

**E-platform for School Development  
& Accountability (ESDA)  
Version 5.1.x**

**Installation and Data Migration Guide**

**November 2023**

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## **ESDA v5.1.x Installation and Data Migration Guide**

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### **About this Guide**

This Installation and Data Migration Guide aims to provide the details on the installation of ESDA for System Administrator or any staff member authorised to install and manage ESDA. System Administrator can get installation and data migration instructions, and information on post-installation and post-migration testing for ESDA v5.0.x in this guide or through the self-learning videos on the ESDA webpage (<https://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/performance-indicators/esda/self-learning.html>).

### **Contact us**

Education Bureau (EDB) welcomes schools to share with us their opinions and good practices in using ESDA. Please contact the Indicators Section of the EDB to express any views and suggestions, or to share experiences by phone, fax or email.

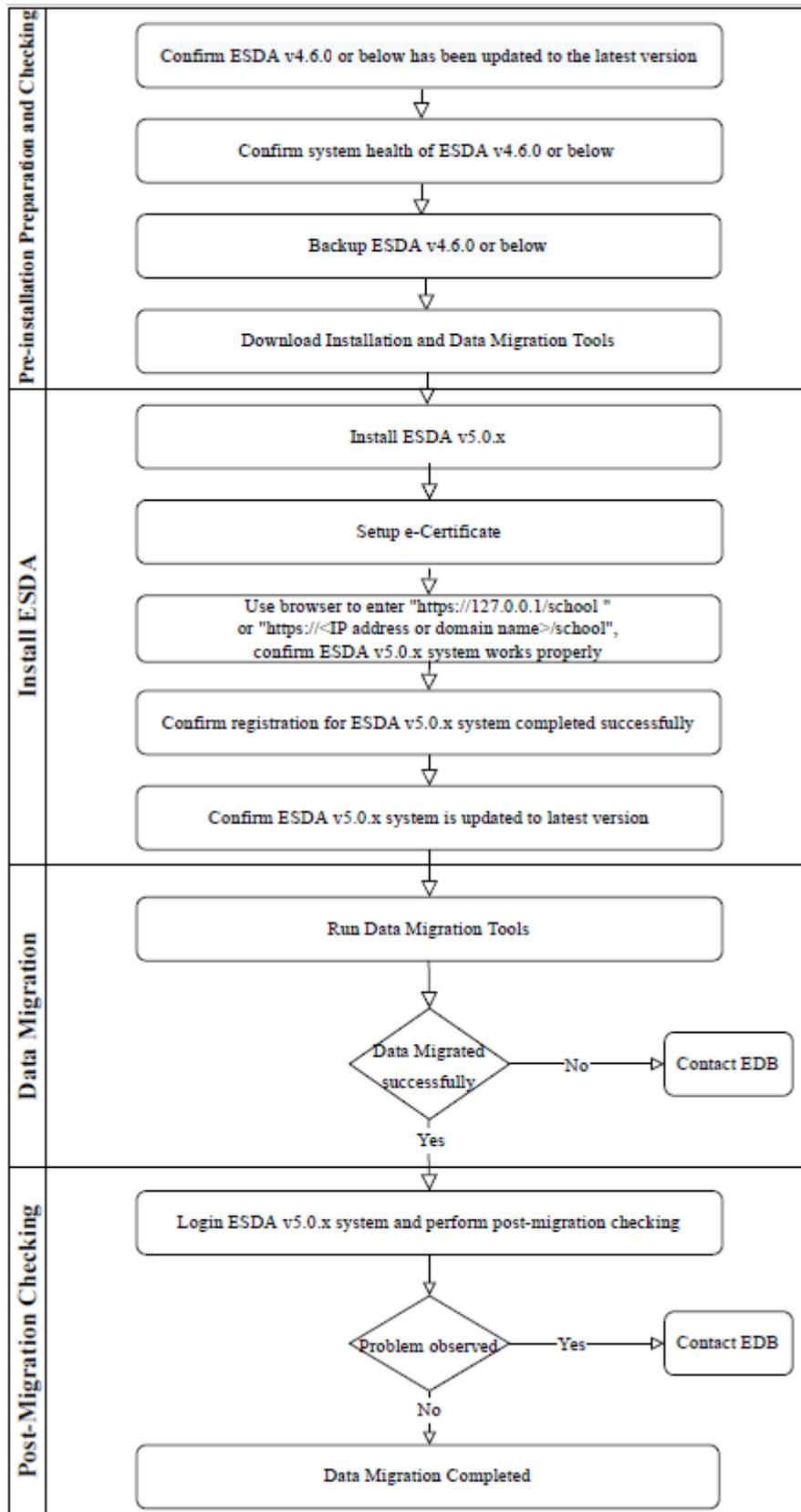
You can contact the Indicators Section of the EDB by the following methods for enquiring about the technical problem of ESDA.

- Telephone: 2892 6577 / 2892 6476 / 2892 6544 / 2892 6507
- Fax: 2119 9074
- Email: [indicators@edb.gov.hk](mailto:indicators@edb.gov.hk)

Note: For enquiries by email or fax, please state the technical problem encountered, school name and contact person with phone number.

## Chapter 1 Introduction to Installation and Data Migration

### 1.1 Workflow



## **Chapter 2 Pre-Installation Preparation and Checking**

### **2.1 “ESDA v4.6.0” System Update**

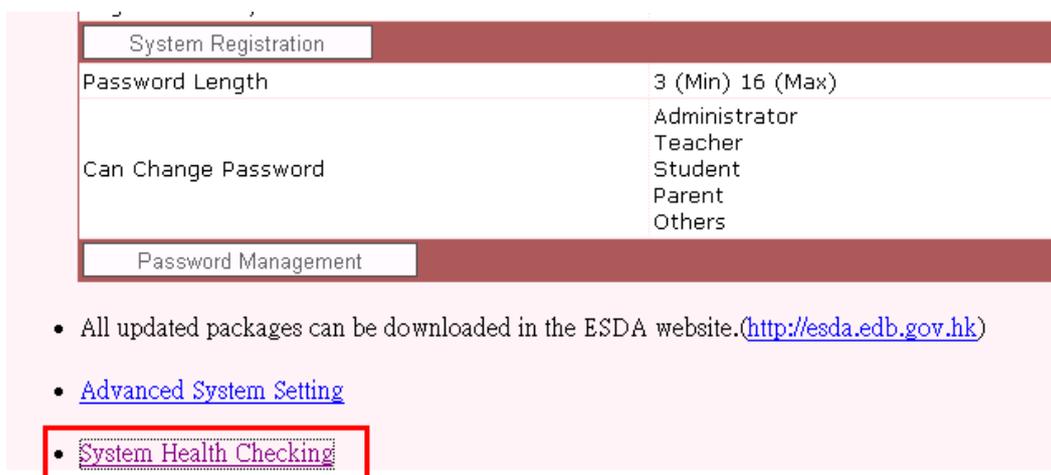
System Administrator may update the ESDA system to its latest version by an auto-update function. If the existing ESDA system does not have the auto-update function (e.g. version 4.4 or below), System Administrator should contact the Indicators Section of the EDB for enquiry. Besides, System Administrator should complete the following tasks before the system upgrade:

- Schedule a suitable timeslot for the updating (e.g. after completion of all outstanding surveys)
- Complete a full backup on the ESDA system and data
- Print all survey reports and save all softcopies (if applicable)
- Prepare for roll back procedure (in case the upgrade task fails)
- Upgrade to v4.6.0 and verify if it is completed successfully

### **2.2 “ESDA v4.6.0” System Health Checking**

System Administrator should run the health check, which check for the required system tools and resources. System Administrator may run the following steps:

- 1) Login ESDA v4.6.0 as “admin”.
- 2) Mouse over “System Tools” and then click “System Setting”.
- 3) Click “System Health Checking”.



- 4) On the health check page, verify the following:
  - ✓ There is sufficient free disk space. Free space of more than 10GB is suggested.
  - ✓ All status is [OK] instead of [Failed]
  - ✓ Java version is “1.6.0\_45”
  - ✓ Database structure is [OK] instead of [Table Structure Checking]...[Failed]

```
apasolevelmapping [OK]
apasolddataimportedrecord [OK]
apasoquestion [OK]
apasoquestion_new [OK]
apasoquestion_new [Table Structure Checking]...[Failed]
apasoraschmap [OK]
apasoresponse [OK]
apasoresponseanswer [OK]
apasoscale [OK]
apasosubscale [OK]
apasosurveyoption [OK]
```

- ✓ Checking Connection to EDB is [Connection OK]

```
Checking apache...
- Version: Apache/2.0.52 (Win32)
```

```
Checking PostESR Server Address...
postesr.edb.gov.hk...[OK]
```

```
Checking PostESR Server Connection...
postesr.edb.gov.hk...[Connection OK]
```

```
Checking Folder C:\Program Files\esda\datadir/patch/ availability...
Successfully created folder C:\Program Files\esda\datadir/patch/ [Repair OK]
```

### Note:

Please make sure all the status is [OK] instead of [Failed] before data migration.

## 2.3 “ESDA v4.6.0” Database Backup

System Administrator should back up the ESDA directory, e.g. “C:\Program Files\ESDA”, to a backup device (e.g. external hard disk). System Administrator can check the installed directory from the following interface and launch the backup procedure:

System Information	
System Version	esda v.4.5.7
System Platform	Windows
System Support Email	indicators@edb.gov.hk
Backup File Directory	d:\esda\db\backuplog
Installed Directory	d:\esda
Generate Backup File	
Generate database backup file	<input type="button" value="Generate"/>
Restore backup	
Administrator password	<input type="text"/> (Required)
Database backup log (Latest 10 files)	

- Mouse over “System Tools” and then click “System Backup Procedure”.
- Check the “Installed Directory”.
- Click “Generate” to generate the database backup. A backup file will be generated with the format of file name as “ESDA-patch\_level-YYYY-MM-DD-hhmmss.sql”.

### **2.4 “ESDA v4.6.0” Directory Backup**

- For complete ESDA directory backup, stop the ESDA service and then copy the installed directory (e.g. C:\Program File\ESDA) to a backup folder (e.g. d:\esda\_backup) or a backup device.

#### **Note:**

System Administrators must stop the ESDA system before running the backup tool, and start the system again after the backup process is completed.

- To stop ESDA service: run “c:/program files/esda/installer/serverStop.bat” in ESDA v4.6.0 server
- To start ESDA service: run “c:/program files/esda/installer/serverStart.bat” in ESDA v4.6.0 server

- If ESDA is installed at “c:\Program Files\ESDA”, two directories (“c:\Program Files\ESDA\db\backupLog” and “c:\Program Files\ESDA\mysql\data”) must be properly copied. The first directory (i.e. “c:\Program Files\ESDA\db\backupLog”) is the backup data directory. The second directory (i.e. “c:\Program Files\ESDA\mysql\data”) is user data directory. All Surveys and Survey Items are stored in MySQL database.

### **2.5 Download Installation and Data Migration Tool**

- 1) Login to the Windows Server as an Administrator or as a user with administration rights.
- 2) Launch a browser and visit the webpage with the URL <https://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/performance-indicators/esda/download.html> for downloading the full ESDA installation programme (esda-v5.0.x.exe) and data migration tool to your computer.



### 2.6 Checking Hardware Configuration of System

To ensure a stable performance of ESDA v5.0.x, the following configurations are suggested for the system.

	Basic Requirements	Suggested Requirements
Processor	2 core 64-bit (x64) processor	4 core 64-bit (x64) processor
Memory	4 GB RAM	16 GB RAM
Harddisk	128 GB	512 GB
Network Configuration	Support TCP/IP network with a static IP address	Support TCP/IP network with a static IP address
Operating System	Windows Server 2016 or above	Windows Server 2019 or above
Supported Internet Browser	Google Chrome version 87 or above Opera version 61 or above Safari version 14 or above Edge version 46 or above Firefox version 86 or above	Google Chrome version 87 or above Opera version 61 or above Safari version 14 or above Edge version 46 or above Firefox version 86 or above

Adequate system requirements depend on how to conduct surveys by schools. For example, the “Suggested Requirements” above can support students in a year level (almost 200 students) to complete an online survey simultaneously. Schools are suggested to use a faster processor and spare more memory if it is planned for more students to complete an online survey simultaneously.

In general, schools should install ESDA v5.0.x on Windows Server 2016 (or its latest version).

#### Notes

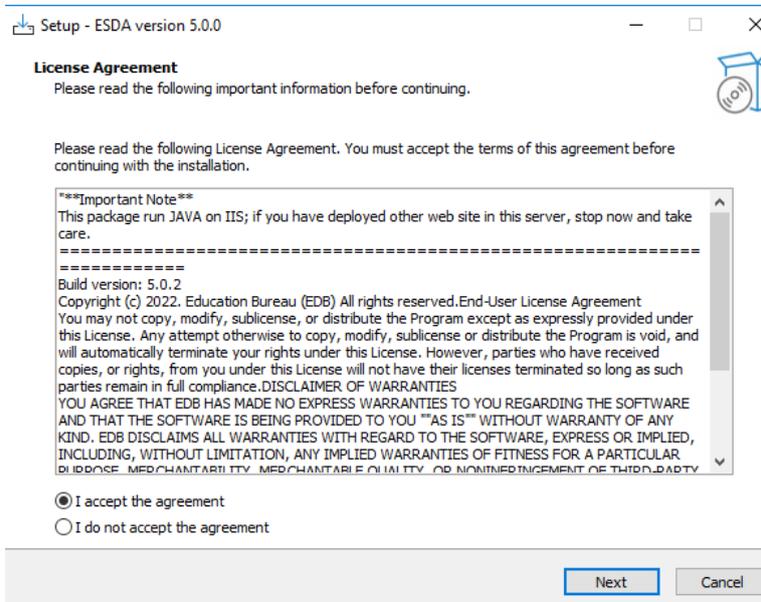
- 1) Before installation, please ensure that “Port 443” is available. If the “Port 443” is used by another application, please close that application for installing ESDA v5.0.x. If the “Port 443” is set for other uses of the server, System Administrator may refer to the Appendix 1 for setting up ESDA with other ports.

2) Before installation, please set the ESDA v5.0.x system recommended browser as the default browser of the server.

## Chapter 3 Installing ESDA

### 3.1 ESDA Installation

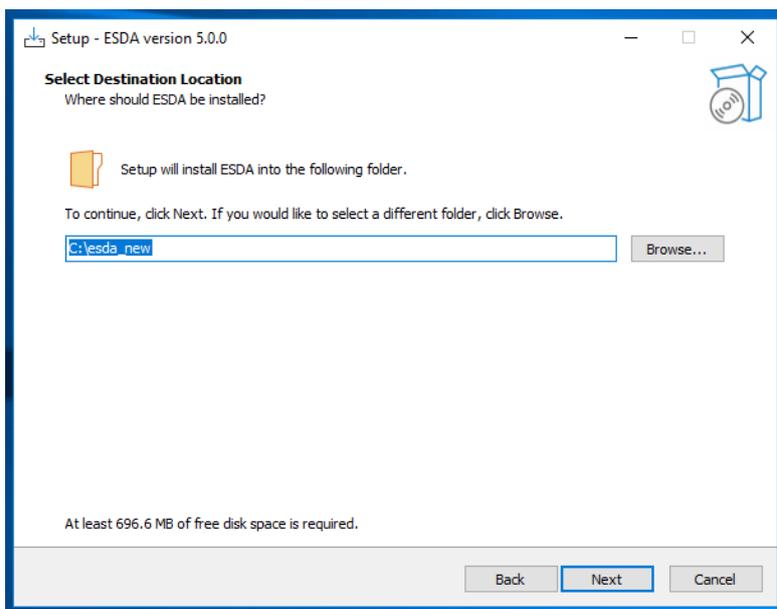
1) Double-click “esda-v5.0.x.exe”. Select “I accept the agreement” and click “Next”.



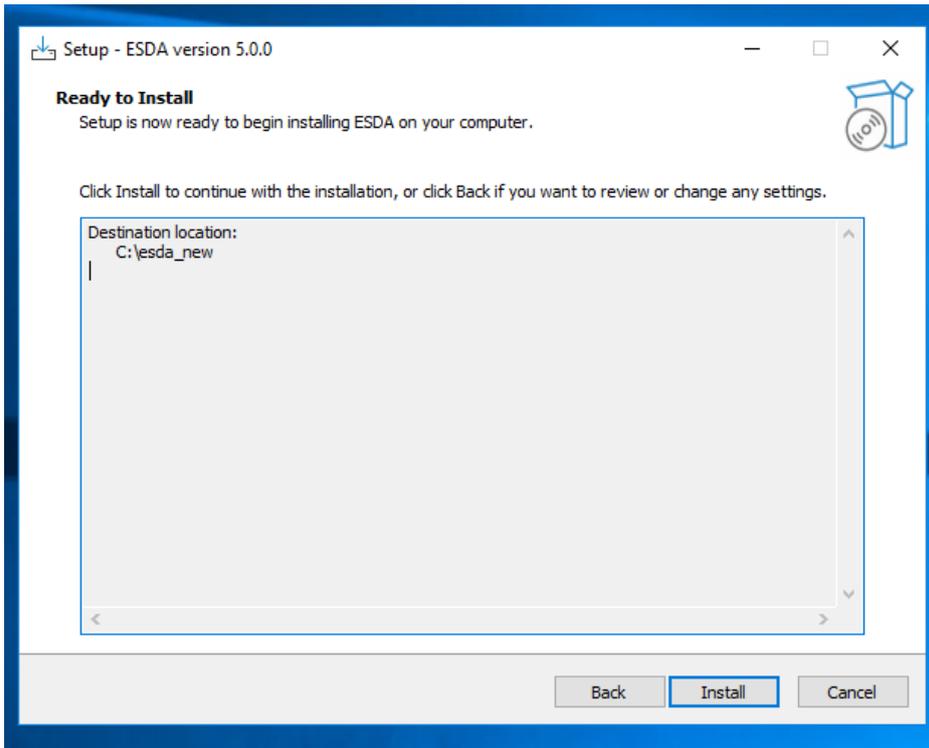
2) The ESDA v5.0.x will be installed in a default folder, click “Next”.

