

Content

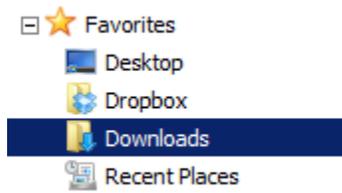
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A) System Requirement

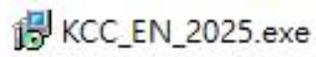
- a) Operation System: Microsoft Window 7 or above
- b) Microsoft .Net Framework: Microsoft .Net Framework 4.0 or above
- c) Microsoft Access Database Engine 2016 Redistributable

2. Save Print Certificate Program

- i. Setup file will be saved under Downloads folder.



- ii. You will see a setup file located in the folder.

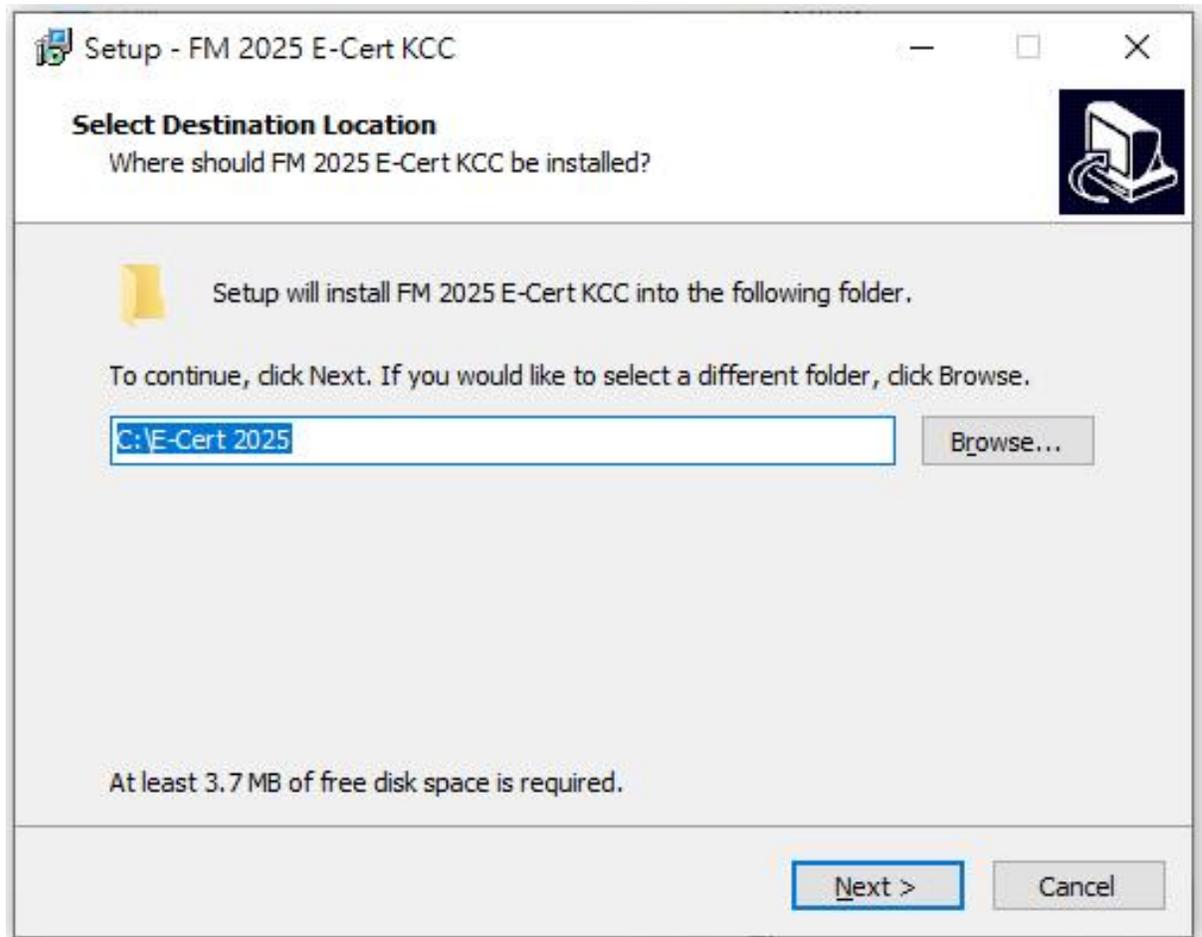


3. Installation of Joyful Fruit Month certificate printing program

Double click the download file in Desktop. The setup wizard will start.

