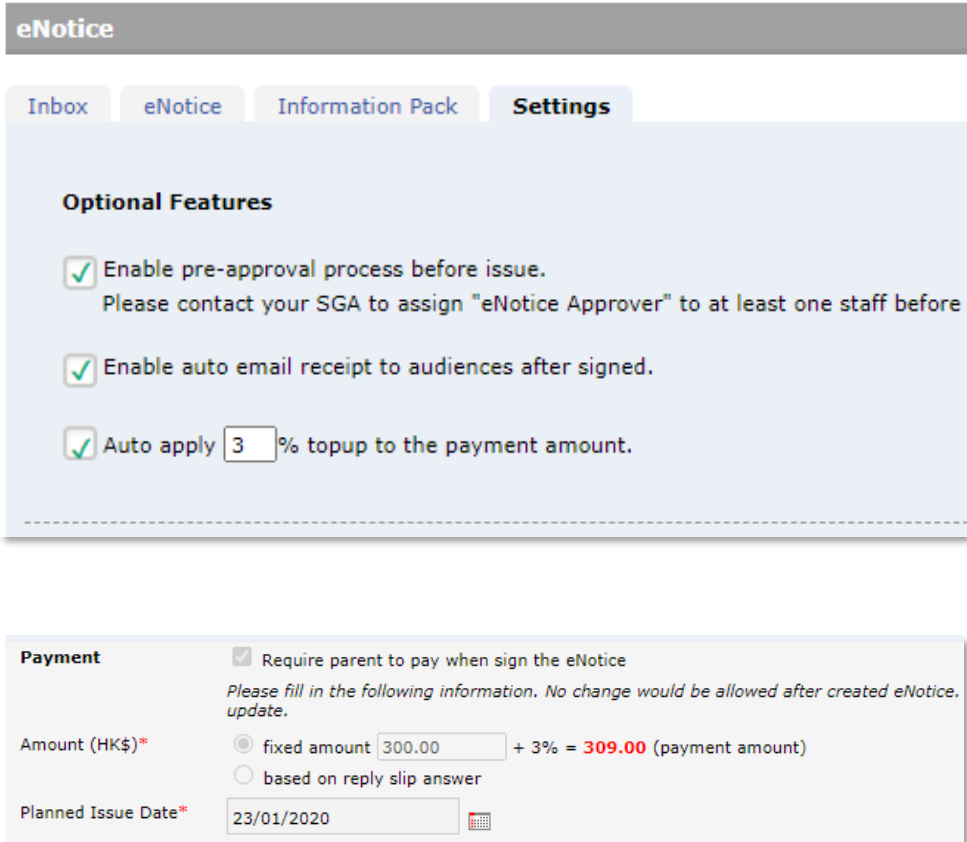


Gateway Development Update – December 2020

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

1. eNotice for Payment	eNotice Administrators, Finance
<p>○ For schools who have rolled out the new ePayment system. The eNotice setting has been enhanced to allow eNotice Manager to define the top-up % to the payment amount by setting.</p> <p>For example, you may input 3% top-up</p> <p>When setup eNotice, input \$300 will be auto topped up to \$309 payment amount.</p>	 <p>The screenshot shows the 'eNotice' settings interface. At the top, there are tabs for 'Inbox', 'eNotice', 'Information Pack', and 'Settings'. Under the 'Settings' tab, there is a section for 'Optional Features' with three checked items: 'Enable pre-approval process before issue.' (with a note to assign an 'eNotice Approver'), 'Enable auto email receipt to audiences after signed.', and 'Auto apply 3% topup to the payment amount.' Below this is a 'Payment' section with a checked option 'Require parent to pay when sign the eNotice'. A note states: 'Please fill in the following information. No change would be allowed after created eNotice, update.' There are two radio button options: 'fixed amount' (selected) and 'based on reply slip answer'. The 'fixed amount' option shows a calculation: '300.00 + 3% = 309.00 (payment amount)'. The 'Planned Issue Date*' is set to '23/01/2020' with a calendar icon.</p>

2. eNotice

- Conditional question
You may setup the reply slip questions dynamically, i.e. a question can be show/hide based on the previous question's answer.

