

# SPC APP User Guide

ver 3.0

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## Contact Us

### Email

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## SPC APP

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## 1

## Download and Installation

iOS



- 1 Open “App Store” in your mobile phone
- 2 Click “Search” at the lower right corner
- 3 Type relevant school name in the search bar
- 4 Click “GET” to download the app

## 1

## Download and Installation

## Andriod



- 1 Open “Play Store” in your mobile phone
- 2 Click “Search” at the upper hand side
- 3 Type “VEO Home” in the search bar
- 4 Click “Download” to download the app

## 2

## Overview and Introduction



主頁

**Short cuts**

"Shorts cuts" allow users to view student groups, set account preferences and log out quickly.

**Arrival/ Leave Time**

If your school uses the school corner attendance system, the arrival/departure time of the student will be displayed here.

**User Information**

User information will be displayed here.

# 2

## Overview and Introduction

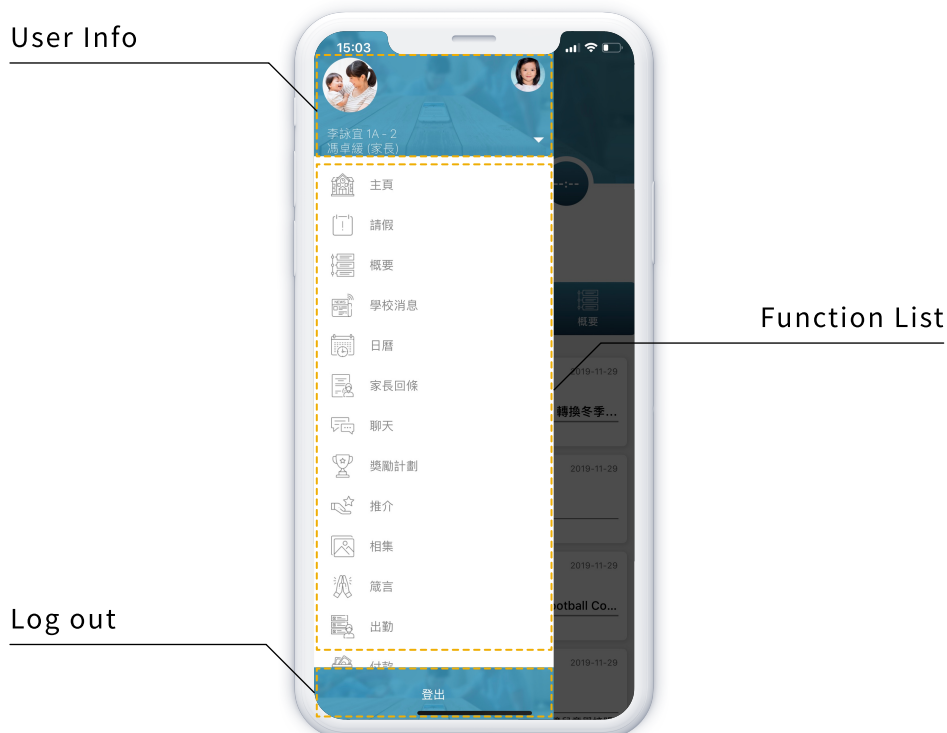
### Recommend Functions

Functions that are commonly used will be shown in order to increase convenience.

### Latest Update

"Student update" will display latest information. Whenever the school has new information, Users can browse instantly on the homepage.

### Main menu



There are 14 functions in the VEO home mobile app . Users can choose different functions to use in the main menu. The 15 functions are described as follows:

#### 1. Main Page

The homepage will display student information and the recent news, announcements and events of the school. If the school uses the attendance system, parents can also see the student's arrival / departure time on the homepage.

# 2

## Overview and Introduction

### 2. Leave

Parents can check the status of their leave application in the leave function.

### 3. Overview

“Overview” shows the latest news, announcements and activities of the school.

### 4. News

News will show all the information posted by the school. Users can also find relevant information by using the search function.

