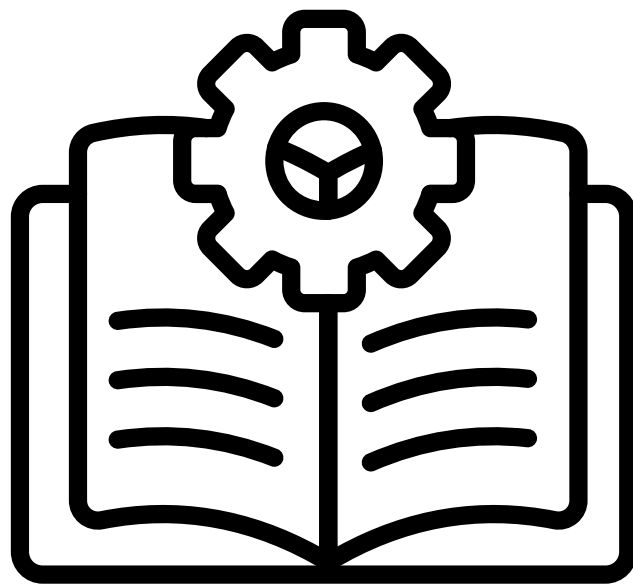


用戶手冊

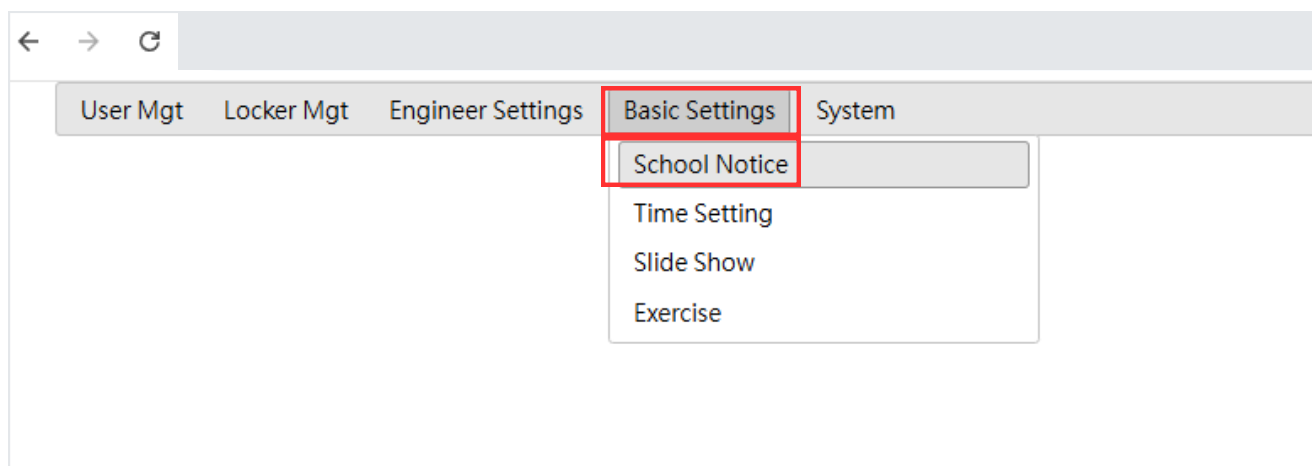


目錄

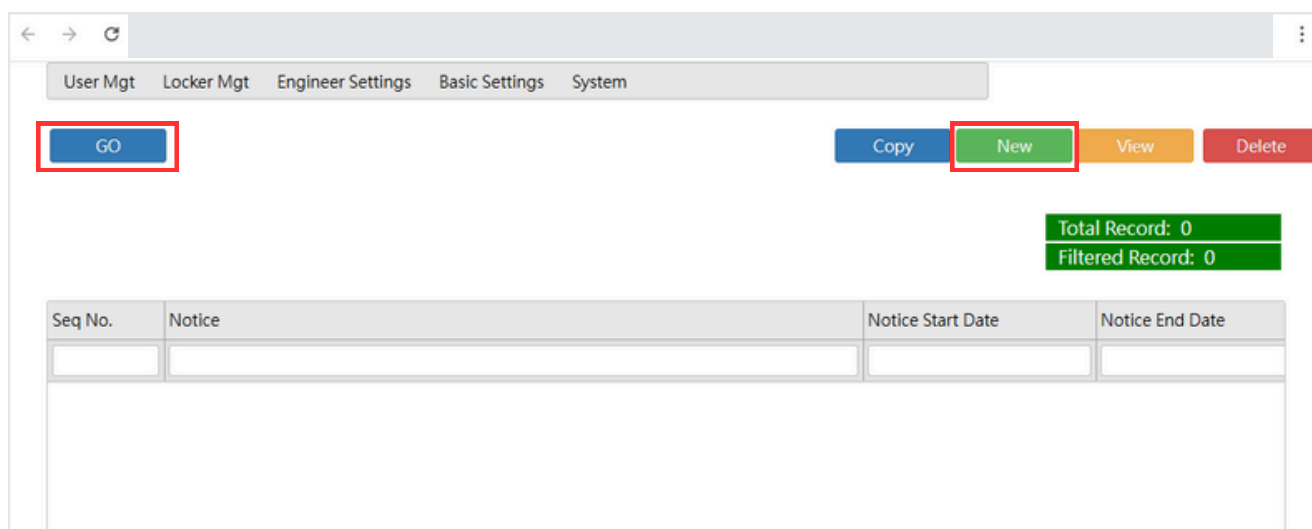
新增學校通知.....	P.3
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新增學校通知

1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「School Notice」選項



3. 點擊「Go」按鈕，系統將顯示所有已輸入的通知列表
4. 點擊「New」按鈕，進入新增頁面



5. 填寫通知表單：

- 通知內容 (Notice)
- 通知開始日期 (Notice Start Date)
- 通知完結日期 (Notice End Date)

注意事項：

- * 通知將於設定當天自動顯示在智能櫃螢幕上
- * 在完結日期前，通知會持續顯示於螢幕上
- * 系統會在完結日期當天23:59自動停止顯示該通知
- * 過期通知將不再顯示，但仍會保留在系統記錄中

A screenshot of the 'Data Entry' form for 'School Notice'. The form has a header with 'Location' set to 'HK' and 'School Notice'. Below the header are buttons: 'Copy', 'Modify', 'Save', and 'Return'. The form fields are: 'Seq No.' (empty), 'Notice' (text input with '日本宗教文化體驗之旅'), 'Notice Start Date' (date picker set to '2025-07-15'), and 'Notice End Date' (date picker set to '2025-07-20').

修改通知流程

- 1. 在通知列表中，點選需要修改的欄位
- 2. 點擊「View」 按鈕查看詳細內容

User MgtLocker MgtEngineer SettingsBasic SettingsSystem

GOCopyNewView

Total Record: 16
Filtered Record: 16

Seq No.	Notice	Notice Start Date	Notice End Date
100002	上學期考試	2025-01-02	2025-01-15
100003	中六下學期模擬考試	2025-02-17	2025-02-28
100004	週年陸運會	2025-01-22	2025-01-23
100005	家長教師會親子燒烤樂	2025-04-12	2025-04-12

- 3. 點擊「Modify」 按鈕啟用編輯功能
- 4. 完成修改後，點擊「Save」 按鈕保存變更

Data Entry

LocationHKSchool NoticeCopyModifySave

Seq No.

