Guidelines on Using CloudSAMS to Send Planned Subject Information to EDB

For details of EDB-defined subject codes, schools may refer to the "Standard Subject Code Table" in the Appendix to the Circular Letter [Ref.: EDB(SA)/ADM/55/10/04(31)].

A) Procedure for Preparing the Planned Subject Information

1. Copy the class and subject details of the current school year to the Planned Subject Information (PSI) working area under "School Management > Planned Subject Information > Data Capture" [Figure 1 and Figure 2].

| [S-SCH15-01] School Management > Planned Subject I | iformation 🗲 Data Capture |
|--|---|
| Сору | |
| The following information will be copied from school | rear 2024 to school year 2025 : |
| Class Basic Information | Class-Based Subject |
| Cross-Class Subject Group | Subject Group |
| | Figur |
| | |
| | |
| [S-SCH15-01] School Management > Planned Subject | nformation > Data Capture |
| [S-SCH15-01] School Management > Planned Subject | |
| i Data already captured to the Planned Subject inform | |
| i Data already captured to the Planned Subject inform | ation working area successfully. |
| Data already captured to the Planned Subject Inform Attention: Data already existed in Planned Subject In | ation working area successfully. formation working area. Performing data capture will overwrite all existing data in working area. |
| Data already captured to the Planned Subject Inform Attention: Data already existed in Planned Subject In Copy | ation working area successfully. formation working area. Performing data capture will overwrite all existing data in working area. |

Figure 2

2. If necessary, users can update the class details of <u>Secondary 4 and Secondary 5</u> under "School Management > Planned Subject Information > Class Details".



| [S-SC | S-SCH15-10] School Management > Planned Subject Information > Class Details | | | | | | | | | |
|--------------|---|---------|---------|--|------------|--|--|--|--|--|
| + | + Add New Class Delete Class Level | | | | | | | | | |
| Schoo | School Year 2025 | | | | | | | | | |
| | Class Lev | el | | | Class Name | | | | | |
| \checkmark | Secondary 1 | S1A S1B | S1C S1D | | | | | | | |
| \checkmark | Secondary 2 | S2A S2B | S2C S2D | | | | | | | |
| \checkmark | Secondary 3 | S3A S3B | S3C S3D | | | | | | | |
| | Secondary 4 | S4A S4B | S4C S4D | | | | | | | |
| | Secondary 5 | S5A S5B | S5C S5D | | | | | | | |
| \checkmark | Secondary 6 | S6A S6B | S6C S6D | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |





| [S-SCH15-10] School Management > | Planned Subject Information > Class Details | | | | | | | |
|----------------------------------|---|--|--|--|--|--|--|--|
| (i) Record deleted successfully. | | | | | | | | |
| + Add New Class | + Add New Class 📄 🗇 Delete Class Level | | | | | | | |
| School Year 2025 | | | | | | | | |
| Class Level | Class Name | | | | | | | |
| Secondary 4 | S4A S4B S4C S4D | | | | | | | |
| Secondary 5 | SSA S5B S5C S5D | | | | | | | |



ii. Users can update class-based subject details under "Class-Based Subject" by selecting the hyperlinks of relevant classes. Users can first delete the subject information related to Applied Learning [*Figure 5 to Figure 7*].

| [S-SC | [S-SCH15-10] School Management > Planned Subject Information > Class Details | | | | | | | | |
|--|--|-----------------|--|--|--|--|--|--|--|
| + Add New Class 🔛 🔟 Delete Class Level | | | | | | | | | |
| Scho | School Year 2025 | | | | | | | | |
| | Class Level | Class Name | | | | | | | |
| | | | | | | | | | |
| | Secondary 4 | S4A S4B S4C S4D | | | | | | | |
| | Secondary 5 | S5A S5B S5C S5D | | | | | | | |
| | | | | | | | | | |