**Note:**

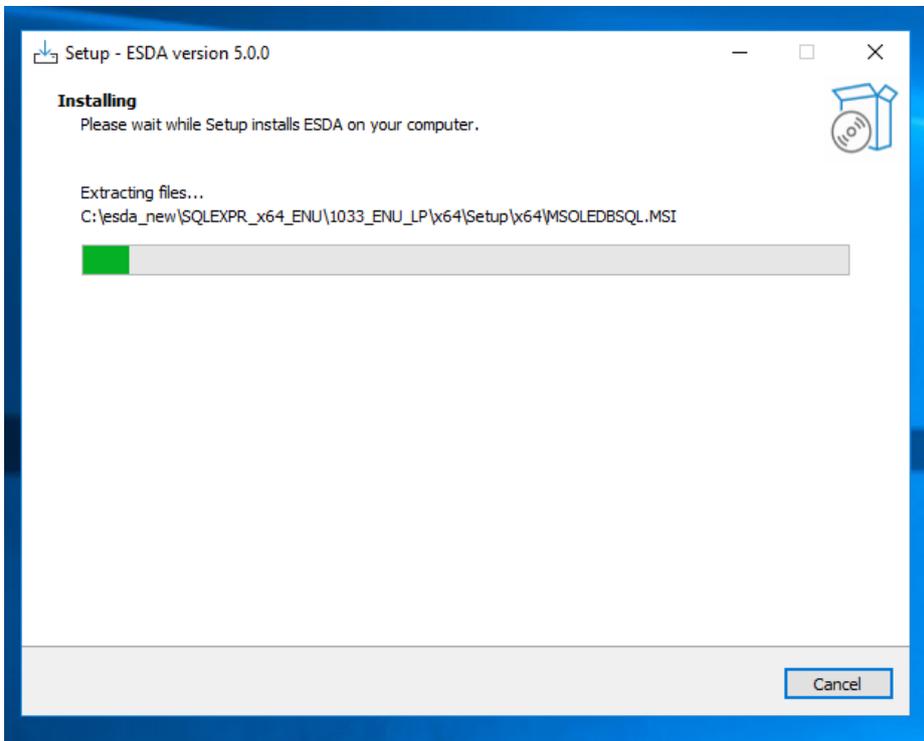
*System Administrator can change the destination folder by clicking the “Browse” button.*



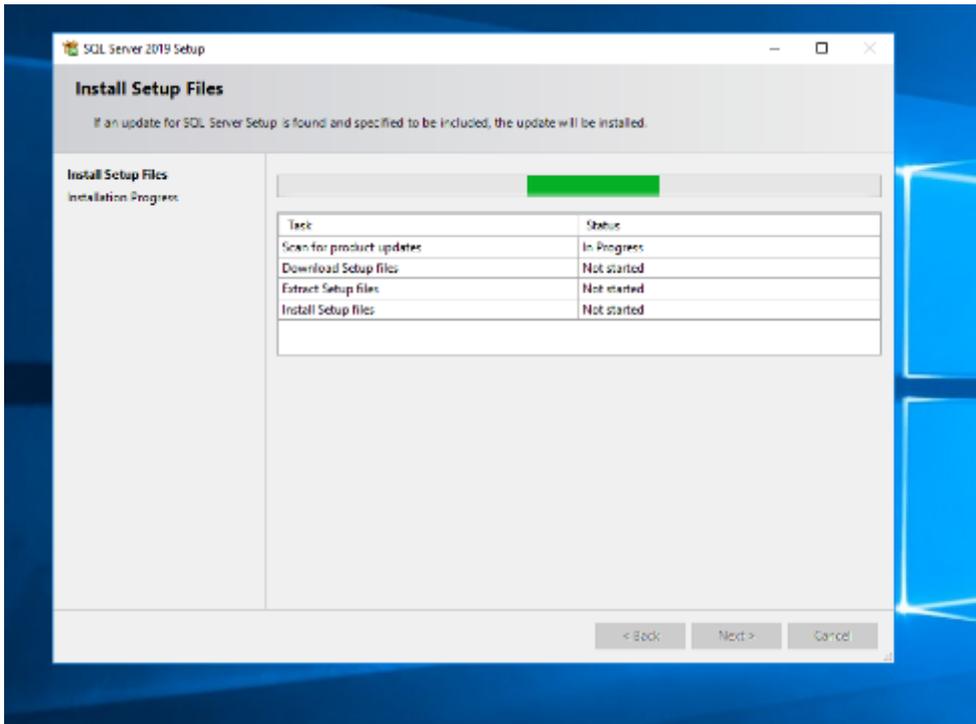
3) Click “Install” to start the installation.



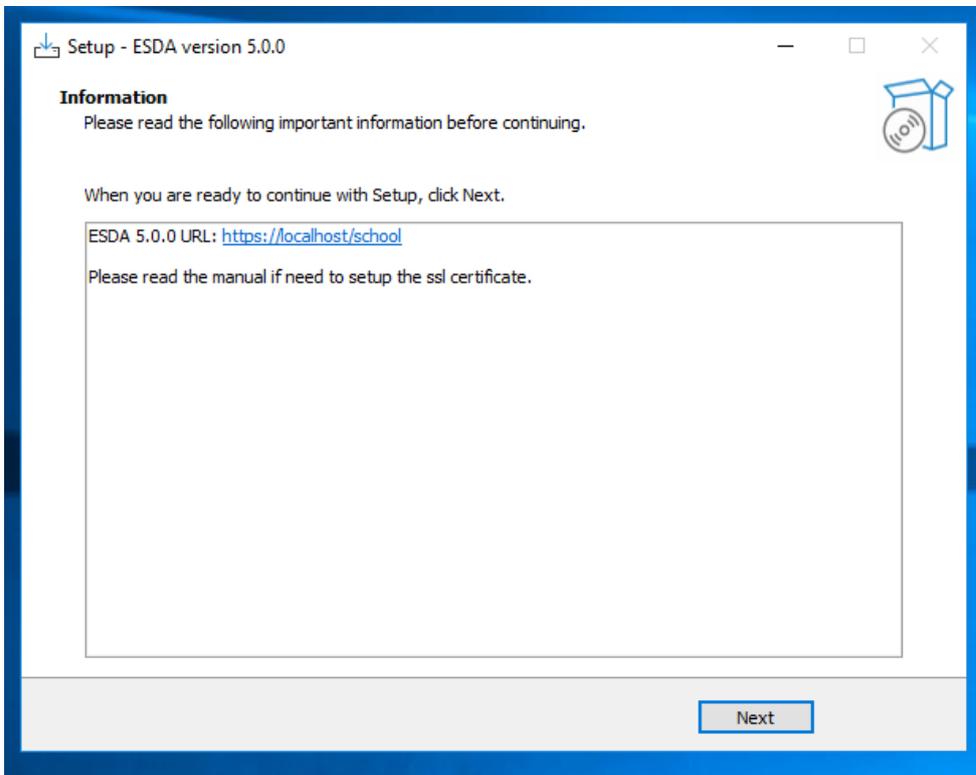
4) Installing ESDA v5.0.x.



5) Installing the MSSQL.

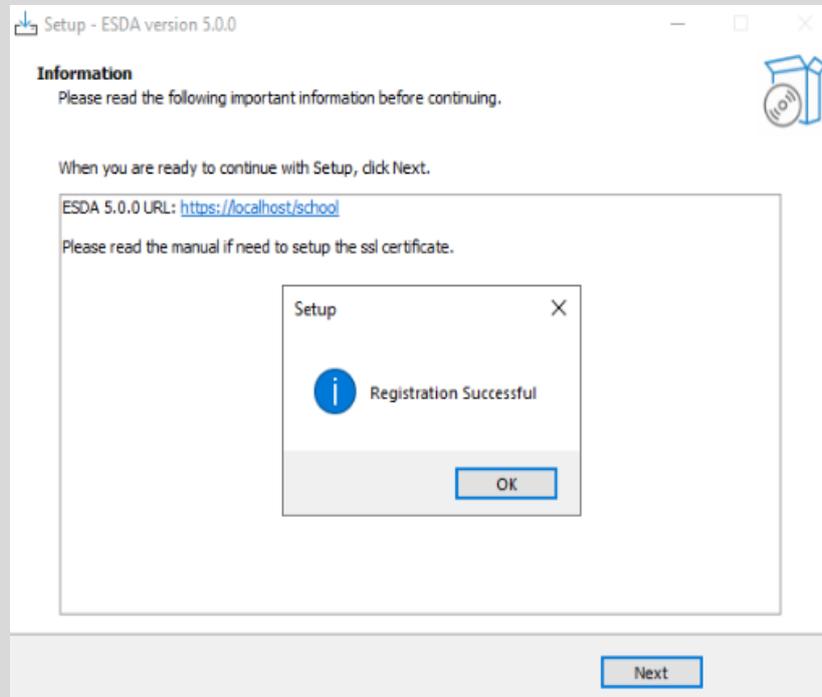


6) Click “Next” when the installation is completed.

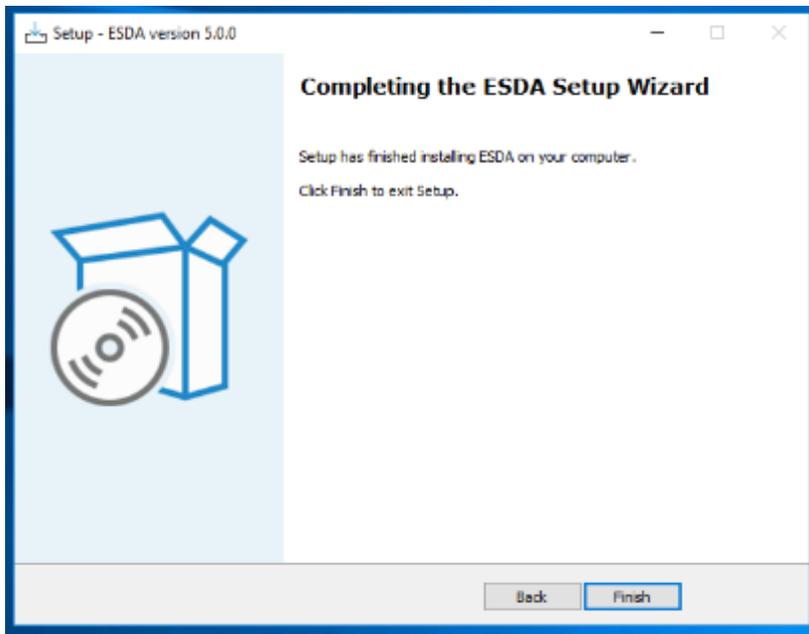


**Note:**

*If ESDA v4.x.x is detected on the same server during installation, ESDA v5.0.x will be registered automatically.*



7) Click “Finish” to close the installation programme.



8) Restart the Windows Server after the installation is completed.

## Chapter 4 Testing after Installation

### 4.1 Login Test

- 1) Login as an Administrator to the Windows Server where ESDA v5.0.x is installed.
- 2) Launch a supported browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge, etc.) to “<https://127.0.0.1/school>” or “<https://<IP address or domain name>/school>”.
- 3) Login as a System Administrator to the ESDA v5.0.x system.

「學校發展與問責」數據電子平台  
E platform for School Development and Accountability(ESDA)

ESDA is used by schools to collect and manage self-evaluation data, including the administration of online Stakeholder Survey (SHS), assessing students' affective and social outcomes, performing analysis of data collected, and publishing the related data reports, thus promoting their efficiency in conducting SSE and alleviating teachers' workload.

Version : 5.1.2 [Technical Support](#)

Please note that when handling personal data, you should abide by the "Personal Data (Privacy) Ordinance".  
For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at : <https://www.pcpd.org.hk/index.html>

Welcome to ESDA

「學校發展與問責」數據電子平台  
E-platform for School Development and Accountability (ESDA)

**School Login Platform**

Login Name

Login Password

Login

Note: The survey is conducted in an anonymous manner.

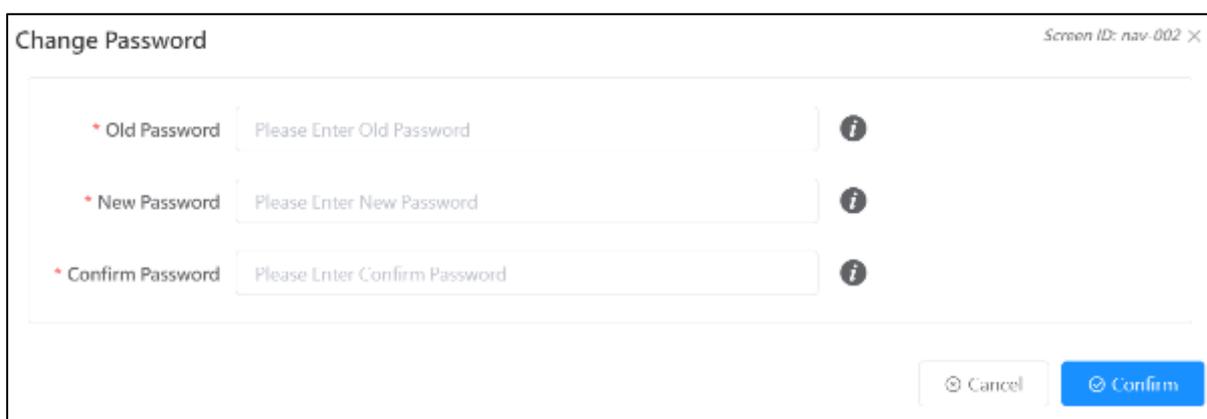
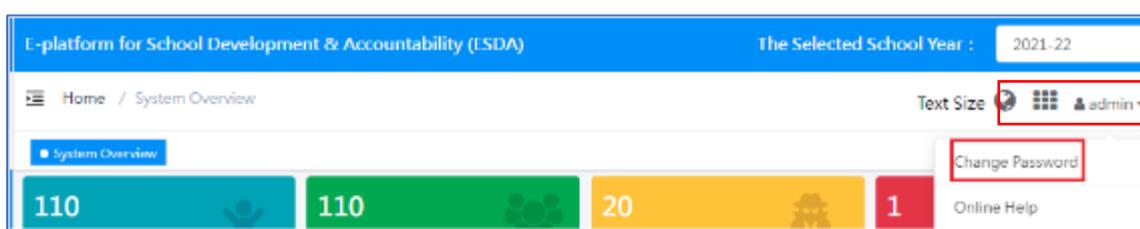
**Note:**

If ESDA cannot be accessed after installation, please check again whether the port used (e.g. default port 443) for ESDA v5.0.x is available. Please refer to Appendix 3 for details.

### 4.2 Login by Default User Account

The default username of a System Administrator account is **admin** and the password is **P@ssw0rd**. For security reason, please change the password of the default administrator account at once. Besides, all the user passwords used in ESDA v4.6.0 or before are not applicable for ESDA v5.0.x system. The System Administrator have to use the “Reset User Password” function in the “User Management” Module to assist all users in setting the passwords applicable for ESDA v5.0.x system. For details, please refer to Section 3.8 of the Operation Manual.

- 1) Click “admin” and then click “Change Password”.
- 2) Enter the “Old Password” and “New Password”, and then click “Confirm”.
- 3) The new password would be effective from the next login.

The screenshot shows a "Change Password" dialog box. It has three input fields: "Old Password" with the placeholder "Please Enter Old Password", "New Password" with the placeholder "Please Enter New Password", and "Confirm Password" with the placeholder "Please Enter Confirm Password". Each field has an information icon (i) to its right. At the bottom right, there are two buttons: "Cancel" and "Confirm". The screen ID "nav-002" is visible in the top right corner of the dialog box.

### 4.3 System Registration

System Administrator have to complete the registration for ESDA v5.0.x before using any functions in the system. System Administrator should obtain a registration key from the Indicators Section of the EDB for system registration so that the ESDA system could start be used. If the ESDA v4.6.0 and ESDA v5.0.x systems are installed on the same server, ESDA v5.0.x will be registered automatically. If the ESDA v4.6.0 and ESDA v5.0.x systems are installed on different servers, please send an email to the Indicators Section of EDB (indicators@edb.gov.hk) to request a registration key and follow the steps below for system registration.

- 1) Mouse over “System Tools” and then click “System Setting”.
- 2) Select the school level in “School Level” section.

- 3) Enter the registration key.
- 4) Click “Register”.

Note:

The registration key of ESDA v4.x.x is not applicable to ESDA v5.0.x.



School Badge Upload

Reset Upload

Upload image of 250 x 100 Pixels or 250% ratio size (JPG/JPEG/PNG file Format)

System Registration

School Level Select

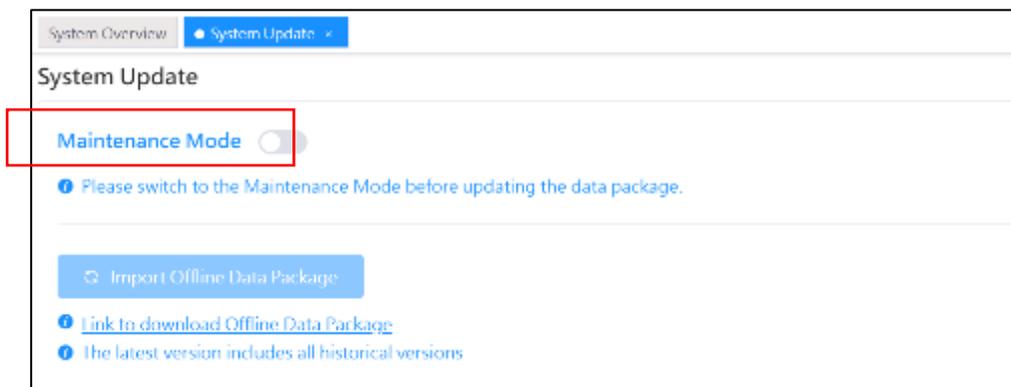
Registration Key [ ] - [ ] - [ ] - [ ] - [ ]

Register

### 4.4 System Update

Please conduct a system update after the registration of ESDA v5.0.x.

- 1) Mouse over “System Tools” and then click “System Update”.
- 2) Switch on the “Maintenance Mode”.



System Overview System Update

System Update

Maintenance Mode

Please switch to the Maintenance Mode before updating the data package.

