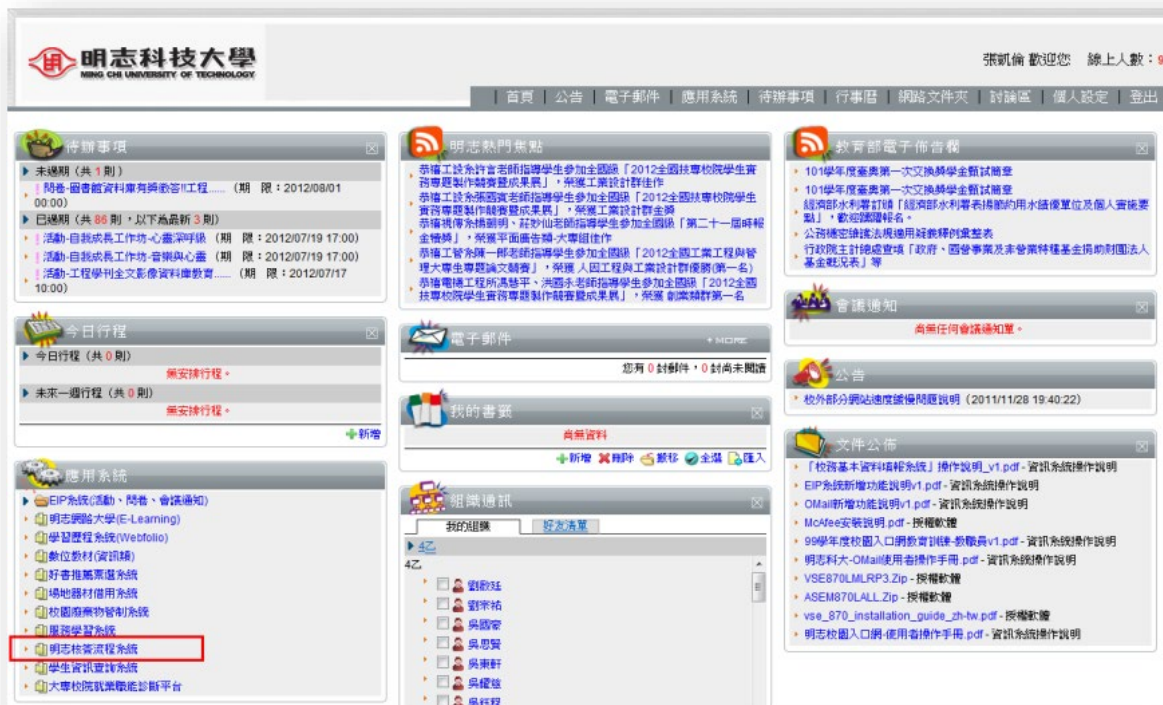


# MCUT Student Leave System – Operation Instructions

1. Log in to the Campus Portal : <http://portal.mcut.edu.tw>



2. In the application system section, click on "MCUT Approval Workflow System (明志核簽流程系統)"



3. switch to the English page



4. **Process Operations > Attendance Operations > Student Leave Application**, then click **"Fill Form (填單)"**.



5. Leave Form Interface

A screenshot of the 'Student Leave Application' form interface. The form is titled '學生請假單' (Student Leave Application Form). It contains various fields for applicant information, leave dates, and leave type. Annotations are present: (1) Form Status points to the '請假' (Leave) dropdown menu; (2) Applicant points to the '請假人' (Leave Applicant) field; (3) Leave Type points to the '請假類別' (Leave Category) dropdown menu; (4) Leave Dates and Periods points to the '請假日期' (Leave Date) field and the '產生節次表' (Generate Class Schedule Table) button. The form also includes a table for selecting leave periods (e.g., 第1節, 第2節, etc.) and a '備註' (Remarks) field.

(1) **Form Status**: Choose between "Leave" and "Leave Cancellation". The default is "Leave".