| [S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject | | | | | | | | | |
|--|---|--------------------|----------------|---------------------|------------------|--|--|--|--|
| Basic Information | Basic Information Class-Based Subject Class Subject Full List | | | | | | | | |
| + Add | Copy to 🗍 Delete | ← Go to Class List | | | | | | | |
| School Year | 2025 | | | | | | | | |
| School Level | Secondary | | School Session | Whole Day | | | | | |
| Class Level | Secondary 4 | | Class Name | S4A | | | | | |
| | | Subject ≑ | | МОГҾ | Number of Period | | | | |
| Compulsory | | | | | | | | | |
| 080 Chinese L 中國語文 | anguage | | | Chinese (Cantonese) | 8.00 | | | | |
| 165 English La 英國語文 | anguage | | | English | 8.00 | | | | |
| 22S Mathema 數學(必修部分 | tics (Compulsory Part) 권) | | | Chinese (Cantonese) | 6.00 | | | | |
| Elective | | | | | | | | | |
| ✓ 700 Chinese ir 寶用情境中文 | n Practical Context (ApL) (應用學習) | | | Chinese (Cantonese) | 2.00 | | | | |
| 83S Visual Art 視覺藝術(中學) | | | | Chinese (Cantonese) | 6.00 | | | | |
| | | | | | (| | | | |

Figure 6

| [S-SCH15-20] School | [S-SCH15-20] School Management > Planned Subject Information > Class Details > Class-Based Subject | | | | | | | | | |
|---|--|------------------|----------------|---------------------|------------------|--|--|--|--|--|
| i Subjects deleted | Subjects deleted successfully. | | | | | | | | | |
| Basic Information Class-Based Subject Class Subject Full List | | | | | | | | | | |
| + Add | + Add Delete Copy to Delete Co to Class List | | | | | | | | | |
| School Year | 2025 | | | | | | | | | |
| School Level | Secondary | | School Session | Whole Day | | | | | | |
| Class Level | Secondary 4 | | Class Name | S4A | | | | | | |
| | | Subject ≑ | | MOI 🗢 | Number of Period | | | | | |
| Compulsory | | | | | | | | | | |
| 080 Chinese La 中國語文 | anguage | | | Chinese (Cantonese) | 8.00 | | | | | |
| 165 English La 英國語文 | nguage | | | English | 8.00 | | | | | |
| | 225 Mathematics (Compulsory Part) 數學 (必修部分) Chinese (Cantonese) 6.00 | | | | | | | | | |
| Elective | | | | | | | | | | |
| 83S Visual Arts 視覺藝術(中學) | | | | Chinese (Cantonese) | 6.00 | | | | | |

Figure 7

iii. Users can add, copy to or delete any class-based subject [Figure 8].

| [S-SC | H15-20] School | Management > Planned | Subject Information > C | lass Details > Class-Based Sub | oject | |
|--------------|-----------------------------|------------------------------|-------------------------|--------------------------------|---------------------|------------------|
| Basi | c Information | Class-Based Subject | Class Subject Full List | | | |
| + | · Add 🚦 🗘 | Copy to 🗊 Delete | ← Go to Class List | | | |
| Scho | ol Year | 2025 | | | | |
| Scho | ol Level | Secondary | | School Session | Whole Day | |
| Class | Level | Secondary 4 | | Class Name | S4A | |
| | | | Subject | | МОІ Ҿ | Number of Period |
| Com | ulsory | | | | | |
| | 080 Chinese La 中國語文 | anguage | | | Chinese (Cantonese) | 8.00 |
| \checkmark | 165 English Lai 英國語文 | nguage | | | English | 8.00 |
| | 22S Mathemat 數學(必修部分 | ics (Compulsory Part) }) | | | Chinese (Cantonese) | 6.00 |
| Elect | ve | | | | | |
| | 83S Visual Arts 視覺藝術(中學) | | | | Chinese (Cantonese) | 6.00 |
| | | | | | | |

