

# SLP Web Base Data Entry System User Guide

## A. Login procedures

1. Enter the address <http://www.plk83.edu.hk/slpweb> in a web browser.
2. Enter your registration number (e.g. 05M001) and your password (the one to login Windows).



保良局羅傑承(一九八三)中學  
Po Leung Kuk Lo Kit Sing (1983) College

## SLP Web Base Data Entry System

REGNO   
PASSWORD

**SLP System**  
1234567890  
CSNO: 5108  
Name: 陳 焯 謙  
CHAN WAI HIM

**Main Page**

- Self-account
- OLE
- Performance / awards gained inside school
- Performance / awards gained outside school
- Logout

**Self-account**  
uururi ewerwe ewrwer ewrwerwe werwer werwerwerwer

**OLE**

**Performance / awards gained inside school**

- Learning Outstanding Performance Award (09/10)

**Performance / awards gained outside school**

## B. Self-account

1. Type your self-account in the text area.
2. Press the **Submit** button to save the new content.
3. Press the **Cancel** button to cancel the changes.

**Self-account**

(e.g. highlight any impressive learning experiences or career goal setting)

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[Cancel update and return to Main Page](#) [Submit](#)

## C. OLE

**SLP System**

1234567890  
CSMO: 5115  
Name: 陳家驊  
CHAN KA FOOM

**OLE**

Event	Self-input	Verified	Selected
1 Sports Day & Swimming Gala (09/10)	<a href="#">Details</a> No	N.A. -	<a href="#">Delete</a> <input type="checkbox"/>
2 The whole school joined a competition (09/10)	<a href="#">Details</a> No	N.A. -	<a href="#">Delete</a> <input type="checkbox"/>
3 Form Teacher Period (09/10)	<a href="#">Details</a> No	N.A. -	<a href="#">Delete</a> <input checked="" type="checkbox"/>
4 Healthcare Profession (09/10)	<a href="#">Details</a> No	N.A. -	<a href="#">Delete</a> <input type="checkbox"/>
5 Testing 1 (09/10)	<a href="#">Details</a> Yes	No <a href="#">Modify</a>	<a href="#">Delete</a> <input checked="" type="checkbox"/>

Maximum self input: 20 events. Maximum selected events: 10

[Add record \(use school records\)](#) [Add record \(self input\)](#)

[Cancel update and return to Main Page](#) [Submit](#)

### I Add record (use school records)

**Add OLE records (Use school records)**

Event:  [Details](#)

[Back](#) [Submit](#)

1. Select an event from the list.
2. Press **Details** to read the details of the event.
3. Press the **Submit** button.
4. You may select another event and press the **Submit** button.
5. Press the **Back** button to return to previous page.

### II Add record (self input)

1. Enter all information (those marked with \* are optional).
  2. Press the **Submit** button to submit.
  3. Press the **Back** button to return to previous page.
- (You can input a maximum of 20 events.)

**Add OLE record (self input)**

Event:

Domain:  service  sports  career  arts  moral and civic education

\*External organizer (if any):

\*Description:

TIC:

Year:

Role:

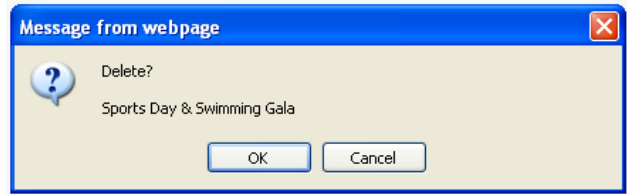
\*Prize / certificate / award:

(\* optional)

[Back \(Cancel all inputs\)](#) [Submit](#)

### III Delete an event

1. Select an event and press **Delete**.
2. Press **OK** button to confirm.



### IV Modify an event

1. Select an event and press **Modify**.
2. Enter updated information and press the **Submit** button to save the new content.
3. Press the **Back** button to cancel the changes.

Modify OLE record (self input)

Event	Testing 1
Domain	<input checked="" type="checkbox"/> service <input checked="" type="checkbox"/> sports <input type="checkbox"/> career <input type="checkbox"/> arts <input type="checkbox"/> moral and civic education
*External organizer (if any)	ABC
*Description	dsfsd dsfsd jh
TIC	ABC
Year	09/10
Role	Student
*Prize / certificate / award	Merit

(\* optional)

[Back \(Cancel all inputs\)](#) [Submit](#)

### V Select an event

1. Check the checkbox if you want to select an event.
  2. Uncheck the checkbox if you do not want to select an event.
  3. Press the **Submit** button to save your selection.
  4. Press the **Cancel** button to cancel the changes of selection.
- (You can select up to 10 events.)