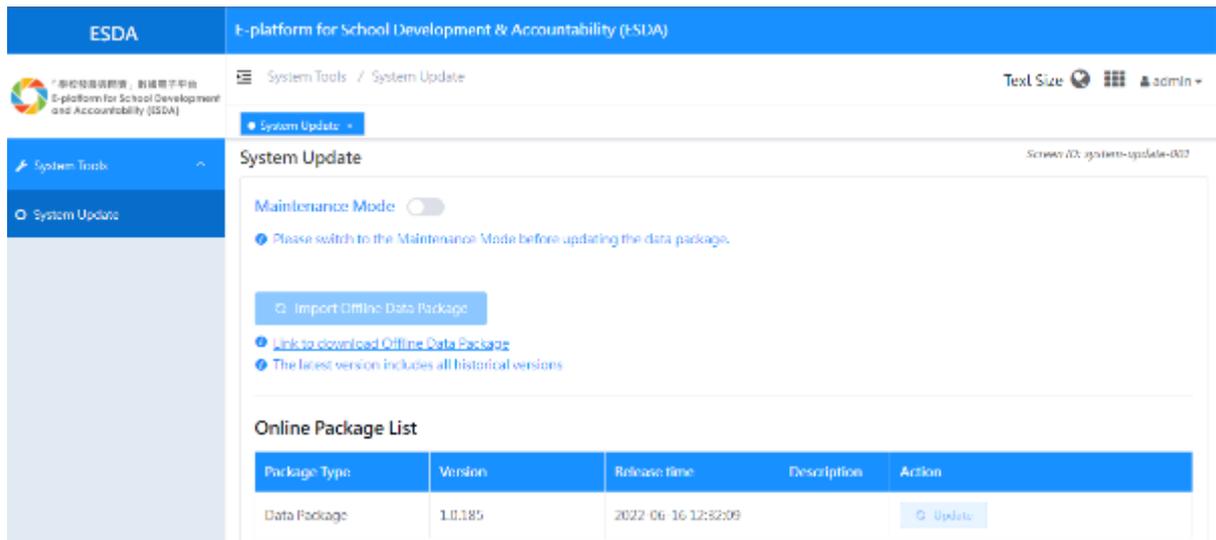
Import Offline Data Package

Link to download Offline Data Package

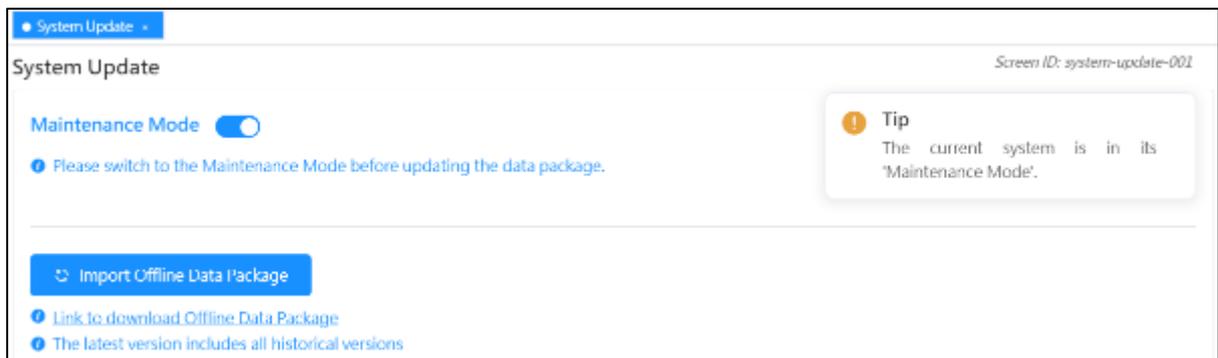
The latest version includes all historical versions

- 3) Click “Update” in the Online Package List section. “Updating” will be prompted when the system update is started. It takes about 15-20 minutes.

# ESDA v5.1.x Installation and Data Migration Guide



4) Switch off the “Maintenance Mode” after the system update is completed.

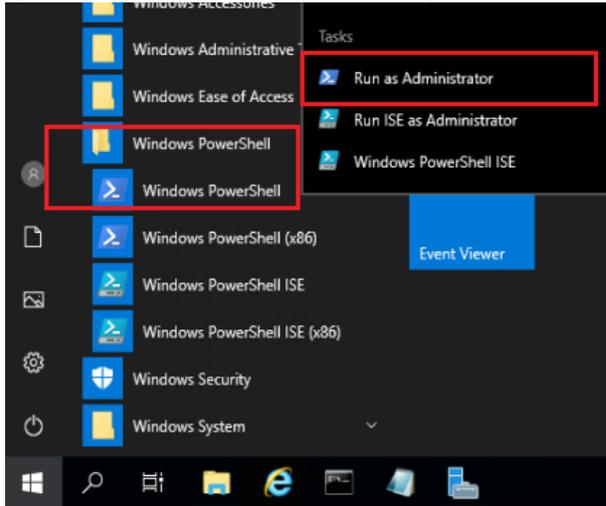


## Chapter 5 Data Migration

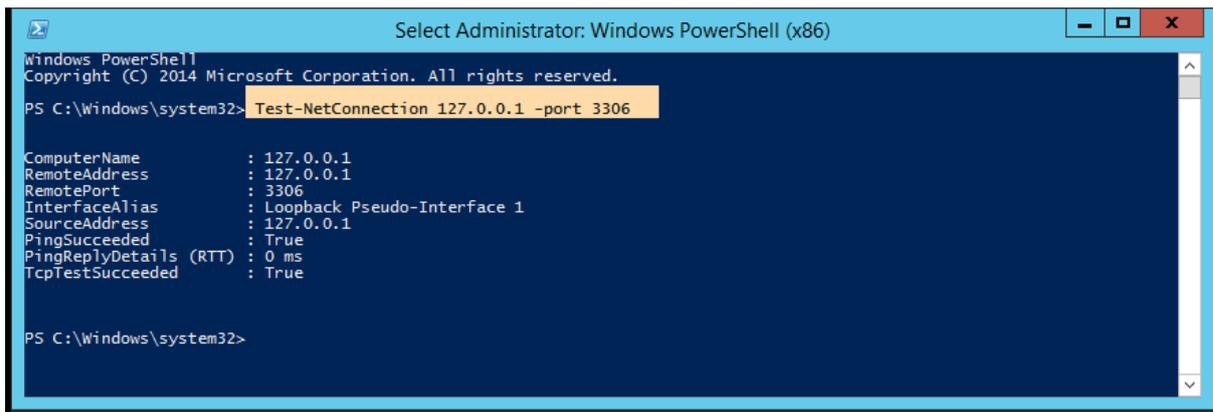
### 5.1 “ESDA v4.6.0” Database Connection Test

To ensure the ESDA v5.0.x server is able to connect with the database of the ESDA v4.6.0 system, System Administrator should run the following connection test before performing the data migration:

- 1) In the server of ESDA v5.0.x, run the “Windows PowerShell” as an Administrator.



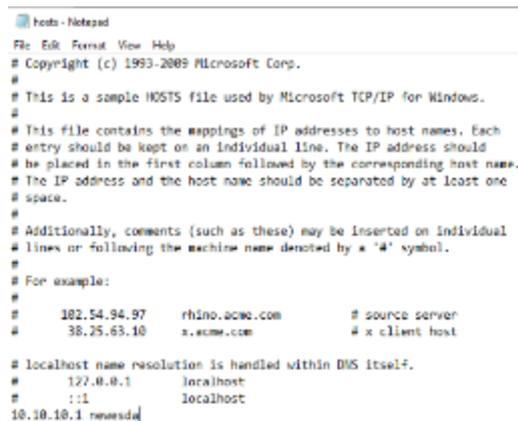
- 2) In “Windows PowerShell”, execute the following statement “Test-NetConnection [IP address of the server of ESDA v4.6.0] -port 3306”. If ESDA v4.6.0 system and ESDA v5.0.x system are installed on the same server, please use 127.0.0.1 as the IP address of the ESDA v4.6.0 server. (e.g. Test-NetConnection 127.0.0.1 -port 3306).



- 3) Make sure the “TcpTestSucceeded” is “True”.
- 4) If “TcpTestSucceeded” is “False”, please check again whether the port 3306 of the ESDA v4.6.0 system is not opened yet or blocked by firewall such as Windows Firewall, firewall of the Antivirus software or other firewall software installed in the server.

### 5.2 “ESDA v4.6.0” Domain Name System (DNS) Settings

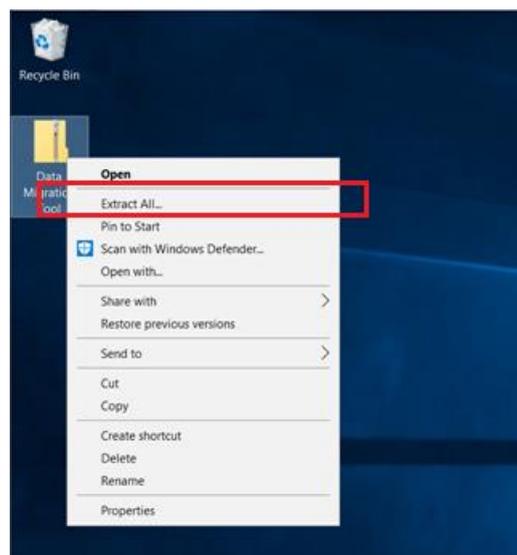
If ESDA v4.6.0 system and ESDA v5.0.x system are installed in the same server, please skip this section and read section 5.3 direct. If ESDA v4.6.0 system and ESDA v5.0.x system are installed in different servers, and cannot find the host name of the ESDA v5.0.x server through DNS, please add a new entry for the mapping between the host name and the IP address of the ESDA v5.0.x system (e.g. 10.10.10.1 newesda, if the host name is newesda and the IP address is 10.10.10.1 for the ESDA v5.0.x system).



```
hosts - Notepad
File Edit Format View Help
# Copyright (c) 1993-2009 Microsoft Corp.
#
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#
# 102.54.94.97 rhino.ocwa.com # source server
# 38.25.63.10 x.scm.com # x client host
#
# localhost name resolution is handled within DNS itself.
#
# 127.0.0.1 localhost
#
# ::1 localhost
10.10.10.1 newesda
```

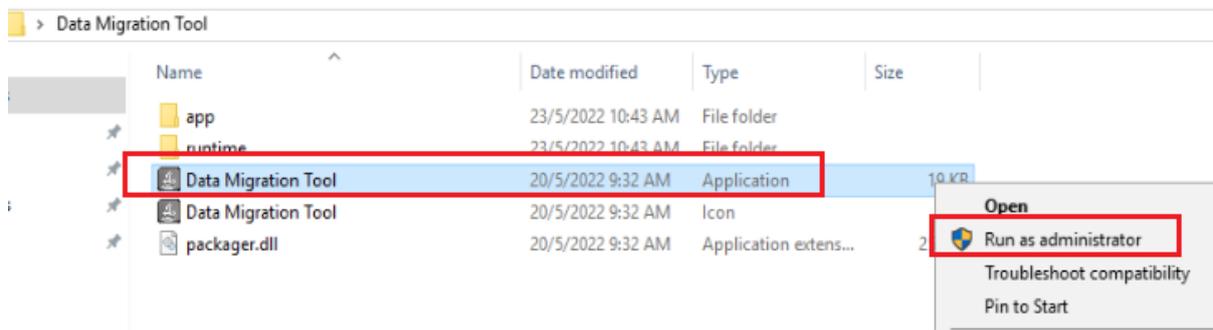
### 5.3 Performing Data Migration

- 1) Login to the server where the ESDA v5.0.x is installed as an Administrator or as a user with administration rights.
- 2) Put the Data Migration Tool on the Desktop of the server and extract the file.



## ESDA v5.1.x Installation and Data Migration Guide

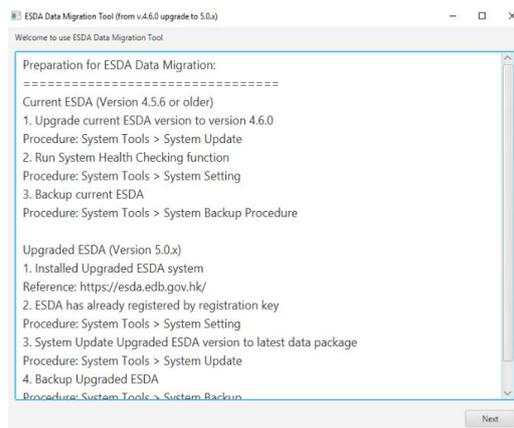
3) Run the Data Migration Tool as an Administrator.



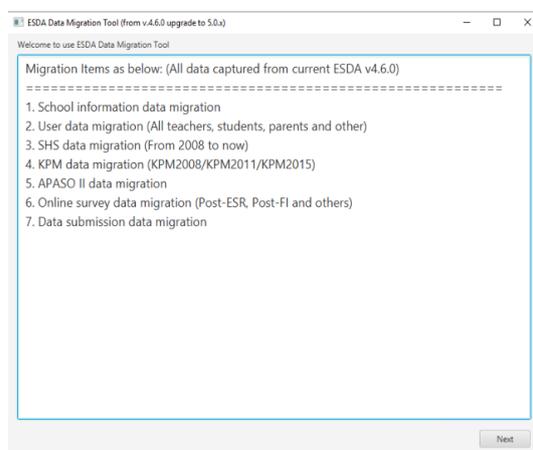
### Note:

To ensure data consistency, before performing data migration, please confirm that no user will input data into ESDA v4.6.0 system.

4) Please read the notes of data migration and confirm all items in pre-migration checklist are done, and then click “Next”.

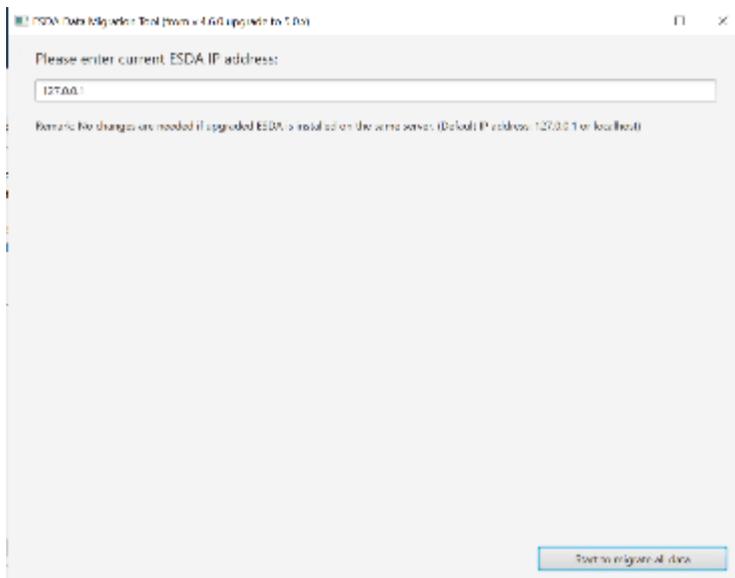


5) Please read and confirm all data migration items, and then click “Next”.



## ESDA v5.1.x Installation and Data Migration Guide

- 6) Please input the IP address of the ESDA v4.6.0 system server, if the ESDA v5.0.x is installed on the same server, please keep the IP address as “127.0.0.1”, and then click “Start to migrate all data”.

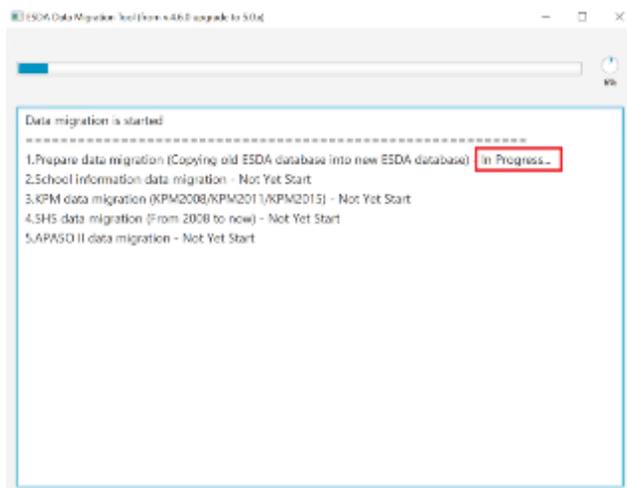


### Note:

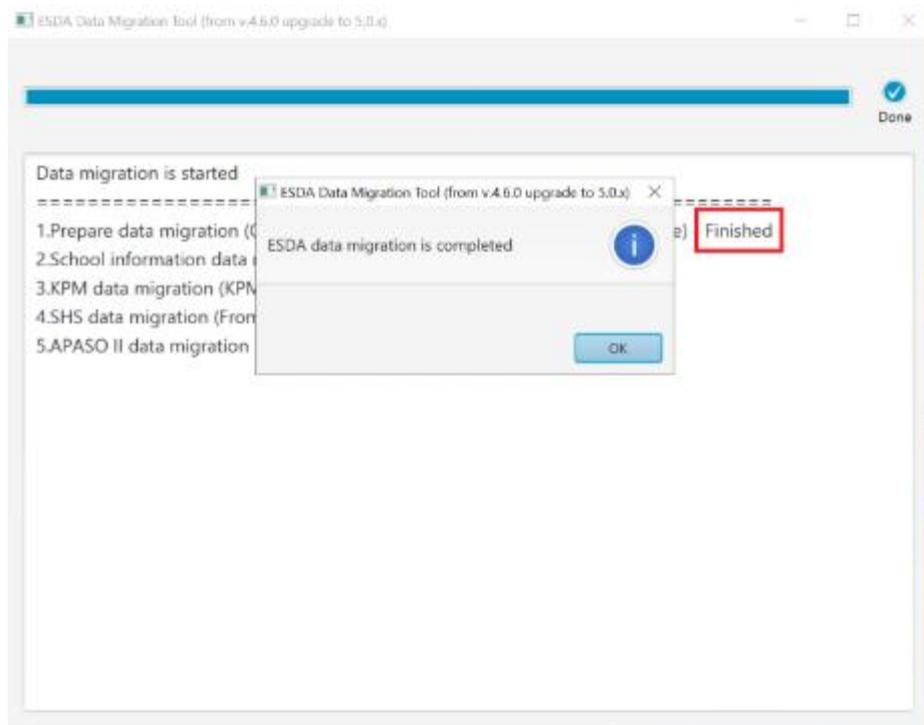
If an error message “Connect MYSSQL database fail, please check the IP and try again” is shown after clicked “Start to migrate all data”, please check whether the IP address and the network configurations are correct (e.g. open the port in firewall or antivirus software), and perform the connection test according to section 5.1.

If ESDA v4.6.0 system and ESDA v5.0.x system are installed on different servers, please confirm the database and DNS settings have been updated according to section 5.2.

