## รายการแก้ไข Visitor V.5

- 1. ขั้นตอนที่ 5 จัดสรรการเข้าพบ Allocate Meeting ผู้เข้าร่วมฝั่ง มหาวิทยาลัยเชียงใหม่
- 1.1 ไม่สามารถเพิ่มข้อมูลและจัดที่ลำดับที่นั่งได้
- 1.2 ให้สามารถเพิ่มรูปภาพผู้เข้าร่วมฝั่ง มหาวิทยาลัยเชียงใหม่ ได้

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Visitor Management	2	Assoc. Prof. Ming-che Lu	Department of Applied Sociology	↑ ↓	Edit Delete	
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2. ขั้นตอนที่ 5 ให้ Print ข้อมูลเฉพาะ Checklist, ลำดับการนั่ง (Order of sitting)



 จากขั้นตอนที่ 5 Print ข้อมูลอาคันตุกะ (Visitor Information) ให้ย้ายไปขั้นตอนที่ 1 คำขอนัดหมาย (Appointment Request) แทน



4. เพิ่ม Check box ประชุมหารือ และใส่วัตถุประสงค์ <u>พร้อมบังคับแนบ \* Agenda (แก้ไขเป็นแนบ Agenda)</u> เฉพาะการมาประชุมหารือ ตรง Visit Detail





5. Bug การแสดงผลข้อความ Keyword แสดงผลไม่ตรงตามที่ระบุได้ก่อนหน้านี้

 6. ปรับรูปแบบการ Print รายชื่อ (ชื่อ และนามสกุล ให้อยู่ในบรรทัดเดียวกัน) และเว้นพื้นที่ด้านล่าง เนื่องจากต้องเสียบกระดาษเข้าไปยังฐานวางป้ายชื่อ



 ช็ค ชื่อผู้ติดต่อ Setting -> Visitor ที่ซ้ำกัน (ให้สามารถเช็ครายชื่อที่ซ้ำกัน และป้องกันการกรอกข้อมูล Visitor เดิมซ้ำ)

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Management	15	School of Science, the University of Tokyo	813584175				Deta	ail				
	16	ASAHI UNIVERSITY	583291111				Deta	ail				
Visitor Overview	17	National Cheng Kung University	066275757				Deta	ail				
Statistics	18	kyoto institute of technology	+8175-724-7014				Deta	ail				
கூர Visit list	19	Fujikura Electronic Components (Thailand) Ltd.	0352269015				Deta	ail				
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8. ขั้นตอนที่ 2 พิจารณาคำขอ การแสดงผลของ หนังสือตอบรับ (Repone Letter ให้เพิ่มรายชื่อ ผู้เข้าพบ ทั้ง <u>Head</u> และ<u>ผู้ติดตาม </u>ให้ครบทุกคน

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	iuluininentroi hindoo	Prof. Jun-Hong Lin Position : Dean Address : No. 55號, Si	ection 1. Nanhua Rd. Dalin Township.	Chiavi County. ได้หว	Ju 622			
I	Visitor Management	Country : Taiwan Dear Prof. Jun-Hong L	.in,	三四	0			
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	Statistics	No.	Name	Gender	Date of Birth	Position	Id No.	
Ē	Visit list	1	Assoc. Prof. Ming-che Lu	~ 2	22	Department of Applied Sociology	-	
3 3	Settings	On behalf of Chiang M	lai University I look forward to welcor	ning the delegation	this coming and to bu	ild a stronger relationshi	p that supports	
* <b>8</b> .* 818	Admin	mutual development.		N	X+ /			
۲	Users	Yours sincerely,			AA			
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## 9. แก้ไขเป็น แนบเอกสารขอสั่งการ

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ระบบบริการ ຈັດກາร ວາກັนຕຸກະ	<b>บันทึกรายละเอียดหนังสือตอบรับ</b> ผลการพิจารณา 〇 อธิการบดีสะดวกและยินดีเข้าร่วมต้อนรับและหารือ	
· · · · · · · · · · · · · · · · · · ·	<ul> <li>อธิการบดีไม่สามารถเข้าร่วมต้อนรับและหารือได้เนื่องจากติดการกิจ</li> </ul>	
🗟 ภาพรวมการเยี่ยมเยือน	<ul> <li>อธิการบดีไม่สามารถเข้าร่วมต้อนรับ ขอเลื่อนการเข้าพบ</li> </ul>	
👼 สถิติรายงาน	<ul> <li>อธิการบดีไม่สามารถเข้าร่วมต้อนรับและหารือได้ แต่มอบหมายผู้แทน</li> </ul>	
📳 ນ້ວມູລຜູ້ເຍ່່ຍມເຍືວແ	เอกสารประกอบหนังสือตอบรับ	
🖓 รายการขอเยี่ยมเยือน	แนบไฟล์	

# 10. ขั้นตอนที่ 7 ไม่สามารถ Print เอกสาร Thank you Letter ได้ (เพิ่มปุ่ม Print)



11. ตรวจสอบจำนวนคำใน Fill การกรอกข้อมูล ทั้ง 1 และ 2 และระบุจำนวนคำที่ใช้

11.1 หมายเลข 1 หากเป็นไปได้ให้นำข้อมูลจาก ขั้นตอนที่ 1 ที่เคยกรอก <u>Cooperation/MOU/activity or</u> <u>other activities that have been done with Chiang Mai University's faculty/institution (if any)</u>ไปแล้ว ให้นำมาแสดง และสามารถแก้ไขข้อมูลเพิ่มเติมได้

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<u> </u>	Assoc. Prof. Ming-che Ming-che		1						
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12. รายการขอที่ระลึก เพิ่มการระบุ ของที่ระลึก ที่จัดสรร ได้มากกว่า 1 อย่าง (1 กิจกรรม สามารถมอบของ ที่ระลึกได้มากกว่า 1 ชิ้น)

