



CloudSAMS USER MANUAL Code Management

(Document 27e)

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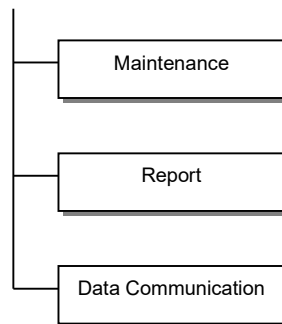
1 Module Overview

1.1 Introduction

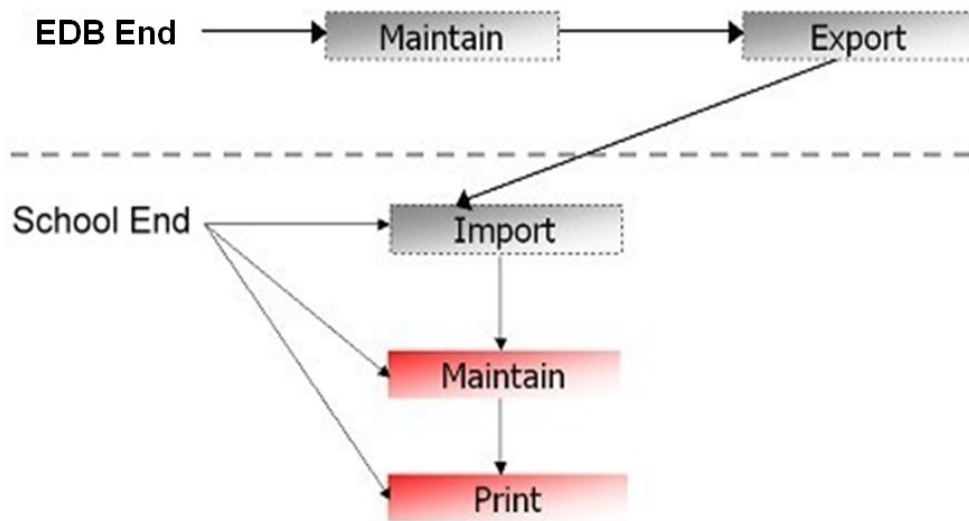
1.1.1 Objective

Code Management Module is used in the initial setup of the CloudSAMS after its installation. It can be used to manage the EDB code table, School code table and EDB/School code table to facilitate data input. This document provides knowledge on Code Management Module functions and the corresponding procedural guide.

