

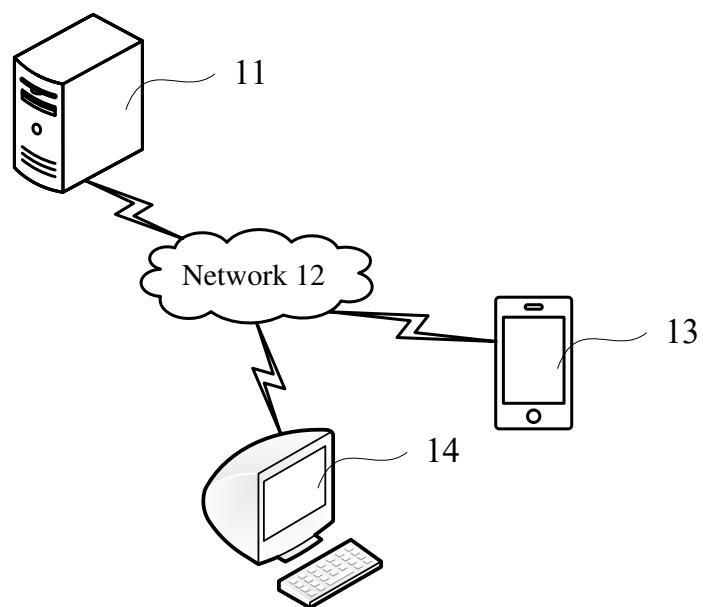


FIG. 1

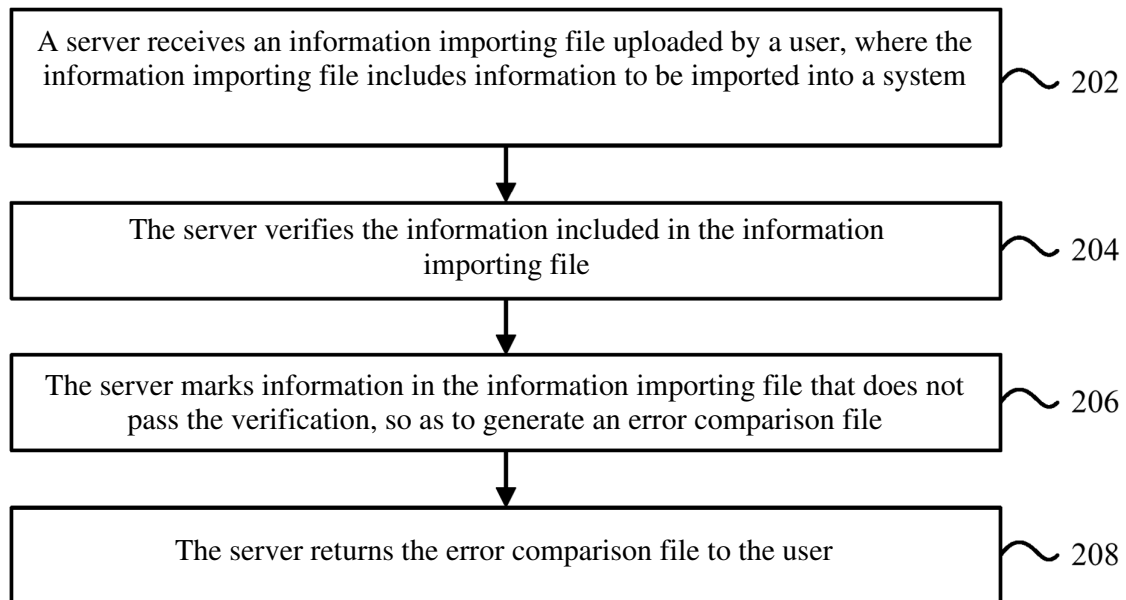


FIG. 2

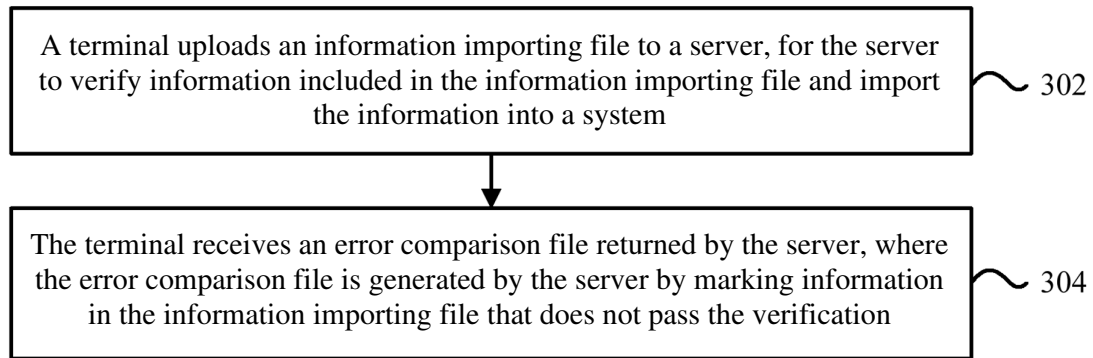


FIG. 3

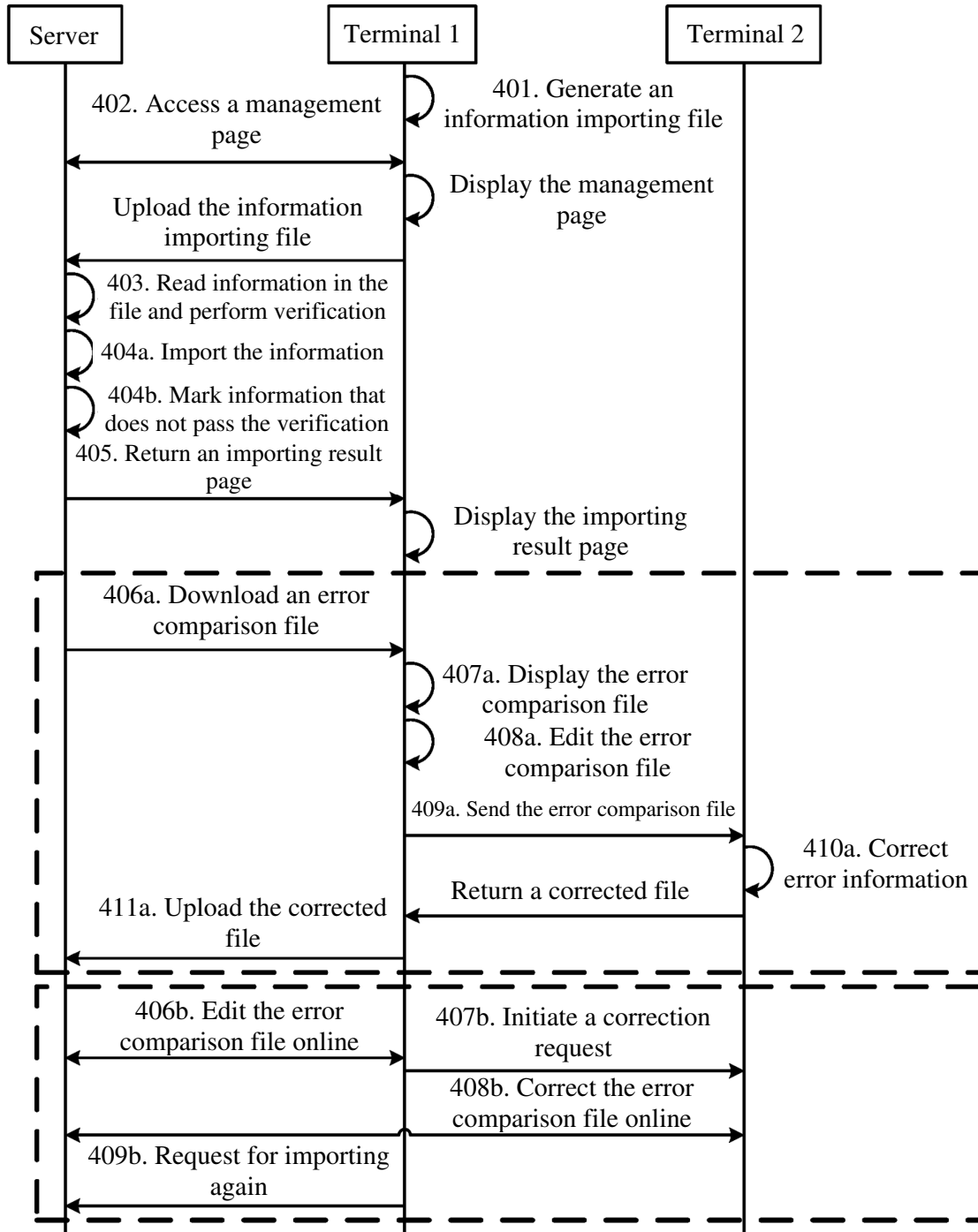


FIG. 4

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	Start	Insert	Page layout	...			
	A	B	C	D	E	F	...
1	User ID	Name	Mobile phone number	Job number	Identity card address	Birth date	...
2	132456416	Liu Yi	186****1234	000001	Hangzhou	1985/11/12	...
3	453416546	Chen Er	188****4562	000002	Hangzhou	1988/4/5	...
4	134564656	Zhang San	186****3311	000003	Beijing	1992/6/8	...
5	456456135	Li Si	181****0521	000004	Hangzhou	1979/6/20	...