100002

Notice

上學期考試

Notice Start Date

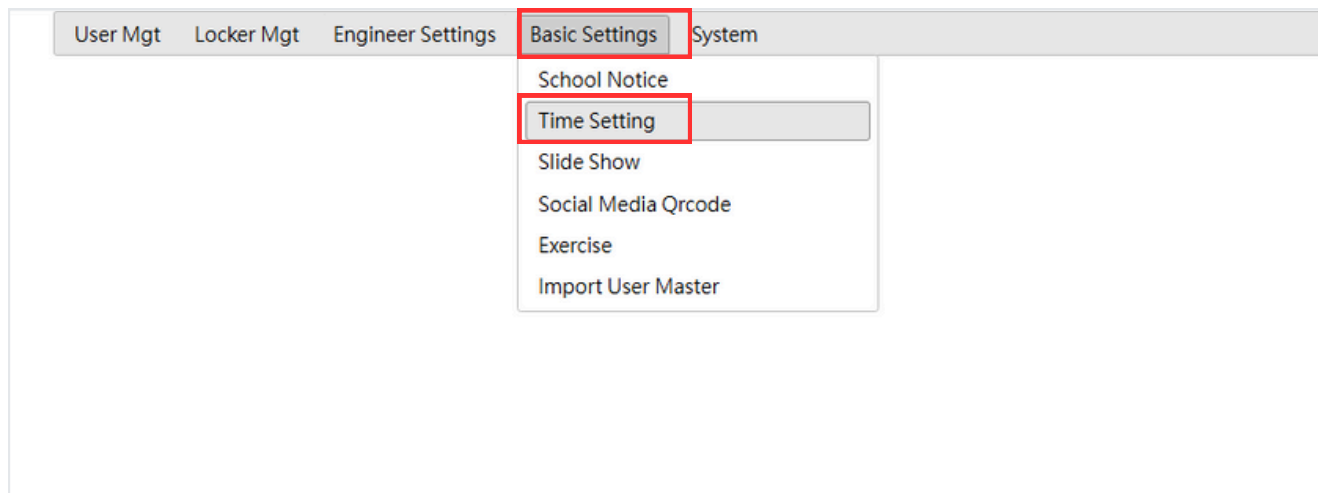
2025-01-02

Notice End Date

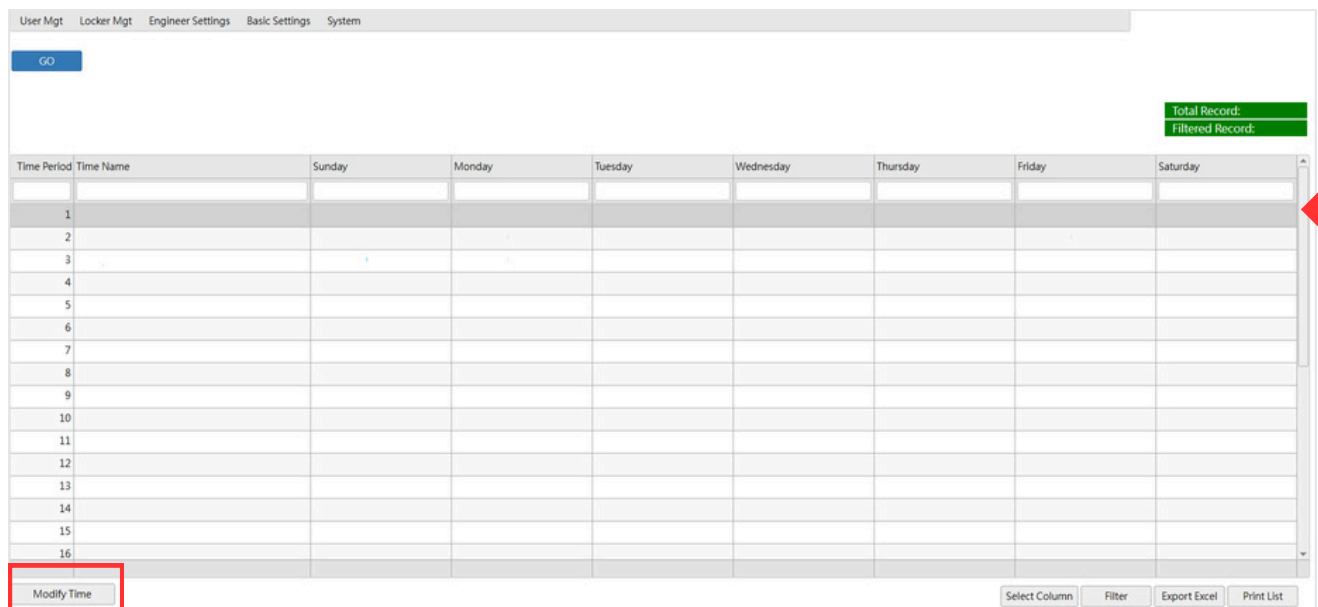
2025-01-15

智能櫃(儲物)使用時間設置

1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「Time Setting」選項



3. 定義不同的用戶組別（如學生、教職員等）
為每個組別設定允許使用儲物櫃的時間範圍
點選需要修改的欄位，然後點擊「Modify Time」按鈕



智能櫃(儲物)使用時間設置

4. 點擊「Modify」按鈕啟用編輯功能

Modify Time

Location Time Setting

Modify Save Return

Time Period

Time Name

Sunday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Monday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Tuesday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Wednesday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Thursday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Friday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Saturday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00

5. 設定該組別的允許使用時間，如下圖所示
6. 完成修改後，點擊「Save」按鈕保存變更

Modify Time

Location Time Setting

Modify Save Return

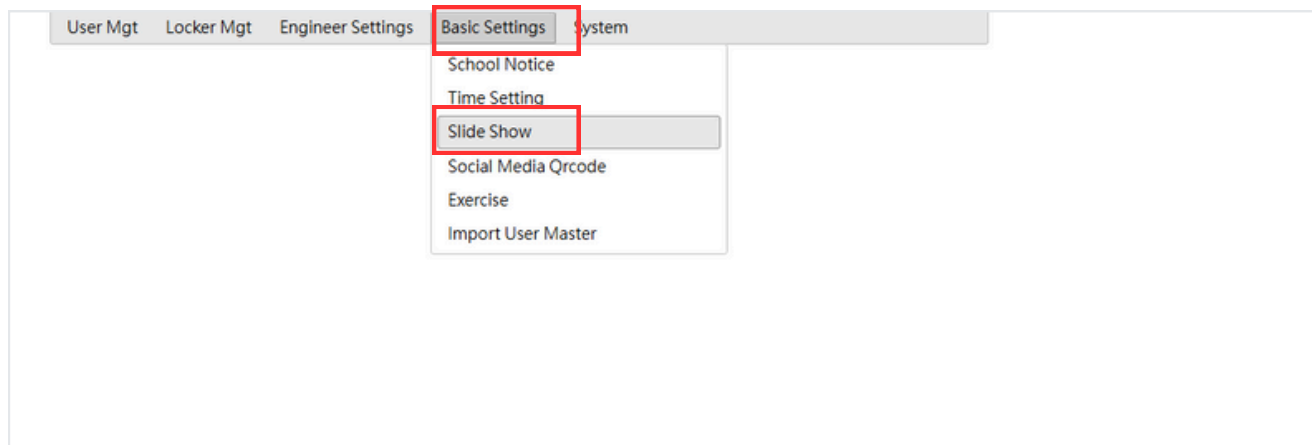
Time Period

Time Name

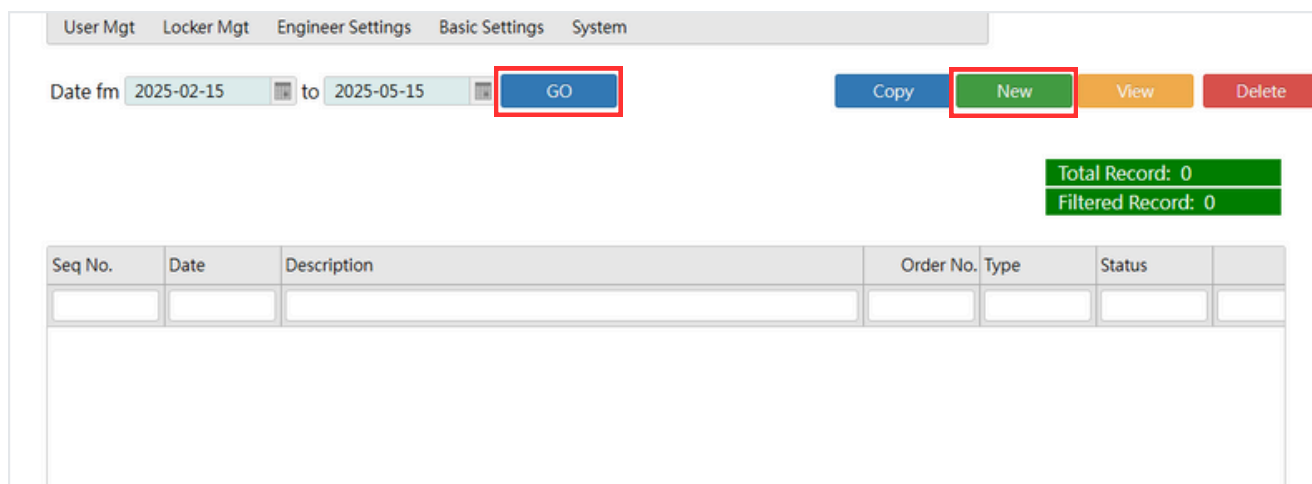
Sunday	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Monday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Tuesday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Wednesday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Thursday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Friday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Saturday	07:00 - 20:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00

幻燈片/影片播放設置

1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「Slide Show」選項



3. 點擊「Go」按鈕，系統將顯示所有已上傳的圖片及影片
4. 點擊「New」按鈕，進入新增頁面



5. 輸入日期、檔案描述及播放類型 (Photo / Video)

A screenshot of the 'Data Entry' form for Slide Show. The form has a header 'Location' with 'HK' and 'Slide Show'. Below this, there are input fields for 'Seq No.', 'Date' (set to '2025-04-03'), 'Description' (set to '地質公園考察活動'), 'Order No.' (set to '0'), and 'Type' (set to '0-Photo'). A search icon is next to the 'Type' field. An orange arrow points from the 'Type' field to a 'Select' dropdown menu. The dropdown menu has a 'Type' label and two options: '0-Photo' and '1-Video'.

