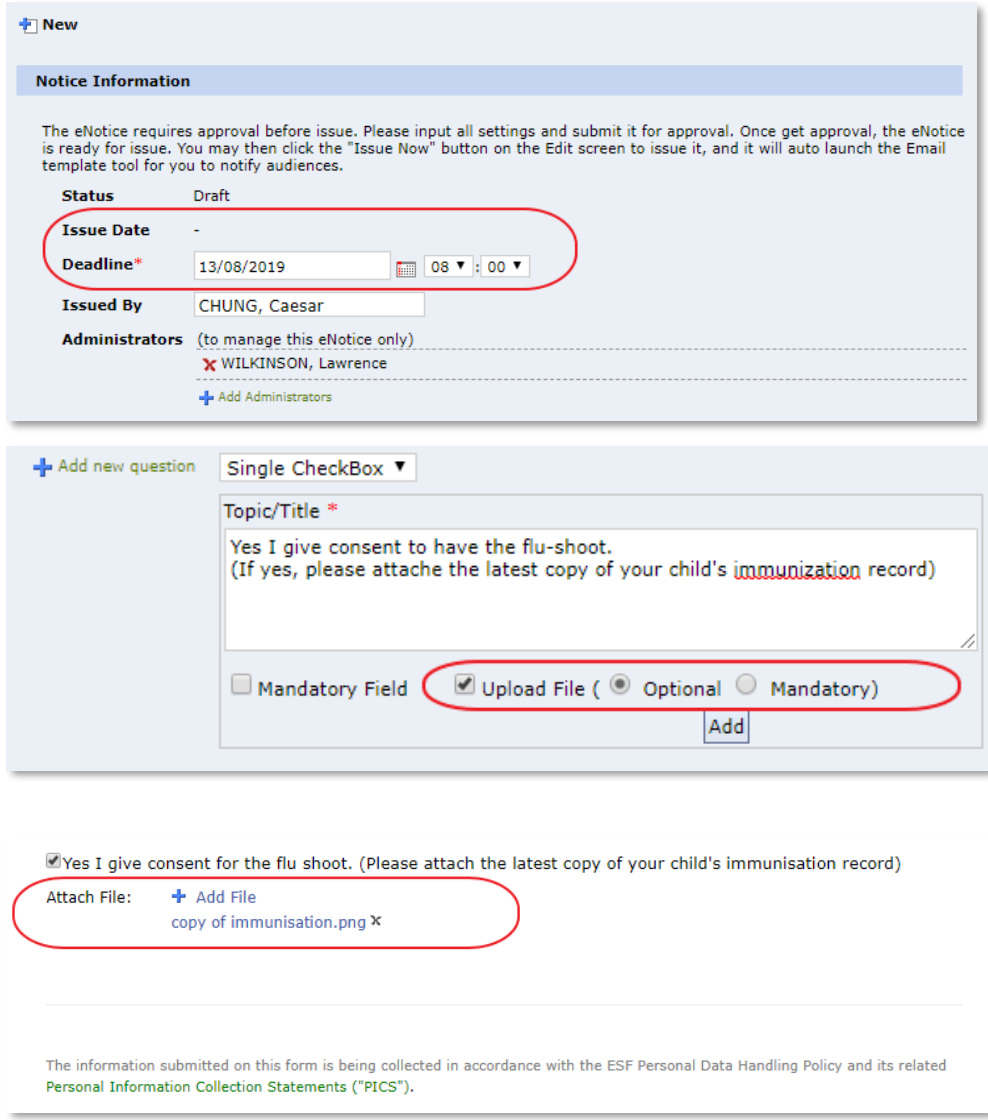


Gateway Development Update – September 2018

This document includes the latest important Gateway update. SGM/SGA please help notify your school key users affected by the update.

1. eNotice	eNotice Manager/Admin/Approver
<p>○ To avoid confusion that caused by issuing eNotice without notifying audiences. When setup eNotice, the Issue Date data input field has been removed from the edit screen, so that the eNotice will not be auto issued to audiences. It will auto capture the Issue Date when admin click on the Issue Now button, it will also launch the Email template for user to notify audiences (which is the current process).</p> <p>○ Add file upload feature to the reply slip. You may add Upload File to any question(s) if there is a need to collect attachment(s) from audience by the reply slip. When add a new question, there is a set of new options (see right-hand-side screen), tick the Upload File checkbox and select it is optional or mandatory for upload.</p> <p>If the option is enabled for the question, when audience sign the eNotice, there will be an attachment upload under the question, it allows multiple documents upload.</p>	 <p>The screenshot shows the eNotice Manager interface. The 'Notice Information' section includes fields for Status (Draft), Issue Date (empty), Deadline* (13/08/2019 08:00), Issued By (CHUNG, Caesar), and Administrators (WILKINSON, Lawrence). The 'Add new question' section shows a 'Single CheckBox' question with the text 'Yes I give consent to have the flu-shoot. (If yes, please attache the latest copy of your child's immunization record)'. The 'Upload File' checkbox is checked, and the 'Optional' radio button is selected. The 'Attach File' section shows a file named 'copy of immunisation.png'.</p>

○ Pre-approval process before issue eNotice

If you enable the pre-approval process, all eNotices will require approval before go-live. The approver will get an email, they can edit the eNotice and approve or/deny and it goes live - or not.