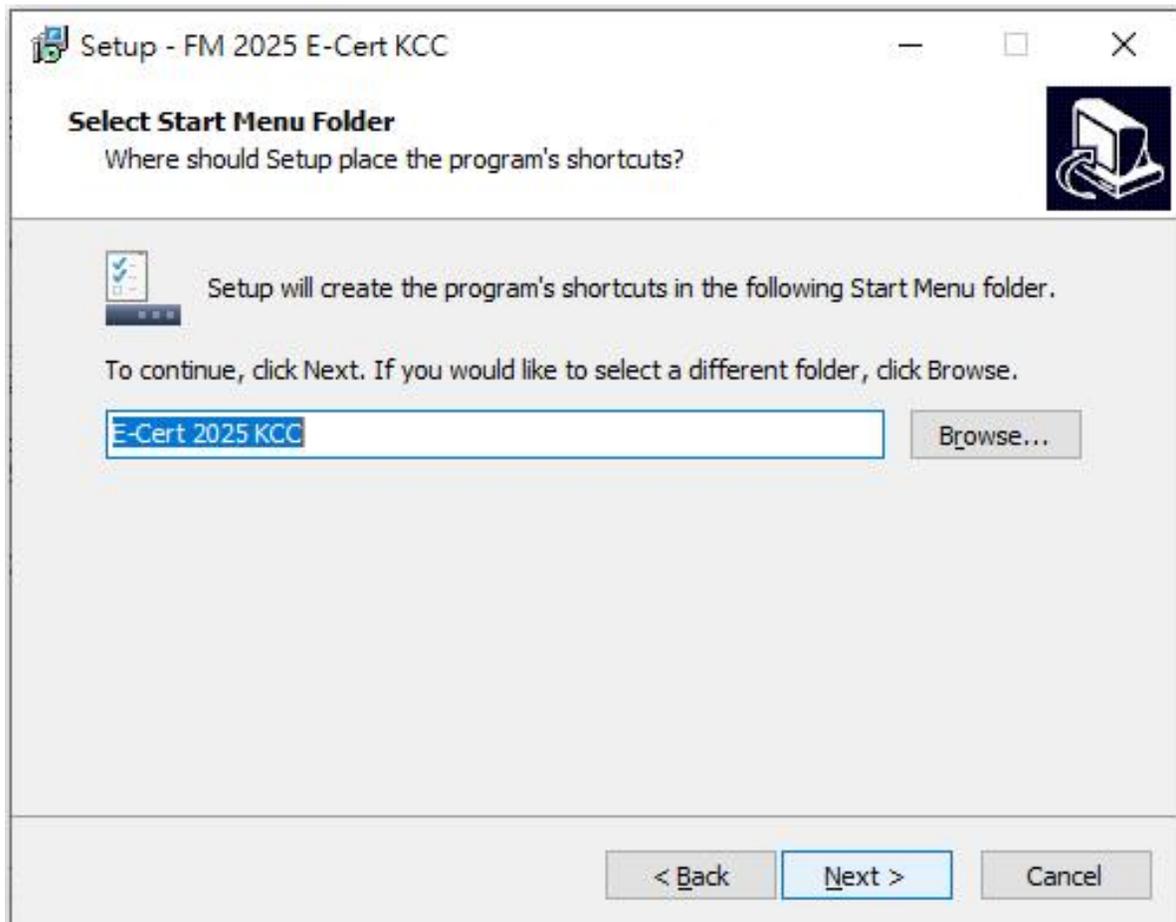
If you want to select the “**Destination Location**”, check “**Browse**” to select Folder.

Click “**Next**” to continue.