### D. Performance / awards gained inside school

Performance / awards gained inside school

Prize / award	Selected
Senior Guidance Prefect (09/10) <a href="#">Details</a>	<input type="checkbox"/>
The Great Player of Boys' Badminton Team (09/10) <a href="#">Details</a>	<input checked="" type="checkbox"/>
Service Team - 12 hours fulfilled (09/10) <a href="#">Details</a>	<input type="checkbox"/>
English Drama Club (09/10) <a href="#">Details</a>	<input checked="" type="checkbox"/>
Boys' Badminton Team (09/10) <a href="#">Details</a>	<input type="checkbox"/>

Maximum selected prize / award : 6

[Cancel update and return to Main Page](#) [Submit](#)

1. Check the checkbox if you want to select a prize / award.
  2. Uncheck the checkbox if you do not want to select a prize / award.
  3. Press the **Submit** button to save your selection.
  4. Press the **Cancel** button to cancel the changes of selection.
- (You can select up to 6 prizes / awards.)

## E. Performance / awards gained outside school

Performance / awards gained outside school 

Prize / award	Self input	Verified	Selected
1 zrz sas asd (09/10)	<a href="#">Details</a> Yes	No	<a href="#">Modify</a> <a href="#">Delete</a> <input type="checkbox"/>
2 PLK Quality Circle Assessment & Award Scheme(Art and Craft Award) (09/10)	<a href="#">Details</a> No	N.A.	- <a href="#">Delete</a> <input checked="" type="checkbox"/>

Maximum self input: 20 prizes / awards. Maximum selected prizes / awards: 6

[Add record \(use school records\)](#) 
[Add record \(self input\)](#) 

[Cancel update and return to Main Page](#) 
[Submit](#) 

### I Add record (use school records)

Add record (use school records) 


Prize / award  [Details](#)

[Back](#) 
[Submit](#) 

1. Select a prize /award from the list.
2. Press **Details** to read the details of the prize /award.
3. Press the **Submit** button.
4. You may select another prize /award and press the **Submit** button.
5. Press the **Back** button to return to previous page.



### II Add record (self input)

1. Enter all information (those marked with \* are optional).
  2. Press the **Submit** button to submit.
  3. Press the **Back** button to return to previous page.
- (You can input a maximum of 20 events.)

Add Performance / awards gained outside school (self input) 

Prize / award	<input type="text"/>
External organizer	<input type="text"/>
*Description	<input type="text"/>
*TIC	<input type="text"/> (Prize / certificate / award should be verified by form teacher if there is no TIC)
Year	<input type="text" value="09/10"/>
Role	<input type="text"/>
*Prize / certificate / award	<input type="text"/>

(\* optional)

[Back \(Cancel all inputs\)](#) 
[Submit](#) 

### III Delete a record

1. Select a prize /award and press **Delete**.
2. Press **OK** button to confirm.


Message from webpage

Delete ?

PLK Quality Circle Assessment & Award Scheme(Art and Craft Award)



#### IV Modify a record

1. Select a prize /award and press **Modify**.
2. Enter updated information and press the **Submit** button to save the new content.
3. Press the **Back** button to cancel the changes.

Modify Performance / awards gained outside school (self input) 

Prize / award	zxZ sas asd
External organizer	
*Description	
*TIC	(Prize / certificate / award should be verified by form teacher if there is no TIC)
Year	09/10
Role	
*Prize / certificate / award	Merit

(\* optional)

[Back \(Cancel all inputs\)](#)  [Submit](#) 

#### V Select a price / award

1. Check the checkbox if you want to select a prize /award.
  2. Uncheck the checkbox if you do not want to select a prize /award.
  3. Press the **Submit** button to save your selection.
  4. Press the **Cancel** button to cancel the changes of selection.
- (You can select up to 6 prizes /awards.)

#### F. Logout

1. Check the records on the main page (unselected or unverified records are crossed out).
2. Press the **Logout** button to logout.