

一、登入 Log in

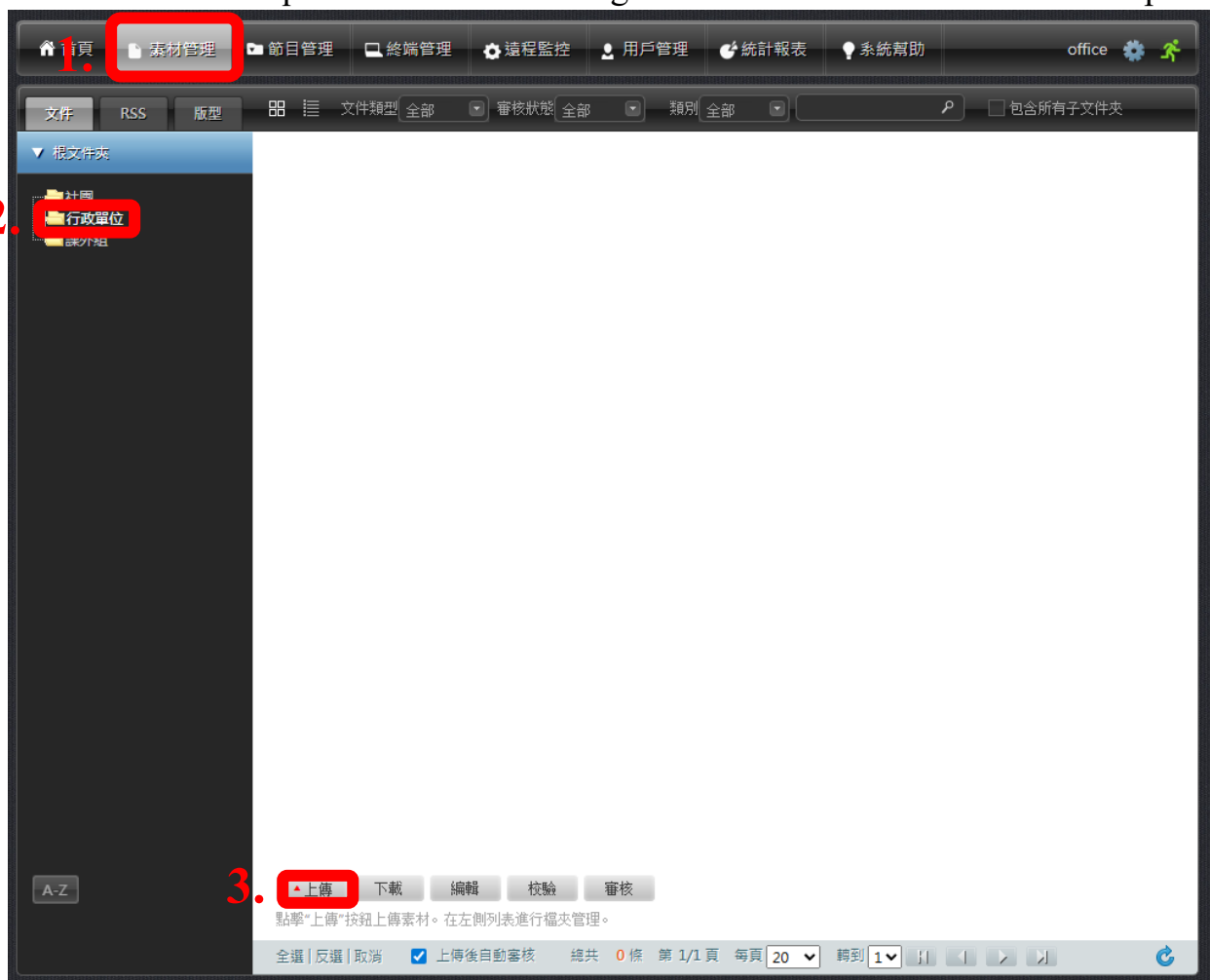
用戶名：office/密碼：mcut

Username: office / Password: mcut