幻燈片/影片播放設置

6. 點選需要插入檔案的欄位，然後點擊「File」按鈕

User Mgt Locker Mgt Engineer Settings Basic Settings System * 若需修改或刪除，可使用「View」、「Delete」按鈕操作

Date fm 2025-02-15 to 2025-05-15 GO Copy New View Delete

Total Record: 6
Filtered Record: 6

Seq No.	Date	Description	Type	Status	File
100001	2025-04-03	地質公園考察活動相片	0-Photo	0-Online	30
100002	2025-04-10	親子雪花酥製作工作坊	0-Photo	0-Online	1
100003	2025-04-10	周年水運會	0-Photo	0-Online	2
100004	2025-04-11	畢業暨頒獎典禮片段	1-Video	1-Suspense	1
100005	2025-04-17	香港學校音樂節比賽片段	1-Video	1-Suspense	0
100006	2025-04-17	領袖生就職典禮	0-Photo	0-Online	1

✗不支援同時播放相片和影片，需手動切換

相片播放方式：
可上傳多張相片，系統將循環播放

影片播放方式：
只可播放一條影片

File Suspense Online Select Column Filter Export Excel Print List

7. 在彈出的視窗中，點擊「選擇檔案」按鈕，並選擇需要上傳的檔案

8. 插入檔案後，點擊「Save」按鈕保存設定

- 相片格式：JPG/PNG
- 影片格式：MP4
- 相片像素：1920x1080
- 影片像素：1920x1080

File

User ID 100001 Select File 選擇檔案 未 Remark Save Delete

FileName	File Size(KB)	UploadUser	UploadTime	Remark	Longitude	Latitude
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開啟

組合管理 新增資料夾

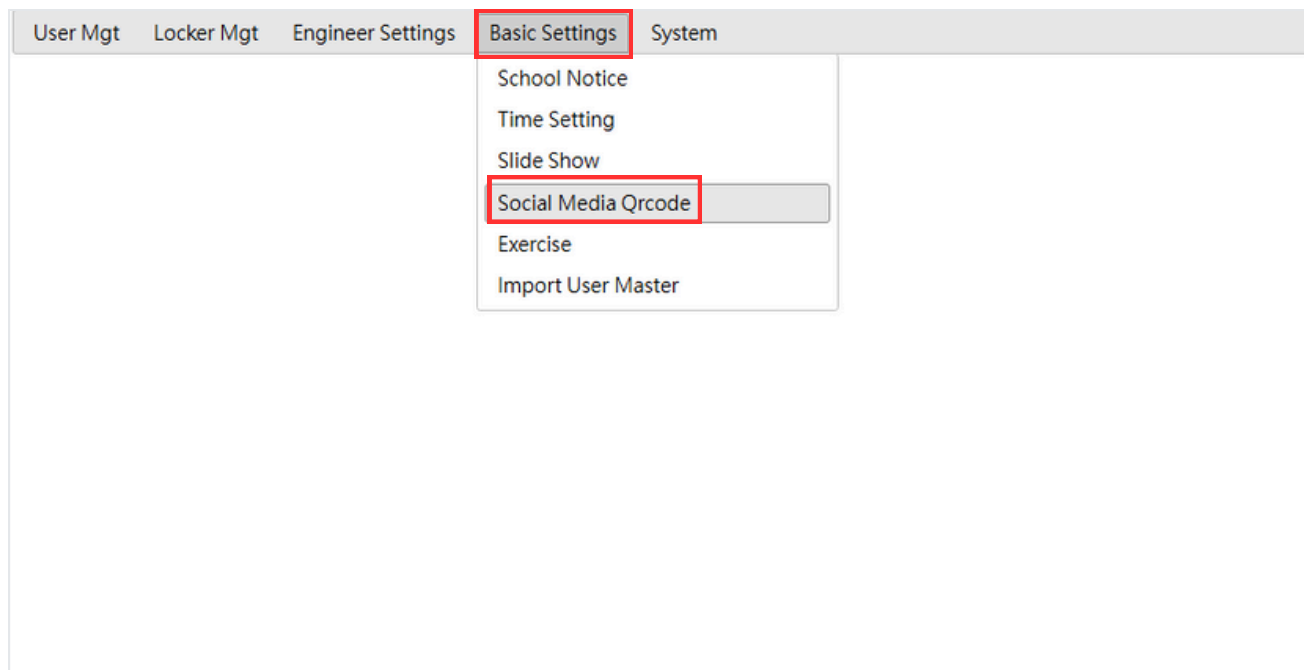
常用 圖庫 OneDrive - Pen

桌面 下載 文件 圖片 ABSS_DAT

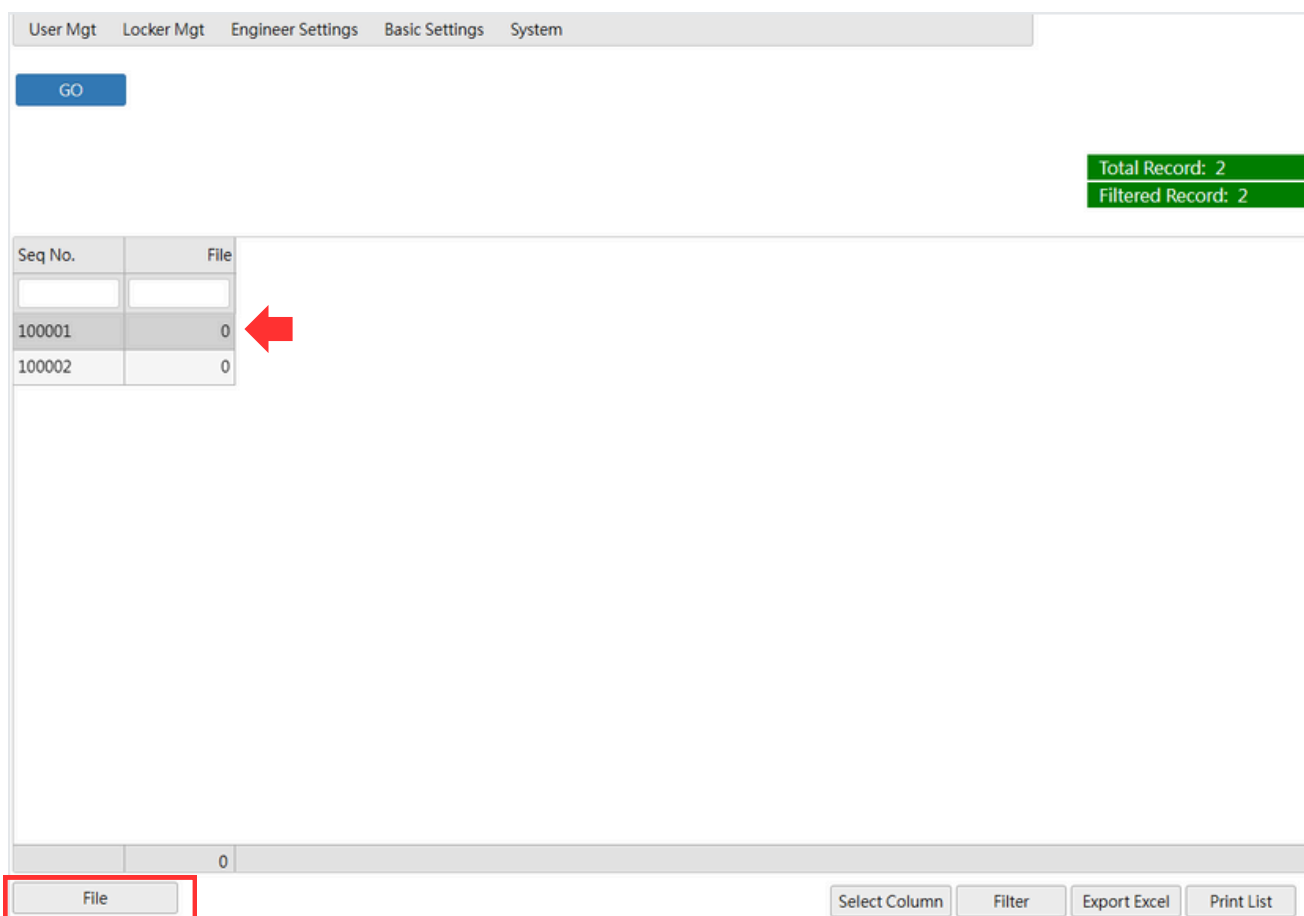
檔案名稱(N): 1 所有檔案 開啟(O) 取消

二維碼設置 (智能櫃螢幕右下方所顯示的二維碼)