Two steps to enable the pre-approval process for your school Gateway eNotice:

- SGA to assign “eNotice Approver” role to the approvers. At least one approver is required, it can be a list of approvers that allows eNotice manager to select to notify.
- SGA to turn on the pre-approval process for your school under the eNotice new Setting tab (refer to the screen on the right-hand-side).

When eNotice manager create an eNotice, you may **Save** it or continue editing, after finalized, you may click **Submit for Approval**, and select the approver(s) from the pop up, click **OK** to continue, it will alert the selected approver(s) for approval. The eNotice status will be changed from “Draft” to “**pending**”, the eNotice cannot be issued until it got approval (changed to “**Ready**” status).

eNotice

Inbox eNotice Information Pack **Setting**

Optional Features

Enable pre-approval process before issue.
Please contact your SGA to assign "eNotice Approver" to at least one staff before turn on this online approval function for your school.

Submit

* Please tick this box to indicate that you have reviewed and updated (where applicable) your child's contact and medical information on Gateway. Edit Delete

Please let us know if you have made aware of:

Approver List

Please select Approver to notify:

select all

LASSCOCK, Peter

MUIR, Peter

OK Cancel

+ Add new question

PICS Add ESF Personal Information Collection Statement(PICS).

Preview **Submit For Approval** Save Cancel

The eNotice status flow:

Draft > Pending > Ready > Issued (display the issue date)

The main purpose of the pre-approval process is to enable a new role to proof read things before go-live. The approval workflow gives flexibility in order to reduce the back and forth and turnaround time on wordings/settings, i.e. it allows eNotice admin to edit any settings after submitted for approval and allow re-submit for approval, the approver may direct edit any settings before approval.

The system will capture and display the approval action log of eNotice Manager and Approver for reference.

The screenshot displays the eNotice system interface. At the top, there are tabs for 'Inbox', 'eNotice', 'Information Pack', and 'Setting'. Below the tabs, there is a search bar and a 'New' button. The main area shows a table of notices with columns for Issue Date, Deadline, Notice Title, Created By, Signed, and Total. The table contains five rows of data, with the 'Declined' status highlighted in red. Below the table, there is a form for adding a new question, a 'Please Select' dropdown, and a 'PICS' checkbox labeled 'Add ESF Personal Information Collection Statement(PICS)'. At the bottom of the form, there are 'Preview', 'Save', and 'Cancel' buttons. Below the buttons, the submission and approval logs are displayed: 'Submitted By: Gateway, Support on 12:25 05/10/2018' and 'Approved By: LASSCOCK, Peter on 13:34 05/10/2018'. The 'GATEWAY' logo is visible at the bottom left of the interface.

Issue Date	Deadline	Notice Title	Created By	Signed	Total	
Draft	28/09/2018 23:00	DC Cobras U14 Boys Football ISSFHK Consent 2018/2019	Gateway, Support3	0	13	\$ [Edit Follow up Copy Delete]
Declined	28/09/2018 23:00	HEAPPS Form DP2019 - For Students	Gateway, Support3	0	18	\$ [Edit Follow up Copy Delete]
Ready	28/09/2018 23:00	HEAPPS Form DP2019 - For Parents	Gateway, Support3	0	79	\$ [Edit Follow up Copy Delete]
Pending	28/09/2018 23:00	DC Digital Technologies User Agreement	Gateway, Support3	0	79	\$ [Edit Follow up Copy Delete]
21/08/2018 16:00	20/09/2018 17:00	DC Digital Technologies User Agreement	LEITHHEAD, Joe	38	119	\$ [Edit Follow up Copy]

Submitted By: Gateway, Support on 12:25 05/10/2018
 Approved By: LASSCOCK, Peter on 13:34 05/10/2018

2. Parent Consultation

- Updated the remind parent function to allow select individual students' parents to send notification from the not summited parent list.

Parent Consultation > Report & Reminder

click on the **Remind Parents** to popup the email template screen.

By default, it will send to all those haven't booked parents. There is a new button – **Manage**.

Click on the button to popup the list who haven't booked, you may select individuals from the list, click on the checkboxes to do select/unselect, click **Close** to finish. It will only send to those selected ones.

Parent Consultation admin

The screenshot displays the 'Report & Reminder' section of the Parent Consultation admin interface. It includes options to export all bookings or a list of parent booking status for follow up. A 'Remind Parents' button is highlighted in red. Below this, the 'Manage Recipient List' dialog is open, showing a table of recipients with checkboxes for selection.

