

## 110校務系統修繕管理部分功能

### @教師們要設備報修

- 1.請登入校務系統
- 2.點選左上角『C03.設備修繕』==>『填寫修繕報修單』。(如下圖)



- 3.在修繕報修單中，點選右下角『+』新增一筆報修資料。(如下圖)



修繕類別有兩類型：1.一般設備 2.資訊設備

A screenshot of a '新增記錄' (Add Record) form. It has a blue header with a close button. The form contains three required fields: '\*修繕類別', '\*修繕地點', and '\*原因說明'. The '\*修繕類別' dropdown menu is open, showing two options: '一般設備' and '資訊設備'. At the bottom of the form, there are two buttons: '提交' (Submit) and '取消' (Cancel).

修繕資料填報後，請點選『提交』，完成報修的程序。

## @學生要報修

1.請登入校務系統

2.點選左邊選單中『C03.設備修繕』==>『填寫修繕報修單』。(如下圖)



3.在修繕報修單中，點選右下角『+』新增一筆報修資料。(如下圖)

A screenshot of a web application window titled '申請修繕記錄'. It contains a table with the following columns: '申請時間', '修繕類別', '修繕地點', '原因說明', '修繕結果', '承辦修繕內容', '回覆時間', and '承辦人員'. The table is currently empty. At the bottom left of the table area, there is a red circle around a '+' icon, indicating the 'Add' button. The bottom status bar shows '共 0 頁' and '30'.

修繕類別有兩類型: 1.一般設備 2.資訊設備

A screenshot of a '新增記錄' (Add Record) form. It has three required fields: '\* 修繕類別', '\* 修繕地點', and '\* 原因說明'. The '修繕類別' dropdown menu is open, showing two options: '一般設備' and '資訊設備'. At the bottom right, there are two buttons: '提交' (Submit) and '取消' (Cancel).

修繕資料填報後，請點選『提交』，完成報修的程序。