Figure 8

iv. Users can select the hyperlinks of class-based subjects to update the class-based subject details [*Figure 9 and Figure 10*].

| Basic Information | Class-Based Subject Class Subject | ect Full List | | |
|--|--|---|---------------------|------------------|
| + Add | Copy to 🗊 Delete 🧲 Go to Cla | ass List | | |
| School Year | 2025 | | | |
| School Level | Secondary | School Session | Whole Day | |
| Class Level | Secondary 4 | Class Name | S4A | |
| | Subject ⇔ | | MOI ≑ | Number of Period |
| Compulsory | | | | |
| 080 Chinese Li 中國語文 | anguage | | Chinese (Cantonese) | 8.00 |
| 165 English La 英國語文 | nguage | | English | 8.00 |
| 22S Mathemat 數學(必修部分 | tics (Compulsory Part) }) | | Chinese (Cantonese) | 6.00 |
| Elective | | | | |
| 835 Visual Arts | s(HKDSE) | | Chinese (Cantonese) | 6.00 |
| ☐ 視覺藝術(中學) If 5(1)15 223 5cbcol | 文遷) | | ibiort | Figur |
| [S-SCH15-22] School | X Management > Planned Subject Infor | mation > Class Details > Class-Based Su | ibject | Figur |
| [S-SCH15-22] School Basic Information | X Management > Planned Subject Infor | ect Full List | ibject | Figur |
| [S-SCH15-22] School Basic Information | X3 Management > Planned Subject Infor Class-Based Subject Class Subj Reset < Back | ect Full List | ibject | Figur |
| [S-SCH15-22] School Basic Information ✓ Save ♂ F Update Class-Baa | X3 Management > Planned Subject Infor Class-Based Subject Class Subj Reset < Back | ect Full List | ibject | Figur |
| S-SCH15-22] School Basic Information Save C F Update Class-Base School Year | X Management > Planned Subject Infor Class-Based Subject Class Subject Reset < Back | ect Full List | ibject Whole Day | Figur |
| [5-SCH15-22] School Basic Information く Save さ F | XIManagement → Planned Subject Infor Class-Based Subject Class Subject Reset < Back | ect Full List st | | Figur |
| (S-SCH15-22) School Basic Information Save C F Update Class-Ba: School Year School Level | ★ Management > Planned Subject Infor Class-Based Subject Class Subj Reset | st School Session | Whole Day | Figur |
| (S-SCH15-22) School Basic Information Save C F Update Class-Ba: School Year School Level Class Level | ★ Management > Planned Subject Infor Class-Based Subject Class Subj Reset | st School Session | Whole Day | Figur |
| (S-SCH15-22) School Basic Information Save C F Update Class-Bas School Year School Level Class Level Subject Detail In Subject | X Management > Planned Subject Information Class-Based Subject Class Subject Class-Based Subject Class Subject Seed Subject Go to Class Li Secondary Secondary 4 | st School Session | Whole Day | Figur |
| (S-SCH15-22) School Basic Information Save C F Update Class-Bas School Year School Level Class Level Subject Detail I Subject Type | Xanagement > Planned Subject Infor Class-Based Subject Class Subject Reset ✓ Back ← Go to Class Li sed Subject 2025 Secondary Secondary Secondary 4 | st School Session | Whole Day | Figur |
| [S-SCH15-22] School Basic Information Save C F Update Class-Bas School Year School Level Class Level Subject Detail I | Xanagement > Planned Subject Infor Class-Based Subject Class Subject Class-Based Subject Class Subject seed Subject 2025 Secondary Secondary Secondary 4 Morrmation 080 Chinese Language Compulsory Chinese (Cantonese) Elective | st School Session Class Name | Whole Day | Figur |

Figure 10

- 3. If necessary, users can update cross-class subject details under "School Management > Planned Subject Information > Cross-Class Subject Group".
 - i. Users can add or delete any Group for Cross-Class Subject [*Figure 11*].