6	564654654	Wang Wu	139****4633	000005	Hangzhou	1995/12/12	...
7	569548646	Zhao Liu	131****9999	000005	Beijing	1986/9/12	...
8	645456541	Sun Qi	100****321	000007	Hangzhou	1993/7/4	...
9	486456465	Jiang Ba	136****8852	000008	Shanghai	1990/1/31	...
10	484561654		131****0011	000009	Beijing	1987/11/4	...
...	...	...	...	...	...	...	...
	Employee data						

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FIG. 5

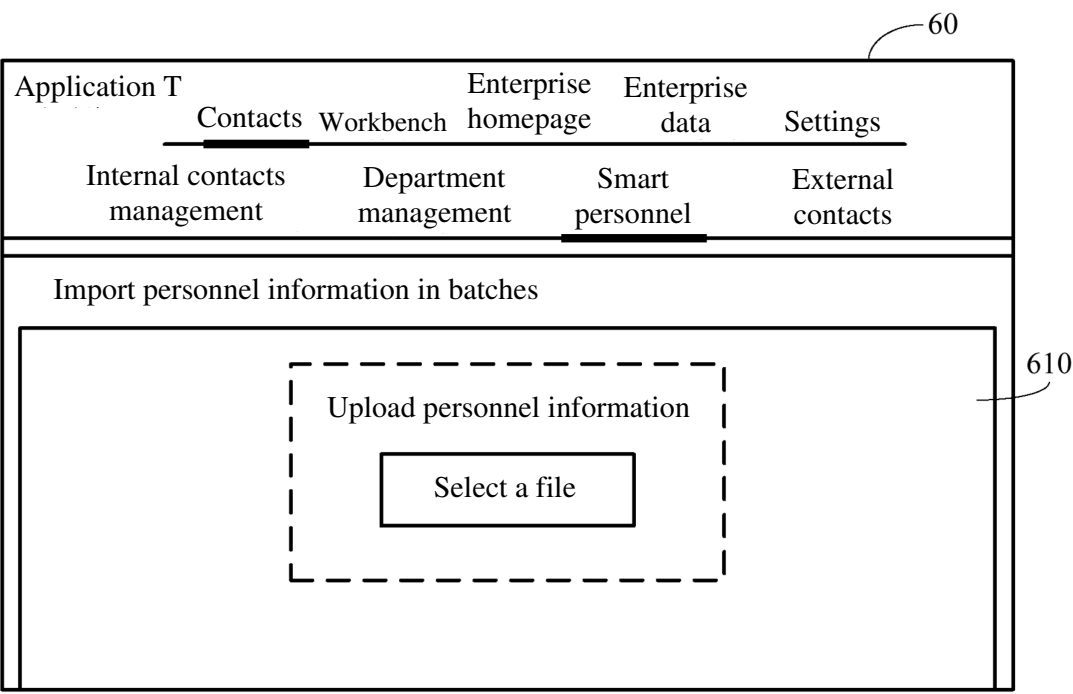


FIG. 6

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Application T

Enterprise homepage

Enterprise data

Settings

Contacts

Workbench

Internal contacts management

Department management

Smart personnel

External contacts

Import personnel information in batches

Import profile information of 300 personnel:

profile information of 283 personnel is successfully imported/there are problems in some content of 128 personnel

profile information of 17 personnel fails to be imported

√ Profile information of 283 personnel is successfully imported

× Profile information of 17 personnel fails to be imported, and there are four reasons as follows:

(1) Missing necessary information “Name” for three personnel:
Please upload again after adding “Name”; having been marked in red in the file

(2) Formats of mobile phone numbers of five personnel are incorrect:

...