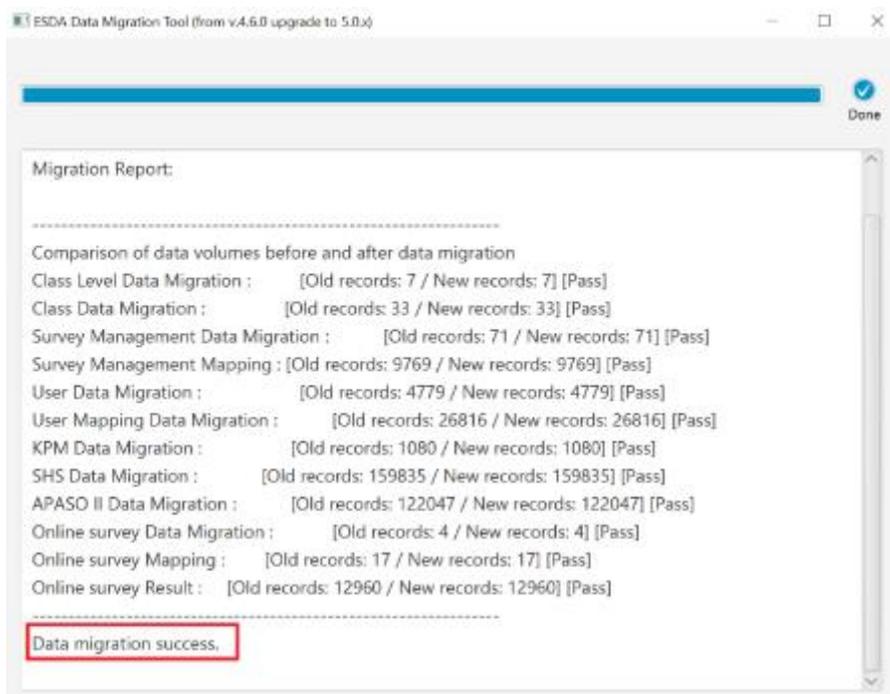
- 7) The data migration is in progress. Please do NOT close the window until the data migration is completed.



8) Data migration is completed.

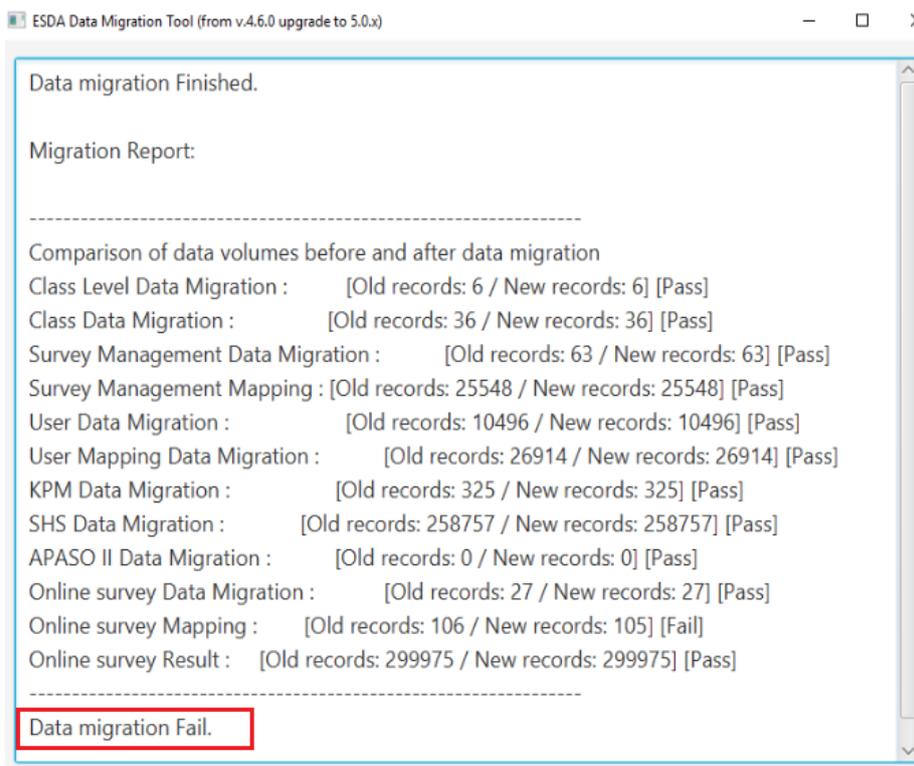
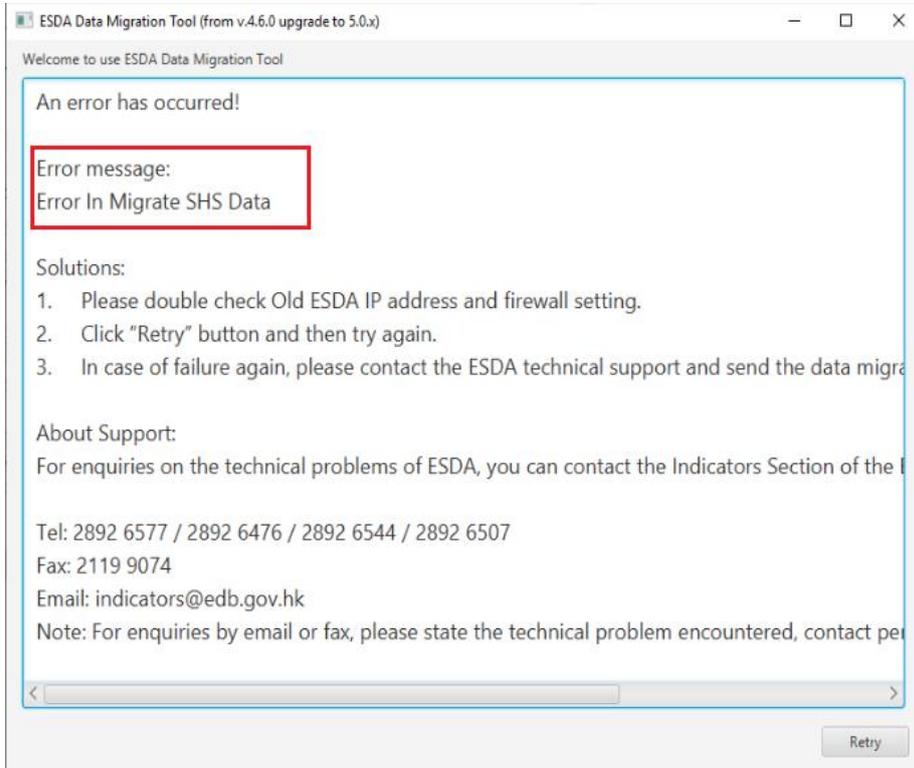


9) Please review the result of the data migration. If the data migration is completed successfully, “Data migration success.” will be shown.



### 5.4 Ask for help

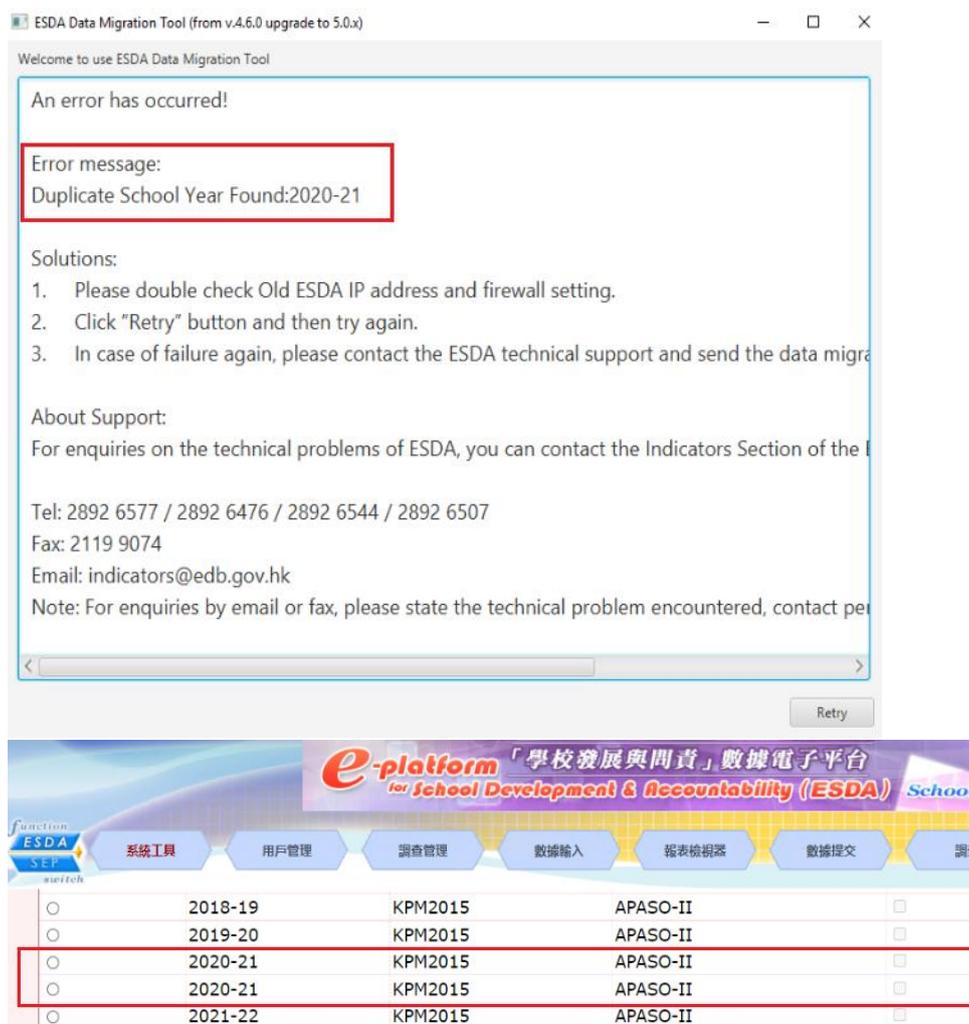
If you encountered any error during the data migration or the data migration failed. Please contact the Indicators Section of the EDB.



## 5.5 Frequently Asked Questions

### 5.5.1 Duplicated school year record is found

If an error message “Duplicate School Year Found” is shown during the data migration, it implies that more than one records exist in the same school year in ESDA v4.6.0 (as shown in the figures below). Therefore, the data migration will not proceed.



School may follow the procedures below to delete all survey and KPM items of the duplicated school year, and perform the data migration again.

- 1) Login to the ESDA v4.6.0
- 2) Mouse over “System Tools” and then click “System Setting”.
- 3) Click “School Year Setting”
- 4) Select the duplicated school year and then click “Save”.



- 5) Repeat step 2 and step 3 to access “School Year Setting”.

- 6) Use “Delete All Currently Published SHS” and “Delete All Currently Published APASO Questionnaires” functions to delete all survey and KPM data



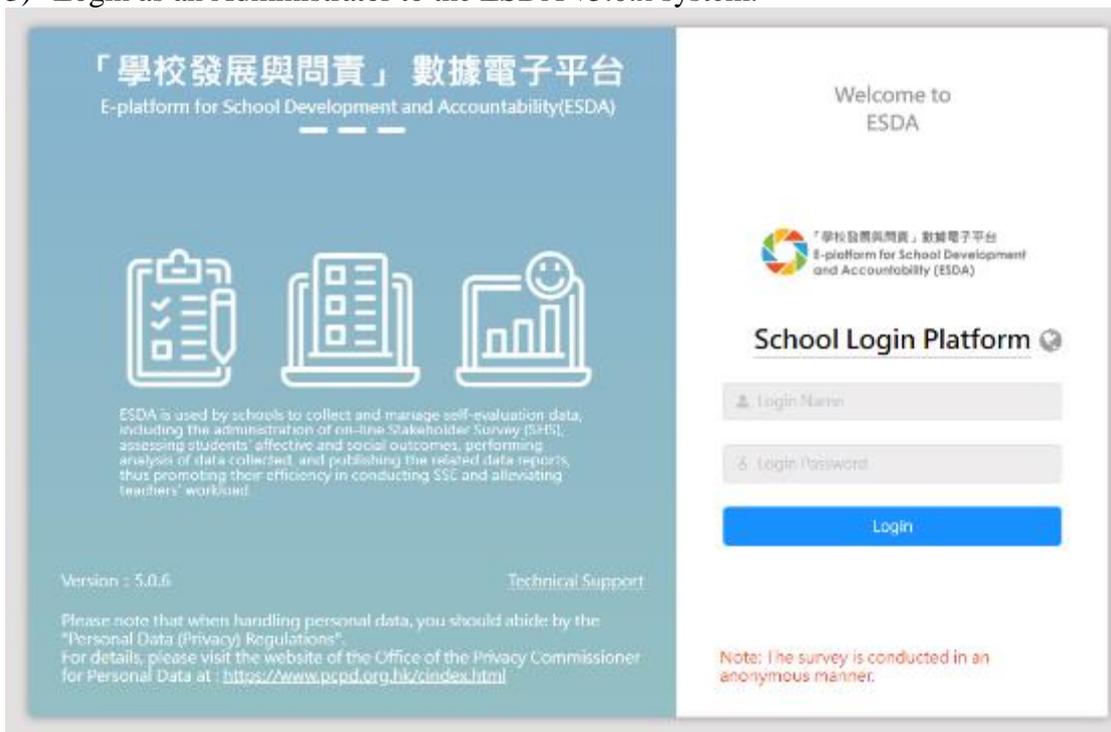
**Note:**

When deleting the duplicated school year record, please check carefully and avoid deleting non-duplicated data by mistake.

## Chapter 6 Post-Migration Checking

### 6.1 Login Test

- 1) Login as an Administrator to the server of the ESDA v5.0.x system.
- 2) Launch a supported Browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge etc.) to “<https://127.0.0.1/school>” or “<https://<IP address or domain name>/school>”
- 3) Login as an Administrator to the ESDA v5.0.x system.



### 6.2 Class Level Checking

Please check the class level records (“User Management” > “Class Level Management”).

Class Level Code	English Name	Chinese Name	Status
S1	S1	S1	Normal
S2	S2	S2	Normal
S3	S3	S3	Normal
S4	S4	S4	Normal
S5	S5	S5	Normal
S6	S6	S6	Normal

### 6.3 Class Checking

Please check the class records (“User Management” > “Class Management”).

The screenshot shows the 'Class Management' interface. At the top, there are search filters for 'Name' and 'Status' (set to 'Normal'). Below the filters are 'Add' and 'Delete' buttons. The main area contains a table with the following data:

Class Code	English Name	Chinese Name	Class Level	Status	
<input type="checkbox"/> 1A	1A	1A	S1	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 1B	1B	1B	S1	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 1C	1C	1C	S1	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 1D	1D	1D	S1	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 2A	2A	2A	S2	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 2B	2B	2B	S2	Normal	<a href="#">Edit</a>
<input type="checkbox"/> 2C	2C	2C	S2	Normal	<a href="#">Edit</a>

### 6.4 User Checking

Please check the user records (“User Management” > “User Management”).

The screenshot shows the 'User Management' interface. At the top, there are search filters for 'User Type' (set to 'School'), 'Group' (set to 'Select'), 'User Name' (set to 'User Name'), and 'Status' (set to 'Normal'). Below the filters are 'Add' and 'Delete' buttons. The main area contains a table with the following data:

User Type	Login Name	User Name(Ch)	User Name(Engl)	Group	Status	
<input type="checkbox"/> Administrator	admin	超級管理員	admin	Super Admin Group	Normal	<a href="#">Edit</a>
<input type="checkbox"/> Teacher	11	Teacher 4359	Teacher 4359	Teacher Group	Normal	<a href="#">Edit</a>
<input type="checkbox"/> Teacher	12	Teacher 4360	Teacher 4360	Teacher Group	Normal	<a href="#">Edit</a>
<input type="checkbox"/> Teacher	13	Teacher 4361	Teacher 4361	Teacher Group	Normal	<a href="#">Edit</a>
<input type="checkbox"/> Teacher	14	Teacher 4362	Teacher 4362	Teacher Group	Normal	<a href="#">Edit</a>
<input type="checkbox"/> Teacher	15	Teacher 4363	Teacher 4363	Teacher Group	Normal	<a href="#">Edit</a>

## 6.5 Survey checking

Please check the survey records (“Survey Management” > “Survey Management”). It is suggested that different school years should be selected for the checking.

The screenshot shows the 'Survey Management' page in the ESDA system. A table lists survey records with columns for Questionnaire Type, Survey Title, Start/End Date, Target Users, Mode, and Response Rate. Two records are highlighted with a red box:

Questionnaire Type	Survey Title	Start/End Date	Target Users	Mode	Response Rate
Stakeholder Questionnaire	Teacher Questionnaire	2020-06-20 - 2020-07-20	Teacher[Manual]	Offline	100% (20/20)
Stakeholder Questionnaire	Parent Questionnaire	2020-06-20 - 2020-07-20	Parent[Random]	Offline	100% (70/70)

## 6.6 Report Checking

Please check the report data related to Key Performance Measures (KPM), Stakeholder Survey (SHS) and Assessment Program for Affective and Social Outcomes II (APASO II). It is suggested that same criteria should be used to generate reports in ESDA v4.6.0 and ESDA v5.0.x respectively for comparison and checking.

The screenshot shows the 'SHS Report' page in the ESDA system. A form is used to configure the report, with a red box highlighting the following fields:

- Report Type: Overall Report
- Stakeholder Survey: Teacher
- Year: 2020-21

Buttons for 'View', 'Export', and 'Export Whole School Raw Data' are visible at the bottom right of the form area.

## 6.7 Data Submission Checking

Please check the data submission records (“Data Submission” > “Preparation for Submission”).

