

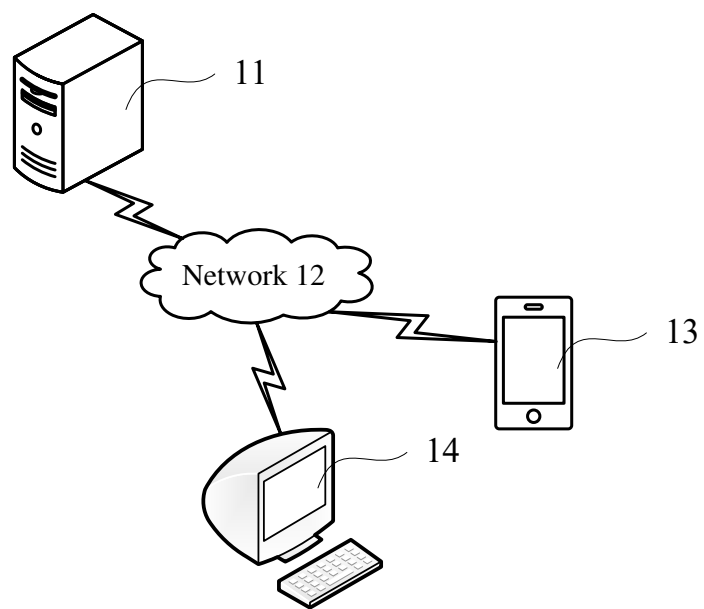


FIG. 1

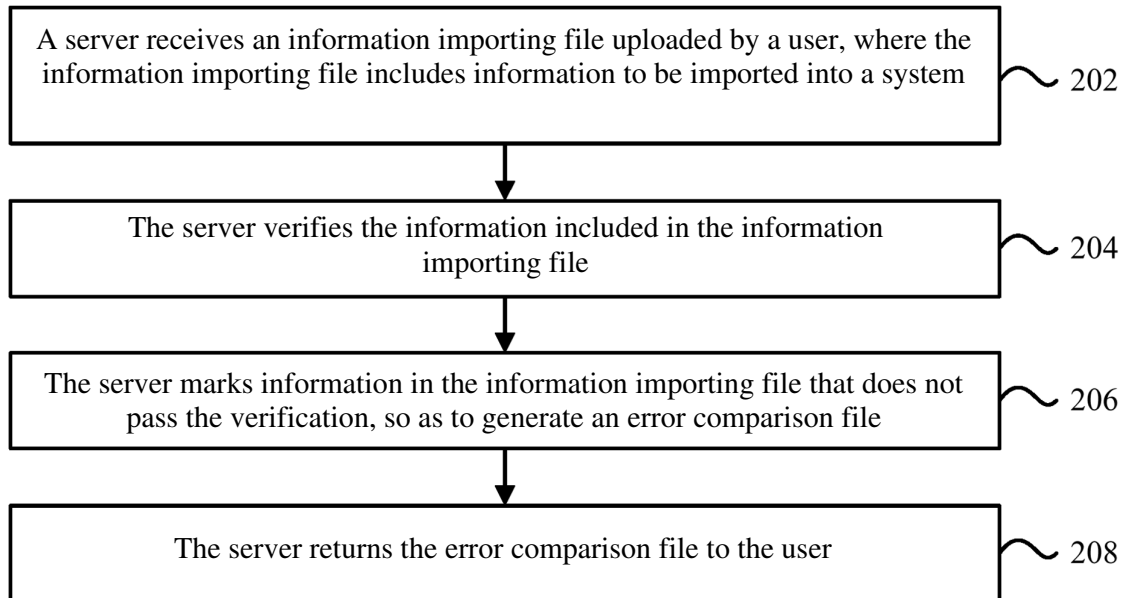


FIG. 2

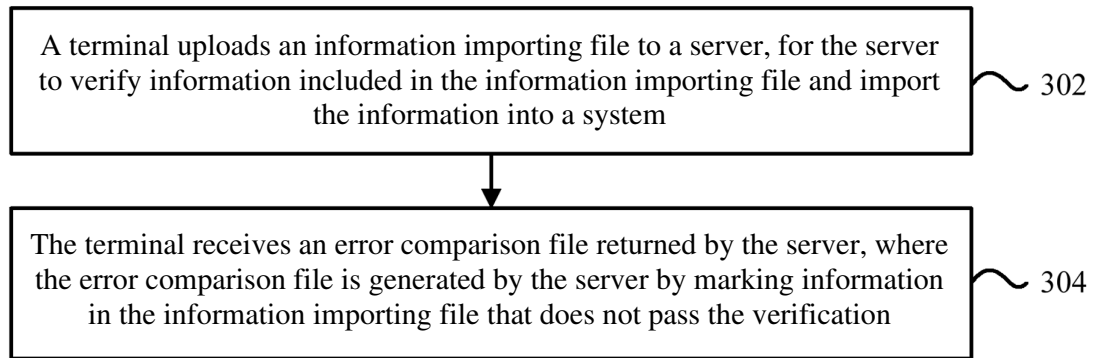


FIG. 3

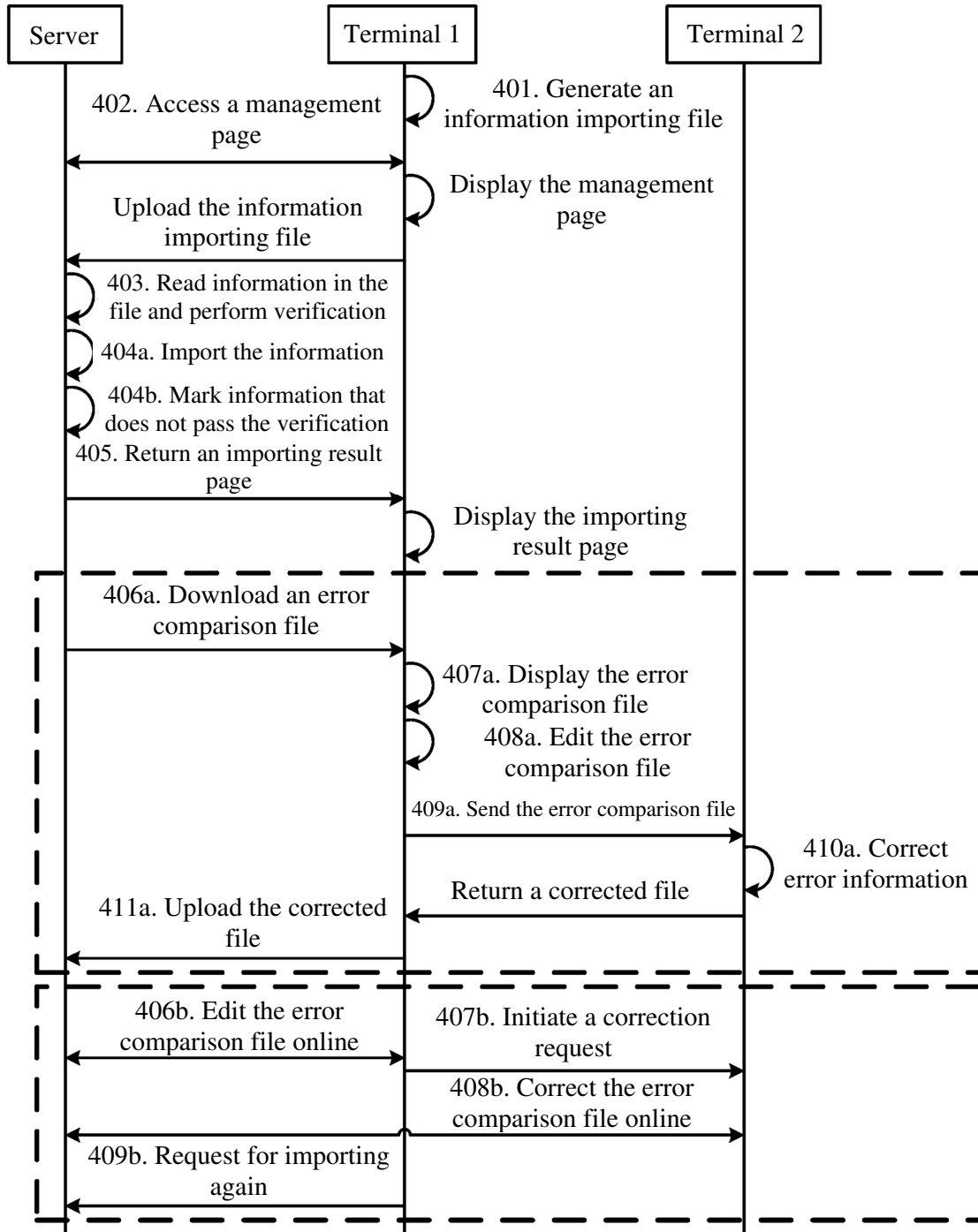


FIG. 4

50

|               |           |           |                     |            |                       |            |     |