!There are problems in some content of 128 personnel, and there are nine reasons as follows:

(1) The header is not recognized:
The header “Identity card address” is not recognized, please modify to the specified header; having been marked in purple in the file

(2) Header missing:

...

Download error sheet

Upload corrected sheet

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FIG. 7

	Start	Insert	Page layout	...			
	A	B	C	D	E	F	...
1	User ID	Name	Mobile phone number	Job number	Identity card address	Birth date	...
2	132456416	Liu Yi	186****1234	000001	Hangzhou	1985/11/12	...
3	453416546	Chen Er	188****4562	000002	Hangzhou	1988/4/5	...
4	134564656	Zhang San	186****3311	000003	Beijing	1992/6/8	...
5	456456135	Li Si	181****0521	000004	Hangzhou	1979/6/20	...
6	564654654	Wang Wu	139****4633	000005	Hangzhou	1995/12/12	...
7	569548646	Zhao Liu	131****9999	000005	Beijing	1986/9/12	...
8	645456541	Sun Qi	100****121	000007	Hangzhou	1993/7/4	...
9	486456465	Jiang Ba	136****8852	000008	Shanghai	1990/1/31	...
10	484561654		131****0011	000009	Beijing	1987/11/4	...
...	...	...	...	...	...	...	...
Error description		Employee data					

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520

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FIG. 8

Start Insert Page layout ...					
	A	B	C	D	...
1		Import error description	Solution		...
2		Import failure			...
3		"Name" of someone is not filled in	Add the person's name		...
4		The format of the mobile phone number is incorrect	If it is a foreign mobile phone number, the country code needs to be added		...
...	...	...	...	...	...
7		There is a problem in imported content			...
8		The header name is not recognized	Modify the header name with reference to "personnel profile fields"; add a new field to the "personnel profile fields"		...
9		Repeated job number	Modify the employee' name, to ensure no repetition		...
...	...	...	...	...	...
Error description Employee data					

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FIG. 9

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Start Insert Page layout ...							
	A	B	C	D	E	F	...
1	User ID	Name	Mobile phone number	Job number	Identity card address	Birth date	...
2	132456416	Liu Yi	186****1234	000001	Hangzhou	1985/11/12	...
3	45			000002	Hangzhou	1988/4/5	...
4	13			000003	Beijing	1992/6/8	...
5	45			000004	Hangzhou	1979/6/20	...
6	56			000005	Hangzhou	1995/12/12	...
7	56	Zhao Liu	131****1234	000005	Beijing	1986/9/12	...
8	645456541	Sun Qi	100****121	000007	Hangzhou	1993/7/4	...
9	486456465	Jiang Ba	136****152	000008	Shanghai	1990/1/31	...
10	484561654		131****0011	000009	Beijing	1987/11/4	...
...	...	...	...	...	...	...	...

The format of the mobile phone number is incorrect
If it is a foreign mobile phone number, the country code needs to be added

Error description	Employee data

520 510

FIG. 10

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Application T

Contacts

Workbench

Enterprise homepage

Enterprise data

Settings

Internal contacts management

Department management

Smart personnel

External contacts

Invite other administrators to refine

630

Start

Insert

Page layout

...

	A	B	C	D	E	F	...
1	User ID	Name	Mobile phone number	Job number	Identity card address	Birth date	...
2	132456416	Liu Yi	186****1234	000001	Hangzhou	1985/11/12	...
3	453416546	Chen Er	188****4562	000002	Hangzhou	1988/4/5	...
4	134564656	Zhang San	186****3311	000003	Beijing	1992/6/8	...
5	456456135	Li Si	181****0521	000004	Hangzhou	1979/6/20	...
6	564654654	Wang Wu	139****4633	000005	Hangzhou	1995/12/12	...
7	569548646	Zhao Liu	131****0999	000005	Beijing	1986/9/12	...
8	645456541	Sun Qi	180****4521	000007	Hangzhou	1993/7/4	...
9	486456465	Jiang Ba	136****8852	000008	Shanghai	1990/1/31	...
10	484561654		131****0011	000009	Beijing	1987/11/4	...
...	...	...	...	...	...	...	...