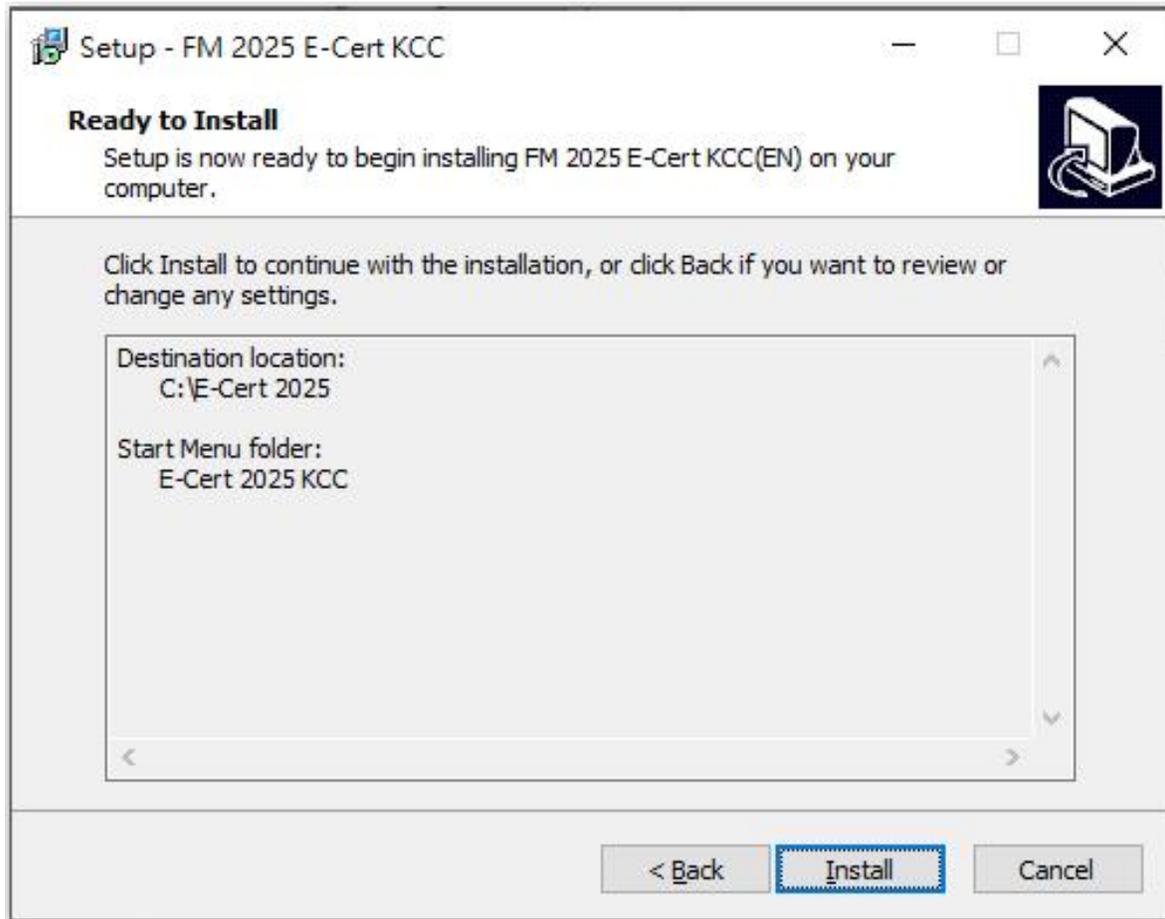
4. Select Start Menu Folder

If you want to select the “**Start Menu Folder**”, check “**Browse**” to select Folder.
Click “**Next**” to continue.



5. Start Install

Click “**Install**” to start install.

