

# **Guidelines on Using eForm E to Submit the Enrolment Survey**

(Ver.: 202409)

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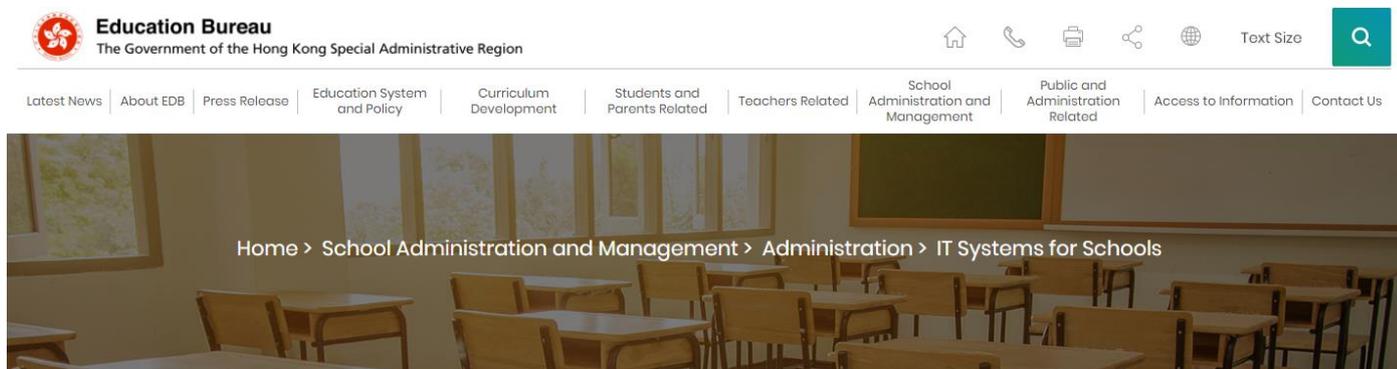
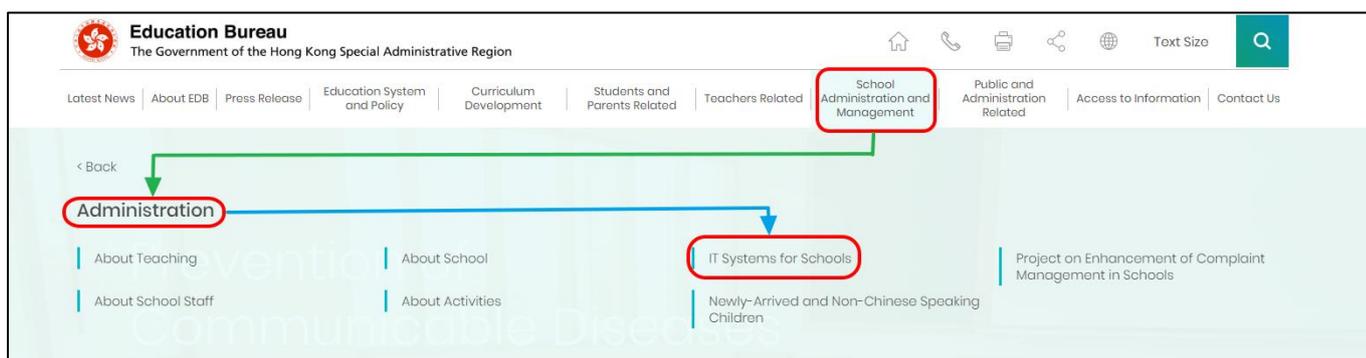
## A. General Guidelines on Using eForm for Student Information Management System (STIMS)

### I. How to enter the eForm for Student Information Management System (STIMS)

The eForm for STIMS is an application of **Education Information System (EdIS)**. To access the eForm page, you have to logon through **Common Log-On System (CLO)**. You may access the logon page at the following URL:

[clo.edb.gov.hk](http://clo.edb.gov.hk)

Alternatively, the CLO logon page can be accessed through the EDB Homepage ([www.edb.gov.hk](http://www.edb.gov.hk) > **School Administration and Management** > **Administration** > **IT Systems for Schools** > **Common Log-On System**) as shown in the following screens:



### IT Systems for Schools

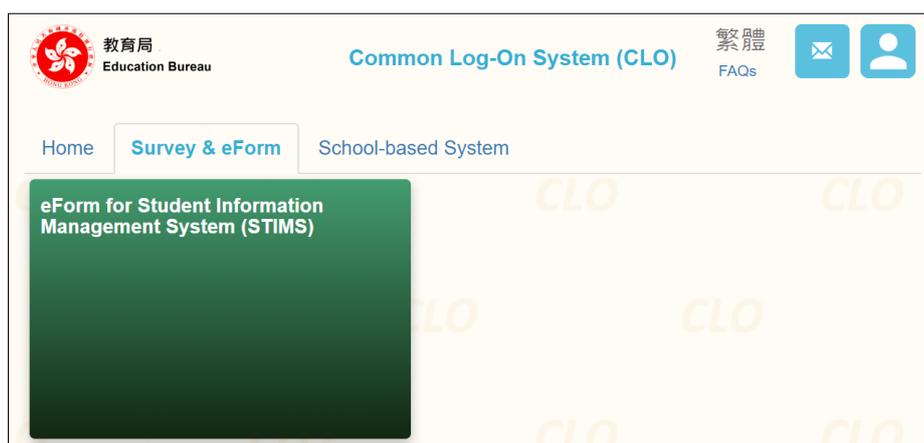
- [Common Log-On System \(CLO\)](#)
- [WebSAMS](#)

At the logon page, enter the Username and Password and click **<Logon>**.

(Please note: To use the eForm, you must use the user accounts of school administrators<sup>1</sup> or the personal user accounts<sup>2</sup> as delegated by school in CLO.)