Employee data

FIG. 11

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Application T

Contacts

Workbench

Enterprise homepage

Enterprise data

Settings

Internal contacts management

Department management

Smart personnel

External contacts

Invite other administrators to refine

Start

Insert

Page layout

...

	A	B	C	D	
1	User ID	Name	Mobile phone number	Job number	Identity
2	132456416	Liu Yi	186****1234	000001	Hangzh
3	453416546	Chen Er	188****4562	000002	Hangzh
4	134564656	Zhang San	186****3311	000003	Beijing
5	456456135	Li Si	181****0521	000004	Hangzh
6	564654654	Wang Wu	139****4633	000005	Hangzh
7	569548646	Zhao Liu	131****9999	000005	Beijing
8	645456541	Sun Qi	100****321	000007	Hangzh
9	486456465	Jiang Ba	136****8852	000008	Shangh
10	484561654		131****0011	000009	Beijing
...	...	...	...	...	

Employee data

Error prompt

The header name is not recognized

You may select a similar field from the existing fields of the system for matching, or add a new field

Select a similar field for matching:

Search a field

Basic information

Name

Mailbox

Department

...

Job information

Employee type

Employee state

...

Add a field:

Add now

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FIG. 12

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Application T		Enterprise homepage		Enterprise data		Settings		
<u>Contacts</u>		Workbench						
Internal contacts management		Department management		<u>Smart personnel</u>		External contacts		
Invite other administrators to refine								
Start		Insert		Page layout		...		
	A	B	C	D	Error prompt The format of the mobile phone number is incorrect If it is a foreign mobile phone number, the country code needs to be added Invite "Sun Qi" to refine Invite other users to refine			
1	User ID	Name	Mobile phone number	Job number				Identity
2	132456416	Liu Yi	186****1234	000001				Hangzho
3	453416546	Chen Er	188****4562	000002				Hangzho
4	134564656	Zhang San	186****3311	000003				Beijing
5	456456135	Li Si	181****0521	000004				Hangzho
6	564654654	Wang Wu	139****4633	000005				Hangzho
7	569548646	Zhao Liu	131****9999	000005				Beijing
8	645456541	Sun Qi	100****521	000007				Hangzho
9	486456465	Jiang Ba	136****8852	000008				Shangha
10	484561654		131****0011	000009	Beijing			
..	...	...	...	...				
Employee data								