For example, adding a question for inputting the emergency contact, turn on the **Display the question conditionally** and select the **Controlling Question** and the **Controlling Option** as the screen on the right-hand-side.

The expected result:

- The 2nd question "I will Pay \$200 activity fee" will be shown only if the user select "Yes" for the first question.

Reply Slip

* I give consent for my child [@StudentName] to attend the activity.
 Yes
 No

Topic/Title * Bold
 I will pay \$200 activity fee

Mandatory Field

Require File Upload

Display the question conditionally

Controlling Question I give consent for my child [@StudentName] to attend the activity. ▼
 Controlling Option Yes ▼

* I give consent for my child [@StudentName] to attend the activity.
 Yes
 No

* I will pay \$200 activity fee

3. Room Booking

- Allow setup rooms to be only viewable/bookable by specific group of staff instead of all staff.
- Enhance the Room Booking screen to allow user drag to select adjacent rooms to book multiple rooms in one go.

Staff, Room Booking Approver

Admin > New Room

Area: * 1. Lower Ground Floor ▾

Name: * Activity Room

Description:

Capacity: * 0

Restricted: * Yes No

Selected Group: ALTOFT, Grant ✕
ARDI, Christin ✕
BOON, Jason ✕
CHAN, Tat ✕

Room admin email:

Book by Period: From ▾ To ▾ [Check Availability](#)

<< Go to Day Before Go to Today Go to Day After >>

Location:	1. Lower Ground Floor					2. Ground Floor		
Period:	Studio	Drama Studio ADMIN	L102 x30	L103 x30	Playground	White Box	Conference Room ADMIN	Sports Hall ADMIN
07:00 - 07:15								
07:15 - 07:30								
07:30 - 07:45								
07:45 - 08:00								
08:00 - 08:25								
08:25 - 08:35								
08:35 - 09:30								

4. Class Attendance

- On the teacher take class attendance screen, add status icon to show the daily school attendance for reference.
- Updated the Class Attendance Report by Student, if select one day only to run the report, it will show the class code based on timetable. It allows export data to CSV file which also includes the class code and teacher of the class for further analysis.

Teacher, Attendance Manager

Report List > Class Attendance Report By Student

Year: 20/21 Date: 01/12/2020 To: 01/12/2020 09E Search

Print Export to csv >0: no. of present count; 0: absent; -: no record

Total school days: 1											
Student	Web Login	Roll Group	Daily Attendance	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
ALLEN, Patsy	alenn1	09E	present	09AR102	09AR102	09RS103	09RS103	09EN101	09EN101	09SC102	09SC102
BABU, Vinodha	babuv1	09E	present	09HI102	09HI102	09FT107	09FT107	09EN102	09EN102	09SC101	09SC101
CHAN, Aijun	chanaj0	09E	absent	09AR102	09AR102	09FT107	09FT107	09EN102	09EN102	09SC101	09SC101
CHEN, Andy	chenaad	09E	present	09TE102	09TE102	09MU105	09MU105	09EN102	09EN102	09SC101	09SC101

5. Parent Consultation

If your school has not used the Gateway tool to schedule online meetings for parent teacher conferences via Zoom or Google Meet (**Communication > Schedule Handout Meets/Zoom**) and wish to try it, please contact the project team for setup.

- If your school is using the tool to schedule online meetings for teacher conference, you may turn on the option for parent to choose the meeting preference: face- to-face or by online approach.
 - On the event setting screen, there is a new Yes/No question to allow parents choosing meeting preference (online/face-to-face). You may select “Yes” to enable the option for parents.
 - When parents or teachers book a time slot, it will pop up to select the meeting preference.
 - To update the preference after booked, user need to cancel booking and book again to change.
 - The **Schedule Handout Meet / Zoom** tool will create meeting links based on the above meeting preferences.
 - Parents will see the meeting link on their screen if they chose online meeting
 - Teachers will see the parents chose online or face-to-face meeting in the **My Schedule** report. For those chose online meeting, there will be a meeting link to launch the meeting online.

