anstan ex							~	*	~	~	N '	Last: Updeted on 17/16/2013	¥•4.	
ar T	21	15	Y673569T	TX:0: MX:0: (IE)	2012026694011	0170573012*			100%				~	*	~	Y	רא	Last Updeted on 17/16/2013	Vex	
85	32	2	Y6007225	二) 1X:0: 1X:0: (早一 二)	2012068551011	01/09/2012	*		02				×	~	~	*	N?	Iss. Updated on 17/16/2013	Nu	TA level changed fcom "50"to
34	28	4-	¥ 5991 194	1000 (空一 二)	2719479935031	0170573017*			۲۲				¥	*	~	~	רא	Last Updated on CT/C6/2013	v.,	
		-						-												_To

5 204

- 3. Only the records with Send Status of "NP" and STS Recommendation Required of "Y" can be edited the following fields:
  - 1) School Recommend STS
  - 2) Hostel Student
  - 3) Boarding Student
  - 4) Cross Boundary Student
- 4. When school user clicks **[Save]** button, system will perform validations on the records in current page.
- 5. If all validations are passed, the record(s) will be saved.
- 6. In page **[S-SF001-01]**, whenever user navigates to another page via paging function, system will prompt the message "Please click **[Save]** button before proceeding to other pages. If not, you may lose changes made to the current page. Are you sure to proceed?" to alert user.
- Post-effects
  - 1. Audit trail is logged.
- Notes
  - 1. In page **[S-SF001-01]**, when school user selects a campus description, only class levels and classes relevant to the campus description will be available for selection.
  - 2. In page **[S-SF001-01]**, if there is only one school year and one campus description available, the information of subsidy result and STS recommendation will be shown automatically without needing to click [Search] button.
  - 3. If STS Recommendation Required is "N" or the sending status is "NS", "P", "S", the dropdown list of "School Recommend STS", "Hostel Student", "Boarding Student", "Cross Boundary Student" will be dimmed.
  - 4. If existing records are not in latest TA and STS result file, they will be hidden.
  - 5. If Boarding Indicator/Hostel Indicator is "N" in TA and STS result file, the column of Boarding Student/ Hostel Student will be hidden.
  - 6. User can drag the column of table to change its position and click [Hide/Show Column] button to control the appearance of column.
  - 7. The latest update date of result will be shown in the column of Remark and the corresponding fields will be marked an asterisk (\*).
  - 8. Following table shows the details of "New Record" and "Level changed" by comparing the latest imported result with the 2nd latest imported result:

The 2nd	latest file	The la	test file	New	Level Changed
TA Result	STS Result	TA Result	TA Result STS Result		

Blank	Blank	Blank	0%	Yes	STS level changed from "" to "0"
0%	Blank	50%	Blank	No	TA level changed from "0" to "50"
Blank	50%	Blank	100%	No	STS level changed from "50" to "100"
50%	50%	100%	100%	No	TA level changed from "50" to "100" STS level changed from "50" to "100"
50%	100%	0%	0%	No	TA level changed from "50" to "0" STS level changed from "100" to "0"

- Critical Validations
  - 1. The record(s) cannot be edited if sending status of "S" / "P" / "NS".
    - 2.1.2Export / Import (STS Recommendation)
- Generation Function Description

School users can export/import TA and STS result list for STS Recommendation.

- Pre-requisites
  - 1. TA and STS result is imported.
  - User with the view right of "WFSFAA(SFO) Subsidy Result and STS Recommendation – Export / Import (STS Recommendation)" can export student-applicant information for making STS recommendation.
  - 3. User with the edit right of "WFSFAA(SFO) Subsidy Result and STS Recommendation –Export / Import (STS Recommendation)" can import STS recommendation.
- User Procedures
  - When school user clicks on the [WFSFAA(SFO)] → [Subsidy Result and STS Recommendation] → [Export / Import (STS Recommendation)] in left panel, page [S-SF001-02] will be shown.
  - 2. In page [S-SF001-02], school user can input searching criteria (School Year/Campus Description/Class Level/Class Name) to export STS recommendation records with the STS Recommendation Required = "Y" and Send Status = "NP" into an excel file. If STS recommendation information (i.e. School Recommend STS, Hostel Student, Boarding Student and Cross Boundary Student) is modified, the corresponding records should not be exported. If the Boarding Indicator/Hostel Indicator is "N" in the latest result

file, the column of Boarding Student/Hostel Student will not be displayed in the export file.

