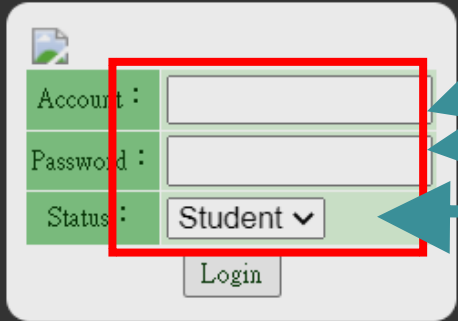


# How to make a repair request for dormitory facilities

## Step 1



1. Account: Key in your Student ID Number

2. Password: Key in your password

3. Status: Please choose "Student"

Login

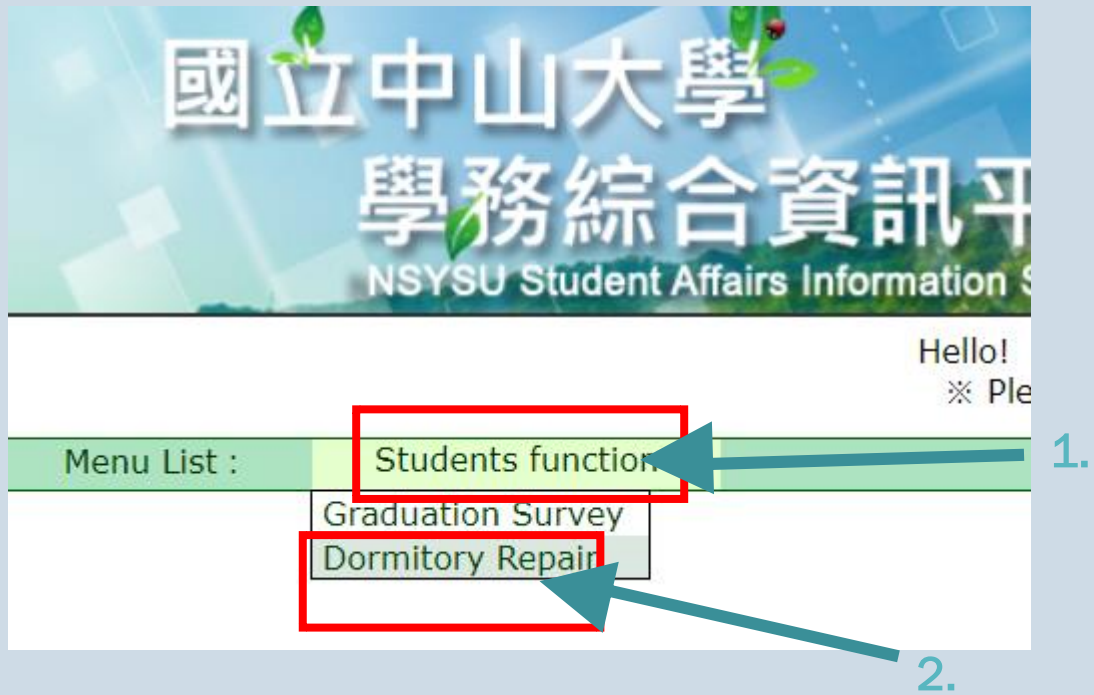
- Website : <http://sis.nsysu.edu.tw/en/>

- 1 Account: Key in your Student ID Number
2. Password: Key in your password  
(same with the course selection system)
3. Status: Please choose "Student"
4. Login

Please Scan  
QR Code:



## Step 2



1. Select Students Function
2. Click on “Dormitory Repair”

### Step 3



個人宿舍修繕資料

查詢： 全部 ▼

新增報修單(Add repair form)

目 (Item)	寢室旗標(Room Flag)	地點(Place)	處理狀態(State)	是否結案(Is case closed)
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1. Click on “ Add repair form”

## Step 4

聯絡電話 (Phone number)	<input type="text"/>
Email	<input type="text"/>
修繕地點 (Repair location) (Personal bedroom) <input type="radio"/> 公共區域(Public area) <input checked="" type="radio"/>	
房號 (Room No)	<div>請選擇 <input type="text"/></div> <div>請選擇 <input type="text"/></div> <div>請選擇 <input type="text"/></div> <div>(請選擇離公共區域最近的房號)</div> <div>請選擇公共區域 <input type="text"/></div>
地點描述 (Location description)	<input type="text"/>
修繕項目 (Repair item)	<div>請選擇 <input type="text"/> 請選擇 <input type="text"/></div> <div>(Foreign students please choose "other")</div>
修繕描述 (Repair description)	<input type="text"/>
修繕時間 (Available time) (請填寫上班時間) (Working hour only)	
<div>新增(submit) 返回(return)</div>	

Details 1-1 at next slide

Details 1-2 at next slide

1.

