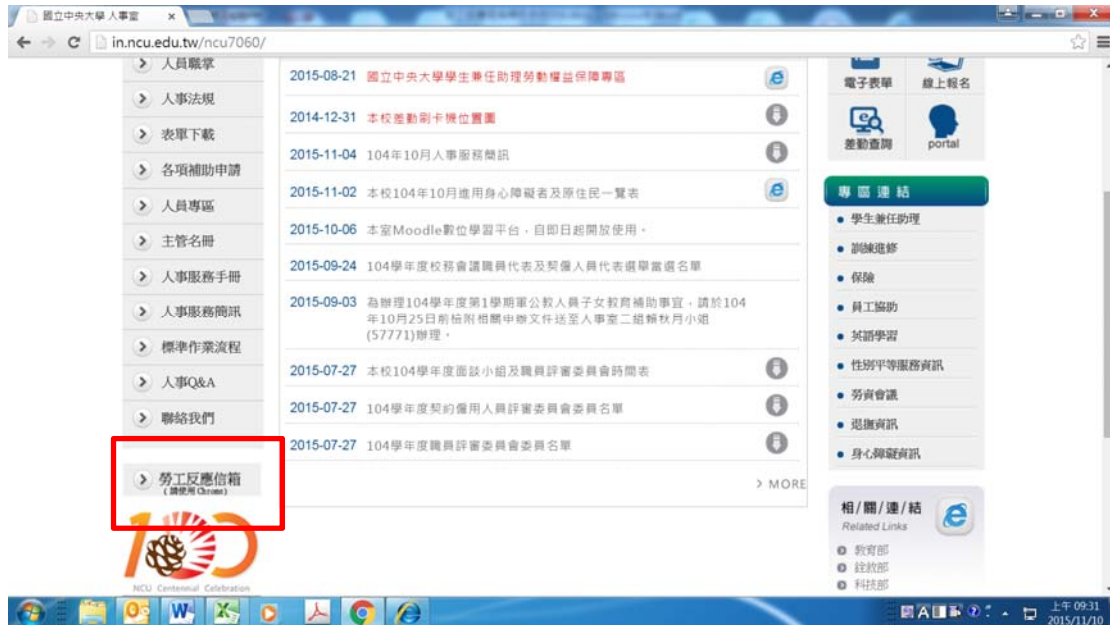
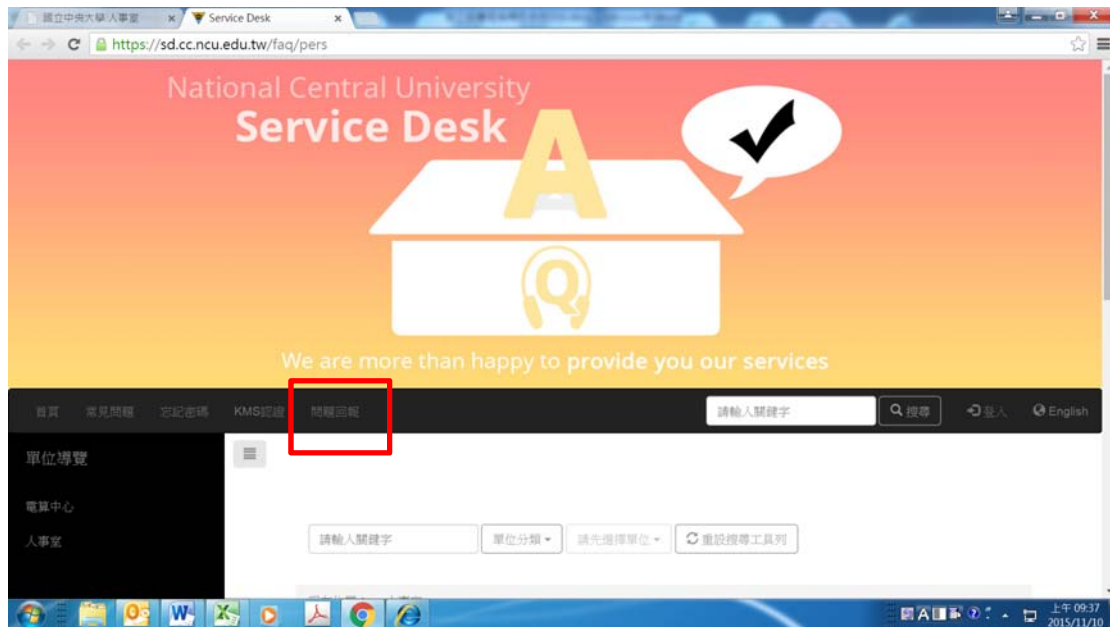


