

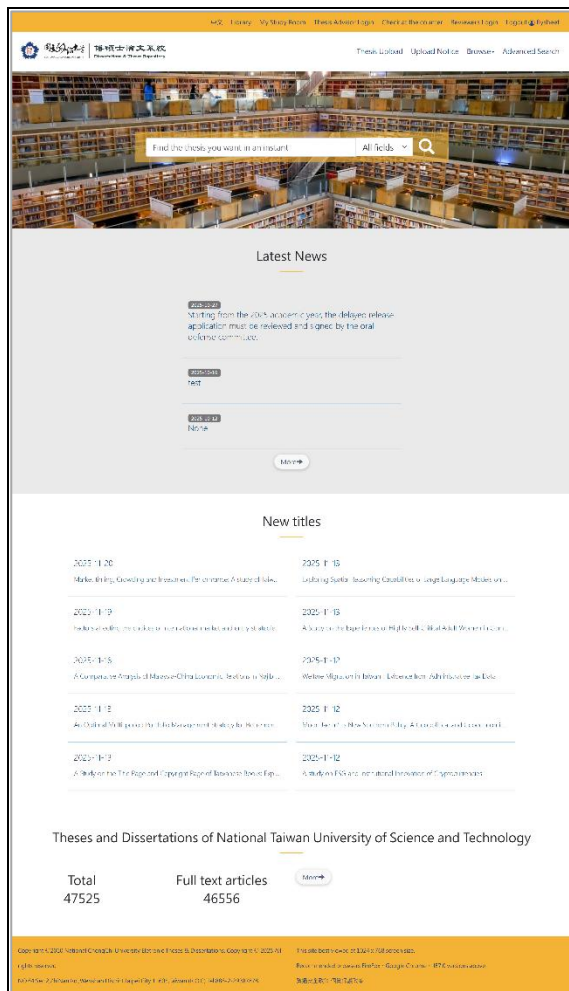
## Front Desk English Operation Manual

### 壹、 System Operation and Management Instructions

#### 一、 Front-end Website

Front-end system URL : <https://thesis.lib.nccu.edu.tw/>

#### 1. Homepage Function Description



#### 1. Secondary Function Menu:

Provides options for "English" (English/Chinese switching), "Library" link, "Personal Study Room," "Advisor Login," "Counter View," and "Review Management Terminal." "Personal Study Room," "Advisor Login," "Counter View," and "Review Management Terminal" require login and will be explained in later sections.

#### 2. Main Function Menu:

The system's main function menu includes "Thesis Upload," "Upload Instructions," "Thesis Browsing," and "Advanced Search." Main functions will be explained in later sections.

#### 3. Thesis Search:

Allows searching for information based on specified fields or without field restrictions.

#### 4. Latest News:

Provides the latest 3 news items.

#### 5. Latest Bibliography:

Provides the latest 10 approved theses for graduate students' reference.

#### 6. About National Chengchi University Doctoral and Master's Theses:

Provides the number of full-text authorizations and the total bibliography for graduate students' reference.

#### 7. Footer Information:

Displays relevant information from this website (library address, email address, etc.).

## 2. Advanced Search

### (1) Setting Search Conditions

Step1. Click on "Advanced Search" in the main menu, set the search conditions, select the scope to narrow down the search, and then click the search button.

Step2. Advanced search offers more features than simple search, allowing multiple search strings, search modes, and scope narrowing. Three search input boxes appear by default, using AND, OR, or NOT for combined string retrieval.

**Tip 1** : The "Exact" option in search mode means the input string must match completely to appear in the results list; the string will not be split. The "Fuzzy" option means results matching only part of the search string will appear in the list.

Step3. When using the function to narrow down the search scope, you can improve the accuracy of the search results by limiting the search conditions, such as: academic year range, degree category, department, thesis type, language, whether it contains full electronic text, etc. (If you check this option, it will find thesis PDF files that are authorized to be released. If the release date has not yet arrived, the release date will be displayed below the download function).

The screenshot shows the 'Advanced Search' page of the National Chengchi University Theses & Dissertations system. The page features a search form with three input boxes for search conditions, each with a dropdown menu for search mode (AND, OR, NOT). Below the search boxes is a 'Search' button and radio buttons for 'Precise' (selected) and 'Fuzzy' search types. There are also 'Popular Searches' and 'Narrow query' sections. The 'Narrow query' section includes dropdown menus for 'Academic Year' (Republic Era to Republic Era), 'Degree' (Master, Ph.D.), 'By Dept' (Please Choose), 'Thesis Type' (Please Choose), 'Language' (Chinese, English), and 'Fulltext' (Electronic full text only). The footer contains copyright information and technical details.

## (2) Search Results List

### A. Operating Instructions

Step1. The search results displayed on the left include search result categorization and output options. Selecting a category will only show results for that category.

Step2. Browse the search results. To view detailed information about the paper, click on the paper title to enter the paper details screen.

### B. Screen Function Description

#### (A) Classification of search results

Based on the search results, we analyze the column information in the bibliography of the papers and display the statistical results of different columns, including: keywords, department, supervising professor, and graduation year.