| [S-S(| H15-40] School Manage | ement > Planned Subje | ct Information > Cross-Class Subject Group | | | | | |
|--------|------------------------|-----------------------|--|--|---------------------------|----------------|------------------|---------------|
| ~ | Search Cross-Class Sub | ject Group | | | | | | |
| С | Search 🚫 Clear | | | | | | | |
| Scho | ol Year | 2025 | School Level | Secondary | | | | |
| Scho | ol Session | Whole Day | Class Level | Secondary 4 | \checkmark | | | |
| Grou | ір Туре | Both Non-Subject | Block Subject Block Group Code | | | | | |
| + | Add 🗍 📶 Delete | J | ≪ < 1▼ | page of 2 > >> Display 10 • | records / page | | | |
| 2 | Group Type 🗢 | Group Code ⇔ | Group Name 🖨 | Subject 😂 | Sub-Group 🖨 | School Level ⇔ | School Session 🖨 | Class Level ⇔ |
| 7 | Non-Subject Block | 21CL | Chinese Language | Chinese Language | S4-CL-1, S4-CL-2, S4-CL-3 | Secondary | Whole Day | S4 |
| _ | Subject Block | 21Bi | Biology | Biology | S4-BIO-1, S4-BIO-2 | Secondary | Whole Day | S4 |
| | Cubic et Dis du | 21IT | ICT | Information & Communication Technology | S4-ICT-1 | Secondary | Whole Day | S4 |
| ∕ ∕ | Subject Block | 2.00 | | | | | | |

Figure 11

ii. Users can select the hyperlinks of group codes to update the cross-class subject details under "Basic Information" [*Figure 12 and Figure 13*].

| [S-SC | H15-40] School Manag | ement > Planned Subje | ect Information > Cross-C | lass Subject Group | | | | | | | | |
|--------------|---|-----------------------|---------------------------|--------------------|------------|-------------------------------|-------------------|---------|--------------|----------------|----------|------------|
| \sim | Search Cross-Class Subject Group | | | | | | | | | | | |
| 0 | Search 🚫 Clear | | | | | | | | | | | |
| Scho | School Year 2025 School Level Secondary | | | | | | | | | | | |
| Scho | ol Session | Whole Day | | Class Level | | Secondary 4 | \checkmark | | | | | |
| Grou | р Туре | Both Non-Subject | Block Subject Block | Group Code | | | | | | | | |
| + | Add | | | | | | | | | | | |
| | | | | ≪ < 1⊻ | page of 2 | > >> Display 10 ¥ | records / page | | | | | |
| \square | Group Type 🖨 | Group Code ≑ | Group Na | me | | Subject ⇔ | Sub-Grou | ıp ⇔ | School Level | School Session | Cla | ss Level ⇔ |
| \checkmark | Non-Subject Block | 21CL | Chinese Language | | Chinese L | anguage | S4-CL-1, S4-CL-2, | S4-CL-3 | Secondary | Whole Day | S4 | |
| \checkmark | Subject Block | 21Bi | Biology | | Biology | | S4-BIO-1, S4-BIO | 2 | Secondary | Whole Day | S4 | |
| \checkmark | Subject Block | 21IT | ICT | | Informatio | on & Communication Technology | S4-ICT-1 | | Secondary | Whole Day | S4 | |
| \checkmark | Subject Block | 21Ph | Physics | | Physics | | S4-PHY-1, S4-PHY | -2 | Secondary | Whole Day | S4 | |
| | | | | | | | | | | 1 | . | |