1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「Social Media Qrcode」選項

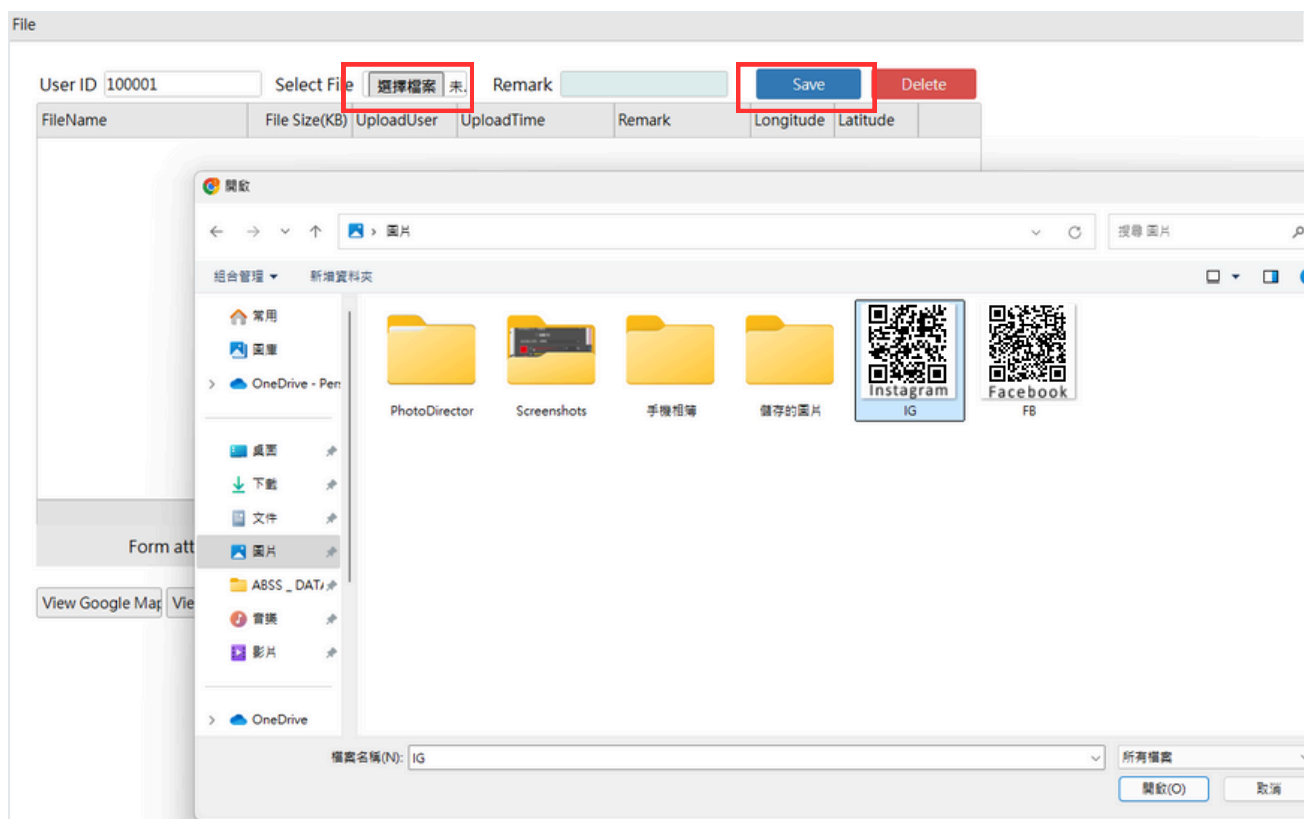


3. 點選需要插入檔案的欄位，然後點擊「File」按鈕



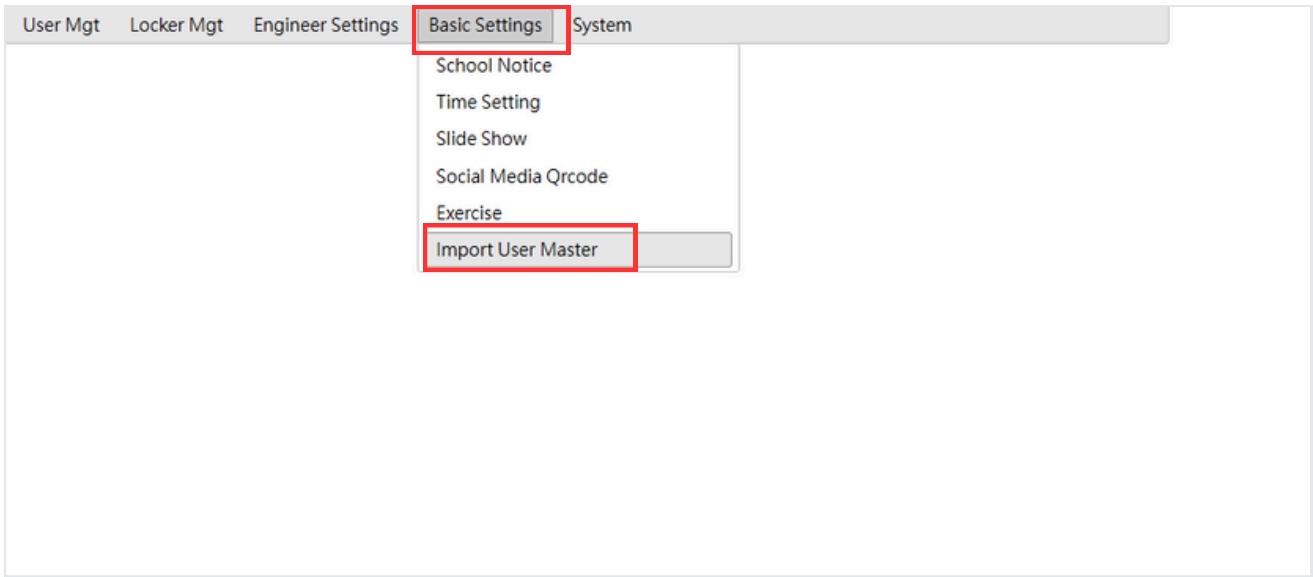
二維碼設置

4. 在彈出的視窗中，點擊「選擇檔案」按鈕，並選擇需要上傳的檔案
 5. 插入檔案後，點擊「Save」按鈕保存設定
- 相片格式：JPG/PNG
 - 相片像素：100x100

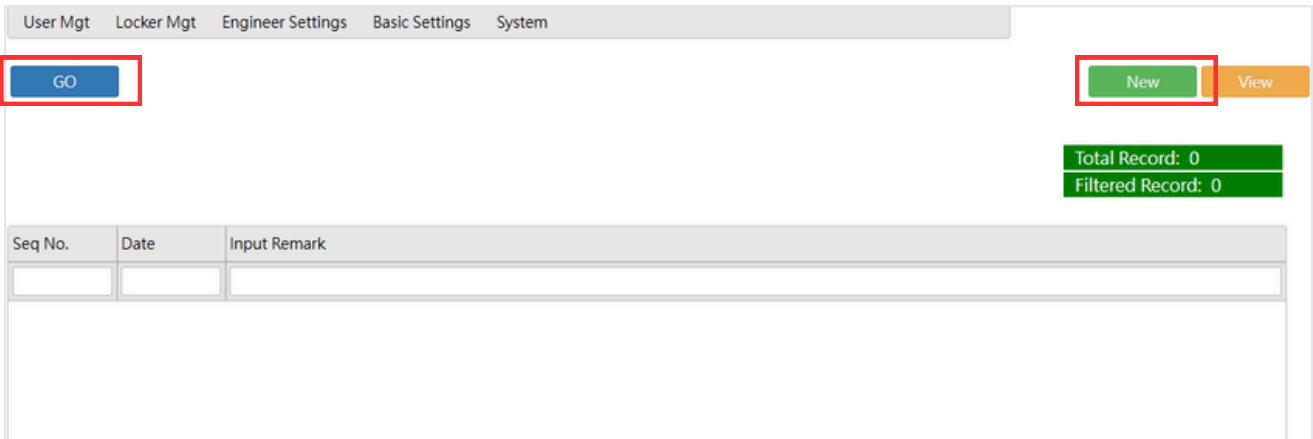


批量導入用戶資料

- 1. 從主選單選擇「Basic Settings」
- 2. 在次選單中點選「Import User Master」選項



- 3. 點擊「Go」按鈕，系統將顯示已導入的用戶資料
- 4. 點擊「New」按鈕，進入新增頁面



批量導入用戶資料

前期準備：在Excel中整理好學生資料，格式如下：

A2	Student											
	A	B	C	D	E	F	G	H	I	J	K	L
1	Type	Student ID	Chi Name	Eng Name	Class	Class No	Card No	Email	Password	Time Group ID	Cabinet Code(Public)	Game Group
2	Student	s20190017	張志明	CHEUNG CHI MING	6C	6	1328153958	s20190017@abcschool.com	65425	1	101	A
3	Student	s20190121	黃曉彤	WONG HIU TUNG	6A	27	1308651775	s20190121@abcschool.com	54159	1	101	A
4	Student	s20190016	吳嘉欣	NG KA YAN	6A	20	1309438526	s20190016@abcschool.com	64528	1	101	A
5	Student	s20190098	李美玲	LI MEI LING	6B	16	1309455284	s20190098@abcschool.com	95152	1	101	A
6												
7												
8												

