

大仁科技大學 線上財產系統操作流程

全校財產與非消耗品查詢流程

1. 大仁科技大學首頁→右上角點選**教職員工**→總務會計系統。



The screenshot shows the homepage of Tajen University. At the top right, there is a navigation menu with the following items: 新生, 在校生, 國際生, **教職員工** (highlighted with a red box), and 訪客校友. Below the navigation menu is the university's logo and name, followed by a horizontal menu with links for 認識大仁, 行政單位, 學術單位, 招生資訊, 圖書資源, 推廣教育, and 校務平台. The main content area is divided into two sections: '教師服務' and '校園服務'. Under '校園服務', the link for '總務會計系統' is highlighted with a red box.

2. 進入總務會計系統 (<https://web89.tajen.edu.tw/alltop/>) 輸入帳號密碼(同校務平台帳密)。



The screenshot shows the login page for the 'eOffice' system. The page title is '大仁科技大學_總務會計系統'. The URL in the browser address bar is 'web89.tajen.edu.tw/ALLTOP/index.php?err=1'. The page features a grid of images on the left and a login form on the right. The login form includes the following fields: 帳號: [input field], 密碼: [input field], and 驗證碼: [input field]. Below the verification code field is a CAPTCHA image showing the number '6286'. At the bottom of the form is a button labeled '登入系統'.

- 系統程式、登入帳密問題，請洽校資組，分機1939葉小姐
- 作業流程問題請依欲詢問的問題，洽總務處、人事室、會計室、出納組
- 如遇新學期，密碼需修改，請回雲端平台做修正

3. 請於左側選單，點選「個人財產系統-全校財產查詢」和「個人非消耗品系統-全校非消耗品查詢」



4. 輸入搜尋條件(如:財編、名稱、部門、保管人、地點等)查詢即可，另可點選 **Excel 匯出** 下載檔案查閱。



※財產與非消耗品需分開查詢，查詢方法相同。