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640

FIG. 13a

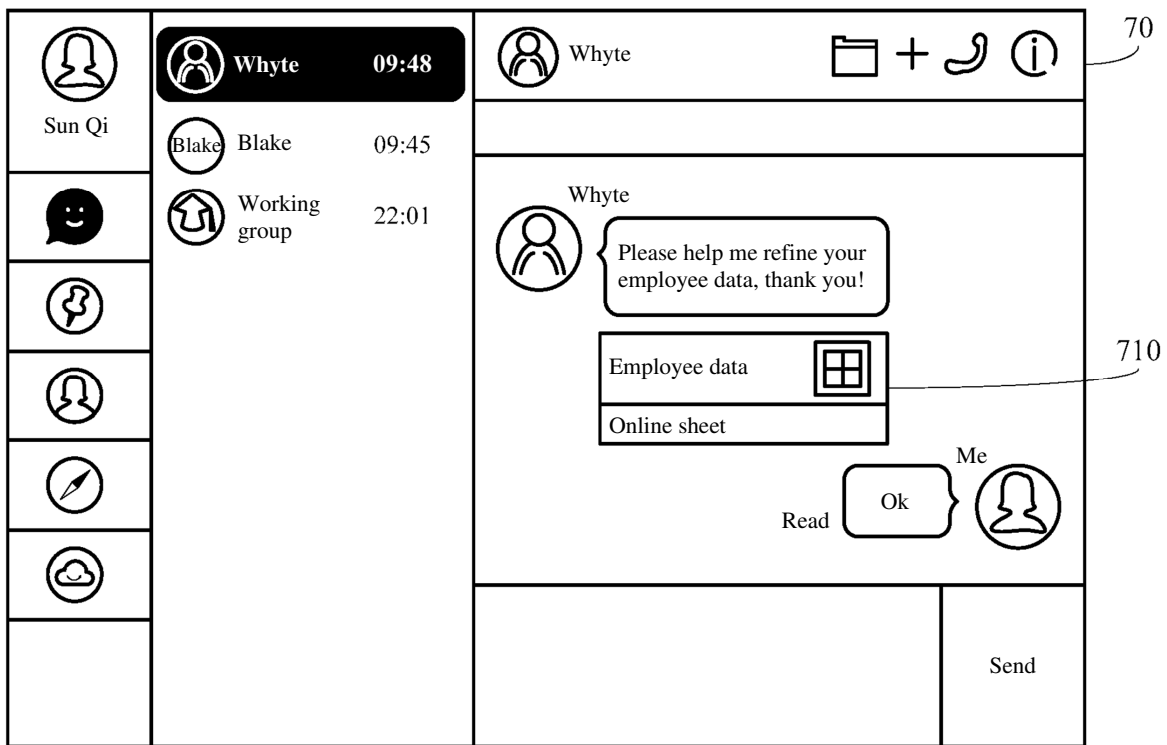


FIG. 13b

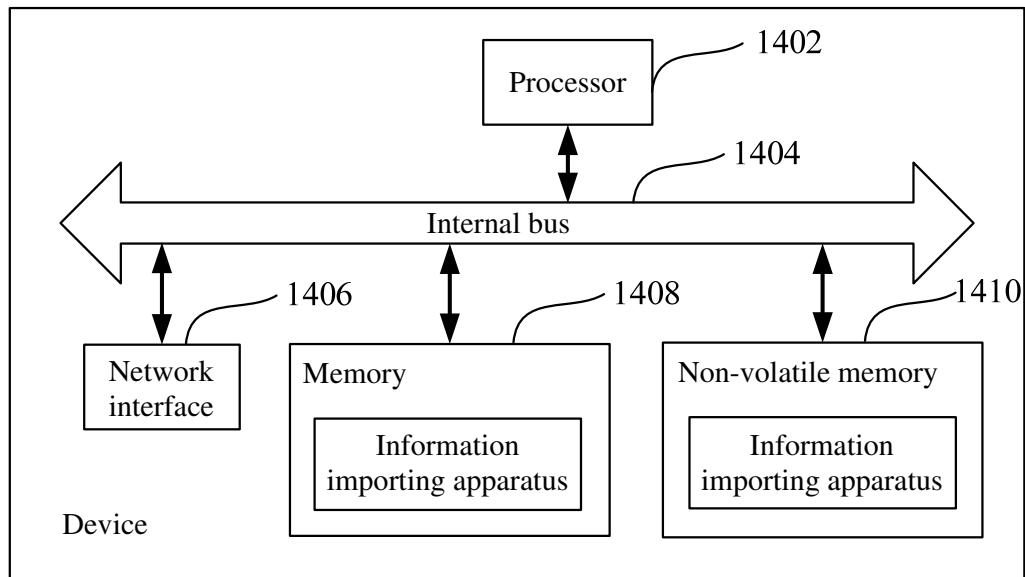