| [S-SCH15-42] School Management > Planned Subject Information > Cross-Class Subject Group > Basic Information | | | | | | | | | | | |
|--|--|--------------|---------------|--|--|--|--|--|--|--|--|
| Basic Information | Basic Information Sub-Group Class Attached | | | | | | | | | | |
| Save 💍 Reset | 🕒 Copy to 🖌 Back | | | | | | | | | | |
| School Year | 2025 | School Level | Secondary | | | | | | | | |
| School Session | Whole Day | Group Code | 21Bi | | | | | | | | |
| Group Name | Biology | Group Type | Subject Block | | | | | | | | |
| Subject | 045 Biology 🗸 | | | | | | | | | | |
| ✓ Default Value for Su | Group | | | | | | | | | | |
| моі | English 🗸 | | | | | | | | | | |
| Number of Period | 6.00 | | | | | | | | | | |



iii. Users can add or delete any sub-group details under "Sub-Group". Users can also select the hyperlinks of sub-group codes to update the sub-group details [*Figure 14*]. (In the interface file, the number of groups for each subject will be automatically generated according to the number of "Sub-Group".)

| [S-SCH15-43] School N | Aanagement > Planned Subject Informat | tion > Cross-Class Subject Group | > Sub-Group | | | | | |
|--|---------------------------------------|----------------------------------|------------------|-----------------|--|--|--|--|
| Basic Information Sub-Group Class Attached | | | | | | | | |
| + Add 🚦 🔟 🕻 | Delete 🗸 Back | | | | | | | |
| School Year | 2025 | School Level | Secondary | | | | | |
| School Session | Whole Day | Group Code | 21Bi | | | | | |
| Group Name | Biology | Subject | Biology | | | | | |
| | Sub-Group ⇔ | MOI \$ | Number of Period | Subject Block ⇔ | | | | |
| S4-BIO-1 | | English | 6.00 | | | | | |
| S4-BIO-2 | | Chinese (Cantonese) | 6.00 | | | | | |

Figure 14

iv. Users can attach classes to each group under "Class Attached" [Figure 15].

| [S-SCH15-47 |] School Management 🔉 | Planned Subject Inform | ation > Cros | s-Class Subject Group | Class Attached | |
|--------------|-----------------------|------------------------|--------------|-----------------------|----------------|--|
| Basic Inform | mation Sub-Group | Class Attached | | | | |
| 🗸 Save | 🖒 Reset 🗸 Bad | k | | | | |
| School Year | 2025 | | | School Level | Secondary | |
| School Sessi | i on Whole Da | у | | Group Code | 21Bi | |
| Group Nam | e Biology | | | Subject | Biology | |
| | Class Lev | el | | | Class Name | |
| | Secondary 4 | S 4 | A 🔽 S4B | S4C S4D | | |
| | Secondary 5 | S5 | A S5B | S5C S5D | | |



<u>B)</u> Procedure for Sending the Planned Subject Information

 Prepare the interface file for "Planned Subject Information in Secondary Schools" under "School Management > Data Communication > Prepare Outgoing Data" [Figure 16]. (Please note that only the subject details with EDB-defined subject codes will be included in the interface file.)

| [S-SCH17-01] School Mana | gement ゝ Data Communica | ation > Prepare Outgoing Data | | | | |
|--------------------------|---|-------------------------------------|--|--|--|--|
| Process Incoming Data | coming Data Prepare Outgoing Data Confirmed Outgoing Data | | | | | |
| Prepare Un-prepare | Confirm | | | | | |
| File Status | | File Description Preview Type | | | | |
| | Survey on Class and Subj | Survey on Class and Subject Details | | | | |
| | Planned Subject Information in Secondary Schools | | | | | |
| | r lannea Sabjeet Informa | don in Secondary Schools | | | | |

Figure 16

Preview/ print the report to check the number of groups for each class-based subject and cross-class subject [*Figure 17*]. In the report entitled "Planned Subject Information Check List", the "No. of Groups" will be listed and sorted into categories according to "Class Level", "Subject" (for class-based subjects and cross-class subjects separately), "MOI" and "No. of Periods per Group (per Week/ Cycle)".

| [S-SCH17- | 01] School Manag | ement > Data Communica | ation > Prepare Outgoing Data | |
|---|----------------------|-------------------------|-------------------------------|--------------------------------|
| Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data | | | | |
| Prepare | Un-prepare | Confirm | | |
| | | | | |
| | File Status | | File Description | Preview Type |
| 0 | File Status | Survey on Class and Sub | · | Preview Type |
| | File Status Prepared | | · | Preview Type Raw Tabular |



3. Click "**Un-prepare**" if mistakes are spotted in the report [*Figure 18*]. Amend the irregularities and prepare another interface file.