Parents, Teacher & Parent Consultation administrator

Open for Booking* Manual Auto

Start Time* 30/12/2020 15 : 00
[\[Check other schedule\]](#)

Close Time* 31/12/2020 17 : 00

No.of Concurrent Booking: * 1

Interval * 10 min(s)

Event Dates * 29/01/2021 09 : 00 - 12 : 00

Parent to choose online or face to face * Yes No
[+ \[Add date\]](#)

Submit Cancel

New Booking

Select your meeting preference

Online Face to face

Ok Cancel

All confirmed bookings [Print](#)

Event	Remarks	Teacher
22/01/2021 10:00 - 10:15 Year 1 Parent Consultation	Online	KENNEDY, Lena

[Click here to open Zoom Meeting \(Password:37767340\)](#)

My Parent Consultation Schedule - KENNEDY, Lena

Time	Event	Roll Group	Subject Class/Custom Group	Student	Notes
22/01/2021 09:00 ~ 09:15	Free				Free
22/01/2021 09:15 ~ 09:30	Year 1 Parent Consultation	1K		AU--000344s, AU-000344p	Click here to open Zoom Meeting Online
22/01/2021 09:30 ~ 09:45	Year 1 Parent Consultation	1K		CAO-000021s, CAO-000021p	Face to face

6. Student Note / IN Note

Teacher, Student data admin

- Enhance the Student Note/IN Note function to allow optional email notification to the student's roll group teacher when creating a Student Note or IN note for a student.

7. Attendance Report

Teacher, Attendance Manager

- For those smart card attendance schools. Update the Swipe Card Report (Student) report to include those swiped card and not swiped card students in the list for reference.

Admin > Attendance > Report > Swipe Card Report (Student)

	A	B	C	D	E	F	G	H	I
1	Reader ID	Maze Key	Student	Roll Group	Swipe Card Time	Current Status	Last Update	Last Updated	
2	5	AU--00038	AU--000380s, AU--000380p	09F	Nov 9 2020 7:42AM	Present	THOMSON	Nov 9 2020 7:55AM	
3	5	BUTT0000	BUTT000043s, BUTT000043	09F	Nov 9 2020 7:43AM	Present	THOMSON	Nov 9 2020 7:55AM	
4	5	CERU0000	CERU000003s, CERU000003	09F	Nov 9 2020 7:43AM	Present	THOMSON	Nov 9 2020 7:55AM	
5	5	CHAN004	CHAN004024s, CHAN00402	09F	Nov 9 2020 7:26AM	Present	THOMSON	Nov 9 2020 7:55AM	
6	5	CHAN004	CHAN004605s, CHAN00460	09F	Nov 9 2020 7:38AM	Present	THOMSON	Nov 9 2020 7:55AM	
7	5	CHAO000	CHAO000043s, CHAO00004	09F	Nov 9 2020 7:47AM	Absent	HELSELBJE	Nov 9 2020 3:02PM	
8	5	CHU-0005	CHU-000534s, CHU-000534	09F	Nov 9 2020 7:24AM	Present	THOMSON	Nov 9 2020 7:55AM	
9	5	DASI0000	DASI000013s, DASI000013	09F	Nov 9 2020 7:22AM	Present	THOMSON	Nov 9 2020 7:55AM	
10	5	DELTO000	DELTO00002s, DELTO00002	09F	Nov 9 2020 7:44AM	Present	THOMSON	Nov 9 2020 7:55AM	
11	-	DOWL000	DOWL000006s, DOWL0000	09F	-	Present	THOMSON	Nov 9 2020 7:56AM	
12	5	DUSA0000	DUSA000004s, DUSA00000	09F	Nov 9 2020 7:43AM	Present	THOMSON	Nov 9 2020 7:55AM	
13	-	HO--0011	HO--001187s, HO--001187	09F	-	Present	THOMSON	Nov 9 2020 7:56AM	
14	5	HO--0012	HO--001213s, HO--001213	09F	Nov 9 2020 7:43AM	Present	THOMSON	Nov 9 2020 7:55AM	
15	-	JIAN0000	JIAN000032s, JIAN000032	09F	-	Present	HELSELBJE	Nov 9 2020 3:02PM	
16	5	LAM-0014	LAM-001438s, LAM-001438	09F	Nov 9 2020 7:13AM	Present	THOMSON	Nov 9 2020 7:56AM	