The screenshot shows the ESDA web interface. The top navigation bar includes the ESDA logo, the title 'E-platform for School Development & Accountability (ESDA)', and the selected school year '2019-20'. The main content area is titled 'Preparation for Submission' and contains a table with the following data:

Select the year(s) of data to be submitted		School Year					
		<input type="checkbox"/> 2014-15	<input type="checkbox"/> 2015-16	<input type="checkbox"/> 2016-17	<input type="checkbox"/> 2017-18	<input type="checkbox"/> 2018-19	<input type="checkbox"/> 2019-20
		Status					
1.	Attitude towards school	Completed	Completed	Completed	Completed	Completed	Completed
2.	Student Questionnaire	Completed	Completed	Completed	Completed	Completed	Completed
3.	Parent Questionnaire	Completed	Completed	Completed	Completed	Completed	Completed
4.	Teacher Questionnaire	Completed	Completed	Completed	Completed	Completed	Completed
5.	Key Performance Measures (KPM)	Completed	Completed	Completed	Completed	Completed	Completed
6.	KPM Detail	<a href="#">Detail</a>					
7.	Last submission Date	2016-06-12	2017-04-18	2018-03-14	2019-06-18	2020-07-13	2020-08-13

Below the table, there are three buttons: 'CLO Authorisation', 'Direct Send to EDB', and 'Send to EDB via other means'.

## Chapter 7 System Setting

### 7.1 School Setting

The basic school information such as school name, SCRN, school session etc. is recorded in the System Setting.

- 1) Mouse over “System Tools” and then click “System Setting.
- 2) Click “Basic Information” tab.
- 3) Enter the required information and then click “Save”.

The screenshot shows the 'System Setting' application window. At the top, there are tabs for 'System Overview' and 'System Setting'. The 'System Setting' tab is active. Below the tabs, there are three sub-tabs: 'Basic Information', 'Advanced System Setting', and 'System Version Information'. The 'Basic Information' sub-tab is selected. The form contains the following fields:

School Name (Eng)	<input type="text" value="School Name (Eng)"/>	0/200	School Name (Chi)	<input type="text" value="School Name (Chi)"/>	0/200
Name of Administrator	<input type="text" value="Name of Administrator"/>	0/200	Name of teacher in charge	<input type="text" value="Name of teacher"/>	0/200
Phone of Administrator	<input type="text" value="Phone of Administrator"/>	0/200	Phone of teacher in charge	<input type="text" value="Phone of teacher"/>	0/200
Email of Administrator	<input type="text" value="Email of Administrator"/>	0/200	Email of teacher in charge	<input type="text" value="Email of teacher in charge"/>	0/200
SCRN	<input type="text" value="SCRN"/>	0/200	Session	<input type="text" value="Select"/>	
Current School Year	2021-22		School Level	Primary School	
Current KPM Version	KPM2015		Current APASO Version	APASO-II	
Current SHS Version	SHS2015				

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

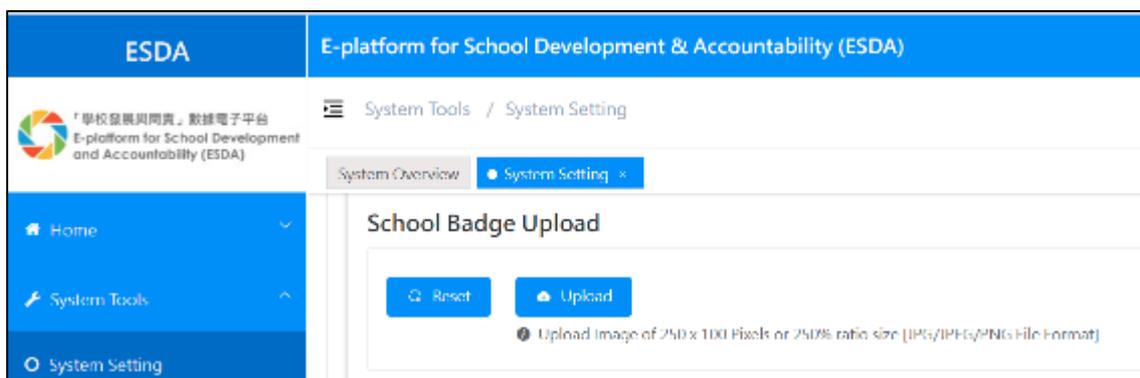
- 4) School may choose to provide relevant contact information to the EDB. If click “Yes”, the contact information will be saved at both school and EDB server. If click “No”, the contact information will be saved at the school server only.

The screenshot shows a 'Prompt' dialog box with a close button (X) in the top right corner. The text inside the dialog box reads: "You can choice to provide your contact information to the Education Bureau via the E-platform". At the bottom of the dialog box, there are two buttons: 'No' and 'Yes'.

### 7.2 Upload School Badge

System Administrator can upload the school badge at “System Setting”.

- 1) Mouse over “System Tools” and then click “System Setting”.
- 2) Click “Basic Information” tab.
- 3) Click “Upload” to upload in “School Badge Update” section.
- 4) Select the school badge image file and click “Open”.
- 5) System Administrator may click “Reset” to set the badge to the default picture.



### 7.3 School Year Setting

System Administrator should set an appropriate school year as the “Current School Year”.

- 1) Mouse over “System Tools” and then click “School Year Setting”.
- 2) Select an appropriate school year as “Current School Year”.

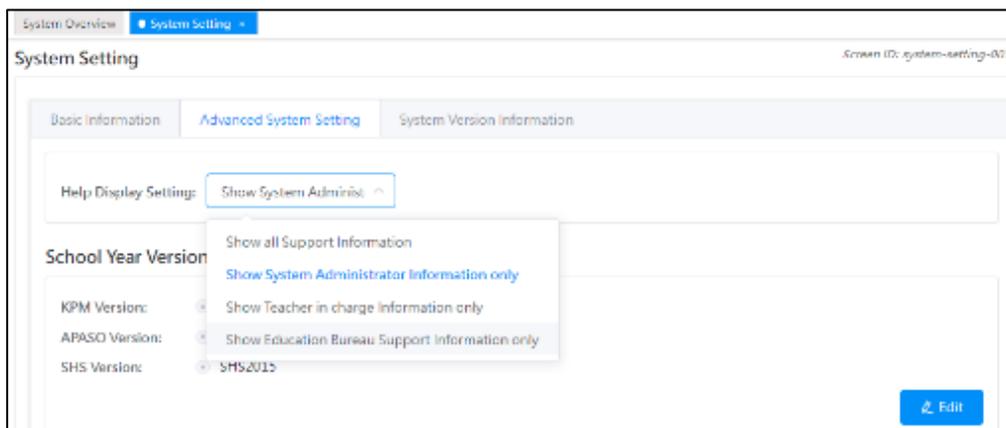
The screenshot shows the 'School Year Setting' page. It features a table with the following columns: School Year Name, KPM Version, APASO Version, SHS Version, and Current School Year. The first row, representing the year 2021-22, has its 'Current School Year' toggle switch turned on and is highlighted with a red box. The other two rows, representing 2020-21 and 2019-20, have their toggle switches turned off.

School Year Name	KPM Version	APASO Version	SHS Version	Current School Year
2021-22	KPM2015	APASO-II	SHS2015	<input checked="" type="checkbox"/>
2020-21	KPM2015	APASO-II	SHS2015	<input type="checkbox"/>
2019-20	KPM2015	APASO-II	SHS2015	<input type="checkbox"/>

## 7.4 Advanced System Setting

System Administrator can choose the information to be displayed at the “Online Help”.

- 1) Mouse over “System Tools” and then click “System Setting”.
- 2) Click “Advanced System Setting” tab.
- 3) Select the “Help Display Setting” type.



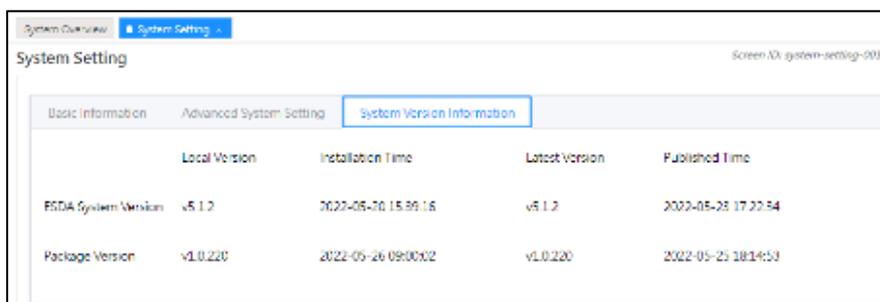
- 4) All users can get the related help information from the “Online Help”.



## 7.5 System Version Information

System Administrator can check the system version information from “System Setting”.

- 1) Mouse over “System Tools” and then click “System Setting”.
- 2) Click the “System Version Information” tab to check the related information.



### 7.6 Set up e-Certificate

In order to set up ESDA v5.0.x to run on port 443, a valid e-Certificate is required. Schools can purchase a valid e-Certificate from a recognised Certification Authority (CA) or create a self-signed certificate:

#### A) Using an e-Certificate that purchase from a Certification Authority

- 1) **Make sure the purchased e-Certificate is in PKCS#12 format (the extension is “.p12”).** If the e-Certificate is not in PKCS#12 format, please use other tools to convert the e-Cert to the PKCS#12 format first, for example using openssl to convert the e-Cert to “.cert” file to “.p12” file. Please refer to the website <https://www.openssl.org/> for download and use openssl.

#### *Notes:*

If schools use openssl version 3.0.x or above to convert the e-Certificate from ".cert" format to ".p12" format, schools should add the options -legacy and -provider-path "path of legacy.dll installed by openssl" into the command to prevent errors from the convention of ".keystore" file in following steps. (e.g. openssl pkcs12 -export -out cert.p12 -inkey key.key -in cert.crt -certfile cacert.crt -legacy -provider-path "C:\Program Files\OpenSSL-Win64\bin")

- 2) Use a System Administrator account to login to the server where the ESDA v5.0.x is installed.
- 3) Copy the e-Certificate in PKCS#12 format (e.g. “cert.p12”) to the server (e.g. C:\temp\cert.p12).
- 4) Open “Windows Command Prompt” and enter the following command to convert the e-Certificate in PKCS#12 format into “.keystore“

```
"%JAVA_HOME%\bin\keytool" -importkeystore -srckeystore  
C:\temp\cert.p12 -srcstoretype PKCS12 -destkeystore C:\temp\keystore -  
deststoretype JKS
```

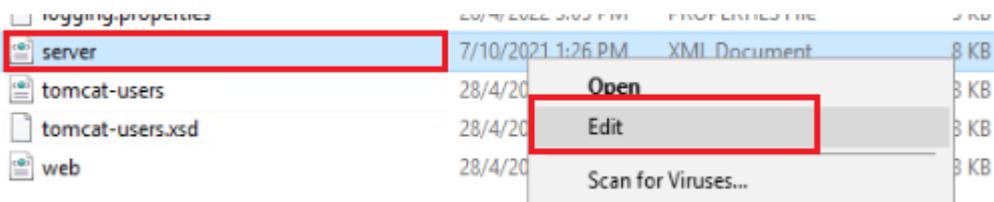
- 5) Enter a new password for the “.keystore” file, **the password should be the same as the password for the e-Certificate in PKCS#12 format.**

```
C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -importkeystore -srckeystore C:\temp\cert.p12 -srcstoretype PKCS12 -des  
tkeystore C:\temp\keystore -deststoretype JKS  
Importing keystore C:\temp\cert.p12 to C:\temp\keystore...  
Enter destination keystore password:  
Re-enter new password:
```

- 6) Enter the password for the e-Certificate in PKCS#12 format.

```
C:\Users\Administrator>%JAVA_HOME%\bin\keytool -importkeystore -srckeystore C:\temp\cert.p12 -srcstoretype PKCS12 -destkeystore C:\temp\keystore -deststoretype JKS
Importing keystore C:\temp\cert.p12 to C:\temp\keystore...
Enter destination keystore password:
Re-enter new password:
Enter source keystore password:
```

- 7) Please copy the certificate “.keystore” in the above path (e.g. C:\temp\keystore) to the installation path “C:\esda\_new\apache-tomcat-9.0.xx\conf”.
- 8) Edit the Apache Tomcat configuration file (e.g. C:\esda\_new\Apache\_Tomcat\_9.0\conf\server.xml) with a text editor (e.g. Notepad) and change the attribute keystorePass from “changeit” to the password entered in step 5.

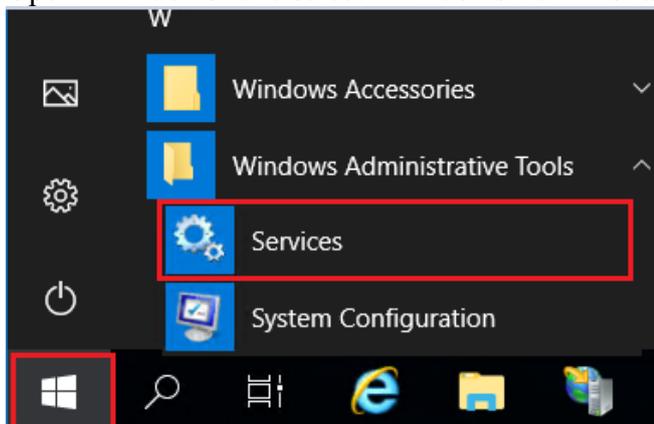


```
<Connector
protocol="org.apache.coyote.http11.Http11NioProtocol"
port="443" maxThreads="200"
scheme="https" secure="true" SSLEnabled="true"
keystoreFile="conf/.keystore" keystorePass="changeit"
clientAuth="false" sslProtocol="TLS" URIEncoding="UTF-8"/>
```

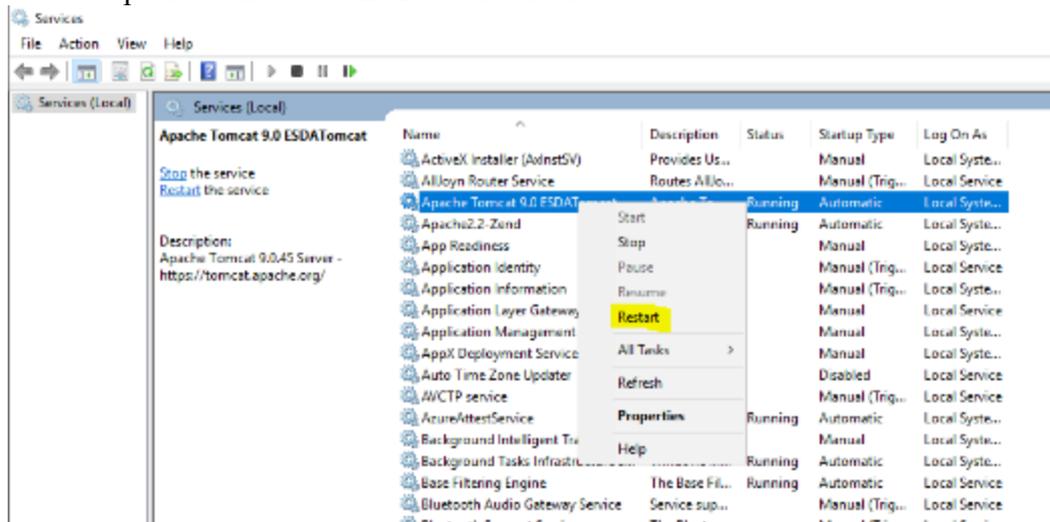
### Notes:

If you need to re-establish the e-Certificate in PKCS#12 format to “.keystore” file, please first delete the certificate “.keystore” in the path of step 7 and start over with step 4.

- 9) Open “Windows” and select “Windows Administrative Tools”, then click “Services”.



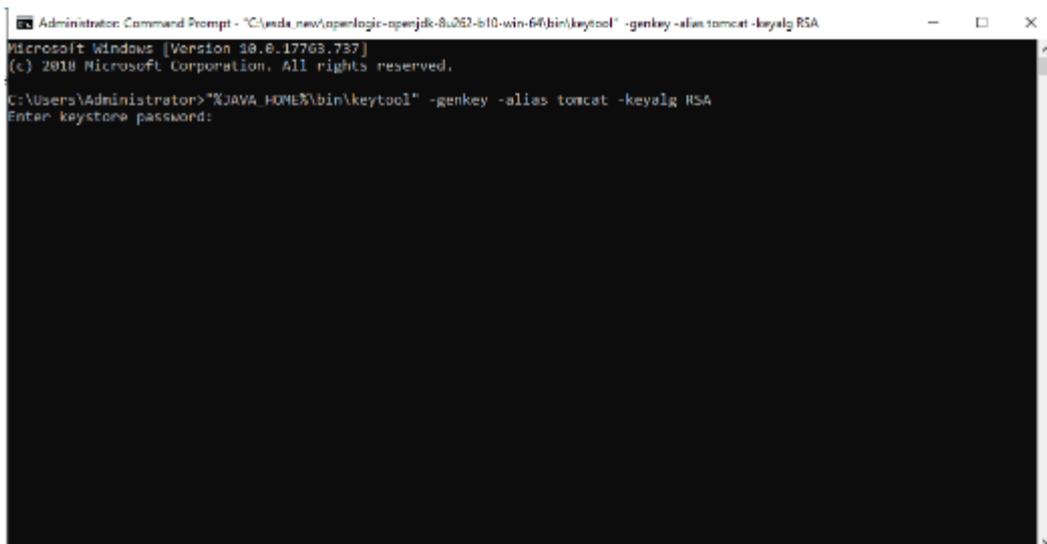
- 10) Select “Apache Tomcat 9.0 ESDA” and then click “Restart”.



