End user operation manual

Documentation control

【Using Objects】

It is only used by related business personnel and managers, project team members, project management office.

【Change Records】

Date	Admin	Version	Change Records

【Audit Records】

Date	Name	Position	Remarks

【Copyright Notice】

1. Content

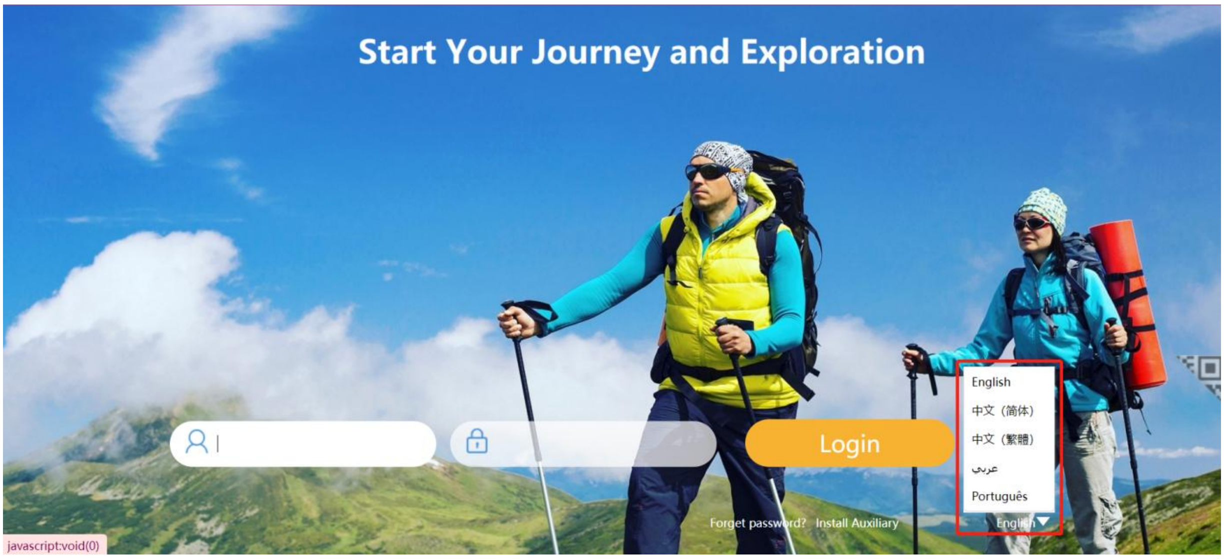
2. Overview

This manual is the user manual of Seeyon collaborative management software of group edition, which is mainly written to guide users to use this product. Sincerely hope that this manual can help users to have a general understanding of it in a short time, so that users can experience the convenience and rapidity it brings out.

3. System Login

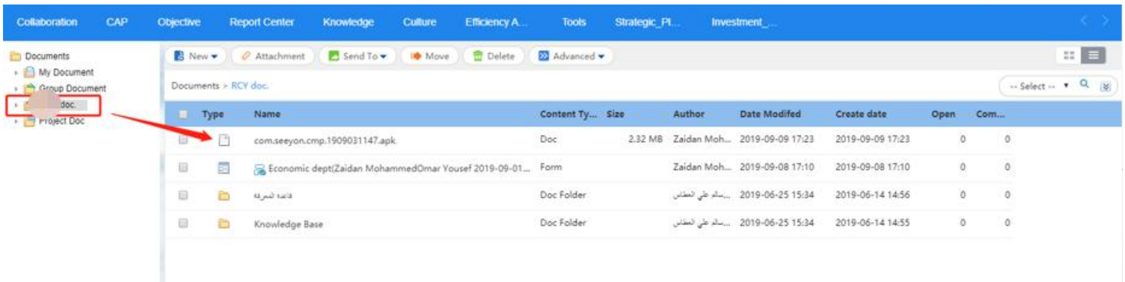
PC:

1. Open browser (like chrome, etc.) :
2. Enter address:
3. https://demo.seeyonoversea.com/seeyon/main.do（Test environment）
4. Enter username and password



Mobile:

Android： After logging in the system, enter the culture-document center, click folder, and download the installation package named com.seeyon.cmp.1909031147 for installation



IOS： Enter application store and search ‘M3’to install the application

After installation, the mobile device will have an icon as shown in figure 1;

When opened, see figure 2;

Click "Settings" to open the interface as shown in figure 2;

select "normal" and enter the information shown in figure 3 at the server address

Click "save"

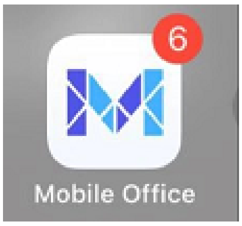


Figure 1

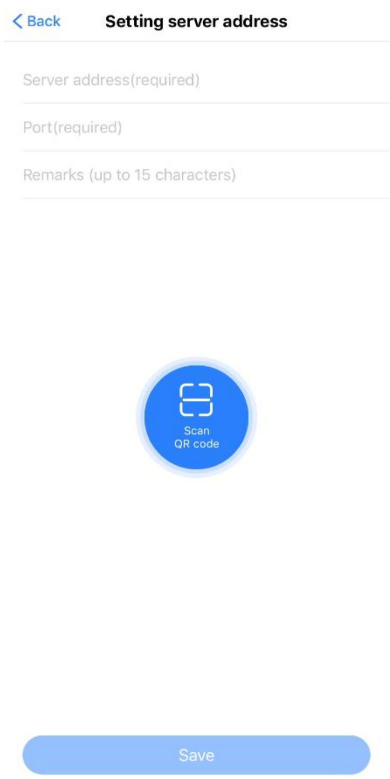


Figure 2

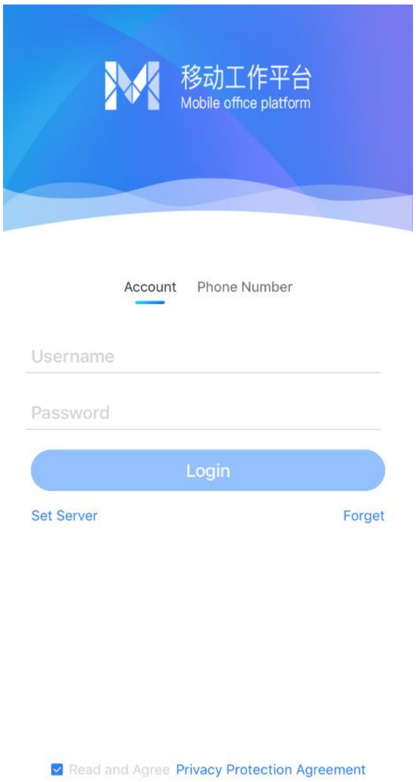
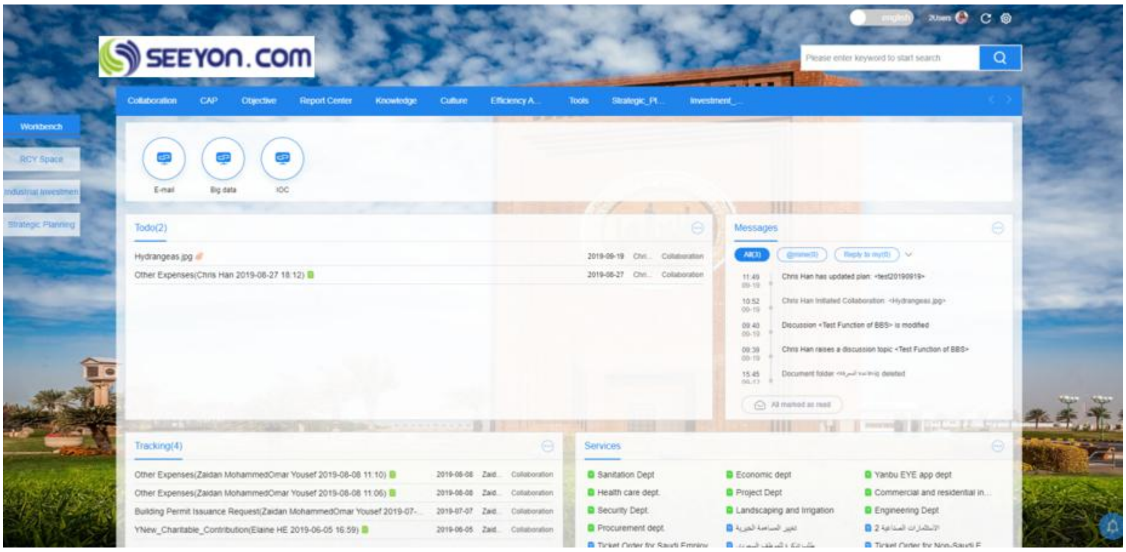


Figure 3

4. Space

Personal space

■ **Operation instruction：** Personal space is used to display information closely related to personal work, such as to-do list, form approval, tracking items, my tasks, associated projects, calendar events, my services templates, my learning area, my favorites, associated personnel, etc. User can configure the preset personal space. As shown in the figure:

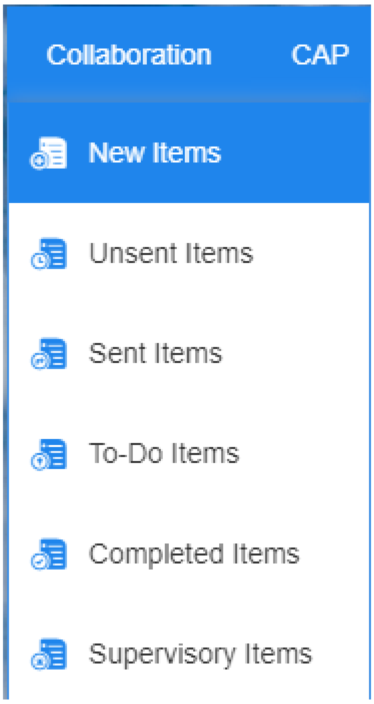


■ Unit space

■ **Operation instruction：** Unit space is used to show the latest news and announcements, unit knowledge document etc., make the culture construction of the unit is able to timely and effectively communicated. As shown in the figure:

5. Collaboration work

Collaborative work is a transaction processing tool for individuals, teams and organizations to transfer information and implement organizational management rules. It can be used to complete the initiation, processing and management of transactions, and record the development process and results of transactions. People can complete the transaction through process rules, and support the formation and management of rules.



Operation instruction quick guide

【New items】: Initiate a work item by calling template or self-built

【Unsent items】: Store collaboration items in the process of [Pause and save] or by processed person [Return], [Repeal].Users can view, edit, send, delete and other operations for collaboration items created but not sent.

【Sent items】: The system lists of all collaboration items that have been sent by current users, and users can check the processing situation and personnel in real time. You can send reminders to unprocessed personnel.

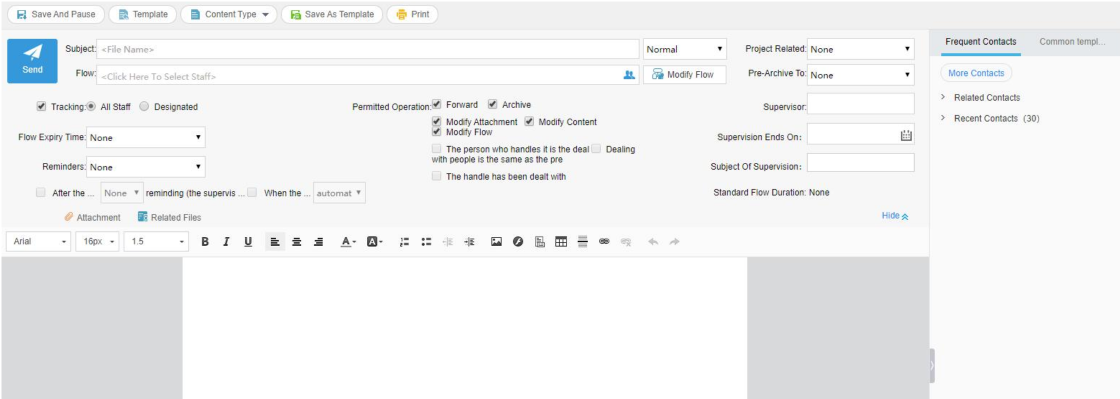
【To-do items】 View and process backlog, as well as query items by keyword. Users can check the process of received collaboration work and reply to other handlers' comments.

【Completed items】 The system lists of all collaboration items that have been processed by current users. Users can check the processing situation and personnel in real time.

【Supervisory items】Collaboration supervision personnel shall be set up by the collaboration work initiator. Supervision information can be set on the new items page and sent items page. The supervisor can track the collaboration work handling personnel, change the handling personnel or process, and check the handling situation.

New items

■ **Operation instruction：** Initiate a work item by invoking templates or self-built. Select [collaboration] | [New item]， Enter the new item interface ;Or enter the new item page by using the shortcut key "New" | "New collaboration" on the left. As shown in the figure:



■ **Function keys:**

【Sent】 The collaboration items will be established and sent according to the workflow, and the items will be put into the list of [Sent items].The current page jumps to the [Sent items] page.

【Save and pause】Save the collaboration items, do not send them, and enter the items into the list of [Unsent items].The user can modify the collaboration items and send it in the [Unsent items]

【Template】Directly calls the established system preset template. which is created by the administrator.

【Attachment】Insert local files: add documents saved on a local or network computer.

【Related Files】Add documents that exist in the system

【Print】Collaboration items can be printed before they are sent (attachments, related files and thumb icons in the comment area cannot be printed).

【Modify flow】Set up the process through the selection interface, or edit the established process, and modify the node attribute and processing deadline of self-built collaboration.

■ **Data items:**

【Subject】The topic of collaboration items ,shall not be empty.

【Workflow】The process flow of the collaboration items.

【Importance】Indicates the urgency of collaboration items, divided into [normal], [important] and [very important].When selecting "important" or "very important", display red "! "in front of the collaboration work title in the list of sent items. Or [!!] Symbols.

【Pre-archive to】After establishing collaboration items, archive into the document center in advance. Can be pre-archived in [My document], [Unit document], [Group document] or [Project document], the pre-archiving process is visible to the operator who has the right to query the document.

