

校務綜合管理系統

SCHOOL MANAGEMENT SYSTEM

一站式管控校園全流程
輕鬆搞定校內大小事
ONE-STOP CAMPUS
MANAGEMENT SOLUTION

KEY FUNCTION



1. 學校管理

School Management

統一管控校務基礎系統與
全域平台配置

Centralized control of school basic system
and overall platform configuration



2. 人員管理

People Management

整合教師、職員、學生、家長
四方人事資料與日常管理

Integrate daily management & profiles of
staff, teachers, students and parents



3. 校務資源管理

Resource Management

統籌場地、設備、資產及相
關預約流程

Manage rooms, equipment, assets and all
related booking processes



4. 招生管理

Admission Management

完整覆蓋諮詢、報名、錄取
全階段招生流程

Cover full admission workflow including
inquiry, application and enrollment



5. 請假管理

Leave Management

處理師生請假審批，支援通知
簽核與即時訊息互動

Handle leave approval, notifications, signing
& instant communication



6. 收費管理

Payment Management

分類管理各項學雜費用，
自動記錄與核對帳單

Categorize all school fees with
automated billing



學校管理

School Management

班級管理

Class Management

統一存管各班師生與教室資訊，
支撐排課、通知與數據統計

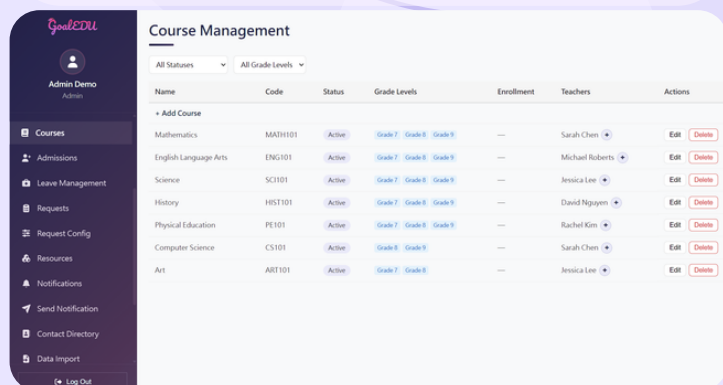
Manage class, teacher, student &
classroom data for scheduling and statistics

課程管理

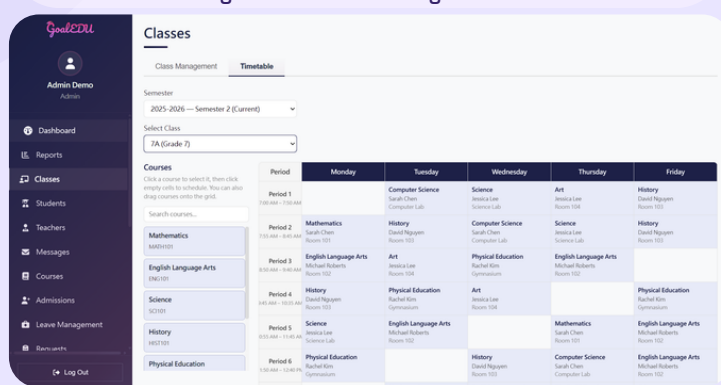
Course Management

建立課程檔案，快速匹配師生時段，
自動生成與管理全校課表。

Archive courses and match resources to
auto-generate and manage timetables



Name	Code	Status	Grade Levels	Enrollment	Teachers	Actions
Mathematics	MATH101	Active	Grade 7 Grade 8 Grade 9	—	Sarah Chen	Edit Delete
English Language Arts	ENG101	Active	Grade 7 Grade 8 Grade 9	—	Michael Roberts	Edit Delete
Science	SC101	Active	Grade 7 Grade 8 Grade 9	—	Jessica Lee	Edit Delete
History	HIS101	Active	Grade 7 Grade 8 Grade 9	—	David Nguyen	Edit Delete
Physical Education	PE101	Active	Grade 7 Grade 8 Grade 9	—	Rachel Kim	Edit Delete
Computer Science	CS101	Active	Grade 8 Grade 9	—	Sarah Chen	Edit Delete
Art	ART101	Active	Grade 7 Grade 8	—	Jessica Lee	Edit Delete



