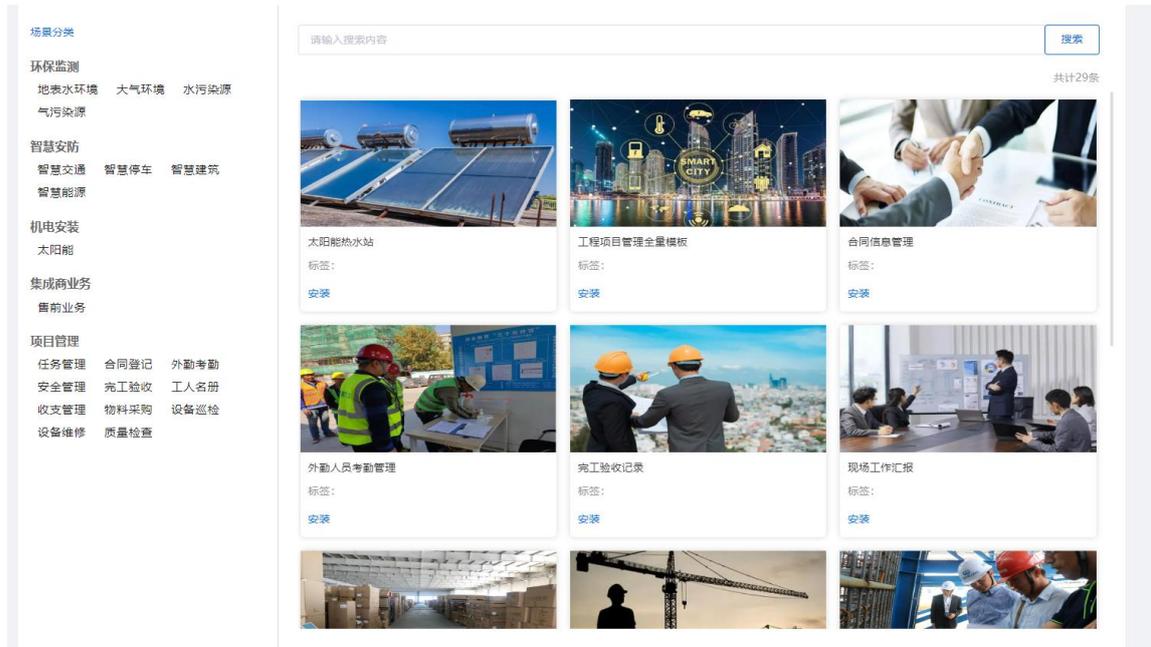


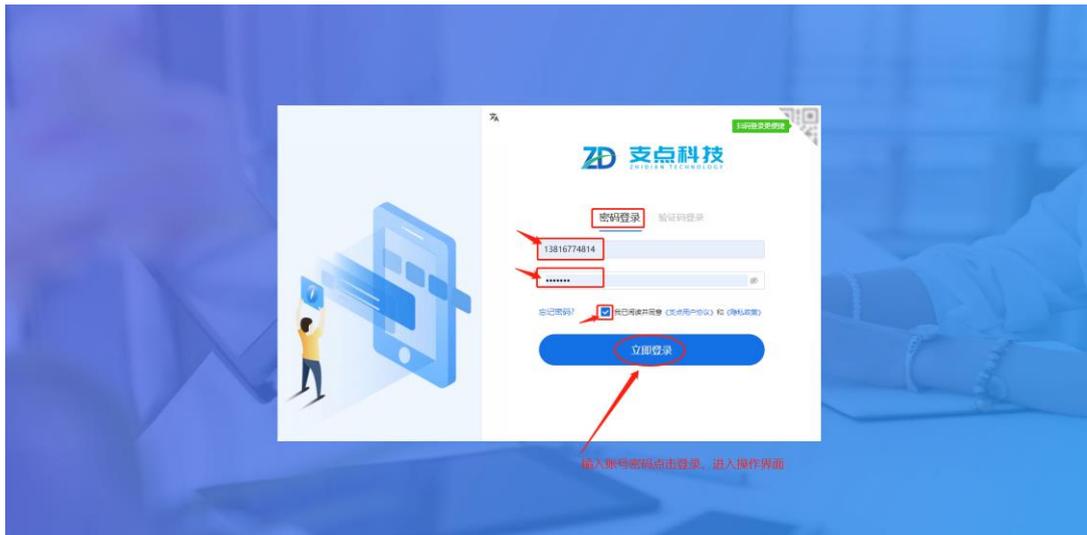
## 支点工程通操作手册（企业后台）

支点科技从事工程管理数字化软件开发，致力于为企业的管理流程、业务优化、人员管理等领域提效降本，从现场管理、记工记账，到项目管理、收入成本，从员工考勤，到人员效率分析，在多维度、多场景下为企业提供适合自己的企业管理和服务平台。



### 1. 登录

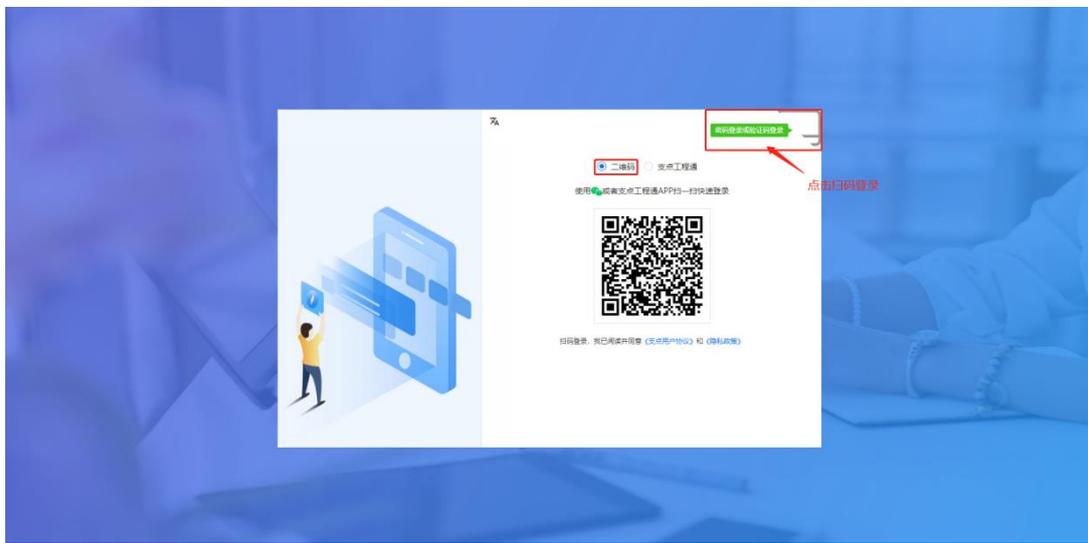
1.1 登录（输入网址：<https://user.zdsztech.com/>）