【Flow expiry time】Set deadlines for the collaboration items.

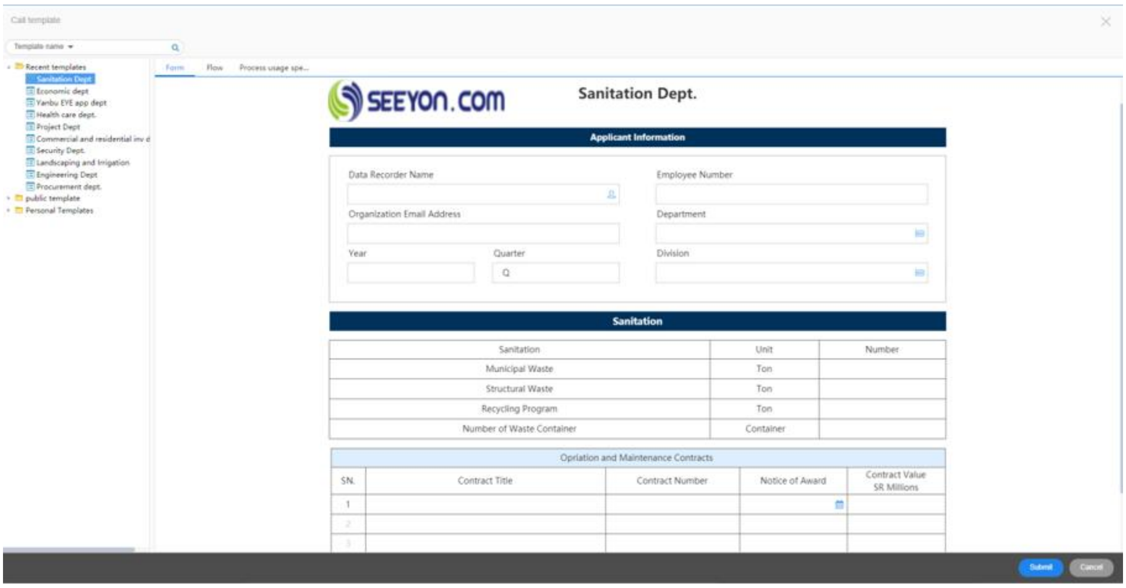
【Reminders】Set the reminder time in advance, and the system will automatically give the reminder and urge.

【Postscript】Information can be entered in the postscript text area, with a maximum input of 500 characters. In the [Sent items], open this item to see the postscript information.

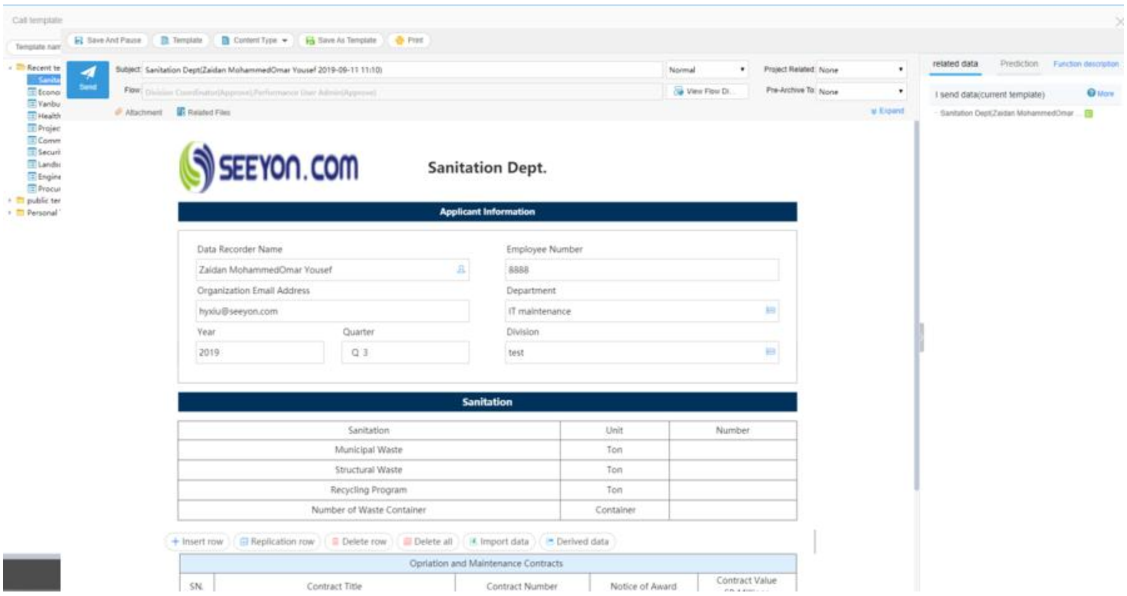
- **Operation steps:**

Step 1: Click [Template] on the [New items] page, and the template web page will pop up.

Step 2: Select the template from the list on the left and click. As shown in the figure:



Step 3: The selected template will be displayed in the new items, including subject information, process information. As shown in the figure:



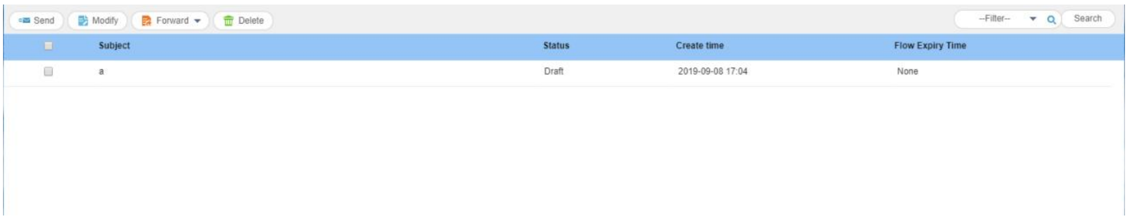
Step 4: Users can modify data items such as importance, expiry time, and advance reminder successively as needed.

Step 5: Click [send] to send the established collaboration items. After sending, the item is displayed in the sent items list.

Unsent items

- **Operation instruction:** Store collaboration items in the process of [Pause and save] or by processed person [Return], [Repeal]. Users can view, edit, send, delete and other operations for collaboration items created but not sent.

■ **Function keys:**



【Send】Collaboration items of [Save and pause] or collaboration items by handlers [return] or [repeal] shall be immediately sent to corresponding personnel.

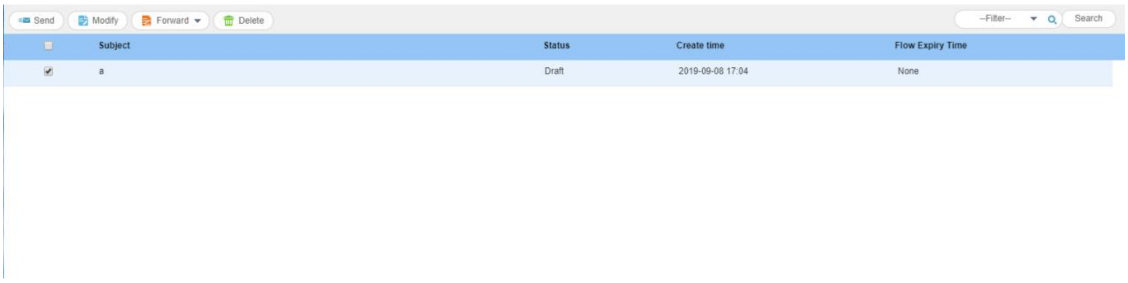
【Modify】Re-edit the collaboration items [Save and pause] or [Return] [Repeal] by co-related handlers in the newly created event page, and re-send after modifying the subject, text, process and other information.

【Delete】Deletes the selected list record.

【Filter】You can query for collaboration items according to the input query conditions.

■ **Operation steps:**

Step 1: Select the collaboration items to view from the unsent items



Step 2: Pop up the collaboration view page to view the details of the collaboration. If there is any opinion on rollback or revocation, it can also be viewed in the comment box.

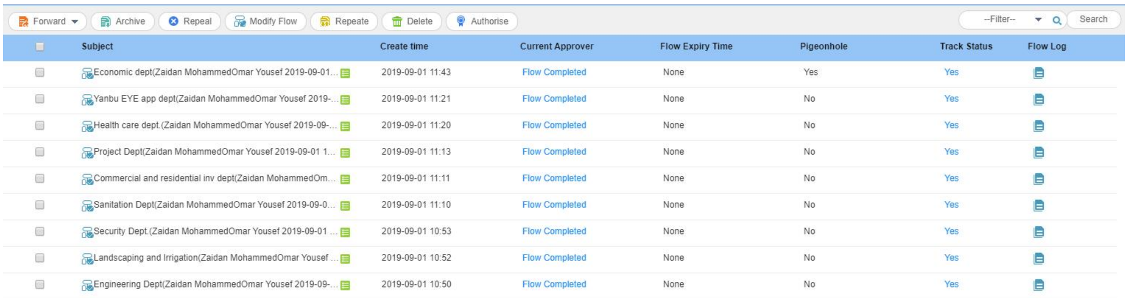
Step 3: Select the collaboration items to modify from the list.

Step 4: Select [Modify] and jump to [New items] page. You can modify the collaboration title, body, process and other information, and then send it. After sending, the item disappears from the list of [Unsent items] and is displayed in the list of [Sent items].

Sent items

■ **Operation instruction:** The system lists of all collaboration items that have been sent by current users, and users can check the processing situation and personnel in real time. You can send reminders to unprocessed personnel.

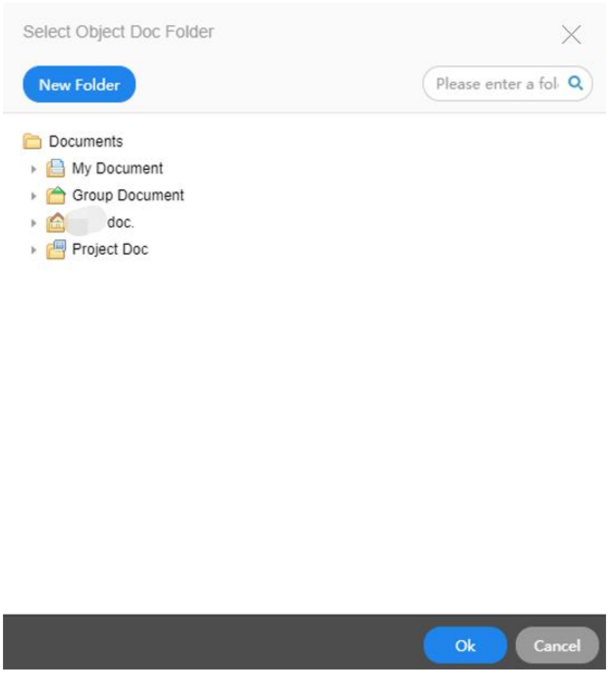
■ **Function keys:**



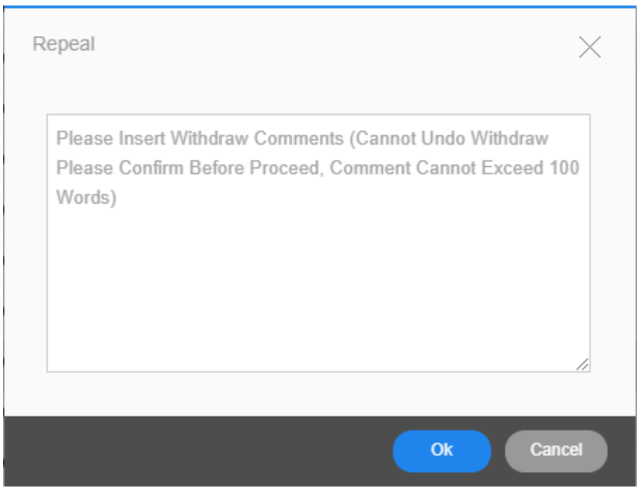
Subject	Create time	Current Approver	Flow Expiry Time	Pigeonhole	Track Status	Flow Log
Economic dept(Zaidan MohammedOmar Yousef 2019-09-01...	2019-09-01 11:43	Flow Completed	None	Yes	Yes	
Yanbu EYE app dept(Zaidan MohammedOmar Yousef 2019-...	2019-09-01 11:21	Flow Completed	None	No	Yes	
Health care dept.(Zaidan MohammedOmar Yousef 2019-09-...	2019-09-01 11:20	Flow Completed	None	No	Yes	
Project Dept(Zaidan MohammedOmar Yousef 2019-09-01 1...	2019-09-01 11:13	Flow Completed	None	No	Yes	
Commercial and residential inv dept(Zaidan MohammedOm...	2019-09-01 11:11	Flow Completed	None	No	Yes	
Sanitation Dept(Zaidan MohammedOmar Yousef 2019-09-0...	2019-09-01 11:10	Flow Completed	None	No	Yes	
Security Dept.(Zaidan MohammedOmar Yousef 2019-09-01 ...	2019-09-01 10:53	Flow Completed	None	No	Yes	
Landscaping and Irrigation(Zaidan MohammedOmar Yousef ...	2019-09-01 10:52	Flow Completed	None	No	Yes	
Engineering Dept(Zaidan MohammedOmar Yousef 2019-09-...	2019-09-01 10:50	Flow Completed	None	No	Yes	

【Forward】The selected items can be forwarded as collaboration items as required.

【Archive】 Archive collaboration items. Archiving in the to-do list is equivalent to "continue and archive" operation, which can be processed in batch.



【Repeal】The initiator may revoke the collaboration items, and the items can be returned to the initiator's [Unsent items] after the cancellation, and the cancellation postscript must be given when the cancellation is made.



