

## 物资学院研讨室预定系统

### 邀请参会人步骤说明

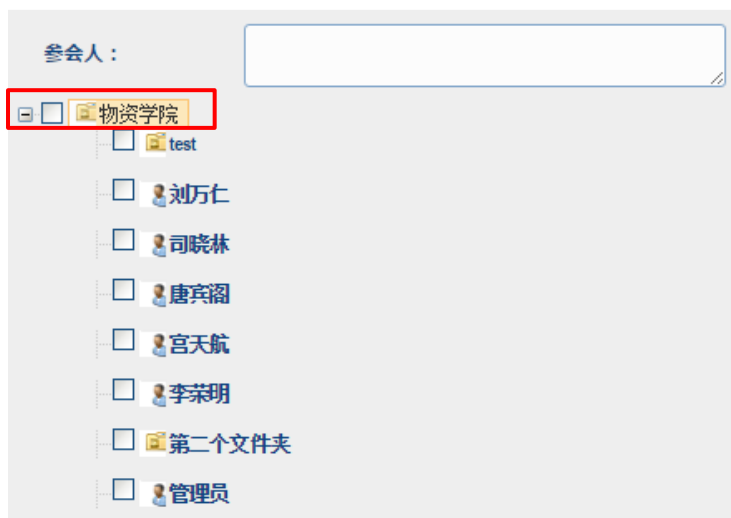
#### 第一步：进入研讨室预定界面



The screenshot shows a web interface for reserving a meeting room. At the top, a blue header bar displays the selected room: "您选择的会议室：101室(可容纳10人,权值0)". Below this, there are input fields for "会议时间" (Meeting Time) with a date picker set to "2015/11/26" and a time range of "13:00-15:00". There is also a field for "会议题目" (Meeting Topic). A section for "参会人" (Attendees) includes a search bar and a list of selected attendees, currently showing "物资学院" (Materials College). At the bottom, there are buttons for "添加参会人" (Add Attendee) and "清空参会人" (Clear Attendees). Below these are fields for "工号获取信息" (Employee ID Information) and "姓名获取信息" (Name Information), each with a corresponding "获取" (Get) button. A large "提交" (Submit) button is at the very bottom.

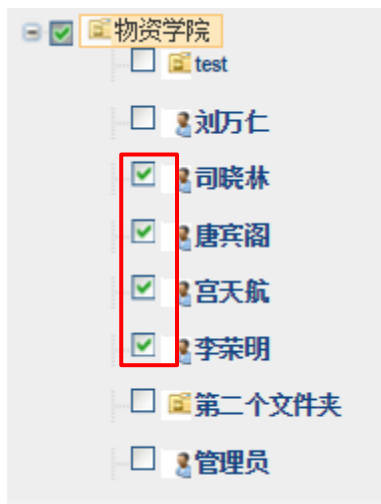
A.选择要预定的研讨室的日期和具体时间即可进入研讨室预定界面

## 第二步：点开人员选择器



B.人员选择器按照树形结构，将不同年级的学生、不同教研组的教师区分开，通过点开文件夹即可显示可邀请的参会人的姓名

## 第三步：勾选参会人员



C.通过勾选的方式邀请参会人员

#### 第四步：点击添加参会人按钮



D.点击“添加参会人”按钮，即可把所勾选的人员添加进会议中

#### 第五步：提交申请，即可发送邀请至所选参会人



E.通过提交研讨会预约申请，系统既可给所邀请的参会人发送会议通知