Export STS Recommendation			
School Year	2013 🗸		
Campus Description	Secon School (AIDED) 🧹		
Class Level	A11 🗸	Class Name	A11 🗸
Download Note: Only students with STS Recomm	nendation Required will be exported		
Download Note: Only students with STS Recomm	nendation Required will be exported		
Download Note: Only students with STS Recomm Import STS Recommendation File Name and Path (*.xls)	nendation Required will be exported	Browse	
Download Note: Only students with STS Recomm Import STS Recommendation File Name and Path (*.xls) * Only a single file can be upload	nendation Required will be exported	Browse	

- 3. School user can edit the STS recommendation records in the export excel file and then import the same file into system. System will perform validations on the content in the import file.
- 4. If all validations are passed, the records in the excel file will be imported into system as STS Recommendation records.
- Post-effects
  - 1. Audit trail is logged.
- Notes
  - 1. When importing the excel file, the "View Error Report" button will be shown if any errors are found. Click the button, the Error Report (R-SFO006) will be shown.

For export STS recommendation excel file

- 2. If Boarding/Hostel Indicator in latest result is "N", "Boarding Student" / "Hostel Student" will not appear.
- 3. School user can only maintain "School Recommend STS", "Hostel Student", "Boarding Student" and "Cross Boundary Student".

#### Critical Validations

- 1. The file name of import file should be STS\_Recommendation.xls
- 2. The file type of import file should be MS Excel.
- 3. The title of column of import file should be matched.
- 4. The no. of rows of import file should not excess 500 (exclude the row of title).

# 2.2 School Discretion

2.2.1 Maintenance

Generation Description

School users can maintain school discretionary recommendation.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) School Discretion" can view this page.
  - 3. User with the add right of "WFSFAA(SFO) School Discretion" can add new school discretion record.
  - 4. User with the edit right of "WFSFAA(SFO) School Discretion" can edit school discretion record.
  - 5. User with the delete right of "WFSFAA(SFO) School Discretion" can delete school discretion record.
- User Procedures
  - 1. Click [WFSFAA(SFO)] → [School Discretion] on the left menu.

[S-SFO02-01] WFSFAA(SFO) > Sc	nool Discretion	
School Year	2013 🗸	
Send Status	ALL	

Search 🛛 🖓 Reset

2. Select School Year and Sending Status and then click the **[Search]** button to search the inputted school discretion records for maintenance.

chi end	ool Year 1 Status . Search	Resel			[5013 ↓]  º11	¥					
	Class Level	Class	Class No	STRN	Name(EngΧ)	Student Application ID	School Discretion TA (%)	Reasons for School Discretion	School Discretion STS(%)	Reasons for School Discretion	Send Status
	PL	la	2	1087653A	otudnot tv: tvo (三二學生)	2013280914021	V IF	ffgrg	<u> </u>	909 ~	NE
	PL	Ln.	5	X3801007	SI 111(三學化)	20122800914021	30 IM v	asdfeaffidf ~	<u> </u>	ecifested ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	NE

🚡 Add ) 🔛 Save ) 🔀 Uelete )

- 3. Only the records with Send Status of "NP" can be edited the following fields:
  - 1) Application ID (for students who do not exist in the latest TA/STS result file)
  - 2) School Discretion TA as well as Reasons for School Discretion
  - 3) School Discretion STS as well as Reasons for School Discretion
- 4. When school user clicks [Save] button, system will perform validations on the records in current page.
- 5. If all validations are passed, the record(s) in current page will be saved.

- 6. School user can select the checkbox of the records with Sending Status of "NP" and click [Delete] button to delete the record(s).
- 7. When clicking **[Add]** button in page **[S-SF002-01]**, page **[S-SF002-02]** will be shown for adding new record(s).