The CLO Main page will be shown. Choose the tab **<Survey & eForm>** to access the **eForm for Student Information Management System (STIMS)** through the shortcut.



School users who can access the selected eForm for multiple schools will be redirected to a page for school selection before entering the eForm.

In the drop down list for school selection, only the schools that the school users have access right to the eForm will be listed. Select the appropriate school and click **<Enter>** to access the eForm for the school.

- 1 These accounts refer to the e-Services user account of the School Head or the Master School Administrator, and the CLO School Administrator account.
- 2 These accounts refer to the e-Services or Training Calendar System user account, and the CLO User account of school users.



For school users who can access the selected eForm for one school only, they will be redirected to the corresponding eForm right after clicking the eForm application shortcut at CLO.

The interface of the eForm is displayed in both Chinese and English, so changing of language is not necessary.



After logging on to the portal, the following selection menu will appear.

Form	Description	Action
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	

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## II. Select the School Language and a particular eForm

If your school operates more than one Language Group (e.g. one Anglo-Chinese and one Chinese), you must select the appropriate Language Group before selecting any eForms.

Click **<Enter>** on the right to select a particular eForm.



**Education Bureau**  
教育局

Exit 離開

COLLEGE 中學 ( -0001-3-3)  
AIDED 資助 - WHOLE DAY 全日 - 區

**eForm for Student Information Management System (STIMS)**  
學生資料管理系統電子表格

School Language 學校語言: ANGLO-CHINESE 英文部

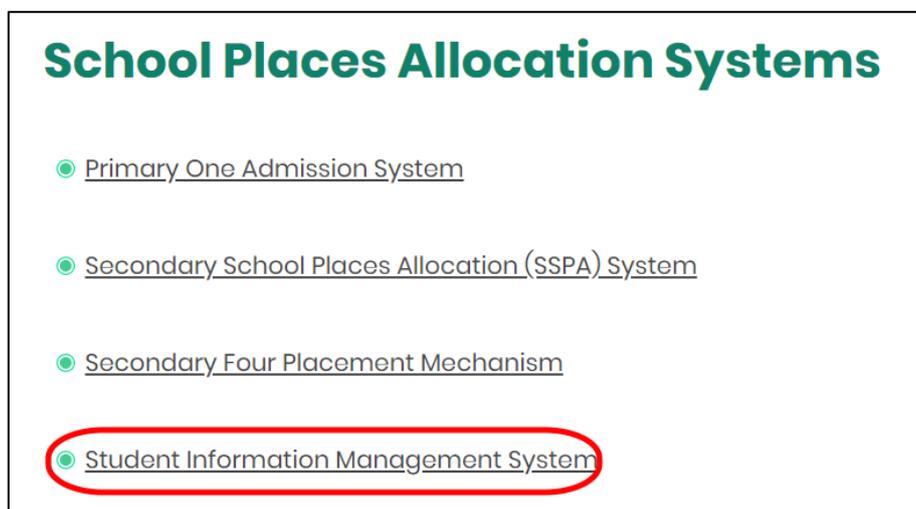
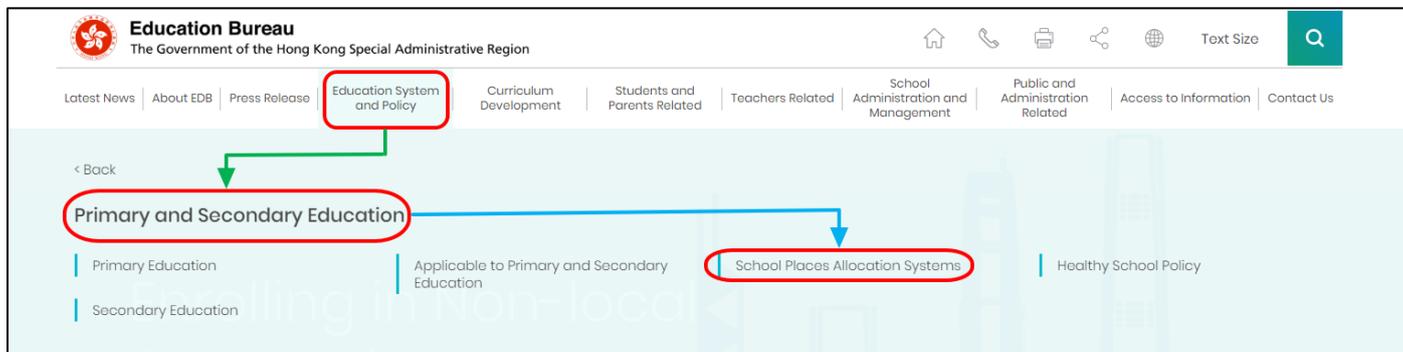
Form A	Report of Student Leaving / Absence from School	Enter 進入
表格 A	學生離校 / 缺課報告表格	Enter 進入
Form B	Form for Reporting Admission of Students with Student Reference Number	Enter 進入
表格 B	填報已有學生編號的人學學生表格	Enter 進入
Form C	Form for Reporting Admission of Students without Student Reference Number	Enter 進入
表格 C	填報未有學生編號的人學學生表格	Enter 進入
Form D	Student Particulars Amendment Form	Enter 進入
表格 D	學生資料更正表格	Enter 進入
Form E	Enrolment Survey	Enter 進入
表格 E	學生收錄實況調查	Enter 進入

**Remember: Always save your work before switching to work on another Language Group.**

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### III. Points-to-note/tips before you start

Download a copy of the latest edition of the **Guidelines for the Student Information Management System (STIMS)**, (Path: [www.edb.gov.hk](http://www.edb.gov.hk) > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Student Information Management System) and read it carefully. You may need to refer to the Guidelines in updating the eForm.