### 5. Calendar

Parents can check the school's time table and school event schedule in the Calendar function. Parents can also use the calendar function to add personal events or apply leave for their children.

### 6. Reply Slip

The reply function displays a series of e-notices issued by the school. There are 3 tags in the reply slip page, "unsigned", "signed" and "expired". Allowing parents to aware the status of reply slips they received from school.

### 7. Chat (Coming Soon)

Parents can inquire school information through the chat function. Using the chat function, teachers can also talk with parents in real time. The chat function support text, voice, photo and video sharing.

### 8. Award (Coming Soon)

Teachers can send "badges" as rewards to students through the Reward function. Students can also use "badges" to redeem gifts

### 9. Recommend

Recommend function will show videos and books recently uploaded by the school.

### 10. Album

Using the photo album function, Schools can create photo albums and upload photos. parents can see photos, download and save photos to their phones.

# 2

## Overview and Introduction

### 11. Attendance (Coming Soon)

Teachers can take attendance through their mobile phones; parents can also check the attendance record of their kids on mobile phones.

### 12. E-Payment (Coming Soon)

Parents can pay through the E payment system in the app. The system will display the parents' payment records.

### 13. Campus TV

Schools can upload school videos to campus TV, in order to share students' school life moments with their parents.

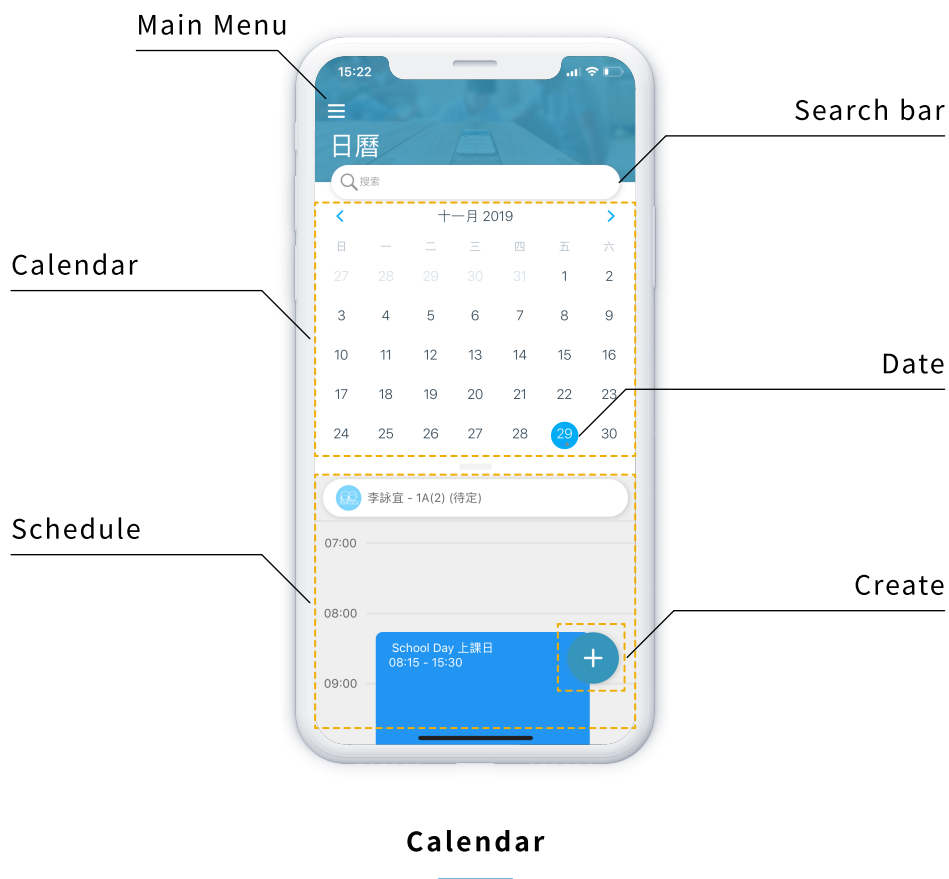
### 14. Settings

“Settings” mainly includes basic preferences settings such as language settings, changing icons, and changing passwords. Users can also activate biometric recognition in “Settings”, allowing them to login or sign reply slip with fingerprint or face recognition.

