

ECM User Guide

Ver: ITSC2026041001

1. 登录系统 Login System.....	1
2. 上传文档 Upload File.....	4
3. 下载文档 Download File.....	5
4. 删除文档 Delete File.....	5
5. 更新文档 Update File.....	6
6. 系统支持的文档 Supported File Formats.....	6
7. 创建文件夹 Create Folder.....	7
8. 其他操作 Other operations.....	7

1. 登录系统 Login System

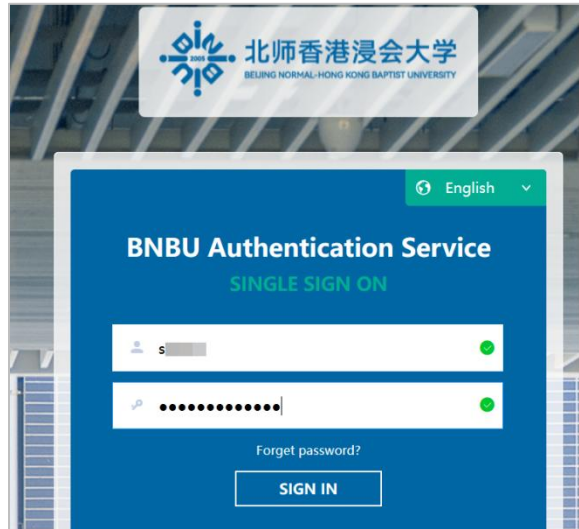
ECM是一个专业的文档与知识管理平台，专注于非结构化数据的获取、存储、高效管理及便捷共享。

ECM is a professional document and knowledge management platform that acquires, stores, manages, and shares unstructured data.

请通过网址：<https://ecm.bnbu.edu.cn>访问ECM，或登录内网门户

<https://portal.bnbu.edu.cn>，在应用区访问ECM。

Access ECM via the URL: <https://ecm.bnbu.edu.cn>, or log in to the BNBU portal at <https://portal.bnbu.edu.cn>, and access ECM in the application area.



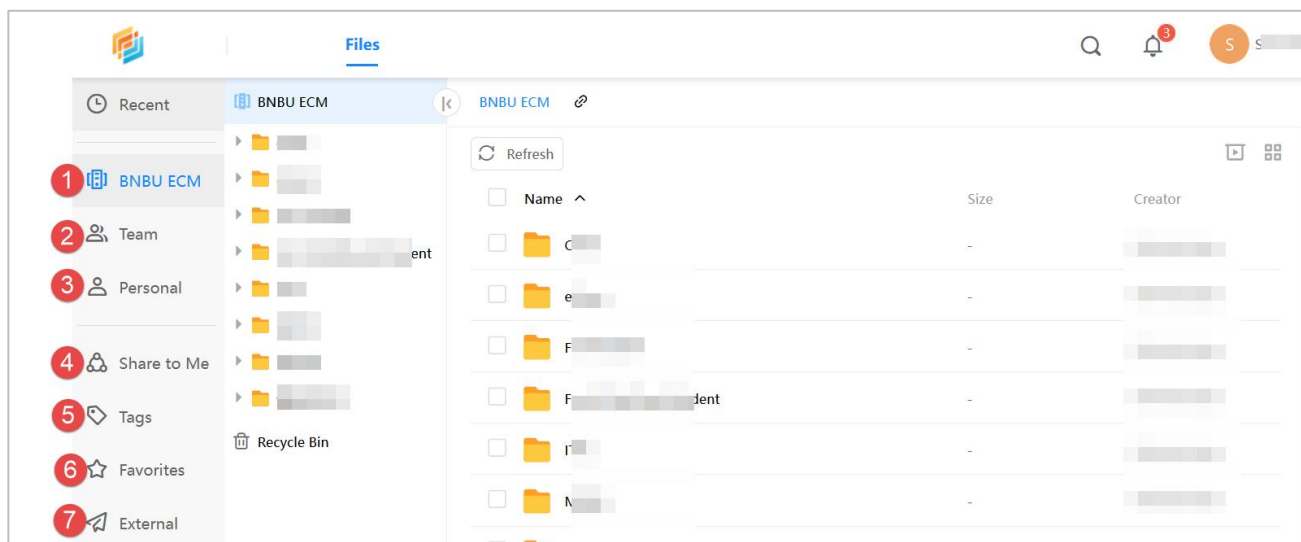
Username: Email account

Password: Email Password



登录后ECM首页如下：

After logging in, you can see the ECM homepage as follows:



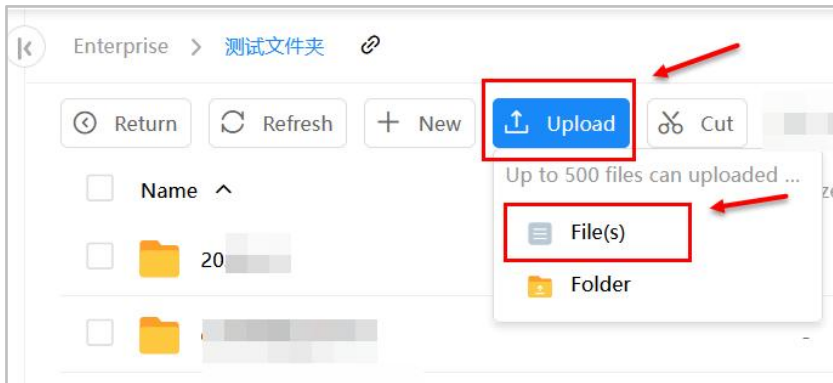
序号	功能	说明
1	学校文档库 BNBU ECM	查看相关部门授权的文档 Access the documents authorized by the corresponding department.
2	团队库 Team	参与项目（团队）的文档 Documentation of the project (team) you participated in
3	个人库 Personal	自己账号的文档 The documents of one's account 备注：ECM以部门为单位进行应用，个人库容量有限 Note: The personal library capacity is limited.
4	共享 Share with me	设置了共享的文档 Documents shared with others
5	标签 Tags	自己在系统打了标签的文档 Documents that I have tagged
6	收藏 Favorites	自己在系统收藏的文档 The documents I have collected in the system
7	外发共享 （功能类似百度网盘） External（Share）	自己设置外发共享给其他人的文档 I have set up documents for External sharing with others.

2. 上传文档 Upload File

选择需要上传文档的文件夹（前提：已被文件夹管理员授权可上传文档），
例如：ITSC文件夹：点击按钮【上传】

Select the folder where you need to upload documents (you have been authorized by the folder administrator to upload documents)

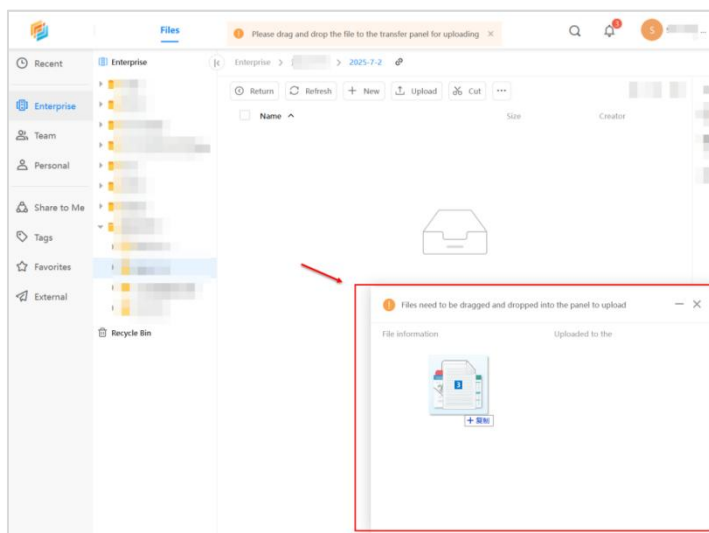
For example: ITSC folder: Click the **Upload** button



说明：（1）可按提示选择1个或多个文档进行上传，也可以选择一个文件夹进行上传
Notes: You can select one or multiple documents to upload as prompted, or choose a folder for upload