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### IV. Save the eForm regularly and frequently

- **Please save the eForm REGULARLY and FREQUENTLY.**
  - This helps to prevent data loss due to system problems.
  - The eForm will conduct a checking on the data when it is saved. If the eForm contains errors, it will display error messages with reason for failure. Please read the error messages carefully, then correct the errors and save the eForm again.
  - If the eForm contains many errors, it will take a long time to correct all errors one by one. You should therefore save your eForm regularly and avoid updating too many student records without saving your eForm.
  - If the eForm is saved successfully, the “Form Status” will become “Save” and the “Last Update Time” will display the time that you saved the eForm. The message “Record updated successfully” will be displayed also.

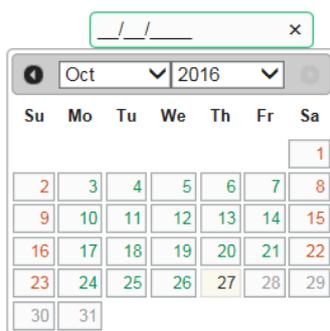
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## **B. Guidelines on Using eForm E**

eForm E is an Enrolment Survey eForm and contains listings of student data.

### **I. Tips for filling in the eForm E**

- The Class Name to be chosen should be one of the Class Names reported in the Class and Subject Details (C&SD) Survey eForm. Please liaise with the colleagues in your school who are responsible for C&SD Survey for using the same set of class names in both the C&SD Survey and Enrolment Survey.
- If C&SD Survey cannot be submitted before the submission deadline of Enrolment Survey, i.e. eForm E, the colleagues in your school who are responsible for eForm E can enter the correct class name direct to the field of “Class name to be enrolled” in eForm E.
- The eForm data submitted should contain students who **are enrolled on the Survey Day** (including own school students, students transferred from other STIMS schools and students have participated in school places allocation before). These students should possess an STRN. In case schools have doubt whether a student has ever been assigned an STRN by the EDB system, please contact the Liaison Officer for clarification.
- Please use eForm C to report the enrolment of a student who has never studied in any STIMS schools, i.e. without a STRN.
- Schools cannot amend the students’ names, sex or date of birth through the submission of the Enrolment Survey. If necessary, please use eForm D for amendment of names, sex or date of birth of students after submission of eForm E.
- Please use eForm B (for student with STRN) or eForm C (for student without STRN) if the students are newly admitted **after the Enrolment Survey Day**.
- In the eForm, all the fields marked with asterisk “\*” are mandatory. This means that you must fill in all these mandatory fields. If there are any unfilled mandatory fields, the eForm cannot be saved. Therefore, please make sure that all the information is ready before you update the eForm.
- Please input all Date fields with the format ‘DD/MM/YYYY’. Inputting ‘/’, spaces or symbols between DD, MM and YYYY is not required. For example, to input the date 21<sup>st</sup> September, 1996, enter “21091996”. On the other hand, you may use the calendar tool to select the exact date.



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## II. Retrieve students' records

When you first open the eForm E, click **<Enter>** on the right of "Step 1: Update by Student" to enter the form.

The screenshot shows the Education Bureau eForm E interface. At the top left is the Education Bureau logo and name. On the top right, there are links for 'Guideline 指引' and 'Exit 離開'. The main header area contains the form title 'E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查' and the school level 'COLLEGE 中學 (-0001-3-3)'. Below this, there are fields for 'School Language 學校語言: 1-ANGLO-CHINESE 英文部' and 'Form Status 填報狀況:'. A note indicates that 'Last Update Time 上次更改時間:' and 'Submit Time 表格遞交時間:' are required fields. The main content area shows two steps: 'Step 1 步驟1: Update by Student 以學生更新' and 'Step 2 步驟2: Submit Form 遞交表格'. The 'Enter 進入' button for Step 1 is highlighted with a red box. At the bottom, there is a 'Back to Main Menu 返回主頁' button and a note explaining the use of e-Form E.

After you have opened the eForm E, a blank eForm will be displayed.

The screenshot shows the Education Bureau eForm E interface for the 'Retrieve Record for Updating' step. It features the same header and navigation as the previous screenshot. The main content area has two radio button options: 'Retrieve Record for Updating 擷取學生記錄作更新資料之用' and 'Retrieve Record after Updating Completed 完成更新後擷取學生記錄以作核對'. The first option includes a dropdown menu for 'Last Year Class Level and Class name 去年就讀班級及班別' and a 'Retrieve Records 搜尋資料' button. The second option includes a dropdown menu for 'Enrolled Class Level and Class Name 已編入班級及班別' and a checkbox for 'Not Enrolled 沒有註冊'. Below these options, there are dropdown menus for 'Class Level to be enrolled 編入班級' and 'Class Name to be enrolled 編入班別', along with an 'Enrol 編入' button. At the bottom, there are buttons for 'Add Record 新增資料', 'Save 儲存', 'Print 列印', and 'Back to Form E Main Menu 返回表格E主頁'.

To update the enrolment information of the students for current school year, please retrieve the records of the students with one of the following two methods.

### a. Retrieve Record for Updating

You can retrieve records of students who have completed S1-S5 (for secondary schools) or P1-P5 (for primary schools) in the last school year while the EDB has not received any reports of leaving or absence of such students (Form A) from schools. Furthermore, the list also includes S1 & S4 (for secondary schools) or P1 (for primary schools) students allocated to the school through the respective school place allocation systems of the EDB.

Retrieve records of students by “Last Year Class Level and Class Name”.

\* = Mandatory fields 必須填寫

Retrieve Record for Updating 擷取學生記錄作更新資料之用 :

Last Year Class Level and Class name 去年就讀班級及班別 :

Retrieve Record after Updating Completed 完成更新後擷取學生記錄以作核對 :

Enrolled Class Level and Class Name 已編入班級及班別 :

Not Enrolled 沒有註冊

To save effort in data input, the system will assign an initial value for the “Class Level to be enrolled”. For ordinary schools, the default “Class Level to be enrolled” is one level higher than that of last year. For special schools, the default “Class Level to be enrolled” is the same as that of last year. No initial value will be assigned to the “Class Name to be enrolled”, however.

b. Retrieve Record after Updating Completed

After you have updated the enrolment information of the students, you can retrieve records of students based on their Enrolled Class Level and Class Name in the current school year.