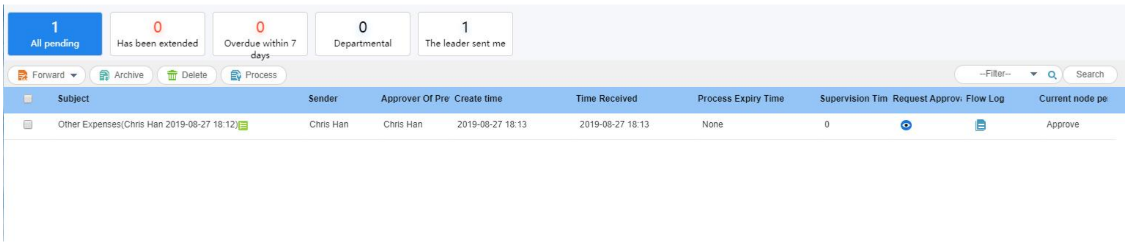
【Modify flow】 The initiator can select an item editing flow, add, delete, replace flow nodes, and set process node properties.

【Authorize】The initiator can authorize the item process to others for association in the form process.

【Repeat】 An initiator may repeatedly initiate a issued item

To-do items

- **Operation instruction：** View and process backlog, as well as query items by keyword. Users can check the process of received collaboration work and reply to other handlers' comments.
- **Function keys：**



【Forward】The selected items can be forwarded as collaboration items as required.

【Delete】 Deletes the selected list record. If the node permission setting opinion is not empty, it is not allowed to be deleted directly from the to-do items.

【Archive】 Archive collaboration items. Archiving in the to-do list is equivalent to "continue and archive" operation, which can be processed in batch. Direct archiving is not allowed in the [To-do items] if the node permission setting opinion is not empty.

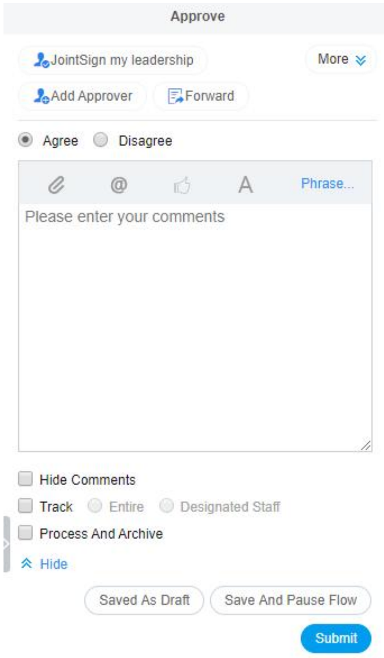
【Process】Support batch processing of to-do items.

【Filter】You can query for collaboration items according to the input query conditions.

- **Operation steps:**

Step 1: Select the collaboration items to process from the to-do items

Step 2: Enter personal opinions in the comment box and choose the processing attitude as agree or disagree. Considering the actual situation in the process, the final determination of the process is divided into two categories: one is the completion of the process of [Submit]; The other is the [Save and pause flow]. In the case that there is not enough time for processing, the backlog is listed as the delayed processing item by the [To-do items].



- **Function keys:**

【Agree】 Agree to the contents of the to-do list.

【Disagree】 Do not agree with the contents of the to-do list.

【@】Push your own opinion to the designated handler or initiator, even if they don't set up a trace.

【Hide Comments】 When ticked, other handlers cannot view the handler's opinion, only the initiator and the user can see it.

【Attachment】 You can insert files saved on your local computer.

【Track】 The handler sets the collaboration work for tracking, which can be displayed in the tracking items of personal space after setting.

【Process and archive】 After processing, the collaboration work is saved to the document center.

【Submit】 Submit processing results.

【Transfer】 When the front-end user is handling the work item, he/she can use transfer operation to transfer the current matter to others. After the handover, the matter will no longer be visible.

【Terminate】 If the user clicks [terminate], the flow of the process will stop at the user, and the node shows the termination status on the flowchart, and the subsequent nodes of the user will not receive the item.

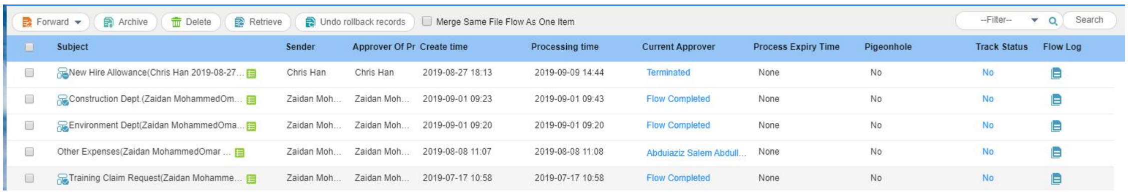
【Add approver】Users can add one or more people between themselves and the next node in the workflow.

【Notify】Users can communicate collaboration items they are currently working on to others

Completed items

■ **Operation instruction：** The system lists of all collaboration items that have been processed by current users. Users can check the processing situation and personnel in real time.

■ **Function keys：**



【Forward】The selected items can be forwarded as collaboration items as required.

【Archive】 Archive collaboration items. Archiving in the to-do list is equivalent to "continue and archive" operation, which can be processed in batch.

【Delete】Deletes the selected list record.

【Retrieve】The current user can retrieve the collaboration items that has been processed. After the item is reprocessed, it can choose whether to override the original processing opinion. The retrieved item will be displayed in the [To-do item] of the current user, and the retrieved item will disappear in the [To-do list] of the subsequent node of the current user.

【Undo rollback records】The data that has been repealed, return is displayed in this list

【Merge same file flow as one item】When you have more than one process node in a collaboration, you can choose to display only the last processed process.

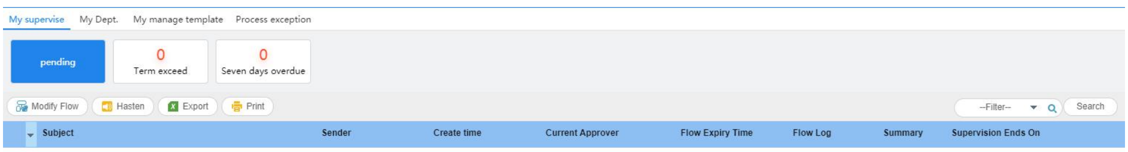
【Filter】You can query for collaboration items according to the input query conditions.

Supervisory items

【Supervisory items】Collaboration supervision personnel shall be set up by the collaboration work initiator. Supervision information can be set on the new items page and sent items page. The supervisor can track the collaboration work handling personnel, change the handling personnel or process, and check the handling situation.

■ **Function keys：**

【My supervise】Display all unprocessed, overdue and overdue categories within seven days.



【Modify Flow】Edit and supervise the process of unfinished items.

【Hasten】Reminders to the handlers who have not finish the items.

【Export】Export the current list.

【Print】Print the current list.

6. Objective

Objective management is used to make work plans, work tasks, arrange work events, and create new work projects. The purpose of project management is to make clear goals and reach consensus with leaders and colleagues, and to finish tasks in various stages in a step-by-step and verifiable manner. Schedule and events are not only an effective way to manage your time, but also a need to coordinate with other colleagues.

Project & Task

The project/task menu is divided into two parts: project and menu.

Project

- **Operation instruction:** The personnel with the permission to initiate the project establish new projects, establish the project period, select the project leader and project members, After the establishment of the project, the system will automatically add the same document directory as the project name in the [Document center] – [Project document], and all personnel of the project will see the project name in the related project on the personal space homepage.
- **Function keys:**

【New】Create new project

【Modify】Update the content of the project

【Delete】Delete existing project

【Order】Sort projects

- **Data items:**

【Project name】The name of the project cannot be empty or duplicate.

【Project type】The drop-down box lists all project types, and the type settings refer to unit administrator – Application settings - Project category settings.

【Start date】The start date of the project, cannot be empty.

【End date】The end date of the project, cannot be empty.

【Project owner】 The person in charge of the project, the system defaults to the current user, who can make changes according to the actual situation. Cannot be empty.

【Project assistant】A person who assists in maintaining project information.

【Project members】 Participants of the project.

【Related person】In addition to project members, other personnel related to the project.

【Project phase】Set up each stage of the project.

【Current Stage】The current stage of the project.

【Open team】Set whether the project team members are publicly available. If so, the project team will appear in the group TAB of the selection interface of all system personnel; otherwise, the project team will appear in the group TAB of the selection page of only project team members.

【Project status】 The current status of the project.

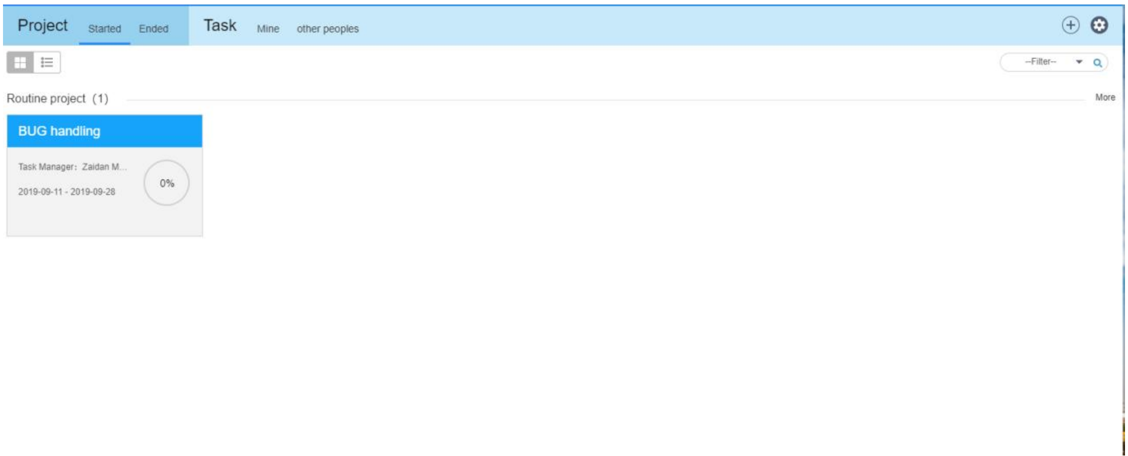
【Description】A brief description of the project.

【Project template】 Specifies common form templates for the project.

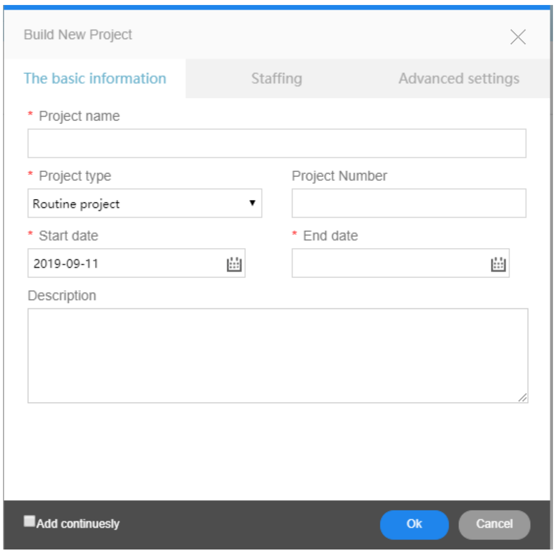
【Project number】Set the project number.

- **Operation steps:**

Step 1: In the menu [Objective], select [Project/Task] and enter the secondary page of [Project/Task]. The page contains two tabs: [Started] and [Ended].



Click [new] to open the new project page. As shown in the figure:



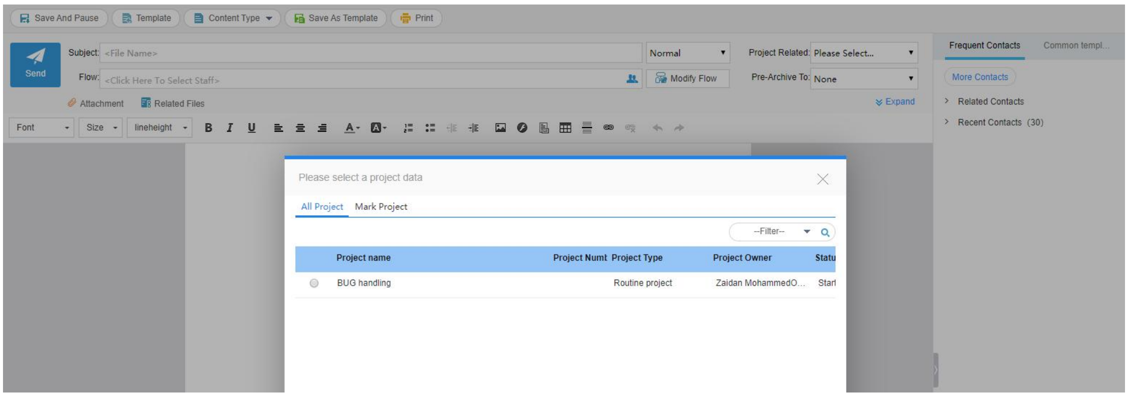
Step 2: Input the project setting contents successively, and support add the project continuously.

Step 3: Click [ok] to set up the project, and the project log will be recorded automatically. At the same time, a folder will be set up automatically with the project name in the project document in document center.

■ **Initiate collaboration related to project:**

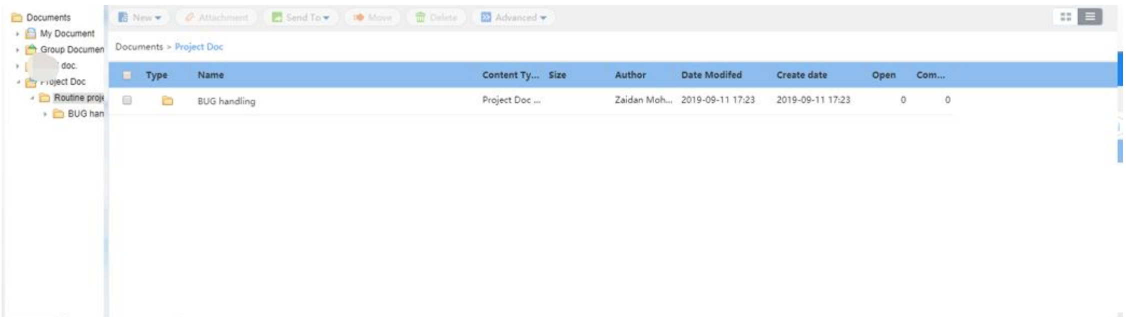
When creating a collaboration work, select the project in the drop-down box of the [Project related], where you can only select your own project.

