

材料繳交系統

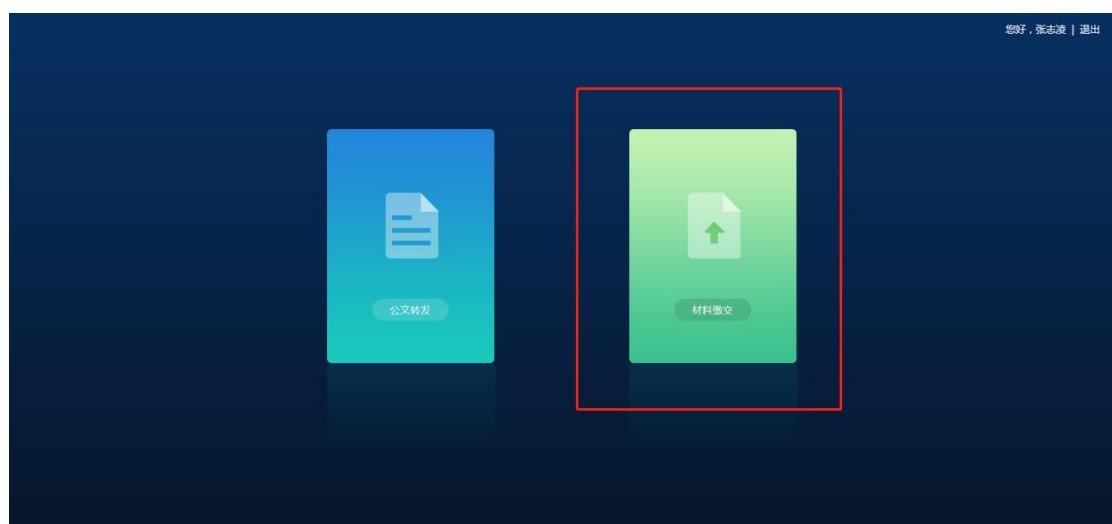
操作手册

教师用户

一、登录系统

登录地址：<http://fjsdefz.xszongping.com>

登录方式：钉钉扫码登录-点击【材料缴交】进入系统



二、操作流程

1、如何发布材料缴交通知

①点击左侧菜单列表【我发布的】-点击【发布缴交通知】

A screenshot of a web-based application interface. On the left, there is a sidebar with several menu items: "待我缴交" (Pending Submission), "我已缴交" (I Have Submitted), and "缴交查询" (Submission Query). The "我发布的" (I Published) item is currently selected and highlighted with a green background. In the center, there is a green button labeled "+ 发布缴交通知" (Release Submission Notice). Above the button, there is a search bar with placeholder text "请输入项目名称、文档编号进行查找" and a date range selector "发布日期 2019-09-01 - 2020-08-31". At the bottom of the page, there is a message "暂无数据" (No data available).

②填写缴交材料相关信息（注意：* 项目为必填项目）

The screenshot shows the 'Material Submission' form. On the left, there's a sidebar with buttons for '发布的', '待我提交', '我已提交', and '提交查询'. The main area has fields for '项目名称' (2018-2019学年语文组教案), '发布部门' (语文教研组), '提交截止日期' (2019-11-21), and '文档编号' (empty). Below these is a rich text editor with a toolbar containing H, B, T, F, I, U, S, O, P, and other icons. The editor contains the text: '请语文教研组的所有教师将2018-2019年的教案整理好，提交至系统！'. Underneath the editor, there's a section for '提交人员' with a plus icon and the names '叶磊、张志凌、林洪生'. There are also sections for '附件' (with a 'Upload File' button) and '范本图片' (with a 'Upload Image' button). At the bottom are two buttons: '发布' (green) and '保存草稿'.

③点击【发布】-本次材料缴交通知即可发布。

2、如何缴交材料

①点击左侧菜单列表【待我提交】-点击项目名称

The screenshot shows a list of submitted materials. The sidebar on the left has a red box around the '待我提交 (1)' button. The main area shows a table with columns: '项目名称', '文档编号', '完成期限', '发布部门', '发布人', and '发布日期'. One row is highlighted with a red box, showing '2018-2019学年语文组教案', '2019-11-21', '语文教研组', '张志凌', and '2019-11-19'. The top right of the table has a search bar and pagination controls.

项目名称	文档编号	完成期限	发布部门	发布人	发布日期
2018-2019学年语文组教案		2019-11-21	语文教研组	张志凌	2019-11-19

②点击【文档上传】



③上传相关文件



④点击【开始上传】-点击【确定】-即可完成本项目的材料缴交任务

3、如何查看我已缴交材料是否合格

点击左侧菜单列表【我已缴交】-查看右侧【审批状态】



4、缴交材料不合格如何重新上传

①点击左侧菜单列表【我已缴交】-点击不合格项目名称

The screenshot shows a list of submitted projects. One project, '2018-2019学年语文组教案', is highlighted with a red box. Its status is listed as '不合格' (Unqualified).

②点击【缴交情况】-点击【重新上传】

The screenshot shows the submission status for the unqualified project. It displays the document '工作簿1.xlsx' and highlights the '审核意见' (Review Opinion) field containing '不完整' (Incomplete) with a red box. A red arrow points to the '+重新上传' (Re-upload) button.

③选择正确文件-点击【开始上传】-点击【确定】-上传完成

The screenshot shows a confirmation dialog box asking if you want to upload the file. The '确定' (Confirm) button is highlighted with a red box.

5、如何查看材料缴交情况并审核

①点击左侧菜单列表【缴交查询】-可查看应缴交人员材料缴交情况

The screenshot shows the 'Material Submission' interface. On the left, there is a sidebar with three options: '发布的' (Published), '待我提交' (Waiting for me to submit), and '已提交' (Submitted). The '待我提交' option is selected and highlighted in green. On the right, there is a search bar with fields for '项目名称' (Project Name) and '发布日期' (Release Date). Below the search bar is a table with columns: 序号 (Sequence Number), 部门 (Department), 姓名 (Name), 上传时间 (Upload Time), 审批状态 (Approval Status), 提交状态 (Submission Status), and 操作 (Operation). The table contains three rows of data. The first row (叶磊) has a '未上传' (Not uploaded) status in the '提交状态' column, which is highlighted with a red box. The second row (张志凌) has a '已上传' (Uploaded) status, and the third row (林洪生) also has a '未上传' status. At the bottom of the table, there are pagination controls for '共 3 条' (3 items total) and '10条/页' (10 items per page).

②点击【详情】(前提是已上传材料)-点击【合格】或者【不合格】

This screenshot is similar to the previous one, showing the 'Material Submission' interface. The '待我提交' option is still selected in the sidebar. The table on the right shows the same three rows of data. The second row (张志凌) now has a '待审批' (Pending approval) status in the '审批状态' column, and a '已上传' (Uploaded) status in the '提交状态' column. This row is highlighted with a red box. The other two rows remain unchanged.

This screenshot shows the detailed view of a submitted document. The top part displays the project name '2018-2019学年语文组教案', the submitter's name '张志凌', the department '运营中心', and the upload time '2019-11-19 14:19:48'. Below this, there is a table titled '附件 (2个)' (Attachments (2)) with two entries: '工作簿1.xlsx' and '激励卡.xlsx', both with a size of '10KB'. At the bottom of the screen, there are two buttons: '合格' (Qualified) and '不合格' (Unqualified).