\* = Mandatory fields 必須填寫

Retrieve Record for Updating 擷取學生記錄作更新資料之用 :

Last Year Class Level and Class name 去年就讀班級及班別 :

Retrieve Record after Updating Completed 完成更新後擷取學生記錄以作核對 :

Enrolled Class Level and Class Name 已編入班級及班別 :

Not Enrolled 沒有註冊

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III. Check the data on the eForm E against actual enrollment data

Please check the data on the eForm E against the data of the actual students enrolled on the enrolment survey day in your school, and then report to the EDB the actual enrolment data as at the survey day by updating the eForm E accordingly.

You may print the eForm E for each Last Year Class Level and Class Name to facilitate the checking and mark any update on the hardcopy before updating the eForm E. Please refer to the section [VIII. Print the eForm](#) for the details of printing the eForm E.

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IV. Update students that are not enrolled

If the students are **no longer** enrolled in your school on the survey day, you should mark the checkbox (✓) on the column “Not Enrolled/Delete” of that student record.

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*STRN 學生編號	*Sex 性別	*Date of Birth 出生日期 (dd/mm/yyyy)	*Class Level to be enrolled 編入班級	*Class Name to be enrolled 編入班別	New Session (enter if different from default) 新授課時間(若與預定不同才輸入)	Not Enrolled 不註冊 / Delete 刪除
1. STUDENT A	陳一	23456789	M	01/01/1900	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input checked="" type="checkbox"/>
*Ethnicity 種族		<input type="text" value="Please Select"/>						
*Spoken Language at Home 家庭常用語言		<input type="text" value="Please Select"/>						
*Home DC 家居區議會分區		<input type="text" value="Please select"/>						

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Note: “Student Information Management Application (STM)” is also known as “Student Information Management System (STIMS)”  
註: 「學生資料管理應用系統」又稱「學生資料管理系統」

## V. Update the details of enrolled students

When you update the details of every enrolled student, please note the following points.

### a. Home District Council (DC)

It is the district in which the student usually resides during the school days. For students who live in the Mainland and travel daily to schools in Hong Kong, their Home DC should be reported as “Mainland China” (or Home DC code reported as “X”). Update the Home DC of the students whose home addresses have been changed.

### b. Ethnicity and Spoken Language at Home

An initial value of “Chinese” is assigned to both Ethnicity and Spoken Language at Home to save effort in data input. Please update the relevant information according to the actual Ethnicity or/and Spoken Language at Home of the respective students if necessary.

### c. Class Level and Class Name to be enrolled

For ordinary school, the default “Class Level to be enrolled” is one level higher than that of last year. For special schools, the default value is the same as that of last year.

“The Class Name to be enrolled” does not have any initial value. The class name to be selected or inputted should be the same as the Class Names reported in the Class and Subject Details (C&SD) Survey eForm.

If C&SD Survey cannot be submitted before the submission deadline of the Enrolment Survey, i.e. eForm E, the colleagues in your school who are responsible for eForm E can enter the correct class name direct in the “Class name to be enrolled” field of eForm E.

Please check against the actual student enrolment situation and update the Class Level and Class Name to be enrolled of the respective students accordingly.

### d. Update New Session

For students who will be transferred to a new session in the current school year, you should update the New Session for the student accordingly.

### e. Change All Class Level and Class Name to be enrolled

#### (i) C&SD Survey submitted

To save effort in data input, two buttons have been built in the eForm E for you to change the Class Level and Class Name to be enrolled of all students listed at the same time.

Class Level to be enrolled 編入班級 :	Please Select ▼	Enrol 編入
Class Name to be enrolled 編入班別 :	Please Select ▼	

The Class level and Class name in the drop down list is provided by the C&SD Survey eForm with ‘confirmed class names’.

#### (ii) C&SD Survey not yet submitted

Class Level to be enrolled 編入班級:	Please Select ▼	Enrol 編入
Class Name to be enrolled 編入班別:	<input type="text"/> ▼	
Please Input		

Please select Class level to be enrolled in the drop down list, then input the Class name in the text box provided.

**Please liaise with the your colleagues who are responsible for the C&SD Survey for using the same set of class names in both the C&SD Survey and Enrolment Survey and confirm the class names in the C&SD Survey eForm beforehand.**

f. Update Student Names(English/Chinese), Sex and Date of Birth(DOB)

**Please update Student Name (English/Chinese), Sex and DOB for existing students with eForm D.** The aforesaid information cannot be amended in eForm E.

g. Ensure every student is updated

Before you move on to another Class, please ensure that every student listed is updated. All students listed should either have the correct Class Level and Class Name input, or should be marked as "Not Enrolled". Otherwise, there will be error message pop up when you save the student records.

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## VI. Add /Delete newly enrolled students

a. Add newly enrolled students

If there are newly enrolled students who have STRN but are not found in the eForm E, please click **<Add Record>** at the bottom of the eForm to add them to the list.

(For newly enrolled students without STRN, please use eForm C to report their enrolment.)

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*STRN 學生編號	*Sex 性別	*Date of Birth 出生日期 (dd/mm/yyyy)	*Class Level to be enrolled 編入班級	*Class Name to be enrolled 編入班別	New Session (enter if different from default) 新授課時間(若與預定不同才輸入)	Not Enrolled 不註冊 / Delete 刪除
2. STUDENT B	陳二	34567890	M	01/01/1900	S3	3A	Please Select	<input type="checkbox"/>
*Ethnicity 種族 CHI-CHINESE 華人								
*Spoken Language at Home 家庭常用語言 CHI-CHINESE 華語								
*Home DC 家庭區議會分區 A-CENTRAL AND WESTERN 中西區								
<b>Add Record 新增資料</b>								

A blank student record will be inserted at the end of the current list. You should input the details of the newly enrolled student with STRN.