As shown in the figure:



■ **View project documents:**

Enter [knowledge] - [Documents] - [Project document] to view the project document. As shown in the figure:



■ **New project tasks:**

Method 1: In the secondary page of "work tasks", create a new task, and the superior task selects the project task, then the new sub-task is the project task by default, displayed in the project space project task column.

Method 2: Click the project task to decompose, and the sub-task decomposed is the project task by default.

Task

■ **Operation instruction：** Including modify the task leader and the task authority user-defined. The custom function of task permissions enables users to set different permissions of task roles according to their own needs.

■ **Function keys:**

【New】Create new task

【Export excel】Export your personal task list

【By status】View tasks in a list by status

【Task tree】View tasks in a task tree

【custom sorting】Can be displayed in ascending or descending order according to task properties: status, title, completion rate, start time, end time, importance, risk

■ **Data items:**

【Subject】The name of the task, cannot be empty.

【Parent task】Select superior task.

【Weights】Sets the proportion of sub-tasks in the parent task. Only after the parent task is selected will there be [weights]. The sum of the weight of sub-tasks of the same level cannot be greater than 100%.

【Major level】The importance of the task.

【Milestone】Mark tasks as milestones.

【Planned start time】The start date of the task, cannot be empty.

【Planned end time】The end date of the task, cannot be empty.

【Task manager】The person in charge of the task, cannot be empty.

【Participants】Participants in the task.

【Notice】The personnel who needs to be informed of the mission.

【Belongs】Select the project which the task belongs.

【Description】Task-related content.

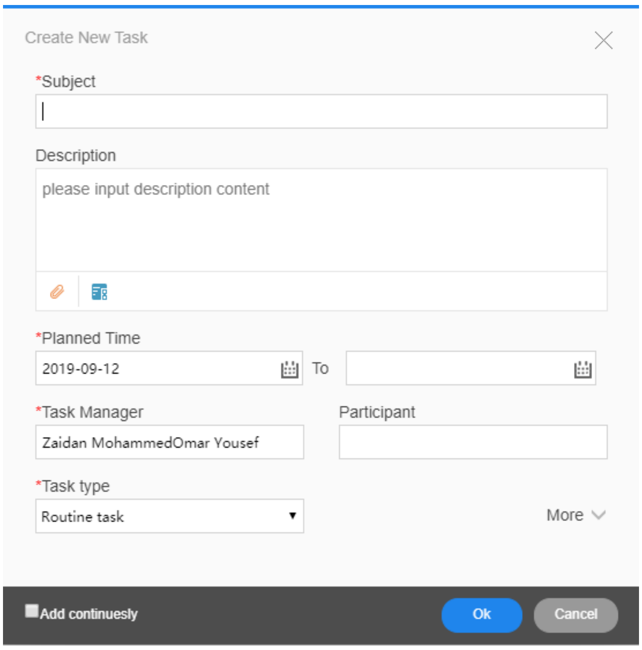
【Attachment】Insert local files.

【Add continuously】add multiple tasks continuously.

■ **Operation steps:**

Step 1: Select [Task] – [Mine], click [+] icon, and a new task window will appear.

As shown in the figure:



Step 2: Enter task-related information, such as subject, schedule, task manager, major level,

etc.

Step 3: fill in the task. Click "ok" to create a new task successfully. You can see the task you just created in the task list.

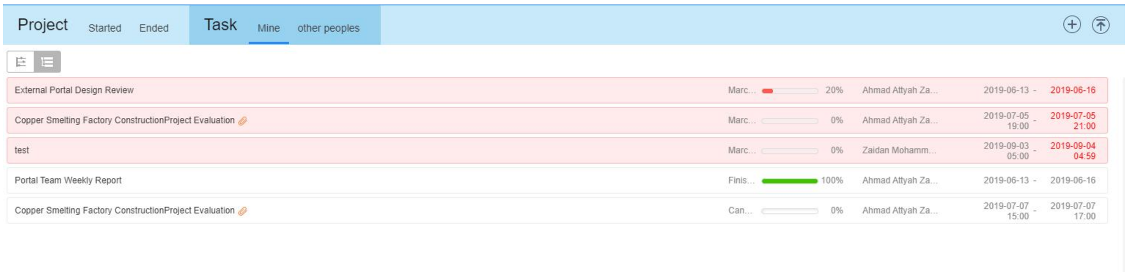
Step 4: In my task list, double-click the task to popup task details dialog box, click on a task, it will open task information from the right side of the page, including task details, task tree and task overview pages, task overview page also includes [reply], [report] and [logs].

■ **Task list:**

Display general information of tasks, including task name, project belonging to, weight, task status, completion rate, task manager, planned start time, planned end time, etc. Click the task name to view the task details, with task permissions Settings (background authorization) can click task status to set up the task progress, task completion status can be set up based on role, at the same time show the [Finish], [edit] , [delete] , [Hasten] icon, As shown in the figure:

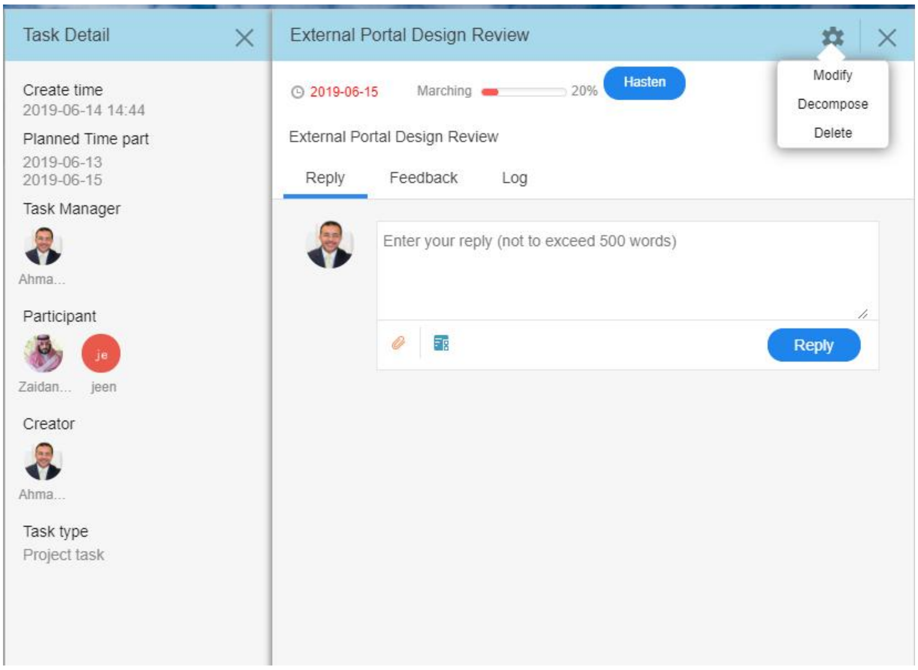
■ **Task tree:**

Click on the task tree to display the hierarchy of tasks by the tree structure. By default, only the top-level tasks are displayed. Click [+] to expand the next level of tasks. As shown in the figure:

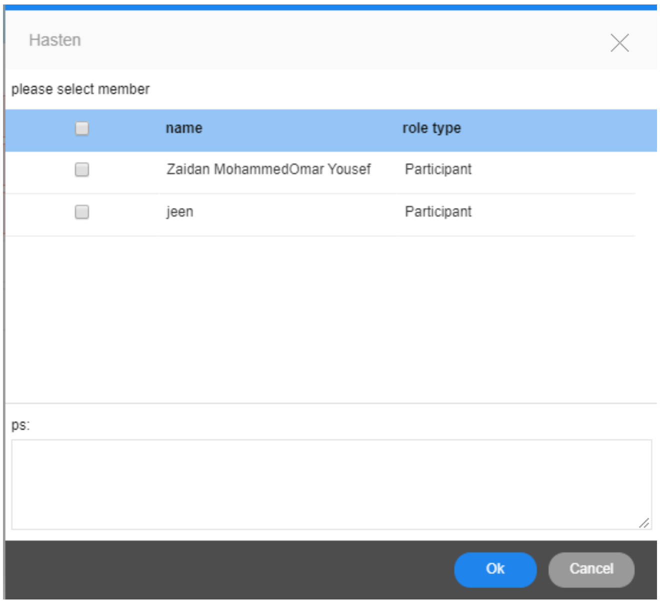


■ **View task details information:**

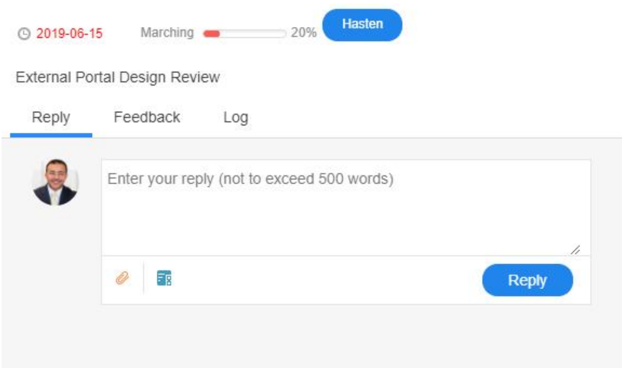
Step 1: Click the task to open the task overview page from the right to view the general information of the task. The task manager and task creator, project leader and project assistant can modify, decompose and delete the task according to the drop-down menu in the upper right corner of the page. As shown in the figure:



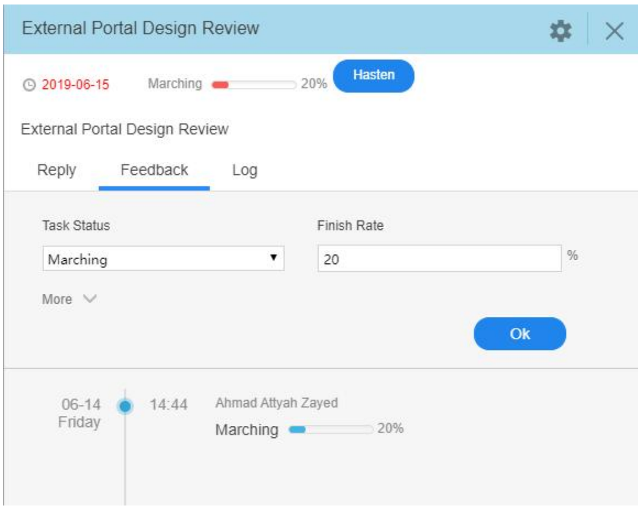
Step 2: Click [Hasten]. Can urge the task personnel to handle the task.



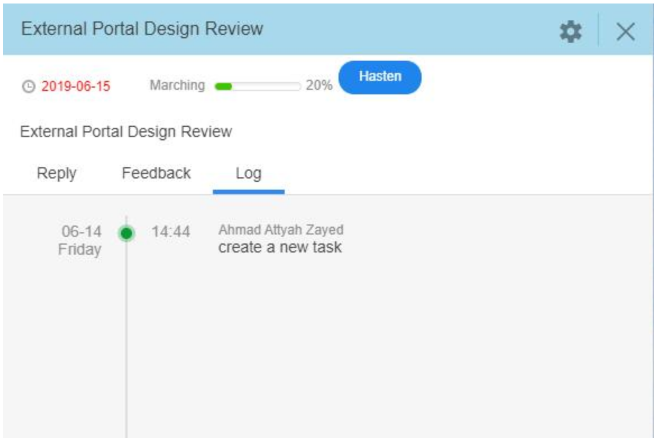
Step 3: Click the [Reply] to automatically display the filling area of task reply content. After filling in the reply content, click "ok" to send a message reminder to relevant personnel of the task, and the reply content can also be thumb up. As shown in the figure:



Step 4: Click the [Feedback], and the task manager can create a new task report. After subtask reporting, task reporting will be automatically generated by the superior task, and task managers, participants and notifiers can receive task reporting messages. As shown in the figure:

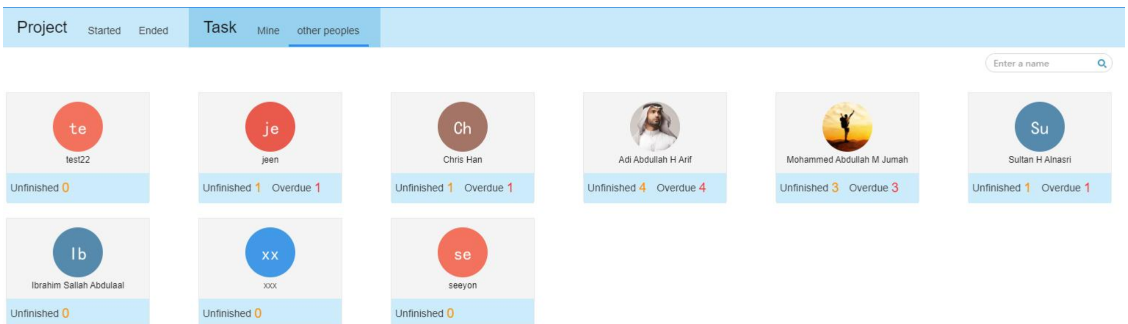


Step 5: Click the [Log] to view the task operation logs. As is shown in the figure:



■ **View personnel task statics:**

According to personnel statistics, including unfinished, overdue, finished and cancelled. As is shown in the figure:



Planning

Agenda

■ **Operation instruction：** Used to arrange routine work. You can create your own, arrange others', or delegate events to others. The system helps users improve their time management ability from several aspects such as starting and ending time, work importance, priority and work type. Through the public property of the event, relevant members can know about the event, so as to achieve the effect of information communication and cooperation, and avoid collision in time arrangement. It includes four tabs:[Individual Event], [Shared Event], [Event view] and [statistics].

Individual event

■ **Operation instruction：** To manage personal events, you can create or delete personal events, or entrust and arrange events to others.

■ **Function keys：**

【New】Create a new event.

【Entrust】Can delegate your own events to other users.

【Delete】Delete the selected event.

【Export excel】Export the list of events.

■ **Data items：**

【Subject】The title of the event cannot be empty.

【Event type】Select the type which the event belongs.

【Start date】The start time of an event.

