

致： 有待啟動網上校管系統全新「獨立版時間表編排工具」的學校校長
由： 教育局
日期： 2018年5月7日

最後提示：遞交啟動網上校管系統「獨立版時間表編排工具」回條

繼本局早前於二零一七年[六月二十九日](#)、[九月二十五日](#)及[十月三十日](#)透過聯遞系統發布同系列的訊息後，我們懇請 貴校盡快下載這個屬於網上校管系統一部分的「獨立版時間表編排工具」（STT），並填妥隨函夾附的回條（見附件）及盡快以傳真方式交回本局。

本局已於二零一六／一七學年六月透過聯遞系統傳送個別學校註冊碼給 貴校。學校須確保可啟動該工具及已妥善保存此工具的學校註冊碼，以便在日後有需要時能使用相關的軟件功能。

若 貴校已遞交有關回條，則毋須理會此聯遞系統訊息。

有關 STT 的查詢，請聯絡本局網上校管系統小組的[學校聯絡主任](#)或 STT 支援熱線（電話：3464 0579）。

教育局
系統及資訊管理組

附件

致：教育局系統及資訊管理組
(收件人：徐麗菁女士)

傳真號碼：3464 0567 / 3464 0568

回條

啟動網上校管系統「獨立版時間表編排工具」

現謹通知本校

已成功下載及啟動「獨立版時間表編排工具」

已收悉「獨立版時間表編排工具」的個別學校註冊碼，以供日後學校使用

*請在適當方格內填上「✓」

學校名稱: _____

學校註冊編號: _____

授課制: 上午 / 下午 / 全日

電話: _____

校長姓名: _____

校長簽署: _____

日期: _____

校印

To : The Principals of schools yet to activate the new “Standalone Timetabling Tool” of WebSAMS
From : Education Bureau
Date : 7 May 2018

Final Reminder: Submission of Reply Slip on Activation of the "Standalone Timetabling Tool" in WebSAMS

Further to our earlier CDS messages dated [29 June 2017](#), [25 September 2017](#) and [30 October 2017](#) in this series, we would like to appeal for schools’ early action to install the “Standalone Timetabling Tool” (STT), which is a part of the WebSAMS, and return the attached Reply Slip (Appendix) to the Education Bureau (EDB) by fax.

A unique license key has been sent to individual schools via CDS in June of the 2016/17 school year. It is important for schools to ensure that they could activate this tool and have properly kept the license key of this new tool for future deployment.

If your school has already returned the reply slip concerned, please disregard this CDS message.

For enquiries on the STT, please contact your [School Liaison Officer](#) of our WebSAMS Team or STT Hotline at 3464 0579.

Systems and Information Management Section
Education Bureau

To: Systems and Information Management Section
Education Bureau
(Attention: Ms Vicky TSUI)

Fax No.: 3464 0567 / 3464 0568

Reply Slip

Activation of "Standalone Timetabling Tool" in WebSAMS

Please be informed that our school

has downloaded and activated the "Standalone Timetabling Tool" successfully

has received the unique license key of the "Standalone Timetabling Tool" for future school use

** Please tick the appropriate box*

School Name: _____

School ID: _____

School Session: AM / PM / WD

Telephone No.: _____

Name of Principal: _____

Signature of Principal: _____

Date: _____

School Chop