|---------------|-----------|-----------|---------------------|------------|-----------------------|------------|-----|
|               | 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 |           |           |                     |            |                       |            |     |

510

FIG. 5

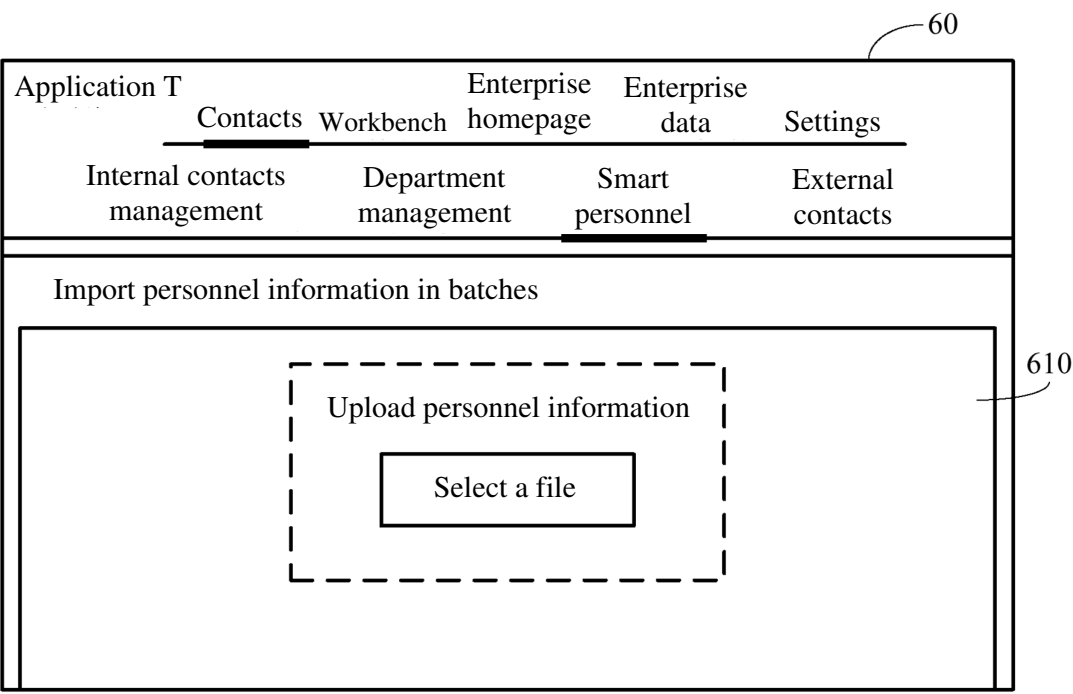


FIG. 6

60

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

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 |                     |            |                       |            |     |