## 3

## Calendar

## Calendar



User can access Calendar function page in “Main Menu” or “Recommend functions” in the Main page.

### Search Bar

Users can search events.

### Calendar

Users can swipe left and right to view different months.

# 3

## Calendar

### Schedule

Users' schedules will be shown on the timeline, which is convenient for users to check the activity time in real time. In addition, all-day activities will be placed at the top of the schedule, which is clear at a glance.

### Create

Teachers/Admin can create events.



## 3

## Calendar

## Apply leave



- 1 Access Calendar page. Click 「+」, access “Create Event/Apply leave” page.
- 2 Select “Apply Leave” in Event Type.
- 3 Fill in “Remark”, “Leave Period” and “Leave Type”.

## 3

## Calendar

## Apply leave

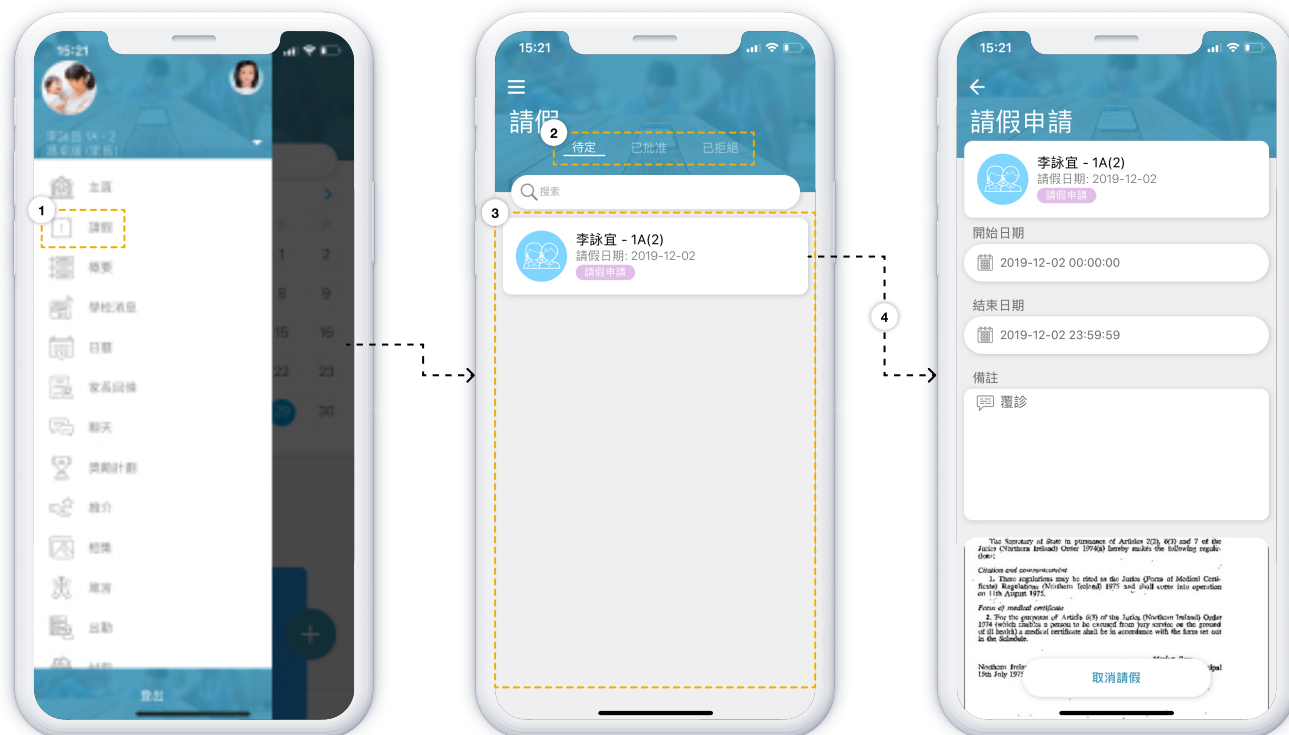


- 4 Click "Upload Image" to upload supporting document.
- 5 Click "Apply Leave" to submit application.
- 6 After success applying leave, you will receive a "Success" pop up notice; Press "confirm".
- 7 Applied leave will be shown in the "Schedule list".