#### (B) Sorting of search results

You can select the columns to sort and the ascending or descending order to sort the query results.

#### (C) Setting the number of words per page

You can set the number of results displayed per page.

#### (D) Search results output

To export the search results, you can use the functions in this section.

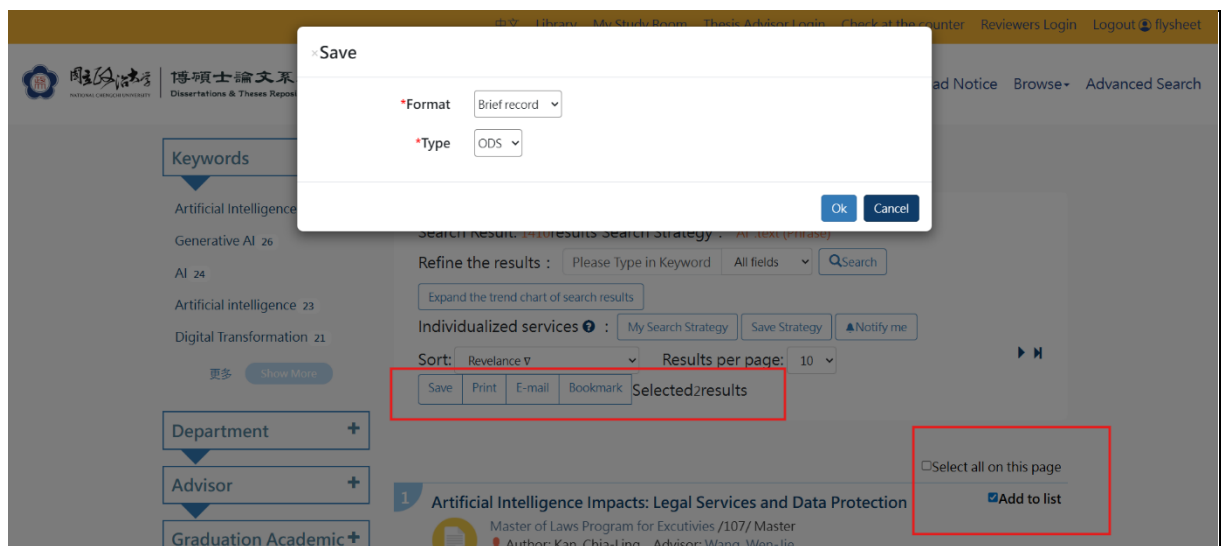
Export methods include: save, print, email, and bookmark.

The operation steps are as follows:

Step 1. Select the papers you want to export from the search results list.

Step 2. Select the export method above (save, print, email, etc. are available).

Step 3. In the pop-up window, select the output format. The system provides simplified bibliography, complete bibliography, APA references, and RIS bibliography software formats. After selecting the file format, press the OK button.

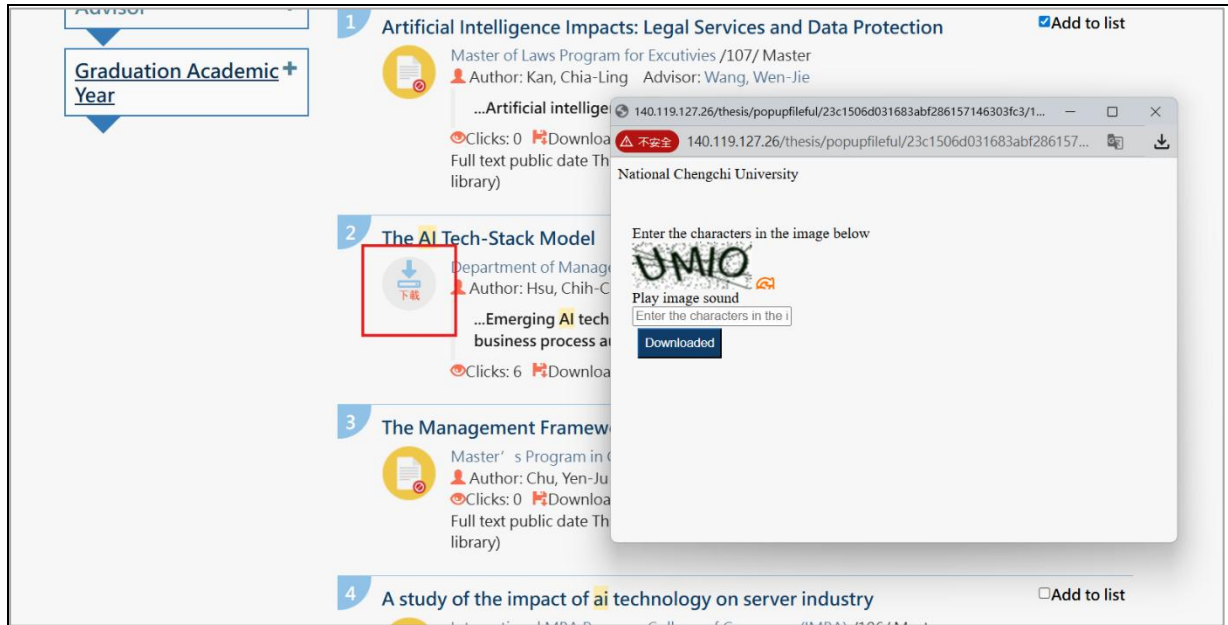


### (E) Page Breaks in Search Results

Provides a page break function to allow graduate students to browse other papers and materials.