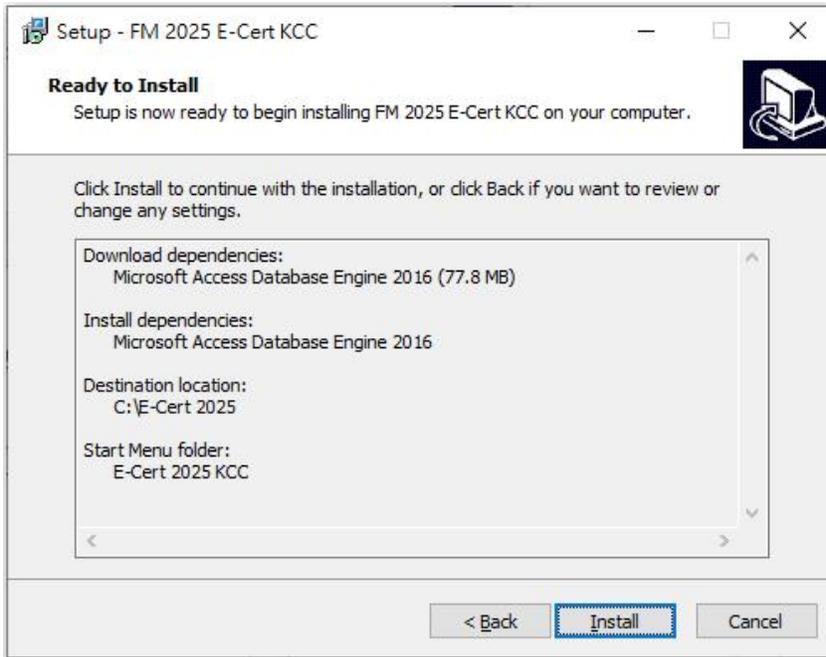


6. Installation of the required component (This step may/may not occurred)

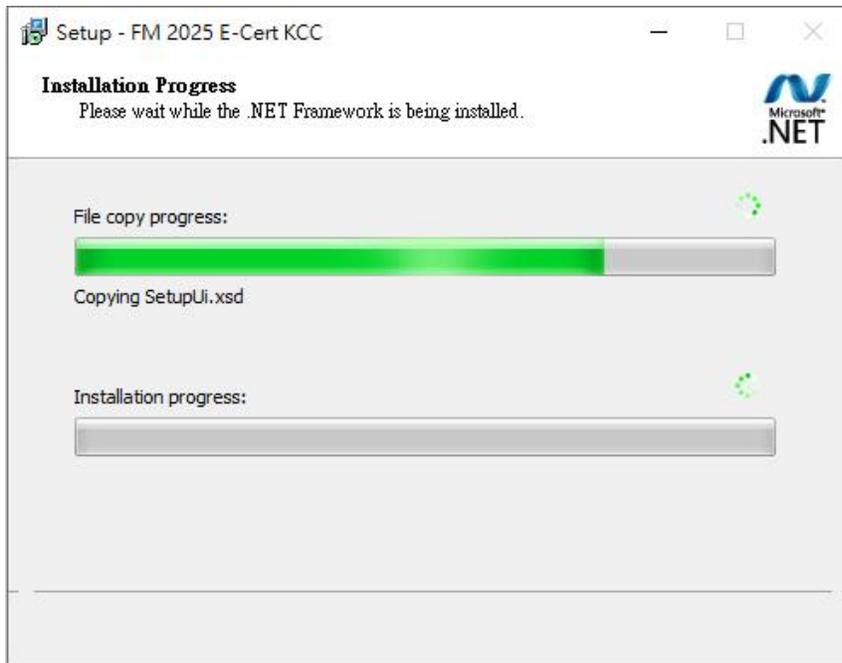
The setup wizard will detect and install the required components if they are not installed in the computer. Otherwise this step will be skipped.

a) Installation of .NET framework 4.0

- i. If .net framework 4.0 not installed.
- ii. Click “Next” to continue.

