

ECA Promotion Fair

Instruction Manual



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Management Team

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A special thank you goes to Kingo for his brilliant idea of revamping the system, which served as the catalyst that ignited my passion to create this programme and setting up data management team. His visionary thinking and innovative approach inspired me to pursue my dream of becoming an engineer, and I am forever indebted to him for his influence on my life's trajectory.

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To the remarkable individuals who were part of the data management team, your contributions have been my proudest policy. Witnessing the team's continued success fills me with immense pride, and I am grateful for the dedication and hard work each team member has put forth.

Additionally, I want to extend my heartfelt thanks to Peter Leung, Simon Yeung, and Gary Ho for their cooperation in effecting positive changes from the school's perspective. Their support and endorsement of our initiatives have been essential in advancing the interests of the student association.

Although I have already graduated from La Salle for 6 years, and since then being treasurer of the Engineering Union at Imperial. I am forever grateful for the support and encouragement of Cecilia Tang as teacher advisor throughout my tenure as treasurer. Her guidance and unwavering belief in me have been instrumental in my growth and development.

To all those mentioned above and anyone else who has been part of my journey, thank you from the bottom of my heart. Each of you has left an indelible mark on my life.

Abstract

The ECA Promotion Fair Programme is a student-driven initiative that was initially introduced by the school. However, due to the presence of multiple bugs and limitations in checking certain requirements, certain class years of students were unable to sign up for desired activities. In response, the student association assumed control of the programme in 2016 and has been managing it ever since. Over the years, the student association has made significant improvements to the system, ensuring a seamless and inclusive registration process for all students.

In 2023, a web application was developed to enhance the programme's efficiency and accessibility. This web application serves as a centralised platform for students to explore and enroll in a diverse array of ECA, fostering a vibrant and engaging campus community.

One of the most significant outcomes of this programme is the establishment of the data management team within the finance committee. This team plays a vital role in maintaining accurate and up-to-date records of student participation, ensuring transparency and efficiency in financial transactions related to the activities.

The ECA Promotion Fair Programme and the subsequent development of the web application have become a cornerstone of student life, providing ample opportunities for personal growth, skill development, and social interaction beyond the classroom. The continued success of this programme underscores the commitment of the student association to enhance the overall student experience and foster a strong sense of belonging within the institution.

1 Introduction

The Extra-Curricular Activities (ECA) Promotion Fair was held annually in September. Due to complicated requirements made across different forms, it was certainly challenging to keep an eye on the clubs chosen by the student and ensuring that they have met their requirements when they went pass the cashier, which in the past few years required a lot of tidying up work. It is hoped that with the establishment of this system, it could minimise man-made errors, speed up process and improve the student association's working efficiency during the promotion fair.

2 Setup

The ECA promotion fair requires printed material such as the student slip and club barcode labels to distribute to students and clubs respectively during the fair and electronic material such as student, club and requirement information to import into the web application (Web App) for data handling.

2.1 Printed Material

2.1.1 Club Labels

The following programme is not created by me, but might as well include in this for instruction purposes. You can use old club code labels if there aren't any changes to the club list.

1. Open web browser and head-on to the following website : <https://wwwavery.co.uk>
2. Go to Templates ⇒ Avery Design & Print depicted in Figure 1
3. Click Start Design & Print shown in Figure 2
4. Enter “3666” into the text field as shown in figure 3
5. Choose the horizontal blank template and press the button “Select this Design” illustrated in Figure 4
6. Start off by creating a barcode, go to QR and Barcodes ⇒ Create as shown in Figure 5
7. Ensure the Industry Standard Format is : Code 39 (Shown in Figure 6)
8. Then Input Respective Club Code (e.g. CA01) (Shown in Figure 6)
9. Click the “Finish” button upon completion.
10. Drag the barcode image with the cursor and ensure the grid-lines provided are perfectly centred in the middle pictured in Figure 7