### B) Creating a self-signed e-Certificate

- 1) Login as a System Administrator to the server where the ESDA v5.0.x system is installed.
- 2) Enter the following command at “Windows Command Prompt”:  
“%JAVA\_HOME%\bin\keytool” -genkey -alias tomcat -keyalg RSA -ext san=dns:<domain name>”  
(e.g. “%JAVA\_HOME%\bin\keytool” -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu )

Enter a password, e.g. “password”



- 3)

Enter the password for the steps above:

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Enter the domain name, e.g. esda.schoola.edu  
Enter the organizational unit, e.g. esda  
Enter the organization, e.g. Testing Primary School A  
Enter the city, e.g. Hong Kong  
Enter the state, e.g. China  
Enter the country code (two-letter), e.g. CN

```
C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu
Enter keystore password:
Re-enter new password:
What is your first and last name?
  [Unknown]: esda.schoola.edu
What is the name of your organizational unit?
  [Unknown]: esda
What is the name of your organization?
  [Unknown]: Testing Primary School A
What is the name of your City or Locality?
  [Unknown]: Hong Kong
What is the name of your State or Province?
  [Unknown]: China
What is the two-letter country code for this unit?
  [Unknown]: CN
```

4)

Enter "yes" to confirm the input.

```
C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu
Enter keystore password:
Re-enter new password:
What is your first and last name?
  [Unknown]: esda.schoola.edu
What is the name of your organizational unit?
  [Unknown]: esda
What is the name of your organization?
  [Unknown]: Testing Primary School A
What is the name of your City or Locality?
  [Unknown]: Hong Kong
What is the name of your State or Province?
  [Unknown]: China
What is the two-letter country code for this unit?
  [Unknown]: CN
Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct?
[no]: yes
```

5)

Enter the password for the steps above, e.g. "password"

```
C:\Users\Administrator>"%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san=dns:esda.schoola.edu
Enter keystore password:
Re-enter new password:
What is your first and last name?
  [Unknown]: esda.schoola.edu
What is the name of your organizational unit?
  [Unknown]: esda
What is the name of your organization?
  [Unknown]: Testing Primary School A
What is the name of your City or Locality?
  [Unknown]: Hong Kong
What is the name of your State or Province?
  [Unknown]: China
What is the two-letter country code for this unit?
  [Unknown]: CN
Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct?
[no]: yes

Enter key password for <tomcat>
(RETURN if same as keystore password):
Re-enter new password:
```

6)

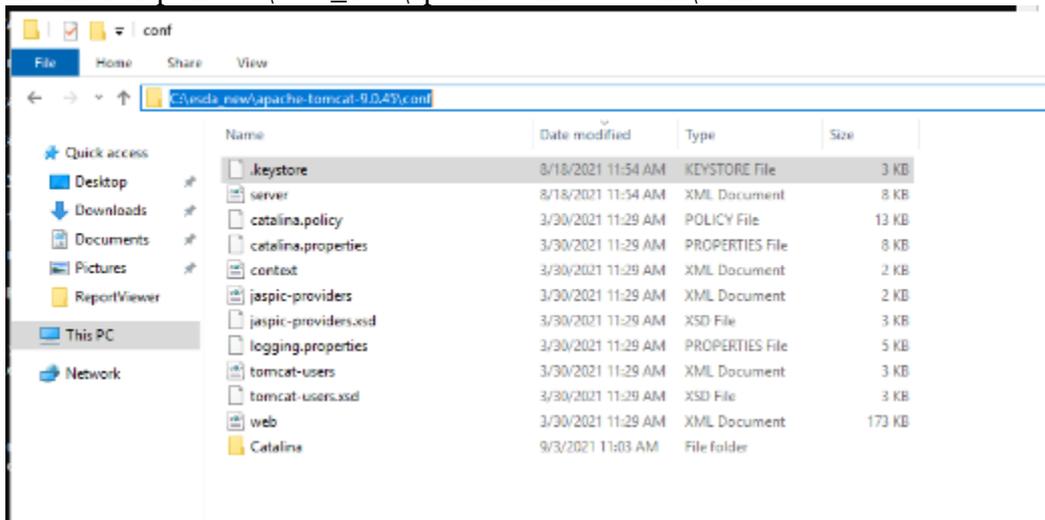
The certificate is generated in the above path (e.g. C:\Users\Administrator)

```
C:\Users\Administrator>%JAVA_HOME%\bin\keytool" -genkey -alias tomcat -keyalg RSA -ext san-dns:esda.schoola.edu
Enter keystore password:
Re-enter new password:
What is your first and last name?
[Unknown]: esda.schoola.edu
What is the name of your organizational unit?
[Unknown]: esda
What is the name of your organization?
[Unknown]: Testing Primary School A
What is the name of your City or Locality?
[Unknown]: Hong Kong
What is the name of your State or Province?
[Unknown]: China
What is the two-letter country code for this unit?
[Unknown]: CN
Is CN=esda.schoola.edu, OU=esda, O=Testing Primary School A, L=Hong Kong, ST=China, C=CN correct?
[no]: yes

Enter key password for <tomcat>
(RETURN if same as keystore password):
Re-enter new password:

Warning:
The JKS keystore uses a proprietary format. It is recommended to migrate to PKCS12 which is an industry standard format
using "keytool -importkeystore -srckeystore C:\Users\Administrator\.keystore -destkeystore C:\Users\Administrator\.keystore
-deststoretype pkcs12".
```

- 7) Copy “.keystore” from the above path (e.g. C:\Users\Administrator\.keystore) to the installation path “C:\esda\_new\apache-tomcat-9.0.xx\conf”.



- 8) Edit Apache Tomcat configuration by using a word processor (e.g. Notepad) (e.g. “C:\esda\_new\Apache\_Tomcat\_9.0\conf\server.xml”). Change the attribute “keystorePass” from “changeit” to the password entered in step 5 (e.g. password).

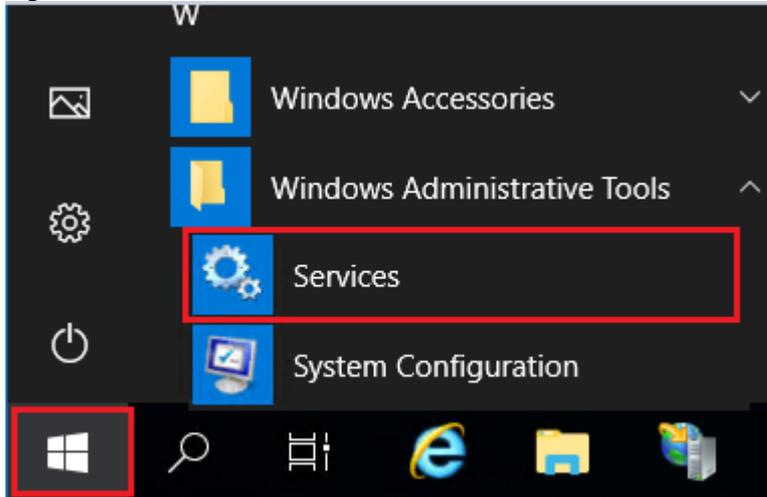
```
<Connector
protocol="org.apache.coyote.http11.Http11NioProtocol"
port="443" maxThreads="200"
scheme="https" secure="true" SSLEnabled="true"
keystoreFile="conf/.keystore" keystorePass="changeit"
clientAuth="false" sslProtocol="TLS" URIEncoding="UTF-8"/>
```

**Note:**

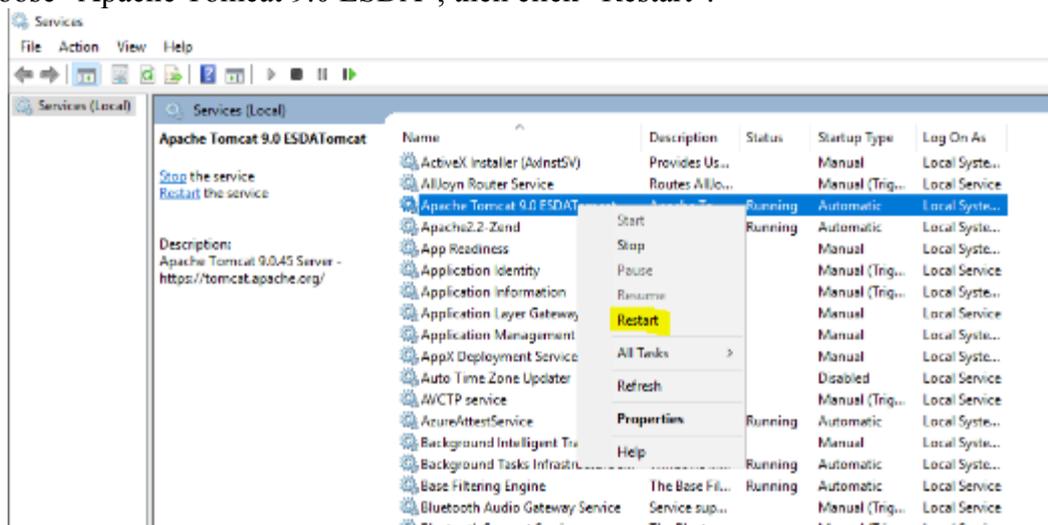
## ESDA v5.1.x Installation and Data Migration Guide

To re-establish a self-signed e-Certificate, please delete the e-Certificate, “.keystore” generated in the path of step 6 and then restart from step 2.

- 9) Open “Windows” and select “Windows Administrative Tools”, and click “Services”.

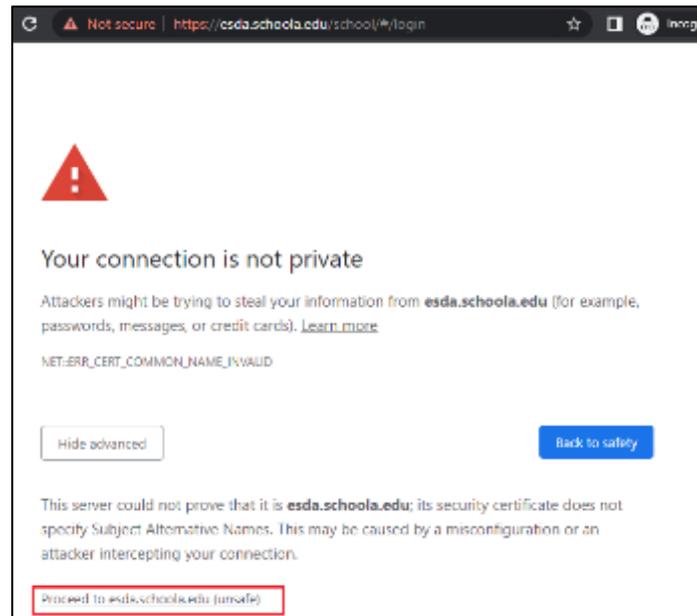


- 10) Choose “Apache Tomcat 9.0 ESDA”, then click “Restart”.



### Note:

As the self-signed e-Certificate is not signed by a recognised CA, the website will be marked as “Not Secure” by the browser when users enter ESDA website (for example, the following screen will appear when using Google Chrome). Users must click “Proceed to” to access the website or refer to Appendix 2 to set up the self-signed e-Certificate at the client side.



Please consider purchasing a valid e-Certificate from a recognised Certification Authority (“CA”) (e.g. Hongkong Post) to improve the security.

## Appendix 1 Setup ESDA to Use Other Port

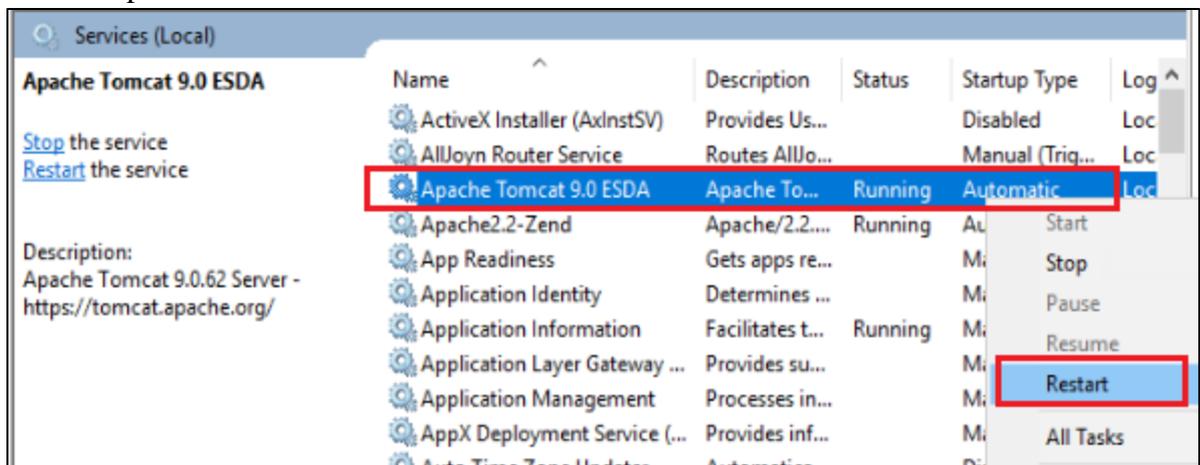
The ESDA system uses the “Port 443” by default. If the server has used the “Port 443” for other purposes, System Administrator can follow the steps below to set ESDA to use another port.

- 1) Follow the steps in Chapter 2 to install ESDA.
- 2) Edit Apache Tomcat configuration file (e.g. C:\esda\_new\Apache\_Tomcat\_9.0\conf\server.xml), change the “Port 443” to other port (e.g. 8443).

```
<Connector port="80" protocol="HTTP/1.1"
connectionTimeout="20000"
redirectPort="443" />

<Connector
protocol="org.apache.coyote.http11.Http11NioProtocol"
port="443" maxThreads="200"
scheme="https" secure="true" SSLEnabled="true"
keystoreFile="conf/.keystore" keystorePass="changeit"
clientAuth="false" sslProtocol="TLS" URIEncoding="UTF-8"/>
```

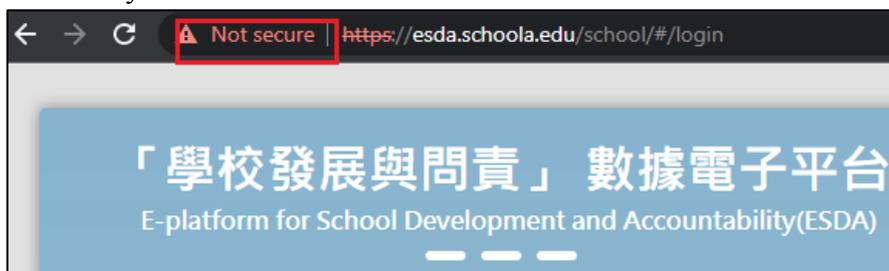
- 3) Restart Apache Tomcat server



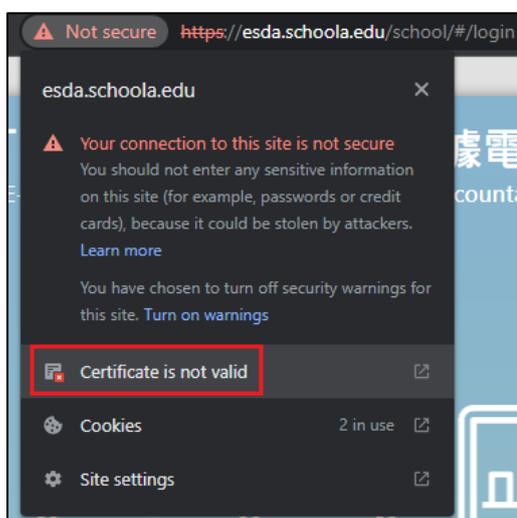
- 4) Follow the steps in Section 3.1 to test the system with the new port. (e.g. https://127.0.0.1:8443/school).

## **Appendix 2 Setup Self-signed e-Certificate at Client Side**

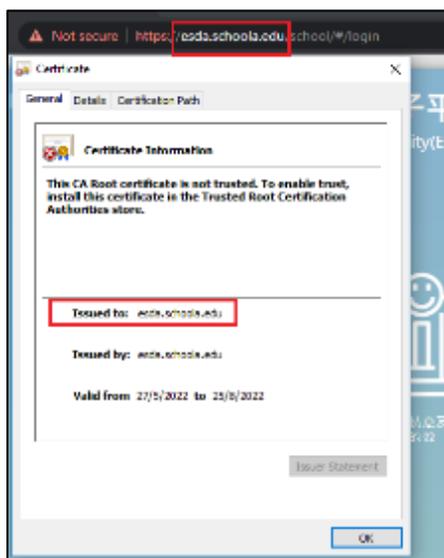
- 1) When accessing the website by Google Chrome, the website will be marked as “Not secure” by the browser. Click “Not secure”.



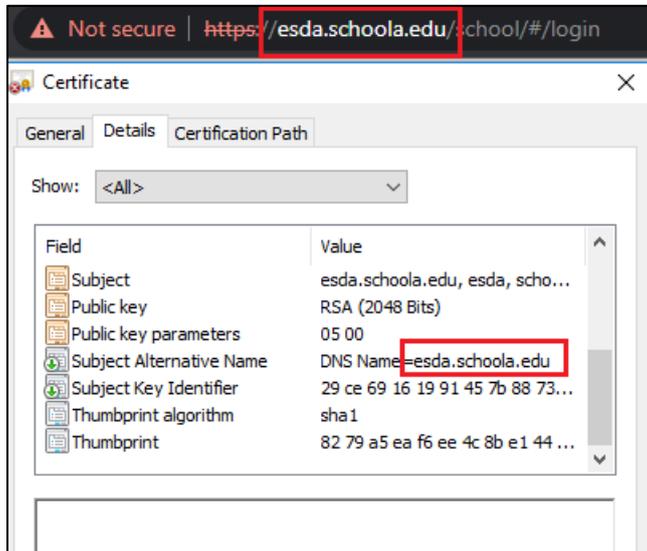
- 2) Click “Certificate is not valid”.



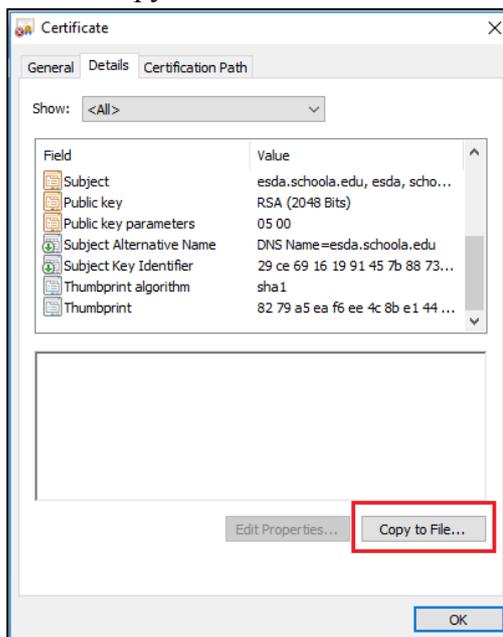
- 3) Ensure that the “Issued to” in the Certificate has the same domain name as the actual domain name. If the domain names are different, please refer to Section 2.3 to create a new Certificate.



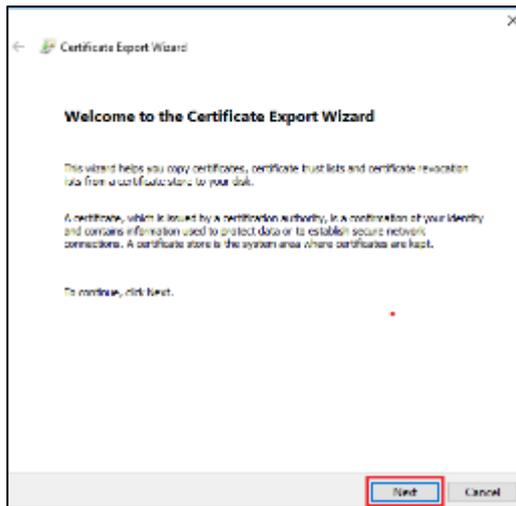
- 4) Click “Details” tab. Ensure the “Subject Alternative Name” in the Certificate has the same domain name as the actual domain name. If the domain names are different, please refer to Section 2.3 to create a new Certificate.