520

510

FIG. 8

50

|                                                                                       |     |                                                    |                                                                                                                        |     |     |
|---------------------------------------------------------------------------------------|-----|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----|-----|
| <div> <div>Start</div> <div>Insert</div> <div>Page layout</div> <div>...</div> </div> |     |                                                    |                                                                                                                        |     |     |
|                                                                                       | 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                                                                     |     | ... |
| ...                                                                                   | ... | ...                                                | ...                                                                                                                    | ... | ... |
| <div> <div>Error description</div> <div>Employee data</div> </div>                    |     |                                                    |                                                                                                                        |     |     |

520      510

FIG. 9

10/16

511 50

| 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

60

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

60

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

630

640

FIG. 12

60

|                                                                                                                        |           |                       |                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |          |
|------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|---------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|----------|
| Application T                                                                                                          |           | Enterprise homepage   |                     | Enterprise data        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Settings          |  |          |
| <u>Contacts</u>                                                                                                        |           | Workbench             |                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |          |
| Internal contacts management                                                                                           |           | Department management |                     | <u>Smart personnel</u> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | External contacts |  |          |
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">Invite other administrators to refine</div> |           |                       |                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |          |
| Start                                                                                                                  |           | Insert                |                     | Page layout            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ...               |  |          |
|                                                                                                                        | A         | B                     | C                   | D                      | <div style="border: 1px solid black; padding: 5px;"> <p>Error prompt</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div> <p>The format of the mobile phone number is incorrect</p> <p>If it is a foreign mobile phone number, the country code needs to be added</p> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Invite "Sun Qi" to refine</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Invite other users to refine</div> </div> </div> |                   |  |          |
| 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                                                                                                          |           |                       |                     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |  |          |