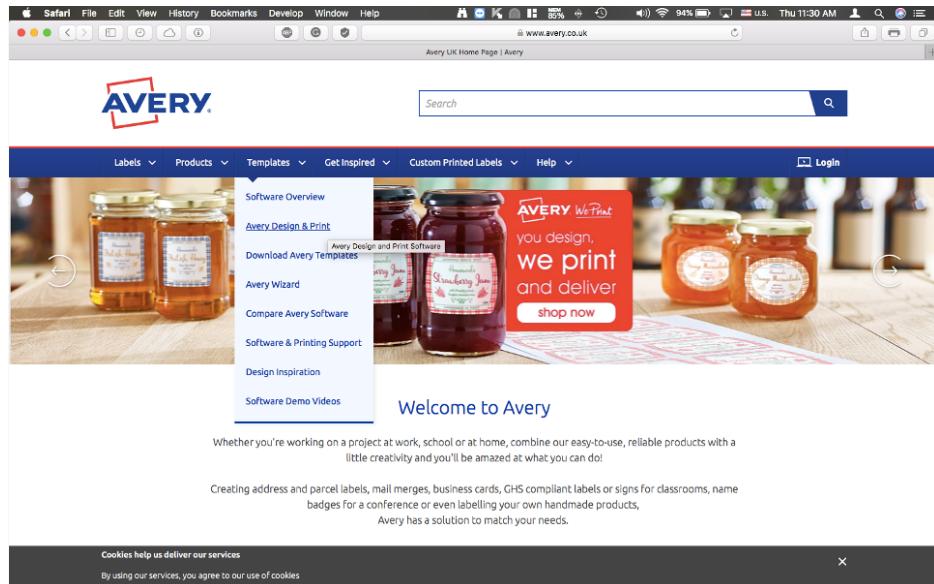


Figure 1: Avery Website Landing Page

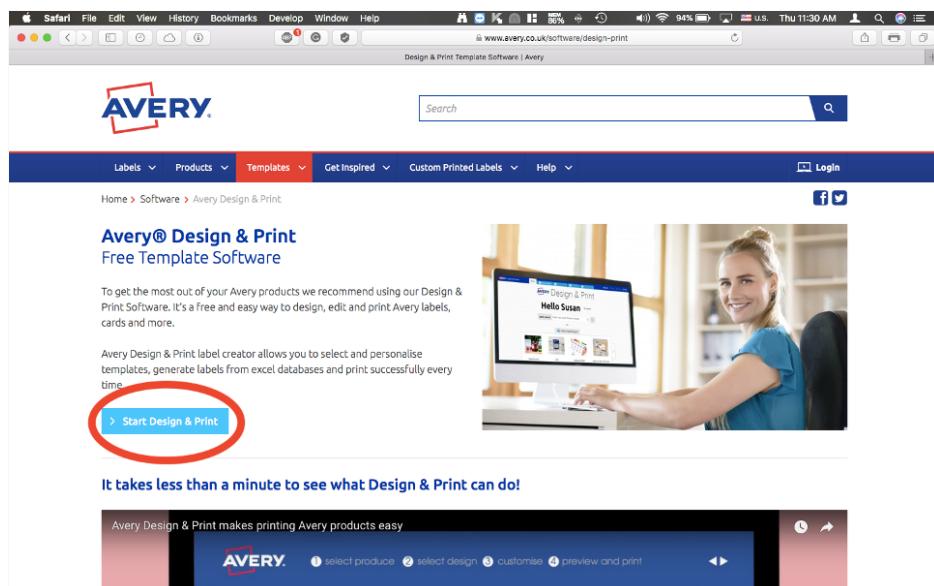


Figure 2: Select Avery Design & Print

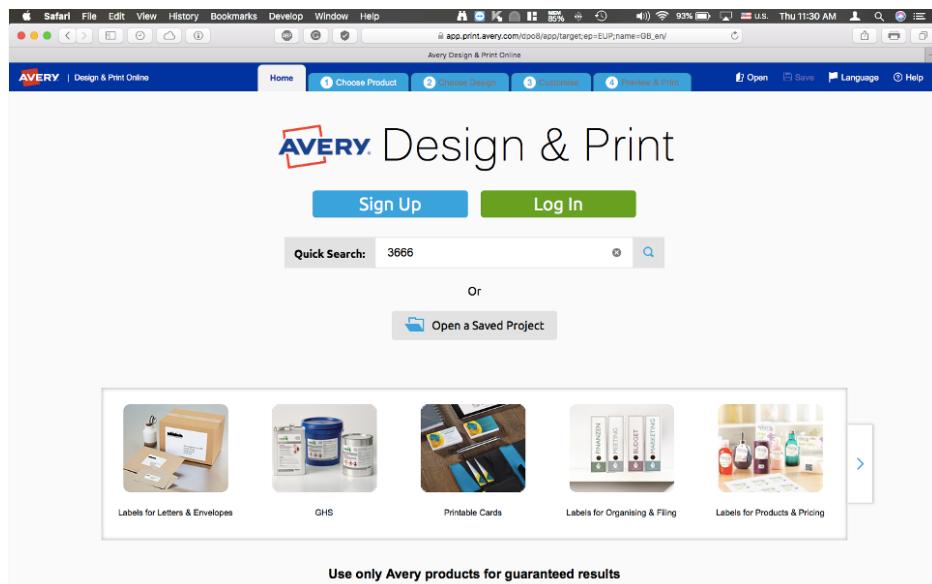


Figure 3: Enter 3666 into the model search tool

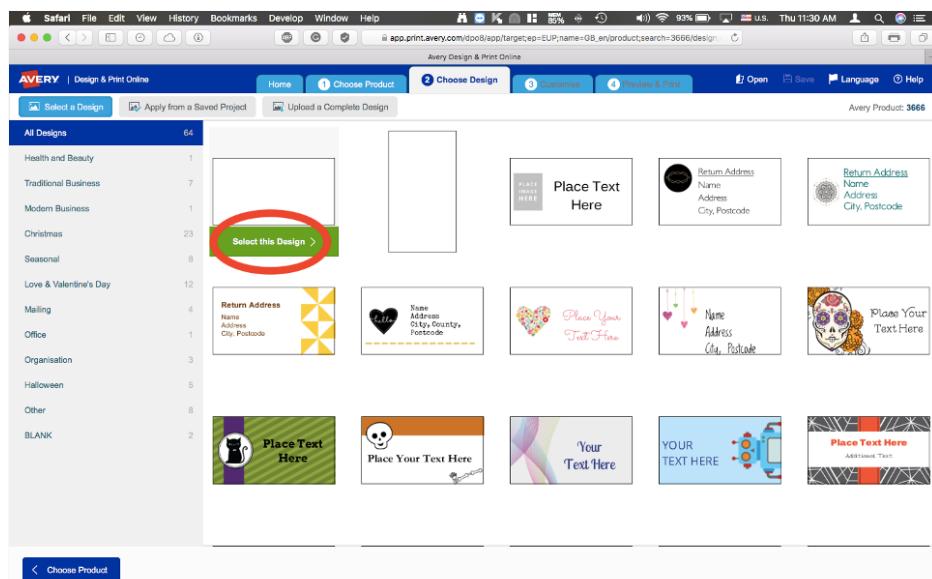


Figure 4: Select Design Template from Design Editor

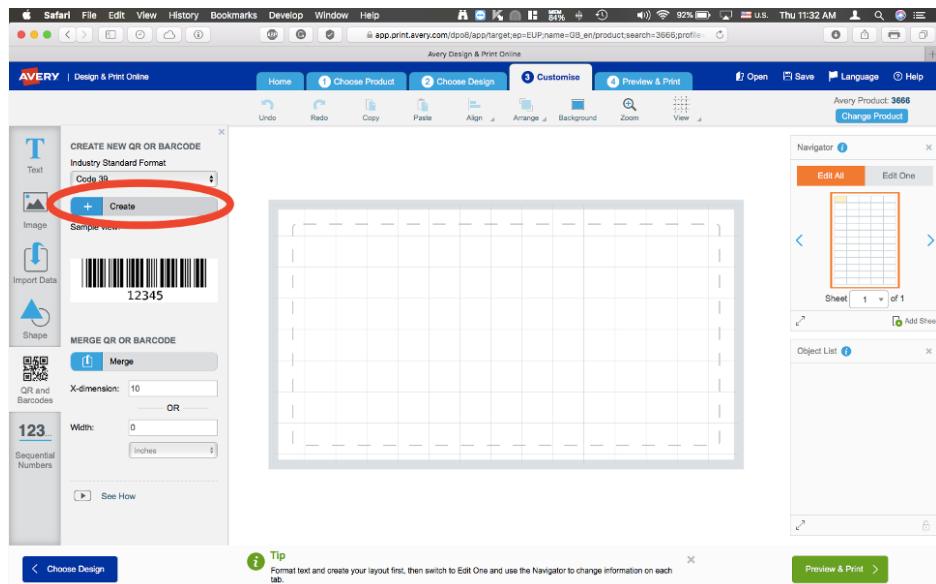


Figure 5: Create Barcode in Editor

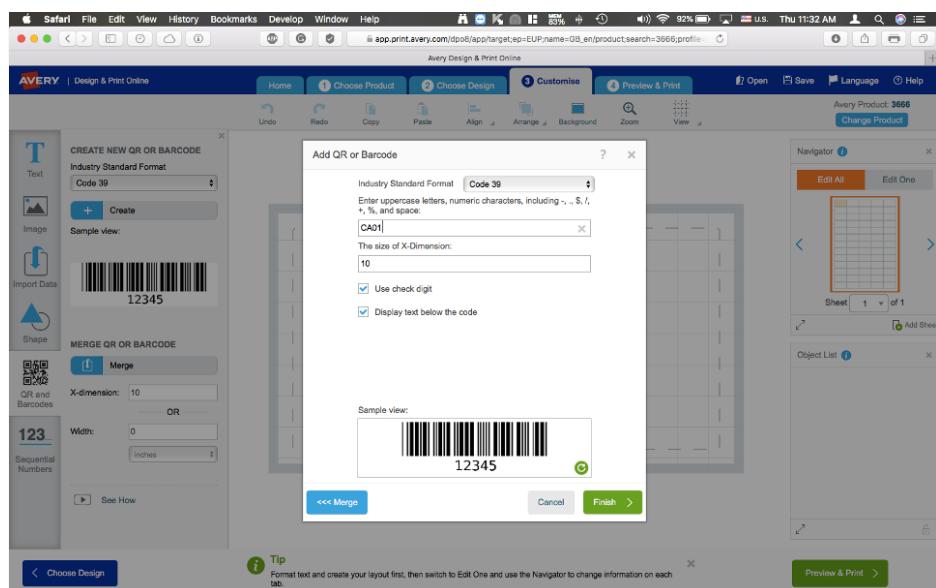


Figure 6: Enter Information into Barcode Editor

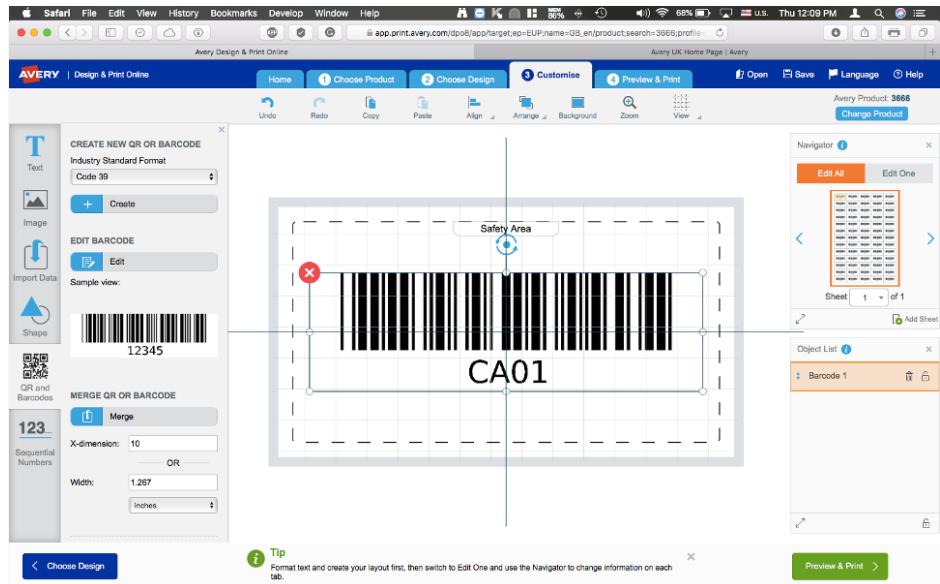


Figure 7: Align and resize barcode to the centre of the design area and within the safety area