*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*STRN 學生編號	*Sex 性別	*Date of Birth 出生日期 (dd/mm/yyyy)	*Class Level to be enrolled 編入班級	*Class Name to be enrolled 編入班別	New Session (enter if different from default) 新授課時間(若與預定不同才輸入)	Not Enrolled 不註冊 / Delete 刪除
3.			Please Select		Please Select	Please Select	Please Select	Delete 刪除
*Ethnicity 種族 Please Select								
*Spoken Language at Home 家庭常用語言 Please Select								
*Home DC 家庭區議會分區 Please select								
<b>Add Record 新增資料</b>								
Save 儲存    Print 列印 <b>Back to Form E Main Menu 返回表格E主頁</b>								

Repeat the above steps if there are more newly enrolled students.

b. Delete newly enrolled students

If you want to delete the newly enrolled student record, please click **<Delete>** on right-hand side of that student record.

	*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*STRN 學生編號	*Sex 性別	*Date of Birth 出生日期 (dd/mm/yyyy)	*Class Level to be enrolled 編入班級	*Class Name to be enrolled 編入班別	New Session (enter if different from default) 新授課時間(若與預定不同才輸入)	Not Enrolled 不註冊 / Delete 刪除
3.	STUDENT C	張一	12345678	F-FEMALE 女	01/01/1900	S2	2B	Please Select	Delete 刪除
	*Ethnicity 種族 CHI-CHINESE 華人								
	*Spoken Language at Home 家庭常用語言 CHI-CHINESE 華語								
	*Home DC 家屬區議會分區 B-WAN CHAI 灣仔區								

The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm.

**Confirmation** ✕

^ Are you sure to delete the student record? 你是否確定刪除此資料?

✔ Yes
✕ No

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## VII. Save the eForm E

To save the eForm E, click **<Save>** at the bottom of the eForm E. Please save the eForm E frequently and regularly. Never retrieve another class without saving the eForm E. Otherwise, you will lose all updated information.

Add Record 新增資料

Save 儲存
Print
Back to Form E Main Menu 返回表格E主頁

The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm.

**Confirmation** ✕

^ Are you sure to save the form? 你是否確定儲存此表格?

✔ Yes
✕ No

If there is/are any student record(s) not yet updated or confirmed, you will NOT be allowed to submit eForm E. An error notification will be shown on the top of the screen, with reason for the failure shown below the student records concerned with invalid data in red. Please read the reasons carefully, correct the errors and submit the eForm E again.



**Mandatory Input: STRN 必須填寫: 學生編號**  
**Mandatory Input: Class Level 必須填寫: 班級**  
**Mandatory Input: Class Name 必須填寫: 班級名稱**  
**Mandatory Input: Home DC 必須填寫: 家居區議會分區**  
**Invalid input data. Record update failed. 填報資料不正確, 資料儲存失敗**

**Notify unsuccessful saving and reasons**

[Guideline 指引](#) [Exit 離開](#)

E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查

學校 ( -0001-2-3)

PRIVATE 私立 - WHOLE DAY 全日 - 區

School Language 學校語言:

1-ANGLO-CHINESE 英文部

Last Update Time 上次更改時間:

Form Status 填報狀況:

Submit Time 表格遞交時間:

\* = Mandatory fields 必須填寫

Retrieve Record for Updating 擷取學生記錄作更新資料之用:

Last Year Class Level and Class name 去年就讀班級及班別:

Please Select

Retrieve Record after Updating Completed 完成更新後擷取學生記錄以作核對:

Enrolled Class Level and Class Name 已編入班級及班別:

Please Select

Not Enrolled 沒有註冊

Retrieve Records 搜尋資料

Class Level to be enrolled 編入班級:

Please Select

Class Name to be enrolled 編入班別:

Please Select

Enrol 編入

	*Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	*STRN 學生編號	*Sex 性別	*Date of Birth 出生日期 (dd/mm/yyyy)	*Class Level to be enrolled 編入班級	*Class Name to be enrolled 編入班別	New Session (enter if different from default) 新授課時間(若與預定不同才輸入)	Not Enrolled 不註冊 / Delete 刪除
1.	STUDENT A			M-MALE 男	01/01/2000	Please Select	Please Select	Please Select	Delete 刪除
*Ethnicity 種族 CHI-CHINESE 華人									
*Spoken Language at Home 家庭常用語言 CHI-CHINESE 華語									
*Home DC 家居區議會分區 Please select									

If the eForm is saved successfully, the message “Records updated successfully” will be shown on the top of the screen. The “Form Status” will become “Save” and the “Last Update Time” will display the time you save the eForm.

The screenshot shows the Education Bureau's eForm E interface. At the top, there is a notification bar that says "Record updated successfully. 資料已儲存" with a blue arrow pointing to a box labeled "Notify successful saving". Below this, the form title is "E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查". The form details include "學校 ( -0001-2-3)" and "PRIVATE 私立 - WHOLE DAY 全日 - 區". The "Form Status" is "Save 儲存". The "Last Update Time" is "2016-11-21 16:38:53". The "Submit Time" is "2016-09-27 15:30:53". A note at the bottom right says "^ = Mandatory fields 必須填寫".

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## VIII. Print the eForm E

You can print hardcopy and softcopy (after submission) of the eForm E for checking and filing purpose. Click **<Print>** at the bottom of the eForm.

The screenshot shows the bottom of the eForm E interface with three buttons: "Add Record 新增資料", "Save 儲存", and "Print 列印". The "Print 列印" button is highlighted with a red box. To the right of the "Print 列印" button is the text "Back to Form E Main Menu 返回表格E主頁".