勞工反應信箱操作手冊 104.11.10

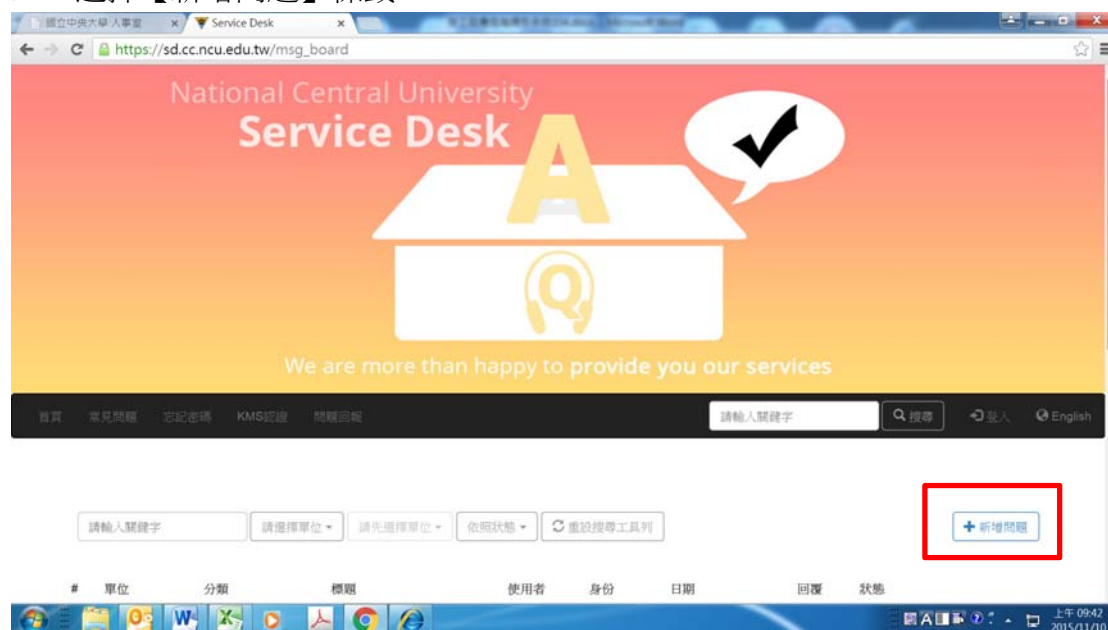
一、進入本校人事室網站首頁（<http://in.ncu.edu.tw/ncu7060/>），點選【勞工反應信箱】標籤。



