

MIS 問題提報單

1.如圖填寫申請人信息

The screenshot shows a web-based form titled "[EMO110] MIS問題提報單". At the top, there are buttons for "發起" (Initiate), "附件" (Attachment), "儲存草稿" (Save Draft), "讀取草稿" (Load Draft), and "重新整理" (Refresh). Below this is a section labeled "表單資訊" (Form Information). It contains three main fields: "員工" (Employee) with a search icon, "問題種類" (Problem Type) with a dropdown menu showing options "AP", "MES", "OA", and "弱電", and "問題描述" (Problem Description) with a large text area. The "電話號碼" (Phone Number) field is also visible.

欄位	填寫方式
員工	點擊放大鏡,選擇員工,詳細見員工欄位填寫說明.pdf
電話號碼	在系統裡面有預留電話號碼的由系統帶出/否則手動填寫
問題種類	下拉選擇
問題描述	簡述遇到的問題,以及希望的處理方式

2.點擊左上角發起申請

如有問題請及時聯繫 MIS