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]
- Click [CDS]>[Incoming Message], select & decrypt the message SOR571P2D1S - SOA DP APPLICANT (DATA).



- Click[SPA]>[SOA]>[Data Communication], then import the message SOR571P2D1S - SOA DP APPLICANT (DATA).
- 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.

Click[SOA]>[Selection of DP Applicants] For Secondary Schools Participating in the SSPA System

• Student Info Enq Rank Order From To • School Managemet English Name English Name • Student Stream To To • Attendance Student Activities To To To • Student Activities To To To To • Student Activities From To To To • Student Activities From To To To • Award & Punishme Search Search Allocation Cycle 2012 SCRN 1125930001331 SAU 29025 • Staff Deployment COS DP Total 15 DP Used 0 DP Left 0 • K Page 1 ♥ of 1 S1000193 STUENT NAME Sex Primary School Attending Successful Reserve Priority No. Remark • HKAT Applied Learning 1 S1000193 STUENT NAME F L1 SING (TEST) PRI Image: Student Stu	Student Info Enq > School Managemen > Student > Attendance > Student Activities	Rank Order English Name STRN Reserve Priority No. Type	From		То						
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--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

Send WebSAM: Report HKAT Applied Learning HKEAA SPA POA	[S-SPA45-0 Rank Orde English Na STRN Reserve Pr Iype [SReset	2] SPA > SOA > : r me riority No.	From From From O Successful Applicant () Ineligible A] To] To .pplic	L			
► SOA	Allocation	Cycle 2012	SCRN	1125	59300	01332 SAII	31038		
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Enquiry									
Report	Report Rank STRN		English Name	Chinese Name		Primary School Attending	Successful	Remarks	
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> Data Management	4	\$0070221	STUDENT NAME, DESCRIPTION- S0070221		F	LI SING (TEST) PRI SCHOOL			
Timetabling	5	S0070019	STUDENT.NAME DESCRIPTION-		F	FUNG KAI PRI SCH			
Code Management	6	S004042A	STUDENT NAME-DESCRIPTION-		F	LUI KEE REDX (TEST)			
Security			S004042A		Ľ	SPECIAL SCHOOL		_	
> E-Mail	7	S0058442	STUDENT NAME DESCRIPTION- S0058442		м	EI MEI SCH		NC I-SOA STIDENT	
Archive	8	\$0040535	STUDENT NAME DESCRIPTION- S0040535		F	LUI KEE REDX (TEST) SPECIAL SCHOOL			
Customization	9	\$0060463	STUDENT NAME DESCRIPTION- S0060463		F	KEI HANG PRI SCH			
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--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].

R-SPA003	SPA003 Lui Kee Through-train School 呂祺一條離學校 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)										
派位年度:	a cyere .	2012						1			
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		М	YAUMATI CATHOLIC PRI SCH	Yes					
2	B2365893	CA 2003 TWO		М	LI CHENG UK GOVT PRI SCH	Yes					
1	\$1000193	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		М	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		М	LI SING (TEST) PRI SCHOOL	No	2				
7	S0058442	STUDENT NAME DESCRIPTION- S0058442		М	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].

R-SPA003			Gov't Secondary school (Type 1) 官立中學 類別一 List of Successful DP Applicants (R-SDA003)							
Allocatic 派位年度:	on Cycle :	2012	List of suc 自行	分配導	dif by Applicants (R-3 位正取學生名單 (R-SPA003)	SEA0037	_			
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 就讓小學	Successful 成功申請	Remarks 備註			
2	B2365893	CA 2003 TWO		М	LI CHENG UK GOVT PRI SCH	Yes				
1	\$1000193	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		М	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		М	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 -		3			

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

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

SIM Section Education Bureau Updated: 29-2-2012