- 8 Once application approved, application Status will update automatically.

## 3

## Calendar

## Check Application Status

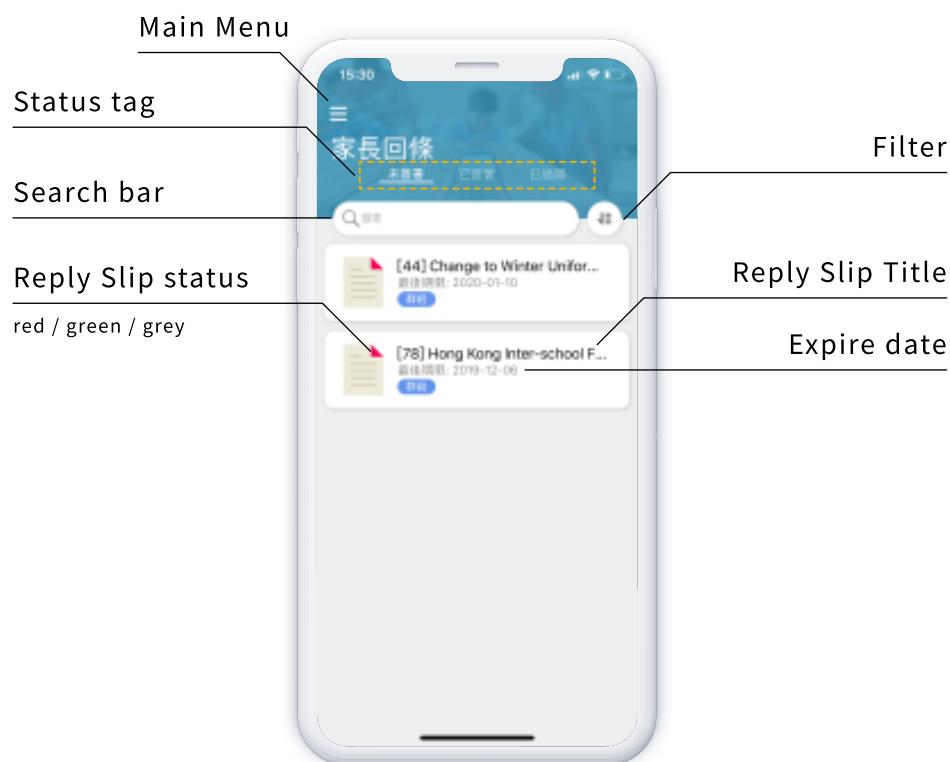


- 1 Users can check their leave application status here.
- 2 There are three status; Pending, Approved and Rejected.
- 3 Users can check application status.
- 4 Click application to show details.

## 4

## Reply Slip

## Reply Slip



## Reply Slip

User can access Reply Slip function page in “Main Menu” or “Recommend functions” in the Main page.

### Status tag

There are three status tags; Unsigned, Signed and Expired; User can use these tags to filter reply slips.

### Search bar

Users can type the title of the reply slip here and search relevant reply slip.

# 4

## Reply Slip

### Filter

Users can filter reply slips by its title and release date.

### Reply Slip status

There are three status tags; Unsigned, Signed and Expired; differentiated by three different colours. Red means "unsigned", Green means "signed" and Gray means "Expired". Some of the "Expired" reply slips can still be signed.

