

Gateway Development Update – March 2022

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

1. Student Demographics	Parent & Student data admin																																												
<ul style="list-style-type: none"> ○ Auto transfer proof documents from OAS, which will be store in Student Note > Proof Document folder. E.g. HKID/passport copy, Visa copy, PR proof, address proof etc ○ Auto transfer student proof document for school transfer students ○ Allow batch upload student Cheque refund information that download from ePayment ○ Update the edit process for No Show student. When mark the "Exit Date" as the same as or earlier than "Date of entry to Current School", please change MAZE Status to "NOS". 	<div data-bbox="1081 363 2060 694"> <p>Student Notes</p> <p>Student Notes IN Notes Student Note Report IN Note Report</p> <p>New Record All School Years All Types</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Category</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>02/08/2021</td> <td>Visa</td> <td> HANSHI PP LAST.jpg Created by ANAN000049, Family</td> </tr> <tr> <td></td> <td>02/08/2021</td> <td>Passport</td> <td> HANSHI PP FIRST.jpg Created by ANAN000049, Family</td> </tr> <tr> <td></td> <td>02/08/2021</td> <td>HK ID Card</td> <td> HKID PP HANSHI.pdf Created by ANAN000049, Family</td> </tr> </tbody> </table> </div> <div data-bbox="1081 774 2060 1077"> <p>Student Demographics</p> <p>Search Report Batch Data Update</p> <p>Batch Data Update > Batch upload student cheque refund information</p> <p>Cheque Refund Information Please download the Export Payee List from the ePayment System > Student > Close & Refund function.</p> <p>1. Select CSV: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> </div> <div data-bbox="1081 1117 2060 1412"> <table border="1"> <tr> <td>Timetable Tag</td> <td><input type="text"/></td> <td>Registration</td> <td><input type="text"/></td> </tr> <tr> <td>Unique Cand No.</td> <td><input type="text"/></td> <td>OAS Application Number</td> <td>EA1712A118509</td> </tr> <tr> <td>Smartcard</td> <td><input type="text"/></td> <td>MAZE Status</td> <td>NOS</td> </tr> <tr> <td>IB Personal Code</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Current School</td> <td colspan="2">Foundation-wide</td> </tr> <tr> <td>Date of entry to Current School</td> <td>14/08/2021</td> <td>Date of Entry (ESF)</td> <td>17/08/2015</td> </tr> <tr> <td>Exit Date</td> <td>14/08/2021</td> <td>Academic Year of Entry</td> <td>K1</td> </tr> </table> <p><small>System will change the student status to LEFT at the end of the current school year. Do not input Exit Date</small></p> </div>	Type	Date	Category	Comment		02/08/2021	Visa	HANSHI PP LAST.jpg Created by ANAN000049, Family		02/08/2021	Passport	HANSHI PP FIRST.jpg Created by ANAN000049, Family		02/08/2021	HK ID Card	HKID PP HANSHI.pdf Created by ANAN000049, Family	Timetable Tag	<input type="text"/>	Registration	<input type="text"/>	Unique Cand No.	<input type="text"/>	OAS Application Number	EA1712A118509	Smartcard	<input type="text"/>	MAZE Status	NOS	IB Personal Code	<input type="text"/>			Current School		Foundation-wide		Date of entry to Current School	14/08/2021	Date of Entry (ESF)	17/08/2015	Exit Date	14/08/2021	Academic Year of Entry	K1
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○ New report (220) Parent / Family Declaration – Child Protection under report centre

Report Centre

Gateway Report Centre > **(220) Parent / Family Declaration - Child Protection**

21/22 - Annual ESF Child Protection Declaration ▼

Student Name:

From To

All Year Groups

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

2. eNotice

○ Allow use “magic link” URL for parent sign eNotice, parent may sign via the magic link without login system by user name password.

- click to input student BoD to open eNotice
- the magic link will be auto expired
- auto email to parent after signed

Not recommend if your eNotice sends sensitive information to parents.

Dear Parents,

Y1-3 Sports Day - 20 Nov 2018 (Tue) Permission Form - [@StudentName]
[@RollGroup]

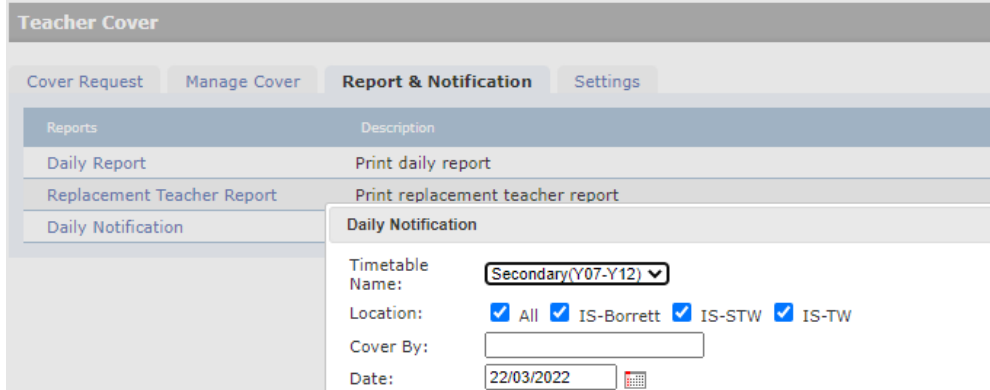
Please click the below link to sign the notice online as soon as possible.

[@MagicLink]

If you need further assistance please send an email to info@cwbs.edu.hk.

Kind Regards

[@D]
[@AudiName]
[@StudentName]
[@RollGroup]
[@YearGroup]
[@NTitle]
[@NContent]
[@House]
[@MagicLink]
[...]
[@ParentWebloginID]

3. Teacher Cover	Teacher Cover Manager								
<ul style="list-style-type: none"> ○ Add a Daily Notification function to send email reminders to internal/external cover teachers about the class they need to cover on next day. Admin > Teacher Cover > Report & Notification > Daily Notification. 	 <p>The screenshot shows the 'Teacher Cover Manager' interface. At the top, there are tabs for 'Cover Request', 'Manage Cover', 'Report & Notification', and 'Settings'. Under 'Report & Notification', there is a table of reports:</p> <table border="1"> <thead> <tr> <th>Reports</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Daily Report</td> <td>Print daily report</td> </tr> <tr> <td>Replacement Teacher Report</td> <td>Print replacement teacher report</td> </tr> <tr> <td>Daily Notification</td> <td>Daily Notification</td> </tr> </tbody> </table> <p>The 'Daily Notification' form includes the following fields:</p> <ul style="list-style-type: none"> Timetable Name: <input type="text" value="Secondary(Y07-Y12)"/> Location: <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> IS-Borrett <input checked="" type="checkbox"/> IS-STW <input checked="" type="checkbox"/> IS-TW Cover By: <input type="text"/> Date: <input type="text" value="22/03/2022"/> 	Reports	Description	Daily Report	Print daily report	Replacement Teacher Report	Print replacement teacher report	Daily Notification	Daily Notification
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School Gateway Manager / Administrator may find the latest update including reported bug fixes on the Gateway eTicket system.