

一、學校網站(www.tncvs.tn.edu.tw)/校務系統/維修通報系統



二、登入系統(各辦公室共用帳號請洽庶務組或設備組)



三、右上方[我要通報]：故障報修。下方：可顯示報修記錄、維修進度...。

The screenshot shows the 'Maintenance Reporting System' (維修通報系統) page. At the top, there is a navigation bar with links: 最新消息, 認識南商, 行政單位, 科別介紹, 專案計畫, 校務系統 (highlighted in orange), and 學生專區. On the left, a sidebar lists various systems: 線上查詢系統, 學生學習歷程平台, 雲端差勤系統, 南商郵局, 電子公文系統, 請購系統, 場地借用登記簿, and 表單下載. The main content area displays a repair record for a computer monitor at location 0111. A red circle highlights the 'Report Maintenance' (我要報修) button in the top right corner of the record details. Below the record, a message from the equipment manager says: '歡迎使用本系統，設備組長 您好，您已登入本系統。' At the bottom, there are buttons for 'Logout' (登出), 'Search' (搜尋), and 'Print' (列印). The URL in the address bar is https://www.tncvs.tn.edu.tw/fixarea/index-3.asp?Parser=99,8,65.

四、填寫報修資料(力求正確性、完整性)

The screenshot shows the 'Maintenance Reporting System' (維修通報系統) form. The left sidebar is identical to the previous screenshot. The main form has fields for: 日期 (Repair Date: 2019-02-18), 报修帳號 (Repair Account: Equipment Manager), 报修人 (Repair Person: 黃豔晶), Email (Email: nadine@mail.tncvs.tn.edu.tw), 地點 (Location: 資二乙), 报修項目 (Repair Item: 0111數位講桌), and 报修狀況 (Repair Status: 數位講桌螢幕與大型操控電視畫面未同步
操控效果不佳). A red box highlights the repair status field. Below the form, there are file upload fields for '照片上傳' (Upload Photo) and a note about file size (限jpg、jpeg、png、bmp、gif，並限制圖片檔案大小在2M內). At the bottom, there are buttons for '重新填寫' (Reset), '確認送出' (Confirm Submission), and '錯誤送出' (Error Submission). The URL in the address bar is https://www.tncvs.tn.edu.tw/fixarea/index-3.asp?Parser=99,8,65.