【End date】The end time of an event.

【Importance degree】The degree of importance of an event.

【Start reminder】Set the reminder time before the event starts.

【End reminder】Set the reminder time before the end of the event.

【Event status】The current state of the event.

【Completion rate】Enter event completion rate.

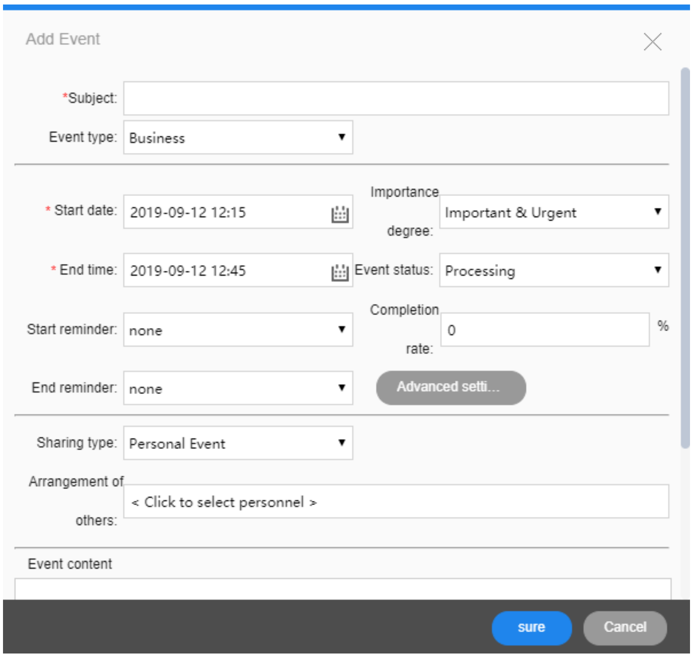
【Advanced setting】can set the work type and cycle reminder.

【Arrangement of others】When you create an event, you can assign the event to someone else.

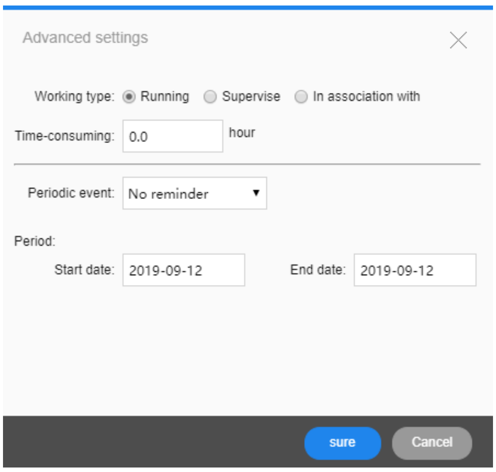
【Sharing type】 The sharing mode of events includes department events, project events, project events, disclosed to others, disclosed to superiors, disclosed to juniors, disclosed to secretaries/assistants.

- **Operation steps:**

Step 1: Select the [Personal events] , click [new], and the new events window will pop up.As shown in the figure:



Step 2: Input event related information, such as subject, time, status, importance, etc. Click the "advanced Settings" button to pop up the advanced settings page, which can set the completion rate of the event, cycle repetition and other information. As shown in the figure:



Step 3: Set the shared type. If you want to share, you can choose: department event, project event, public to others, public to superiors, public to subordinates, public to secretary/assistant. As shown in the figure: The Shared types are described as follows:

【Department event】 : One or more departments can be selected for the events disclosed to the department. After the event is established, the members of the department can see the event in the department space and also in the department events TAB under Shared events.

【Project events】: Events exposed to the project, users can only choose one project from their own projects to share. After the event is created, project members can see the event in the project space and in the project events TAB under [Shared events].

【Disclosed to others】: Open to other users in the same system, you can choose one or more, or choose the whole department and unit. After the event is established, the Shared member can also see the event in the "other events" TAB under "Shared events".

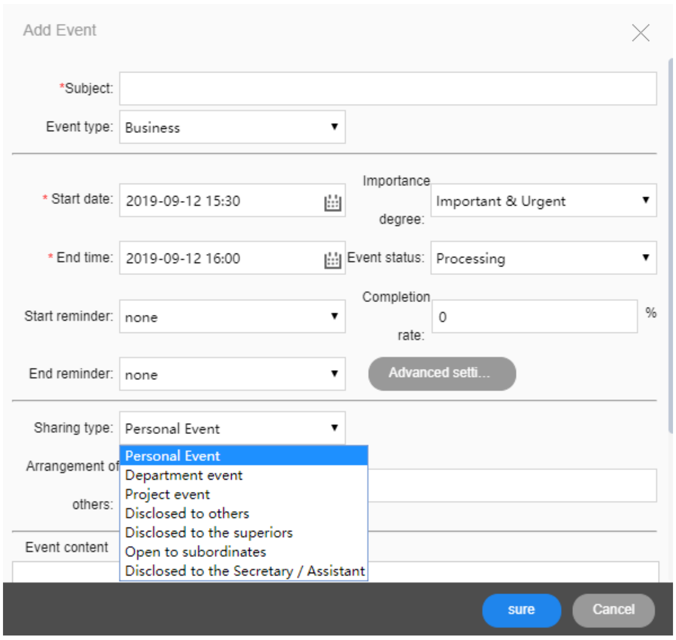
【Disclosed to superiors】: Open to those associated with [supervisor].After the event is established, the user's supervisor can also see the event in the [other events] TAB under[Shared events]

【Open to subordinates】: Open to subordinates and those associated with it. After the event is established, the user's subordinates can also see the event in the [Other events] TAB under [Shared events].

【Open to secretary/assistant】: Open to associates such as secretary/assistant. After the event is created, the user's secretary/assistant can also see the event in the [other events] TAB under [Shared events].

Step 4 (Optional) : Assign events to others. Select one or more users from the selection list. After the event is established, the person to whom the event belongs is the person to whom the event is arranged, and the event is [Arranged event].

Step 5: Fill in the event. Click [ok] and the event is successfully established. You can see the event created just now in the event list.



Shared event

■ **Operation instruction：** View all Shared events Shared to the current user. Its function keys are described as follows:

【All event】View all Shared events.

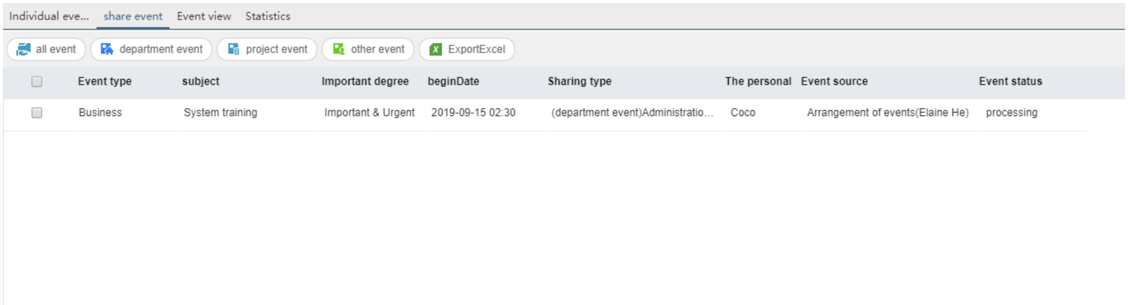
【Department event】View events Shared to your department.

【Project event】To view events Shared to a project, the current user must be one of four roles: project manager, project member, project leader, or project-related personnel.

【Other event】View events shared by others to the current user. The [other events] page lists associated people.

■ **Operation steps:**

Step 1: Select the TAB of [Shared events] and a list of shared events will appear. All shared events will be displayed by default, and different types of shared events will be viewed as required. As shown in the figure:

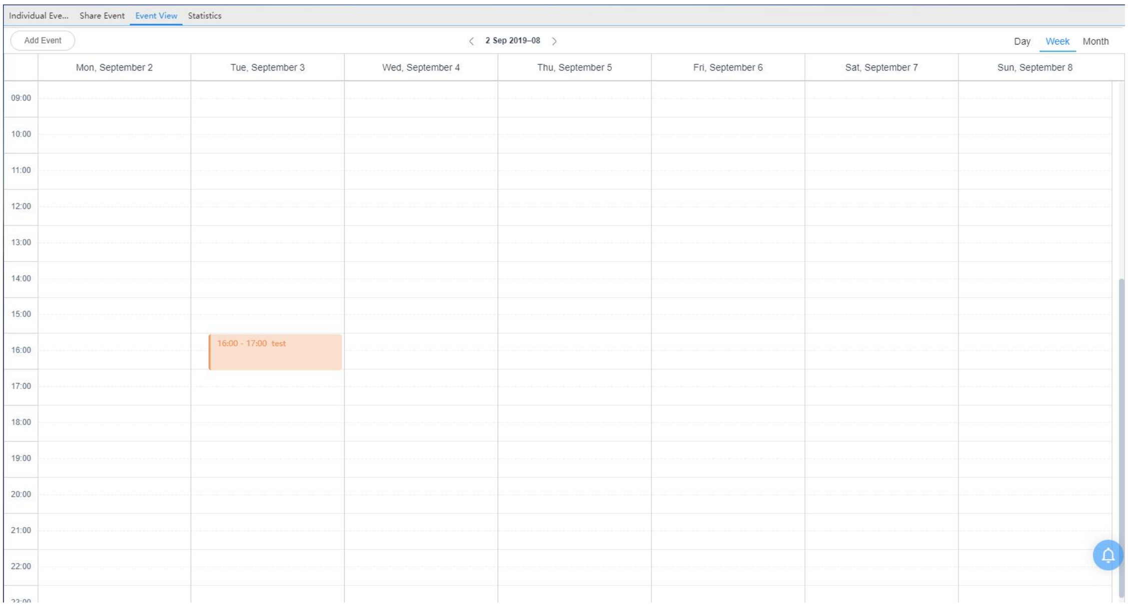


Step 2: Click on the specific shared event to view.

Step 3: Reply to shared events. The owner of the event, the sponsor, and all shared objects can reply to the shared event and see the content of others' replies.

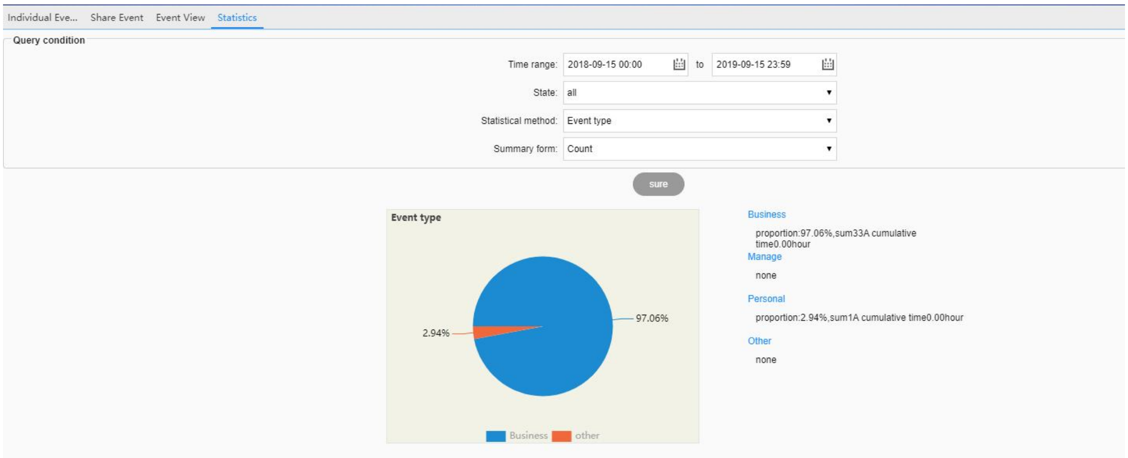
Event view

■ **Operation instruction：** Users can choose different viewing modes according to their needs: daily view, weekly view, and monthly view. It can also add events here in the same way as in personal events. New events are displayed in the schedule view by time period. Click the date picker on the right to switch to a certain day. As shown in the figure:



Statistic

■ **Operation instruction：** Users can choose different statistical methods according to their needs, such as time range, status, statistical method and summary method, and click the classification link to see the statistical results through. As shown in the figure:



Schedule

■ **Operation instruction：** The time view can intuitively see the specific arrangement of time, and the time arrangement of a day, a week and a month can be seen from the day view, week view and month view respectively. Its function keys are described as follows:

【New plan】 Go directly to the new plan page.

【New task】 Go directly to the new task page.

【New event】Go directly to the new event page

Time view page, click a specific time grid in the figure to directly create a new meeting, plan, task, event; Or create a new meeting, plan, task, or event using the four shortcut buttons at the top of the page. See the corresponding function section for specific operation. As shown in the figure:

- Time view display content:

Time view display in different colors: plan, task, meeting, event, due coordination, due document. Meetings with "no" receipt, tasks with "canceled" status, due documents and synergies will disappear from the view, and items with "completed" or "completed" status will be shown in gray. Mouse over the help icon, the page appears to explain the color classification.

- Time view display method:

Enter the time view page, and the TAB displays [week view] by default, which shows the user's time arrangement of a week; Click [day view] to view the user's time arrangement on that day; Click [monthly view] to view the time arrangement by month. Click the time switch button to view the previous or future time arrangement. The time points of [week view] and [day view] are displayed by default at the time point where the current server is located.

7. Culture

Culture module is not only the release platform of cultural construction in the unit, but also the communication platform of employees. For example, groups release announcements and surveys, employees fill in surveys, employees initiate discussions, participate in discussions or release news.

- **Function menu：** Including [bulletin], [survey], [discussion], [news] sub-function modules;

Bulletins

Bulletins type, bulletin administrator and bulletin auditor are set by group administrator or unit administrator. Administrators can top, cancel, cancel publication, delete, archive and other operations for bulletins of this type, and grant the right of release of this type to other ordinary users. Ordinary users can view the bulletin, the authorized user has the authority to publish the bulletin.

Publish bulletin

- **Operation instruction：** Bulletin administrator and authorized user create group bulletin or unit bulletin, and can modify, delete and publish their own bulletins.
- **Function keys：**

【Publish】Submit and publish the bulletin.