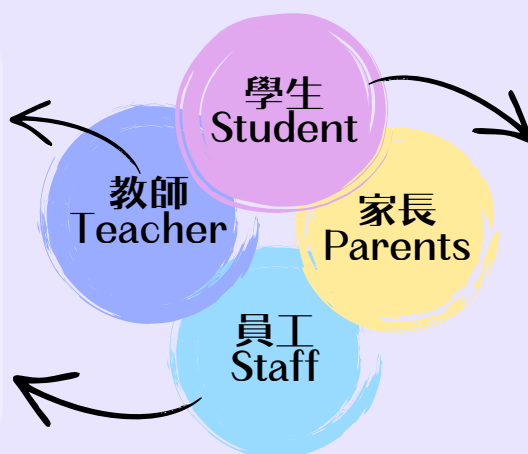
Period	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Mathematics Sarah Chen Room 101	Computer Science Sarah Chen Computer Lab	Science Michael Lee Science Lab	Art Michael Lee Room 104	History David Nguyen Room 105
Period 2	Mathematics Sarah Chen Room 101	History David Nguyen Room 105	Computer Science Sarah Chen Computer Lab	Science Michael Lee Science Lab	History David Nguyen Room 105
Period 3	English Language Arts Michael Roberts Room 102	Art Michael Lee Room 104	Physical Education Rachel Kim Gymnasium	English Language Arts Michael Roberts Room 102	Physical Education Rachel Kim Gymnasium
Period 4	History David Nguyen Room 105	Physical Education Rachel Kim Gymnasium	Art Michael Lee Room 104	Mathematics Sarah Chen Room 101	English Language Arts Michael Roberts Room 102
Period 5	Science Michael Lee Science Lab	English Language Arts Michael Roberts Room 102	Mathematics Sarah Chen Room 101	Computer Science Sarah Chen Computer Lab	English Language Arts Michael Roberts Room 102
Period 6	Physical Education Rachel Kim Gymnasium	History David Nguyen Room 105	Computer Science Sarah Chen Computer Lab	English Language Arts Michael Roberts Room 102	Physical Education Rachel Kim Gymnasium

值日排班 Duty & Roster

教師 & 員工管理
Teacher & Staff Management

統一安排員工值日崗位，
自動生成排班表

Arrange staff duties and
auto-generate shift rosters



學生報告 Student Report

學生管理
Student Management

匯整在校表現數據，自動
生成學生綜合報表

Aggregate school performance data to
generate student reports

校務資源管理 Resource Management

一體管控校內場地、設備、
固定資產，配套預約與維護流程

Integrated management of campus rooms, machines
and assets with booking & maintenance functions

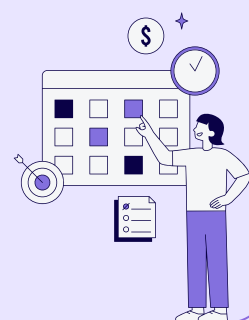
- ✓ **場地 Room**
管理各類校園場地，支援時段預約調配
Manage campus venues and time slot booking
- ✓ **資產管理 Asset Management**
歸檔校內固定資產，建立清單便於盤點
Archive fixed assets for regular stocktaking
- ✓ **維護管理 Maintenance Management**
登記設施報修保養，實時跟進維修進度
Log maintenance requests and track repair progress
- ✓ **設備 Machine**
統一管理教學器材，記錄借用與使用狀態
Manage teaching equipment and borrowing records



收費管理 Payment Management

整合班級、課程、月費及各類雜費
項目，統一記錄收費明細、繳費狀
態與帳務數據，實現校內收費分類
管理與對帳追溯

Integrate class, course, monthly and
miscellaneous fees, record payment status
and accounts, realizing standardized
school fee management
and tracking



請假管理 Leave Management

集中處理師生請假申請與審批
流程，支援即時通知、訊息互
動與文件簽核，讓校內請假與
公告訊息傳遞更規範高效

Manage leave application and approval
processes, support instant notifications,
message interaction and official signing
for efficient campus communication

Requester	Leave Type	Dates	Comments	Document	Status	Created By	Actions
Wu, Dora	Student	2024/07 - 2024/08	—	—	Pending Admin	Wu, Dora	—
Bella, Bella	Student	2024/08 - 2024/09	Dental surgery scheduled	—	Approved	Bella, Bella	Admin Check
Wong, Lee	Teacher	2024/08 - 2024/09	Medical appointment scheduled	—	Pending Admin	Wong, Lee	Comment
Lee, Morris	Student	2024/09 - 2024/09	Not feeling well, cancelling day off	—	Pending Admin	Lee, Morris	—
James, Wilson	Student	2024/09 - 2024/09	Medical appointment	—	Pending Admin	James, Wilson	Comment
Wong, William	Student	2024/09 - 2024/09	Medical appointment	—	Pending Admin	Wong, William	—
David, Nguyen	Teacher	2024/09 - 2024/09	Mitigation	—	Approved	David, Nguyen	Admin Check Approved
Ng, Hingyan	Student	2024/09 - 2024/09	Personal leave	—	Approved	Ng, Hingyan	Admin Check Approved

招生管理 Admission Management

全流程，統一存儲申請學生資料，
快速篩選生源、統計報名數據

Centralize applicant profiles for screening
and enrollment statistics