1.2 邮箱验证码登录

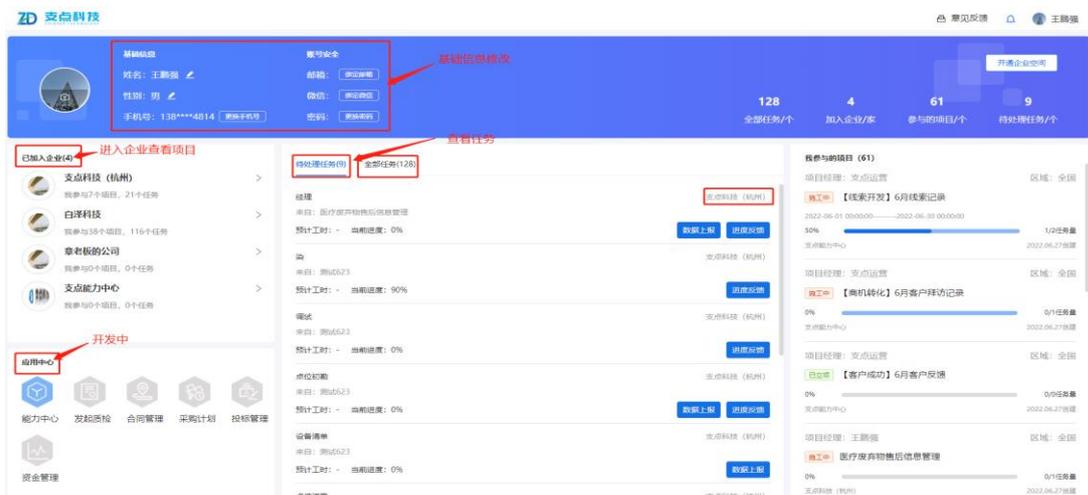


### 1.3 扫码登录



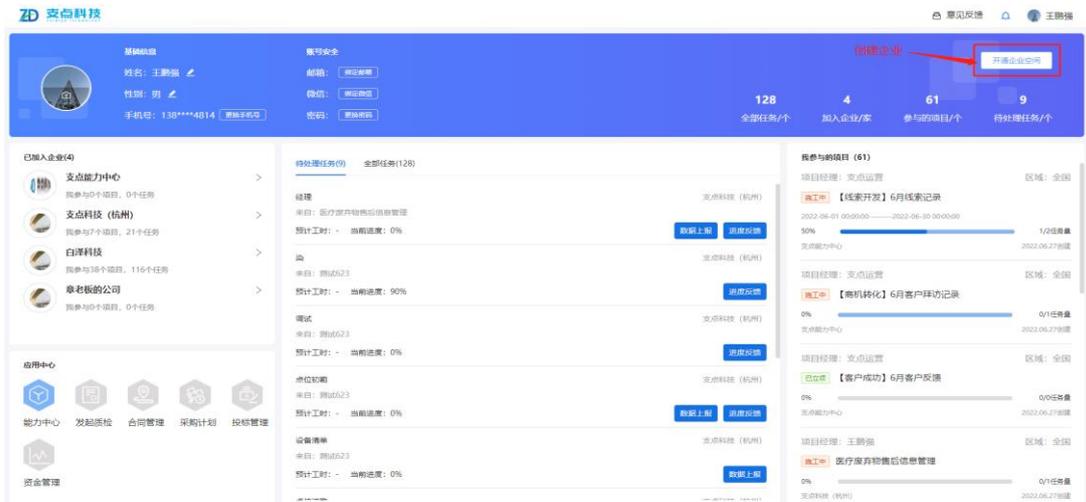
## 2. 个人基础信息

### 2.1 个人基础信息页面

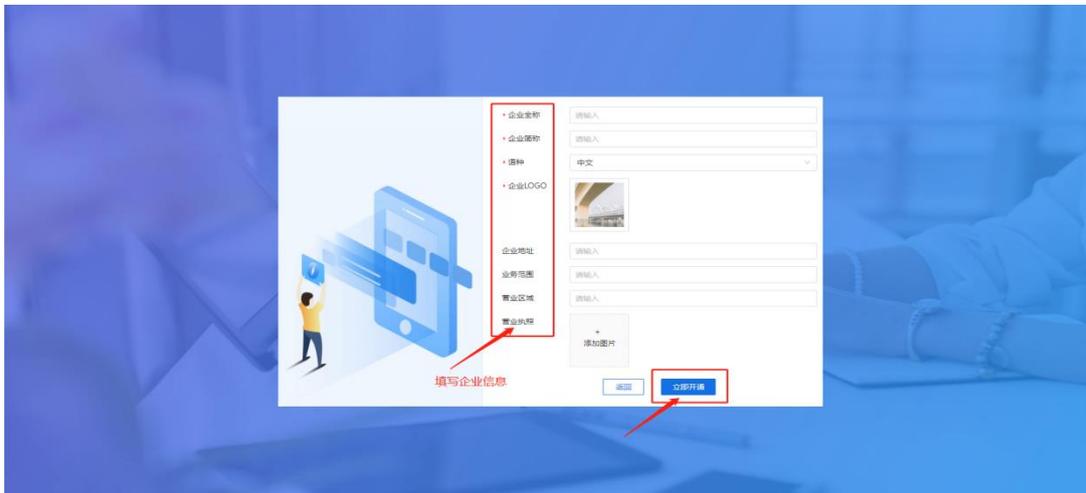


## 3. 企业服务开通

### 3.1 新建企业（开通企业空间后才能进入企业管理后台）

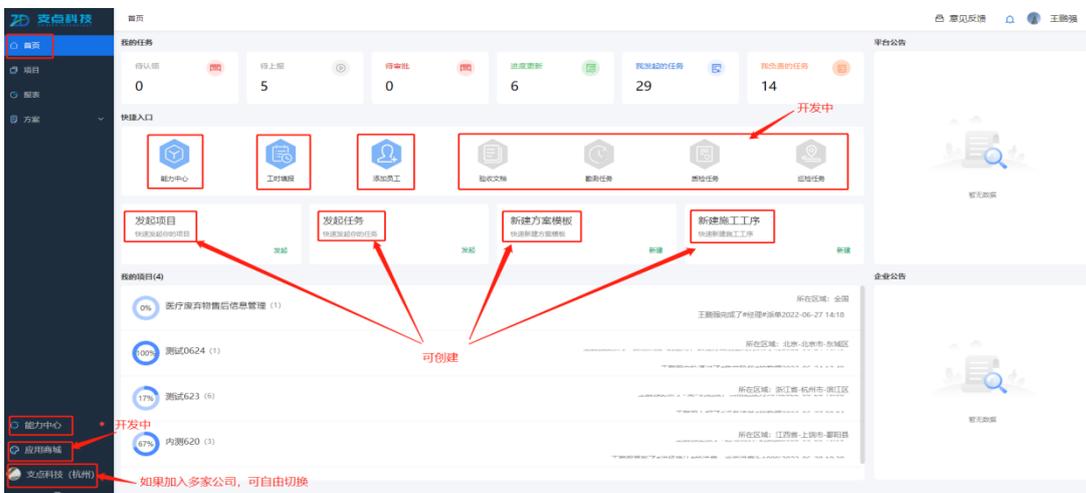


### 3.2 上传企业信息，审核后开通企业空间



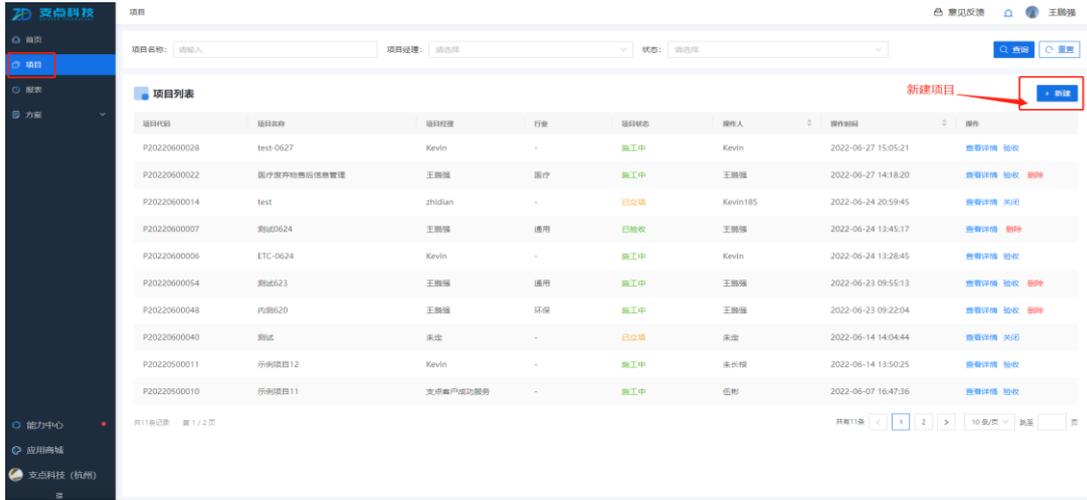
## 4. 首页

### 4.1 公司平台首页

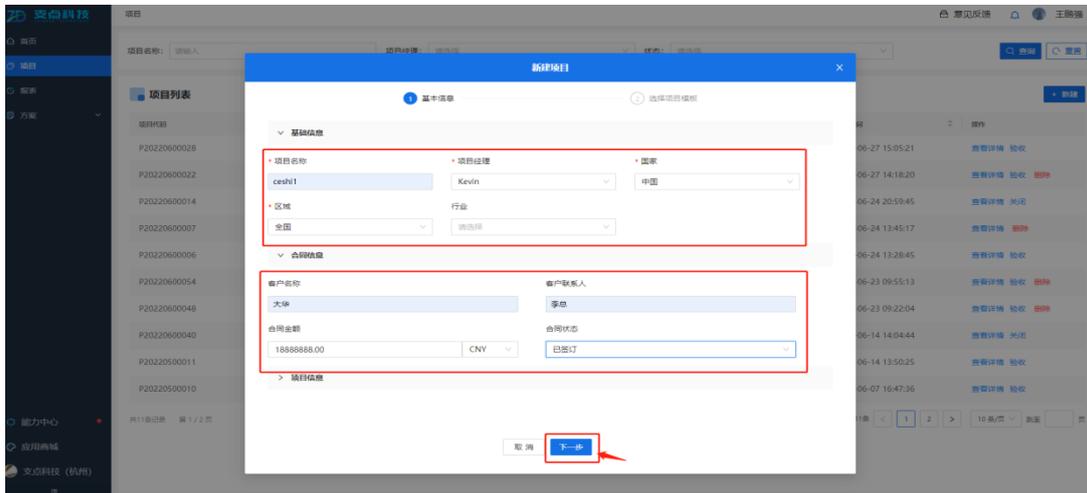


## 5. 项目

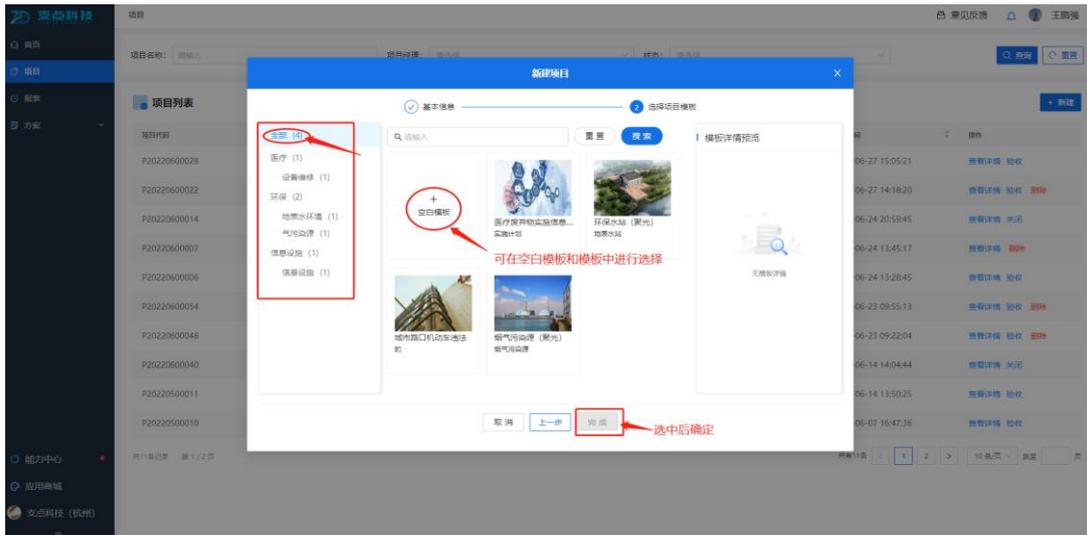
### 5.1 新建项目



### 5.2 项目基础信息

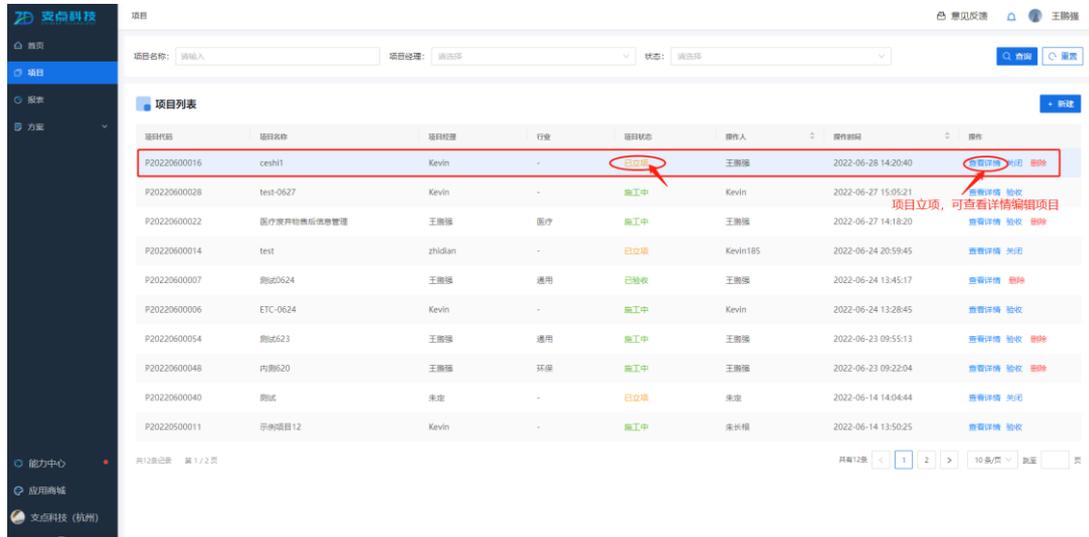


### 5.3 项目模板选择



## 5.4 项目详情

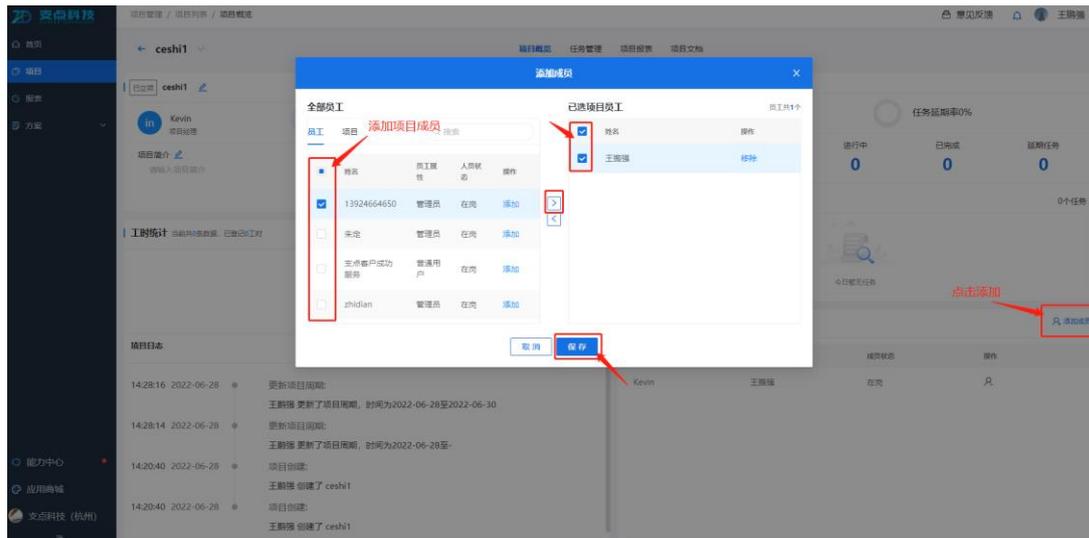
立项后在项目列表中查看立项后的架构，项目由“项目概览，任务管理，项目报表，项目文档”四部分组成。