5. 從Excel全選並複製整理好的資料，在系統「Input Remark」區域內貼上資料

6. 點擊「Input」 按鈕確認導入

Data Entry

Location **HK** Import User Master Copy Save Return

Seq No. **NEW**

Date **2025-05-30**

Input Remark **101 A** Input

Add Ten Record **Delete Record** **Insert Record** **Edit**

Type	Student ID	Chi Name	Eng Name	Class	Class No	Card...	Email	Password	Time Group ID	Cabinet Code(Public)	Game Group
						0					
						0					
						0					
						0					
						0					
						0					
						0					
						0					

7. 導入的資料會出現在下方區域

檢查資料無誤後，點擊「Save」 按鈕保存設定

資料會導入至「User Master」

Data Entry

Location **HK** Import User Master Copy Save Return

Seq No. **NEW**

Date **2025-05-30**

Input Remark **101 A** Input

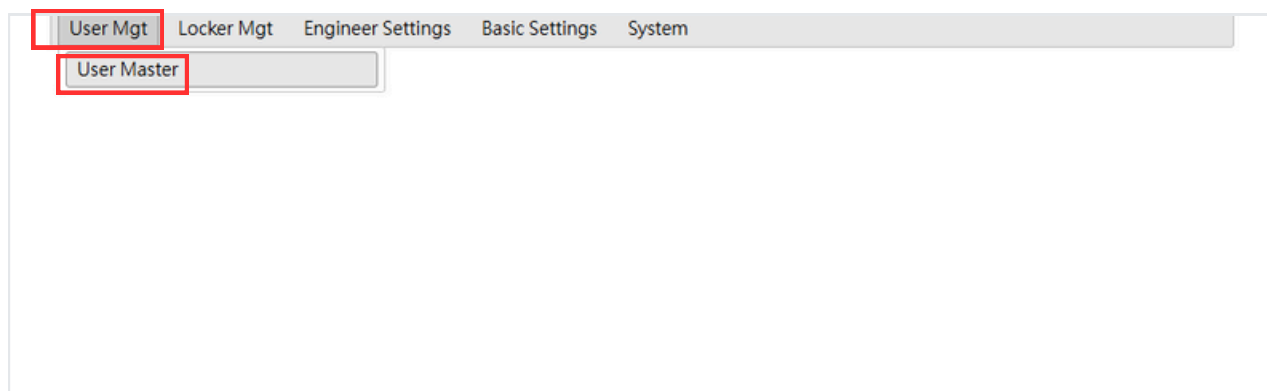
Add Ten Record **Delete Record** **Insert Record** **Edit**

Type	Student ID	Chi Name	Eng Name	Class	Class No	Card...	Email	Password	Time Group ID	Cabinet Code(Public)	Game Group
Student	s20190017	張志明	CHEUNG CHI MING	6C	6	132...	s20190017@abcschool.com	65425	1	101	A
Student	s20190121	黃曉彤	WONG HIU TUNG	6A	27	130...	s20190121@abcschool.com	54159	1	101	A
Student	s20190016	吳嘉欣	NG KA YAN	6A	20	130...	s20190016@abcschool.com	64528	1	101	A
Student	s20190098	李美玲	LI MEI LING	6B	16	130...	s20190098@abcschool.com	95152	1	101	A

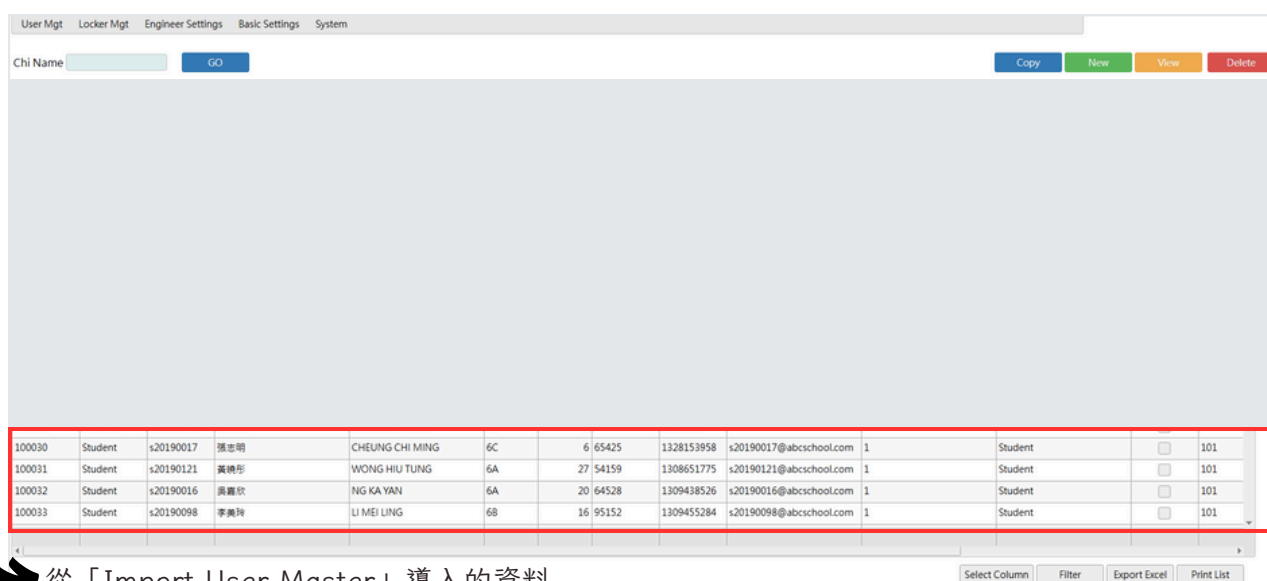
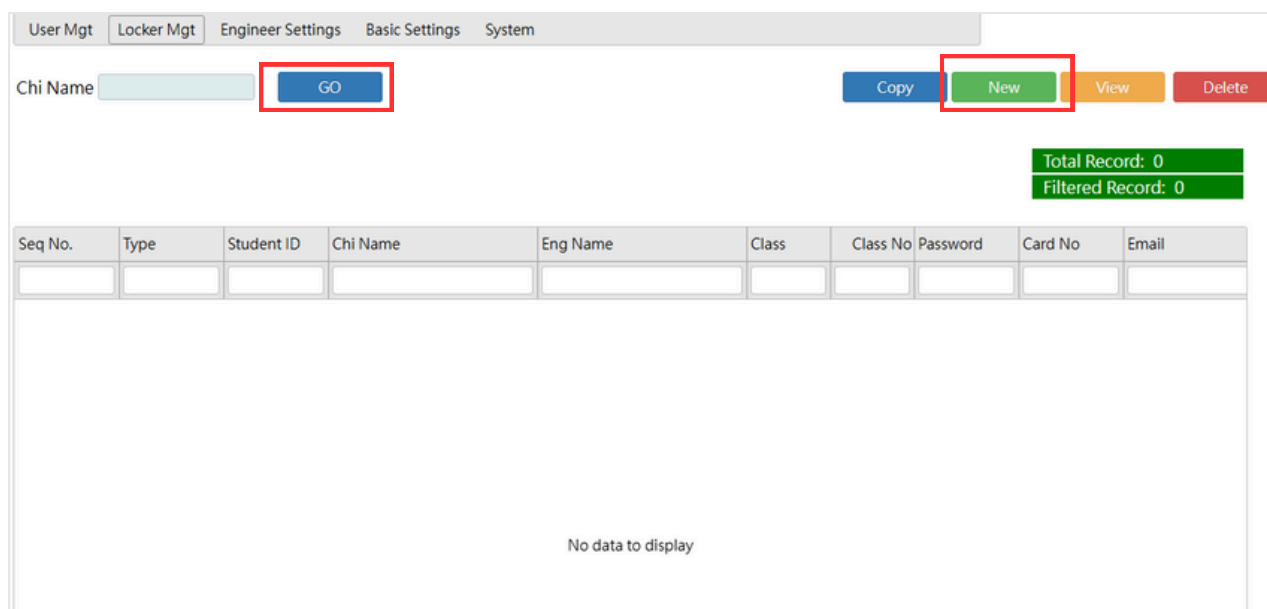
* 需配合智能遊戲櫃使用