## (F) Basic Bibliographic Information Display

Displays basic bibliographic information for each search result, allowing researchers to confirm the required information. To view the PDF file of the paper, click the "Download" icon, enter the verification code in the pop-up window, and you can directly view the PDF file of the paper in your browser.



### (3) Detailed Display of Query Results

#### A. Operation Instructions

- Step 1. Select one of the thesis entries in the summary list to enter the detailed display screen.
- Step 2. You can click the tab at the top to browse other thesis entries. The left side of the page provides a section for related theses, displaying papers relevant to this thesis for researchers' reference.
- Step 3. To cite this thesis, click "Copy Citation URL" to quickly obtain the URL.
- Step 4. If this book does not have a full electronic file, you can click the "Access Library Collection" function to check if the library has a print version.
- Step 5. You can find this thesis entry on the Taiwan Doctoral and Master's Thesis Knowledge Value-Added System.
- Step 6. If you have any errata suggestions for this thesis entry, click the "Errata Report" function at the bottom, fill in the relevant errata information, and then click the "OK" button.

#### B. Screen Illustration

The screenshot shows the detailed display page of a thesis in the National Chengchi University Theses & Dissertations System. The page is in Chinese and includes the following information:

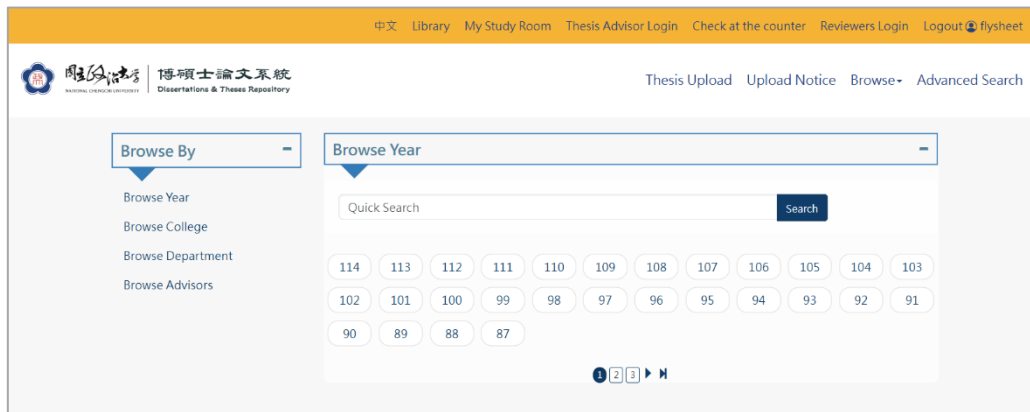
- Navigation:** Home, Library, My Study Room, Thesis Advisor Login, Check at the counter, Reviewers Login, Logout, Ttyshoot.
- Thesis Information:**
  - Author:** 林珍茹 (Lin, Yin-jhu)
  - Thesis Title:** 從大陸合作邊界的視角探討臺鐵延伸屏東計畫之爭議 (Examining the Siting Controversy of the Taiwan High-Speed Rail Extension to Yilan from the Perspective of Intergovernmental Cooperation Gaps)
  - Advisor:** 傅凱宗 (Fu, Kai-zo)
  - Committee:** 黃榮誌 (Huang, Tong-yi), 李振榮 (Lee, Chang-yen)
  - Degree:** 碩士 (Master)
  - Department:** 社會科管理學系 - 公共行政學系 (Department of Public Administration)
  - Thesis Publication Year:** 2025
  - Graduation Academic Year:** 114
  - Language:** 中文
  - Pages:** 152
  - Keywords (in Chinese):** 高鐵延伸屏東、社址爭議、中央與地方關係合作溝通、府際合作治理、多層次治理
  - Keywords (in other languages):** Taiwan High-Speed Rail extension to Yilan, siting controversy, intergovernmental cooperation gaps, intergovernmental cooperation, multi-level governance
  - Reference times:** 6 Clicks, 0 Downloads
- Related Theses:** A list of five related theses on the left side of the page.
- Actions:** School Collection Retrieve, National Library Collection Retrieve, Error Report, Copy URL, and a "This one" button.
- Footer:** Copyright © 2010 National Chengchi University Electronic Theses & Dissertations, Copyright © 2025 All rights reserved. Recommended browsers: Firefox, Google Chrome. ETD vendors above.

### 3. Paper Browsing

#### (1) Paper Browsing

Step1. Select the "Paper Browsing" function on the main menu.