### 项目概览



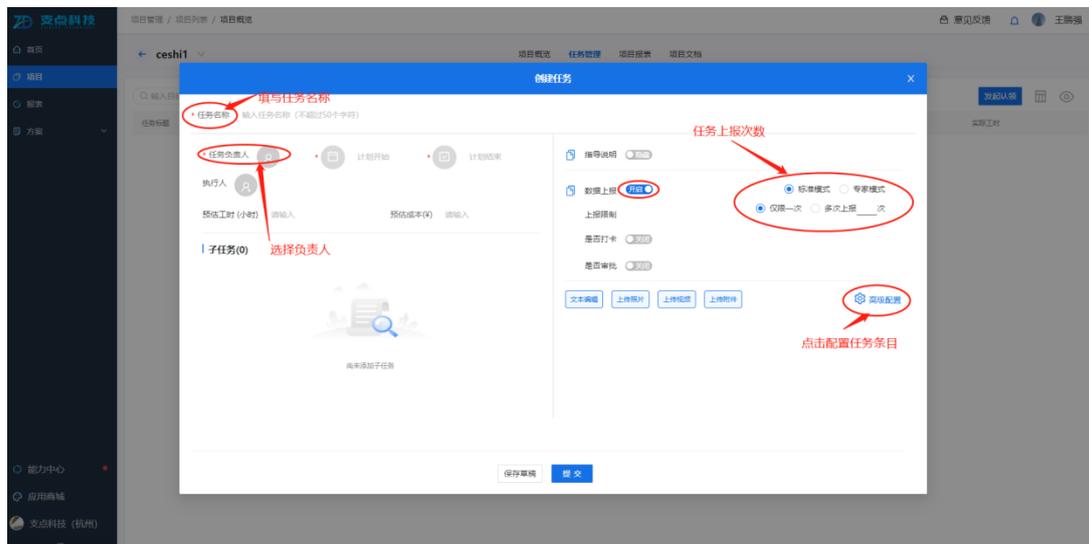
### 5.4.2 添加项目成员



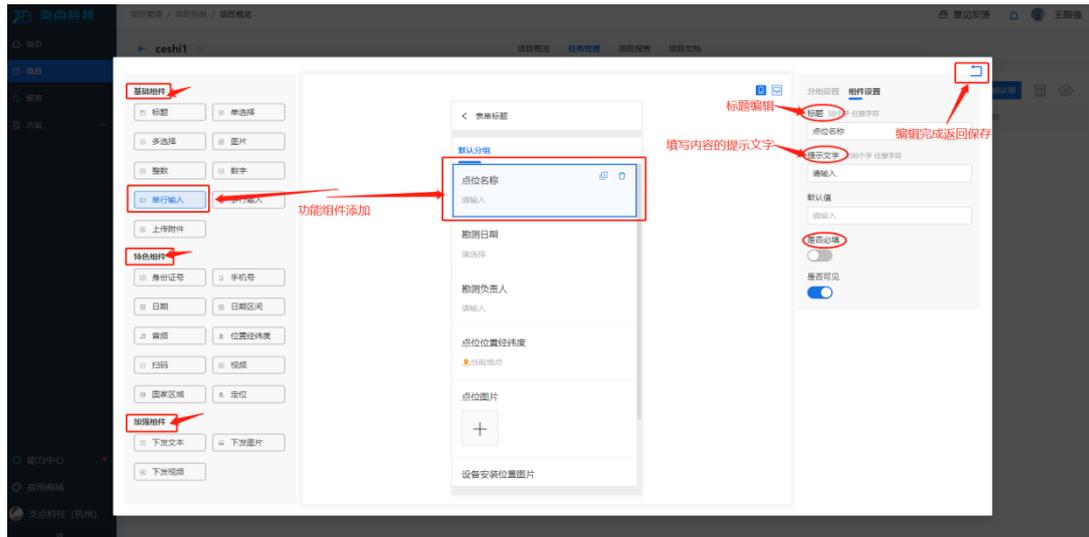
## 5.5 任务管理



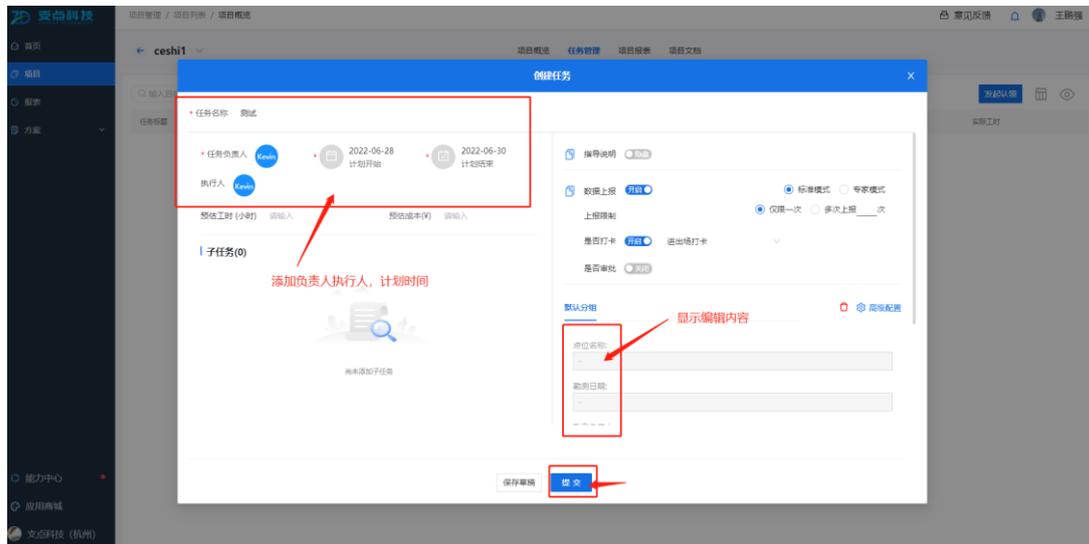
### 1 填写任务信息，点击进入工序配置界面



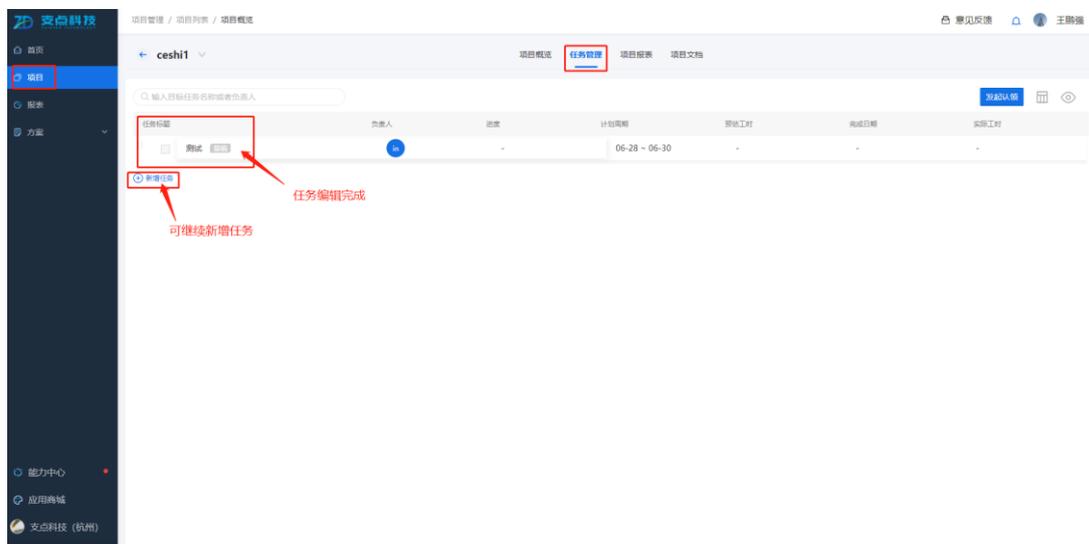
## 2 添加不同功能的组件，组成需要的任务模板。



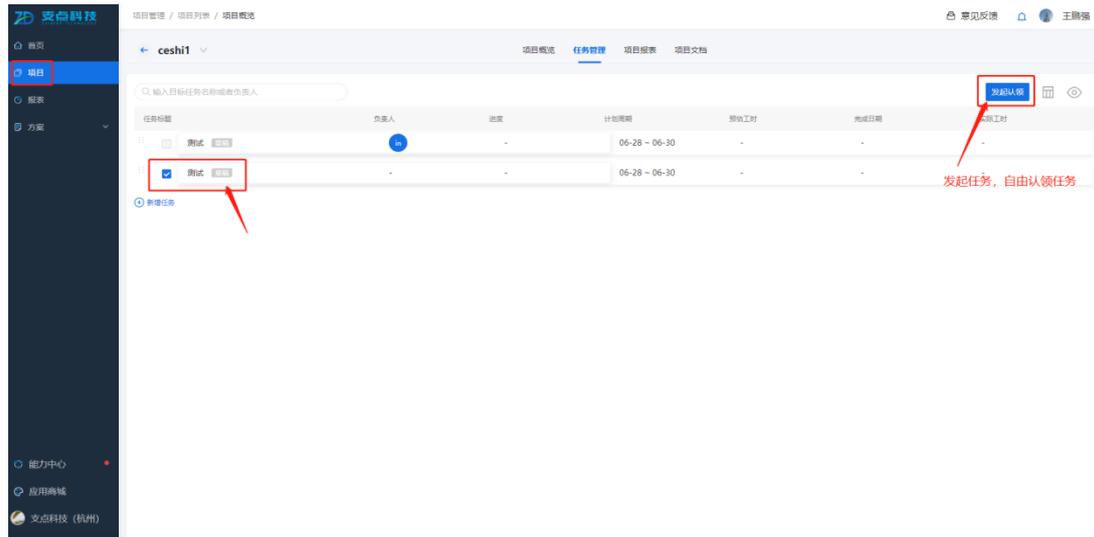
## 3 编辑任务名称和时间，把任务指派给对应的负责人。



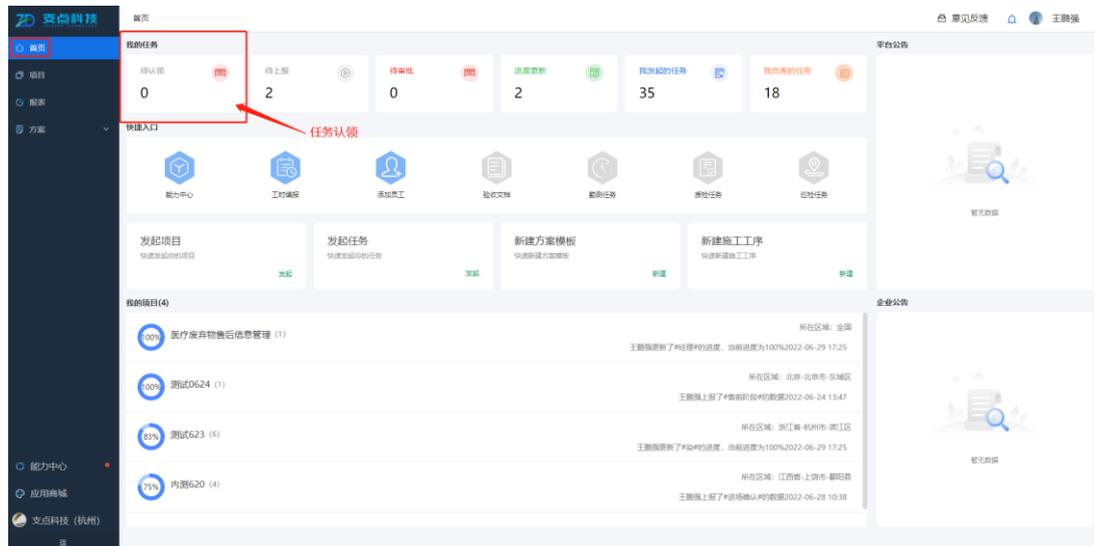
## 4 可新建多个任务



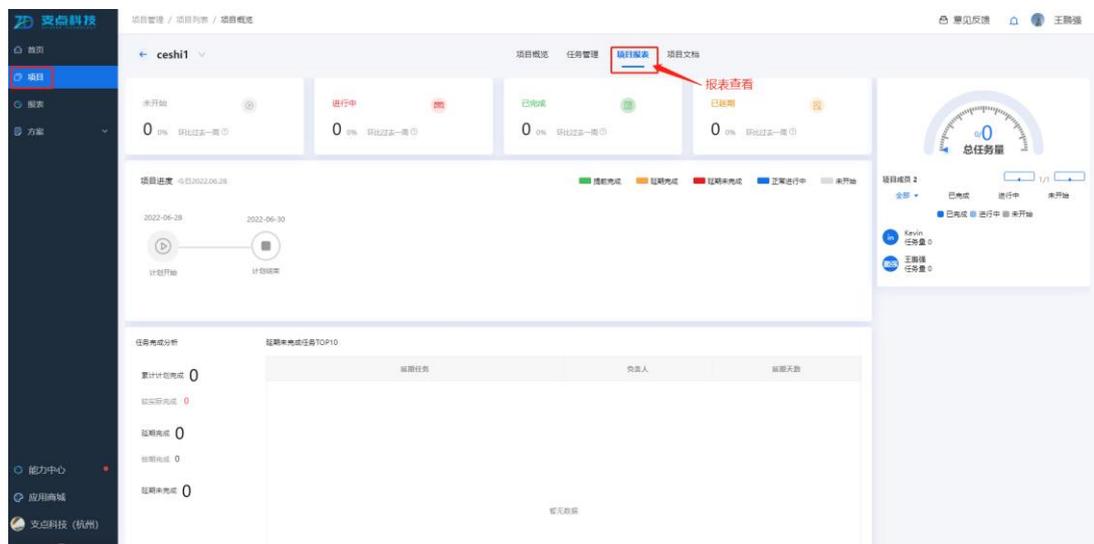
5 发起认领：是指没有指派的任务发起认领，任务汇总到任务池中公司员工自由认领。



