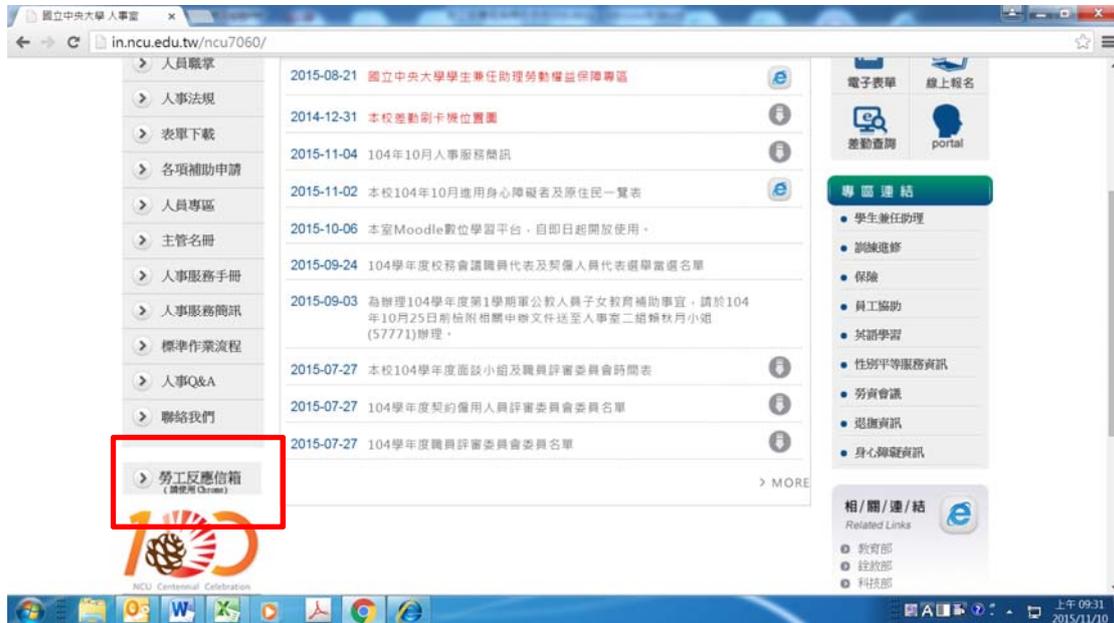
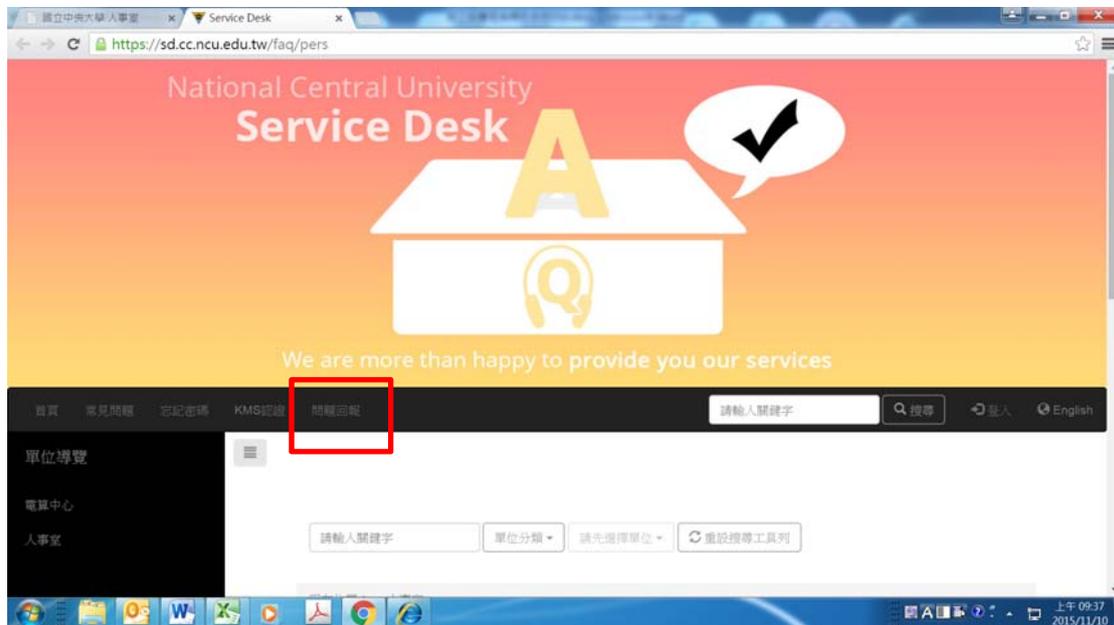