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## 13. แก้ไขคำเป็น Visitor Information

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organization/Institute	1	School of Science, the University of Tokyo	Mr.TSUKAYA Hirokazu	Prof.	1		Det	tail
A Visit list	2	National Cheng Kung University	Professor Chin Su Fong	President of NCKU Research Foundation	1		Det	tail
الله Settings	3	Fujikura Electronic Components (Thailand) Ltd.	Mr.Takaharu Serizawa	Presidents & CEO	1		Det	tail
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#### 14. แก้ไขคำเป็น Organization/Institute



15. <mark>(V4.3 ข้อ 2)</mark> แก้ไขในหน้า Setting จาก Alumni เป็นคำว่า Staff who graduated from Chiang Mai

### University เพิ่ม

→ C 🔒 irdcmu.system-on.c	loud/ird-visitor/request/requestStep1	Q \$
กองวิเทศสัมพันธ์ มหาวิทยา INTERNATIONAL RELATIONS DIVISION CHIAN	ลัยเซียงใหม่ ธ.ศ.ม. เพงเอรกร	
	2023 07 20	31100 00.00 10 00.00
- Back to the main page	Head of Delegation/Visiting Faculty (If the	re is a brief CV, please attach)
Personal Information	Title *	Position *
R* 1, pt - 1,	Mr.	a
Visitor	First Name *	Last Name *
🖇 Log Out	d	S
	Telephone number *	Email *
	9890900092	dkwkdokok@gmail.com
	Branch/Faculty	Education background * (19/2000)
	Branch/Faculty	aaaccacacacacacac
		1.
	Attach a CV (Please attach the filedoc .docx .PDF (1	10
	MB)) * File in system : -	

16.<mark>(V4.3 ข้อ 27)</mark> ปรับแก้จำนวนเบอร์โทรศัพท์ ทุก Fill การกรอกข้อมูล

## 17. แก้ไขคำ จาก president เป็น Executives

← → C 🌔 irdcmu.system-on.cloud/ir	rd-visitor-management/request/step2Summary?id=106	Q B A ? 0 O
กองวิเทศสัมพันธ์ มหาวิทยาลัยเชียงใหม่	Release date : 20 July 2023, 10:30	Print
	Issued by : Naparporn Kampangkaew	Edit
Visitor Management	Descense letter	
	Response letter	
	Release date : -	Create document
國 Visitor Overview	Issued by : -	
Statistics	Depart the dataile of the reasons letter	
Organization/Institute		
දැ Visit list	<ul> <li>The President is convenient and willing to attend to welcome and discuss.</li> </ul>	
👰 Settings	○ The President was unable to attend the welcome and discussion due to work assignment	s.
👸 Admin	$\odot$ The President is unable to attend the reception. request to postpone the meeting	
Users	○ The President is unable to attend the welcome and discussion. but assign a representative	re
പ്പം Log Out	Documents for the welcome letter	
	Attach file	



18. ให้น้ำ ตามรายละเอียดปากฏในเอกสารดังแนบ ต่อ

19. การดึงข้อมูลแสดงผล ในรายงาน และ เอกสาร <u>ทุกอันในระบบ</u> ที่เป็นในรูปแบบภาษาไทย ให้ดึงจาก ฐานข้อมูลภาษาไทยมาแสดง



20. ให้เซ็คข้อมูลการกรอก ข้อมูลของผู้เข้าเยี่ยมเยือน ทั้งไทยและอังกฤษ โดยอิงหน้าเว็บอังกฤษเป็นหลัก หากไม่มีให้ดึงหน้าเว็บแบบภาษาไทยมาแสดง ในรายงาน และเอกสารที่เป็นรูปแบบ ภาษาอังกฤษ

$\leftrightarrow$ $\rightarrow$ C index index index index is the system on cloud/ird-visitor-marked states of the system of	agement/pdf/acceptLetter?id=106	🖻 🛧 🔮 🚺 🗯
⊟ Accept Letter	1 / 1   - 100% +   🗄 🔊	<u>*</u>
	Office of the Univers สำนักงานมหาวิทยาลัย มหาวิทยาลัย	sity, Chiang Mai University อเซียงใหม่
1	Ref. No. 8392 (7)/ July, 20 2023	
	123/0 Peru	
	Dear , With regard to the academic cooperation between Peru on	ne University and Chiang Mai University, I would like
	to invite a delegation from Peru one University to visit Chia	ang Mai University for academic collaboration from
	July, 20 2023 The name list of delegation is as follows.	
	No. Name Gender	Date of Position Id No.

## 21. Check list ที่เป็นรายการ หายไป

กองวีเทศลัมพันธ์ มหาวิทยาลัยเขียงไหม่ เกษาะการและ และสารระวงระวง เหลง หายพระการ	Attach speech file * Local files : 20230720_speech_	R3KEfb.pdf	
Visitor Management	Attach file		
	MC's information		
る Visitor Overview	○ Don't have ○ Have		
圈 Statistics	Interpreter's information		
Organization/Institute	○ Don't have ○ Have		
ନ୍ଦ Visit list	Check List *	Despensible *	
🖳 Settings	asdsdddd	1	
📲 Admin		1	
) Users	Add Topic		
သာ Log Out			



23. ทำปุ่ม Soft Delete (ไม่ได้ลบข้อมูลในฐานข้อมูล )เพื่อลบ<u>การแสดงผลของข้อมูลในหน้าระบบ</u> เช่น ข้อมูลของที่ระลึก ที่พัก และห้องรับรอง



#### 22. แก้ไขคำว่า Pay homage เป็นคำว่า Pay a Visit