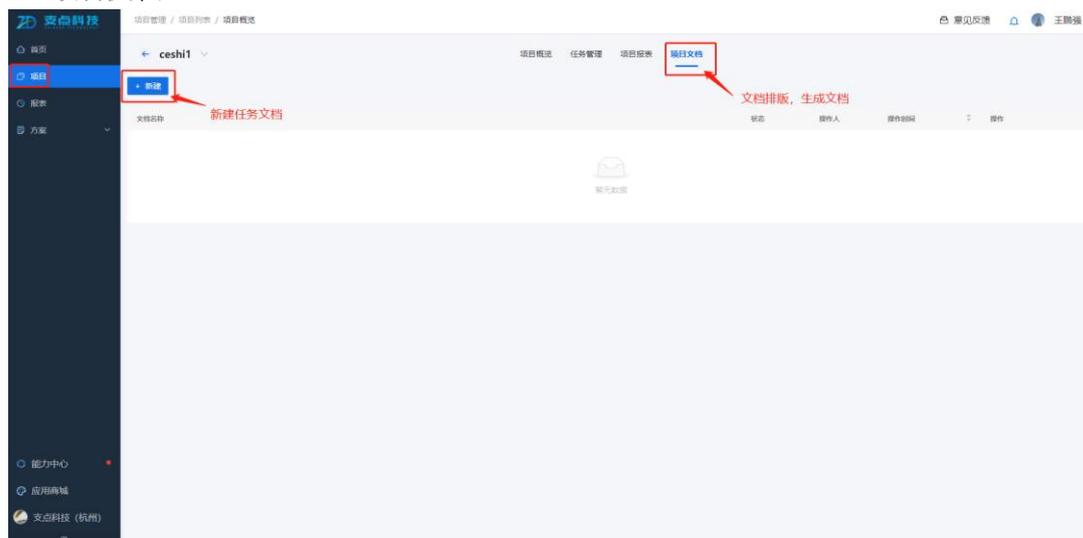
6 发起认领的任务在首页“我的任务”处认领，也可在 APP 的工作台中认领。



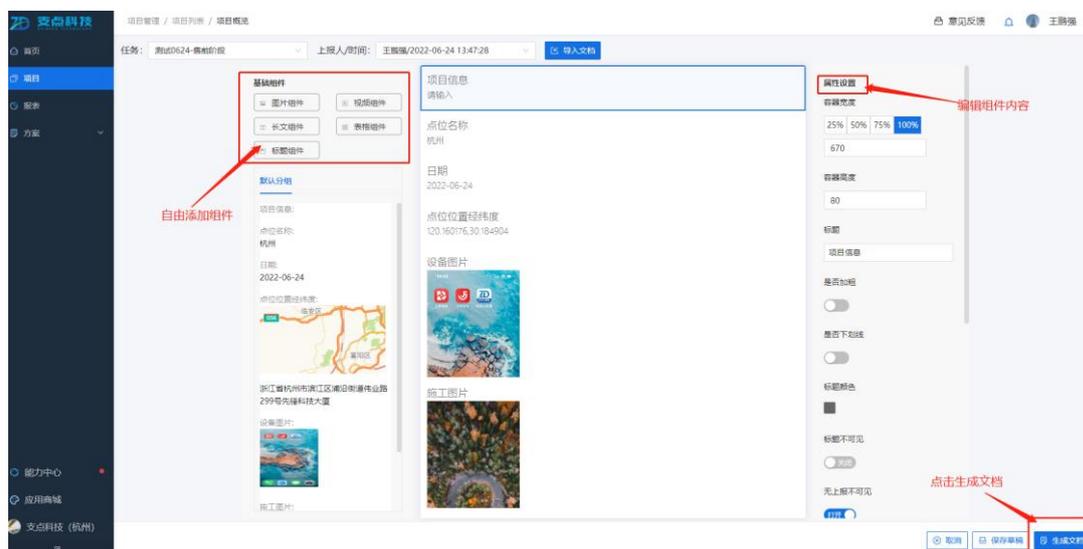
### 5.6 项目报表



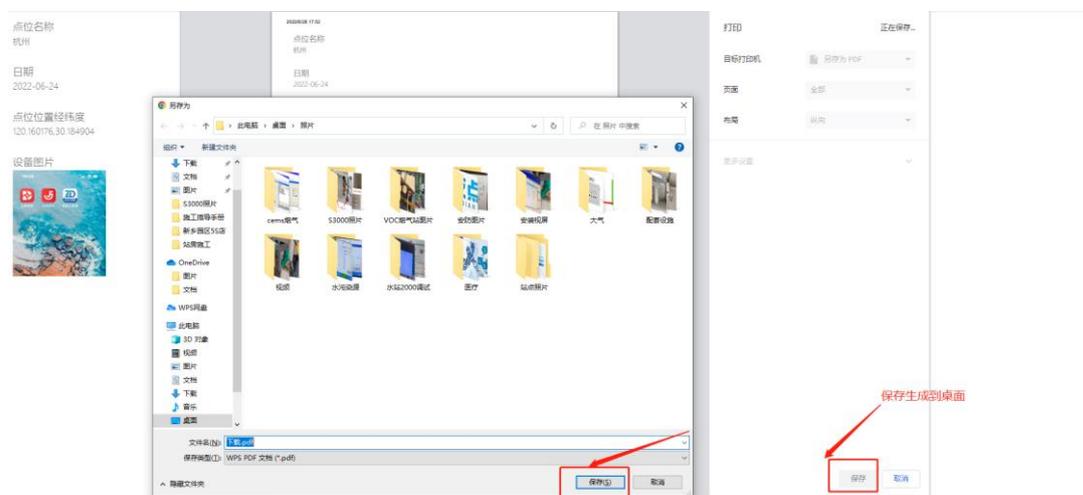
## 5.7 项目文档



1、把已上报的任务组件拖拽到文档中进行修改-形成文档。



2、文档编辑完成后保存文档



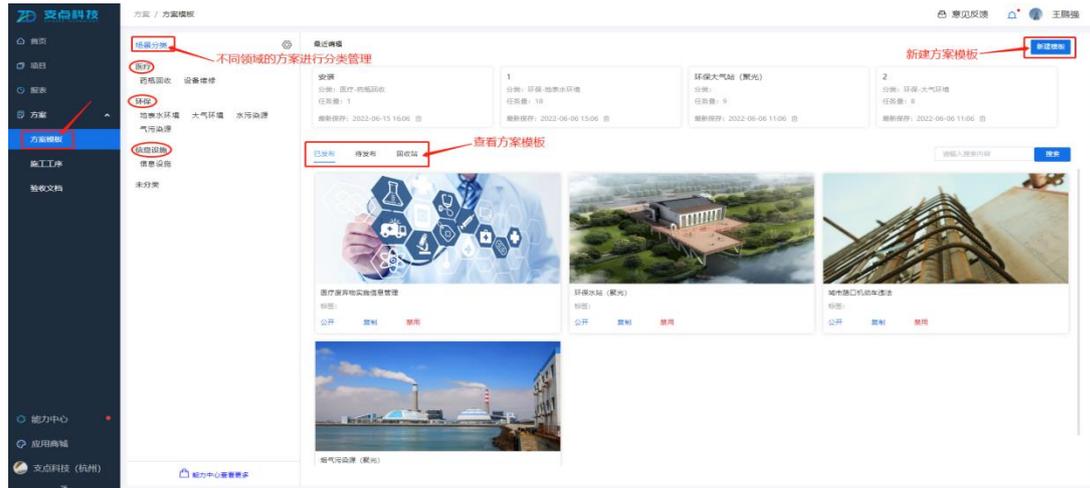
## 6. 报表

### 6.1 企业报表查看

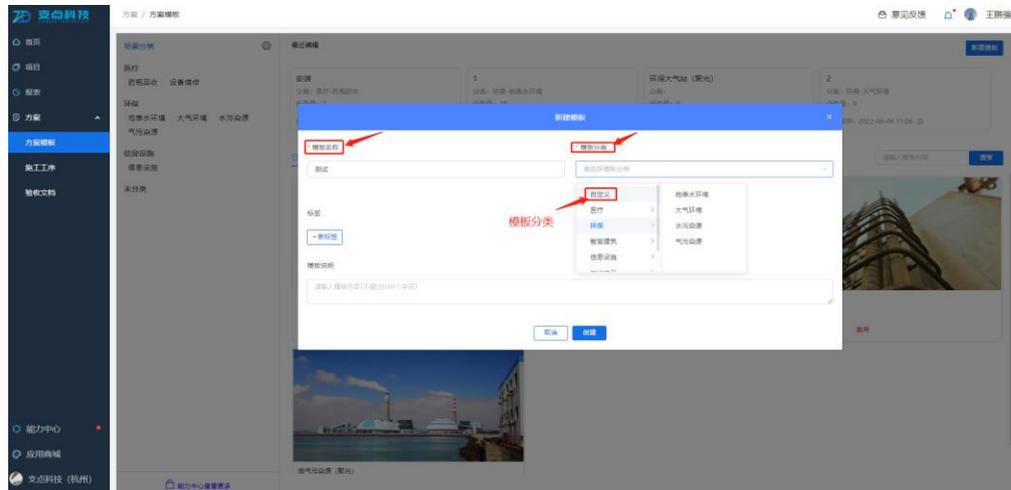


## 7. 方案

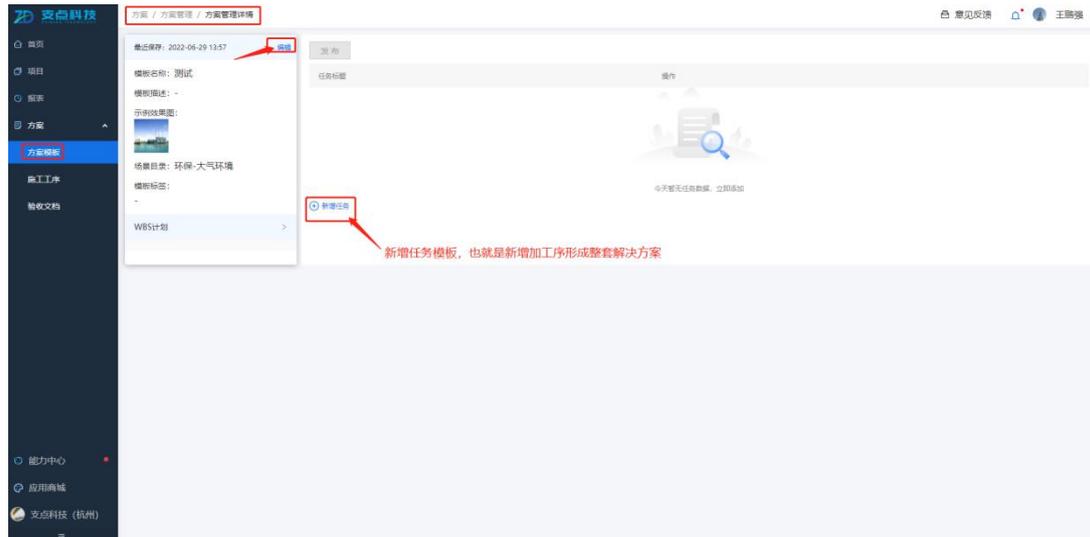
### 7.1 方案模板



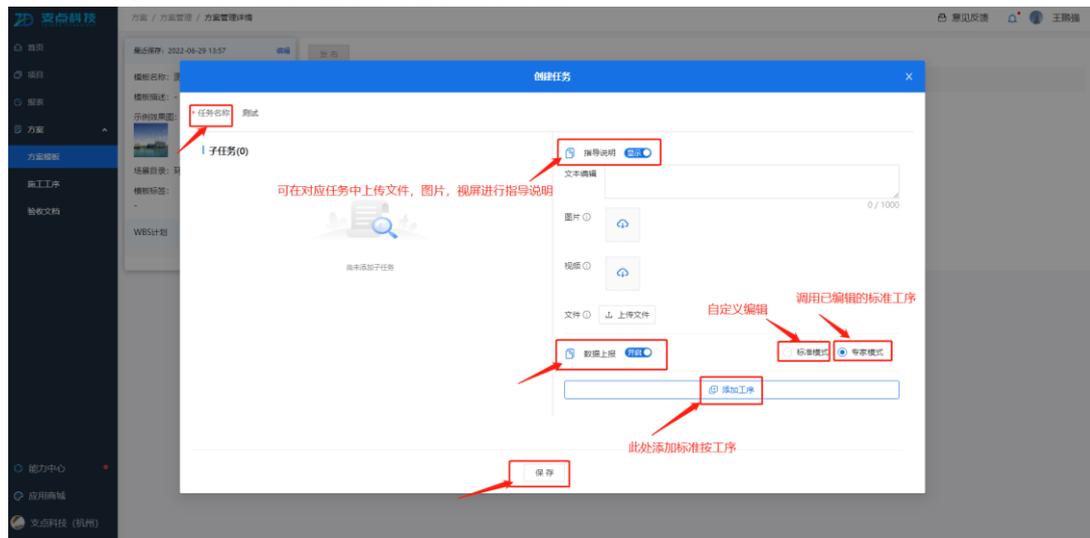