用戶權限設置

1. 從主選單選擇「User Mgt」
2. 在次選單中點選「User Master」選項



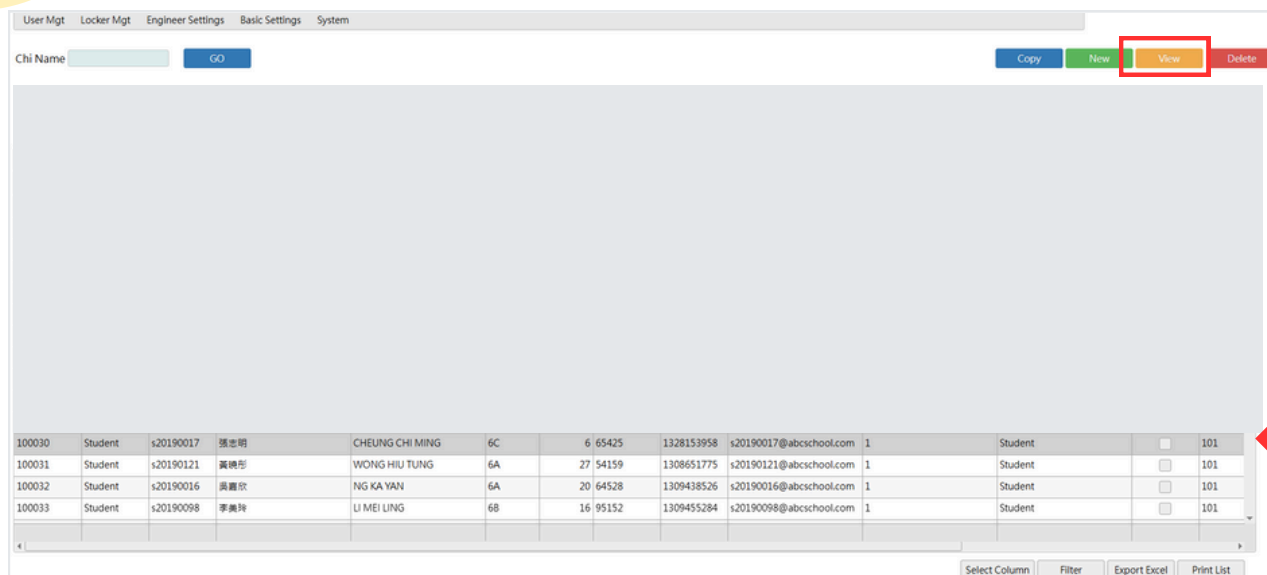
3. 點擊「Go」按鈕，系統將顯示已導入的用戶資料
4. 點擊「New」按鈕，進入新增頁面



從「Import User Master」導入的資料

用戶權限設置

5. 點選需要修改的用戶，然後點擊「View」查看內容



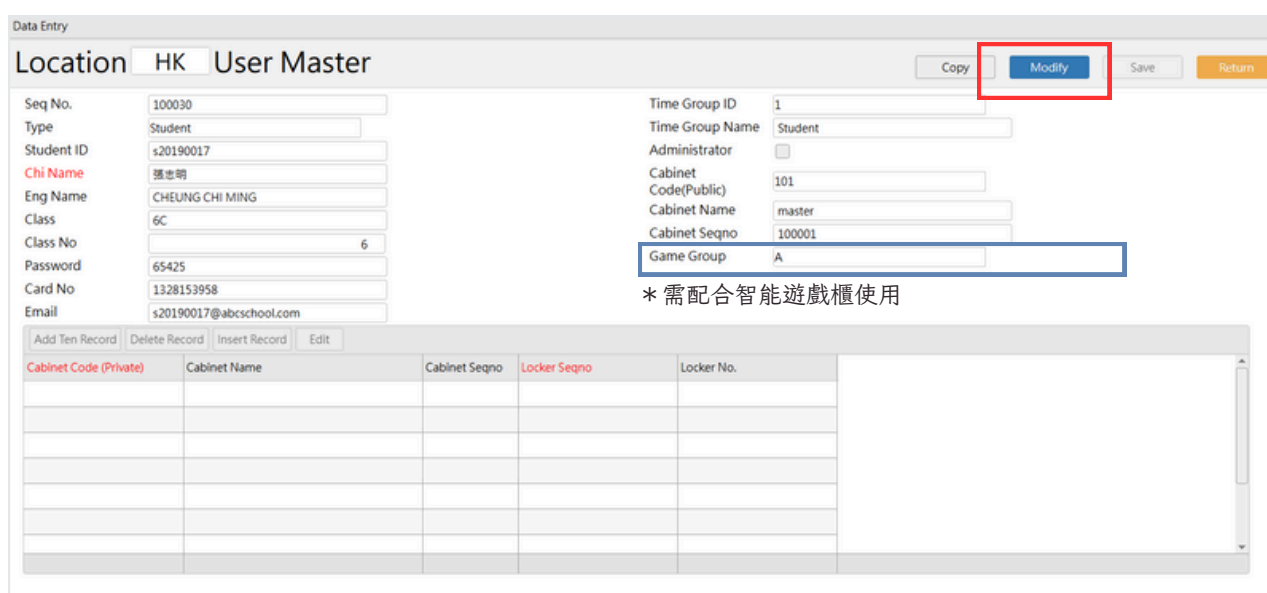
User Mgt Locker Mgt Engineer Settings Basic Settings System

Chi Name GO Copy New View Delete

Seq No.	Type	Student ID	Chi Name	Eng Name	Class	Class No	Password	Card No	Email	Time Group ID	Time Group Name	Administrator	Cabinet	Code(Public)	Cabinet Name	Cabinet Seqno	Locker Seqno	Locker No.
100030	Student	s20190017	張志明	CHEUNG CHI MING	6C	6	65425	1328153958	s20190017@abcschool.com	1	Student		101		master	100001		101
100031	Student	s20190121	黃曉彤	WONG HIU TUNG	6A	27	54159	1308651775	s20190121@abcschool.com	1	Student		101					101
100032	Student	s20190016	黃嘉欣	NG KA YAN	6A	20	64528	1309438526	s20190016@abcschool.com	1	Student		101					101
100033	Student	s20190098	李美玲	LI MEI LING	6B	16	95152	1309455284	s20190098@abcschool.com	1	Student		101					101

Select Column Filter Export Excel Print List

6. 點擊「Modify」按鈕啟用編輯功能



Data Entry

Location HK User Master Copy Modify Save Return

Seq No. 100030 Time Group ID 1

Type Student Time Group Name Student

Student ID s20190017 Administrator ☐

Chi Name 張志明 Cabinet 101

Eng Name CHEUNG CHI MING Code(Public)