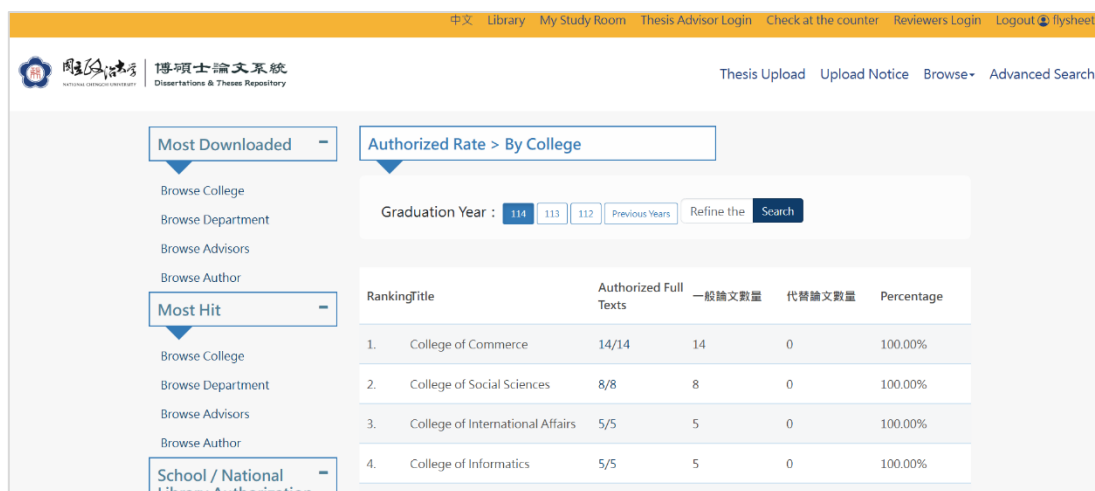
Step2. On the main page, you can select different browsing methods to further search for relevant paper information.



#### (2) Popular Ranking

Step1. Select the "Popular Ranking" function under "Paper Browsing" in the main function menu

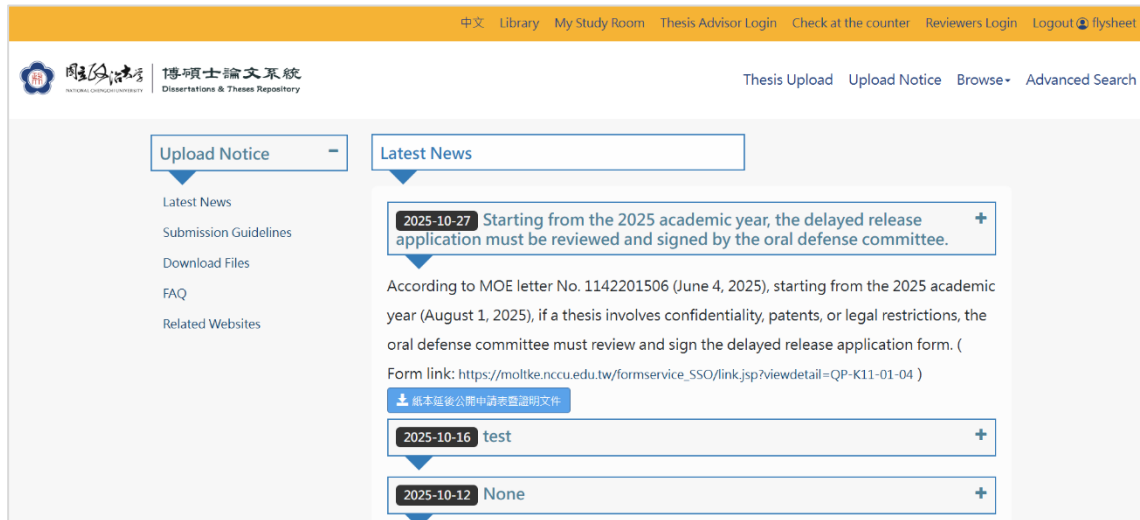
Step2. On the main page, you can select information such as the number of full-text downloads, the number of views, and the ranking of papers authorized by the university/National Library.



#### 4. Upload Instructions

Step1. Select the "Upload Instructions" function from the main menu.

Step2. Choose a category for the upload instructions (including: Latest News, File Creation Instructions, File Download, FAQs, Related Websites) to learn more about the upload instructions.



The screenshot displays the website interface for the National Sun Yat-sen University Theses & Dissertations Repository. The top navigation bar includes links for '中文', 'Library', 'My Study Room', 'Thesis Advisor Login', 'Check at the counter', 'Reviewers Login', and 'Logout' with a 'flysheet' icon. The main header features the university logo and name in both Chinese and English, along with navigation options: 'Thesis Upload', 'Upload Notice', 'Browse', and 'Advanced Search'. The 'Upload Notice' section is active, showing a sidebar menu with 'Latest News', 'Submission Guidelines', 'Download Files', 'FAQ', and 'Related Websites'. The main content area is titled 'Latest News' and contains three items:

- 2025-10-27** Starting from the 2025 academic year, the delayed release application must be reviewed and signed by the oral defense committee. +
- 2025-10-16** test +
- 2025-10-12** None +