### Expire Date

Reply slips need to be signed before the Expire date.

## 4

## Reply Slip

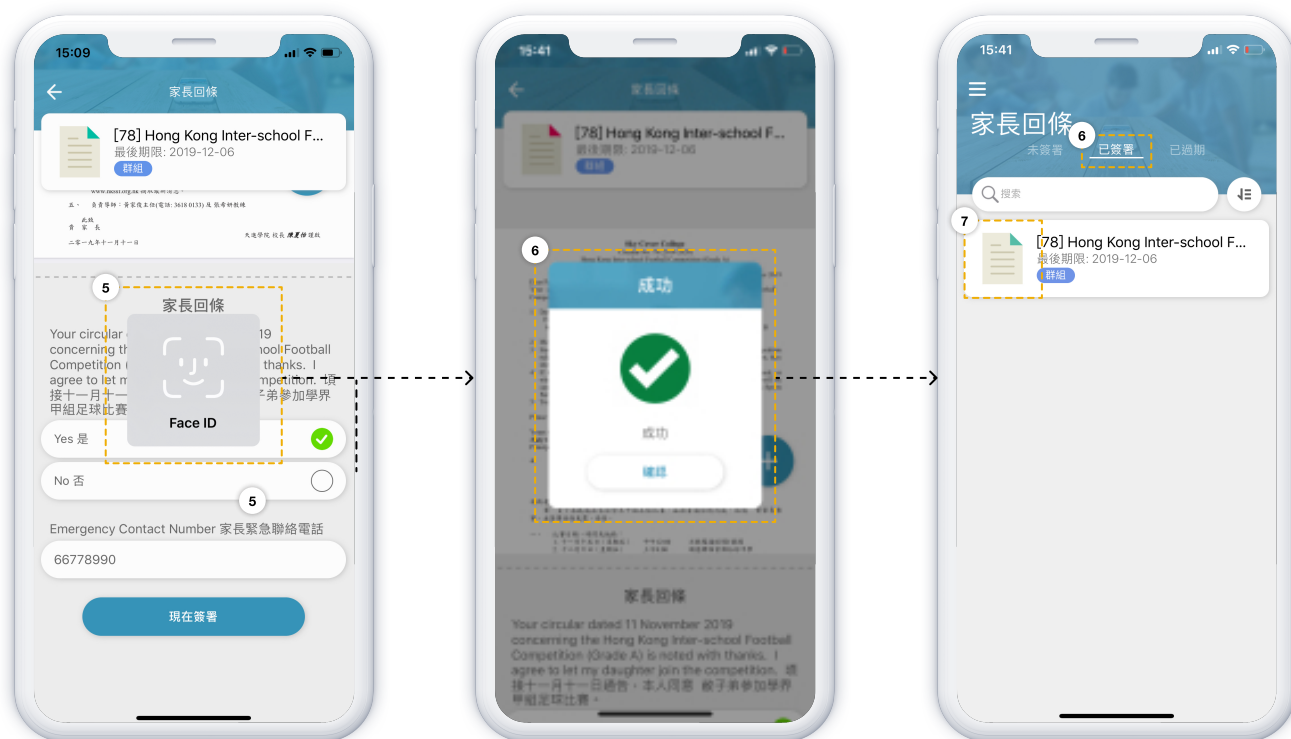
## Sign Reply Slip



- 1 Access Reply Slip function page and press the “Unsigned” tag at the top.
- 2 Select Reply Slip
- 3 After reading the Reply Slip, scroll down, answer the questions.
- 4 Confirm the answers and press “Sign Now”

## 4

## Reply Slip



5

After success signing the reply slip, you will receive a “Success” pop up notice; Press “confirm”.