【Save】Save the currently edited announcement.

【Add Attachment】Upload local files.

【Add Correlation File】Upload relevant file in the system.

【Content Type】The content body type of bulletin supports six body formats: standard body, Word body, Excel body, WPS text, WPS table, PDF body. The default is standard body format.

【Preview】Preview what the bulletin will look like after the standard body format is published (Previews of the other five formats are not currently supported).

- **Data items:**

【Title】The subject of the bulletin.

【Bulletin board】Bulletin board authorized by publishers.

【Publishing department】The publishing department can be selected through the selection interface, that is the name of which department to publish the bulletin

【Release scope】Can select the scope of the bulletin through the candidate interface.

【Bulletin format】May apply to the bulletin format established by group administrators and unit administrators.

【Record reading information】Can record reading information of the bulletin.

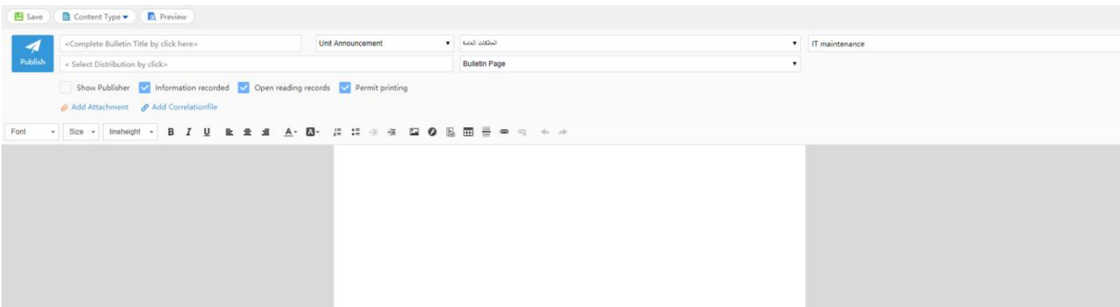
【Print allowed】To see if print is allowed when the bulletin is published.

【Display publisher】Display the name of publisher on the announcement page and release the announcement in the name of the individual (if the announcement is directly released by the reviewer, the publisher displays the name of the reviewer);If the publisher is not shown, it is published in the name of the organization.

- **Operation steps:**

Step 1: Click the menu [culture] and select [bulletin].

Step 2: Select a bulletin board and click the button behind it. Or click [publish] in the profile picture information area.



- **Operating instructions for [I initiated] bulletins:**

【Delete】 Bulletin administrator can delete the top, not the top of all the status bulletin, authorized users can only delete the top of all the status bulletin.

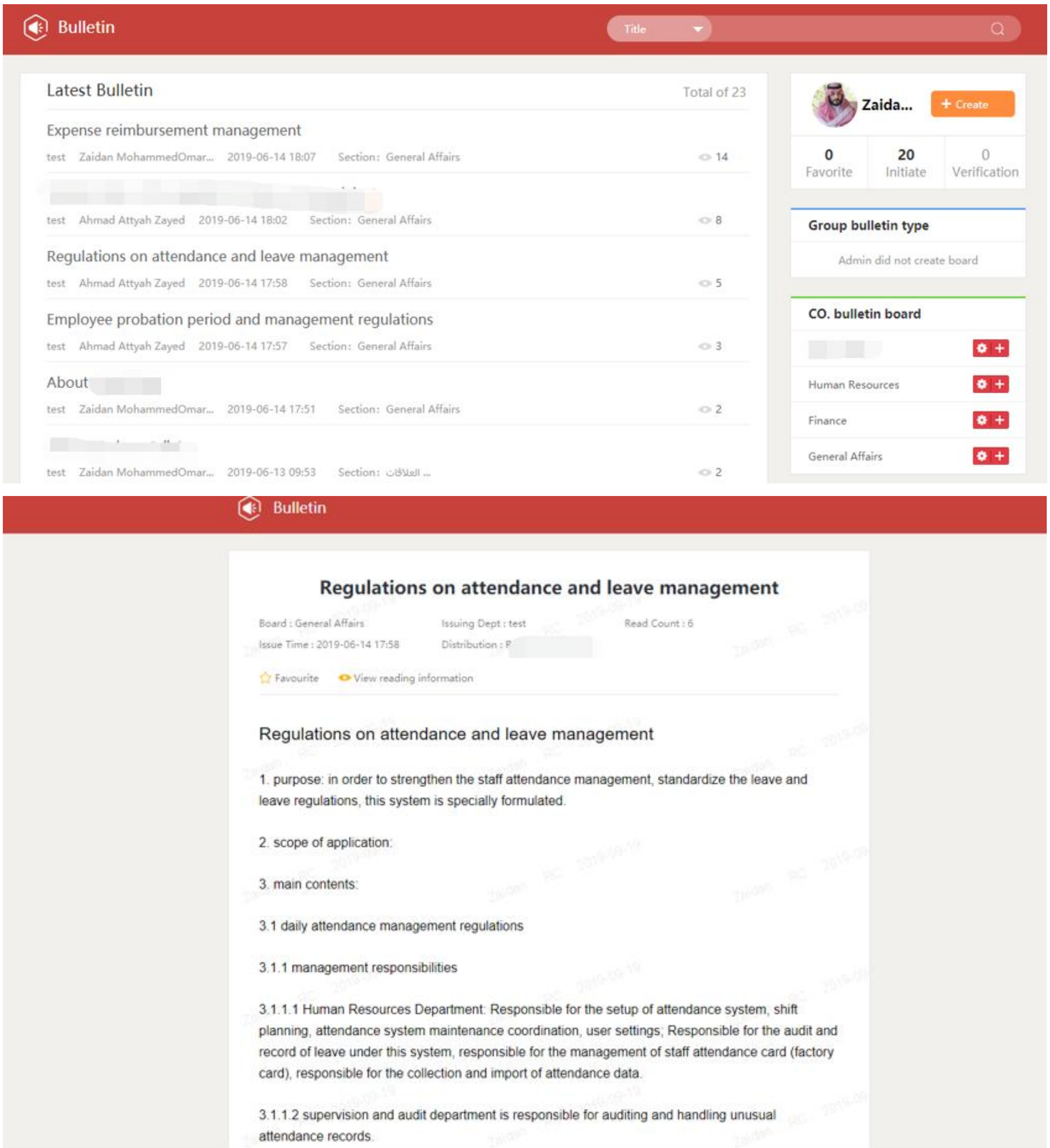
【Modify】 Bulletin administrator can modify the bulletin which is published or saved draft.

【Publish】 Bulletin administrators can publish bulletins on draft status that do not need to be reviewed.

View bulletin

- **Operation instruction：** bulletins that have been published can be viewed by people in the publication scope and administrators outside the publication scope.
- **Operation steps:**

Step 1: Click the first-level menu [culture], select [bulletin], and enter the bulletin home page. It displays the group bulletins, the unit bulletins. In the latest bulletins list, click the bulletin you want to view to go to view bulletin details page.



Bulletin management

- **Operation instruction：** Bulletin administrator management section of the bulletin, the bulletin can be archived, authorized, deleted, The function keys are as follows:

■ **Function keys:**

【Top】The administrator put the bulletin on top.

【Cancel Top】Administrator cancel the bulletin on top.

【Cancel release】Cancel the release of the bulletin.

【Delete】Administrator selects the bulletin to delete.

【Archiving】 The administrator files the bulletin to the file folder that needs to be saved (Provided that the archiving permission is available).

【Move】To move the bulletin to other section

【Settings】The administrator authorizes the right to publish this type of bulletin to other ordinary users and to set the publisher's settings, print settings, top numbers and other information.

【Statistics】The administrator can make statistics according to the number of bulletins, originators, clicks, status and release time.

News

Users can view group news and unit news. In the news list, click the news title to view the news details. News types, news administrators are set by group administrators and unit administrators, and users granted the right to publish news can publish this type of news.

Publish news

■ **Operation instruction:** News administrators and authorized users can create news, and their release of the news can be modified, deleted, published and other operations.

■ **Function keys:**

【Publish】Submit and publish the news.

【Save】Save the currently edited news.

【Add Attachment】Upload local files.

【Add Correlation File】Upload relevant file in the system.

【Content Type】The content body type of news supports six body formats: standard body, Word body, Excel body, WPS text, WPS table, PDF body. The default is standard body format.

【Preview】Preview what the news will look like after the standard body format is published (Previews of the other five formats are not currently supported).

■ **Data items:**

【Title】The subject of the news.

【News board】News board authorized by publishers.

【Publishing department】The publishing department can be selected through the selection interface, that is the name of which department to publish the news.

【Abstract】Set up a summary of the news

【Key words】Set up the key words of the news

【News format】May apply to the bulletin format established by group administrators and unit administrators.

【Show publisher】Display the name of publisher on the news page and release the news in the name of the individual (if the news is directly released by the reviewer, the publisher displays the name of the reviewer);If the publisher is not shown, it is published in the name of the organization.

【Comment】Sets the permission to comment on published news

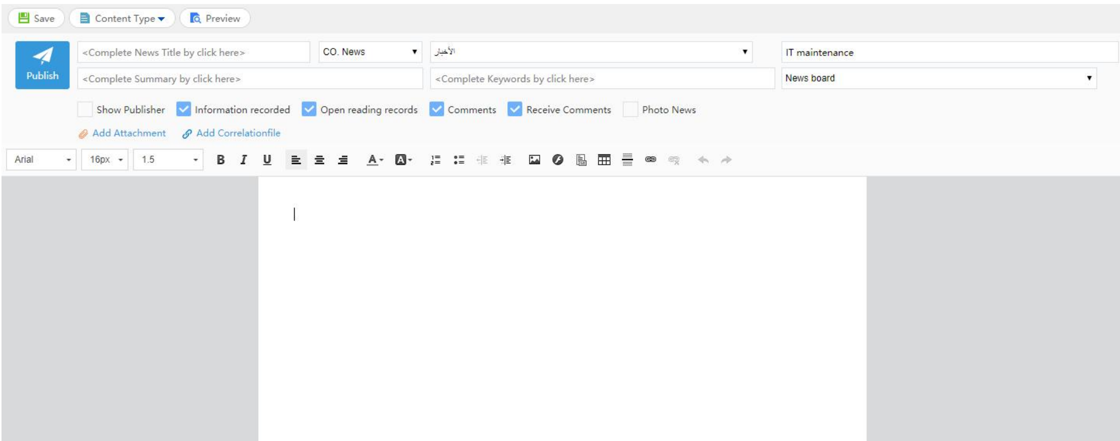
【Receive comments】Set whether other people receive notifications when they comment or reply to your post.

【Photo news】Set whether to upload column pictures.

■ **Operation steps:**

Step 1: Click the menu [culture] and select [news].

Step 2: Select a news board and click the button behind it. Or click [publish] in the profile picture information area.



■ **Operating instructions for [I initiated] news:**

【**Delete**】The news administrator can delete all state news of focus and non-focus, and authorized users can only delete all state news of non-focus.

【**Modify**】News administrator can modify the news which is published or saved draft.

【**Publish**】News administrators can publish news on draft status that do not need to be reviewed.

View news

■ **Operation instruction：** News that have been published can be viewed by people in the publication scope and administrators outside the publication scope.

■ **Operation steps:**

Step 1: Click the first-level menu [culture], select [news], and enter the news home page. The news homepage page displays all the news under the group news section and the unit news section. In the latest, hottest, and focus lists, click the news you want to view to go to the view news details page. The [latest] list shows the news of all sections in reverse chronological order. The [hot] list shows the news of all sections in descending order of thumb up, and those with the same thumb up in reverse order. The [focus] list shows the news highlights of all sections in reverse order of publication time.

News management

- **Operation instruction：** News administrator manages the news within the section, can archive, authorize, delete, etc., statistics according to the preset type of the system news, The included function keys are described as follows:
- **Function keys：**

【Top】The administrator put the news on top.

【Cancel Top】Administrator cancel the news on top.

【Focus】The administrator sets the news to focus.

【Cancel Focus】Administrator sets

【Delete】Administrator selects the news to delete.

【Archiving】 The administrator files the news to the file folder that needs to be saved (Provided that the archiving permission is available).

【Move】To move the news to other section

【Settings】The administrator authorizes the right to publish this type of news to other ordinary users and to set the publisher's settings, print settings, top numbers and other information.

【Statistics】The administrator can make statistics according to the number of news, originators, clicks, status and release time.

BBS

Discussions provide an informal communication platform for staff within the organization. Unit users can set up a number of discussion sections according to the actual needs of the unit. The setting of the board should be set by the unit administrator.

Post BBS

- **Operation instruction：** The user can post discussions. Support anonymous post, anonymous reply, accept new reply notification and other operations.

■ **Function keys:**

【Attachment】Upload local files.

【Preview】Preview what the discussion will look like after the standard body format is published

【Save】Save the current edited discussion.

【Post】Publish edited discussions.

■ **Data items:**

【Title】The subject of the discussion.

【Issue range】Select the release scope of the discussion

【Discussion section】Select discussion board which the publisher is authorized.

【None】【Original】【Transmit】Select the type of discussion.

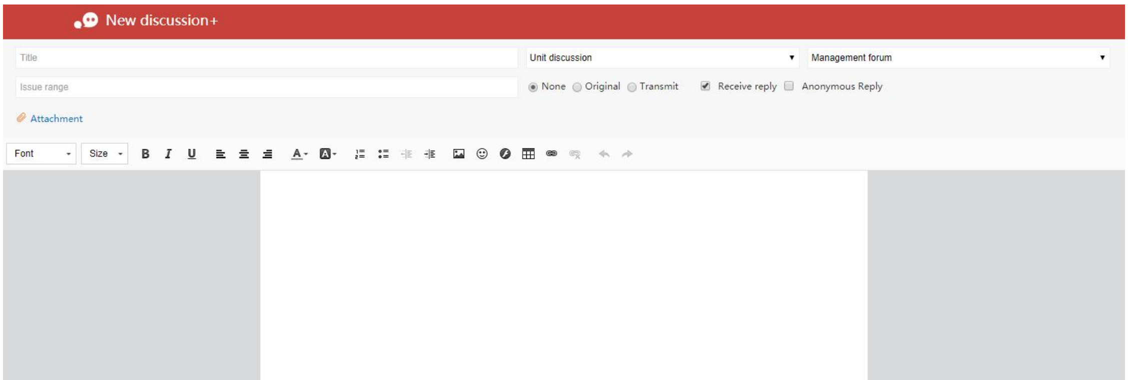
【Anonymous posting】Anonymously post discussions.