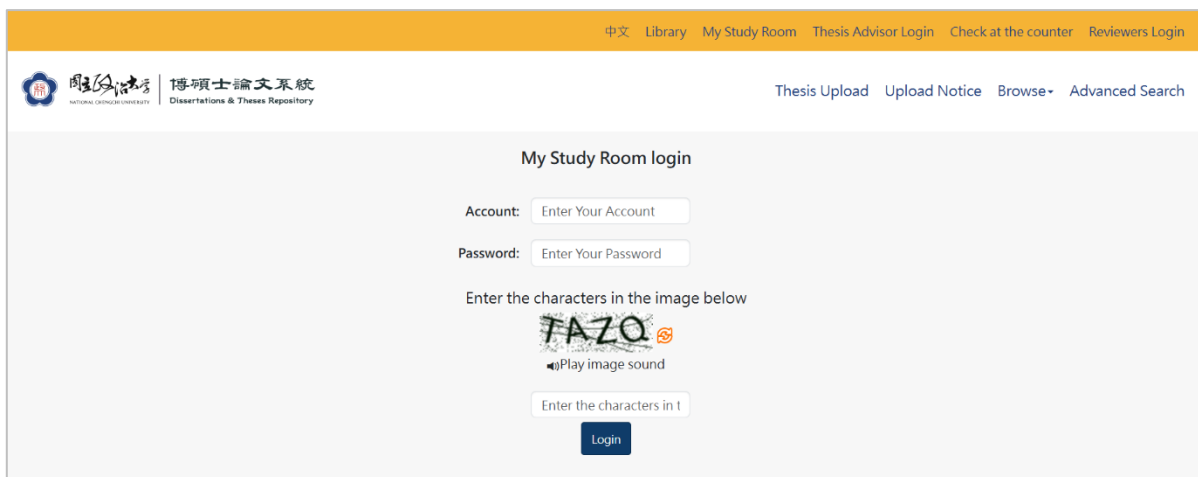
The first item includes a detailed notice: 'According to MOE letter No. 1142201506 (June 4, 2025), starting from the 2025 academic year (August 1, 2025), if a thesis involves confidentiality, patents, or legal restrictions, the oral defense committee must review and sign the delayed release application form. ( Form link: [https://moltke.nccu.edu.tw/formservice\\_SSO/link.jsp?viewdetail=QP-K11-01-04](https://moltke.nccu.edu.tw/formservice_SSO/link.jsp?viewdetail=QP-K11-01-04) )' and a download link for '檢本延後公開申請表暨證明文件'.

## 5. Personal Study Room

### (1) Login

Step1. Select the "Personal Study Room" function on the main menu.

Step2. The "Personal Study Room" function can only be used after logging into the system. Enter your "IdM - User Data Management and Single Login System" account and password to log in.

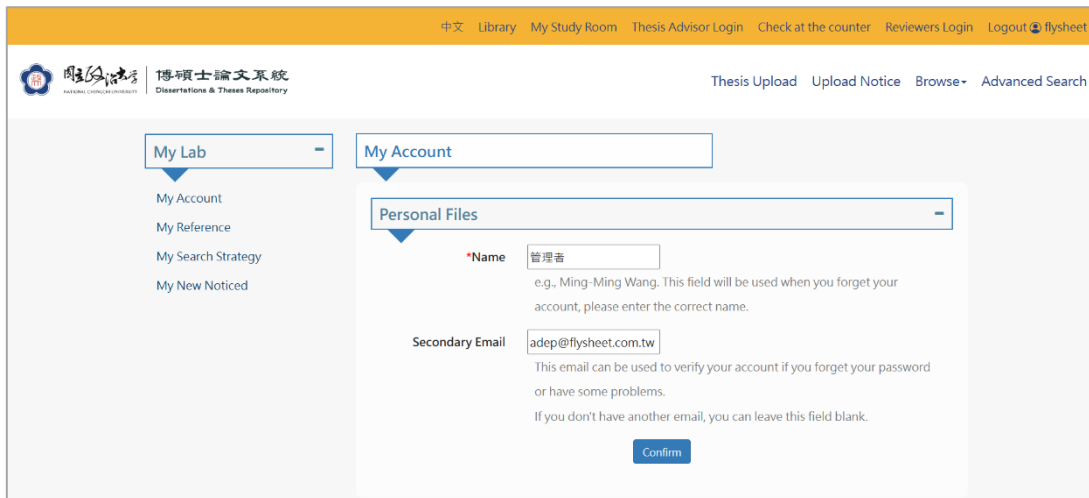


The screenshot shows the login interface for the 'My Study Room' on the National Central University Dissertations & Theses Repository website. The page features a navigation bar with links for '中文', 'Library', 'My Study Room', 'Thesis Advisor Login', 'Check at the counter', and 'Reviewers Login'. Below the navigation bar, there are links for 'Thesis Upload', 'Upload Notice', 'Browse+', and 'Advanced Search'. The main content area is titled 'My Study Room login' and contains the following elements:

- An 'Account:' label followed by an input field containing the placeholder text 'Enter Your Account'.
- A 'Password:' label followed by an input field containing the placeholder text 'Enter Your Password'.
- A text prompt: 'Enter the characters in the image below'.
- A CAPTCHA image showing the characters 'TAZO' with a small icon to the right.
- A 'Play image sound' button with a speaker icon.
- An input field containing the placeholder text 'Enter the characters in t'.
- A blue 'Login' button.