1 新建模板名称，模板分类可自定义，也可以选择模板分类



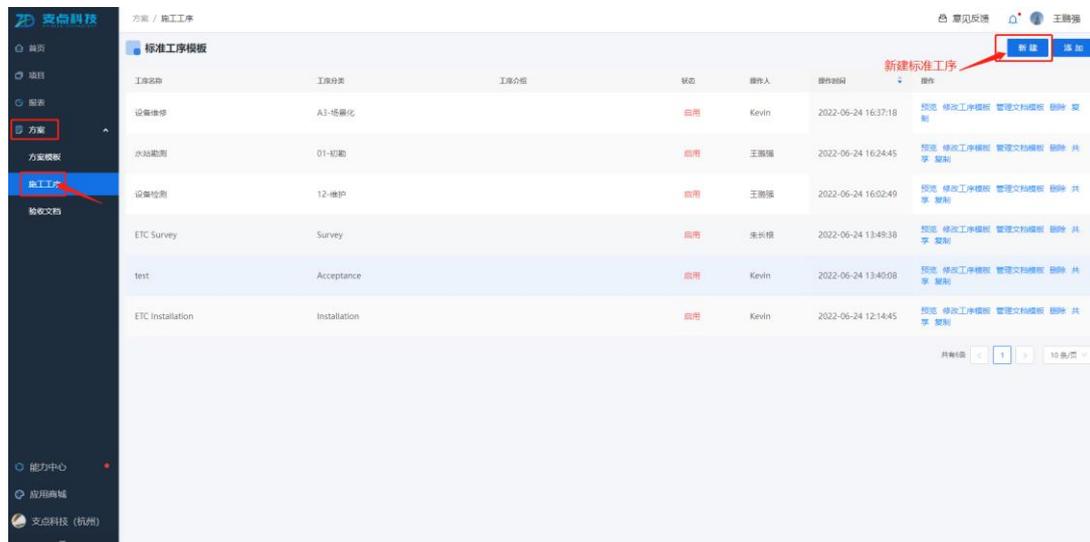
## 2 新增任务，可新增多条任务组成方案



3 在数据上报中的标准模式：是在线编辑工序只能用于此项目中，专家模式：是在“施工工序”中创建的标准工序，然后在此项目中调用。



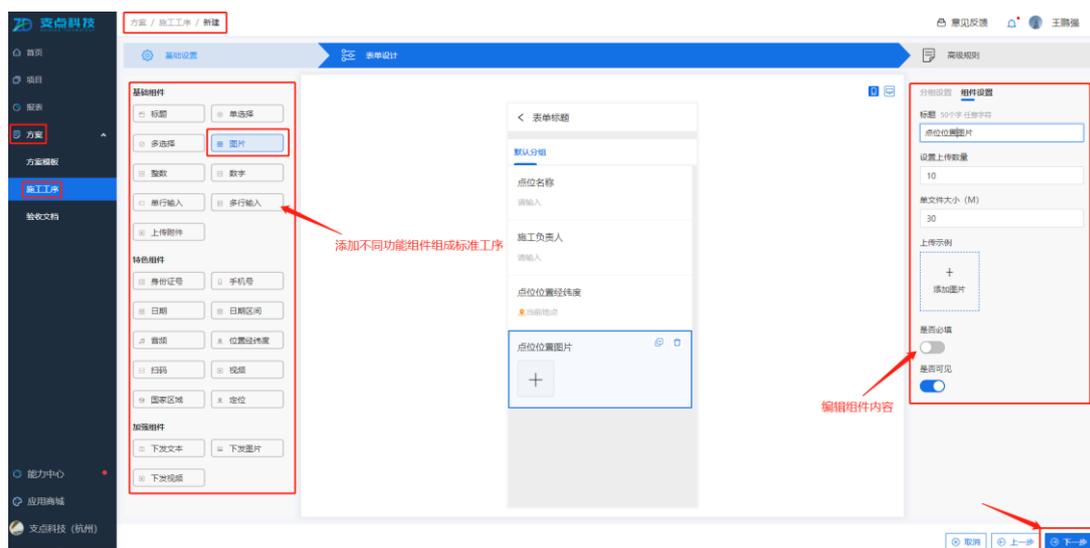
## 7.2 施工工序



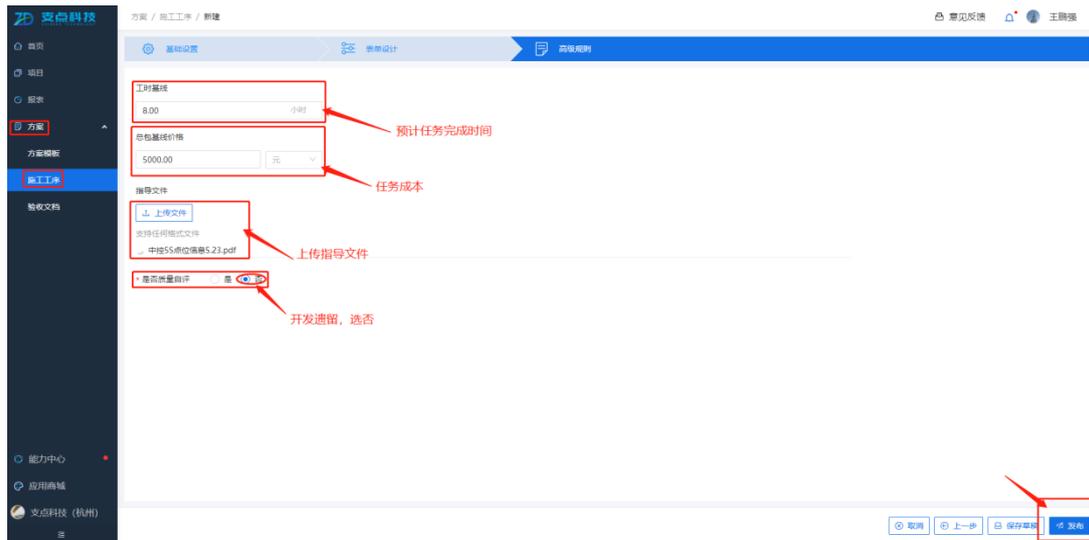
### 1 创建工序名称，选择工序分类（工序分类包含二十多种分类选择）



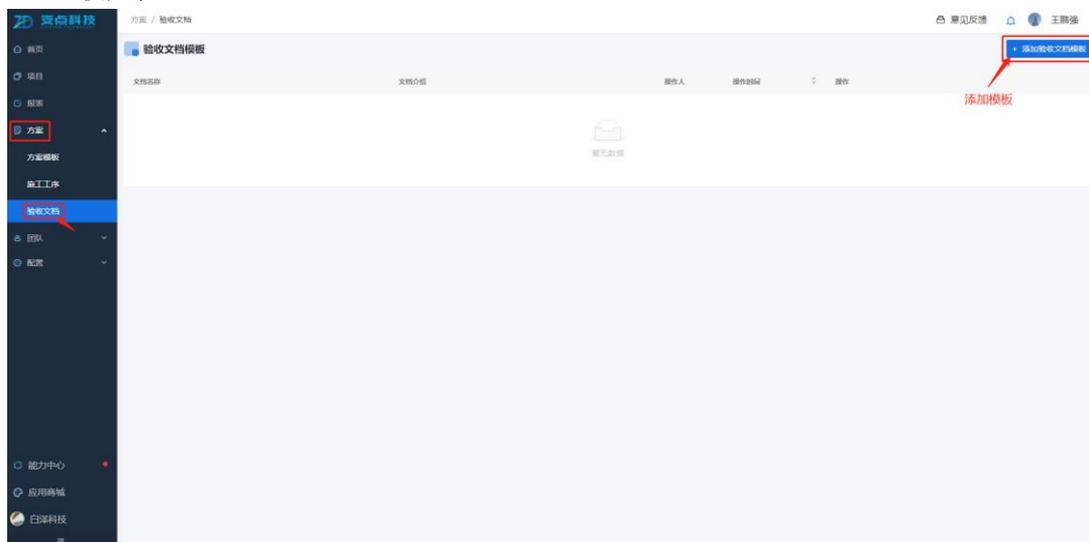
### 2 添加不同功能的组件组成标准工序



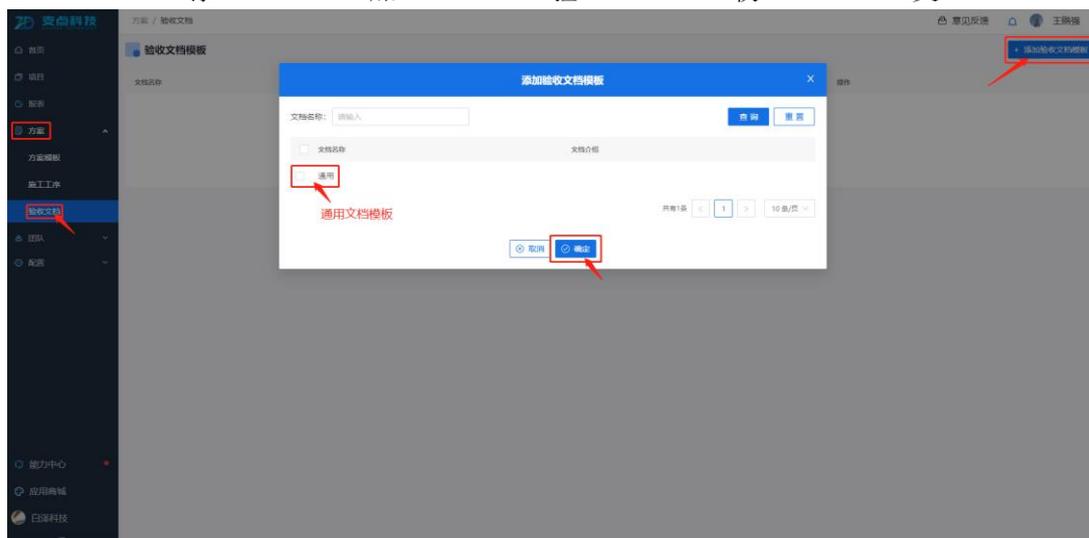
### 3 设置标准工序的工时基线和标准价格



### 7.3 验收文档



## 1 添加验收文档



## 8. 团队

## 8.1 员工管理

The screenshot shows the 'Employee Management' page. At the top, there are statistics for different employee types: 启用员工 (32), 禁用员工 (0), 内部员工 (7), and 外部员工 (25). Below these are search filters for name, status, and employee type. The main area contains a table of employees with columns for name, gender, contact info, role, status, and dates. A red box highlights the '+ 添加员工' button in the top right corner of the table.