11. Add Caption (Club Name) under the Club Code as shown in Figure 2.9.(Caution: if the text is too large, and the text exceeds the grey enclosed box, adjust the font size and ensure that the text box is within the grey enclosed box.) (See Figure 8 and 9)
12. Use “Middle” and “Centre” to make the text perfectly aligned circled in Figure 10
13. Click “Preview & Print” button circled in Figure 9
14. Click “Print” as shown in Figure 11
15. Click “Don’t Save”
16. Click “Download PDF”
17. Rename the PDF file to its respective Club Code
18. Send all changed club codes to the ECA Coordinator for printing. (Note: if the printing is not aligned well try tweaking printing scale to 100%)

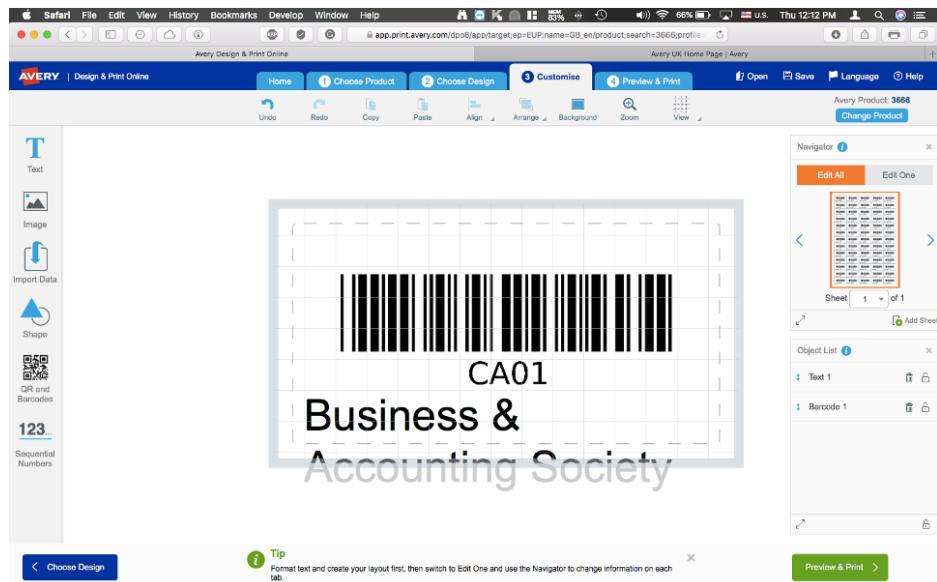


Figure 8: It is shown here that the caption text exceeds the enclosed box

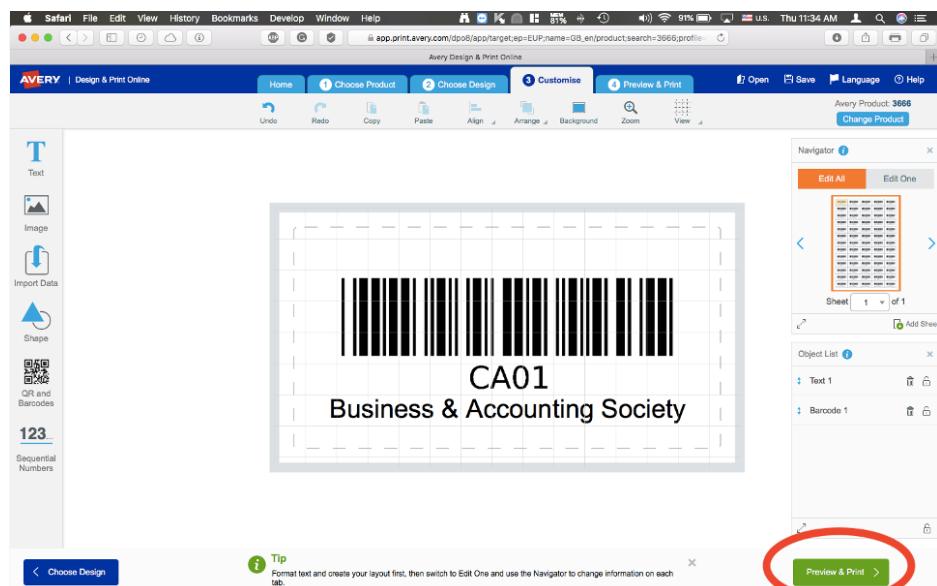


Figure 9: Resize text to ensure the text fits within the grey dotted line



Figure 10: Alignment options in design editor

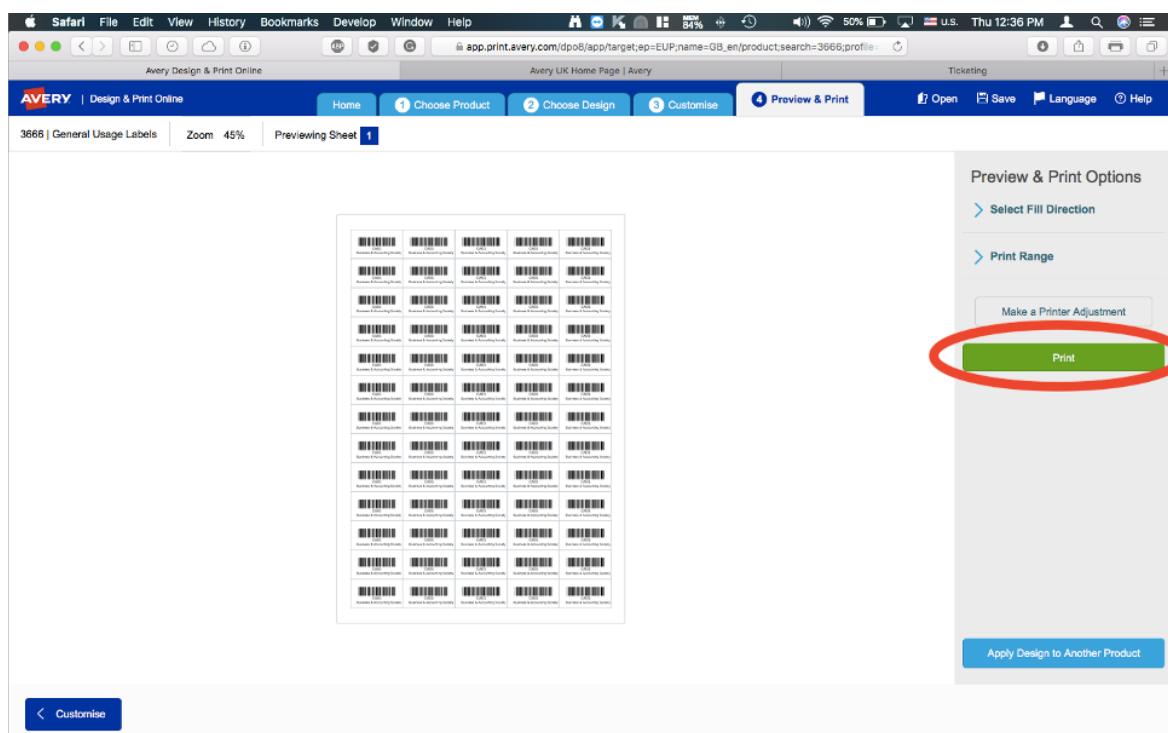


Figure 11: Click Print for exportation

2.1.2 Student Slip

Files Required:

- ttf - Name: “fre3of9x.ttf”
- xlsx/xlsm - Class List from ECA coordinator
- xlsm - Name: “ECA Student Slip Programme v2.xlsm”

