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Annex 2

**School Physical Fitness Award Scheme (SPFAS)**

**PRINTING CERTIFICATES**

(For the new PFRS version 2009.05.12, this allows fine adjustment in printing and positioning to the new certificates from 10 May 2009 onward)

29th March 2010

**A. Website for Download the NEW PFRS programmes :**

Chinese: <http://www.useit.us/software/pfrs/chinese/index.html>

English: <http://www.useit.us/software/pfrs/english/index.html>

**Then go directly to the links below and download information (items 1, 2, 3 and/or 4) if necessary.**

1. Download and print out manual1 for PFRS Information and Functions
2. Download and print out manual 2 for How to extract Student List from WebSAMS
3. Download the new version of PFRS 2009 (version 2009.05.12) for **the first installation on a standalone computer or network computer system** , please read the instruction carefully before downloading the programme
4. Updating the old program, details please refer to the instruction on the web

**B. To print student certificates:**

**If you have already entered student information, instead of using A4 plain paper, photocopy a certificate for try out, before using the actual certificates for the following:-**

1. After running the PFRS 2009.05.12 version, you will find the main screen with several page tabs. Click on the purple page tab “Handle Test Records and Awards”. Please note that printing certificates, the 2009.05.12 version of PFRS is the same way as the 2007.12.20 version. Below we will use the 2007.2.2.1 version screen to demonstrate how to do it.

School Physical Fitness Recording System (PFRS) Best for 1024 X 768 screen resolutions

February 2007 (v2007.2.2.1)  
Compatible with WebSAMS  
Users can print Award Cert. by themselves

**Physical Fitness Recording System (PFRS)**

School Year: 2006-2007 (September to August)

System Settings | Student NameList | Register Student | **Handle Test Records and Awards** | Data Analysis

**A. Prepare School Information**

School Label (6-digit number): 123456

School Location: 1.00 (Fill in 1.0 if school has one location)

School Chinese Name (if any): 示範學校

School English Name: DEMO SCHOOL

School Type:  2. Primary  3. Secondary

School Session:  1. AM  2. PM  3. Whole Day

Save Cancel

**B. Setup Printer**  
Setup

**C. Backup / Restore**  
Backup and Save all PFRS Data  
Restore PFRS Backup Data

**D. Optimize all data**  
Reindex all tables

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2. Then execute the buttons 1, 2a, 3a, 3c in order, then finally button 4 – Choose “**Print Award Certificates**” to start printing the award certificate

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February 2007 (v2007.2.2.1)  
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**Physical Fitness Recording System (PFRS)**

School Year: 2006-2007 (September to August)

System Settings | Student NameList | Register Student | **Handle Test Records and Awards** | Data Analysis

1 Input Student Test Records

2 a Calculate Scores and Awards  
b Export all calculated Scores and Awards to Excel file

3 a Manually Edit / Update Scores and Awards  
b Print Simple Statistics of Awards  
c Print Award Distribution Statistics by Age  
Export Award Distribution by age to Excel file

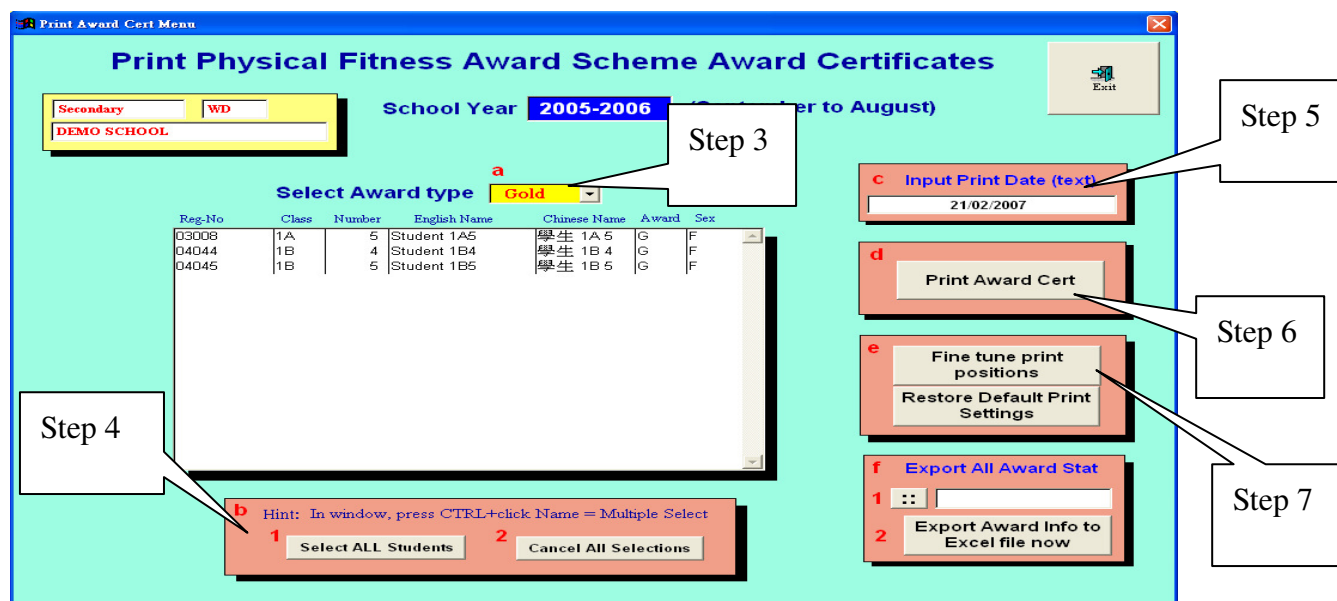
4 **Print AWARD Certificates**

5 Export Award Statistics to external file and send it to HKCHF for competition

NB: Please perform all functions 1, 2a, 3a, 3c to update current year's scores and award statistics before Printing the award certificates

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3. In the award printing main screen, click “a” – Select Gold or Silver or Bronze in the pull-down box.  
A list of student names will appear in the window below.



4. Click “b1” (if you find the student information appear not you want, you may Click “b2” to cancel and then start over again) or click on a student in the window to select students,
5. Type in Print Date in box “c”,
6. Click on “d”, “Print Award Certificate” to begin printing the certificate,
7. If the data on the certificate are not in the right position (i.e. too high or too low), you may make adjustments by pressing button “e” before printing,
- Adjust the page header up or down to move the data to the correct position on the certificate (Please do not adjust other settings)
  - Adjust the test data field position at the footer if necessary,
  - Save and close the small window by clicking on the small black X on the right upper corner of the screen
  - Click on “e” to revert back to the default print settings if you make any mistakes.

(with the kind assistance of Mr. K.W.Chiu Honorary IT adviser of SPFAS)

Hong Kong Childhealth Foundation

\*Remarks: The screen in the new version (version 2009.05.12) is similar to the 2007.2.2.1 version. Therefore the HKCHF continues to use the 2007.2.2.1 version for demonstration purpose.