1. Please fill in the form  
1-1 : Room Number  
1-2 : Repair Item

Details 1-1,1-2 in next slide

2. Click on "Submit"

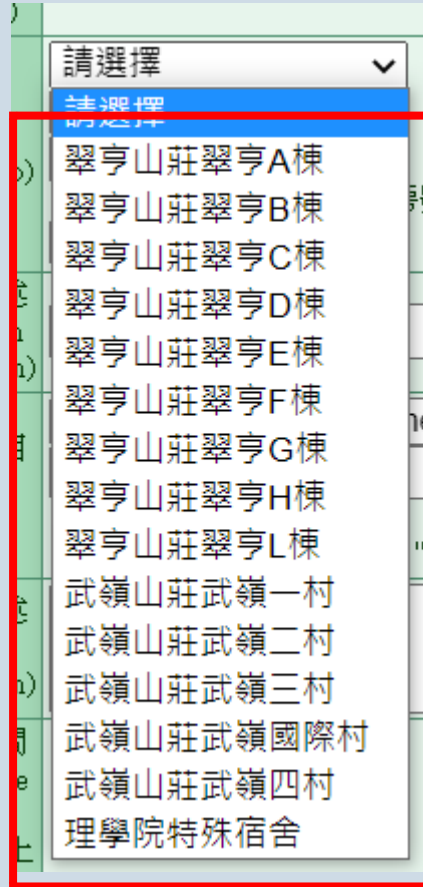
Your repair sheet will record in our system and we will arrange staff to deal with it.

## 1-1 Room Number

房號 (Room No)	<input type="text" value="請選擇"/>	1.
	<input type="text" value="請選擇"/>	2.
	<input type="text" value="請選擇"/>	3.
	(請選擇離公共區域最近的房號)	4.
	<input type="text" value="請選擇公共區域"/>	

Please see at next two slides

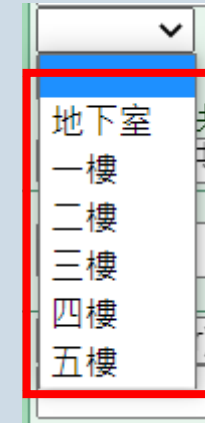
## 1. Dormitory



A screenshot of a web form with a dropdown menu. The menu is open, showing a list of dormitory options. The options are: 翠亨山莊翠亨A棟, 翠亨山莊翠亨B棟, 翠亨山莊翠亨C棟, 翠亨山莊翠亨D棟, 翠亨山莊翠亨E棟, 翠亨山莊翠亨F棟, 翠亨山莊翠亨G棟, 翠亨山莊翠亨H棟, 翠亨山莊翠亨L棟, 武嶺山莊武嶺一村, 武嶺山莊武嶺二村, 武嶺山莊武嶺三村, 武嶺山莊武嶺國際村, 武嶺山莊武嶺四村, 理學院特殊宿舍. The dropdown is highlighted with a red border.

Tsui-Heng Dormitory A  
Tsui-Heng Dormitory B  
Tsui-Heng Dormitory C  
Tsui-Heng Dormitory D  
Tsui-Heng Dormitory E  
Tsui-Heng Dormitory F  
Tsui-Heng Dormitory G  
Tsui-Heng Dormitory H  
Tsui-Heng Dormitory L  
Wuling Village 1  
Wuling Village 2  
Wuling Village 3  
International Dormitory  
Wuling Village 4  
Other

## 2. Floor



A screenshot of a web form with a dropdown menu. The menu is open, showing a list of floor options: 地下室, 一樓, 二樓, 三樓, 四樓, 五樓. The dropdown is highlighted with a red border.

Underground  
1<sup>st</sup> Floor  
2<sup>nd</sup> Floor  
3<sup>rd</sup> Floor  
4<sup>th</sup> Floor  
5<sup>th</sup> Floor

### 3. Room Number

83106室 ▾
83106室
83107室
83108室
83109室
83110室
83111室
83112室
83113室
83114室
83115室
83116室
83117室

### 4. Place

請選擇公共區域
廁所
浴室
樓梯間
走廊
曬衣間
自習室
交誼廳
膳食間
頂樓(陽台)
庫房(儲藏室)
進出大門

Toilet  
Bathroom  
Stairs  
Corridor  
Clothes Drying Area  
Study Room  
Lounge Area  
Dining Area/Kitchen  
Balcony  
Store Room  
Gate/Entrance

## 1-2 Repair Item

1.

房號 (Room No)	<input type="text"/>
地點描述 (Location description)	<input type="text"/>
修繕項目 (Repair item)	請選擇 <input type="button" value="v"/> <input type="button" value="v"/> 請選擇 please choose "other"
修繕描述 (Repair description)	<input type="text"/>
修繕時間 (Available time) (請填寫上班時間) (Working hour only)	<input type="text"/>

宿管

水電

木作

門禁

鍋爐

空調

電扇

飲水

清潔

環保

家電

消防

機電

園藝

土木

網路

其他(other)

2.

地點描述 (Location description)	<input type="text"/>
修繕項目 (Repair item)	其他(other) <input type="button" value="v"/> 其它(other) <input type="button" value="v"/> <input type="text"/> (Foreign students please choose "other")

Write down the repair item

Repair Item :

Please choose **other** and write down wanted repair item.

Repair description:

Please write down the details about the repair item and place.

Available time:

Please write down the available time.