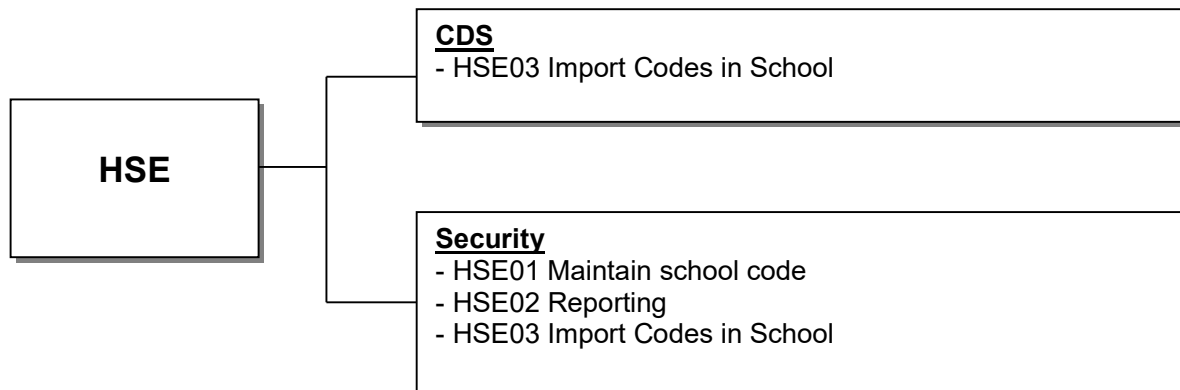
1.2 Function Chart



1.3 Flow Diagram



1.4 Interactions with other modules



HSE01 – Maintain school code

- Security
 - Get permission rights

HSE02 – Reporting

- Security
 - Get permission rights



HSE03 – Reporting

- CDS
 - Depend on CDSAPI to get the message
- Security
 - Get permission rights

2 Operation Procedures

2.1 Code Table

2.1.1 Sorting and Ordering Code Table Items



Function Description

Users can search the code tables by type and category. Besides, users can sort the list of code tables in “Alphabetical” order by:

- Table Type
 - i.e. EDB code table, School code table, EDB/School code table
- Table Name
 - (EDB: 65; Sch: 20; EDB/Sch: 14)
- Category
 - General
 - School Management
 - School Activities Management
 - Special Education
 - Staff
 - Attendance
 - Award & Punishment
 - Student
 - Student Activities
 - Talent Databank



Pre-requisites

N/A



User Procedures

1. Click **[Code Management]** → **[Maintenance]** from the left menu.
2. To narrow down the number of records shown, select the appropriate Type and Category, and then click **[Search]** button.

- Click on the table headings in the first row to sort/arrange the order of the table items.

Student Information Enquiry [5-H5E01-01] Code Management > Maintenance

Search Code Table

Search Clear

Type All Category All

Filter Enter keyword

Type	Table Name	Category
EDB	Absent Reason for Suspected Dropout 缺課原因(記缺備疑退學適用)	Attendance
EDB	Acting Reason 署任原因	Staff
EDB	Acting Type 署任類別	Staff
EDB	Activity Category 活動類別	Student Activities
EDB	Admission Type 取錄類別	Student
EDB	Area 地區	General
EDB	Award Type 獎項類別	Talent Databank
EDB	Class Level 級別	School Management
EDB	Class Stream 分科組別	School Management
EDB	Class Type 班別類別	School Management
EDB	Components of Other Learning Experiences 其他學習經歷種類	Student Activities
EDB	Curriculum Type 課程類別	School Management
EDB	Departure Reason 離校原因	Attendance
EDB	Departure Reason	Staff

Post-effects

N/A

Notes

N/A

2.1.2 Maintain Code table

Update Code table

Function Description

Users can update the status of a code table and code:

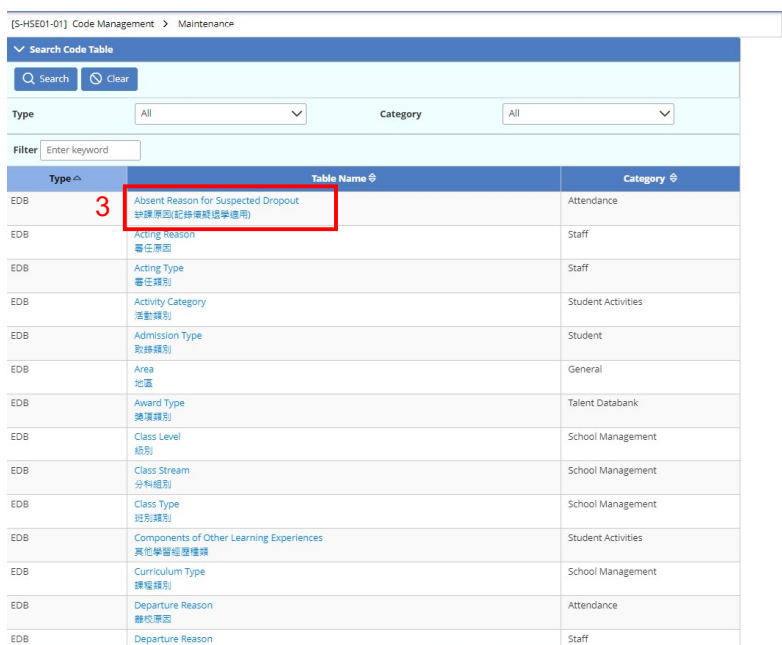
Operation Codified Tables	Create	Update	Delete	Active / Inactive
	EDB code Table	No	No	No
School code Table	Yes	Yes	No	Yes
EDB/School Code Table	Yes (can only add school codes)	Yes (can only update school codes)	No	Yes

Pre-requisites

Addition and updating are allowed to authorized users only.

