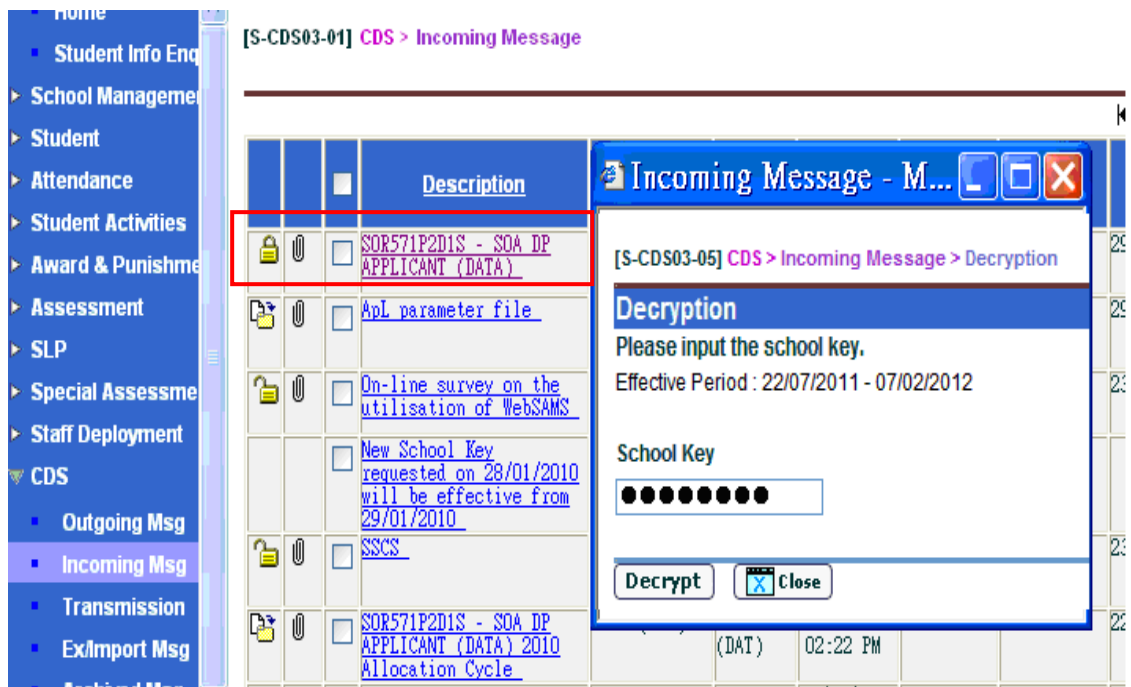# Notes on Preparing the List of Successful & Reserve DP Applicants

A. Prerequisites

1. Upgrade WebSAMS to version **2.0.1.01122011** or above.
2. Users are granted the access rights to the functions of SOA.
3. Schools have received **SOR571P2D1S - SOA DP APPLICANT (DATA)** in CDS.

B. Steps for preparing the List of Successful & Reserve DP Applicants in WebSAMS

1. Log on [WebSAMS]
2. Click [CDS]>[Incoming Message], select & decrypt the message **SOR571P2D1S - SOA DP APPLICANT (DATA)**.

3. Click[SPA]>[SOA]>[Data Communication], then import the message **SOR571P2D1S - SOA DP APPLICANT (DATA)**.
4. Click[SOA]> [Report], select **DP Applicant List (R-SPA002-E)** to check & print the data.
   Users should contact their respective Liaison Officers of the SPA Section if there is any incorrect school or DP Applicant information.

5. Click[SOA]>[Selection of DP Applicants]

For Secondary Schools Participating in the SSPA System

--Select DP applicants as successful by checking the box of **Successful**
  and select DP applicants as reserved by assigning **Reserve Priority No**.

--Click [Save] before proceeding to other pages.

For Secondary Schools Not Participating in the SSPA System

--Select DP applicants as successful by checking the box of **Successful**.

--Click [Save] before proceeding to other pages.

6. Click [SOA]>[Data Communication]>[Prepare Outgoing Data]>
   [Prepare].
   For Secondary Schools Participating in the SSPA System
   Users might check the List of Successful & Reserve DP Applicants
   prepared by the system by clicking [Preview].