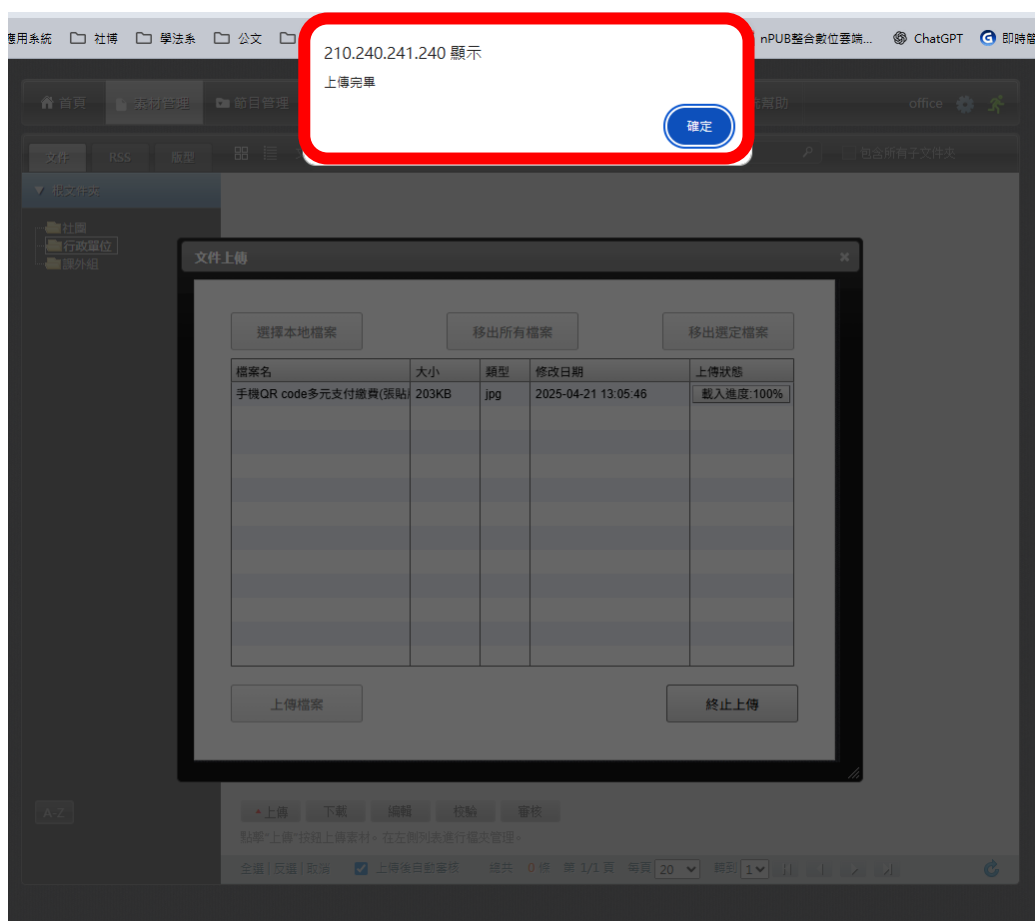
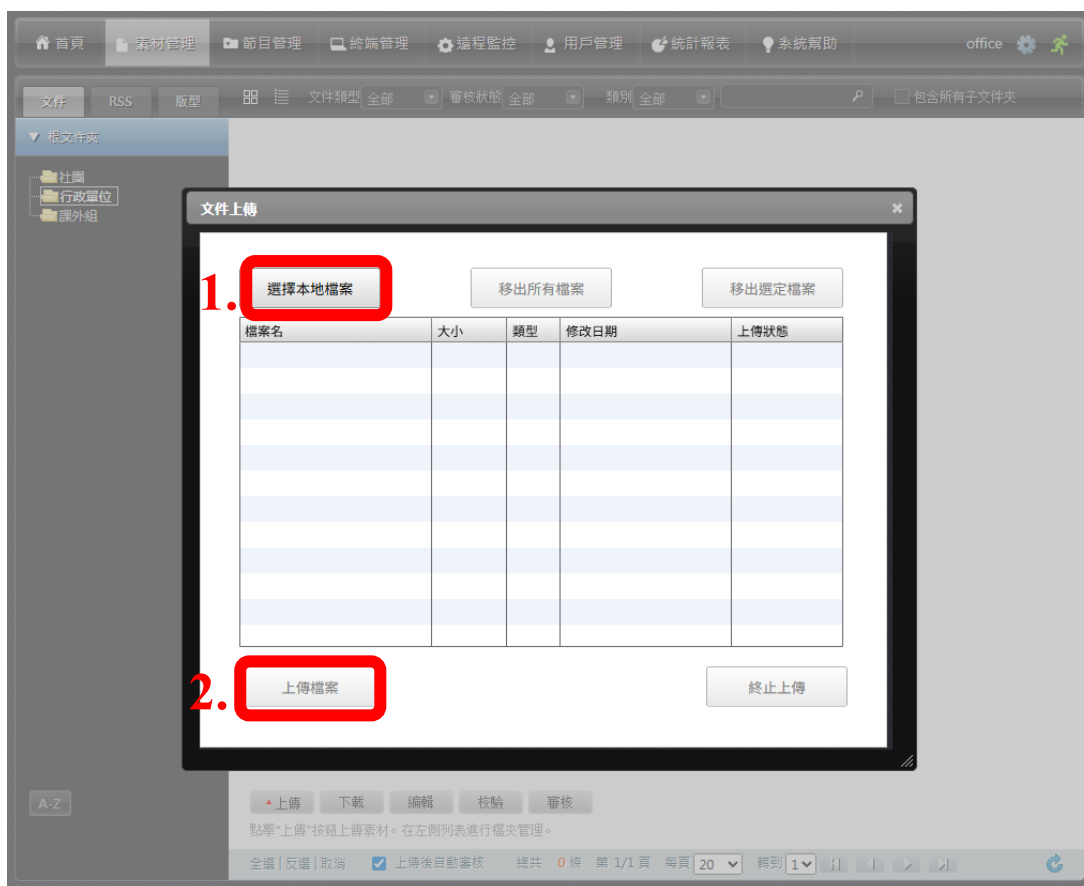
二、請依序點選：素材管理→行政單位→上傳