User Procedures

1. Click **[Code Management]** → **[Maintenance]** from the left menu.
2. Click on the table headings in the first row to sort/arrange the order of the table items.
3. Click on the **Table Name** hyperlink to select a code table.



Type	Table Name	Category
EDB	3 Absent Reason for Suspected Dropout 缺席原因(記掛懷疑退學適用)	Attendance
EDB	Acting Reason 兼任原因	Staff
EDB	Acting Type 兼任類別	Staff
EDB	Activity Category 活動類別	Student Activities
EDB	Admission Type 取錄類別	Student
EDB	Area 地區	General
EDB	Award Type 獎項類別	Talent Databank
EDB	Class Level 級別	School Management
EDB	Class Stream 分科組別	School Management
EDB	Class Type 班別類別	School Management
EDB	Components of Other Learning Experiences 其他學習經歷種類	Student Activities
EDB	Curriculum Type 課程類別	School Management
EDB	Departure Reason 離校原因	Attendance
EDB	Departure Reason	Staff

- Change the activation status of code table, where A represents active and I represents inactive.

[5-H5E01-02] Code Management > Maintenance

Training Course Type

Search Clear

Table Training Course Type Type EDB

Code From Code To

Description (Eng) Description (Chi)

Status

Filter

Code	Description (Eng)	Description (Chi)	Status ^[1]
02	Catering for Diverse Learning	照顧學習差異	A I
03	Communication Course	傳言課程	A I
05	Course in Education	有關教育的課程	A I
10	Curriculum Development Course	課程發展課程	A I
15	Extra-curricular Activities Course	課外活動課程	A I
20	General Administration Course	一般行政課程	A I
23	Inclusive Education	融合教育	A I
25	Information System Course	資訊系統課程	A I
30	Induction Course	入職課程	A I
35	Kindergarten Principal/Teacher Training Course	幼稚園校長 / 教師訓練課程	A I

Note(s):
[1] A - Active, I - Inactive

- The authorized users can modify the **English** and/or **Chinese descriptions** of the School code tables to update the code information.
- Click **[Save]** button and confirm the operation.

[5-HSE01-02] Code Management > Maintenance

Absent Reason

Search Clear

Table Absent Reason Type School

Code From Code To

Description (Eng) Description (Chi)

Status Active Inactive Both

6 Save Reset Add Back

Filter Enter keyword

Code	Description (Eng)	Description (Chi)	Suspected Dropout Indicator	Punishment Indicator	Waived Indicator	Status
01	Interval between dropout and readmission	續讀退學與重新取錄期間紀錄	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A I
02	Reason unknown	原因不詳	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A I
03	Sick leave	病假	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A I
04	Bad weather	惡劣天氣	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A I
05	Parent's application	家長申請事假	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A I
06	Truancy	逃學	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A I
07	Suspension	停課	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A I
08	Other reason (waived record)	其他原因 (豁免紀錄)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A I
09	Other reason	其他原因	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A I

Notes:
[1] A - Active, I - Inactive



Post-effects

1. A newly modified code can be chosen in a particular code table for user selection after successful saving of the modification.
2. Updating the information of codes will be effective at once for use in other modules.



Notes

The status of expired code items is dimmed and cannot be changed.


Add New Code



Function Description

Users can update the status of the code table and add new code:

Operation	Create	Update	Delete	Active / Inactive
Codified Tables				
EDB code Table	No	No	No	Yes
School code Table	Yes	Yes	No	Yes
EDB/School Code Table	Yes (can only add school codes)	Yes (can only update school codes)	No	Yes

 Pre-requisites

Addition and updating are allowed to authorized users only.