【Anonymous reply】Discussion reply allows anonymity.

■ **Operation steps:**

Step 1: Click the first-level menu [culture] and select [BBS].

Step 2: Select a discussion section and click the button after it. Or click the [Posting] button in the person profile information area. All employees under the group have the right to initiate preset discussion board by default. As shown in the figure, initiate discussion:



■ **Operating instructions for [I initiated] discussions:**

【**End discussion**】The discussion administrator will post a summary of the published discussion, and can continue to reply after the summary.

【**Modify**】Discussion administrator and authorized users can modify the draft and publish.

【**Delete**】Discussion administrators and authorized users can delete all state discussions initiated.

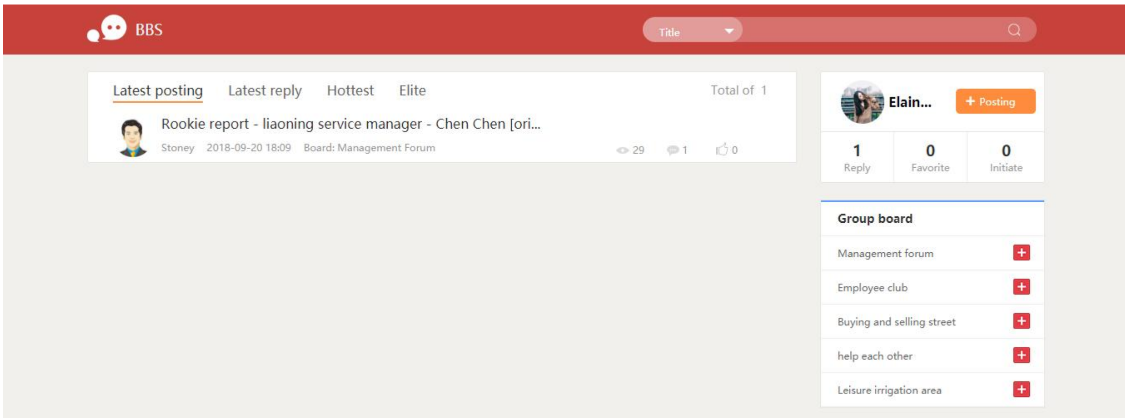
【**Published**】Discussion administrators and authorized users to publish discussions on draft status.

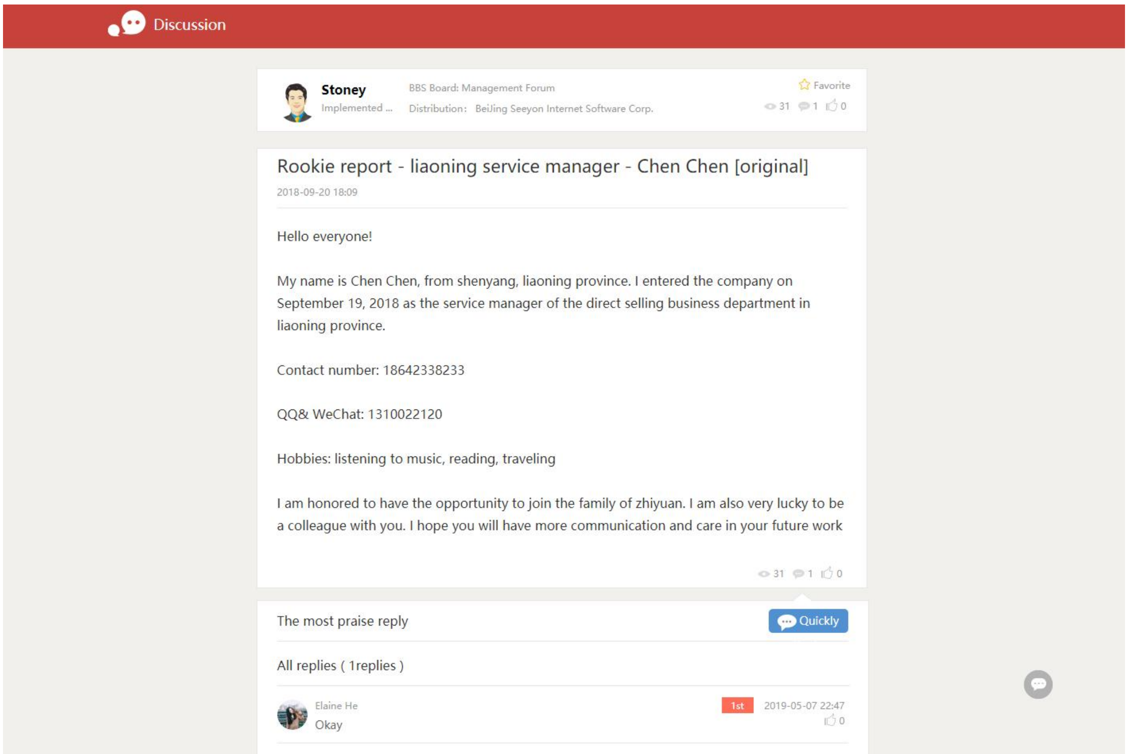
View discussions

■ **Operation instruction:** Users within the scope of the publication can view the discussion. In the discussion list, click the discussion title, you can view the discussion details and reply, administrators can delete others' comments.

■ **Operation steps:**

Step 1: Click the first-level menu [Culture] and select [BBS] to enter the BBS home page. The page displays all discussions under the group discussion section and the unit discussion section. In the [Latest posting], [Latest reply], [hottest], [Elite] list click the discussion you want to view, to view the discussion details. The [Latest posting] list shows the discussion of all sections in reverse order of the release time. The [Latest reply] list shows the discussion of replies in reverse order of reply time.





BBS management

■ **Operation instruction：** Discussion administrator can top the discussion, authorization, delete, and statistics according to the system preset type of discussion, query according to various types of published discussion. The function keys are as follows:

- **Function keys：**

【Top】The administrator can set discussion on the top. After the top is set, it is identified as [top].

【Cancel Top】Administrator cancel the discussion on top.

【Delete】Administrator selects the discussion to delete.

【Archiving】 The administrator files the discussion to the file folder that needs to be saved (Provided that the archiving permission is available).

【Move】To move the discussion to other section

【Settings】The administrator authorizes the right to publish this type of discussion to other ordinary users and sets the following information: prohibit reply, reply sorting, allow anonymous posting, allow anonymous reply, number of top posts, block cover, etc.

【Statistics】 The administrator can make statistics according to the number of discussions, originators, clicks and reply.

8. My tools

Address book

Contacts

- **Operation instruction：** Used to view contact information of group employees, export, print address books. Support the establishment of personal contacts.
- **Function keys:**

【Export Excel】Download the organization address book into an Excel file.

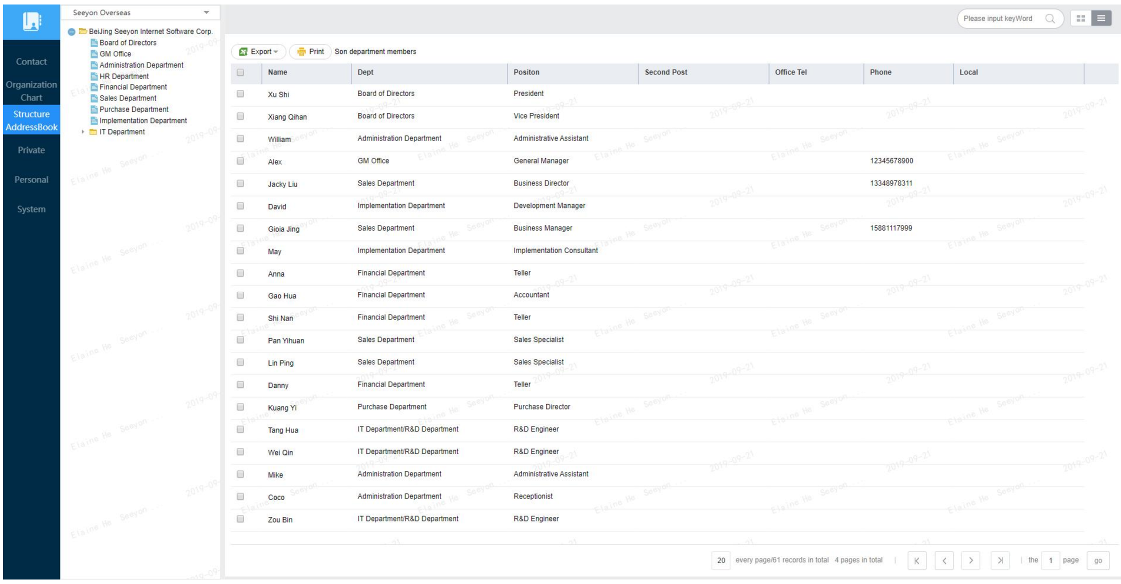
【Export Vcard file】Select a user, export their personal information in Vcf format and save it locally .Only one person's information can be exported at one time.

【Export CVS file】Download the organization address book into a CSV file.

【Print】Print out the organization address book.

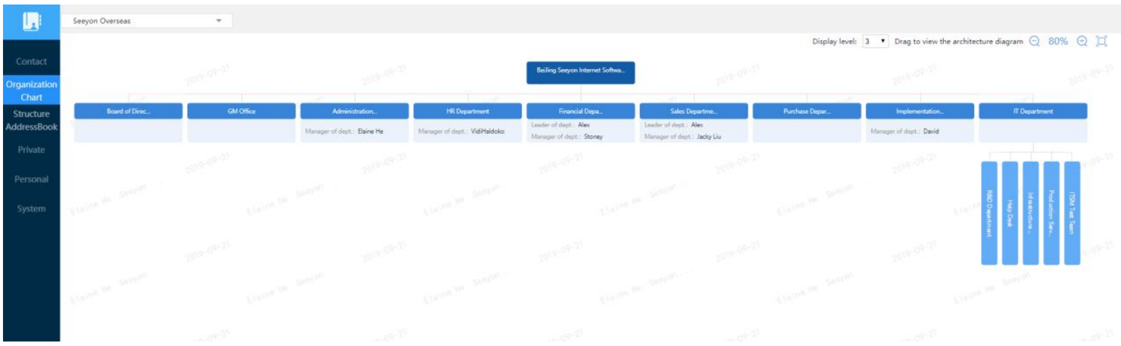
- **Operation steps:**

Click the first-level menu of [My tools] and select [Address book] to enter the address book page.



Organizational chart

■ **Operation instruction：** The organization chart shows the organization chart of the organization of the unit to which the current user belongs to, As shown in the organizational chart:

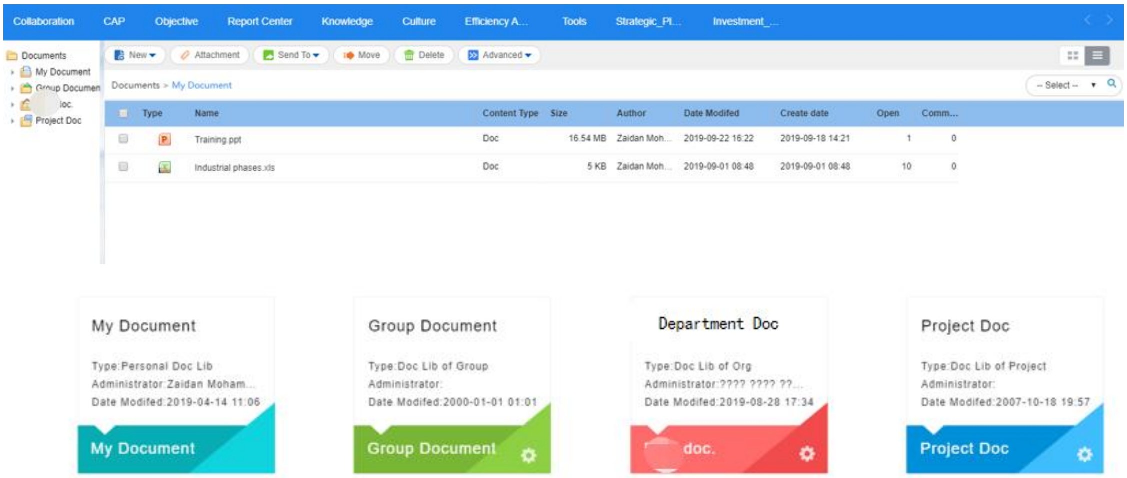


9. Document center

■ **Operation instruction：** Document center is applied to group, unit, individual management of documents, official documents and other modules of archiving information, provide documents to group, unit, individual learning area and document center and other functions. The document center includes [My document], [Unit document], [Project document].

■ **Operation steps:**

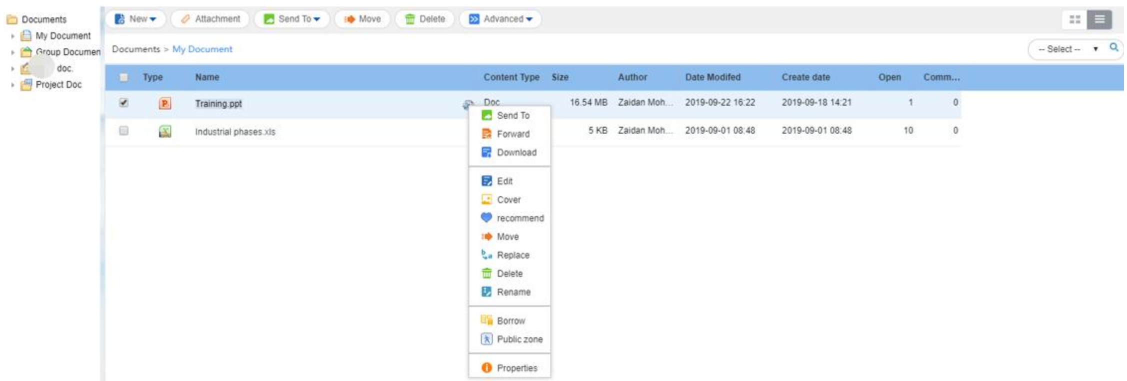
Step 1: Click the first-level menu [knowledge community] and select [Document center] to enter the interface of document center. Display [My document] by default. As shown in the figure:



Step 2: Click on the document folder with operation permission, and the document folder can be operated as follows: setting display column, restoring default display column, setting query conditions, restoring default query conditions, managing locked documents, sharing, document log, document subscription, attributes, etc.