1. Install the font (fre3of9x.ttf) on to your computer
2. Open and check the Class List has a sheet name “ClassList” (case sensitivie) as shown in Figure 12



Figure 12: Make sure that the summarised sheet's name is **ClassList**

3. Close the Class List
4. Open the macro “ECA Student Slip Programme v2.xlsm”
5. Click Enable Macro if prompted shown in figure 13

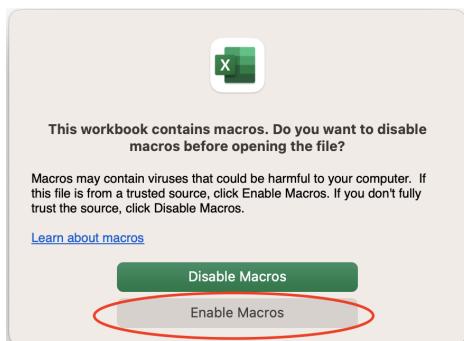


Figure 13: Enable Macro

6. Click the Developer Tab (if not found, instructions can be found on Microsoft’s Support page [Link](#))
7. Click the Run Macro button shown in Figure 14
8. Select main and Click Run shown in Figure 15
9. A file dialog should pop up, Select the Class List and continue as illustrated in Figure 16

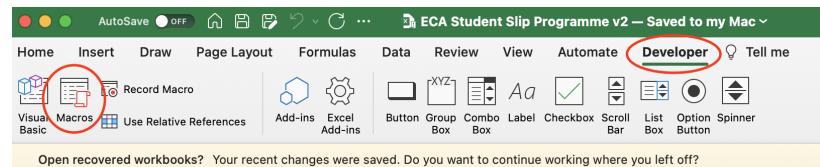


Figure 14: Click on Run Macro under Developer Tab

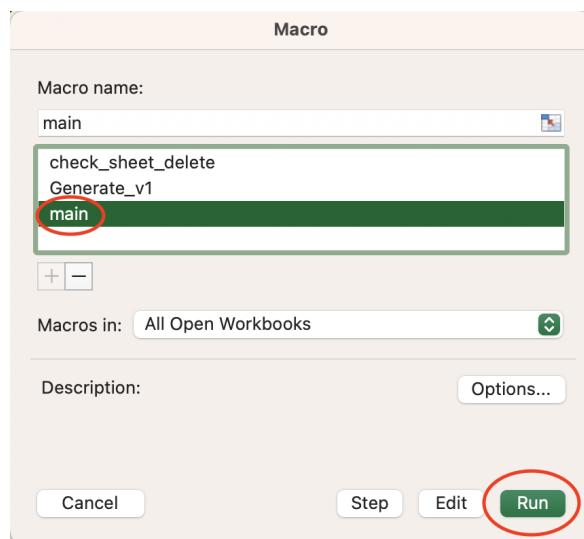


Figure 15: Select main and Click Run

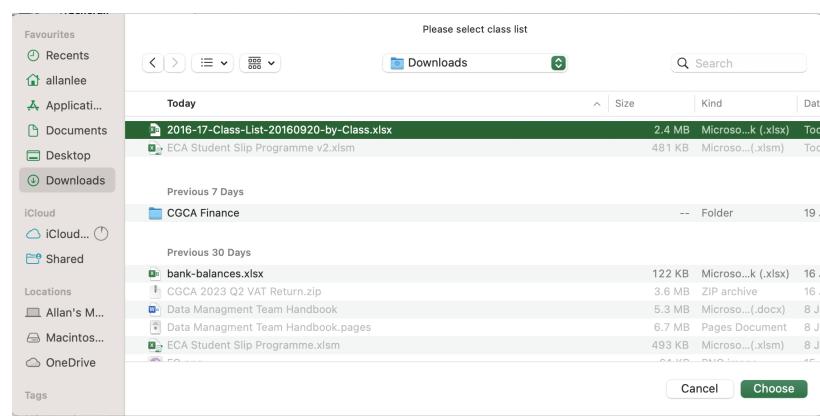


Figure 16: Select file and click Choose

10. The programme is currently generating the student slip, it is normal if Excel is not responding. (Macintosh would take longer to process than Windows)
11. Upon completion, the exported student slip should look similar to Figure 17

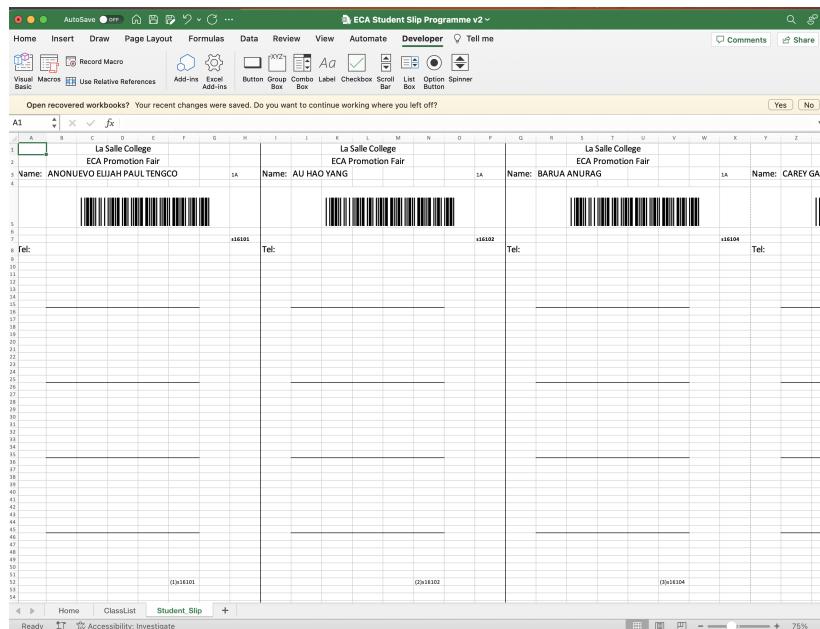


Figure 17: The “Student_Slip” sheet should look like this

12. Enter Page Break Preview by clicking the button in the right bottom corner as reflected in Figure 18



Figure 18: Enter Page Break View by clicking the circle button

13. Change to orientation of the page from Portrait to Landscape by Going to Page Layout ⇒ Orientation ⇒ Landscape as shown in Figure 19.
14. The default page breaks recommended by Excel will show similar to Figure 20
15. Adjust the page break Line as shown in Figure 1.14. The result is to make sure three student slips can fit in one page shown in Figure 21
16. Enter Print Dialog to see the print preview shown in Figure 22
17. Select Save as PDF from the print dialog options seen in Figure 23
18. The PDF is now created and is ready to be printed out

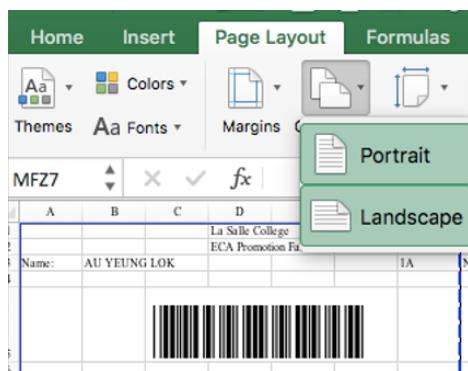


Figure 19: Changing the page layout to landscape

		Page 1		Page 3		Page 5	
1	Name: AU YEUNG LOK	La Salle College ECA Promotion Fair	IA	Name: BEN GUERRA SAMI	La Salle College ECA Promotion Fair	IA	Name: CHAN BHU FUNG JEFFREY
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
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26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
		(1)17101		(2)17103		(3)17109	

Figure 20: Default Page Break

		Page 1					
1	Name: AU YEUNG LOK	La Salle College ECA Promotion Fair	IA	Name: BEN GUERRA SAMI	La Salle College ECA Promotion Fair	IA	Name: CHAN BHU FUNG JEFFREY
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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29							
30							
31							
32							
33							
34							
35							
36							
		(1)17101		(2)17103		(3)17109	