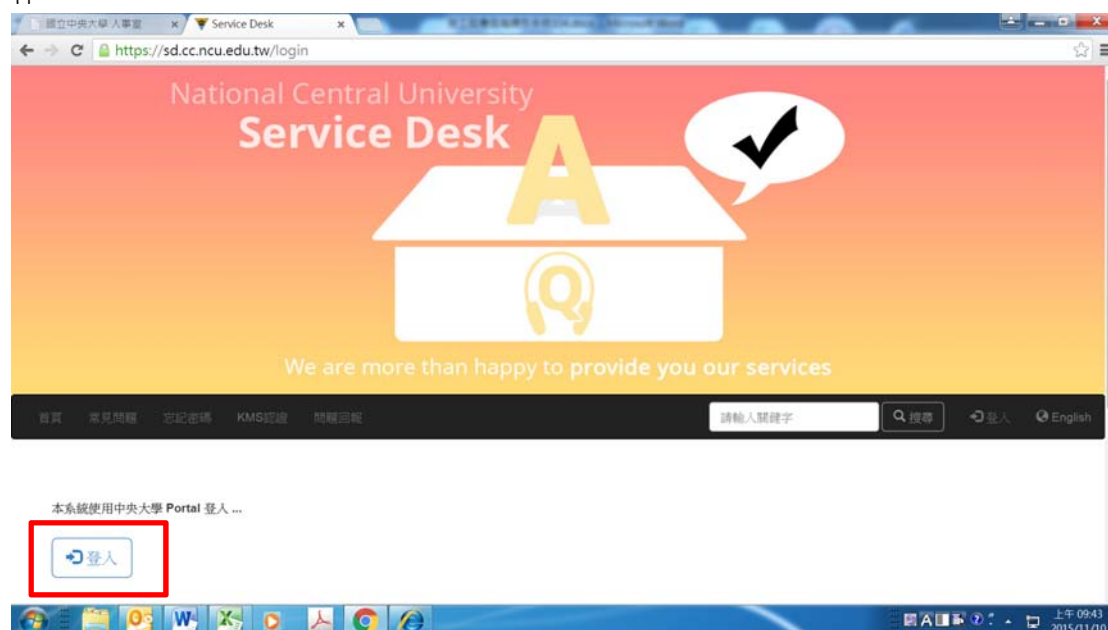
二、進入勞【勞工反應信箱】頁面，點選【問題回報】。



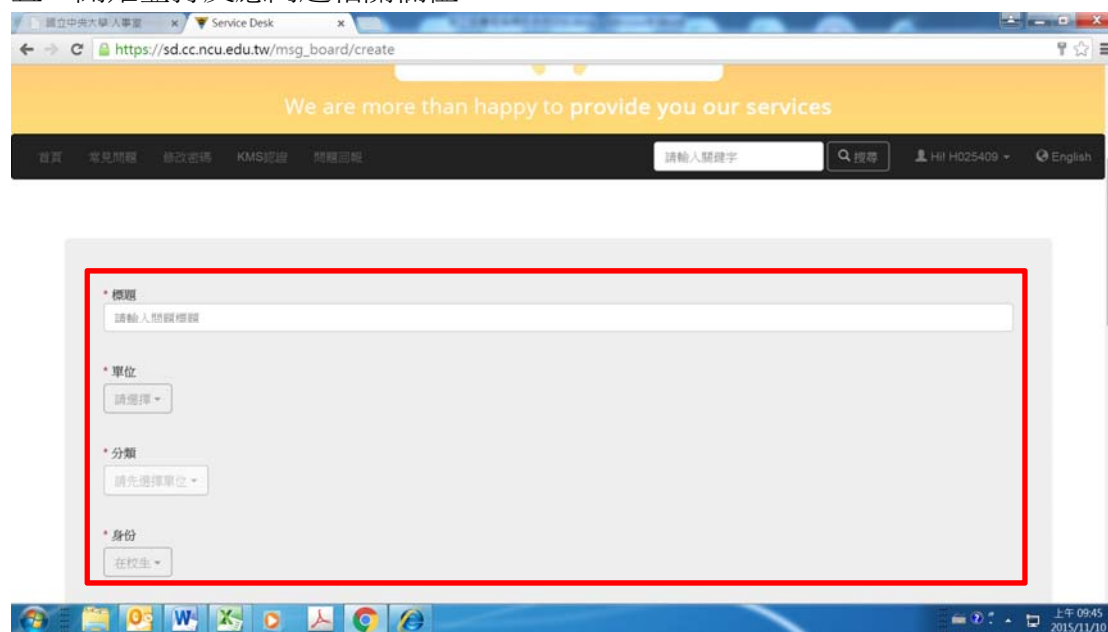
三、選擇【新增問題】標籤。



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。

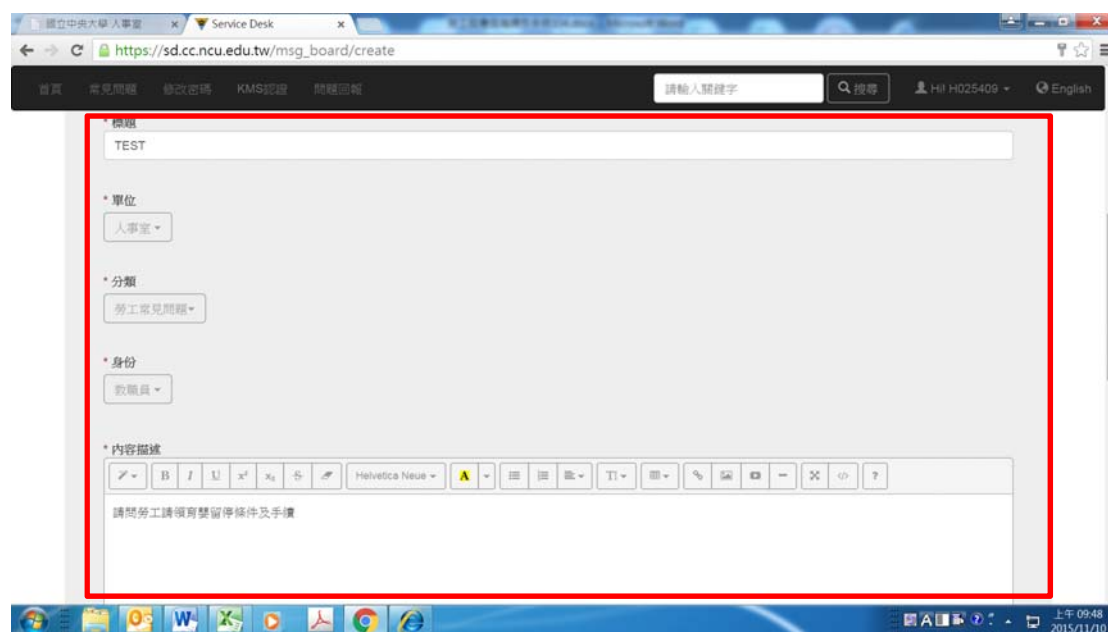


五、開始登打反應問題相關欄位。



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 menu with links for '首頁', '常見問題', '修改密碼', 'KMS認證', and '問題回報'. A search bar and user profile 'Hi! H025409' are also visible. The main form area, outlined in red, contains 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'.



This screenshot shows the same 'create' page, but with the form fields filled out. The browser address bar remains 'https://sd.cc.ncu.edu.tw/msg_board/create'. The form area, outlined in red, now contains:

- * 標題**: The text 'TEST' is entered in the input field.
- * 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 Family, Font Size, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Help) and the text '請問勞工請領育嬰留停條件及手續'.

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。