School Year	2013 🗸		
School Level	A11 🗸	School Session	A11 🗸
English Name		Chinese Name	
STRN			
Class Level	811	Class Name	A11 🗸

8. Select the appropriate criteria and click **[Search]** button.

Class Level     Δ1:     Class Name     Δ1:       Pase1     Class Name     Δ1:       Class Level     Class Name     Δ1:       Class Class No     Name(EngΧ)     Student Application 1D     School Discretion     School Discretion       Pr-½     Y     A* III I (42: 2: 3)     Image: Class No     Name(EngΧ)     Student Application 1D       Pr-½     Y     A* III I (42: 2: 3)     Image: Class No     Name(EngΧ)       Pr-½     Y     A* III I (42: 2: 3)     Image: Class No     Name(EngΧ)       Pr-½     Y     A* III I (42: 2: 3)     Image: Class No     Name(EngΧ)       Pr-½     Y     A* III I (42: 2: 3)     Image: Class No     Name(EngΧ)       Pr-½     Y     A* K(第三)     Image: Class No     Image: Class No	School Year School Level English Name STRN	<u>2<sup>−</sup> 3 ♥</u> 61.	<b>▼</b>	School Session Al Chinese Name	n v]			
Class         Class No         Name(EnglChi)         Student Application ID         Student Application ID         Reasons for School Discretion         Student Application ID           Pr-Sh         Y         A* IIII I(2: 5:)         Image: Student Application ID         Image: Student Application ID	Class Level	//1. apat ) (  B ack		Class Name A	School Discretion	- Page I V o	f G D H	<b>Bott</b> am
	Class PrA	Class No 7	Name(EngΧ) A= IIIII(李 大)	Student Application ID	TA(%)	Reasons for School Discretion	STS(%)	Reasons for School Discretion
					~	$\sim$	~	
	PC-Ω	9	Y., Aλ ×X(第三三)		~	<b>^</b>	~	

- 9. When school user selects the checkbox, the corresponding record will be enabled. School user should input school discretion information similar to page **[S-SF002-01]** for the selected student before clicking **[Add]** button.
- 10. When school user clicks [Add] button, system will validate the records.
- 11. If all validations are passed, the new record(s) will be added to page [S-SF002-01] with Sending Status of "NP".
- Post-effects
  - 1. Audit trail is logged.
- Notes
  - If the student has TA and STS in the latest result file, the TA/STS result and Student Application ID will be displayed for reference. Otherwise, the Student Application ID will be enabled. User must input the Student Application ID manually.
  - 2. There are ONLY one school year discretionary records in WebSAMS at the same time.
  - The Sending Status of school discretion records will be changed to 'S' after sending to WFSFAA(SFO). School users are not allowed to modify such records and re-submit them to WFSFAA(SFO).
  - 4. If TA/STS result of the selected student is already 100%, it is NOT allowed to add discretion record for the student in page **[S-SF002-02]**. A prompt

message of "Student has already received Full grant" will be shown for such case. When saving data in page **[S-SF002-01]**, system will also check if there are any students with 100% TA or STS result. If yes, error message will be shown.

- 5. The number of students recommended for discretionary awards cannot exceed the quota (6 places per approved class).
  - SD TA (%) SD STS (%) Saving of record Data preparation Blank Any value Reject -Any value Blank Reject -N/A N/A Reject -50% or 100% N/A Accept Accept N/A 50% or 100% Accept Accept
- 6. Validations on the School Discretion TA/STS as a combination:
- 7. The following combinations list the relationships between TA/STS result and School Discretion TA/STS:

TA (%) in result	STS (%) in result	TA allowed for	STS allowed for
file	file	input	input
Blank	Blank	50%, 100% or N/A	50%, 100% or N/A
0%	Blank	50% or N/A	50% or N/A
Blank	0%	50% or N/A	50% or N/A
50%	Blank	100% or N/A	100% or N/A
Blank	50%	100% or N/A	100% or N/A
0%	50%	50% or N/A	100% or N/A
50%	0%	100% or N/A	50% or N/A
50%	50%	100% or N/A	100% or N/A
100%	Any Value	Not allowed	Not allowed
Any Value	100%	Not allowed	Not allowed

- Critical Validations
  - 1. The record(s) cannot be edited if sending status is "S" / "P" / "NS".

2.3 School Information

2.3.1 Maintenance

Generation Description

School users can maintain school information.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) School Information" can view this page.
  - 3. User with the edit right of "WFSFAA(SFO) School Information" can edit school information.
  - User with the execute right of "WFSFAA(SFO) School Information" can copy school information of WFSFAA(SFO) module from previous school year.
- <sup>1</sup> User Procedures
  - 1. Click [WFSFAA(SFO)]  $\rightarrow$  [School Information] on the left menu.

