

校運會學生線上請假方式說明

1. 登入 intue 系統後點選校園生活-請假作業(學生)



2. 點選新增



3. 前方有星號者為必填選項，填寫完畢後上傳證明文件

★假別

沒有選取任何項目

★請假日期起訖

~

★假由

★請假日期

全選

節次

節數

★附件

Browse ...

1. 點擊「Browse(瀏覽)」按鈕選取欲上傳之檔案。

2. 選取完檔案後，點擊「Upload(上傳)」按鈕後，檔案將會進行傳輸(※如上傳檔案驗證/發生錯誤時，檔案下次上傳時需重新傳輸)。

3. 如欲刪除暫存區個別檔案，請點擊「刪除」按鈕，如欲刪除暫存區所有檔案，請點擊「Remove」按鈕。

4. 系統將跳出點選的天數及節次，勾選節次後按儲存並送簽

The screenshot shows a web-based leave application form. At the top left, a button labeled "儲存並送簽" (Save and Sign) is highlighted with a red rectangle. To its right is a "離開" (Exit) button. Below these are fields for "學年" (Academic Year), "學期" (Semester), "申請日期" (Application Date), and "登錄人員" (Login Person). The main form area includes a "★假別" (Leave Type) dropdown set to "病假" (Sick Leave), a "★請假日期起訖" (Leave Date Range) from "2022-11-16" to "2022-11-17", and a "★假由" (Reason for Leave) text box containing "test". Below this is a table for selecting specific days and classes. The table has columns for "請假日期" (Leave Date), "全日" (Full Day), "節次" (Class Period), and "節數" (Number of Classes). The first row is for "2022-11-16" and the second for "2022-11-17". Each row contains checkboxes for class periods 0M through 12. In the first row, checkboxes for 02, 03, 04, 05, and 06 are checked. In the second row, checkboxes for 05 and 06 are checked. The "節數" column shows "0" for both dates.

請假日期	全日	節次	節數
2022-11-16	☐	☐ 0M ☐ 01 ☐ 02 ☒ 03-林家瑩-體育(三) ☒ 04-林家瑩-體育(三) ☐ 0N ☒ 05-李宜玟-心理測驗(一) ☒ 06-李宜玟-心理測驗(一) ☐ 07 ☐ 08 ☐ 0E ☐ 09 ☐ 10 ☐ 11 ☐ 12	0
2022-11-17	☐	☐ 0M ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 0N ☒ 05-朱尹安-情緒行為障礙 ☒ 06-朱尹安-情緒行為障礙 ☐ 07 ☐ 08 ☐ 0E ☐ 09 ☐ 10 ☐ 11 ☐ 12	0

5. 點選存檔後即完成請假程序

The screenshot shows the "請假作業(學生)" (Leave Application - Student) interface. A modal window in the center displays a green checkmark and the text "動作執行成功！" (Action executed successfully!) and "簽核送簽成功！" (Approval and signing successful!). Below the message is a "確認" (Confirm) button. The background interface includes a header with "學生專區 / 校園生活 /" (Student Area / Campus Life /) and a table with columns for "班級" (Class), "學號" (Student ID), "姓名" (Name), "學年" (Academic Year), "學期" (Semester), "功能" (Function), "查詢" (Search), "新增" (Add), "顯示" (Display), "筆" (Rows), "刪除" (Delete), "功能" (Function), "追回" (Revoke), "Loading...", "日期" (Date), "節次" (Class Period), "節數" (Number of Classes), and "簽核狀態" (Approval Status). The table shows three rows of leave applications, with the last row highlighted in red.

班級	學號	姓名	學年	學期	功能	查詢	新增	顯示	筆	刪除	功能	追回	Loading...	日期	節次	節數	簽核狀態
			111	上學				10									
														2022-11-16(星期三) 03 04 05 06	03 04 05 06	6	簽核中