

## FAQs for the Commencement of New School Year

### Assessment

- 1 Q : How to assign class no. to students?  
A : Generate class nos. at **Assessment > Generate Class Number > By Class**; or assign class nos. at **Assessment > Generate Class Number > By Student**

### Attendance

- 2 Q : Why Attendance Form A cannot be prepared?  
A : The Attendance Form A cannot be prepared before the submission of Enrolment Survey. Schools should contact the Non-attendance Cases Team to report the case without delay, and submit Form A in WebSAMS after Enrolment Survey is submitted.
- 3 Q : How to submit Form A for suspected dropouts in WebSAMS?  
A : Take the attendance record of a student with 7 or more continuous school days including today. The Suspected Dropout Indicator of absent reason must be "Y" at **Code Management > Maintenance > Absent Reason**.  
Fill in the information of Form A at **Attendance > Suspected Dropout > Maintain Suspected Dropout**, click **Send Data to CDS**.  
**Prepare** and **preview** the form to check if the information is correct and click **confirm**.  
Finally, encrypt and send the message to EDB at **CDS > Outgoing Message > Maintain Message**.

### School Management

- 4 Q : What dates should be set for “School Year Start Date” and “School Year End Date” if schools commence the new school year not on 1 September?  
A : From the technical perspective, schools are advised to have a complete school year input in the School Management Module, including School Days, School Holidays, Saturdays, Sundays, Discretionary Holidays and Staff Development Days, so that other modules are able to perform full functions within the whole school year.

### Student

- 5 Q : How to edit the “First Date of Attendance” of students?  
A : Edit the **First Date of Attendance** directly in the schooling record for individual students (**Student > Profile > Schooling > First Attended**); or  
Download a transaction data file (in Excel format) of particular class(es) in the **Info Upload** function (**Student > Info Upload > Student Info**). Update students’ **First Date of Attendance** (column K) in the file and upload it to the system in the same function.  
Besides, for ease of use, schools can always preset the **First Date of Attendance** of new students in the Setup function (**Student > Setup > Student Default**).

- 6 Q : When will it become available to prepare Forms B, C, D and Ds?  
A : Forms B, C, D and Ds can be prepared after the submission of the Enrolment Survey
- 7 Q : How to modify STRN?  
A : Enter a dummy HKID (i.e. K0000000 or V0000000) in **Student > Profile > Particulars** and save  
The **STRN** field will then be opened  
Modify **STRN**  
Delete the dummy HKID and enter a valid document no.  
Click [**Save**] to confirm the change on STRN  
Submit **Form B** to EDB
- 8 Q : How to depart a student?  
A : Search the student at **Student > Profile > Search Student**  
Go to the schooling information page at **Student > Profile > Schooling**  
Select **Departed** in the **Status** field at the last schooling record  
Fill in **Departure Information** and click [**Save**]  
Go to **Student > Data Communication > Prepare Outgoing Data** to prepare and submit **Form A/As** to EDB
- 9 Q : How to re-admit a student departed in the current school year?  
A : Search the departed student at **Student > Profile > Search Student**  
Go to the schooling information page at **Student > Profile > Schooling**  
Click the hyperlink of **First Attended** at the last schooling record  
Change the Status from **Departed** to blank (current student), enter the **First Date of Attendance for the return** and save  
Submit **Form B** to EDB
- 10 Q : How to export the student data (e.g. HKID, STRN)?  
A : Export the student data at **Student > Info Upload > Student Info > download**

#### **WFSFAA (SFO)**

- 11 Q : How to get the WFSFAA (SFO) decryption key for WebSAMS?  
A : Request the decryption key from the WFSFAA (SFO) Section.
- 12 Q : How to import WFSFAA (SFO) TA/STS Result file?  
A : Import the file at **WFSFAA (SFO) > Data Communication > Process Incoming Data**

- 13 Q : The radio button of preceding TA/STS Result data file is dimmed at WFSFAA (SFO) > Data Communication > Process Incoming Data.
- A : The radio button of all the preceding TA and STS Result message(s) will be dimmed once the latest one is received.

### **System Security**

- 14 Q : What is the encryption password in the pop-up page after clicking Download at the export function of modules?
- A : The encryption password is user-defined with password format below:
- contain English character(s) a-z (lower case)
  - contain English character(s) A-Z (upper case)
  - contain digit(s) 0-9
  - contain special character(s) ("Space" is not allowed)
- The password should fulfill any 3 out of the 4 criteria above.  
Length of password: 8-40 characters

### **Others**

- 15 Q : How to get the e-certificate for WebSAMS?  
How to get the HTTP installation disc for WebSAMS?
- A : Please contact the School Liaison Officer of the WebSAMS Team.
- 16 Q : How to access to the WebSAMS Download Site after the change of school IP address?
- A : School should contact the School Liaison Officer of the WebSAMS Team. School would be requested to provide the school's updated IP address of internet service (IP address information is available at <http://checkip.dyndns.org>) for registration via email (the email should be copied to the school principal for information).

*modified in Aug 2018*