School Year	2013 🗸	
Campus Description	Secon School (AIDED)	

2. Select School Year and Campus Description and then click the **[Search]** button to search the school information.

[S-SFO03-01] WFSFAA(	(SFO) > School In	formation					
School Year		Current Yea	r(2012) 🗸				
<b>Campus Description</b>		Dummy Schoo	1 (AMSP) 🗸				
💽 Search 🕅 Rese	et )			-			
Basic Information	1						
School Name(Eng)	Lui Kee Thi	cough-train	School				
School Name(Chi)	呂祺一條龍銅	<b>學校</b>					
Bank Account Name							
Bank Account Code						_	
School Tel No	23003001		Sc	hool Fax No	230	030332	
School Level	1	~	Sc	hool Type			~
Curriculum Type	-		<b>∨</b> Fin	ance Type			~
School E-mail Addres	is 1		Sc	hool E-mail	Address 2		
School E-mail Addres	is 3						
School Principal		,	-64				
	Name(Eng)				N	ame(Chi)	
English Address							
Flat		Floo	r 📃		Block	۲ (	
Building			194				
Village/Estate							
Street and No							
District							
Chinese Address	5		-27			96 1	
Flat		Floo	r 📃		Block	9 I	
Building							
Village/Estate							
Street and No							
District							
Area Information							
Area		~					
Correspondence	Address in	English			100078		
Flat		Floo	r 📃		Block	۲ (	
Building			10				
Village/Estate							
Street and No							
District							
Area		~			1.1		
School Contact P	Person(s)						
No Na	ime(Eng)		Name(Chi)		Tel No		Schemes
1						TA DIA	STS SIA
2						TA 🗌	STS SIA
3						TA	STS SIA
Copy From Last Ye	ear 🛛 🔲 S	ave Res	et			20	

- 3. School user can maintain the following school information:
  - 1) Basic Information
  - 2) School Principal
  - 3) English Address
  - 4) Chinese Address
  - 5) Area Information
  - 6) Correspondence Address in English
  - 7) School Contact Person(s)

- 4. If there is no school information in WFSFAA(SFO) module, system will retrieve some fields (i.e. School name in English and Chinese, School Tel No, School Fax No and School Email Address 1) from School Management module after searching.
- 5. School user needs to fill in the fields in page [S-SF003-01].
- 6. School user can also click **[Copy From Previous Year]** button to copy school information from previous school year. If there is no school information of previous school year, a warning message "No Previous School Year School Information" will be shown.
- 7. When user clicks **[Save]** button, system will perform validations on the inputted information.
- 8. If all validations are passed, the school information will be saved:
  - 1) For new school information record, the Sending Status will be 'NP'.
  - 2) For school information record has been submitted to WFSFAA(SFO), system will change the Sending Status from 'S' to 'NP'.
- Post-effects
  - 1. Audit trail is logged.
- Notes
  - 1. School user needs to click **[Save]** button to save the data copied from previous school year. Otherwise, the school information will not be saved.
  - 2. If there is only one school year and one campus code available, the school information will be shown automatically in page **[S-SF003-01]** without needing to click **[Search]** button.
  - User is allowed to maintain the school information of the latest school year only. The school information may be updated and submitted to WFSFAA(SFO) more than one time in the same school year.
- Critical Validations
  - The school information record(s) with Sending Status of 'P'/'NS' cannot be edited.

## 2.4 Report

2.4.1TA/STS Result Report(R-SFO001)

Generation Function Description

Show detail information for TA and STS result.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Report" can view this page.
- User Procedures

1. Click [WFSFAA(SFO)]  $\rightarrow$  [Report] on the left menu.

[S-SFO04-01] WFSFAA(SFO) > Report

Report	lame (ID)		
TA/STS Result Report(R-SFO001-CE)		1.5	
Template Description	Туре	Creator	Creation Time
<u>Built-in Template</u>	<u>Built-In</u>	<u></u>	
- TA/STS Result Updated Report(R-SF0002-CE) - STS Recommendation Report(R-SF0003) - School Discretion Report(R-SF0004) - TA/STS Result Follow Up Report(R-SF0015-CE) - CE			

\* Click > or the link to display the report template(s) and then click the template you need to create the report.