（2）**可以拖拽**电脑中的文档或文件夹到ECM系统的文件夹进行上传，需按提示把文档拖拽到弹出的上传区域：

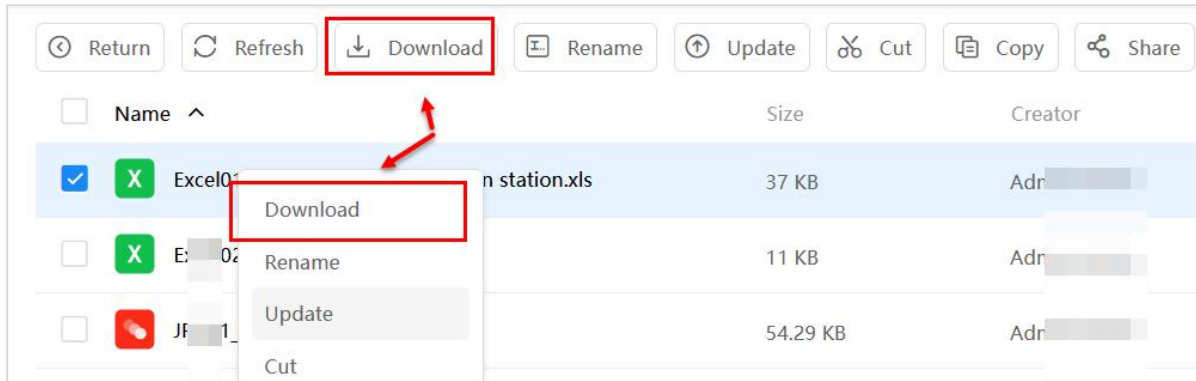
Drag and drop documents or folders from your computer to the ECM folder. Follow the prompts to drag the documents to the pop-up upload.



3. 下载文档 Download File

勾选需要的文档，点击按钮区：下载，或在鼠标右键菜单点击下载

Tick the desired documents, then click Download in the button area, or right-click and select "Download" from the menu.



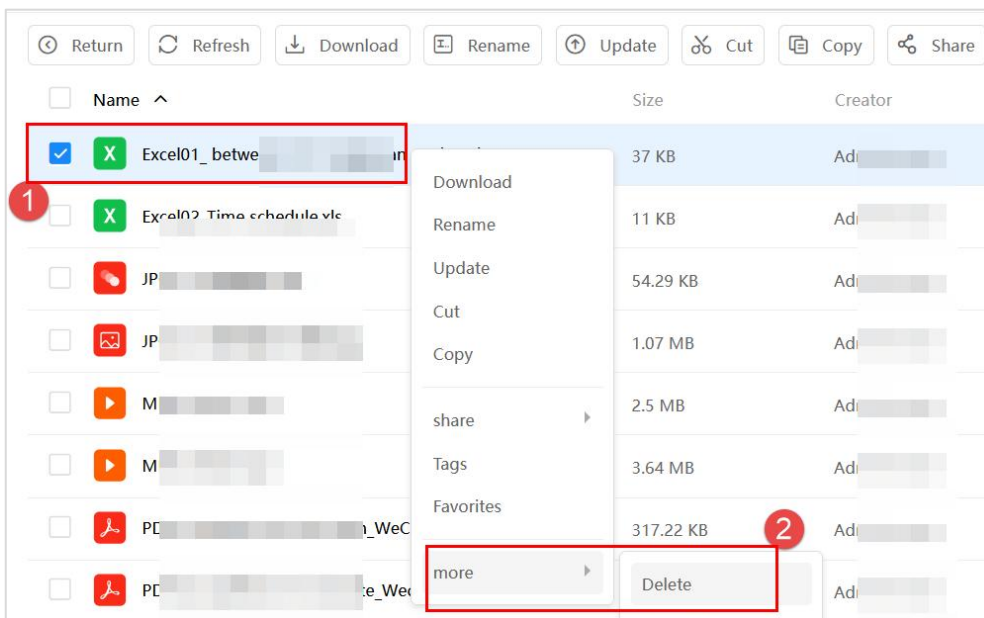
备注：选择超过2个文档下载将触发压缩下载

Note: Downloading more than two documents will trigger a compressed download.

4. 删除文档 Delete File

如果你被授权可删除文档，可以选定文档后在右键菜单，选择删除

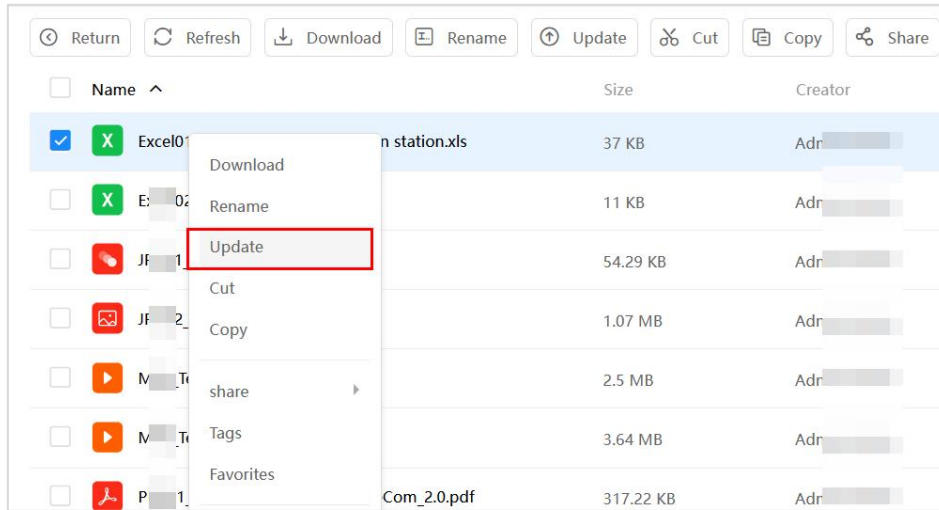
If authorized to delete documents, select the file(s), right-click, and choose "Delete" from the menu.