 User Procedures

1. Click **[Code Management]** → **[Maintenance]** from the left menu.
2. Click table headings in the first row to sort/arrange the order of the table items.
3. Click on the **Table Name** hyperlink to select a code table.

[S-HSE01-01] Code Management > Maintenance

Search Code Table

Search Clear

Type School Category All

Filter Enter keyword

Type	Table Name	Category
School	Absent Reason 缺課原因	Attendance
School	Award Category 獎勵類別	Award & Punishment
School	Award Event 獎勵事項	Award & Punishment
School	Award Source 獎勵出處	Award & Punishment
School	Awards/Certifications/Achievements 獎項 / 證書文憑 / 成就	Student Activities
School	Committee 委員會	Staff
School	Committee Duty 委員會職務	Staff
School	3 Early Leave Reason 早退原因	Attendance
School	Facilities Zone 設施區域	School Management

- Click **[Add]** button and then input the **Code ID, English and Chinese Descriptions** for the new code record.

[S-HSE01-02] Code Management > Maintenance

▼ Early Leave Reason

Search Clear

Table Early Leave Reason Type School

Code From Code To

Description (Eng) Description (Chi)

Status Active Inactive Both

Save Reset **+ Add** Back

Code	Description (Eng)	Description (Chi)	Waived Indicator	Status ⁽¹⁾
01	Reason unknown	原因不詳	<input type="checkbox"/>	A I
02	External activities	課外活動	<input type="checkbox"/>	A I
03	Parent's application	家長申請事假	<input type="checkbox"/>	A I
04	Sickness	病假	<input type="checkbox"/>	A I
05	Other reason (waived record)	其他原因 (豁免紀錄)	<input checked="" type="checkbox"/>	A I
06	Other reason	其他原因	<input type="checkbox"/>	A I
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	A I

Note(s):
[1] A - Active, I - Inactive.

- Update the code record or change the activation status of the code table.
- Click **[Save]** button and confirm the operation.



Post-effects

- Newly added code can be chosen in particular code table for user selection after successful creation of fields.
- Updating the information of codes will be effective at once for use in other modules.



Notes

- Once a code has been added, it can be activated or inactivated but not deleted.
- Validation:
 - Code number
 - The range of code number in EDB/School Code table is
 - EDB – EDB-defined
 - School – school-defined (e.g. 900-997 in Subject code table, 5001-9999 in ECA/Service Post code table)
 - Code Description

- English
- Chinese
- Status
 - Active
 - Inactive

Search Code table



Function Description

Users can search the code according to the search criteria.



Pre-requisites

User must select corresponding code table first.



User Procedures

1. Click **[Code Management]** → **[Maintenance]** from the left menu.
2. Select relevant code table. (Below will use Award Event as an example)

[5-H5E01-01] Code Management > Maintenance

Search Code Table

Search Clear

Type All Category Award & Punishment

Filter Enter keyword

Type	Table Name	Category
EDB/School	Punishment Action 懲罰跟進	Award & Punishment
School	Award Category 獎勵類別	Award & Punishment
School	2 Award Event 獎勵事項	Award & Punishment
School	Award Source 獎勵出處	Award & Punishment
School	Punishment Event 懲罰事項	Award & Punishment

3. Enter the search criteria and click **[Search]**.

[S-HSE01-02] Code Management > Maintenance

Award Event

3

Table Award Event Type School

Code From Code To

Description (Eng) Description (Chi)

Status

Filter

Code	Description (Eng)	Description (Chi)	Status
P0001	Monitor service award	班長服務獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0002	Fame service award	風紀服務獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0003	Inter-school Dance Festival Chinese Dance Award	校際舞蹈節中國舞甲等獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0004	Inter-school Cantonese poetry chanting runner-up	校際粵語詩詞集誦亞軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0005	Extracurricular Mathematics Competition Merit Award	校外數學比賽優異獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0006	Inter-school volleyball competition runner-up	校際排球比賽季軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0007	Inter-school Music Festival Piano Competition runner-up	校際音樂節鋼琴比賽季軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0008	Inter-school football champion	校際足球賽冠軍	<input type="button" value="A"/> <input type="button" value="I"/>

Note(s):
[1] A - Active, I - Inactive.