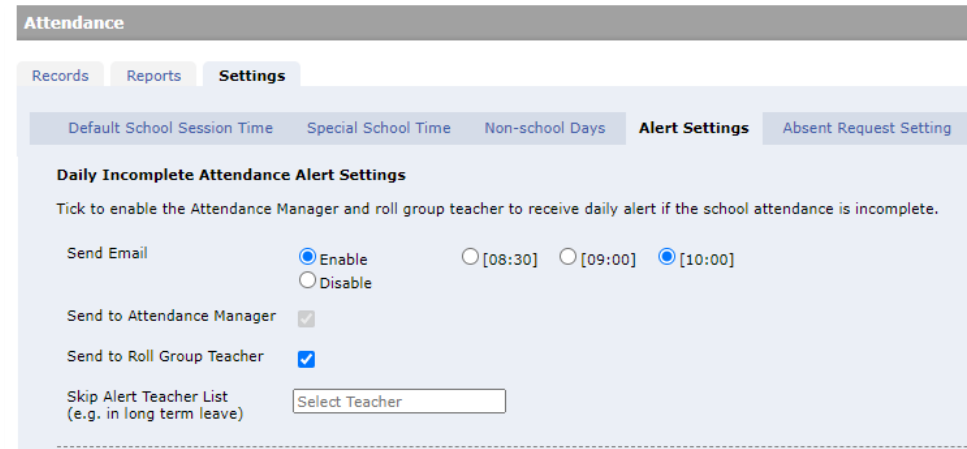
8. Incomplete Daily Attendance Alert

- Allow school to turn on the email alert to roll group teachers and attendance managers at a specific time in the morning based on their workflow requirement. The system won't send alert if the attendance has been completed before the specific time.

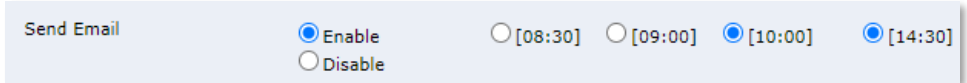
Admin > Attendance > Settings > Alert Settings > Daily Incomplete Attendance Alert Settings

For kindergartens with AM/PM schools, it allows selecting Send Email time for AM schools, but there is only one option for PM school at 14:30.

Teachers, Attendance Manager



Kindergarn's setting on alert time:



9. Home Temperature Report

- Parent may record student's home temperature via the ESF APP, the result will be shown on the take attendance screen for reference.

Teachers, Attendance Manager

Student	°C	In	Out	Status	Type	Arrival	Reason	Remark (Max. 300 Characters)
CASS000018s, CASS000018p	36.6			Present	Onsite	On time	--	
CHIA000095s, CHIA000095p				Present	Onsite	On time	--	
CHOW000780s, CHOW000780p	36.4			Present	Onsite	On time	--	
CHU-000608s, CHU-000608p	36.3			Present	Onsite	On time	--	

- The temperature is also displayed in both the Daily Report and Monthly Report for reference.

Report List > Daily Report

Year 20/21 Day 29/10/2020 | Report Type Present | All

Group Select Roll Group All Year

Selected Roll Group: All

Display Contacts | Display Remarks | Page separate by roll group

Daily Report for on 29/10/2020 (Present)