勞工反應信箱操作手冊 104.11.10

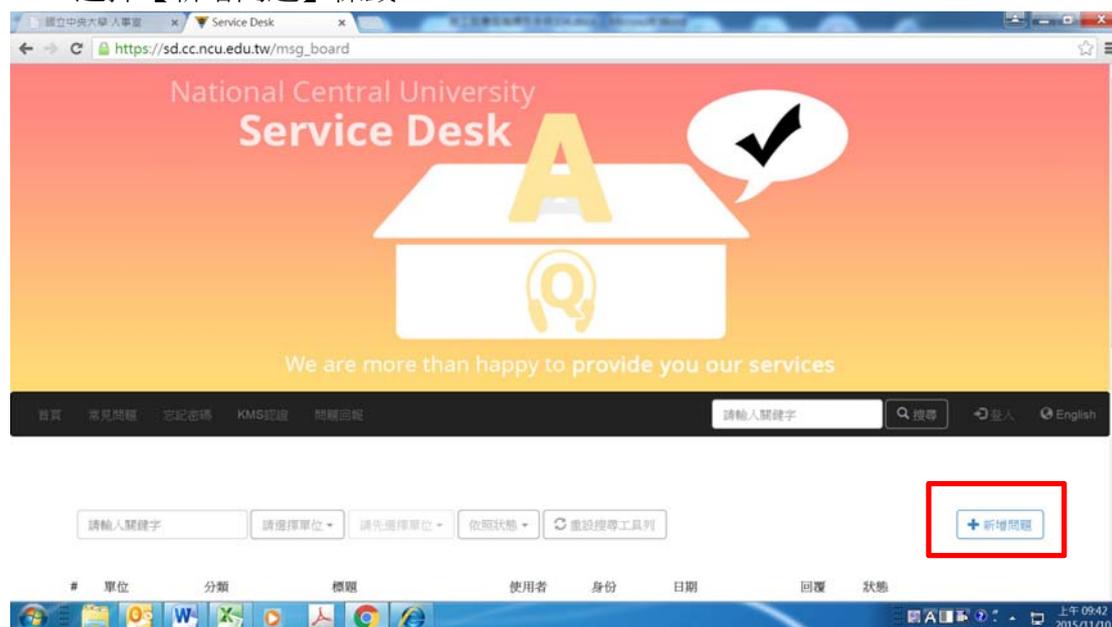
一、進入本校人事室網站首頁（<http://in.ncu.edu.tw/ncu7060/>），點選【勞工反應信箱】標籤。



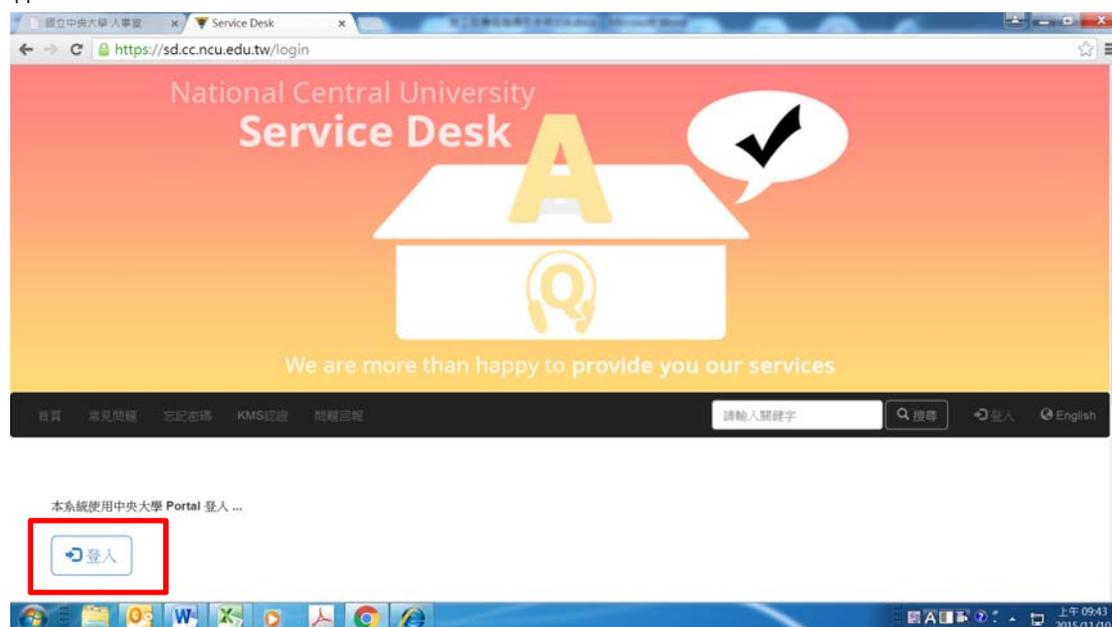
二、進入勞【勞工反應信箱】頁面，點選【問題回報】。



三、選擇【新增問題】標籤。



四、反應問題前須先以學校個人帳號登入本校 Portal 入口網站，始得進行後續操作。



五、開始登打反應問題相關欄位。

The screenshot shows the 'create' page of the Service Desk system. The browser address bar displays 'https://sd.cc.ncu.edu.tw/msg_board/create'. The page features a navigation bar with links for '首頁', '常見問題', '修改密碼', 'KMS認證', and '問題回報', along with a search bar and a user profile 'Hi! H025409'. The main content area contains a form with the following fields:

- * 標題**: A text input field with the placeholder text '請輸入問題標題'.
- * 單位**: A dropdown menu with the placeholder text '請選擇'.
- * 分類**: A dropdown menu with the placeholder text '請先選擇單位'.
- * 身份**: A dropdown menu with the placeholder text '在校生'.

The taskbar at the bottom shows the system time as 上午 09:45 on 2015/11/10.

This screenshot shows the same 'create' page, but with the form fields populated. The browser address bar remains 'https://sd.cc.ncu.edu.tw/msg_board/create'. The navigation bar and user profile are consistent with the previous screenshot. The form fields are now filled as follows:

- * 標題**: The text 'TEST' is entered.
- * 單位**: The dropdown menu is set to '人事室'.
- * 分類**: The dropdown menu is set to '勞工常見問題'.
- * 身份**: The dropdown menu is set to '教職員'.
- * 內容描述**: A rich text editor with a toolbar (including Bold, Italic, Underline, text color, background color, font face, font size, bulleted list, numbered list, link, unlink, indent, outdent, and help) and the text '請問勞工請領育嬰留停條件及手續'.

The taskbar at the bottom shows the system time as 上午 09:48 on 2015/11/10.

六、登打問題反應相關欄位，並點選【留言】後，即完成勞工問題反應程序，人事室將依問題性質轉送相關單位據以回復反應問題人員。