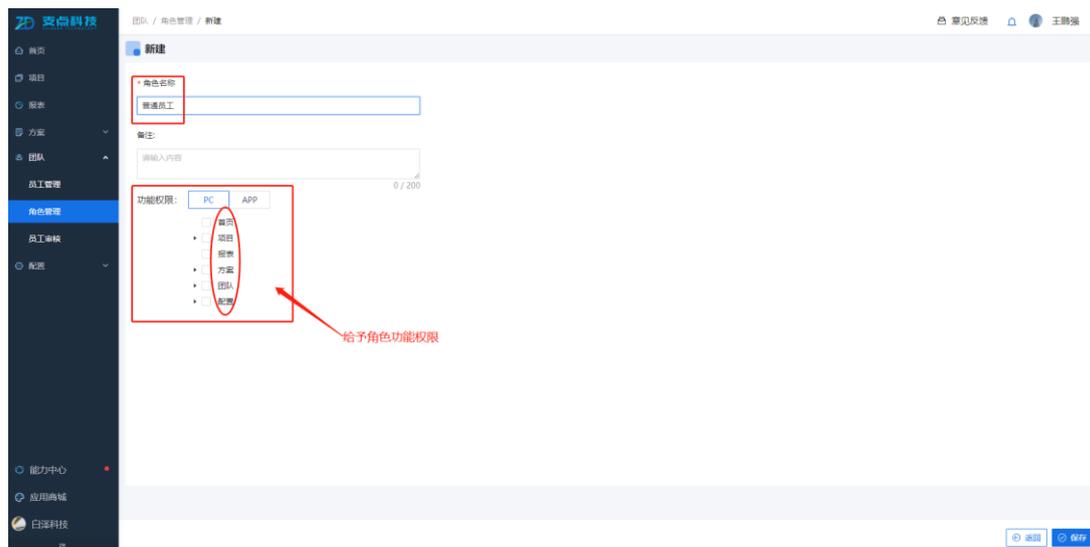
1 员 工 添 加

This screenshot shows the 'Add Employee' modal form. It has two main sections: '基本信息' (Basic Information) and '邮箱' (Email). The 'Basic Information' section includes fields for '姓名' (Name), '手机号' (Mobile Number), '职位' (Position), and '入职日期' (Start Date). The 'Email' section includes '邮箱' (Email) and '全部取消' (Cancel All). Red circles and arrows point to specific fields with annotations: '手机号' (Mobile Number) is annotated with '手机号中不能包含特殊字符'; '职位' (Position) is annotated with '必填'; '入职日期' (Start Date) is annotated with '必填'; and the '内部员工' (Internal Employee) checkbox is annotated with '填写员工信息' and '继续添加下一条'. There are '取消' (Cancel) and '确定' (Confirm) buttons at the bottom.

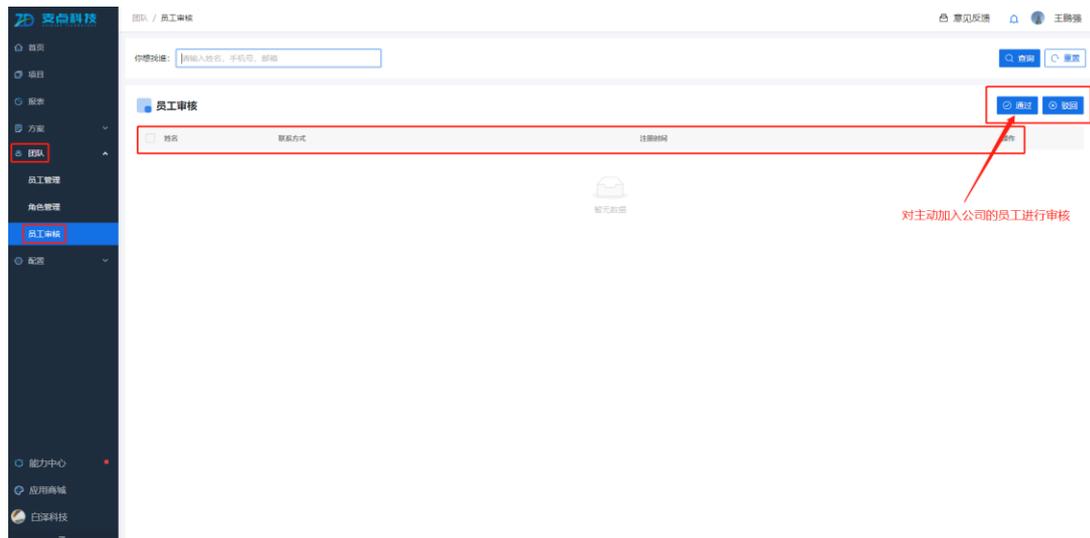
## 8.2 角色添加

The screenshot shows the 'Role Management' page. At the top, there is a search bar for '角色' (Role). Below it is a table of roles with columns for role name, creator, and creation time. A red box highlights the '+ 添加角色' button in the top right corner. Another red box highlights the '角色管理' menu item in the left sidebar. A red arrow points to the '添加角色' button with the annotation '添加角色，赋予角色不同权限'.