[S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

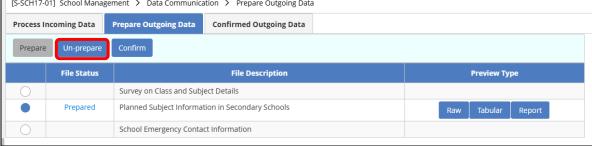
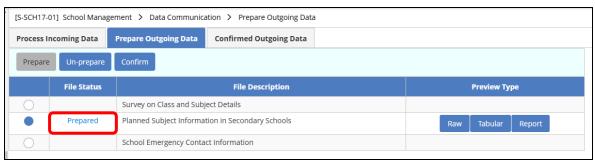


Figure 18

4. Click "**Prepared**" to amend "No. of Groups" if "No. of Groups" generated by the system does not reflect the real situation [*Figure 19 and Figure 20*].







| [S-SCH17-09] School Management > Data Communication > Prepare Outgoing Data | | | | | | |
|---|--|---------------------|------------------------------------|------------------------|--------------|--|
| ✓ Save 💍 Rese | et 🗸 Back | | | | | |
| Class Level | Subject | моі | No. of Periods per Week / Cycle | Original No. of Groups | No. of Group | |
| S4 | 080-Chinese Language | Chinese (Cantonese) | 8.0 | 1 | 6 | |
| S4 | 11N-Business, Accounting & Financial Studies | Chinese (Cantonese) | 5.0 | 1 | | |
| S4 | 165-English Language | English | 8.0 | 1 | | |
| S4 | 310-Physical Education Lessons | Chinese (Cantonese) | 2.0 | 1 | 5 | |
| S4 | 73S-Technology and Living (Fashion, C&T) | Chinese (Cantonese) | 2.0 | 1 | | |
| 54 | 81N-Information & Communication Technology | Chinese (Cantonese) | 5.0 | 1 | | |

Figure 20

5. If all data are correct, click the "**Confirm**" button to send the file to CDS [*Figure 21 and Figure 22*]. If not, un-prepare the file, correct the irregularities and then prepare a new interface file again.

| | JIJ SCHOOLWARAg | ement > Data communica | ation > Prepare Outgoing Data | |
|---|-----------------|--------------------------|--|--------------------|
| Process Incoming Data Prepare Outgoing Data (| | | Confirmed Outgoing Data | |
| Prepare | Un-prepare | Confirm | | |
| | File Status | | File Description | Preview Type |
| | | | | |
| \bigcirc | | Survey on Class and Subj | ect Details | |
| | Prepared | | ect Details tion in Secondary Schools | Raw Tabular Report |





| SCHUID SCHOOL M | anagement ゝ Data Communi | cation > Prepare Outgoing Data | |
|--------------------------|-------------------------------|--------------------------------|--------------|
| D Interface file confirr | med successfully. | | |
| Process Incoming Dat | a Prepare Outgoing Data | Confirmed Outgoing Data | |
| Prepare Un-prep | are Confirm | | |
| | | | |
| File Stat | us | File Description | Preview Type |
| File Stat | us Survey on Class and Sul | | Preview Type |
| File Stat | Survey on Class and Sul | | Preview Type |

Figure 22

6. Select the interface file for "Planned Subject Information" under "CDS > Outgoing Message > Message List" [*Figure 23*].

