



一号镖局平台  
快速入门手册（精简版）  
**（2019-06-18）**



## 目 录

<b>一、 安装客户端 .....</b>	<b>3</b>
1.1 安装客户端 .....	3
1.2 使用管理员帐号登录 .....	3
<b>二、 进行系统设置 .....</b>	<b>3</b>
2.1 设置公司基础信息 .....	3
2.2 设置部门 .....	4
2.3 设置岗位 .....	5
<b>三、 创建员工帐号 .....</b>	<b>5</b>
3.1 新建员工帐号 .....	5
3.2 修改员工帐号密码 .....	6
<b>四、 员工帐号登录并下单 .....</b>	<b>6</b>
4.1 员工帐号登录 .....	6
4.2 打开注册地址模块，下单 .....	7



## 一、 安装客户端

### 1.1 安装客户端

双击一号镖局客户端安装文件，进行安装，如（图 1-1）所示：



(图 1-1)

### 1.2 使用管理员帐号登录

管理员帐号如果忘记，请拨打 400-004-9795 转 100 联系平台客服，如（图 1-2）所示：



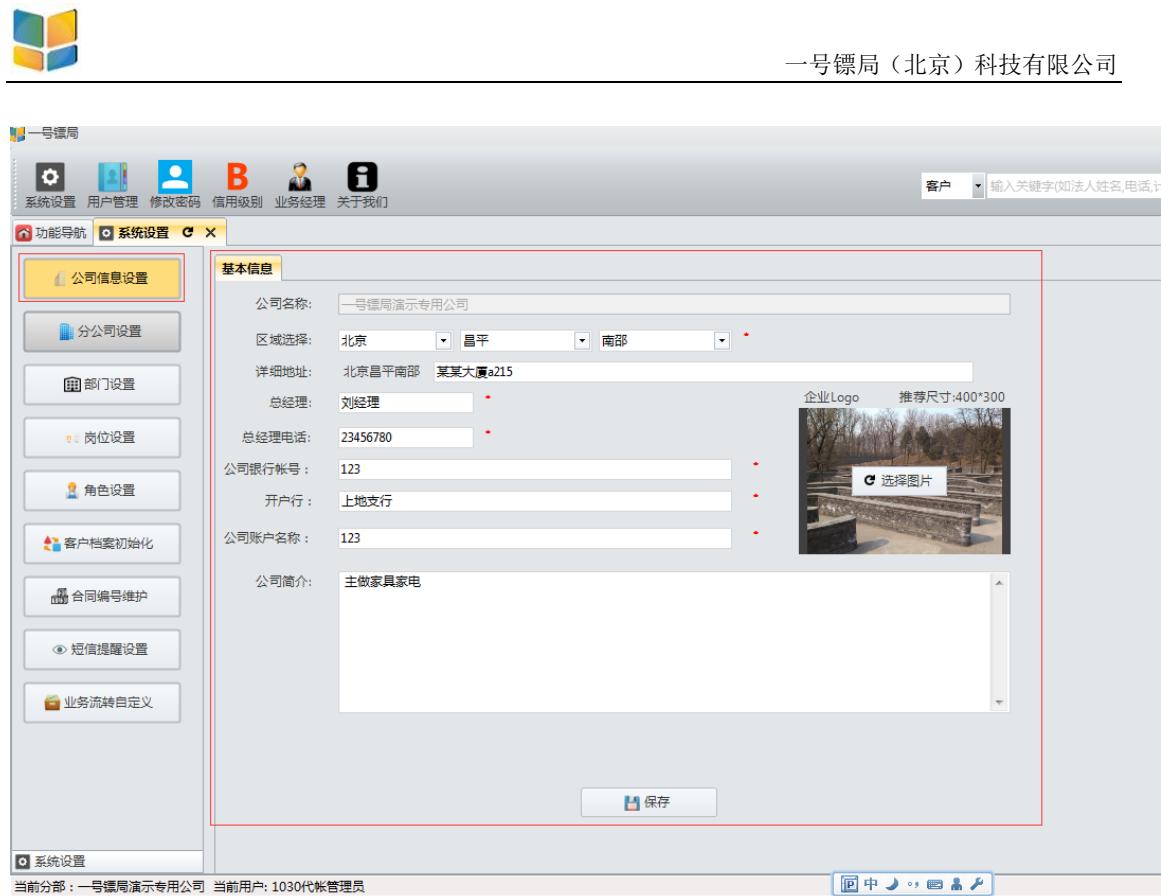
(图 1-2)