## (2) Basic Information Maintenance

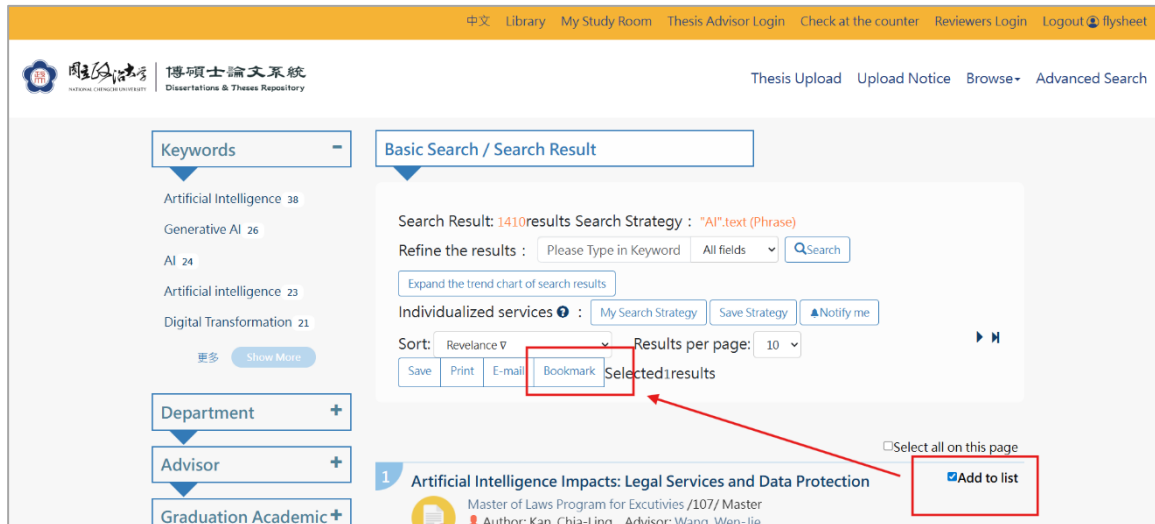
Users can modify their name and supplementary email information in the "Personal Information" function of their account.



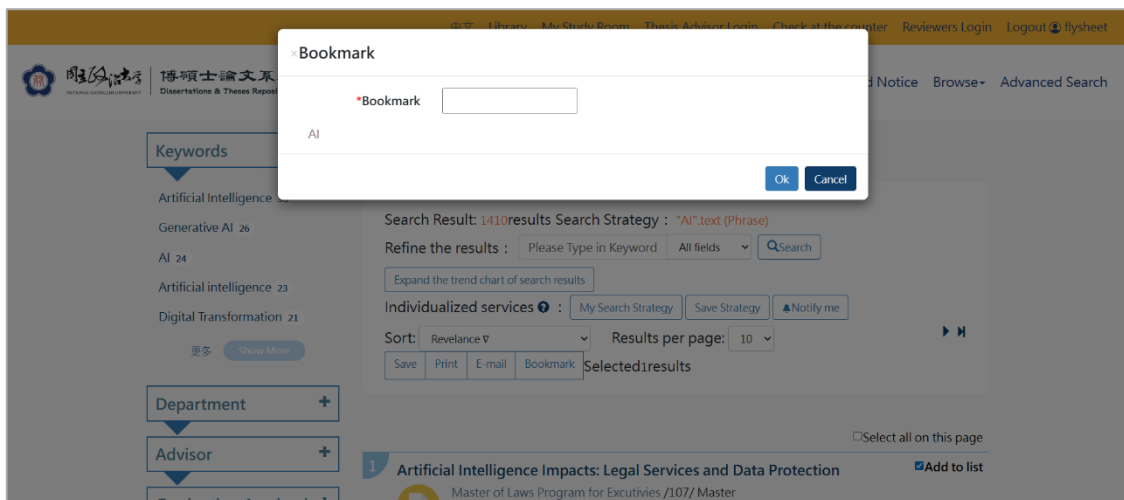
The screenshot shows the user interface for maintaining personal information. At the top, there is a navigation bar with links for '中文', 'Library', 'My Study Room', 'Thesis Advisor Login', 'Check at the counter', 'Reviewers Login', and 'Logout' with a user icon and 'flysheel'. Below this, the system logo and name '國立政治大學 博碩士論文系統' are displayed, along with 'Disertations & Theses Repository'. On the right, there are links for 'Thesis Upload', 'Upload Notice', 'Browse', and 'Advanced Search'. The main content area is divided into two sections: 'My Lab' and 'My Account'. Under 'My Account', there is a 'Personal Files' section. The 'Name' field contains '管理者' and has a note: 'e.g., Ming-Ming Wang. This field will be used when you forget your account, please enter the correct name.' The 'Secondary Email' field contains 'adep@flysheel.com.tw' and has a note: 'This email can be used to verify your account if you forget your password or have some problems. If you don't have another email, you can leave this field blank.' A 'Confirm' button is located at the bottom of the form.