(2) **Applicant:** The system automatically fills in the logged-in user's student ID and name. If applying on behalf of another student, the information can be modified. *[Only allowed for students in the same class]*

(3) **Leave Type:** The leave type options follow the categories and rules outlined in the “*Student Leave Regulations.*”

(4) **Leave Dates and Periods:** Select the leave date range, then click "Generate Class Schedule", which allows you to select the actual class periods you wish to request leave for.

## 6. Attachment Guidelines

The screenshot displays the 'Student Leave Form' (學生請假單) interface. At the top, there are buttons for '暫存' (Save Draft), '傳送' (Submit), '撤案' (Withdraw), and '離開' (Exit). Below these, there are tabs for '表單' (Form), '附件(1)' (Attachment 1), and '流程' (Flow). The '附件(1)' tab is selected, showing a file upload area with a '瀏覽...' (Browse...) button and a file size limit of '檔案大小限制：10 MB'. Below the upload area, there are buttons for '加入附件' (Add Attachment) and '刪除附件' (Delete Attachment). A table lists the attached files, with columns for '檔案名稱' (File Name), '附件者' (Attacher), '附件時間' (Attachment Time), and '備註' (Remarks). The table shows one attachment: '請假單測試附件.docx' by '張凱倫' at '2012/7/27 上午 09:19:06'. The '備註' column has a text area containing '這是請假單附件'. Callouts identify key features: (1) Attachment, (2) Add Attachment Delete Attachment, and (3) Remark.

| 檔案名稱         | 附件者 | 附件時間                  | 備註      |
|--------------|-----|-----------------------|---------|
| 請假單測試附件.docx | 張凱倫 | 2012/7/27 上午 09:19:06 | 這是請假單附件 |

## 7. Form Action Buttons

The screenshot shows the top section of the 'Student Leave Form' (學生請假單) interface. It features a blue header bar with the title '學生請假單'. Below the header, there is a row of four buttons: '暫存' (Save Draft), '傳送' (Submit), '撤案' (Withdraw), and '離開' (Exit). To the right of these buttons are two icons: a bar chart and a printer icon.

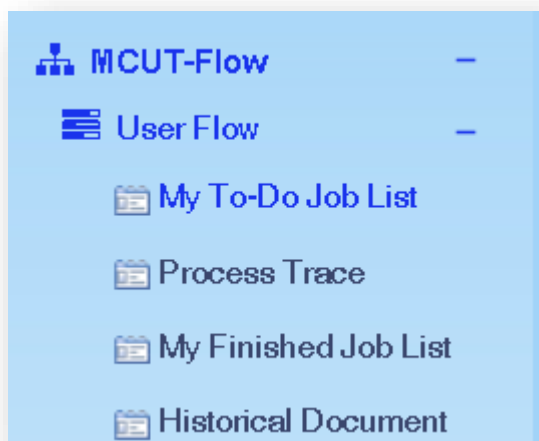
(1) **Save Draft:** If the form is incomplete, click "暫存" to preserve the entered data.

(2) **Submit:** When the form is complete, click "傳送" to forward it to the next reviewer (e.g., your class advisor).

(3) **Withdraw:** If the leave form is returned and you decide not to resubmit it, click "撤案" to move it to the withdrawn section.

(4) **Exit:** Close the form without saving any data.

## 8. How to Check Leave Form Status



(1) **My To-do Job List:** Check pending forms that require action, including drafts or returned forms.

(2) **Process Trace:** Search for your leave forms and monitor the current approval progress based on status and process flow.

(3) **My Finished Job List:** View all forms you have handled or submitted, including withdrawn or in-process forms.

## 9. Contact Information

### **Leave-related questions:**

Office of Student Affairs

Ms. Lin Ya-Chi (#4307), Mr. Wen Chang-Chiang (#4304)

### **System Maintenance:**

Office of Library and Information Services

Ms. Chan Shu-Wen (#4262), Mr. Liu Hsi-Pin (#4265)