Please click in sequence: Material Management → Administrative Unit → Upload



三、選擇檔案後須點選上傳檔案，出現上傳完畢畫面即可接續下一步

After selecting the file, click Upload File. Once the "Upload Complete" screen appears, you may proceed to the next step.



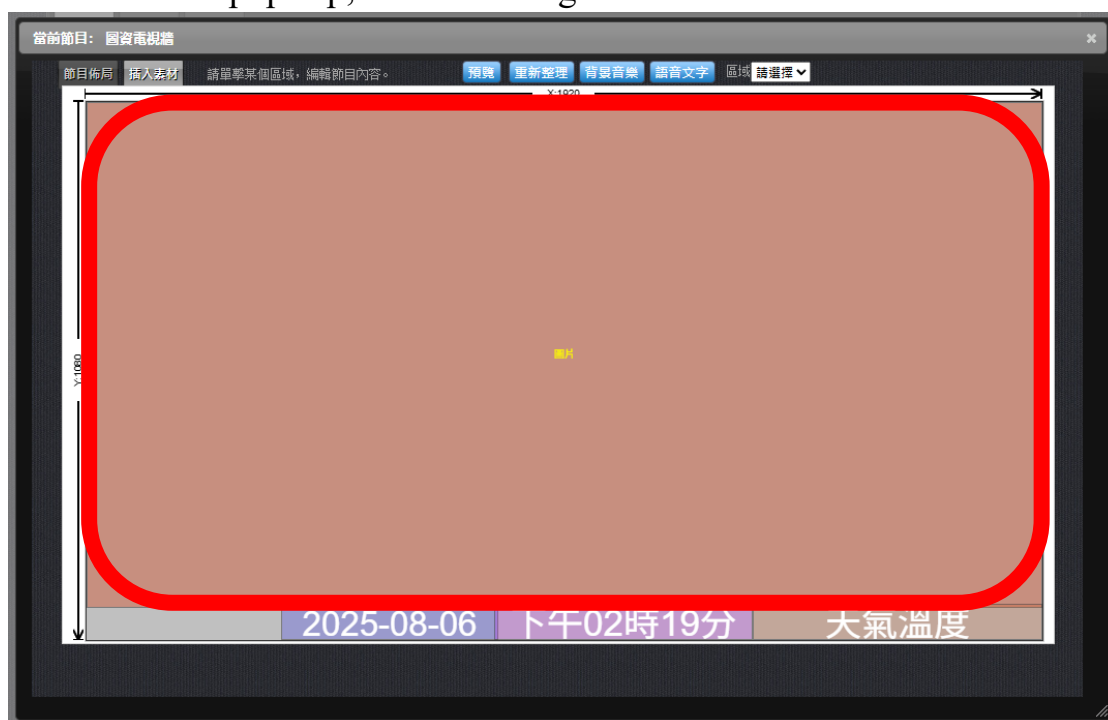
四、 請依序點選：節目管理→圖資電視牆→內容

Please click in sequence: Program Management → Library Video Wall → Content