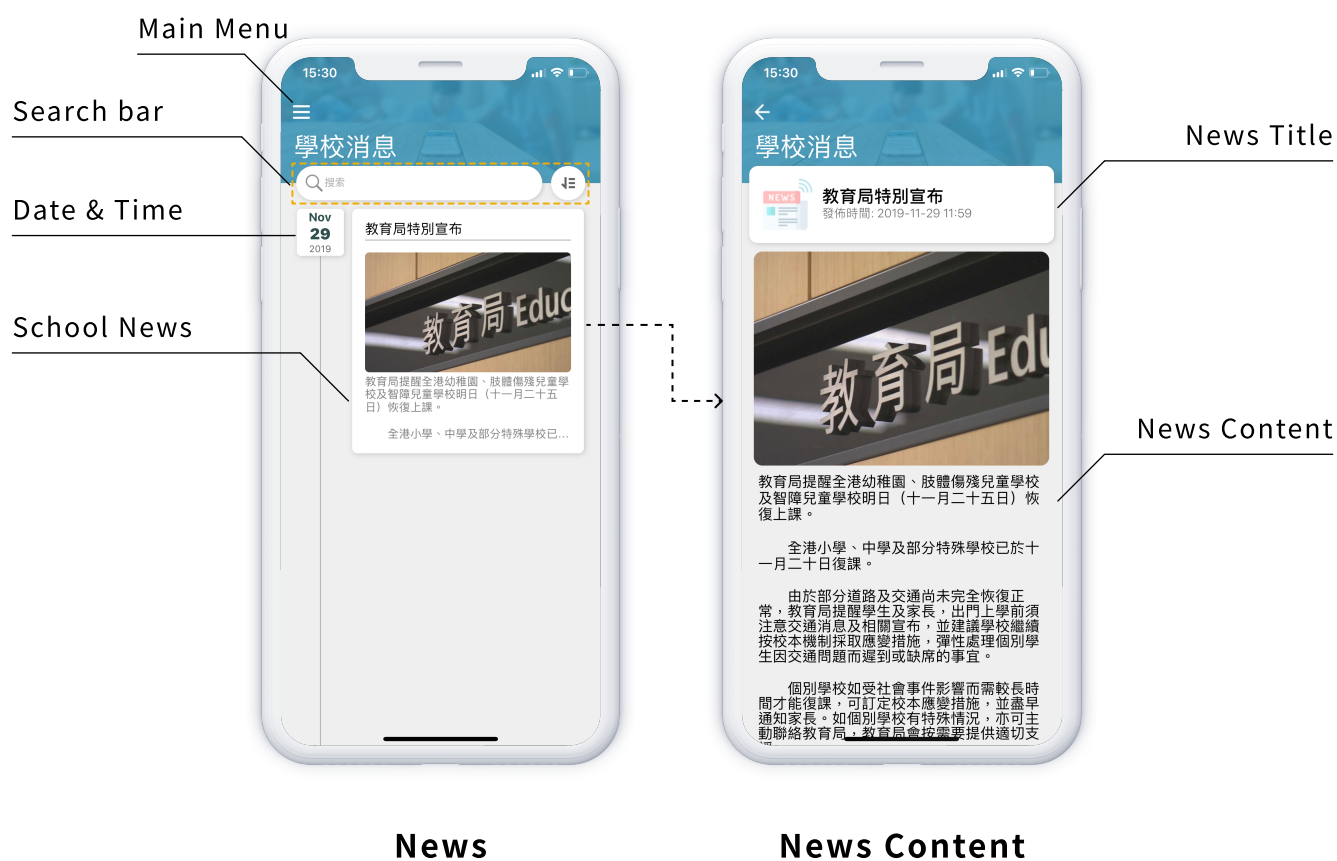
6

Reply Slip status will change to “Signed” and the colour of the signed reply slip will turn green.

## 5

## News

## News



User can access News function page in “Main Menu” or “Recommend functions” in the Main page.

### Search bar

Users can search all relevant news.

### Filter

Users can filter school news by its date & recipient.

### School News

School news sent by the school will be shown here. Click individual news to view relevant content.



