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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

B) Installation Step

*If any previous version has been installed, please uninstall first.

1. Download Print Certificate Program

Download the setup program in EatSmart@school.hk website (https://school.eatsmart.gov.hk/en/content_joyful.aspx?id=6336).

i. Click "Download Program.



ii. Check the download file in browser's 'Download Area'.



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.

Setup - FM 2025 E-Cert KCC	8.	
Select Destination Location		
Where should FM 2025 E-Cert KCC be installed?		Ċ
Setup will install FM 2025 E-Cert KCC into the follow	vin <mark>g folde</mark> r.	12 .
To continue, click Next. If you would like to select a differen	t folder, click I	Browse.
C:\E-Cert 2025		Browse
At least 3.7 MB of free disk space is required.		

4. Select Start Menu Folder

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

🔀 Setup - FM 2025 E-Cert KCC	5 75		×
Select Start Menu Folder			
Where should Setup place the program's shortcuts?		¢	
Setup will create the program's shortcuts in	the following Start M	enu folder	
To continue, click Next. If you would like to select a c	lifferent folder, dick l	Browse.	
E-Cert 2025 KCC		Browse	
- B:	Ack Next >	Car	ncel
< <u>B</u> a	ack <u>N</u> ext >	Car	ncel

5. Start Install

Click "Install" to start install.

Setup - FM 2025 E-Cert KCC		S 100		>
Ready to Install				
Setup is now ready to begin installing FM 2025 computer.	E-Cert KCC(EN)	on your	Q	
Click Install to continue with the installation, or change any settings.	click Back if you	want to revie	ew or	
Destination location: C:\E-Cert 2025			^	
Start Menu folder: E-Cert 2025 KCC				
			Ų	
<			>	

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

Microsoft
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b) Installation of Microsoft Access Database Engine 2016 Redistributable

- i. If Microsoft Access Database Engine not installed.
- ii. Click "**Next**" to continue.

Setup - FM 2025 E-Cert KCC	5.000		×
Ready to Install Setup is now ready to begin installing FM 2025 E-Cert KCC(EN)	on your	a	
computer.		·	
Click Install to continue with the installation, or click Back if you change any settings.	want to revie	ew or	
Download dependencies: Microsoft Access Database Engine 2016 (77.8 MB)		^	
Install dependencies: Microsoft Access Database Engine 2016			
Destination location: C:\E-Cert 2025			
Start Menu folder: E-Cert 2025 KCC			
<		>	
< <u>B</u> ack	Install	Can	cel

iii. Wait for System Download and Auto Install

File:	AccessDatabaseEngine.exe	(1 of 1)
Speed:	1 KB/s	
Status:	Receiving	
Elapsed Time:	0:00:01	
Remaining Time:	7:12:11	
Current File:		1 KB of 25,932 KB (0%
Overall Progress:		1 KB of 25,932 KB (0%



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. <u>Starting Print Certificate Program</u>



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.

🚽 Login	214 2	-		×
Password:				
所需密碼已電郵至名 詢,請致電 2772 20: 絡。	参與學校和 2 與開心「!	機構。 果」月	如有查 秘書處明	ŝŝ
Password has been em and institutions. For en Joyful Fruit Month Sec 2012.	ailed to all par quiries, pleas: cretariat by ph	ticipat e conta one at	ing schoo ct the 2772	ls
[Enter]	Cancel	

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



12

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.

1	A	В	С	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)	簧發日期 (日/月/年) Issue Date (DD/MM/YYYY)	如學校名稱太長,可選填
23	CHAN Siu Ming	Mr. LEE Tai Keung	EatSmart Primary School		01/04/2025	學校名補弗二行。這書將 顯示學校名稱第二行的文 字於舉於名稱第二下。
4						于水学议石柟之下。
р 7						 "School Name Line 2" is an optional field in case school
9						name is too long to be printed in one line. The text
10						in "School Name Line 2" will
12						Name".
14						
16						- 完成試算表後,請儲存及 - 關閉本檔案。
18						Please save and close the
20						Excel Spreadsheet after completed names and dates.
22						

1	A	В	С	D	E	F G H I
	學生姓名	簽發人(校長/老師)姓名	學校名稱	學校名稱第二行(可選填)	簽發日期(日/月/年)	如學校名稱太長,可選填
1	Student Name	Issuer (Principal/Teacher) Name	School Name	School Name Line 2 (Optional)	Issue Date (DD/MM/YYY)	图标夕採第二行。终重收
2	CHAN Siu Ming	Mr. LEE Tai Keung	EatSmart Primary School	Hong Kong	01/04/2025	学议口博为_1]。但首时
3						<i>顯</i> 不學校 着
4						字於學校名稱之下。
5						
6						"School Name Line 2" is an
7						optional field in case school
8						optional neid in case school
9						name is too long to be
10						printed in one line. The text
11						in "School Name Line 2" will
12						be displayed under "School
13						Name".
14]
15						
16						完成 試質 実後,請儲在及
17						週間未档案。
18						1991/21/中/田未
19						Discourse and sizes the
20						Freed Corrected bast offer
21						excer spreadsheet after
22						completed names and dates.
23						

3. Preview Certificate

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



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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.

Select Printer		
🛱 Print to PDF (Mac Desktop)		
RICOH Aficio MP C3002 PCL 6		
Send To OneNote 2013		
<		>
Status: Ready	Print to file	Preferences
Location:		-
Comment:		Fin <u>d</u> Printer
Page Range		
All	Number of copies	: 1 🖨
O Selection O Current Page		
O Pages: 0	Collate	B. D. D.
Foter either a single page number or a single	1	1 22 33
page range. For example, 5-12		

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: 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

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

Confirm Issue L	Jate Format		×
Issue Date For	mat isn't 'DD/MM/YYY	YY'(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.