5. 更新文档 Update File

如果你被授权，可选择一个文档在右键菜单选择更新，进行新版本更新或同一版本的覆盖

(If you are authorized) , select a document, right-click and choose "Update" to upload a new version or overwrite the existing one.



6. 系统支持的文档 Supported File Formats

1	xls, xlsx, csv, pdf, ppt, pptx, xt, doc, dot, docx, rtf, rtf, etc.
2	bmp, gif, jpeg, png, dps, dpt, vsd, vss, vdx, vsdx, etc

(1) 常用的办公软件文档和图片文档格式都支持
Common office and image file formats are supported.

(2) ECM 定位是文档存储和共享系统，
(文件夹可上传的单个文档一般是 200M 以内，特殊申请的文件夹可上传的文档容量最多支持 1G，每个部门共用的文件夹容量有限)

ECM is designed for document storage and sharing. The single document that can be uploaded to a folder is generally no larger than 200MB. The folder for special applications allows for a maximum upload capacity of 1GB for documents, as each department's shared folder has limited storage.

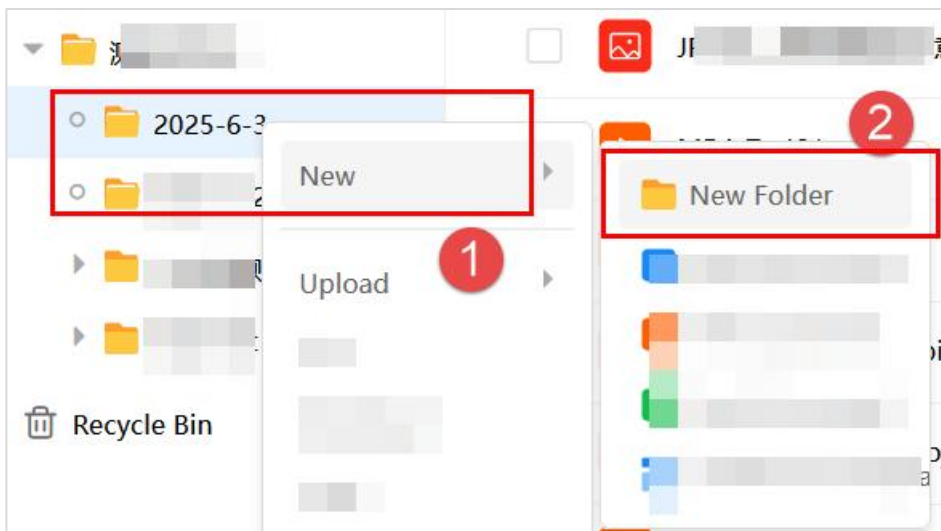
7. 创建文件夹 Create Folder

在部门文件夹里如已被授权，可创建子文件夹，

If authorized, create subfolders within department folders. For example, in the ITSC folder, click "New Folder";

在个人文档库你可以自行创建文件夹和上传文档，进行文档的共享等操作（ECM系统主要按部门使用，个人存储空间有限）

In your personal document library, you can create folders, upload files, and share documents freely. (The ECM system is mainly used by departments and each individual has limited storage space.)



8. 其他操作 Other operations

被授权的文档，在鼠标右键菜单可进行以下操作：

- (1) 文档名称修改
- (2) 剪切或复制文档到系统内其他文件夹
- (3) 对文档进行标签分类，添加收藏，
- (4) 共享（针对系统内部账号）
- (5) 外发共享

For authorized documents, the right-click menu supports the following actions:

- (1) Rename the document
- (2) Cut or copy the document to other folders within the system
- (3) Tag, categorize the documents, or add to favorites,
- (4) Share with internal system accounts