## 二、 进行系统设置

该模块仅管理员帐号可以使用；

### 2.1 设置公司基础信息

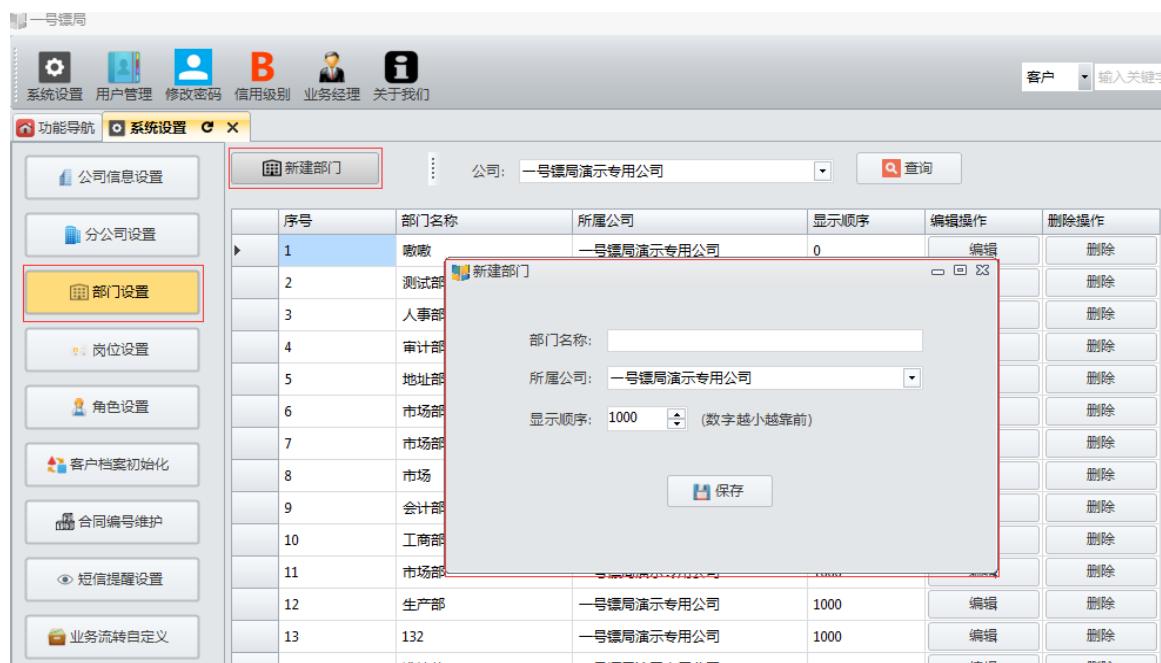
点击【系统设置】→【公司信息设置】，进入（图 2-1）所示界面：



(图 2-1)

## 2.2 设置部门

点击【系统设置】→【部门设置】→【新建部门】，进入（图 2-2）所示界面：



(图 2-2)



## 2.3 设置岗位

点击【系统设置】→【岗位设置】→【新建岗位】，进入（图 2-3）所示界面：

The screenshot shows the 'System Settings' module with the 'Position Management' tab selected. A red box highlights the 'New Position' dialog box. Inside the dialog, fields include: Position Name (必填), Company (所属公司) - Yihao Biaoju Demonstration Special Company, Department (所属部门) - 啥嘛, Order (显示顺序) - 1000, and a checked checkbox for 'Enable Data Access Limitation'. A 'Save' button is at the bottom right.

(图 2-3)

## 三、 创建员工帐号

该模块仅管理员帐号使用；

### 3.1 新建员工帐号

点击【用户管理】→【新建用户】，进入（图 3-1）所示界面：

The screenshot shows the 'User Management' module with the 'Create New User' tab selected. A red box highlights the 'New User' dialog box. Inside the dialog, fields include: Login Name (必填), Name (姓名), Set Password (设置密码), Confirm Password (确认密码), Company (所属公司) - Yihao Biaoju Demonstration Special Company, Department (所属部门) - 啥嘛, Position (所属岗位) - Please Select Position, and Email (电子邮件). On the right side, there is a vertical column of 'Change Password' buttons for each user listed in the main table. The main table lists 15 users with columns: Sequence Number (序号), Name (姓名), and Login Name (登录名).

(图 3-1)



### 3.2 修改员工帐号密码

点击【用户管理】→【改密码】，进入（图 3-2）所示界面：

The screenshot shows the 'User Management' section of the system. At the top, there are tabs: '系统设置' (System Settings), '用户管理' (User Management) which is selected and highlighted with a red box, '修改密码' (Change Password), '信用级别' (Credit Level), '业务经理' (Business Manager), and '关于我们' (About Us). Below the tabs is a search bar with dropdowns for '所属分部' (Department), '部门' (Department), '岗位' (Position), and a '客户' (Customer) dropdown. There is also a '输入关键字(如法人姓名,电话,计算...' (Enter keyword (such as legal representative's name, phone, calculation...)) input field. A '功能导航' (Function Navigation) button is also present. The main area displays a table of user records. One row for user '刘光运' (Liu Guangyuan) has a red box around its '修改密码' (Change Password) button in the '操作' (Operations) column. A modal dialog box titled '修改密码' (Change Password) is overlaid on the table, containing fields for '输入旧密码' (Enter old password), '输入新密码' (Enter new password), '再输入一次' (Enter again), and a '保存' (Save) button.

(图 3-2)

## 四、 员工帐号登录并下单

仅员工帐号可以进行下单操作；

### 4.1 员工帐号登录





## 4.2 打开注册地址模块，下单

Screenshot of the Yihaobiaoju platform showing the address registration module and payment interface.

The top window shows the 'Address Registration' module with various filters and search fields. A message at the top states: "Platform out-of-area 30 days, due to address issues, cannot apply for tax control, platform promises full refund! Customer service hotline: 4000049795 转 116".

The bottom window shows the payment interface. It includes fields for company name, abnormal status, invoice amount, login method, payment method, and a note about deduction. It also displays total amount (¥495.00), down payment (¥1.00), and a note about getting 100 coins.

序号	地址类型	区域	解异常收费	核查收费	税点	地址年租金
1	科技类	海淀(最低价)	350		12	495