Report & Reminder Section:

- Export all bookings (table format)
- Year Group: Please Select [Export]
- Export list of parent booking status (per event) for follow up
- Year Group: Y01 [Export] **Remind Parents** Last Sent: --

Manage Recipient List Dialog:

Send from Name: Beacon Hill School
 Send from Email: do-not-reply.BHS@gateway.esf.edu.hk (Personal)
 Recipient: 3 recipient(s) selected
 Buttons: Manage, Send, Cancel

Family Name	Student	Parent Contactable Email
1 ASI[REDACTED], Family	[REDACTED] (3M)	ASI[REDACTED]@tgmail.com ASI[REDACTED]@tgmail.com
2 BAI[REDACTED], Family	BAI[REDACTED] (4F)	BAI[REDACTED]2@tgmail.com BAI[REDACTED]2@tgmail.com
3 CHA[REDACTED], Family	CHA[REDACTED] (5F)	CHA[REDACTED]24@tgmail.com CHA[REDACTED]24@tgmail.com

Close

3. Report Centre

- Report 103
 - Updated the **Date of Entry** column to be an optional column in the report.

- Report 904 export
 - Added Exit Date column when export
 - Add separated mailing address fields when export

Student Data Users

Report Centre

Gateway Report Centre > (103) Student Roll Group List for Register

All
 1L 1P 1W 2D 2F 2K 3G 3M 3W 4A 4F 4W
 6Y
 Parent Contact Number Date of Entry

No. of columns (Max 30)

Print Export

Y01 > 1L (LAMB Katrina)

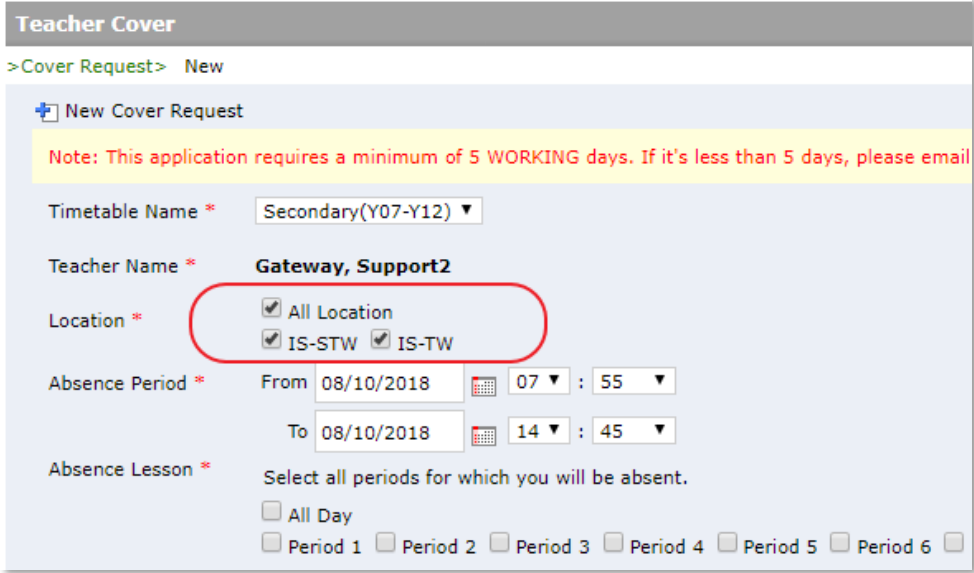
#	Student Name	Date of Entry	Gender			
1	BALE000011s, BALE000011p	13/08/2018	M			
2	CHEN001284s, CHEN001284p	13/08/2018	M			

Report Centre

Gateway Report Centre > (904) Student Data Export

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18/19 Year Group	18/19 Roll Group	18/19 House	Student Name	Next Year Year Group	Next Year Roll Group	Next Year House
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4. Teacher Cover	Teacher/Cover Manager
<ul style="list-style-type: none">○ Updated to allows teacher select multiple locations when submit cover request.	 <p>Teacher Cover</p> <p>>Cover Request> New</p> <p>+ New Cover Request</p> <p>Note: This application requires a minimum of 5 WORKING days. If it's less than 5 days, please email</p> <p>Timetable Name * Secondary(Y07-Y12) ▼</p> <p>Teacher Name * Gateway, Support2</p> <p>Location * <input checked="" type="checkbox"/> All Location <input checked="" type="checkbox"/> IS-STW <input checked="" type="checkbox"/> IS-TW</p> <p>Absence Period * From 08/10/2018 07 : 55 ▼ To 08/10/2018 14 : 45 ▼</p> <p>Absence Lesson * Select all periods for which you will be absent. <input type="checkbox"/> All Day <input type="checkbox"/> Period 1 <input type="checkbox"/> Period 2 <input type="checkbox"/> Period 3 <input type="checkbox"/> Period 4 <input type="checkbox"/> Period 5 <input type="checkbox"/> Period 6</p>

For school Gateway Manager/Administrator, please find the latest update including reported bug fixes on the Gateway eTicket system.