Lui Kee Through-train School
呂祺一條龍學校

List of Successful & Reserve DP Applicants (R-SPA003)
自行分配學位正取及備取學生名單 (R-SPA003)

Allocation Cycle : 2012
派位年度 :

Rank Order 成績次第	STRN 學生編號	English Name 英文姓名	Chinese Name 中文姓名	Sex 性別	Primary School Attending 就讀小學	Successful 成功申請	Reserve Priority No 備取名次	Remarks 備註
3	D2365899	CA 2003 FOUR		M	YAUMATI CATHOLIC PRI SCH	Yes		
2	B2365893	CA 2003 TWO		M	LI CHENG UK GOVT PRI SCH	Yes		
1	S1000193	STUDENT NAME DESCRIPTION-S0000193		F	LI SING (TEST) PRI SCHOOL	Yes		
14	S0000215	STUDENT NAME DESCRIPTION-S0000215		F	LI SING (TEST) PRI SCHOOL	Yes		
13	S0006337	STUDENT NAME DESCRIPTION-S0006337		M	ST. PAUL'S CONVENT SCH PRI SECT (UAT1)	Yes		
12	S005854A	STUDENT NAME DESCRIPTION-S00585T2		F	KOWLOON RHENISH SCH (UAT1)2	Yes		
15	S0060501	STUDENT NAME DESCRIPTION-S0060501		F	KEI HANG PRI SCH	Yes		
4	S0070221	STUDENT NAME DESCRIPTION-',070221		F	LI SING (TEST) PRI SCHOOL	Yes		
9	S0060463	STUDENT NAME DESCRIPTION-S0060463		F	KEI HANG PRI SCH	No	1	
10	S0052010	STUDENT NAME DESCRIPTION-S0052010		M	LI SING (TEST) PRI SCHOOL	No	2	
7	S0058442	STUDENT NAME DESCRIPTION-S0058442		M	EI MEI SCH	No	3	NON-SOA STUDENT
6	S004042A	STUDENT NAME DESCRIPTION-S004042A		F	LUI KEE REDX (TEST) SPECIAL SCHOOL	No	4	

For Secondary Schools Not Participating in the SSPA System
Users might check the List of Successful DP Applicants prepared by the
system by clicking [Preview].

Gov't Secondary school (Type 1)
官立中學 類別一

List of Successful DP Applicants (R-SPA003)
自行分配學位正取學生名單 (R-SPA003)

Allocation Cycle : 2012
派位年度 :

Rank Order 成績次第	STRN 學生編號	English Name 英文姓名	Chinese Name 中文姓名	Sex 性別	Primary School Attending 就讀小學	Successful 成功申請	Remarks 備註
2	B2365893	CA 2003 TWO		M	LI CHENG UK GOVT PRI SCH	Yes	
1	S1000193	STUDENT NAME DESCRIPTION-S0000193		F	LI SING (TEST) PRI SCHOOL	Yes	
14	S0000215	STUDENT NAME DESCRIPTION-S0000215		F	LI SING (TEST) PRI SCHOOL	Yes	
13	S0006337	STUDENT NAME DESCRIPTION-S0006337		M	ST. PAUL'S CONVENT SCH PRI SECT (UAT1)	Yes	
11	S0006396	STUDENT NAME DESCRIPTION-S0006396		F	ST. PAUL'S CONVENT SCH PRI SECT (UAT1)	Yes	
8	S0040535	STUDENT NAME DESCRIPTION-S0040535		F	LUI KEE REDX (TEST) SPECIAL SCHOOL	Yes	
7	S0058442	STUDENT NAME DESCRIPTION-S0058442		M	EI MEI SCH	Yes	NON-SOA STUDENT
4	S0070221	STUDENT NAME,DESCRIPTION-S0070221		F	LI SING (TEST) PRI SCHOOL	Yes	
6	S004042A	STUDENT NAME-DESCRIPTION-S004042A		F	LUI KEE REDX (TEST) SPECIAL SCHOOL	Yes	
5	S0070019	STUDENT NAME DESCRIPTION-S00700.'		F	FUNG KAI PRI SCH	Yes	

- End of Report -
- 完 -

7. If there is amendment, click [Un-prepare]. Then, repeat Steps 5-6.
8. Click [Confirm] after checking.
9. Finally, click [CDS]>[Outgoing Message], select & encrypt the message **List of Successful & Reserve DP Applicants** and send it to SPA Section of EDB.

10. For details of using SPA and CDS functions, please refer to the respective user manuals.

SIM Section
Education Bureau
Updated: 29-2-2012