My document

■ **Operation instruction：** Store personal documents, provide new, modify, move, query and other operations. Documents can be sent to personal space. The included function keys are described as follows:



■ **Function keys:**

【New】 Including new document and document folder function; Support 5 types of documents: 1. Html document; 2. Word document; 3. Excel document; 4. WPS text; 5. WPS table. Among them, Word document, Excel document, WPS text and WPS table need the support of Office plug-in control, and the client needs to install the corresponding Office or WPS software.

【Attachment】 Upload the document from the local PC.

【Send to】 Push documents or folders to common documents in your personal space or specific path.

【Move】 Move documents or document folders to other directories.

【Delete】 Delete the selected document.

【Advanced-collaboration】Forward the document as an attachment for a new collaboration work item.

【Advanced-Doc order】 Sort documents and document folders.

【Download】 Download the selected document.

【Edit】 Open the document and enter the online editing interface.

【Recommend】 Recommend the document to others.

【Rename】 Rename the selected document.

【Properties】 View the document properties and fill in the keywords and descriptions of the document.

Unit document

■ **Operation instruction：** The unit document is mainly used for each unit to store its own document, which is managed by the unit document administrator of each unit. Unit documents can also be shared with other units in document library management. Check the document library management sharing settings for details. The document administrator can establish the corresponding folder according to the organization or application requirements and authorize the document for the departments. For example: establish administrative system, personnel system, sales system, and authorize the corresponding personnel in charge of management.

■ **Function keys：**

【New】 Including new document and document folder function; Support 5 types of documents: 1. Html document; 2. Word document; 3. Excel document; 4. WPS text; 5. WPS table. Among them, Word document, Excel document, WPS text and WPS table need the support of Office plug-in control, and the client needs to install the corresponding Office or WPS software.

【Attachment】 Upload the document from the local PC.

【Send to】 Push documents or folders to common documents in your personal space or specific path.

【Move】 Move documents or document folders to other directories.

【Delete】 Delete the selected document.

【Advanced-collaboration】Forward the document as an attachment for a new collaboration work item.

【Advanced-Doc order】 Sort documents and document folders.

【Download】 Download the selected document.

【Edit】 Open the document and enter the online editing interface.

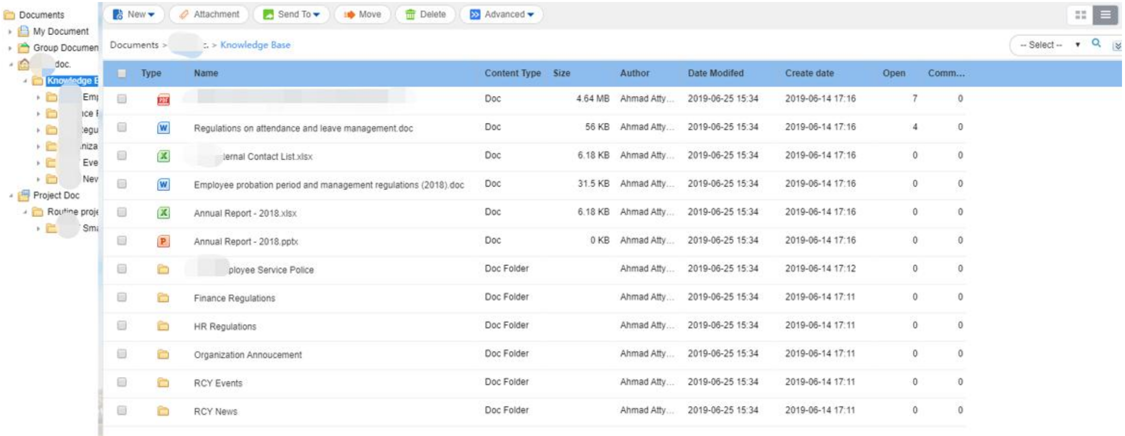
【Recommend】Recommend the document to others.

【Rename】Rename the selected document.

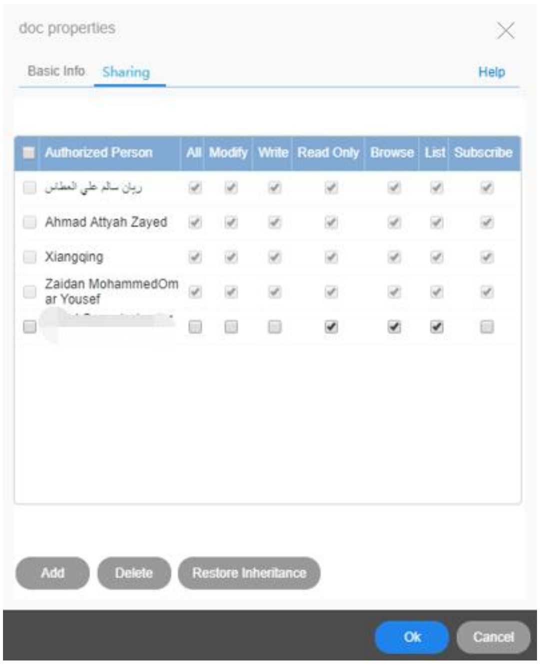
【Properties】View the document properties and fill in the keywords and descriptions of the document.

■ Operation steps:

Step 1: Click [new] – [document folder] to create document folder according to actual needs. As shown in the figure:



Step 2: Click document folder [operation] - [sharing], add authorization object, select the corresponding permission, you can modify the library administrator subscription settings. As shown in the figure:



■ Instructions :

【All】Including modify, write, read only, browse, list permissions, and further authorization.

【Modify】Permission of edit, rename, lock the document.

【Write】Permission of adding a document to a document folder.

【Read only】Permission that can only read documents, not modify, delete, etc.

【Browse】Compared with the read-only permission, the browse is lack of forwarding, downloading, printing and other functions.

【List】Permission can only view a list of documents name, cannot open a document to view the body.

【Subscribe】Subscribe the document for users who is with shared authorization.

Project document

■ **Operation instruction：** The project document is the project document folder automatically established according to the project name when the project is created and managed by the project manager.

Project manager: has full access to the project archive directory.

Project member: has read-only and write permissions on the project archive directory.

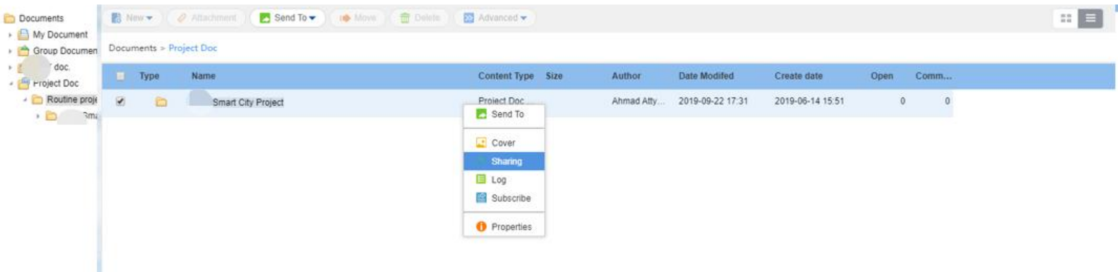
Project leader: has read-only and write permissions on the project archive directory.

Related person: has read-only permissions on the project archive directory.

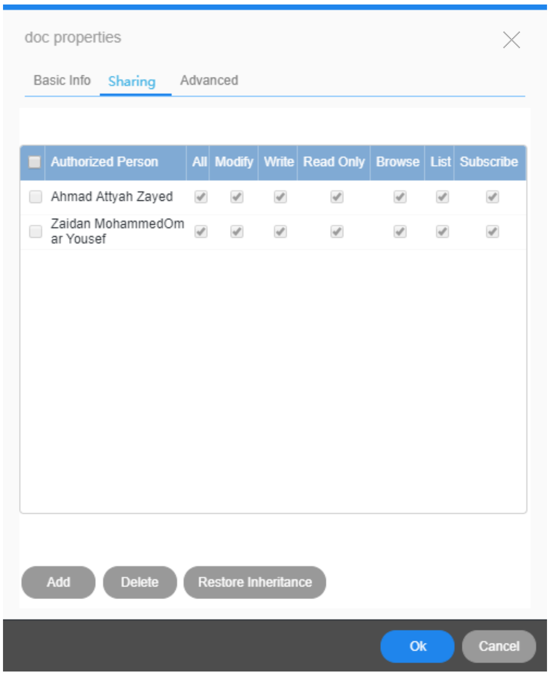
■ **Operation steps:**

Project documents can be shared by project managers or people with full project permissions, and the sharer can be given permission to operate on the project documents. Document sharing of the project as shown below:

Step 1: Select project folder and right click to select share



Step 2: In the Shared page, you can add a sharer, set the sharing permission, delete, restore inheritance and other functions. As shown in the figure:



10. My settings

Personal info settings

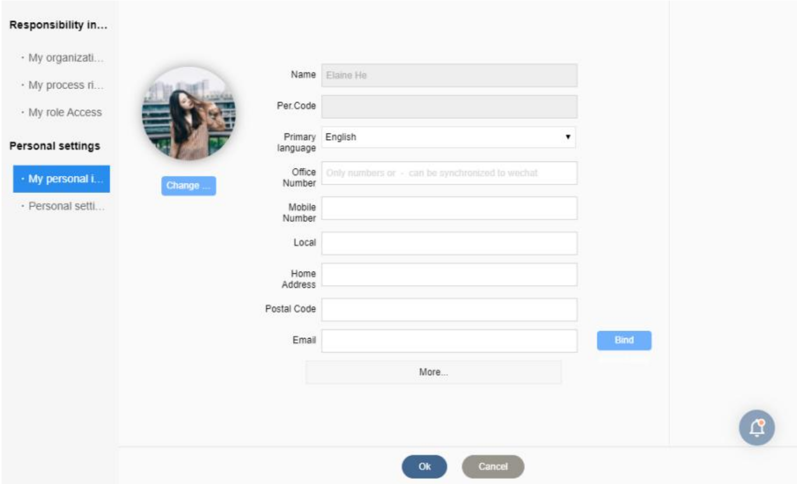
■ **Operation instruction：** The user can modify some specific contact information, among which the name and employee number cannot be modified , the contact information such as follows: [preferred language], [office phone number], [mobile phone number], [home address], [zip code], [email], [address] etc., address book field enabled by group administrator.

■ **Operation steps:**

Step 1: Click the menu [My profile]-[Personal Settings] to enter the personal information Settings page.

Step 2: Fill in each data item in turn.

Step 3: Click the [ok] button and save.



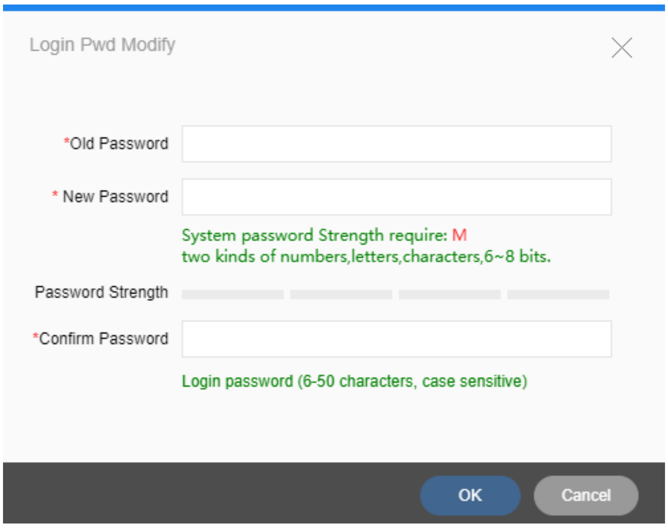
Login password settings

- **Operation instruction：** The user changes the login password by himself.
- **Operation steps:**

Step 1: Click the menu [Personal Settings] – [Login password settings] and enter the personal password setting page.

Step 2: Enter the original password, the new password and the confirmation password.

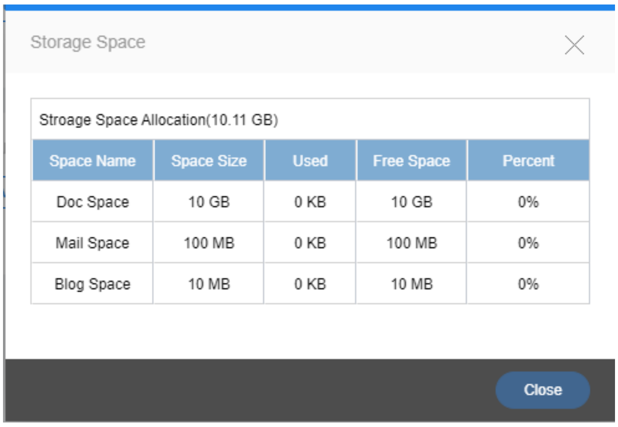
Step 3: Click ok to save the changes.



View storage

- **Operation instruction：** Users can view their own document space, mail space usage.
- **Operation steps:**

Step 1: Click the menu [Personal settings] – [Storage space] to enter and view the storage space view page. As shown in the figure:



Space Name	Space Size	Used	Free Space	Percent
Doc Space	10 GB	0 KB	10 GB	0%
Mail Space	100 MB	0 KB	100 MB	0%
Blog Space	10 MB	0 KB	10 MB	0%