## Click the hyperlink of [Build-in Template] under [TA/STS Result Report(R-SF0001)].

[S-SFO04-02] WFSFAA(SFO) > Report

School Year	2013 🗸		
Campus Description	Secon School (AIDED) 🗸		
Class Level	A11 V	Class Name	A11 🗸
Financial Assistance Scheme	A11 🗸	STS Recommendation Required	A11 V
Print Residential Address			
New Record	A11 🗸	Level Changed	A11 🗸
Format	PDF 🗸	Print Excel in one-line pe	er record

- 3. When user selects "EXCEL" format, the "Print Excel in one-line per record" checkbox will be enabled.
- 4. Click the [Preview & Print] to print report.

- Post-effects
  - 1. Audit trail is logged.
  - 2. If the user selects "EXCEL" format and "Print Excel in one-line per record" checkbox, an excel report with one item in one column and one record in one row will be shown for preview.
- Notes

NIL

2.4.2TA/STS Result Updated Report(R-SFO002)

Function Description

Show updated information (i.e. Effective Date (DD/MM/YYYY), TA Result (%), STS Result (%), STS Recommendation and Residential Address) of TA and STS result.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Report" can view this page.
- User Procedures
  - 1. Click [WFSFAA(SFO)]  $\rightarrow$  [Report] on the left menu.

[S-SFO04-01] WFSFAA(SFO) > Report

Report  TA/STS Result Report(R-SFO001-CE)  TA/STS Result Updated Report(R-SFO002-CE)	t Name (ID)		
Template Description	Туре	Creator	Creation Time
Built-in Template	<u>Built-In</u>	<u></u>	
- STS Recommendation Report(R-SF0003) School Discretion Report(R-SF0004) TA/STS Result Follow Up Report(R-SF0015-CE)			

2. Click the hyperlink of [Build-in Template] under [TA/STS Result Updated Report(R-SF0002)].

[S-SFO04-03] WFSFAA(SFO) > Report

Built-in Tem	plate		
School Year	2013 🗸	14.5	
Campus Description	Secon School (AIDED)	~	
Class Level	A11 🗸	Class Name	A11 🗸
Format	PDF 🗸		

- 3. Click the [Preview & Print] to print report.
- Post-effects
  - 3. Audit trail is logged.
- Notes

NIL

2.4.3STS Recommendation Report(R-SFO003)

Generation Description

Show STS Recommendation records.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Report" can view this page.

## User Procedures

1. Click [WFSFAA(SFO)]  $\rightarrow$  [Report] on the left menu.

[S-SFO04-01] WFSFAA(SFO) > Report

20	Report N	lame (ID)		
⊳ <u>TA/S</u> ⊳ <u>TA/S</u> ▼ <u>STS</u>	TS Result Report(R-SFO001-CE) TS Result Updated Report(R-SFO002-CE) Recommendation Report(R-SFO003)			
120	Template Description	Туре	Creator	Creation Time
	<u>Built-in Template</u>	<u>Built-In</u>		<u></u>
⊳ <u>Scho</u> ⊳ <u>TA/S</u>	ool Discretion Report(R-SFO004) TS Result Follow Up Report(R-SFO015-CE)			
* Click	> or the link to display the report template(s) and then c	lick the template yo	u need to create the	report.

2. Click the hyperlink of [Build-in Template] under [STS Recommendation Report(R-SF0003)].

STS Recommend Built-in Tem	ation Report(R-SFO003) plate	e e	
School Year	2013 🗸		
Campus Description	Secon School (AIDED) 🗸		
Class Level	A11 🗸	Class Name	A11 🗸
Print Residential Address			
Format	PDF		

- 3. Click the [Preview & Print] to print report.
- Post-effects
  - 1. Audit trail is logged.
- Notes

NIL

2.4.4School Discretion Report(R-SFO004)

Generation Description

Show school discretion records.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. School Discretion information is maintained.
  - 3. User with the view right of "WFSFAA(SFO) Report" can view this page.
- User Procedures
  - 1. Click [WFSFAA(SFO)]  $\rightarrow$  [Report] on the left menu.