Figure 21: Desired Page Break Rearrangement

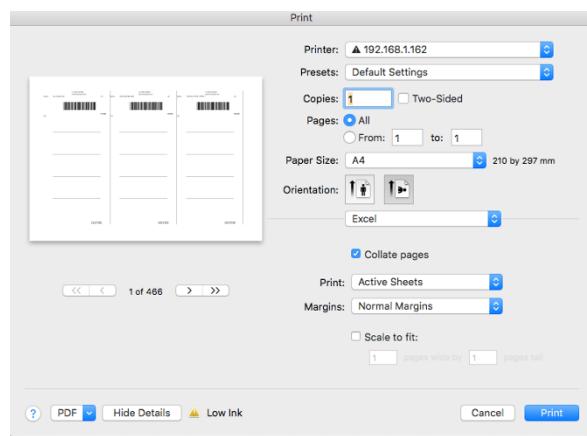


Figure 22: Print Dialog Window

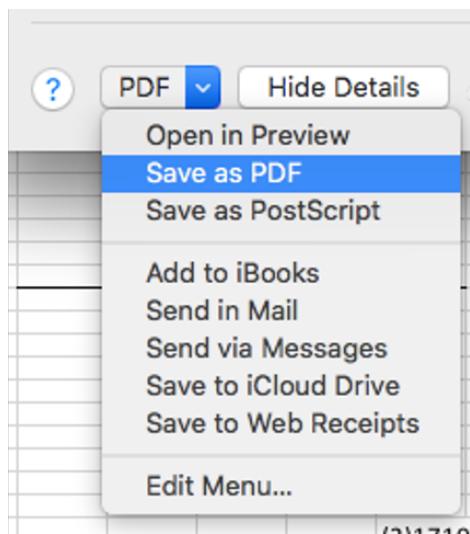


Figure 23: Save PDF from the Print Dialog

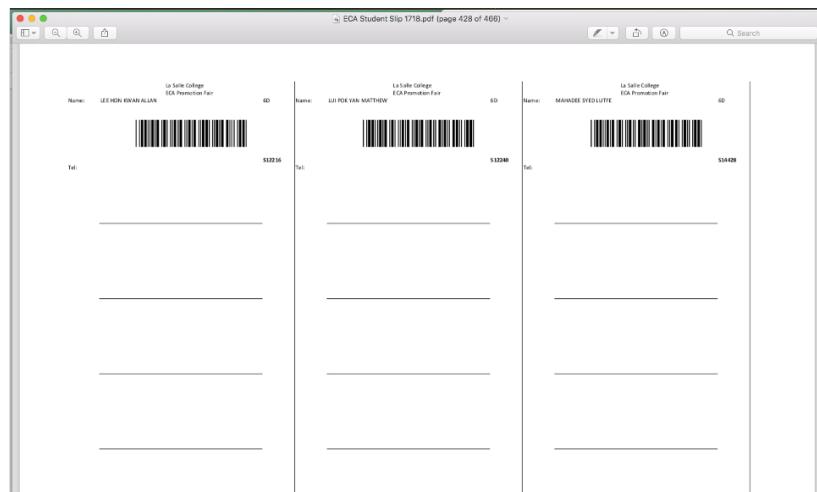


Figure 24: Exported Student Slip in PDF Format

Note: The script has parsed a list ready for exportation in section 2.2.1, it is recommended to save the current workbook to prevent data loss.

2.2 Electronic Material

This section entails the requirements needed to initialise the web application used in section 2.3

2.2.1 Student Database

File Required:

- xlsm - Name: “ECA Student Slip Programme v2.xlsm” after use in section 2.1.2

1. Open the workbook “ECA Student Slip Programme v2.xlsm” after execution of the auto parsing script in section 2.1.2
2. Locate the sheet named “ClassList”
3. Select the sheet and save the sheet as CSV format in the desired location shown in Figure 25

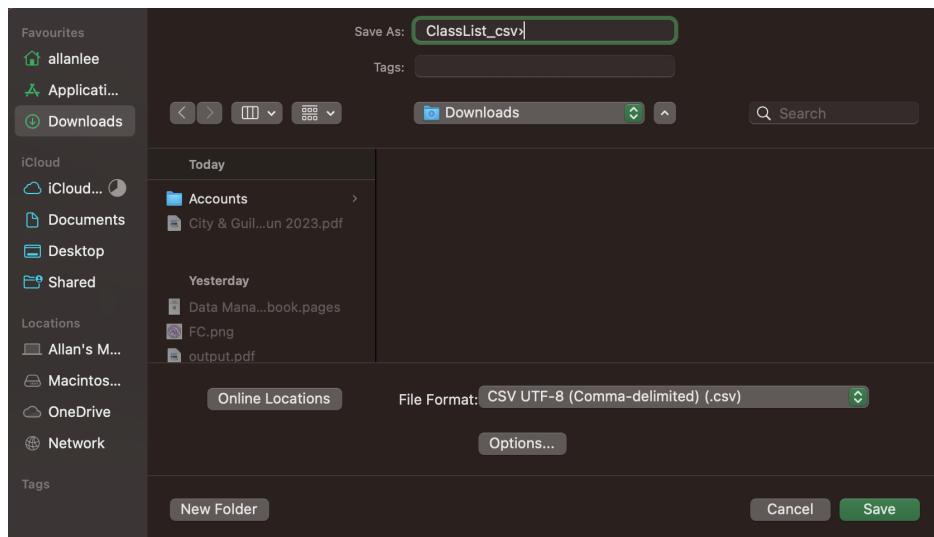


Figure 25: Saving sheet into csv format

4. Click OK if a warning is prompted for exportation of a sheet from a multiple sheet workbook shown in Figure 26

The expected template of the exported “ClassList” in csv format is shown in table 1.

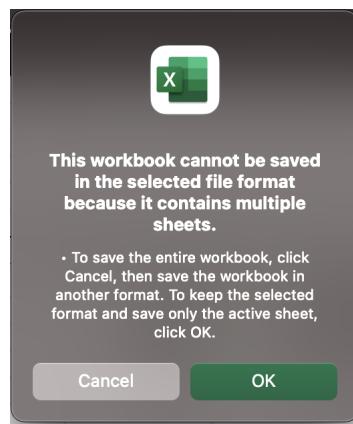


Figure 26: Click OK for multiple sheet exportation to csv warning

ClassLevel	RegNo	Class	ClassNo	StudentName_Chi	StudentName_Eng
S5	s12216	5D	22	李翰君	LEE HON KWAN ALLAN

Table 1: Class List example template

2.2.2 Requirement Database

File Required:

- csv - Name: “req.csv.csv”

In this section, it entails the template required in setting up the requirement checks for each form class in the system, an existing template listed above can be used.

Create/Edit the csv file in any editor that you prefer (e.g. Excel, Numbers, NotePad++

ClassLevel	No. of Academic	No. of Cultural	No. of Interest	No. of Service	No. of Sports	Min Clubs	Max Clubs
S1	0	1	0	1	1	3	4
S2	0	0	0	0	0	2	3
S3	0	0	0	0	0	2	3
S4	0	0	0	0	0	2	3
S5	0	0	0	0	0	0	3
S6	0	0	0	0	0	0	3

Table 2: Class List example template

etc). It is important that the file is saved in the **CSV** format.

2.2.3 Club Database

File Required:

- csv - Name: “clubs.csv.csv”

In this section, it entails the template required to create the list of clubs available for sign up, an existing template listed above can be used.

The general rule of thumb is as follows:

The header rows must be kept, and the data columns must be in the following sequence Club Code, Club Name, Fee and lastly category an example can be seen in table 3.

There are five categories in the system which it recognises:

- Academic
- Cultural
- Interest
- Service
- Sports

Club Code	Club Name	Fee	Category
CS06	Fencing Club	10	Sports

Table 3: Club List example template

Create/Edit the csv file in any editor that you prefer (e.g. Excel, Numbers, NotePad++ etc). It is important that the file is saved in the **CSV** format.