630

640

FIG. 13a

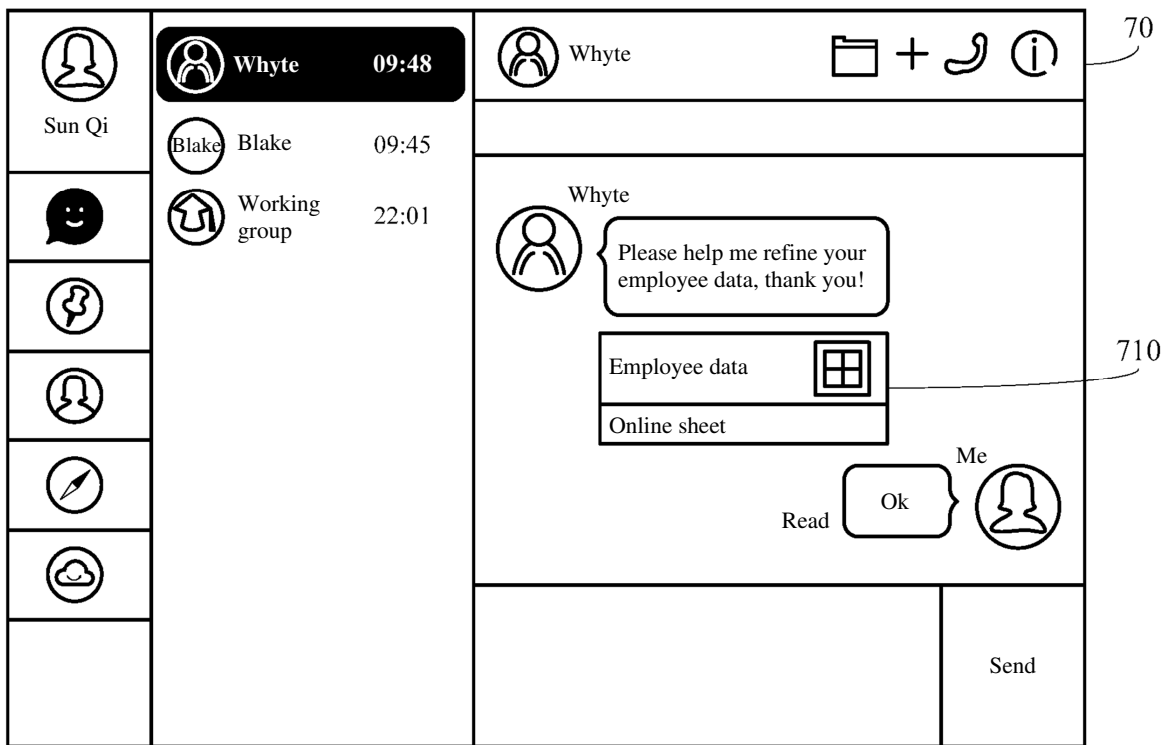


FIG. 13b

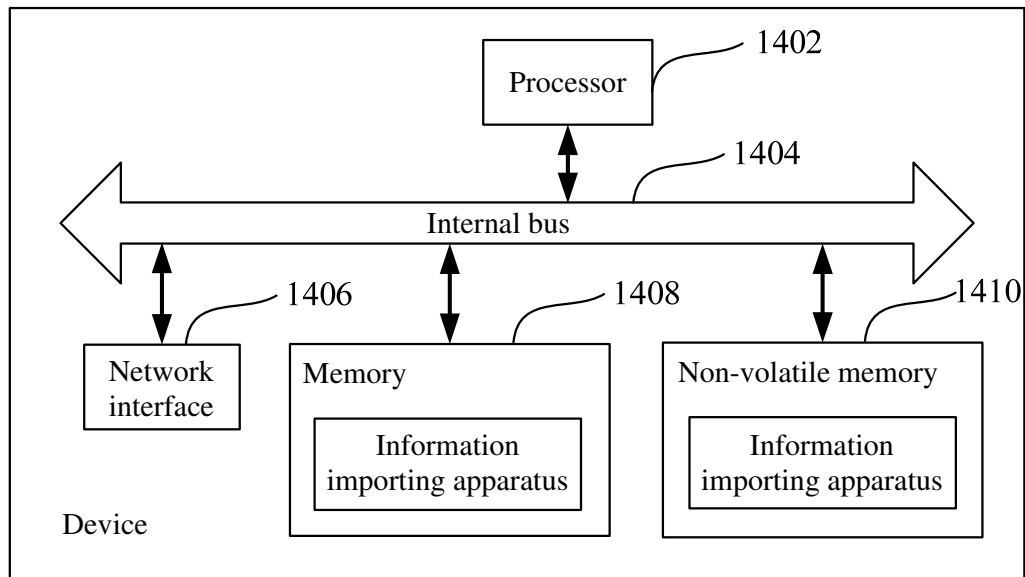


FIG. 14