[S-SFO04-01] WFSFAA(SFO) > Report

Þ <u>TA/S</u> Þ <u>TA/S</u> Þ <u>STS</u> ▼ <u>Scho</u>	Report N TS Result Report(R-SFO001-CE) TS Result Updated Report(R-SFO002-CE) Recommendation Report(R-SFO003) pol Discretion Report(R-SFO004)	lame (ID)		
_	Template Description	Туре	Creator	Creation Time
	<u>Built-in Template</u>	<u>Built-In</u>		
DTA/S	TS Result Follow Up Report(R-SF0015-CE)			

\* Click > or the link to display the report template(s) and then click the template you need to create the report.

 Click the hyperlink of [Build-in Template] under [School Discretion Report(R-SF0004)].
 IS-SE004.051 WESEA4(SE0) > Report

School Discretion R Built-in Templa	teport(R-SFO004) :- ite			
School Year	2013 🗸			
School Level	A11 🗸	School Session	A11 🗸	
Class Level	A11 🗸	Class Name	A11 🗸	
Financial Assistance Scheme	A11 🗸	Status	A11	~
Format	PDF 🗸			

- 3. Select the appropriate criteria and click the [Preview & Print] to print report.
- Post-effects
  - 1. Audit trail is logged.
- Notes

NIL

2.4.5TA/STS Result Follow Up Report(R-SFO015-CE)

Generation Function Description

Show TA/STS Result and Follow UP information.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Report" can view this page.
- User Procedures
  - 1. Click [WFSFAA(SFO)]  $\rightarrow$  [Report] on the left menu.

#### [S-SFO04-01] WFSFAA(SFO) > Report

	Report	t Name (ID)		
DTA/STS F DTA/STS F DSTS Rec DSChool D ▼TA/STS F	Result Report(R-SFO001-CE) Result Updated Report(R-SFO002-CE) commendation Report(R-SFO003) discretion Report(R-SFO004) Result Follow Up Report(R-SFO015-CE)			
	Template Description	Туре	Creator	Creation Time
Bu	<u>ilt-in Template</u>	<u>Built-In</u>		

\* Click > or the link to display the report template(s) and then click the template you need to create the report.

# Click the hyperlink of [Build-in Template] under [TA/STS Result Follow Up Report(R-SF0015-CE)].

Built-in Template	Report R-SPOUIS-	SE)	
School Year	2013 🗸		
Campus Description	Secon School (AIDED)	/	
Class Level	A11 🗸	Class Name	A11 🗸
Financial Assistance Scheme	A11 🗸		10 75
Format	PDF 🗸		

- 3. Select the appropriate criteria and click the [Preview & Print] to print report.
- Post-effects
  - 1. Audit trail is logged.

## Notes

- 1. Student records under the following two scenario will be shown in the report:
  - 1) Either cannot be found in the 2nd latest imported result file (New Record); or
  - 2) Assistance level changed comparing with the 2nd latest imported result reference (Level Changed)
- 2. When there is only one result file of the school year being imported OR there is no new or changed record comparing with the 2nd latest imported result file, a message 'No change' should be displayed in the report.

2.5 Data Communication

2.5.1 Process Incoming Data

Function Description

School users manually import TA and STS result sent by WFSFAA(SFO).

- Pre-requisites
  - 1. The TA and STS result file is already received from WFSFAA(SFO) through CDS.
  - 2. User with the view right of "WFSFAA(SFO) Data Communication" can view this page.
  - 3. User with the execute right of "WFSFAA(SFO) Data Communication" can execute this page.
- User Procedures
  - 1. Click [WFSFAA(SFO)] → [Data Communication] on the left menu.

#### 2. Select the **Process Incoming Data** tab.

[S-SFO05-01] WFSFAA(SFO) > Data Communication > Process Incoming Data

Pro	ces	s Ine	oming Data	Prepare Outgoin	g Data 🛛	Confirmed Outg	oing Data			
			Message ID	Description	Subject (Type)	Received Time	EDB Reference	Deadline	Reply Indicator	Priority
×	Û	0	192530	Testing of the 2 reports 2	WFSFAA (Data)	13/08/2013 04:07 PM			No	Normal
Ъ	Û	0	192529	SFOOOTSR - TA and STA Results	WFSFAA (Data)	13/08/2013 03:55 PM			No	Normal
	Imp	ort	Preview					-		Тор
8	Enc	rypte	ed		P I	)ata Imported t	o Module			
3	🔓 Decrypted 🥂 Data Import Failed									
X	Dec	rypti	ion Failed		0 /	ttachment				

3. Select radio button of corresponding data file and click **[Preview]** button to preview the result file or click **[Import]** button to import result file.