2.3 Initialisation

2.3.1 Enabling Access Permission

Note:

- Use google workspace account (La Salle Google School Account). School account is a type of google workspace account, which allows special privilege and run time when running google app scripts which is hugely beneficial for the operation efficiency.
- Enable access to all working personnel involved in the promotion fair. The access authorisation is only asked once, and the user can use other tabs within the web app.

1. Login to a google account with your browser (preferably school google account)
2. Visit <https://eca.lscsa.com.hk> (Username:lscsafc)(Password: dmteam@2016)
3. Click any other tabs except the Home page

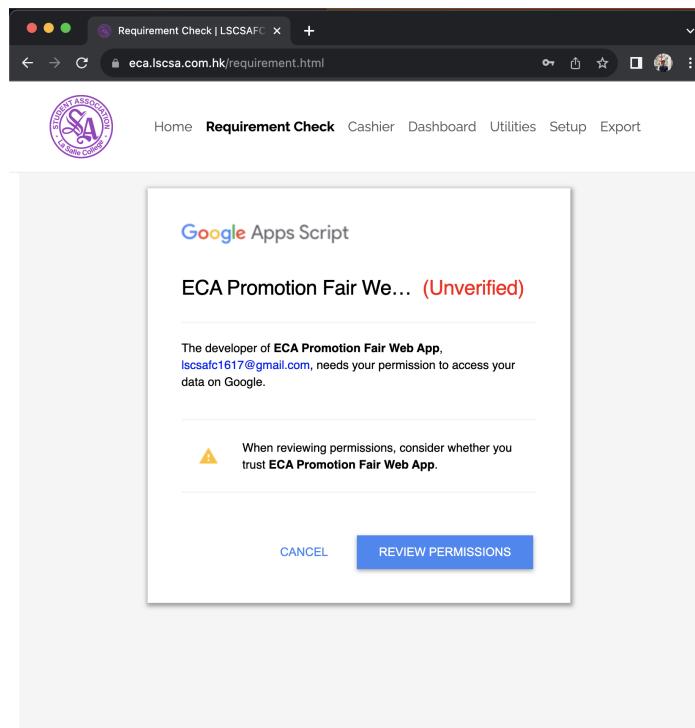


Figure 27: Landing Page of Access Permission

4. Click "Review Permissions" as shown in Figure 27

5. A pop-up window will show up prompting selection of google account shown in Figure 28
6. Choose and click your school google workspace account

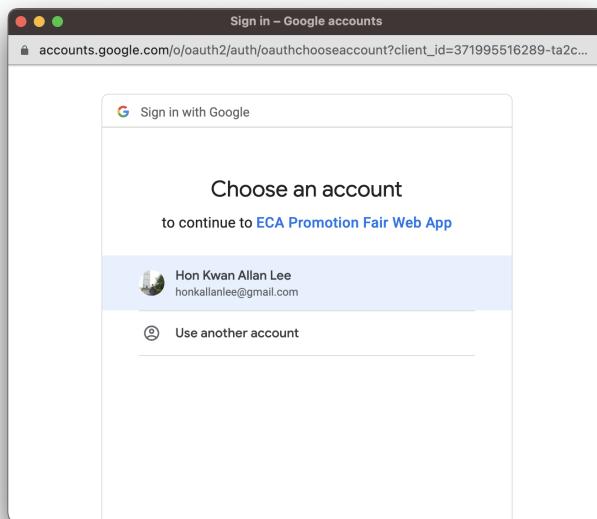


Figure 28: Choose Google account to authorise access permissions

7. The pop-up window will be redirected to a page shown in Figure 29
8. Click Advance
9. Scroll down to the bottom of page as shown in Figure 30
10. Proceed by clicking “Go to ECA Promotion Fair Web App (unsafe)”
11. Finally, you will be redirected to the access authorisation page, scroll down and click “Allow” shown in Figure 31
12. The Web App is now activated

2.3.2 Importing Database

File Required:

- csv - Class List from section 2.2.1
- csv - Requirement List from section 2.2.2
- csv - Clubs List from section 2.2.3

1. Navigate to Setup tab

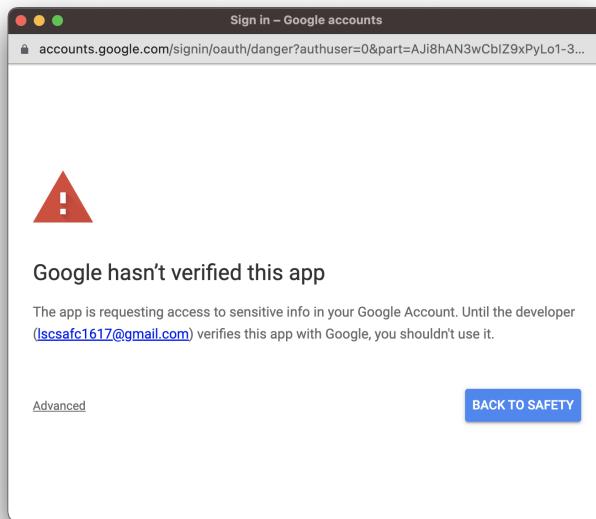


Figure 29: Safety Access Page

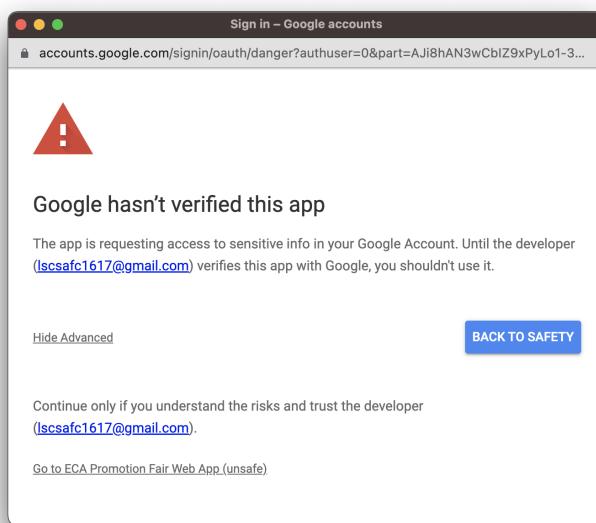
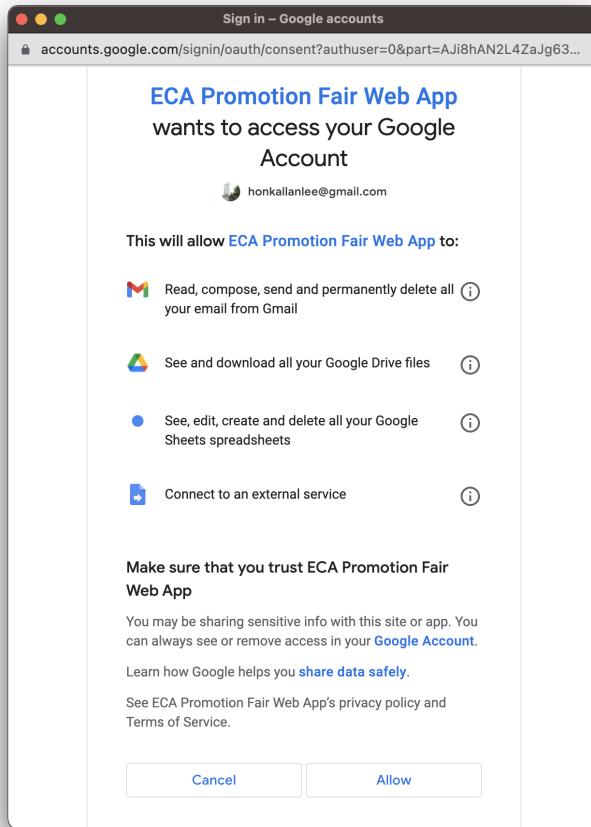


Figure 30: Authorising safety access check

**Figure 31:** Authorising web app

STUDENT ASSOCIATION
ECA FAIR

Home Requirement Check Cashier Dashboard Utilities **Setup** Export

⚠ Proceed with Caution
This initialisation will wipe all data in the database, do not use during the fair.