The “printing” dialog box will pop up. The content of the dialog box will depend on individual PC’s configuration. Please select the appropriate printer from the printer list and confirm printing.

The screenshot shows the Windows Print dialog box. The "Print" button is highlighted. The dialog box has two tabs: "一般" (General) and "選項" (Options). The "一般" tab is selected. Under "選擇印表機" (Select a printer), "HP LaserJet P2050 Series PCL6" is selected. Other printers listed are "Microsoft XPS Document Writer" and "傳送至 OneNote 2010". The status is "狀態: 就緒". There are buttons for "列印到檔案(F)" (Print to file), "喜好設定(R)" (Preferences), and "尋找印表機(D)..." (Find a printer...). Under "頁面範圍" (Page range), "全部(L)" (All) is selected. The number of pages is "1". There is a checkbox for "自動分頁(O)" (Print range) which is checked. At the bottom, there are buttons for "列印(P)" (Print), "取消" (Cancel), and "套用(A)" (Apply).

Please note that the hardcopy contains only those students retrieved. You need to retrieve each class and print its hardcopy if you want to have a full coverage of all students.

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## IX. Submit the eForm E

After updating the eForm E, you should make sure that all the data entered are accurate. If you are sure that the entered data is correct, click **<Back to Form E Main Menu>** at the bottom of the eForm.

The screenshot shows a navigation bar with four buttons: 'Add Record 新增資料' (green), 'Save 儲存' (green), 'Print 列印' (green), and 'Back to Form E Main Menu 返回表格E主頁' (green, highlighted with a red border).

To submit eForm E, please click **<Enter>** on the right of “Step 2: Submit Form” on eForm E’s main page.

The screenshot shows the Education Bureau eForm E main page. The 'Step 2: Submit Form' button is highlighted with a red border. The page includes the Education Bureau logo, title, and navigation links. The form details include: School Language: 1-ANGLO-CHINESE 英文部, Last Update Time: 2016-11-03 14:23:34, Form Status: Save 儲存, Submit Time: 2016-11-03 14:23:34. The step list shows Step 1: Update by Student 以學生更新 and Step 2: Submit Form 遞交表格. The 'Enter 進入' button for Step 2 is highlighted with a red border.

### a. Verify Enrolled Students

You may check the data of every enrolled students. On “Step 1: Verify Enrolled Students”, please select “Enrolled Class Level and Class name” and click **<Select>**.

(Note: You are not allowed to amend data on this page)

The screenshot shows the Education Bureau eForm E main page for a PRIVATE student. The 'Select' button is highlighted with a red border. The page includes the Education Bureau logo, title, and navigation links. The form details include: School Language: 2-CHINESE 中文部, Last Update Time: 2016-11-21 16:38:53, Form Status: Save 儲存, Submit Time: 2016-09-27 15:30:53. The step list shows Step 1: Verify Enrolled Students 步駁1: 核對已編入班別的學生 and Step 2: Submit Form 步駁2: 遞交表格. The 'Enrolled Class Level and Class name' dropdown menu is open, showing options like 'P5-P5'. The 'Select 選擇' button is highlighted with a red border.

Students enrolled to this class will be shown. You may print the list for checking purpose (Please refer "[VIII. Print the eForm E](#)" for procedures to print the list)



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**E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查**  
 學校 ( -0001-2-3)  
 PRIVATE 私立 - WHOLE DAY 全日 - 區

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**School Language 學校語言:** 2-CHINESE 中文部  
**Form Status 填報狀況:** Save 儲存

**Last Update Time 上次更改時間:** 2016-11-21 16:38:53  
**Submit Time 表格遞交時間:** 2016-09-27 15:30:53

\* = Mandatory fields 必須填寫

**Submit Form E 遞交表格**

**Step 1: Verify Enrolled Students 步驟1: 核對已編入班別的學生**      **Enrolled Class Level and Class name 已編入班級及班別**           

**Step 2: Submit Form 步驟2: 遞交表格**     

1.	Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	STRN 學生編號	Last Year Class Level 去年就讀班級	Last Year Class Name 去年就讀班別	Expected Class Level 預期今年就讀 的班級	Enrolled Class Level 已編入班級	Enrolled Class Name 已編入班別
	JOHN TEST OOO		73240879	P1	1A	P2	P1	1S-1
	LEE KA KA		D8428582				P1	1S-1

If amendment is necessary, please proceed before submission: Back to **Form E Main Menu** > Enter **Step 1: Update by Student** > Select **Retrieve Record after Updating Completed** then amend student data. (Please refer [V. Update the details of enrolled students](#) for details)

b. Submit Form

When all enrolled students data are correct, you may send the whole set of data to the EDB with single submission. Click **<Submit>** on the right of "Step 2: Submit Form".



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**E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查**  
 學校 ( -0001-2-3)  
 PRIVATE 私立 - WHOLE DAY 全日 - 區

---

**School Language 學校語言:** 2-CHINESE 中文部  
**Form Status 填報狀況:** Save 儲存

**Last Update Time 上次更改時間:** 2016-11-21 16:38:53  
**Submit Time 表格遞交時間:** 2016-09-27 15:30:53

\* = Mandatory fields 必須填寫

**Submit Form E 遞交表格**

**Step 1: Verify Enrolled Students 步驟1: 核對已編入班別的學生**      **Enrolled Class Level and Class name 已編入班級及班別**           

**Step 2: Submit Form 步驟2: 遞交表格**

The system will pop up a message to seek user's confirmation. Press **<Yes>** to confirm.



Please make sure that all records have been updated and saved, otherwise, the **<Submit>** button will not be activated for you to submit the form.

