

## 步驟一、選擇「聯合服務台」

The screenshot shows the Lotus Notes application window titled "OA應用程式 - IBM Lotus Notes". The menu bar includes "檔案(F)", "編輯(E)", "檢視(V)", "建立(C)", "動作(A)", "工具(O)", "視窗(W)", and "說明(H)". The browser-like address bar shows the current page is "【補充說明】 教務...".

The main content area is titled "校務資訊入口" (Campus Information Portal) and features a sidebar on the left with various service categories. The "服務台" (Service Center) category is expanded, and "聯合服務台" (Joint Service Center) is highlighted with a red box. Other categories include "人事組織", "系統設定", "資源分享", "會議相關", and "公文處理單".

The main content area is divided into several sections: "審核管理中心" (Approval Management Center) with a "待簽核件數" (Number of items pending approval) of 3; "NEWS" (News) with a list of recent announcements; and "<法規章程>" (Regulations and Charter) with a list of university regulations.

## 步驟二、點選「填寫聯繫單」

The screenshot shows the Lotus Notes application window titled "聯合服務臺 - 1.寫作中聯繫單 - IBM Lotus Notes". The menu bar is the same as in the previous screenshot. The browser-like address bar shows the current page is "【補充說明】...".

The main content area is titled "逢甲大學 聯合服務臺" (Feng Chia University Joint Service Center). The top navigation bar includes "填寫聯繫單" (Fill out contact form), "查詢聯繫單" (Query contact form), and "隱藏/顯示水平捲軸" (Hide/Show horizontal scrollbar). The "填寫聯繫單" button is highlighted with a red box.

The main content area is divided into several sections: "寫作中" (Writing), "簽核中" (Approval), "簽收中" (Receipt), "分發中" (Distribution), "處理中" (Processing), "申商中" (Application), "已結案" (Closed), "依工作者" (By worker), "未完成聯繫單" (Unfinished contact forms), and "逾期案件" (Expired cases).

A dialog box titled "選擇服務單位" (Select service unit) is open, showing a list of service units. The "總務處" (General Affairs Office) is selected and circled in red. The list includes "逢甲大學資訊服務", "進修推廣服務", "精密製造服務", and "總務處".

### 步驟三

業務聯繫單

申請人基本資料

填寫人姓名:	葉秀蘭
申請單位:	工學院\纖維與複合材料
申請日期:	2015年08月11日

業務聯繫單

需求管道:	使用者提
類別:	速件 普通
工作類別:	
工時成本:	

擬請文件日期: 2015/08/11

需求概述:

附件:

選擇工作類別

請選擇工作類別

工作類別名稱	作業期間	每小時人工成本
總務處		
木工	21天	NT\$300
木工	7天	NT\$300
水電	7天	NT\$300
冷氣空調	7天	NT\$300
其他	7天	NT\$500
油漆	7天	NT\$300
門禁設施	14天	NT\$300
門鎖	7天	NT\$300
玻璃、鋁門窗	14天	NT\$300
...	...	...

步驟四、按「傳送」鈕。