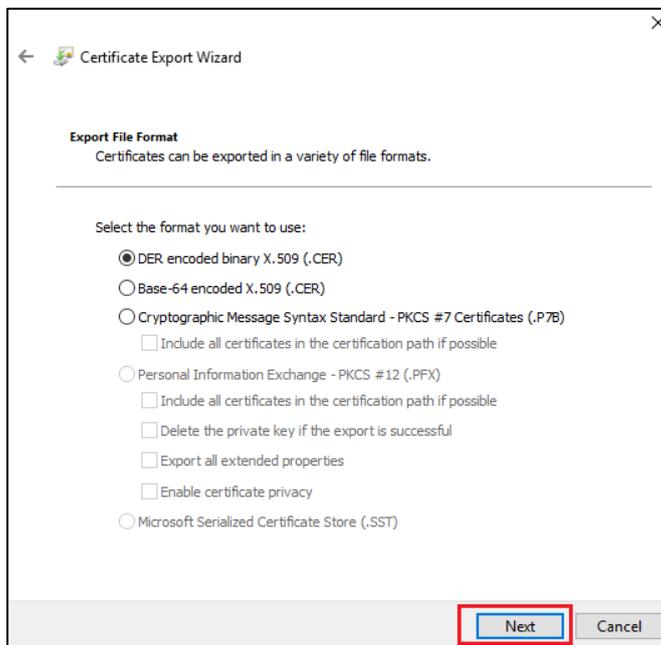
- 5) Click “Copy to File”.



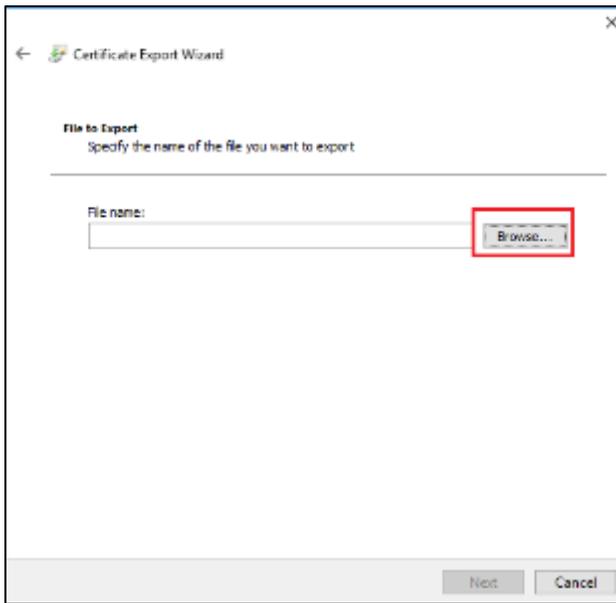
- 6) Click “Next”.



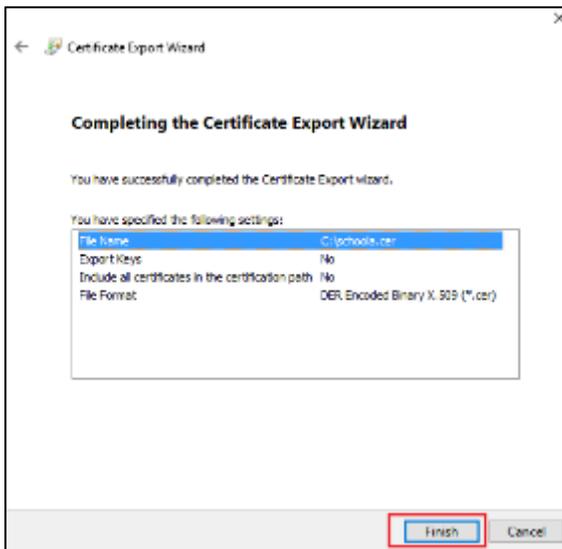
7) Click "Next".



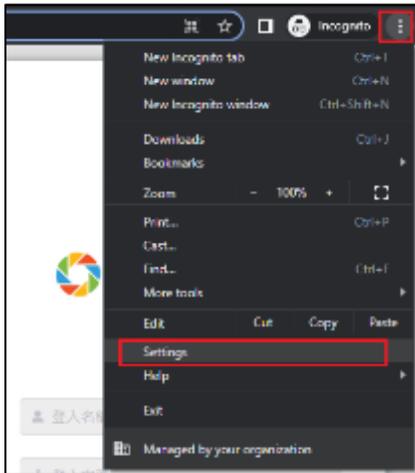
- 8) Click “Browse”, and save the Certificate to a specified path (e.g. C:\), and then click “Next”.



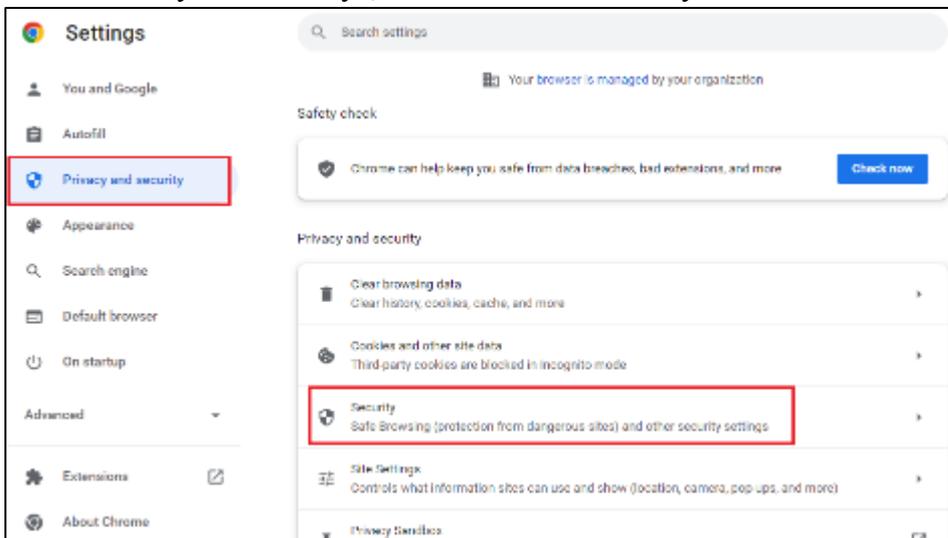
- 9) Click “Finish”.



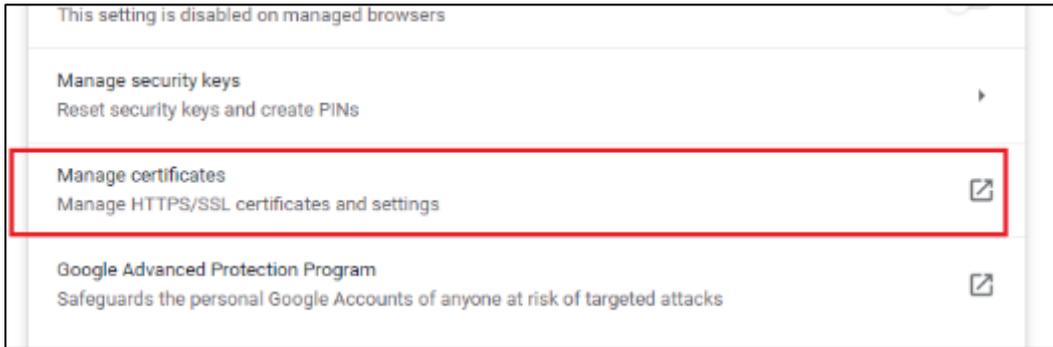
10) Go to “Settings” of Google Chrome.



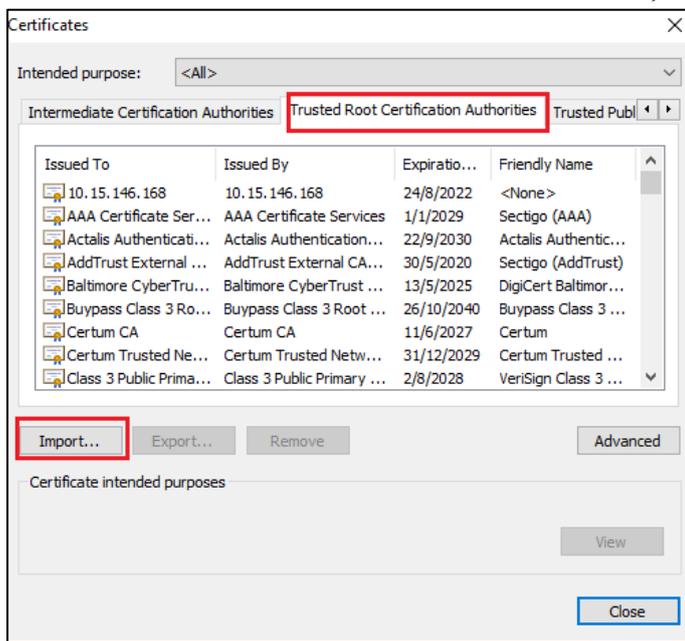
11) Click “Privacy and security”, and then click “Security”.



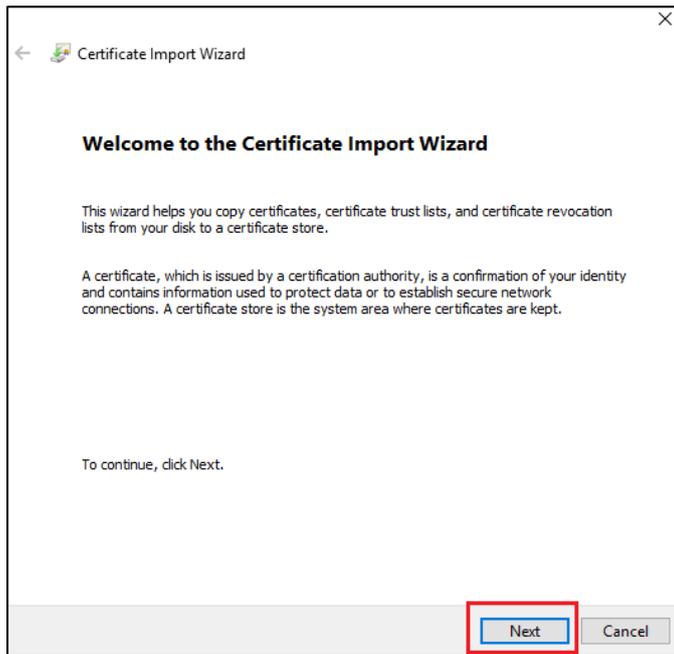
12) Click “Manage certificates”.



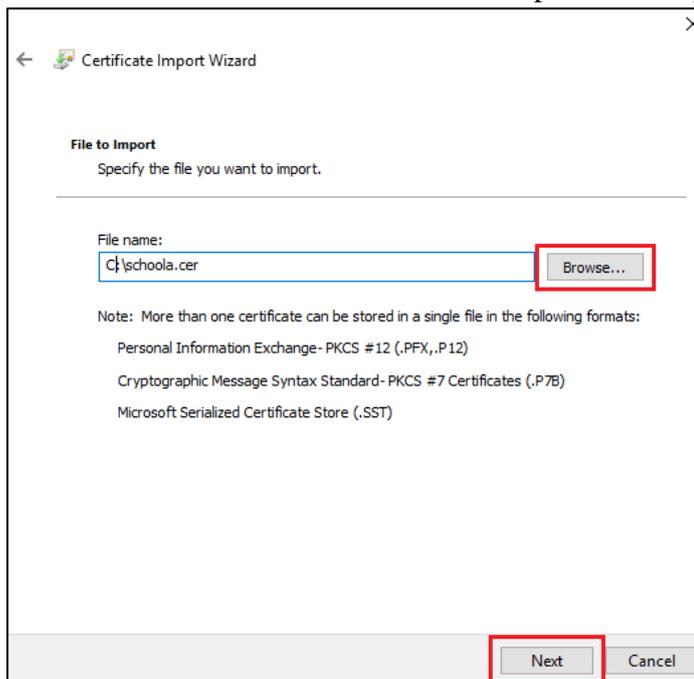
13) Click “Trusted Root Certification Authorities” tab, and then click “Import”.



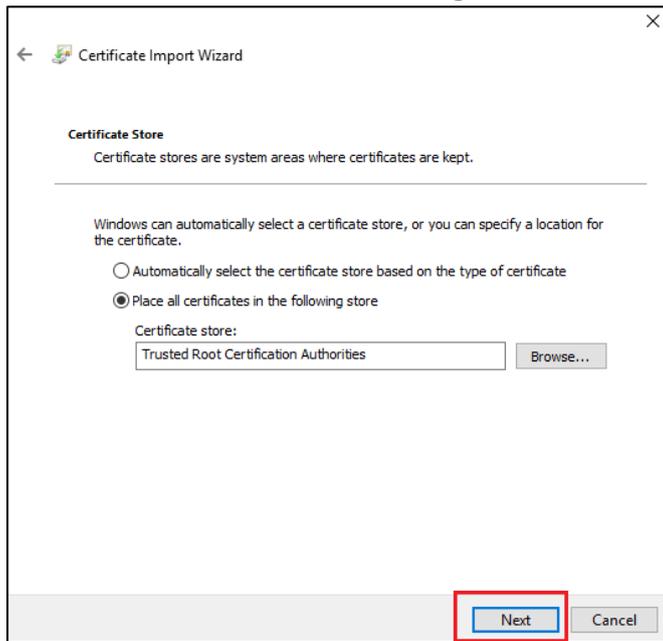
14) Click “Next”.



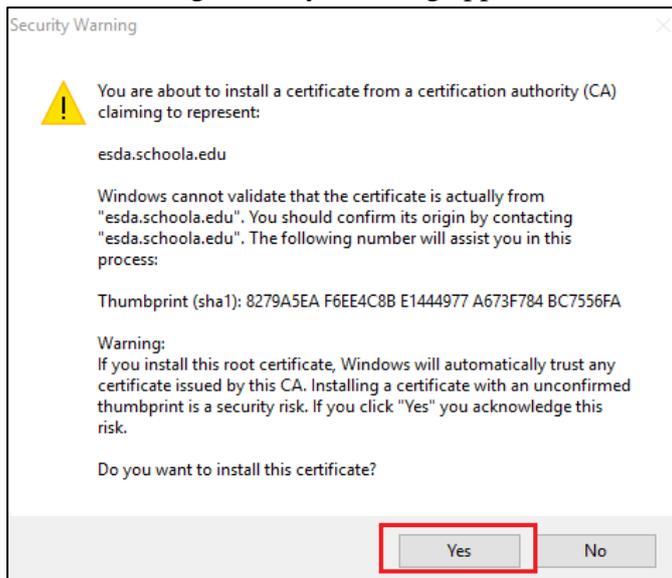
15) Click “Browse”. Select the certificate exported in step 8 and then click “Next”.



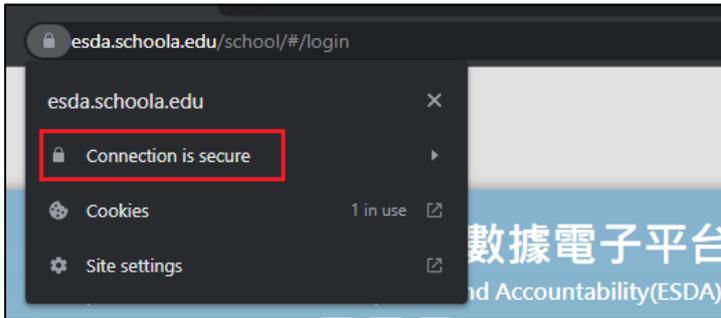
16) Click “Next”, and then click “Complete”.



17) If the following Security Warning appears, click “Yes”.



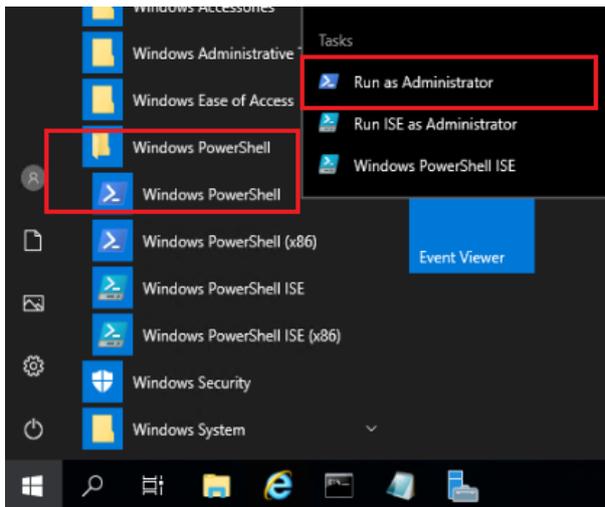
- 18) Restart the Google Chrome and access the website again. The browser will show that the connection is secure.



### Appendix 3 Verify ESDA's port availability

If ESDA cannot be accessed after installation, System Administrator may follow the steps below to verify whether the port used (e.g. default port 443) by ESDA v5.0.x is available.

- 1) In a computer that can connect to ESDA v5.0.x, run the “Windows PowerShell” as an Administrator.