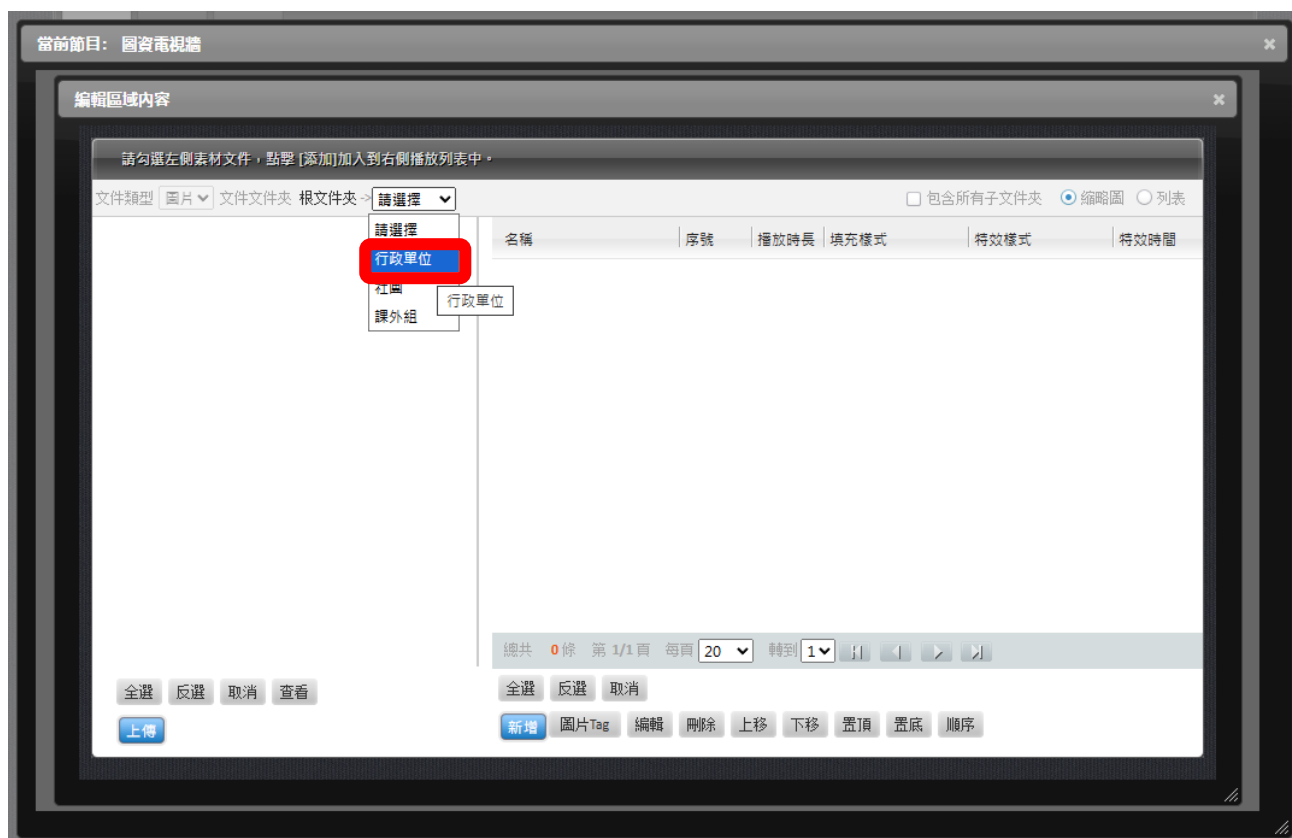
五、 跳出此畫面點選中間圖片

When this screen pops up, click the image in the center.



六、選擇行政單位文件夾

Select the Administrative Unit folder.



七、找到剛剛上傳圖檔勾選後點選新增

Locate the image you just uploaded, check the box, and then click Add.



八、 新增完畢後即可來信告知

After adding is complete, you may send an email to notify.