# 1 功 能 权 限 添 加

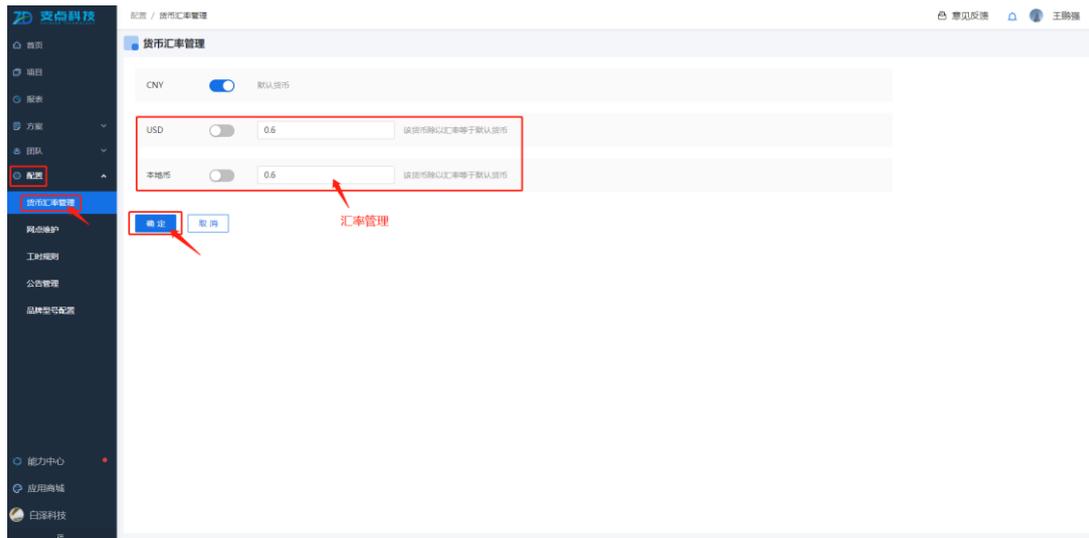


## 8.3 员工审核

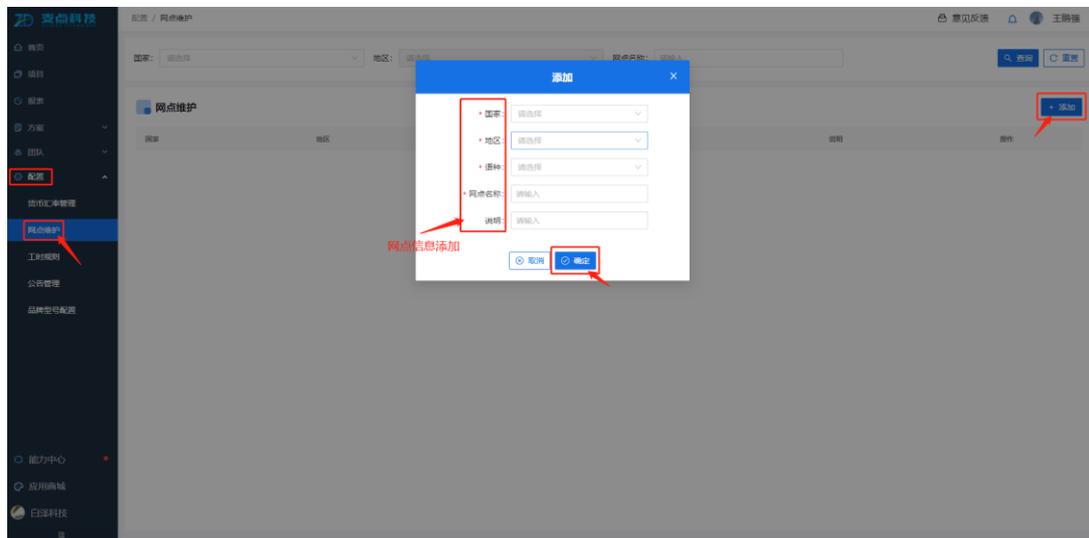


## 9. 配置

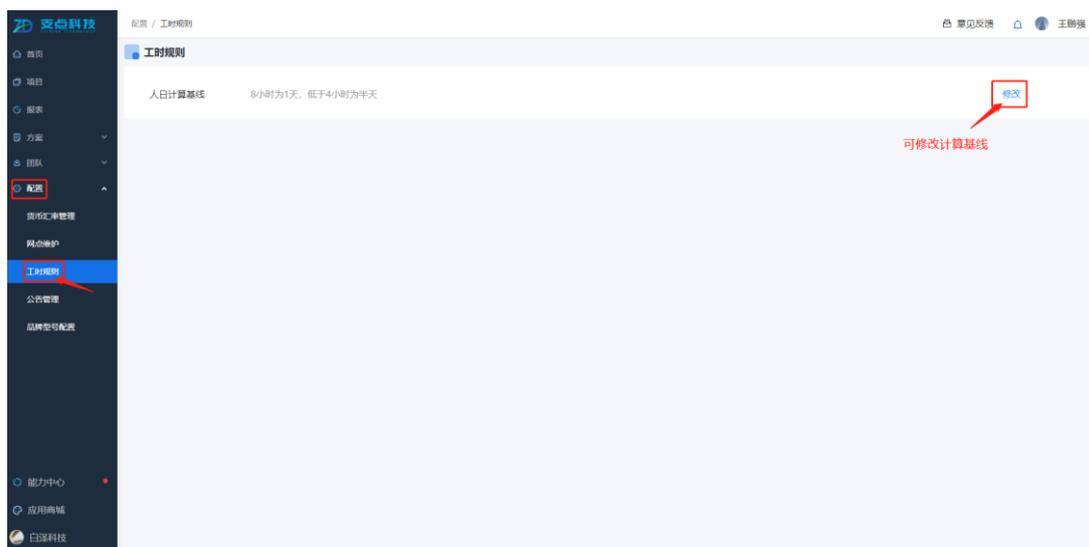
### 9.1 货币汇率管理



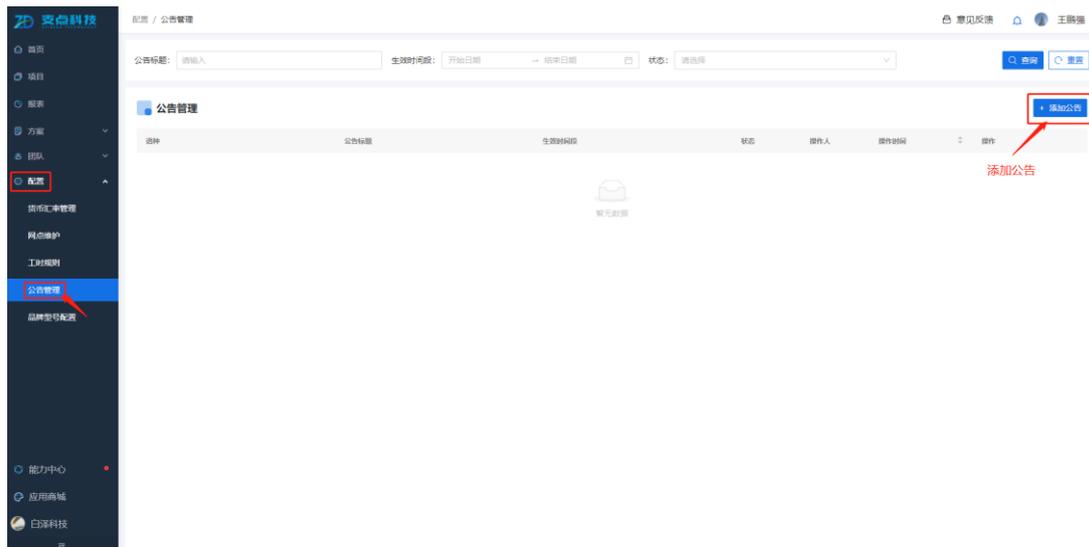
## 9.2 网点维护



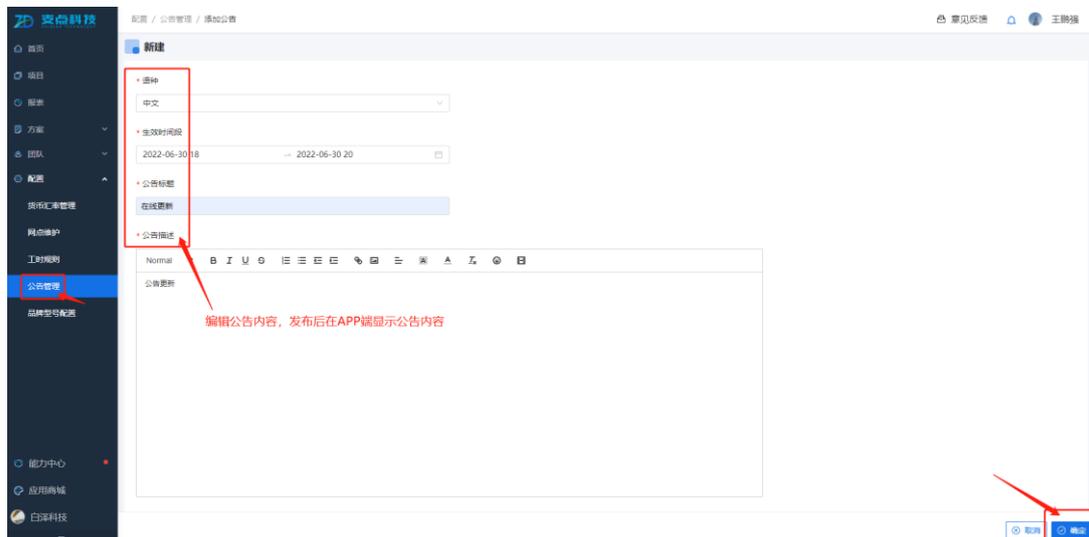
## 9.3 工时规则



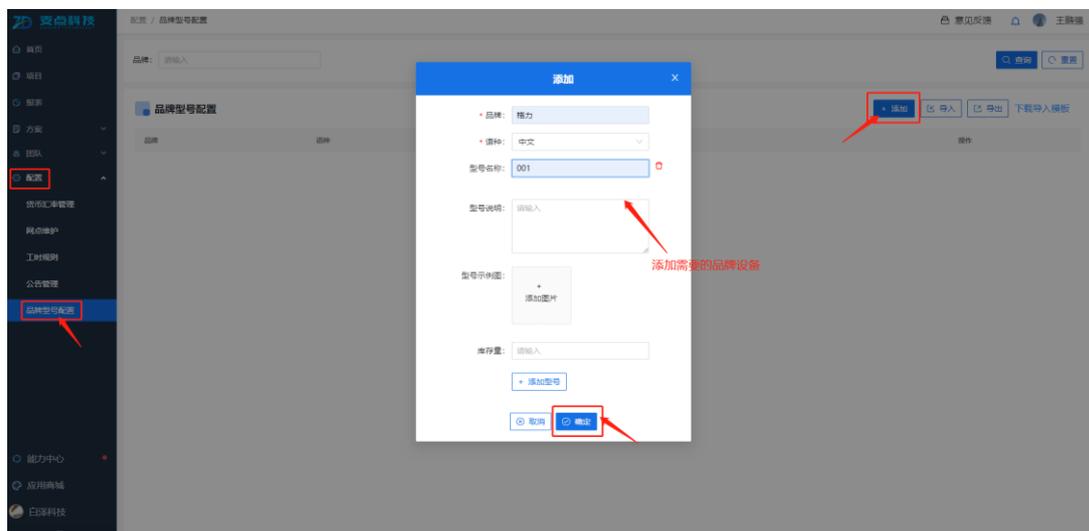
## 9.4 公告添加



### 1 编辑公告内容发布后再 APP 端显示

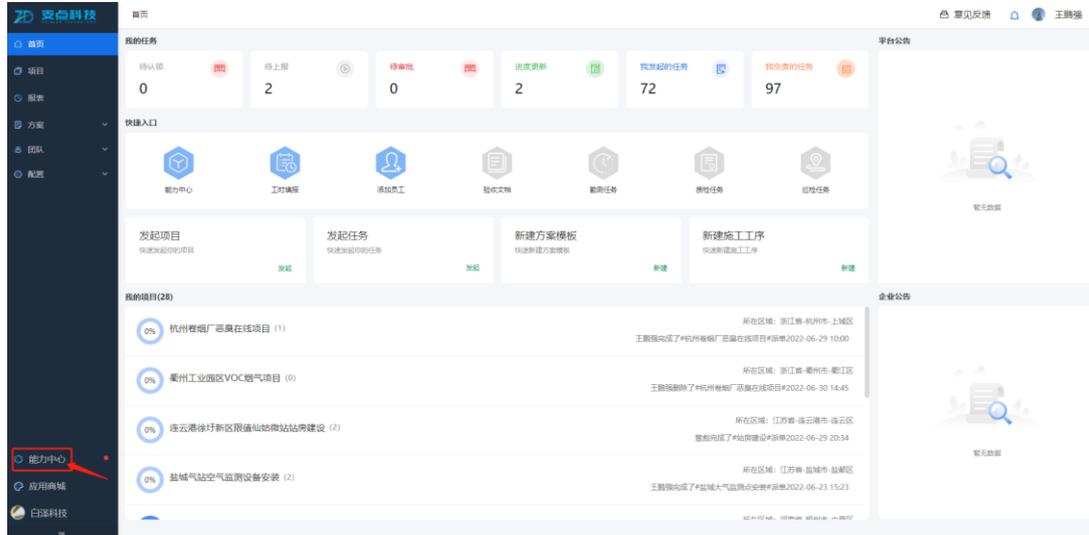


### 9.5 品牌型号配置

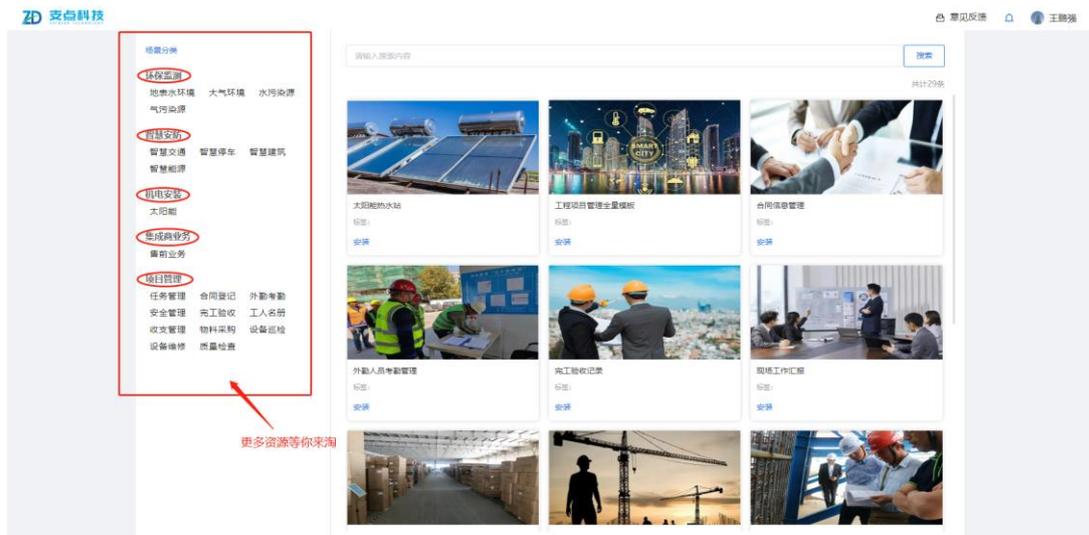


## 10. 能力中心

### 10.1 能力中心



### 1 海量方案模板任你选择



### 10.2 公司切换

The screenshot displays the Zhidian Technology web interface. On the left is a dark sidebar with navigation options: 首页, 概览, 项目, 报表, 方案, 团队, 配置, 应用商城, and 白泽科技. The '应用商城' option is highlighted with a red box and labeled '应用中'. The main dashboard area is titled '我的任务' and features a top row of task status cards: 待认领 (0), 待上架 (2), 待审核 (0), 进度跟踪 (2), 已完成的任务 (72), and 待处理的任务 (97). Below this is a '快捷入口' section with icons for 能力中心, 工时填报, 添加员工, 验收文档, 验收任务, 验收任务, and 验收任务. Further down are four action buttons: 发起项目, 发起任务, 新建方案模板, and 新建施工工序. The '我的项目(28)' section lists projects such as '杭州卷烟厂恶臭在线项目 (1)', '衢州工业园区VOC烟气项目 (8)', and '设 (2)'. A dropdown menu for '公司切换' is open, showing options for '支点科技 (杭州)' and '白泽科技'. The right side of the dashboard contains '平台公告' and '企业公告' sections, each with a '暂无数据' (No data) message.