FIG. 14

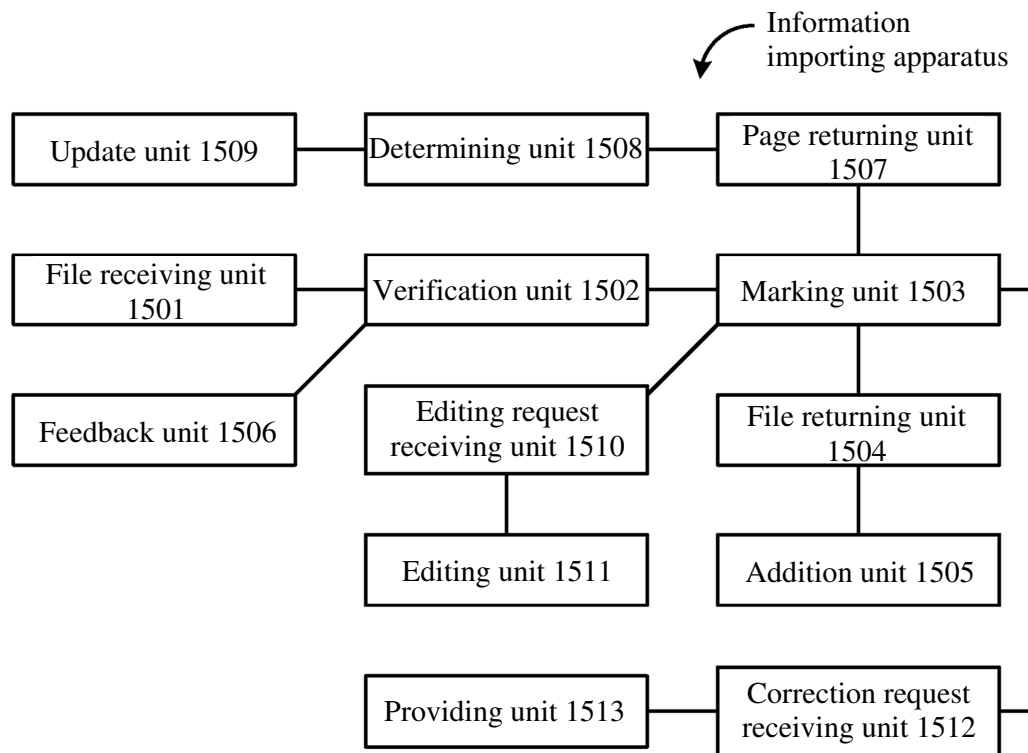


FIG. 15

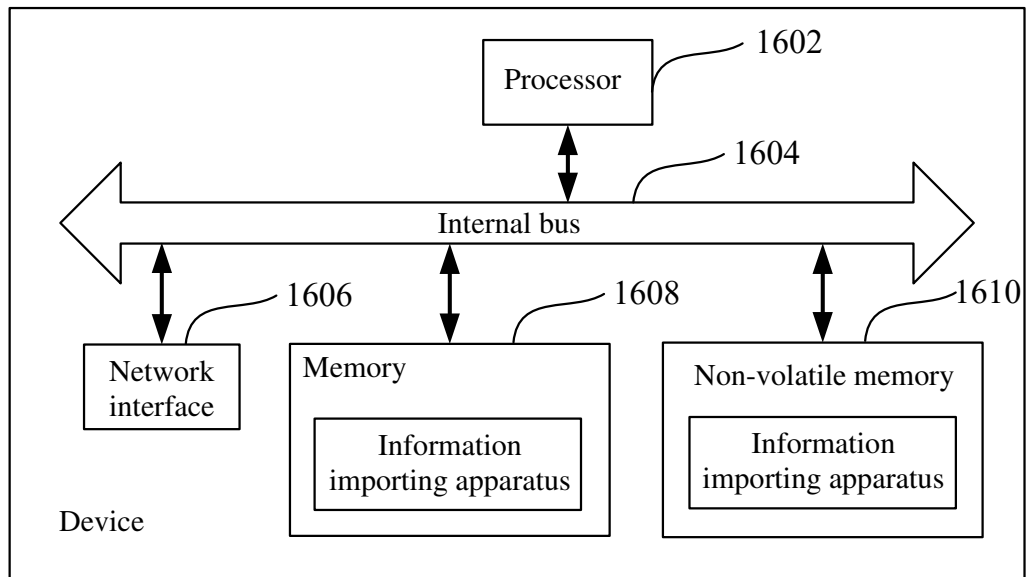


FIG. 16

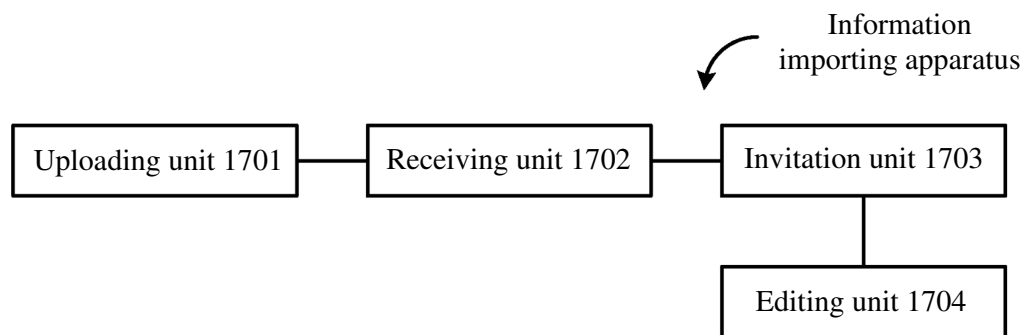


FIG. 17