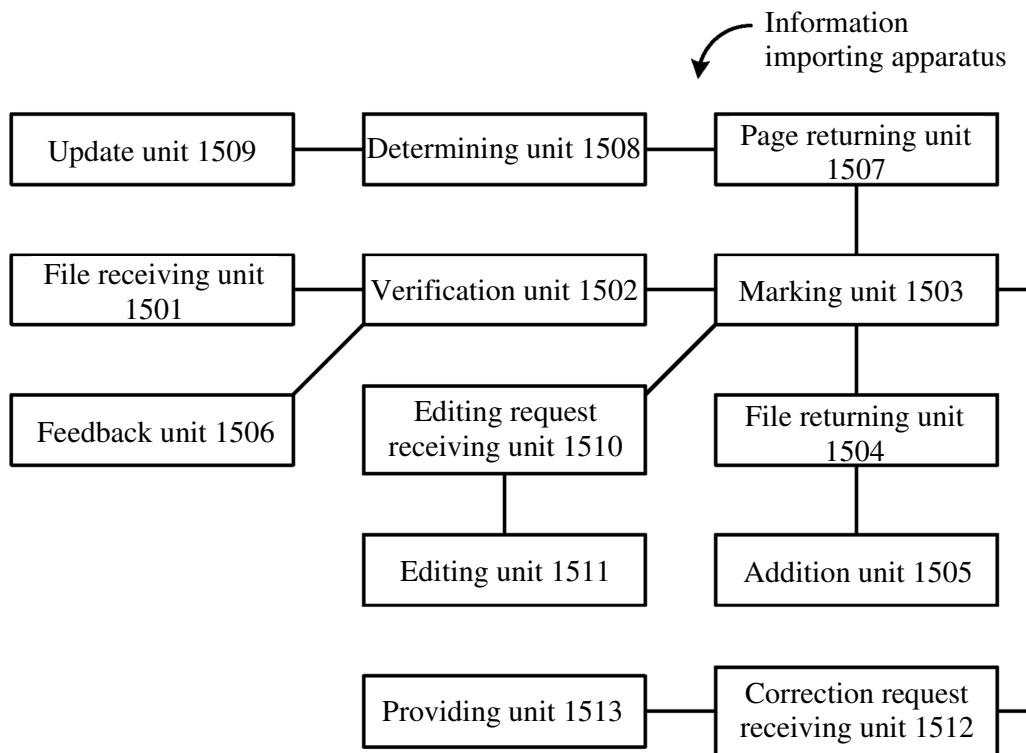


FIG. 15

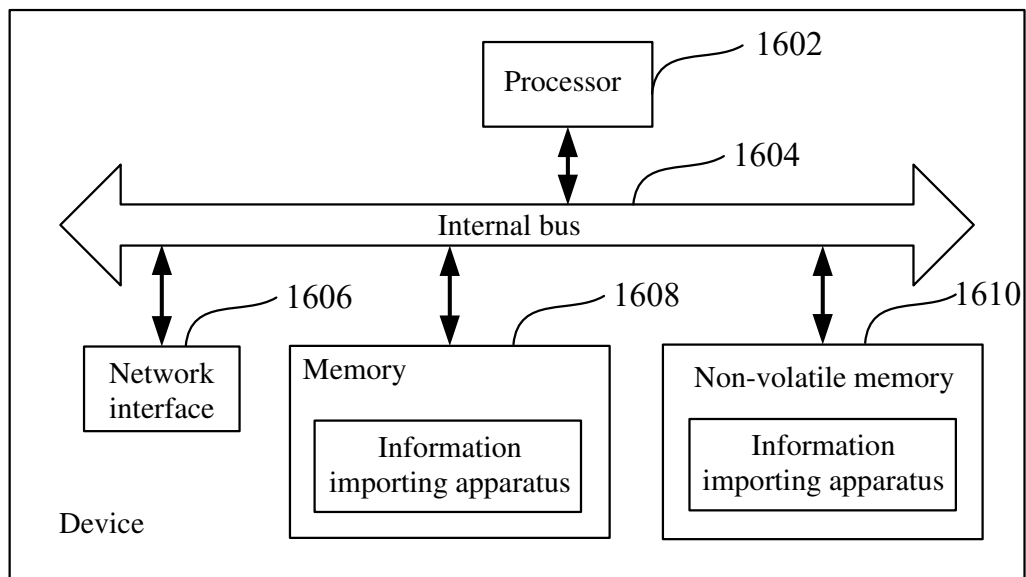


FIG. 16

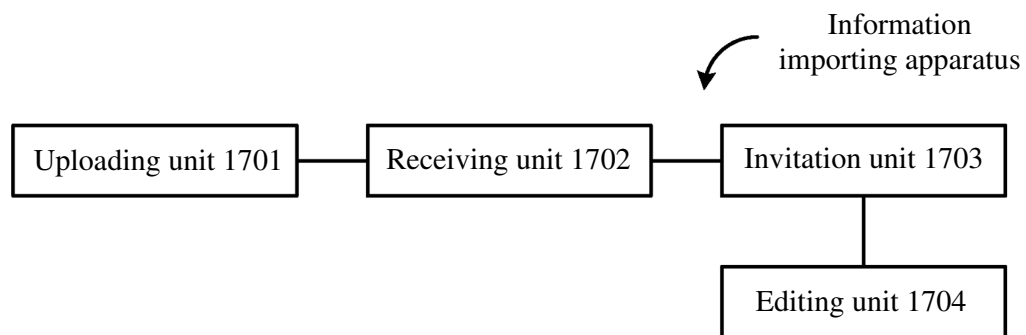


FIG. 17