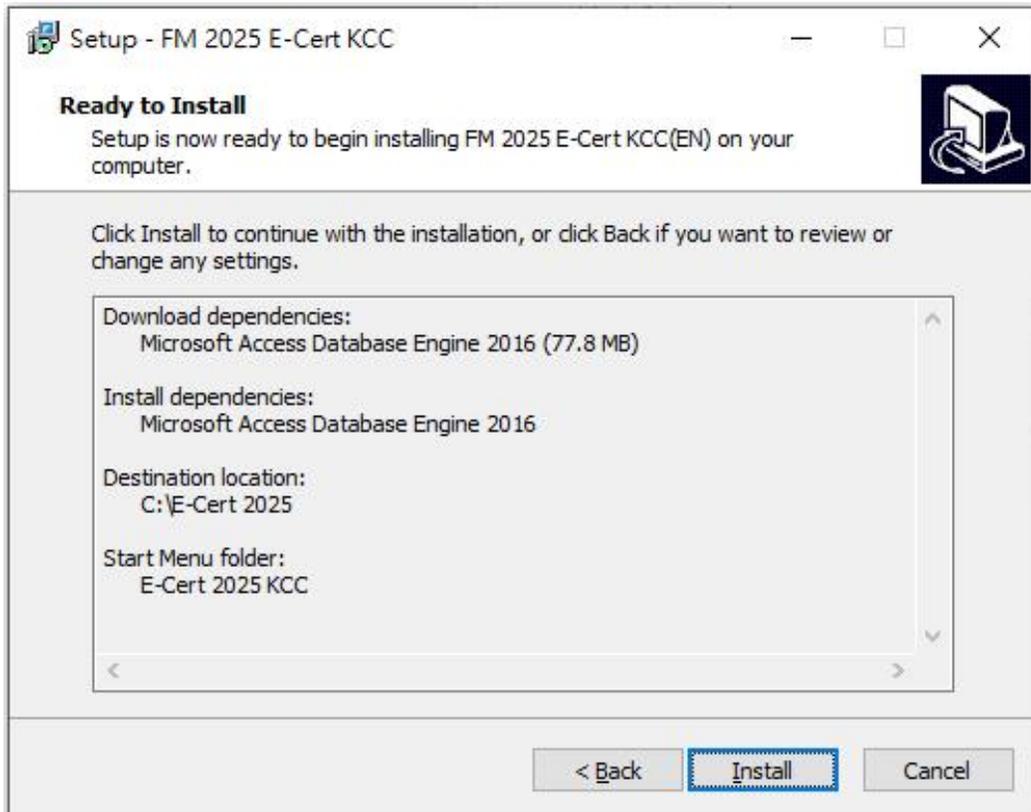


- iii. Wait for System Download and Auto Install

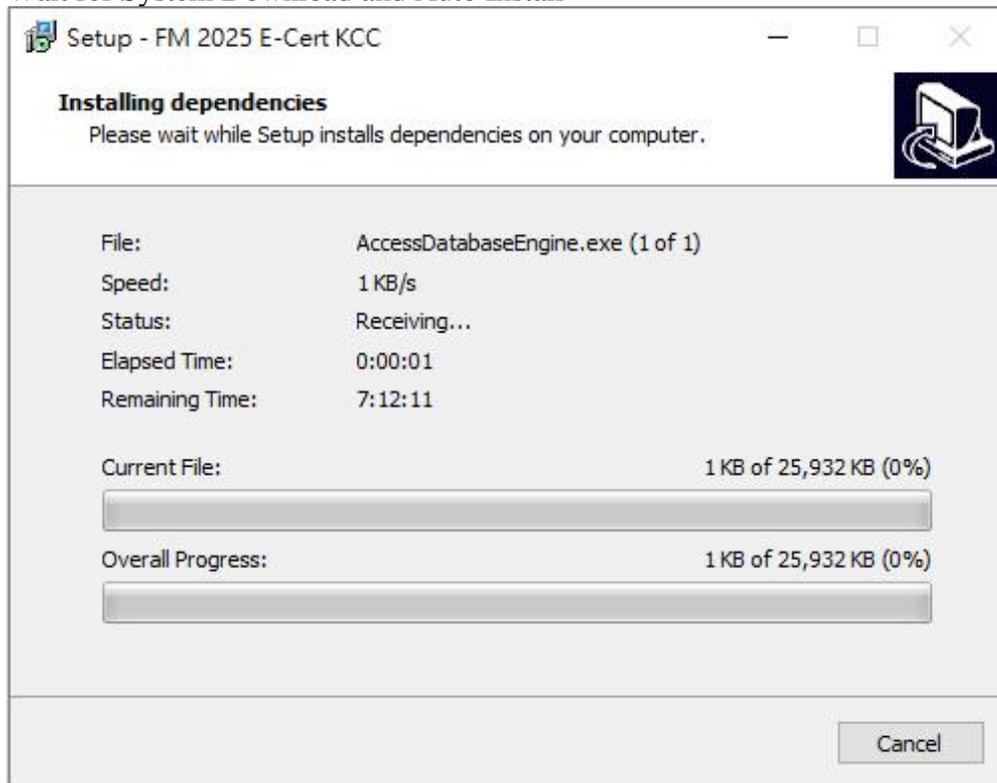


b) Installation of Microsoft Access Database Engine 2016 Redistributable

- i. If Microsoft Access Database Engine not installed.
- ii. Click “Next” to continue.