The screenshot shows the "E-Form E - Enrolment Survey" interface. At the top left is the Education Bureau logo and name. The page title is "E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查". Below this, it shows "COLLEGE 中學 (-0001-3-3)" and "AIDED 資助 - WHOLE DAY 全日 - 區". A summary section includes "School Language 學校語言: 1-ANGLO-CHINESE 英文部", "Last Update Time 上次更改時間: 2016-10-27 12:26:20", "Form Status 填報狀況:", and "Submit Time 表格遞交時間:". A note states "\* = Mandatory fields 必須填寫". The "Form Status" is currently blank. Below this, there are two steps: "Step 1: Verify Enrolled Students 步驟1: 核對已編入班別的學生" and "Step 2: Submit Form 步驟2: 遞交表格". The "Enrolled Class Level and Class name" field is set to "Please Select". A "Submit 遞交" button is highlighted with a yellow circle. At the bottom, there is a table with columns: "Student English Name", "Student Chinese Name", "STRN", "Last Year Class Level", "Last Year Class Name", "Expected Class Level", "Enrolled Class Level", and "Enrolled Class Name". Below the table are buttons for "Download Submitted Record", "Print 列印", and "Back to Form E Main Menu".

If the eForm is submitted successfully, the message "Record submitted successfully" will appear on the top of the screen. The "Form Status" will become "Submit" and the date and time you submit the eForm will be displayed.

The screenshot shows the "E-Form E - Enrolment Survey" interface after successful submission. A blue notification banner at the top reads "Record submitted successfully. 資料已遞交" and "Notify successful submission". The "Form Status" is now "Submit 遞交" and the "Submit Time" is "2016-10-27 12:26:20". The "Enrolled Class Level and Class name" field is now set to "S1-1A". The "Submit 遞交" button is still visible. The table and navigation buttons at the bottom are the same as in the previous screenshot.

You may print the hardcopy of eForm E for every enrolled class for filing purpose. For details, please refer to [VIII. Print the eForm E](#) or [IX a. Verify Enrolled Students](#) for printing the checklists.

You may also save a softcopy of eForm E for filing purpose. Please refer to [X. Download softcopy of submitted eForm E](#).

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## X. Download softcopy of submitted eForm E

You may download softcopy of submitted eForm E for filing purpose.

On “Form E Main Menu”, click <Enter> on the right of “Step 2 : Submit Form” to enter the “Submit Form E page”.

\* = Mandatory fields 必須填寫

Step 1 步驟1	Update by Student 以學生更新	<input type="button" value="Enter 進入"/>
Step 2 步驟2	Submit Form 遞交表格	<input type="button" value="Enter 進入"/>

Click <Download Submitted Record> at the bottom of the Submit Form E page.

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E-Form E - Enrolment Survey 表格 E - 學生收錄情況調查

COLLEGE 中學 ( -0001-3-3)

AIDED 資助 - WHOLE DAY 全日 - 區

School Language 學校語言: 1-ANGLO-CHINESE 英文部 Last Update Time 上次更改時間: 2016-10-27 12:01:45

Form Status 填報狀況: Save 儲存 Submit Time 表格遞交時間:

\* = Mandatory fields 必須填寫

**Submit Form E 遞交表格**

Step 1 : Verify Enrolled Students 步驟1 : 核對已編入班別的學生 Enrolled Class Level and Class name 已編入班級及班別 S3-3A

Step 2 : Submit Form 步驟2 : 遞交表格

	Student English Name 學生姓名 (英文)	Student Chinese Name 學生姓名 (中文)	STRN 學生編號	Last Year Class Level 去年就讀班 級	Last Year Class Name 去年就讀班 別	Expected Class Level 預期今年就 讀的班級	Enrolled Class Level 已編入班級	Enrolled Class Name 已編入班別
1.	STUDENT A	陳一	23456789	S2	2A	S3	S3	3A
2.	STUDENT B	陳二	34567890	S2	2A	S3	S3	3A

The following box will pop up which requires users to input a key with at least 8 characters which composed of the all 3 categories OR with at least 10 characters which composed of category A and either category B or C to protect the downloaded content. Click <Continue> after the key has been input or click <Cancel> to go backwards.

**Assign Password 設定密碼**

Please assign a password to protect the document content:  
請設定密碼以保護文件內容:

**Password Guideline 密碼準則:**

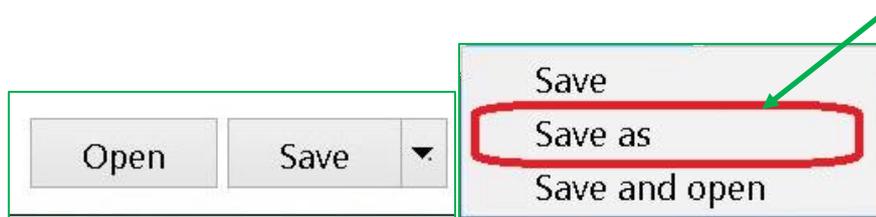
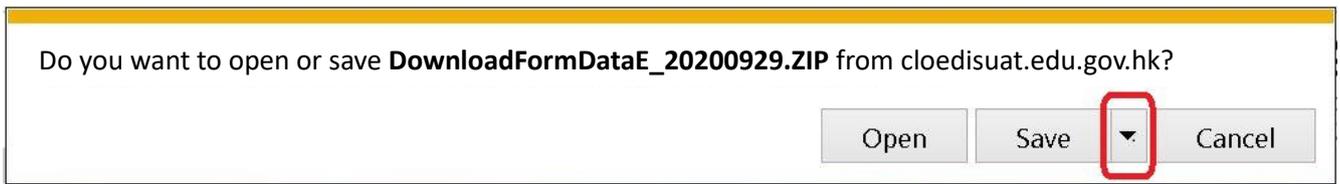
Use passwords with at least 8 characters which composed of the all 3 categories OR  
使用由所有 3 個類別組成的至少 8 個字符的密碼或  
Use passwords with at least 10 characters which composed of category A and either category B or C:  
使用由類別 A 和類別 B 或 C 組成的至少 10 個字符的密碼:

A. Mixed-case alphabetic characters ([a-z] and [A-Z])  
大小寫混合的字母字符 ([a-z] 和 [A-Z])

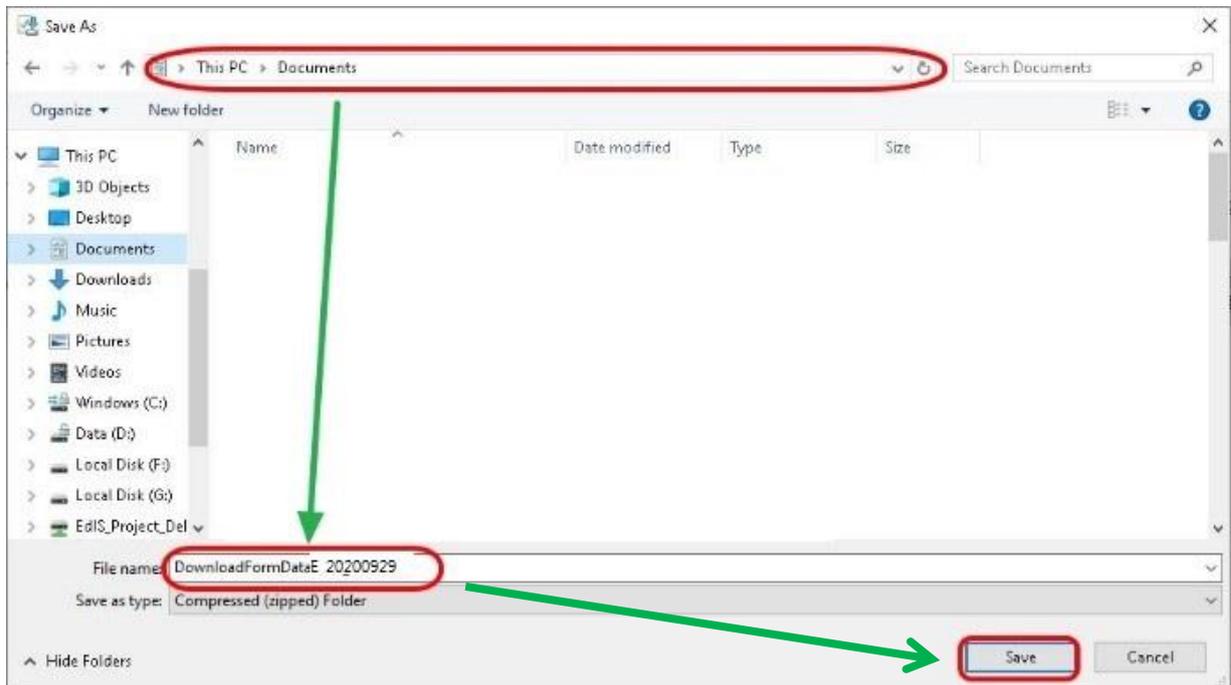
B. Numerical digits (0-9)  
數字 (0-9)

C. Non-alphanumeric characters (which are !, \$, #, %, @, - or \_)  
非字母數字字符 (即 !, \$, #, %, @, - 或 \_)

A “file download” dialog will be shown on the bottom of screen. On the right hand side of the <Save> button, there is a pull-down menu button. Select <Save as> on the pull down menu.



The “Save as” box will pop up. Select the file location for saving the softcopy, enter the file name and click **<Save>** to save the file.



Please use the key to open the file that has been downloaded to your computer.

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## XI. Exit the eForm E

To exit from the eForm E and go to another eForm, click **<Back to Form E Main Menu>** and then **<Back to Main Menu>** at the bottom of the eForm E and select another eForm for updating.

The screenshot shows the Education Bureau eForm E interface. At the top left is the Education Bureau logo and name. The main header displays 'E-Form E - Enrolment Survey 表格 E - 學生收錄實況調查' and 'COLLEGE 中學 (-0001-3-3)'. Below this, it shows 'AIDED 資助 - WHOLE DAY 全日 - 區'. The 'School Language 學校語言:' is '1-ANGLO-CHINESE 英文部'. The 'Form Status 填報狀況:' is 'Submit 遞交'. The 'Last Update Time 上次更改時間:' and 'Submit Time 表格遞交時間:' are both '2016-10-27 12:26:20'. A note indicates '\* = Mandatory fields 必須填寫'. The 'Submit Form E 遞交表格' section includes 'Step 1: Verify Enrolled Students 步驟1: 核對已編入班別的學生' and 'Step 2: Submit Form 步驟2: 遞交表格'. A table lists student information with columns: Student English Name, Student Chinese Name, STRN, Last Year Class Level, Last Year Class Name, Expected Class Level, Enrolled Class Level, and Enrolled Class Name. At the bottom, there are buttons for 'Download Submitted Record', 'Print 列印', and 'Back to Form E Main Menu 返回表格E主頁', which is highlighted with a red box.

If there is any unsaved change(s), the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving of updated data.

The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside reads: 'Data has been changed. Are you sure to exit without saving? 資料已被更新, 你是否確定離開而不儲存資料?'. Below the text are two buttons: 'Yes' and 'No'.

To return to CLO, click **<Exit>** on the top right hand corner of the eForm.

The screenshot shows the Education Bureau eForm E interface, similar to the previous one. At the top right, there are links for 'Guideline 指引' and 'Exit 離開', with 'Exit 離開' highlighted by a red box. The rest of the interface, including the form fields and table, is identical to the previous screenshot.

If there is any unsaved change(s), the system will remind you and request your confirmation. Press **<No>** to save updated data, or press **<yes>** to exit without saving of updated data.

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~ END ~