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**HOW TO PRINT STUDENT DATA ONTO SPFAS CERTIFICATES**

(New version (version 2009.04.21) allows fine adjustment in printing and positioning  
and is **applicable for the new 2009 edition of certificates available from 4<sup>th</sup> May 2009**)

30<sup>th</sup> April 2009

Dear teachers,

**A. Link for the NEW PFRS programmes :**

Chinese Window's reference link: <http://www.useit.us/software/pfrs/chinese/index.html>

English Window's reference link: <http://www.useit.us/software/pfrs/english/index.html>

**Go directly to the links below and download information (1, 2, 3 and/or 4) if necessary:**

1. Download and print out manual 1 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 2009.04.21) 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 one certificate to try out, before using the actual certificates do the following:-

1. Run the PFRS 2009.04.21 version, you will find the main screen with several page tabs. Click the purple page tab "Handle Test Records and Awards". Please note that in the printing of certificates, the 2009.04.21 version of PFRS prints certificates in the same way as the 2007.12.20 version. Below we will use the 2007.2.2.1 version screen to demonstrate how to print the certificates.

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)

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

School Chinese Name (if any)

School English Name

School Type: ☐ 2. Primary ☒ 3. Secondary

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

### B. Setup Printer

### C. Backup / Restore

### D. Optimize all data

Organises : HK Childhealth Foundation (hkchf@netvigator.com) / HKSAR-EMB (PE section) (pe@emb.gov.hk) / Programmer: Mr CHIU Kam Wa (ckwchiu@gmail.com) All rights reserved

Step 1

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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## 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

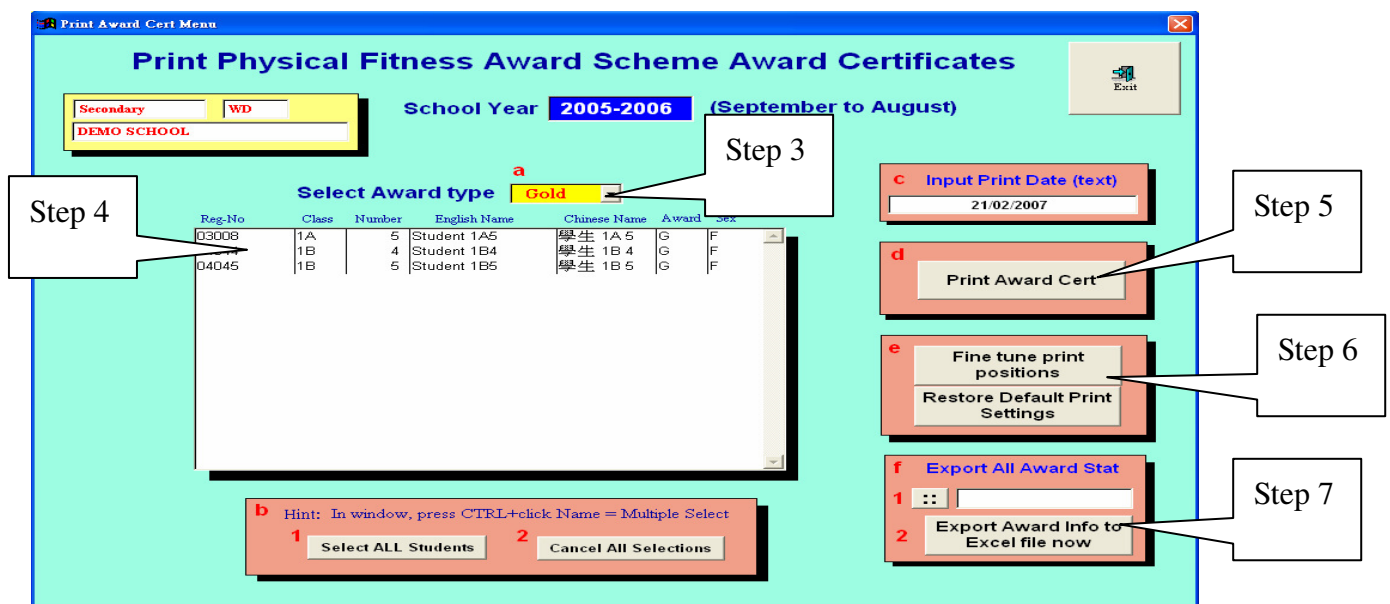
NB: Please perform all functions 1, 2a, 3a, 3c to update current year's scores and award statistics before Printing the award certificates

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Step 2

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.

Step 6



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

Yours truly,

Hong Kong Childhealth Foundation

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

\*Remarks: The screen in the new version (version 2009.04.21) is similar to the 2007.2.2.1version. Therefore the HKCHF continues to use the 2007.2.2.1version for demonstration purpose.