### (3) My Book List

Step1. On the data search results page, users can select the papers they want to save and then click the "favorite" function at the top of the search results page.



Step2. In the pop-up window, enter the directory where you want to save the file or save it in an existing directory.



Step3. Users can view the saved book information on the "My Book Collection" page.

中文 Library My Study Room Thesis Advisor Login Check at the counter Reviewers Login Logout

國立政治大學 博碩士論文系統  
Dissertations & Theses Repository

Thesis Upload Upload Notice Browse- Advanced Search

My Lab -

- My Account
- My Reference
- My Search Strategy
- My New Noticed

My Reference

Personal Files

Delete Table Merge Table Names : name confirm

ID	Table Name	Change folder name	Content
<input type="checkbox"/> 01	AI		

Data Browse/Catalog: AI

Search Result: \*2\*results

#### (4) My Search Strategy

Step1. On the data query results page, users can quickly view their saved search strategies by clicking on My Search Strategy, and save the currently queried search strategy by clicking on Save My Strategy.

國立政治大學 博碩士論文系統  
Dissertations & Theses Repository

Thesis Upload Upload Notice Browse- Advanced Search

Keywords -

- Artificial Intelligence 38
- Generative AI 26
- AI 24
- Artificial intelligence 23
- Digital Transformation 21

更多 Show More

Department +

Basic Search / Search Result

Search Result: 1410results Search Strategy : "AI".Text (Phrase)

Refine the results : Please Type in Keyword All fields

Expand the trend chart of search results

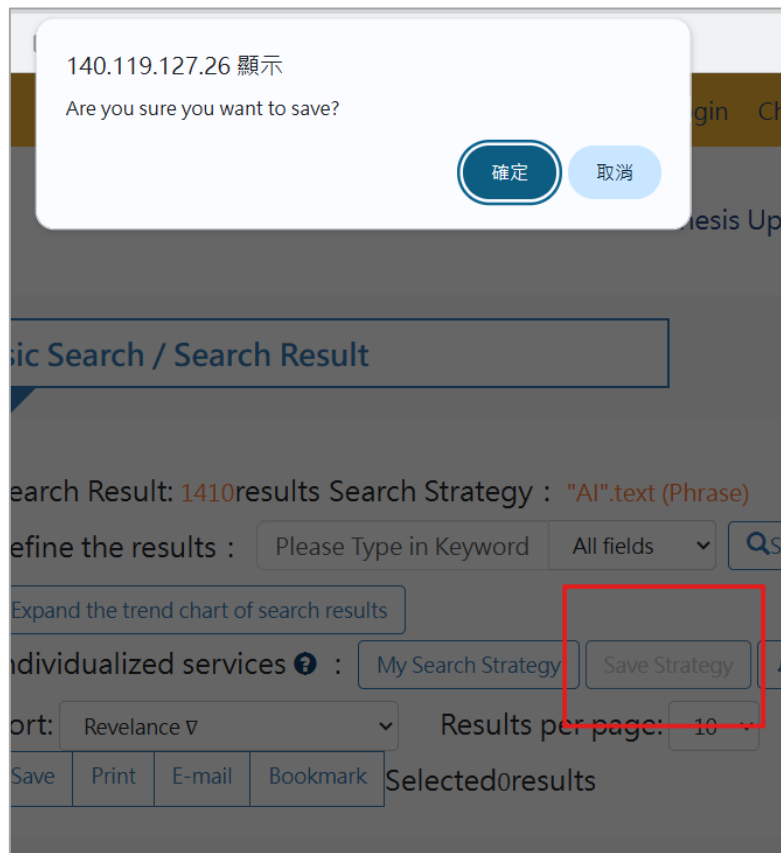
Individualized services : My Search Strategy Save Strategy

Sort: Relevance Results per page: 10

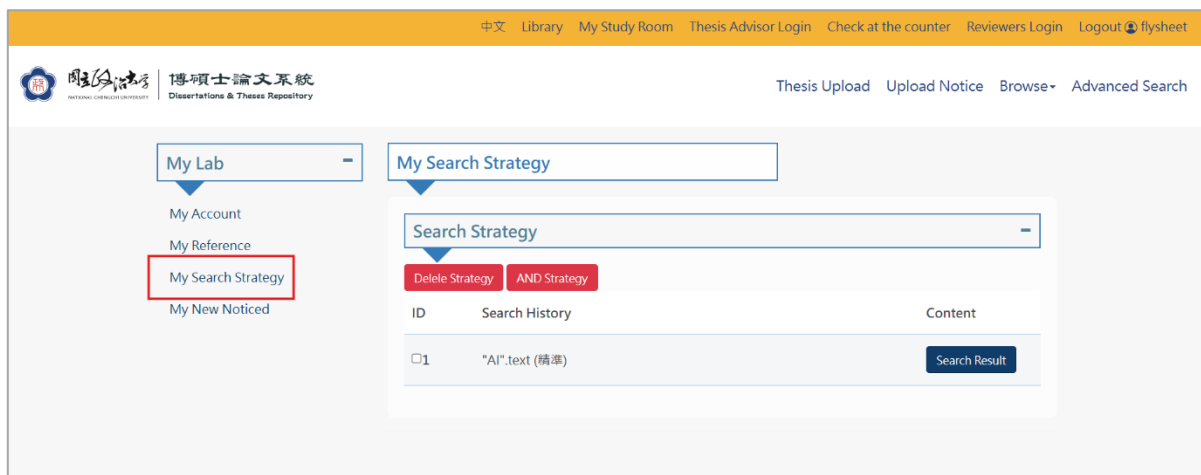
Save Print E-mail Bookmark Selected 0 results