4. Users can perform the operation update and add codes using the methods mentioned above.

[S-HSE01-02] Code Management > Maintenance

Award Event

Table Award Event Type School

Code From Code To

Description (Eng) Description (Chi)

Status

Filter

Code	Description (Eng)	Description (Chi)	Status
4 P0001	Monitor service award	班長服務獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0002	Fame service award	風紀服務獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0003	Inter-school Dance Festival Chinese Dance Award	校際舞蹈節中國舞甲等獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0004	Inter-school Cantonese poetry chanting runner-up	校際粵語詩詞集誦亞軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0005	Extracurricular Mathematics Competition Merit Award	校外數學比賽優異獎	<input type="button" value="A"/> <input type="button" value="I"/>
P0006	Inter-school volleyball competition runner-up	校際排球比賽季軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0007	Inter-school Music Festival Piano Competition runner-up	校際音樂節鋼琴比賽季軍	<input type="button" value="A"/> <input type="button" value="I"/>
P0008	Inter-school football champion	校際足球賽冠軍	<input type="button" value="A"/> <input type="button" value="I"/>

Note(s):
[1] A - Active, I - Inactive.

 Post-effects

The list of codes is displayed according to the search criteria.

 Notes

N/A

2.2 Reporting

2.2.1 View report

Function Description

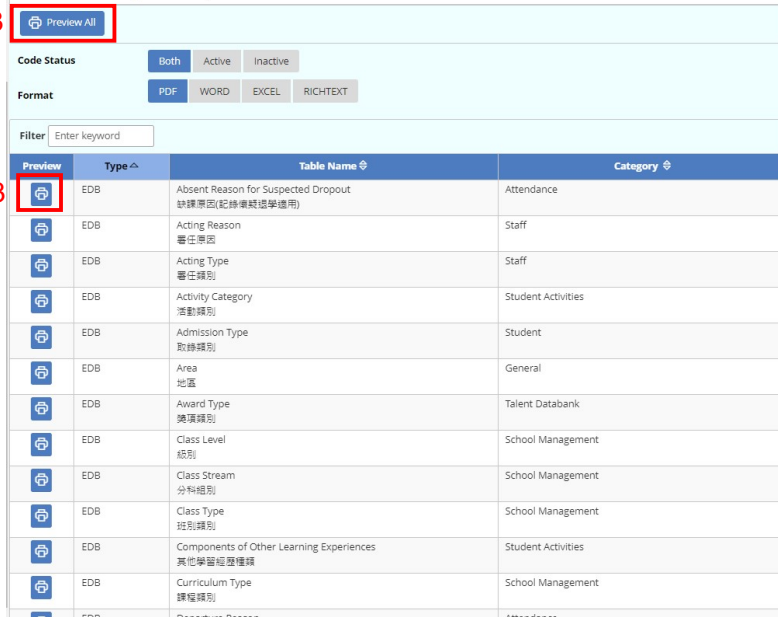
Users can generate reports for various code tables and view the report results in the Adobe Acrobat Reader or print them out.

Pre-requisites

Adobe Acrobat Reader is installed.

User Procedures

1. Click **[Code Management]** → **[Report]** from the left menu.
2. Click on the table headings in the first row to sort/arrange order of the table items.
3. Click on the **print icon** to preview a code table or simply click **[Preview All]**.
