## Post-effects

- 1. The TA and STS result file will be imported.
- 2. All the WFSFAA(SFO) data of previous school year except for school information will be deleted.

## Notes

- 1. If the TA and STS result file have not decrypted, school user need input password (provided from WFSFAA(SFO)) to decrypt result file.
- 2. If importing/previewing TA and STS result file have any error/warming, the error/warming message will be shown on the top of the screen as below.

Validation Description	English error / warming message shown on the Screen
The school year in file is later than current school year.	Relevant school year cannot be found in WebSAMS. Please start the new school year and import the file again.
The format of TA and STS result file is invalid	TA and STS Result file has not been imported, please kindly contact the School District Assistance Officer of the WFSFAA(SFO).

3. The Encoding format of incoming file is UTF-8.

## 2.5.2 Prepare Outgoing Data

Generation Description

"Prepare Outgoing Data" allows you to prepare an interface data file to be sent to EDB. There are five types of interface files in WFSFAA(SFO) module – Return Unmatched List, Student Departure (Date captured from the STU module), School Recommendation on STS, School Discretionary Recommendation on TA& STS and School Information.

- Pre-requisites
  - 1. TA and STS result is imported.
  - 2. User with the view right of "WFSFAA(SFO) Data Communication" can view this page.
  - 3. User with the execute right of "WFSFAA(SFO)– Data Communication" can send information to WFSFAA(SFO).
- User Procedures
  - 1. Click **[WFSFAA(SFO)]** → **[Data Communication]** on the left menu.
  - 2. Select the **Prepare Outgoing Data** tab.

[S-SFO05-02] WFSFAA(SFO) > Data Communication > Prepare Outgoing Data

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

	Data File Description	File Status	Preview Type
۲	Return Unmatched List		
0	Student Departure (Date captured from the STV module)		
0	School Recommendation on STS		
0	School Discretionary Recommendation on TA & STS		
0	School Information		

Prepare Un-prepare Confirm Preview

- 3. Select a data file by enabling the radio button beside it.
- 4. Prepare, un-prepare, confirm or preview the selected data file by clicking the **[Prepare]**, **[Un-prepare]**, **[Confirm]** or **[Preview]** button respectively

#### Post-effects

Data file of Unmatched list/STS Recommend List/Student Departure List/ School Discretionary Recommendation on TA& STS/ School Information is prepared or confirmed.

For prepare

- Unmatched list
  - Unmatched List Report (R-SF0007 & R-SF0012) will be generated.
- Student Departure List
  - Student Departure Report (R-SFO008 & R-SFO013) will be generated.
- STS Recommend List
  - Summary of School Recommendation on STS (R-SFO009 & R-SFO014) will be generated.
- School Discretionary Recommendation on TA& STS
  - Summary of Discretionary Awards (R-SFO010) will be generated.
- School Information
  - School Data Form (R-SFO011) will be generated.
- Notes
  - 1. The Encoding format of outgoing data file is UTF-8.

2.5.3Confirmed Outgoing Data

Generation Description

User can view the list of outgoing data that has been confirmed

- Pre-requisites
  - 1. User with the view right of "WFSFAA(SFO) Data Communication" can view this page.
- <sup>1</sup> User Procedures
  - 1. Click [WFSFAA(SFO)] → [Data Communication] on the left menu.

## 2. Select the [Confirmed Outgoing Data] tab.

[S-SFO05-03] WFSFAA(SFO) > Data Communication > Confirmed Outgoing Data

Process Incoming Data	Prepare Outgoing Data	<b>Confirmed Outgoing Data</b>
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	Message ID <del>v</del>	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner
Û	7653	Received	SFOOSTDL.DAT - Student Departure (Date captured from the STU module)	02/02/2013 04:31 AM		WFSFAA (Data)	SFO	Normal		super1
Û	7618	Received	SFOOOSRL.DAT - School Recommendation on STS	29/11/2012 04:31 AM		WFSFAA (Data)	SFO	Normal		super1

🛯 Attachment

Note: If the messge status of a particular message(s) is 'Processing' over 30 minutes, please restart the WebSAMS server and start ad hoc transmission in CDS again.

Post-effects

N/A