- iii. Wait for System Download and Auto Install



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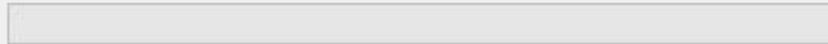


Installing dependencies

Please wait while Setup installs dependencies on your computer.



Installing Microsoft Access Database Engine 2016...



7. Complete Setup Wizard

- i. Click “**Finish**” to complete setup.



- ii. After you exit the setup wizard, you will find there is a new short cut “**ESS Certificate 2025**” in your Desktop.



c) Using Print Certificate Program

1. Starting Print Certificate Program



- i. Double click the shortcut in your Desktop, you should fill in the password and click “**Enter**”. Password has been emailed to all Joyful Fruit Month participating schools and institutions.



- ii. After you login the application, you should see the following screen.



2. Student name list file

- i. Click “**Student name list file 學生名單輸入表**” to open student name list.



Please fill the information in the column of Student Name, Issuer (Principal/Teacher) Name, School Name and Issue date.

You can fill in the School Name line 2 (Optional) if the school name is too long. It will display under School Name in the certificate.

ii. After you filled in the student name list, save and close the Excel Spreadsheet.

| | A | B | C | D | E | F | G | H | I |
|----|----------------------|---|-------------------------|--|---|--|---|---|---|
| 1 | 學生姓名 Student Name | 簽發人 (校長/老師) 姓名 Issuer (Principal/Teacher) Name | 學校名稱 School Name | 學校名稱第二行 (可選填) School Name Line 2 (Optional) | 簽發日期 (日/月/年) Issue Date (DD/MM/YYYY) | <p>如學校名稱太長，可選填學校名稱第二行。證書將顯示學校名稱第二行的文字於學校名稱之下。</p> <p>"School Name Line 2" is an optional field in case school name is too long to be printed in one line. The text in "School Name Line 2" will be displayed under "School Name".</p> <p>完成試算表後，請儲存及關閉本檔案。</p> <p>Please save and close the Excel Spreadsheet after completed names and dates.</p> | | | |
| 2 | CHAN Siu Ming | Mr. LEE Tai Keung | EatSmart Primary School | | 01/04/2025 | | | | |
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| 23 | | | | | | | | | |

| | A | B | C | D | E | F | G | H | I |
|----|----------------------|---|-------------------------|--|---|--|---|---|---|
| 1 | 學生姓名 Student Name | 簽發人 (校長/老師) 姓名 Issuer (Principal/Teacher) Name | 學校名稱 School Name | 學校名稱第二行 (可選填) School Name Line 2 (Optional) | 簽發日期 (日/月/年) Issue Date (DD/MM/YYYY) | <p>如學校名稱太長，可選填學校名稱第二行。證書將顯示學校名稱第二行的文字於學校名稱之下。</p> <p>"School Name Line 2" is an optional field in case school name is too long to be printed in one line. The text in "School Name Line 2" will be displayed under "School Name".</p> <p>完成試算表後，請儲存及關閉本檔案。</p> <p>Please save and close the Excel Spreadsheet after completed names and dates.</p> | | | |
| 2 | CHAN Siu Ming | Mr. LEE Tai Keung | EatSmart Primary School | Hong Kong | 01/04/2025 | | | | |
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3. Preview Certificate

- i. After you edit the Excel Spreadsheet, you can click to preview Certificate in the application.