| [S-CD501-01] CD5 → Outgoing Message → Message List | | | | | | | | | |
|--|----------------|--------------|--|-----------|-----------------|---------------------|------------------|------------|---------|
| Message List Archived Message | | | | | | | | | |
| ✓ Search Outgoing Mes | sage | | | | | | | | |
| Q Search 🚫 Clea | r | | | | | | | | |
| Subject (Code) | All | ~ | Description | | | | | | |
| Creation Date From (DD/MM/YYYY) | DD/MM/YYYY | | Creation Date To (DD/MM/YYYY) | | DD/MM/YYYY | Ë | | | |
| Ack Date From | DD/MM/YYYY | | C Ack Date To | | DD/MM/YYYY | Ë | | | |
| (00/mm/1111) | | | Message Status | | All | ~ | | | |
| 🗇 Delete 🗅 Arch | ive 🖪 Send 🔇 | Reject | | | | | | | |
| Filter Enter keyword | | | | | | | | | |
| | | | << < 1 ¥ p | age of 10 | > >> Display | 10 v records / page | | | |
| Mes | age Status ⇔ I | Message Id ≑ | Description ⇔ | | Creation Time ▽ | Ack Time 🗢 | Subject (Code) ⇔ | Party ⇔ | Owner ⇔ |
| Ready | | | SC9750P1D1H.DAT - Planned Subject Information | | | | SCIM (SCIM) | EDB | |
| | | | | | | | | D . | |

Figure 23

7. Input School Key to encrypt and send the file to EDB [Figure 24 and Figure 25].

| View Outgoing Messa | age | | |
|-------------------------------|---|----|---|
| [S-CDS01-03] CDS → Message | Outgoing Message ➤ Message List ➤ View Outgoing | | |
| 🗊 Delete 🎦 A | Archive 🛛 Send 🚫 Reject 🗙 Close | | |
| Description | SC9750P1D1H.DAT - Planned Subject Information | | |
| Subject (Code) | SCIM (SCIM) | | Send Message |
| Type (Code) | Data (DAT) | | [S-CDS01-05] CDS > Outgoing Message > Message List > Send Message |
| Message Status | Ready | | |
| Owner | | | Send X Close |
| Creation Time | | | |
| Ack Time | | | Please input the school key. |
| Party | EDB | | School Key ······ |
| Priority | Normal | | |
| File Attachment | Raw Tabular Report SC9750F1.DAT | | |
| | Figure 2 | 24 | Figure 25 |

C) Points to Note – Warning Messages and Ways to Handle

1. If the school information has not been confirmed, an error message will appear [*Figure 26*]. Users are advised to confirm the school information under "School Management > Confirm School Information" before copying the class and subject details to the PSI working area.

| [S-SCH15-01] School Management > Planned Subject Information > Data Capture | | | | | |
|---|---------------------|--|--|--|--|
| A School information has not been confirmed (Secondary Whole Day). Data cannot be captured to the Planned Subject Information working area. | | | | | |
| Copy The following information will be copied from school year 2024 to school year 2025: | | | | | |
| Class Basic Information | Class-Based Subject | | | | |
| Cross-Class Subject Group | Subject Group | | | | |
| | | | | | |

Figure 26

2. An error message will appear if the data file is not prepared or confirmed within the survey period [*Figure 27*]. Users are required to prepare and confirm the data file again within the survey period and send it to EDB through electronic means.

| [S-SCH17- | [S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data | | | | | | | |
|------------|---|--------------------------|-------------------------------|--------------------|--|--|--|--|
| E-209 | \otimes E-20950: This data file is not prepared within the survey period. You are required to prepare it again. | | | | | | | |
| Process I | Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data | | | | | | | |
| Prepare | Prepare Un-prepare Confirm | | | | | | | |
| | File Status | | File Description Preview Type | | | | | |
| \bigcirc | | Survey on Class and Subj | ect Details | | | | | |
| • | Prepared | Planned Subject Informat | ion in Secondary Schools | Raw Tabular Report | | | | |
| | School Emergency Contact Information | | | | | | | |

Figure 27

-- END --