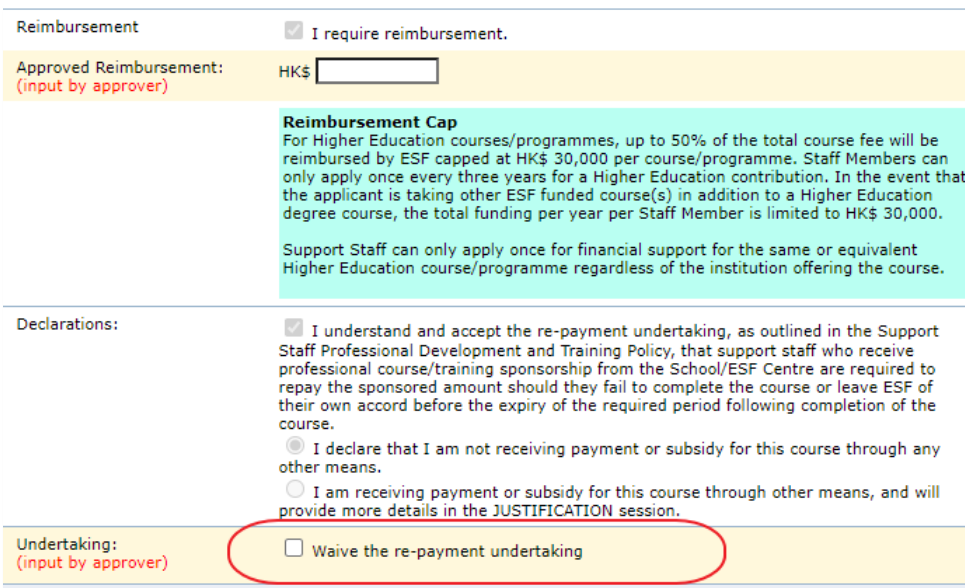
Student	°C	In	Out	Status	Type	Arrival	Reason
K1BA : EVANS, Danielle	24						
CASS000018s, CASS000018p	36.6	--	--	Present	Onsite	OnTime	--
CHIA000095s, CHIA000095p		--	--	Present	Onsite	OnTime	--
CHOW000780s, CHOW000780p	36.4	--	--	Present	Onsite	OnTime	--
CHU-000608s, CHU-000608p	36.3	--	--	Present	Onsite	OnTime	--
COLE000019s, COLE000019p	36.7	--	--	Present	Onsite	OnTime	--

Report List > Monthly Report

School Year 20/21 Year Month 2020-11 Year Kinder 1 K1BA

Monthly Report for Abacus International Kindergarten on November 2020

Student	2	3	4	5	6	9	10	11	12	13	16	17	18	19
K1BA														
Total : 25														
CHIA000095s, CHIA000095p	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	37.0	37.1	37.3	36.8	36.8	36.8	-	36.8	36.9	-	-	-	-	-
CHOW000780s, CHOW000780p	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	36.1	36.7	36.1	36.1	36.1	36.3	36.2	36.7	36.5	-	-	-	-	-

10. CPD support staff	Non-ESF CPD approver, Principal
<p>○ For support staff non-ESF CPD, on the Final Approver (Principal) approval screen, added a new checkbox option to indicate that the support staff re-payment undertaking can be waived. This is for some exceptional cases that the Principal requests a support staff to attend non-ESF CPD, and waive the repayment undertaking.</p>	 <p>Reimbursement <input checked="" type="checkbox"/> I require reimbursement.</p> <p>Approved Reimbursement: (input by approver) HK\$ <input type="text"/></p> <p>Reimbursement Cap For Higher Education courses/programmes, up to 50% of the total course fee will be reimbursed by ESF capped at HK\$ 30,000 per course/programme. Staff Members can only apply once every three years for a Higher Education contribution. In the event that the applicant is taking other ESF funded course(s) in addition to a Higher Education degree course, the total funding per year per Staff Member is limited to HK\$ 30,000.</p> <p>Support Staff can only apply once for financial support for the same or equivalent Higher Education course/programme regardless of the institution offering the course.</p> <p>Declarations:</p> <p><input checked="" type="radio"/> I understand and accept the re-payment undertaking, as outlined in the Support Staff Professional Development and Training Policy, that support staff who receive professional course/training sponsorship from the School/ESF Centre are required to repay the sponsored amount should they fail to complete the course or leave ESF of their own accord before the expiry of the required period following completion of the course.</p> <p><input type="radio"/> I declare that I am not receiving payment or subsidy for this course through any other means.</p> <p><input type="radio"/> I am receiving payment or subsidy for this course through other means, and will provide more details in the JUSTIFICATION session.</p> <p>Undertaking: (input by approver) <input checked="" type="checkbox"/> Waive the re-payment undertaking</p>

School Gateway Manager / Administrator may find the latest update including reported bug fixes on the Gateway eTicket system.