Illustration of the screen without filling School Name line 2



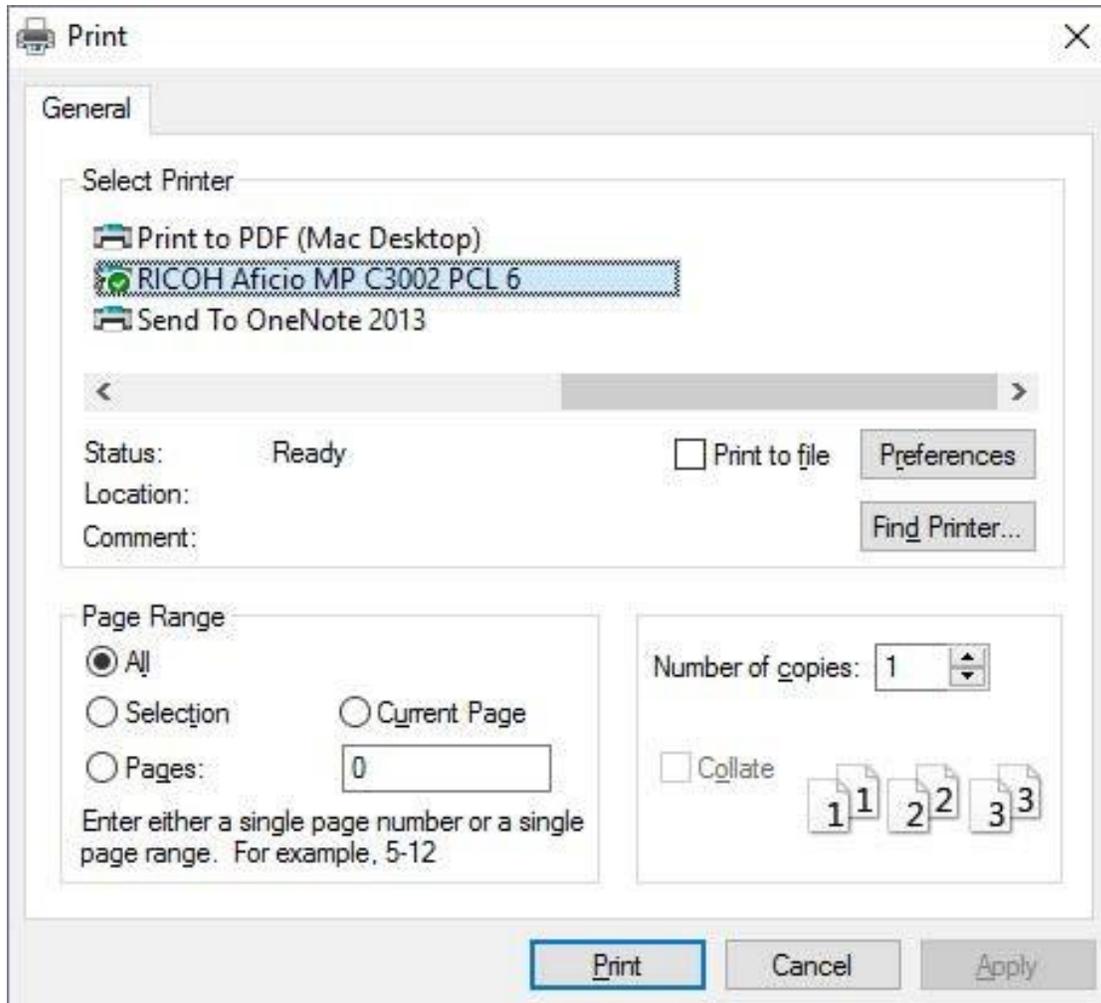
Illustration of the screen filling School Name line 2

4. Print Certificate

- i. Click “**Print Certificate** 列印證書” to print in the application.



You can select which printer you would like to use, Page Range and Number of copies, then click print to continue.



5. Student Name Form

- i. You can use “Student Name Form 學生資料表格” to input and print individual certificate.



Please fill the information in the column of Student Name, Issuer (Principal/Teacher) Name, School Name and Issue date.

You can fill in the School Name 2 (Optional) if the school name is too long. It will display under School Name in the certificate.

- ii. When you finished inputting student information, click “**Preview 預覽**” to continue.