Class 6C Cabinet Name master

Class No 6 Cabinet Seqno 100001

Password 65425 Game Group A

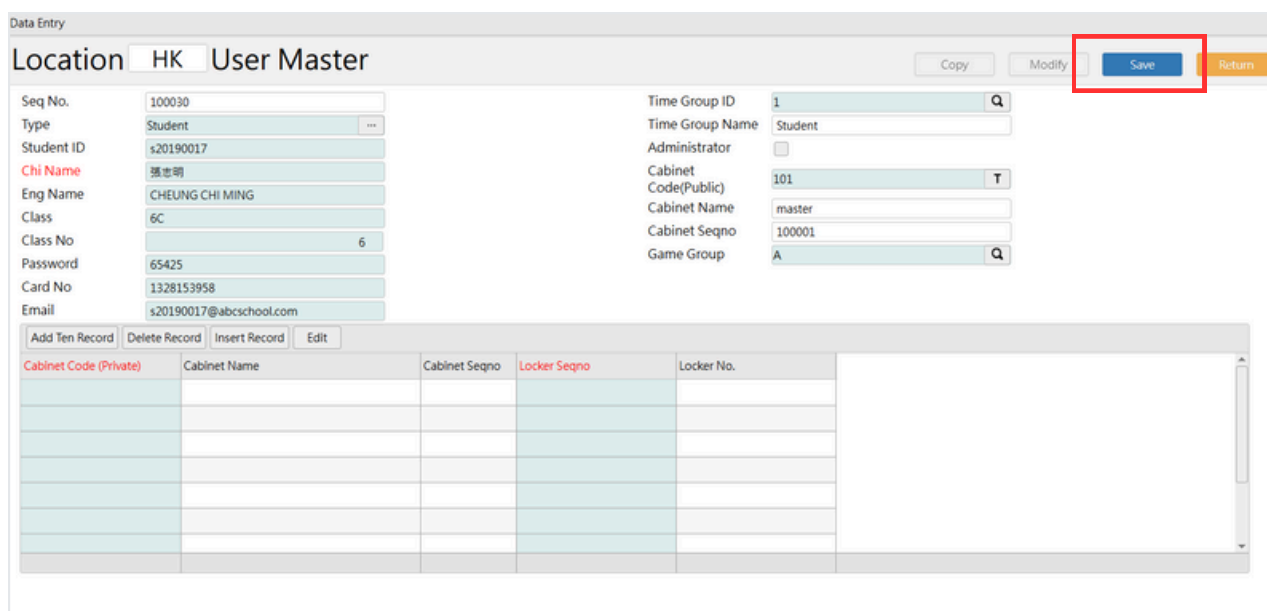
Card No 1328153958

Email s20190017@abcschool.com

* 需配合智能遊戲櫃使用

Cabinet Code (Private)	Cabinet Name	Cabinet Seqno	Locker Seqno	Locker No.

7. 點擊「Save」按鈕保存設定



Data Entry

Location HK User Master Copy Modify Save Return

Seq No. 100030 Time Group ID 1

Type Student Time Group Name Student

Student ID s20190017 Administrator ☐

Chi Name 張志明 Cabinet 101

Eng Name CHEUNG CHI MING Code(Public)

Class 6C Cabinet Name master

Class No 6 Cabinet Seqno 100001

Password 65425 Game Group A

Card No 1328153958

Email s20190017@abcschool.com

Cabinet Code (Private)	Cabinet Name	Cabinet Seqno	Locker Seqno	Locker No.

管理員權限設置（管理員可使用感應卡進行緊急開啟功能）

1. 點選「New」按鈕，進入新增頁面

User MgtLocker MgtEngineer SettingsBasic SettingsSystem

Chi NameGO

CopyNewViewDelete

Total Record: 0
Filtered Record: 0

Seq No.	Type	Student ID	Chi Name	Eng Name	Class	Class No	Password	Card No	Email

No data to display

2. 填寫管理員資料，設置對應的群組和權限

Data Entry

LocationHKUser Master

CopyModifySaveReturn

Seq No.

TypeAdmin

Student ID

Chi NameAdmin

Eng Name

Class

Class No

Password

Card No

Email

Time Group ID選擇對應時間組別

Time Group NameStaff

Administrator☒必須勾選

Cabinet Code(Public)選擇需要管理的智能櫃

Cabinet Name

Cabinet Seqno

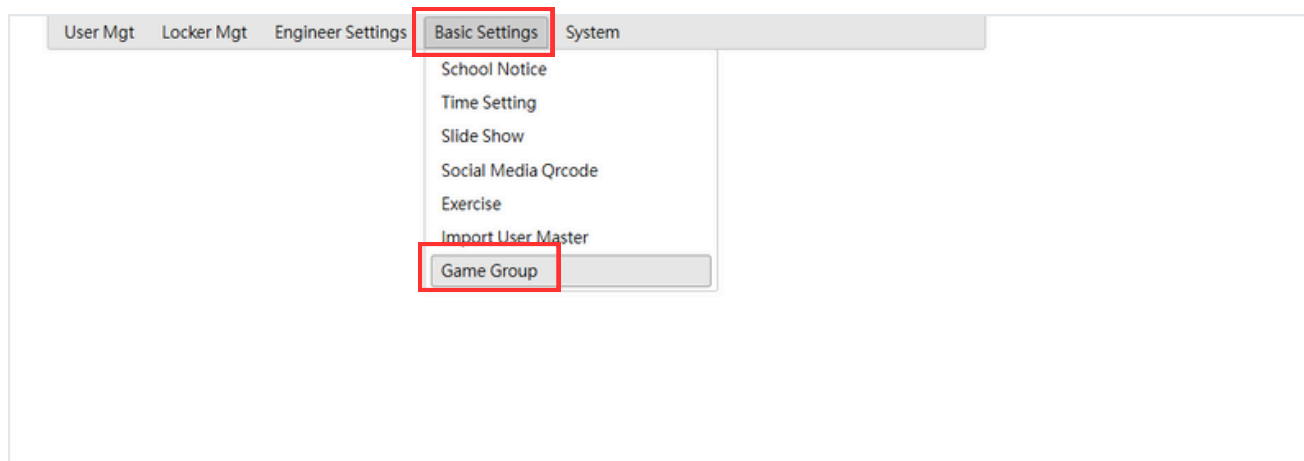
Game Group

Add Ten RecordDelete RecordInsert RecordEdit

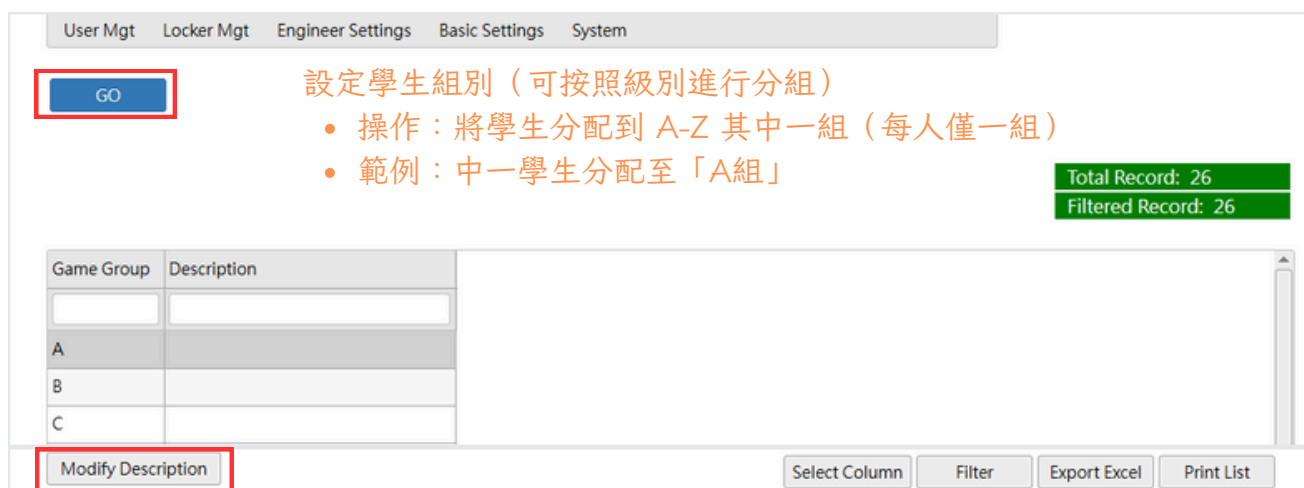
Cabinet Code (Private)	Cabinet Name	Cabinet Seqno	Locker Seqno	Locker No.

學生組別設置（遊戲櫃）

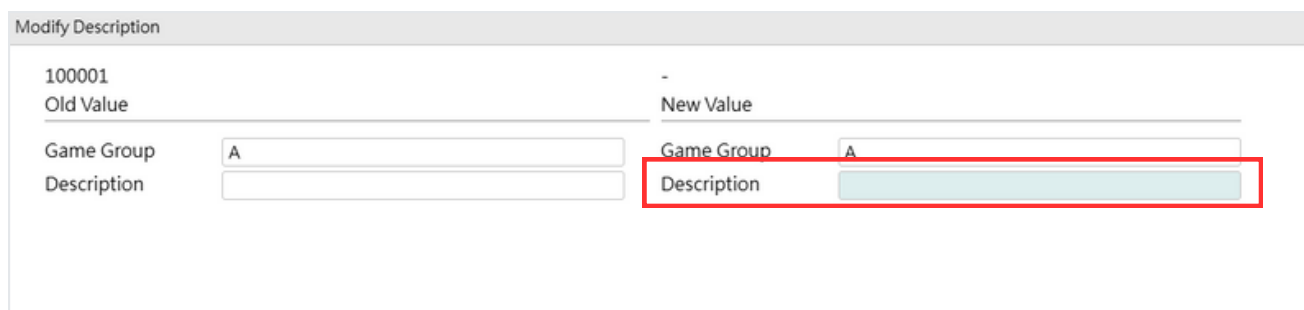
1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「Game Group」選項