[S-HSE02-01] Code Management > Report

Preview All

Code Status: **Both** Active Inactive

Format: **PDF** WORD EXCEL RICHTEXT

Filter: Enter keyword

Preview	Type	Table Name	Category
	EDB	Absent Reason for Suspected Dropout 缺課原因(記缺課或退學應用)	Attendance
	EDB	Acting Reason 兼任原因	Staff
	EDB	Acting Type 兼任類別	Staff
	EDB	Activity Category 活動類別	Student Activities
	EDB	Admission Type 取錄類別	Student
	EDB	Area 地區	General
	EDB	Award Type 獎項類別	Talent Databank
	EDB	Class Level 級別	School Management
	EDB	Class Stream 分組類別	School Management
	EDB	Class Type 班別類別	School Management
	EDB	Components of Other Learning Experiences 其他學習經歷種類	Student Activities
	EDB	Curriculum Type 課程類別	School Management
	FNR	Departure Reason	Attendance

4. Preview and print the report.

report 1 / 1 100% +

R-HSE001-E [Redacted] Date : 14/12/2023
Type: EDB

School Year : 2020/2021 Page : 1 of 1
Table Name : Absent Reason for Suspected Dropout Category : Attendance

Code	Description	Type	Status
51	Non-attendance (with academic difficulties)	EDB	A
52	Non-attendance (with behaviour difficulties inside school)	EDB	A
53	Non-attendance (with behaviour difficulties outside school)	EDB	A
54	Non-attendance (with emotional/ psychological difficulties)	EDB	A
55	Non-attendance (with family/child care problem)	EDB	A
56	Non-attendance (with health/physical problem)	EDB	A
57	Non-attendance (withheld by parents)	EDB	A
58	Non-attendance (moving house)	EDB	A
97	Pending confirmation of reason behind the student's absence	EDB	A
98	Non-attendance (other reasons)	EDB	A
99	Others	EDB	I

Total No. of Record(s) Listed : 11

*** End of Report ***

Post-effects

N/A

Notes

N/A

2.3 Import Codes in School

2.3.1 Maintain Import Codes in School

View Import Codes



Function Description

Users can view the import code table from CDS server to school server.



Pre-requisites

1. School-end CDS has already downloaded the file and CDS message sent by EDB.
2. Table structure and information such as code table type (EDB, EDB/School, School), category, and table name for new code table must be set up in school CloudSAMS.



User Procedures

1. Click **[Code Management] → [Data Communication]** from the left menu.
2. Click on table headings in the first row to sort/arrange order of the table items.
3. Click on the **Description** hyperlink to select an imported code, and then a pop-up window will display the imported code information.

[S-HSE03-01] Code Management > Data Communication

Process Incoming Data

Search Incoming Message

Search Clear

Subject (Code) CDS Administration (CDSAD) Type (Code) All

Description Message Status All

EDB Reference

Received Date From DD/MM/YYYY Received Date To DD/MM/YYYY

Priority All Normal Urgent

Filter Enter keyword

<< < 1 page of 8 > >> Display 10 records / page

Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB R
Imported	335621	3 Auto-update codes (2024.06.27) - 1143 Batch 434r3/444r2	CDS Administration (CDSAD)	Document (DOC)	27/06/2024 11:44 AM	

4. Click **[View]** button to view or download the attached file.

View Incoming Message

[S-HSE03-02] Code Management > Data Communication > View Incoming Message

Open Archive Delete Close

Description	Auto-update codes (2024.06.27) - 1143 Batch 434r3/444r2
Subject (Code)	CDS Administration (CDSAD)
Type (Code)	Document (DOC)
Authentication Method	School Key Not Required
Message Status	Imported
Received Time	27/06/2024 11:44 AM
Priority	Normal
EDB Reference	
Encrypt Downloaded Files	No
File Attachment	4 View nserpt.zip

 Post-effects

The error is recorded in the log file if the import is unsuccessful.

 Notes

N/A