<input type="file"/> Student Database File ID(Google Drive Only)	Upload Method Choose your option	<input type="button" value="Upload"/>
<input type="file"/> Requirement File ID (Google Drive Only)	Upload Method Choose your option	<input type="button" value="Upload"/>
<input type="file"/> Club List File ID (Google Drive Only)	Upload Method Choose your option	<input type="button" value="Upload"/>
FC Chairman Name		
FC Chairman Mobile		
FC Contact Email		

Figure 32: Set Up Landing Page

2. Choose upload method for each file

Note: You can upload the CSV either via File Upload or Upload Link

Caveat! Upload link must be a file ID from Google Drive

File ID: To identify the file id of a file in a google drive, it will be in the following template: “drive.google.com/file/d/file-id/view”

3. Upload File/Link

Link: Upload file to Google Drive and paste shareable link to the text field on the left

File: Press the file upload icon on the right and navigate the file in the file dialog utility window

4. Fill out contact information as accordingly, for email either Finance Committee or personal E-mail can be used

Note: This contact information is used in the email confirmation after check-out for enquiries or amendments to club choices

5. Click Initialise when ready

6. Wait for 10 seconds or more

7. Press Download to preview the database

8. Check database against own records for errors

3 Web App

3.1 Requirement Check

3.1.1 Data Entry

The screenshot shows the 'Requirement Check' tab selected in the header. The main area contains fields for student registration number, name, telephone, and class details. Below these are four rows for club information, each with a number, club name, category, and fee. At the bottom are 'SUBMIT' and 'RESET' buttons, and a summary of the total fee.

Figure 33: Requirement Check Counter Landing Page

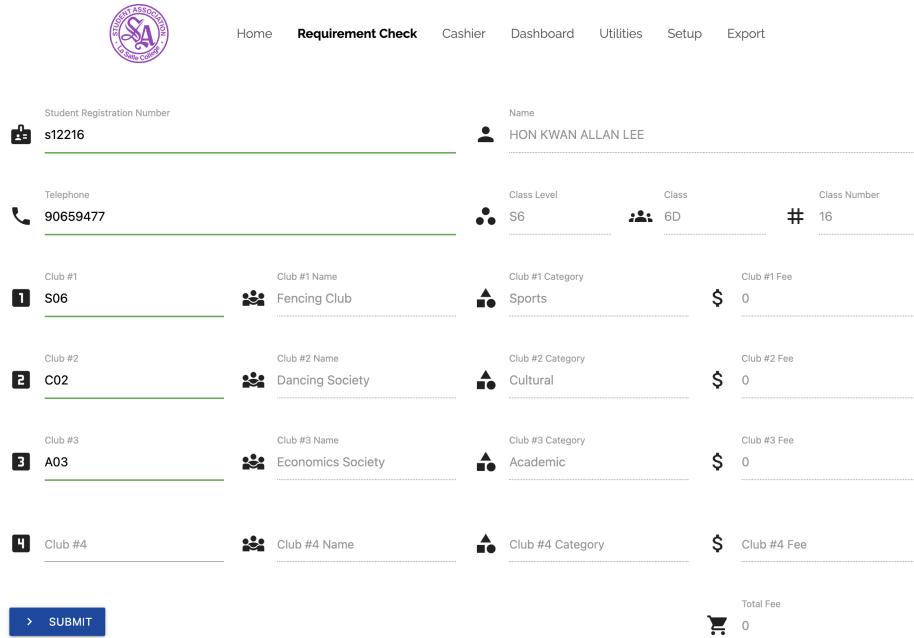
This section provides advanced information for previous club entries. It includes six categories with progress bars and four previous club entries with their respective fees and price differences.

Figure 34: Requirement Check Counter Advanced Information

1. Navigate to Requirement Check tab
 2. Enter student registration number into the field via barcode scanner or keyboard
- Note:** The page will automatically populate the student information
3. Enter phone number and club code as accordingly

Note: The page will automatically populate the club information on matching club codes

4. Click Submit
5. Upon successful entry and requirements met, a message will pop-up and the page will be refreshed ready for next entry



The screenshot shows a web application interface for 'Requirement Check'. At the top, there's a logo for 'STUDENT ASSOCIATION' and a navigation bar with links: Home, Requirement Check (which is highlighted in blue), Cashier, Dashboard, Utilities, Setup, and Export.

Below the navigation, the student registration number is listed as 's12216'. To the right, the student's name is shown as 'HON KWAN ALLAN LEE'.

Under 'Telephone', the number '90659477' is entered. To the right, it shows 'Class Level' as 'S6', 'Class' as '6D', and 'Class Number' as '# 16'.

The 'Requirement Check' section contains four rows for club selection:

- Club #1:** Selected club is 'S06' (Fencing Club). Category is 'Sports' and fee is '\$ 0'.
- Club #2:** Selected club is 'C02' (Dancing Society). Category is 'Cultural' and fee is '\$ 0'.
- Club #3:** Selected club is 'A03' (Economics Society). Category is 'Academic' and fee is '\$ 0'.
- Club #4:** Club name is listed but no club code is selected. Category is listed but no fee is specified.

At the bottom left is a 'SUBMIT' button, and at the bottom right is a 'Total Fee' summary showing '0'.

Figure 35: Requirement data entry

Pro Tip:

The web app features an auto next function, the selected text field will go to the next field when it detects return or tab key.

When using a barcode scanner, it should automatically select the next available text field after successful read of barcode, whilst for keyboard users pressing return or tab key after data entry would do the same.

3.1.2 Requirement Check

The bottom of the page shows the requirement to check the progress of current registration, data is only entered upon all progress bars in full shown in Figure 36. If the progress bar is not in full as illustrated in Figure 37, the requirement needs to be met to proceed.



Figure 36: Requirement Check Success



Figure 37: Requirement Check Failed

3.1.3 Amendment

In the event of a data entry needs to be amended, the advanced information section of the page entails previously entered club information, data can be amended by overwriting using the same process instructed in section 3.1.1.



Figure 38: Previous Data Entry and Calculated Price Difference

A price difference is calculated on the fly and the staff is asked to be aware of this if the student has already paid. There is no recovery of data once the data has been overwritten.

3.2 Cashier

3.2.1 Checkout

The screenshot shows the 'Cashier' tab selected in the top navigation bar. The student registration number 's12216' is entered in the barcode scanner field. The student's name is listed as 'HON KWAN ALLAN LEE'. Below this, there are four sections for club fees:

- Club #1:** Fencing Club, \$0, Sports Category
- Club #2:** Club #2 Name, \$ Club #2 Fee, Club #2 Category
- Club #3:** Club #3 Name, \$ Club #3 Fee, Club #3 Category
- Club #4:** Club #4 Name, \$ Club #4 Fee, Club #4 Category

The total amount is listed as \$0. A 'Paid' field is present for optional input. At the bottom is a purple button labeled 'SEND CONFIRMATION'.

Figure 39: Cashier landing page

1. Go to Cashier tab
2. Enter student registration number into the field via barcode scanner or keyboard

Note: The page will automatically populate all information

3. Checkout amount can be seen in the “Total” field

Optional: The “Paid” field is optional input for calculation of change if needed

4. Click Send Confirmation to send out the confirmation email

3.2.2 Email Confirmation

An email will be sent to the client automatically with a similar template as shown in figure 41:

The screenshot shows a web-based application interface for managing club fees. At the top, there is a circular logo with the letters 'SA' and the text 'STUDENT ASSOCIATION' and 'ECA FAIR CASHIER'. Below the logo, a navigation bar includes links for Home, Requirement Check, **Cashier**, Dashboard, Utilities, Setup, and Export.

The main content area is titled 'CASHIER CHECKOUT INFORMATION'. It contains several input fields:

- Student Registration Number:** An input field with a person icon.
- Name:** An input field with a person icon.
- Email:** An input field with an envelope icon.
- Class:** An input field with a people icon.
- Class Number:** An input field with a hash tag icon.