3. 為每個組別設定組別描述
點選需要修改的欄位，然後點擊「Modify Description」按鈕

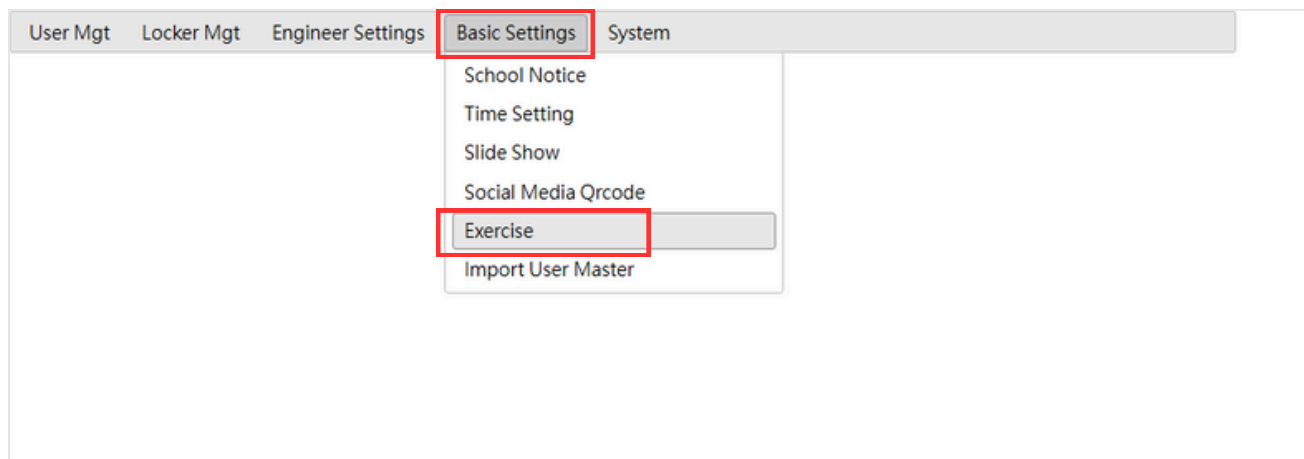


4. 輸入組別描述，然後點擊「Save」按鈕保存設定



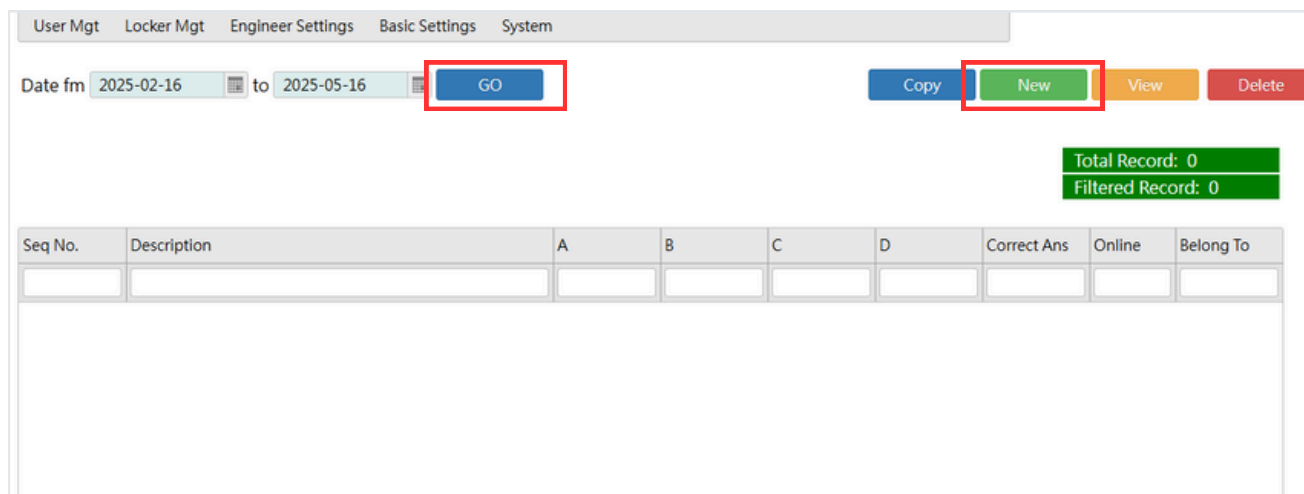
問答遊戲設置（遊戲櫃）

1. 從主選單選擇「Basic Settings」
2. 在次選單中點選「Exercise」選項



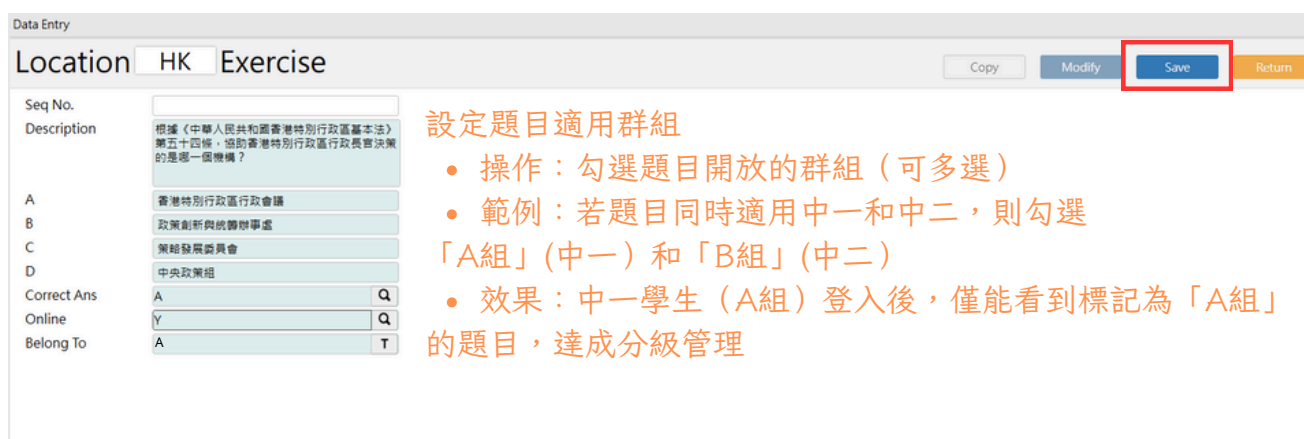
The screenshot shows a navigation bar with 'User Mgt', 'Locker Mgt', 'Engineer Settings', 'Basic Settings', and 'System'. The 'Basic Settings' menu is open, showing options: 'School Notice', 'Time Setting', 'Slide Show', 'Social Media Qrcode', 'Exercise', and 'Import User Master'. The 'Exercise' option is highlighted with a red box.

3. 點擊「Go」按鈕，系統將顯示現有的問題列表
4. 點擊「New」按鈕，進入新增頁面



The screenshot shows the question list interface. At the top, there are date filters (2025-02-16 to 2025-05-16) and a 'GO' button highlighted with a red box. To the right are 'Copy', 'New' (highlighted with a red box), 'View', and 'Delete' buttons. Below the buttons, it shows 'Total Record: 0' and 'Filtered Record: 0'. A table with columns 'Seq No.', 'Description', 'A', 'B', 'C', 'D', 'Correct Ans', 'Online', and 'Belong To' is visible.

5. 在新增頁面中輸入問題及答案 (最少需要輸入3條問題)
完成後點擊「Save」按鈕保存設定
Online：設定該問題是否從題庫中隨機抽取
Belong To：系統支援題目難度分級，並可綁定特定學生組別的答題權限
* 管理員可預先在「User Master」中設置學生所屬的遊戲組別



The screenshot shows the 'Data Entry' form for adding a new question. The 'Location' is set to 'HK' and the 'Exercise' is selected. The 'Seq No.' field is empty. The 'Description' field contains the text: '根據《中華人民共和國香港特別行政區基本法》第五十四條，協助香港特別行政區行政長官決策的是哪一個機構？'. The 'A' field contains '香港特別行政區行政會議', 'B' contains '政策創新與統籌辦事處', 'C' contains '策略發展委員會', and 'D' contains '中央政策組'. The 'Correct Ans' field contains 'A', 'Online' is set to 'Y', and 'Belong To' is set to 'A'. The 'Save' button is highlighted with a red box.

設定題目適用群組

- 操作：勾選題目開放的群組（可多選）
- 範例：若題目同時適用中一和中二，則勾選「A組」（中一）和「B組」（中二）
- 效果：中一學生（A組）登入後，僅能看到標記為「A組」的題目，達成分級管理