- 2) Execute the following command “Test-NetConnection [ESDA v5.0.x server IP address] -port [port]” (e.g. Test-NetConnection 10.15.7.91 -port 443) in “Windows PowerShell”.

```
PS C:\Windows\system32> Test-NetConnection 10.15.7.91 -port 443

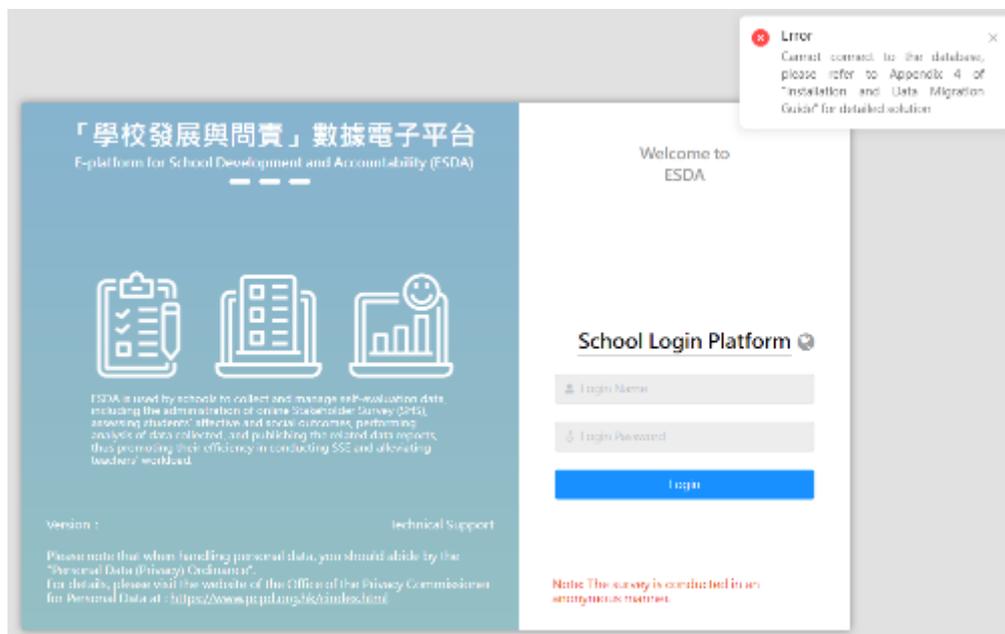
ComputerName      : 10.15.7.91
RemoteAddress     : 10.15.7.91
RemotePort        : 443
InterfaceAlias    : Ethernet0
SourceAddress     : 192.168.188.133
PingSucceeded     : True
PingReplyDetails (RTT) : 2 ms
TcpTestSucceeded  : True

PS C:\Windows\system32>
```

- 3) Ensure “TcpTestSucceeded” is “True”.
- 4) If “TcpTestSucceeded” is “False”, please check again whether the port used by ESDA v5.0.x is available or blocked by firewall, such as Windows Firewall, Antivirus software's firewall or other firewall software installed in the server.

### Appendix 4 Solution for the failure to connect SQL server

If ESDA cannot be accessed after installation or updating, System Administrator may follow the steps below to check ESDA v5.0.x.



**A. After the first installation of ESDA, the message "unable to connect to the database" appears.**

Did the school use the correct system installation tool?

Full Installation Package (**For Windows Server 2016 version or above / Windows 10 version or above**)

If an incorrect version is installed, ESDA may fail to connect to the database. Please delete the ESDA version 5.0.x and reinstall ESDA by using the correct installation package.

**B. After updating the ESDA system, the message "unable to connect to the database" appears.**

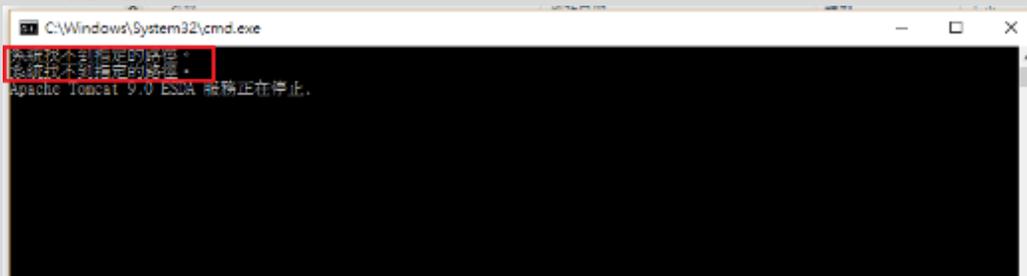
**Method 1:**

- 1) Login to the ESDA server.
- 2) In the File Explorer, open the path "C:\esda\_new" and look for a file named "PPU\_RestartTomcatService.bat". Run this file.



### Note:

- If the system displays "The system cannot find the specified path" during execution, it means that the default "Apache Tomcat 9.0 ESDA" path cannot be found on the ESDA server to restart the service. Please proceed to **Method 2**.

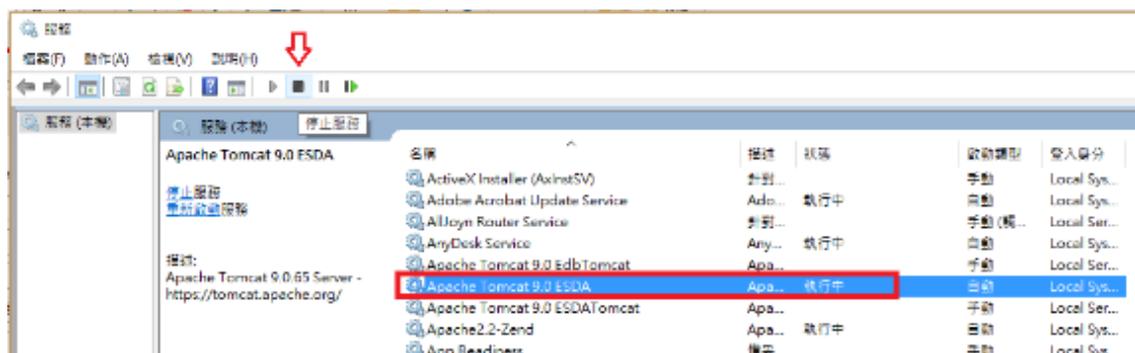


- If the execution file cannot be found, please proceed to **Method 2**.

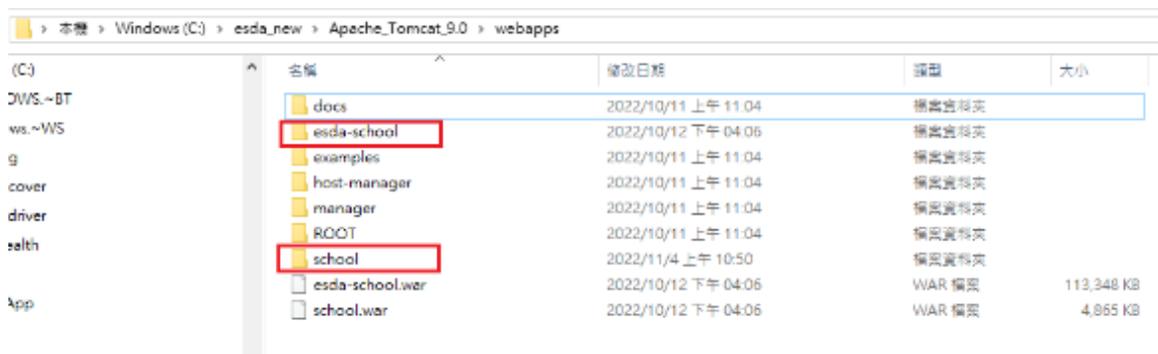
- 3) Wait for about 1 minute, then browse the ESDA system again (e.g., <https://localhost/school>).

### Method 2:

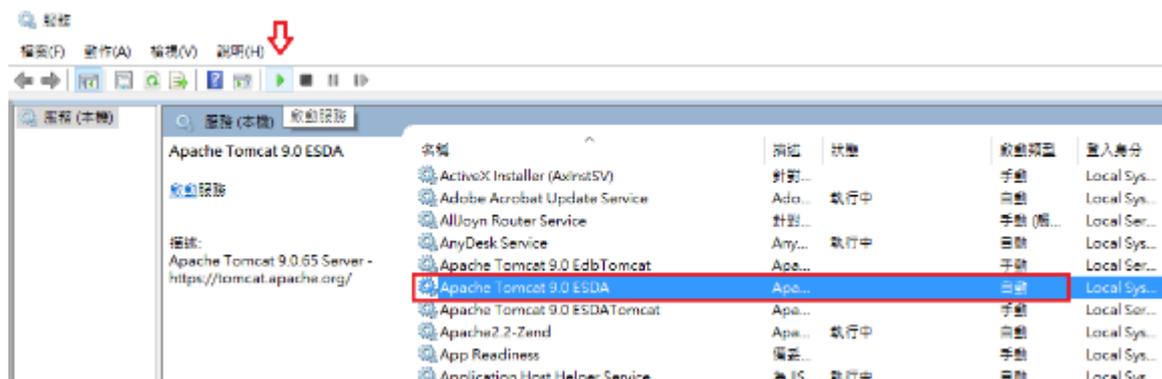
- 1) Login to the ESDA server.
- 2) Select "Apache Tomcat 9.0 ESDA" and click "Stop Service".



- 3) In the File Explorer, open the path "C:\esda\_new\apache-tomcat-9.0\webapps". Delete the folders "esda-school" and "school".



- 4) Go to "Services", select "Apache Tomcat 9.0 ESDA", and click "Start Service".



- 5) Wait for about 1 minute, then browse the ESDA system again (e.g., <https://localhost/school>).

**Note:**

If the above methods cannot help solve the problem, please contact the Indicators Section of the EDB.

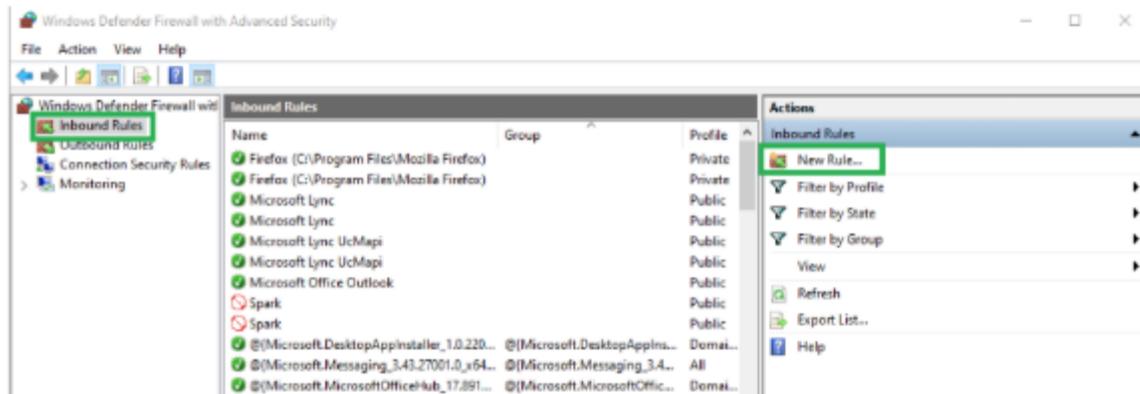
## Appendix 5 Enable Port 443 on Windows

If ESDA cannot be accessed via the school intranet, please enable Port 443 on Windows. To enable Port 80, 443, you need to add these to the Windows Firewall.

- 1) Go to Firewall Control Panel by selecting “Start” > “Run”, and type “firewall.cpl”. Click “Advanced Settings” on the left side.



- 2) Click on “Inbound Rules” showing on left side.



- 3) Under the “Action”, click on “New Rule” on the right-side panel.

- 4) A new window pop-up, please choose “Port” and click the “Next” button.

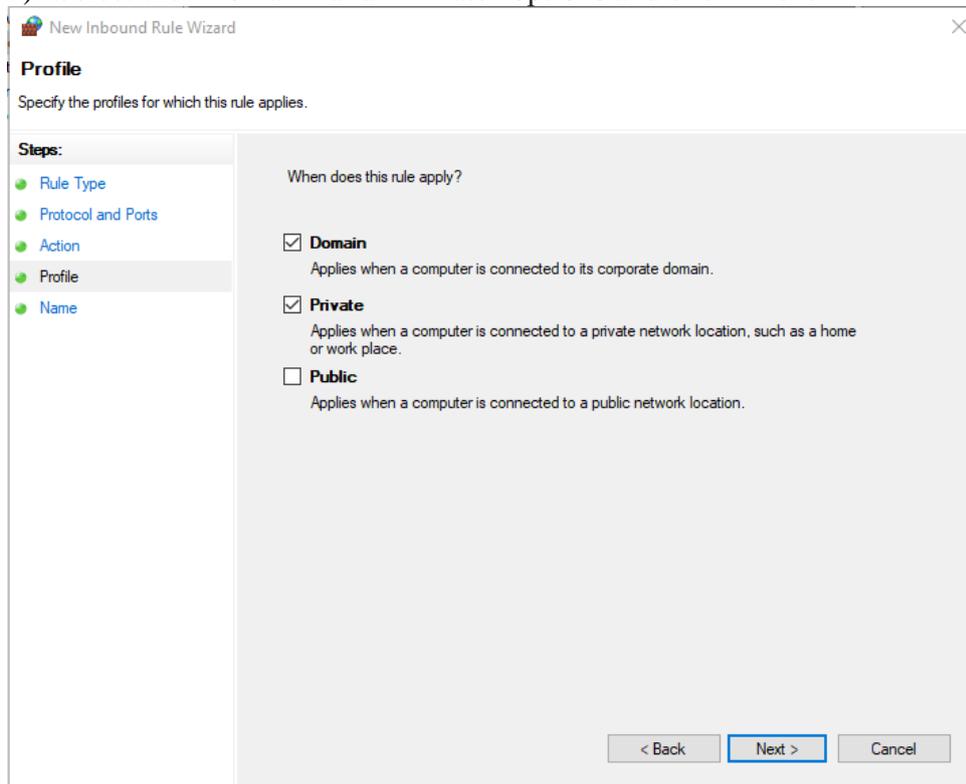
5) Select “TCP” and “Specific local ports” and fill in “80, 443” and click “Next”.

The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Protocol and Ports' step. The title bar reads 'New Inbound Rule Wizard' with a close button. The main heading is 'Protocol and Ports' with the instruction 'Specify the protocols and ports to which this rule applies.' On the left, a 'Steps:' pane lists 'Rule Type', 'Protocol and Ports', 'Action', 'Profile', and 'Name'. The main area contains two questions: 'Does this rule apply to TCP or UDP?' with radio buttons for 'TCP' (selected) and 'UDP'; and 'Does this rule apply to all local ports or specific local ports?' with radio buttons for 'All local ports' and 'Specific local ports:' (selected). The 'Specific local ports:' text box contains '443' and has an example 'Example: 80, 443, 5000-5010' below it. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

6) Select “Allow the connection” and click “Next”.

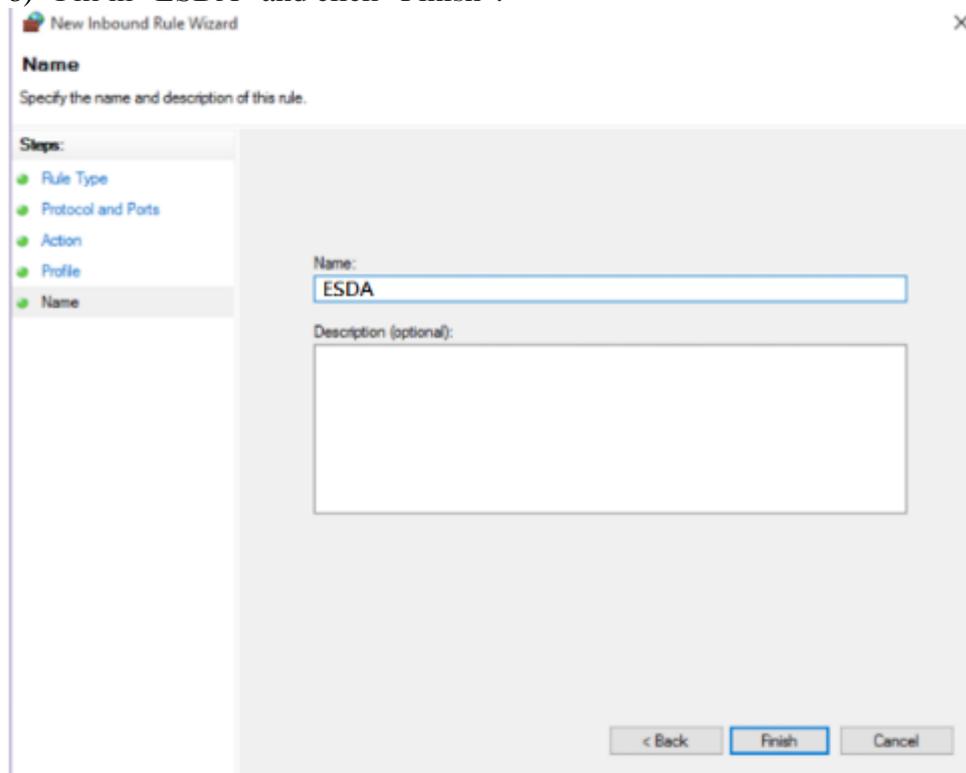
The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Action' step. The title bar reads 'New Inbound Rule Wizard' with a close button. The main heading is 'Action' with the instruction 'Specify the action to be taken when a connection matches the conditions specified in the rule.' On the left, a 'Steps:' pane lists 'Rule Type', 'Protocol and Ports', 'Action', 'Profile', and 'Name'. The main area contains the question 'What action should be taken when a connection matches the specified conditions?' with three radio button options: 'Allow the connection' (selected), 'Allow the connection if it is secure', and 'Block the connection'. The 'Allow the connection' option has a description: 'This includes connections that are protected with IPsec as well as those are not.' The 'Allow the connection if it is secure' option has a description: 'This includes only connections that have been authenticated by using IPsec. Connections will be secured using the settings in IPsec properties and rules in the Connection Security Rule node.' Below this is a 'Customize...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

7) Select the “Domain” and “Private” options and click “Next”.



The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Profile' step. The title bar reads 'New Inbound Rule Wizard'. The main heading is 'Profile' with the instruction 'Specify the profiles for which this rule applies.' On the left, a 'Steps:' list includes 'Rule Type', 'Protocol and Ports', 'Action', 'Profile', and 'Name', with 'Profile' selected. The main area is titled 'When does this rule apply?' and contains three options: 'Domain' (checked), 'Private' (checked), and 'Public' (unchecked). Each option has a brief description: 'Domain' applies when connected to a corporate domain, 'Private' applies to private network locations like home or work, and 'Public' applies to public network locations. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8) Fill in “ESDA” and click “Finish”.



The screenshot shows the 'New Inbound Rule Wizard' dialog box, specifically the 'Name' step. The title bar reads 'New Inbound Rule Wizard'. The main heading is 'Name' with the instruction 'Specify the name and description of this rule.' On the left, a 'Steps:' list includes 'Rule Type', 'Protocol and Ports', 'Action', 'Profile', and 'Name', with 'Name' selected. The main area has a 'Name:' label followed by a text box containing 'ESDA'. Below it is a 'Description (optional):' label followed by a larger empty text box. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'.

-- End --