Below these are four sets of fields labeled 1 through 4, each consisting of a name input, a fee input, and a category input:

- Club #1 Name:** Input field 1.
- Club #1 Fee:** Input field 2.
- Club #1 Category:** Input field 3.

- Club #2 Name:** Input field 1.
- Club #2 Fee:** Input field 2.
- Club #2 Category:** Input field 3.

- Club #3 Name:** Input field 1.
- Club #3 Fee:** Input field 2.
- Club #3 Category:** Input field 3.

- Club #4 Name:** Input field 1.
- Club #4 Fee:** Input field 2.
- Club #4 Category:** Input field 3.

At the bottom left is a button labeled '▶ SEND CONFIRMATION'.

Figure 40: Cashier checkout information



Dear Hon Kwan Allan,

This is your ECA Promotion Fair registration confirmation.

System Information

Full Name	LEE HON KWAN ALLAN
Class	6D
Class Number	16
Phone Number	90659477
Registration Date	01/09/2023
Registration Time	09:30:57
Number of Clubs Registered	2
Overall Total	HK\$5

Registration Information

You have applied to the following club(s):

Club Name	Category	Fee
Fencing Club	Sports	HK\$0
HK Air Cadet Corps	Service	HK\$5
Total Fee		HK\$5

Should you have any enquiry, or would like to make any amendments contact information of Allan Lee can be found below in the signature.

Yours sincerely,

Data Management Team of Finance Committee

Allan Lee
Treasurer
La Salle College Student
Association

90659477
lscsafc1617@gmail.com
lcsca.com.hk
18, La Salle Road, Kowloon, Hong Kong

A system created by Allan Lee © 2016-2023

Figure 41: Email Confirmation

3.3 Dashboard

There are three sections in the Dashboard tab for information during the fair.

3.3.1 Year Statistics

The dashboard entails the sign-up progress of students each year. Please note that the applied tally is counted upon sending the email confirmation.

To identify students who were absent during the ECA promotion fair, the student can be identified by exporting the database into xlsx format instructed in section 4.2.

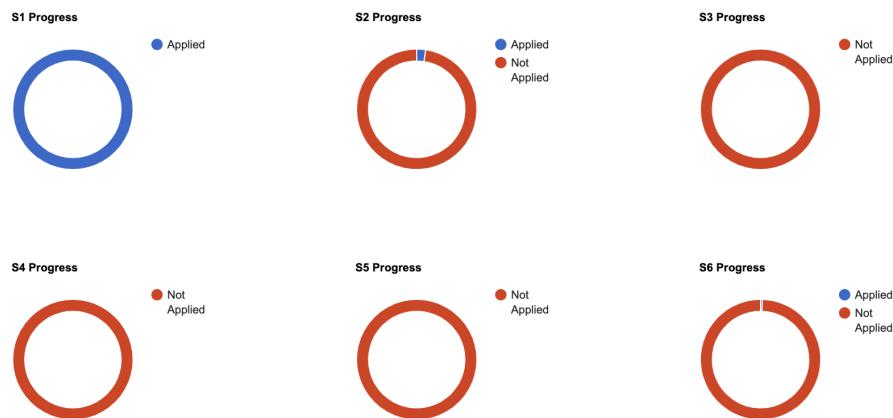


Figure 42: Year Statistics

3.3.2 Club Category Demographics

The second section shows demographic of each club categories.

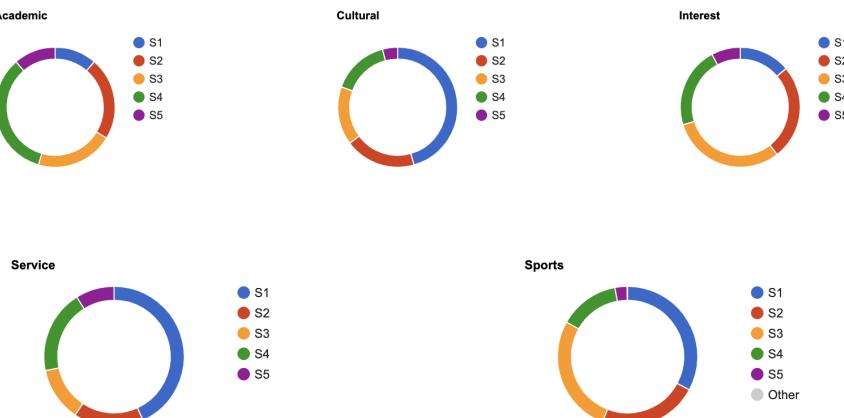


Figure 43: Club Category Demographics

3.3.3 Club Statistics

In the last section, it shows the live ranking of clubs and amount to be paid to clubs upon completion of promotion fair and overall total for cashier balancing.

Club Name	People Joined	Ranking	Amount to be Paid
Business & Accounting Society	31	36	0
Chinese Culture Society	16	48	0
Economics Society	25	41	0
French Culture Society	19	44	0
Geography Society	25	41	0
History and Heritage Society	50	25	250
Mathematics Society	137	3	685
Putonghua Society	38	31	190
Science Society	162	2	0

Figure 44: Club Statistics

Squash Club	15	50	75
Swimming Club	44	27	0
Table Tennis Club	42	28	420
Taekwondo Club	18	45	90
Tenpin Bowling Club	38	31	380
Volleyball Club	32	35	160

Total:\$9511

Figure 45: Overall Total

3.4 Utilities

The screenshot shows the 'Utilities' tab of a web application. At the top, there is a logo for 'SA - Student Association' and navigation links: Home, Requirement Check, Cashier, Dashboard, Utilities (which is highlighted in blue), Setup, and Export.

Below the navigation bar, there are four input fields:

- Student Registration Number (with a barcode icon)
- Name (with a person icon)
- Email (with an envelope icon)
- Class (with a people icon) and Class Number (with a hash tag icon)

Below these fields is a 'Notes' section with a text input field.

At the bottom is a table with the following data:

Reg Number	Name	Class	Class Number	Email	Notes
s12216	HON KWAN ALLAN LEE	6D	16	allan.lee18@imperial.ac.uk	Example Notes

Below the table are three buttons: ADD (green), EDIT (blue), and REMOVE (red).

Figure 46: Notes Interface

The Utilities tab features a notes section which allows the personnel to make notes of any students for further follow-up. The interface shows two sections the form and a live representation of the notes section in the database.

To create an entry:

1. Enter student registration number into the field via barcode scanner or keyboard
2. Input notes field as accordingly
3. Click ADD after Completion

To edit an entry:

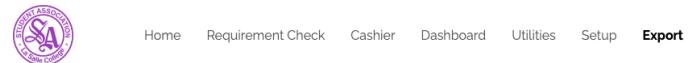
1. Enter student registration number into the field via barcode scanner or keyboard
2. Edit notes field as accordingly
3. Click EDIT after Completion

To remove an entry:

1. Enter student registration number into the field via barcode scanner or keyboard
2. Click REMOVE

4 Wrap-up

4.1 Auto Categorise



Auto Categorise

Please run auto categorise to generate information for summary exportation after all data has been entered.

AUTO CATEGORISE

Export

The "xlsx" and "pdf" buttons will export the whole database in their respective formats. The csv button will only export the parsed table for data processing by ECA Coordinator.

DOWNLOAD XLSX

DOWNLOAD PDF

DOWNLOAD CSV

Figure 47: Export landing page

Upon completion of the promotion fair, the information needs to be parsed to the school for records. The school requires a CSV file in a specific format, this file can be generated by navigating to the Export tab. Click Auto Categorise.

4.2 Exportation

There are two types of exportation featured in this section. **Export Current Database**

- “Download xlsx” - Exports and downloads the database in xlsx format
- “Download PDF” - Exports and downloads the database in PDF format

Export Summary Deliverable

Note: - Run “Auto Categorise” as shown in 4.1 before proceeding

- “Download csv” - Exports and downloads the parsed database in a csv format for deliverable

Glossary

Web App Web Application found on <https://www.eca.lscsa.com.hk>. 3

Acronyms

CSV Comma-separated Values. 16–18, 23, 33

ECA Extra-curricular activities. 2, 3, 10