Student Name Form 學生資料表格:

Student Name: 學生姓名: CHAN Siu Ming

Issuer (Principal/Teacher) Name: 簽發人(校長/老師) 姓名: Mr. LEE Tai Keung

School Name: 學校名稱: EatSmart Kindergarten

School Name Line 2(Optional): 學校名稱第二行(可選填):

Issue Date(DD/MM/YYYY): 簽發日期(日/月/年): 01/04/2025

Preview 預覽 Clear 清除

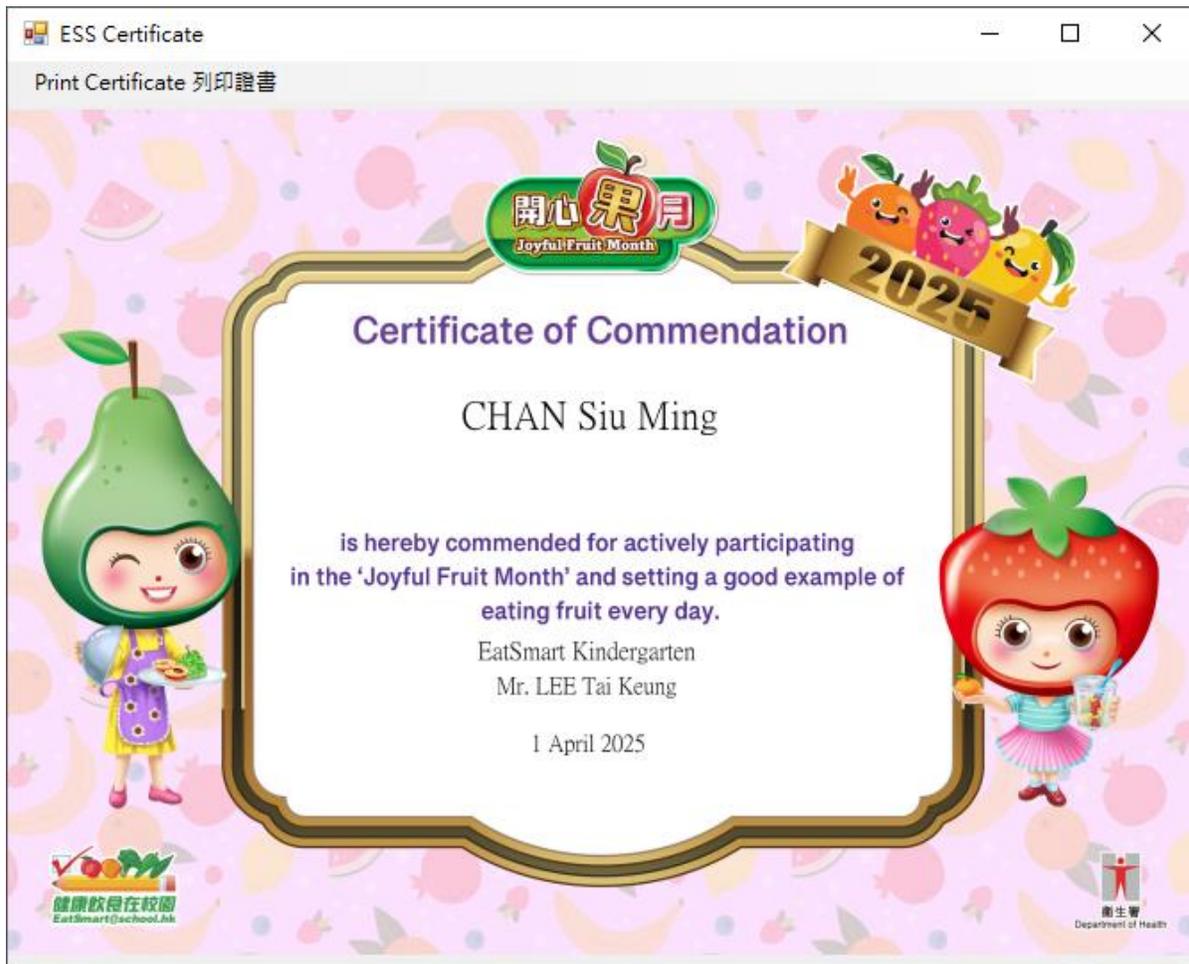
- iii. If the Issue Date format isn't (DD/MM/YYYY), program will show a confirm date format pop up

Confirm Issue Date Format

Issue Date Format isn't 'DD/MM/YYYY'(eg.'01/02/2021'), Still process?

是(Y) 否(N) 取消

Click “**Print Certificate 列印證書**” to print certificate, procedure is same as C) **Using Print Certificate Program Step 4 . Print Certificate.**



6. Closing Print Certificate Program

- i. Click the “X” in the top right corner to close the program.