Select all on this page

Step2. Select "Save My Strategy" and then click "OK" in the pop-up window to save it.

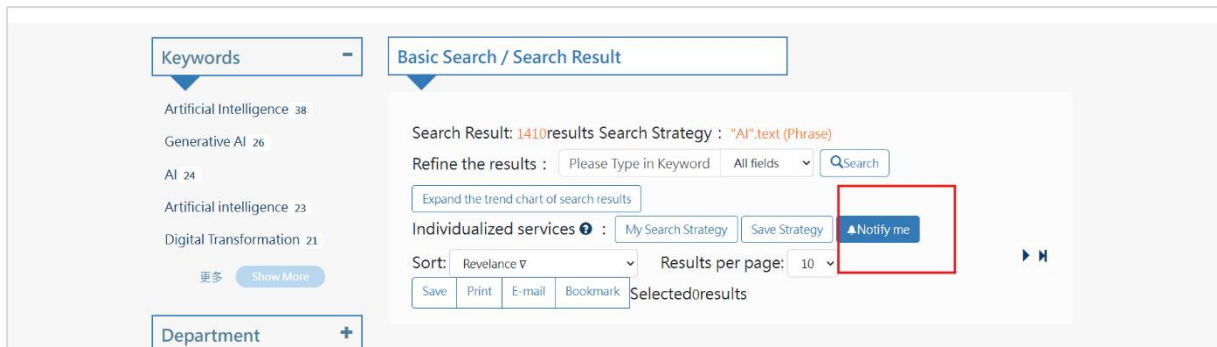


Step3. Users can view the stored criteria on the "My Search Strategy" page.

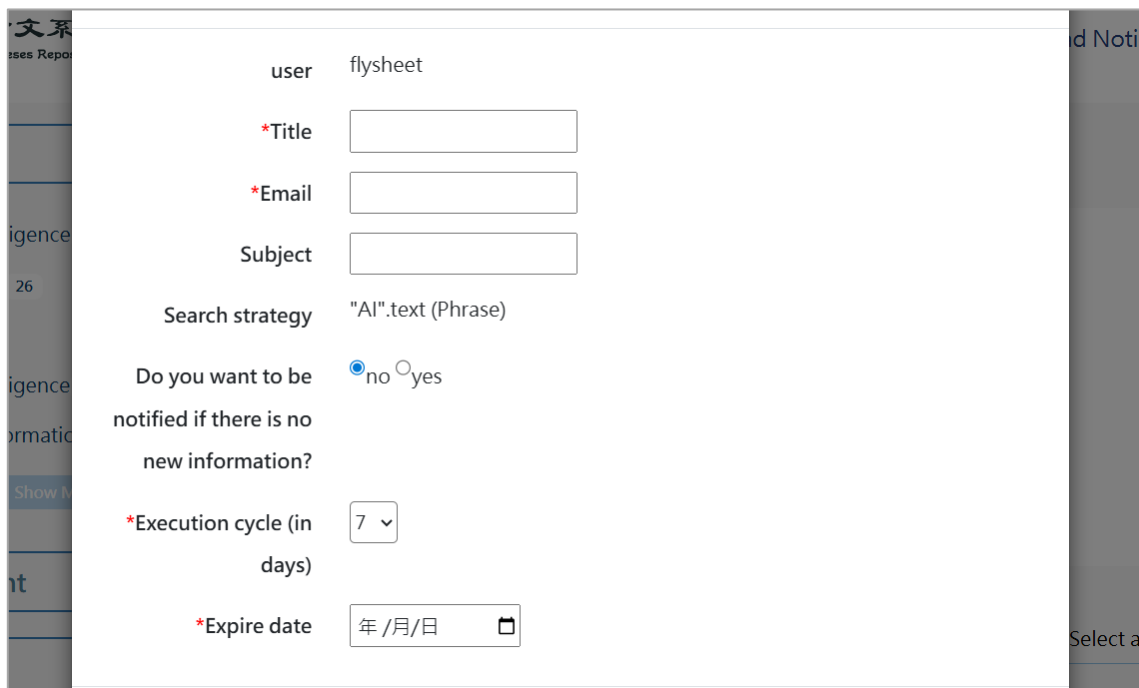


## (5) Notify me

Step1. On the data search results page, the user clicks Notify me.



Step2. After entering the information, you can periodically receive notifications related to this search strategy.



Step3. Users can view the conditions for saving on the "My New Knowledge Notifications" page.

