

程式使用教程 Apps User Guide

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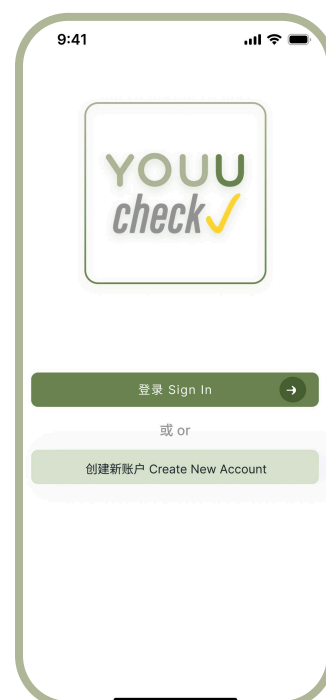
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1. 登录程式 Apps Registration

每个页面都会为您提供**分步骤**的填写空间。请务必阅读本應用程式的条款及细则

Each page will provide a **step-by-step** space for you to enter your information. Please remember to read our App's Terms and Conditions

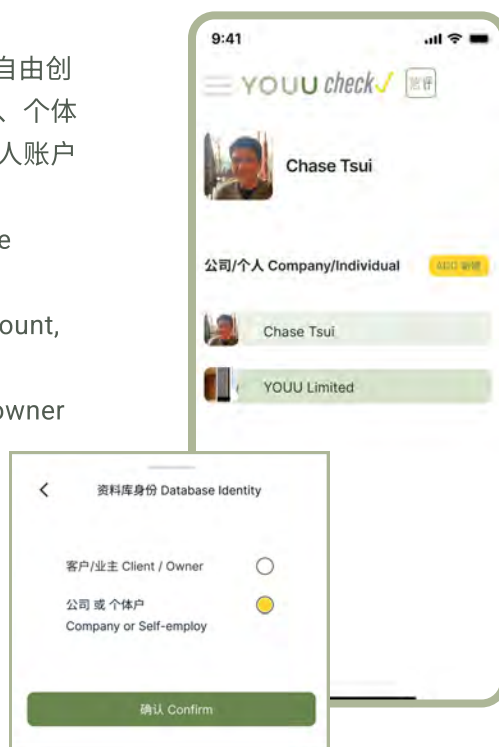


程式使用教程 Apps User Guide

1. 登录程式 Apps Registration

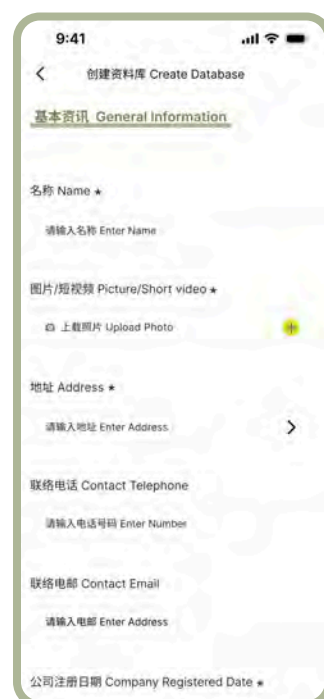
账户 - 在同一部手机上，用户可自由创建不同类型的账户，例如公司账户、个体户账户，以及作为业主或客户的个人账户

Account - On the same mobile device, users may freely set up accounts such as a company account, a sole proprietor account, and an individual account as a property owner or client



带「*」号的项目为必填。若资料不足，您的信息将会无法显示在资料库或评分榜中。

Fields marked with “*” are mandatory. If the information provided is insufficient, your profile will not appear in the database or rating list.

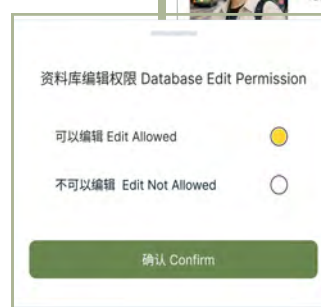


程式使用教程 Apps User Guide

1. 登录程式 Apps Registration

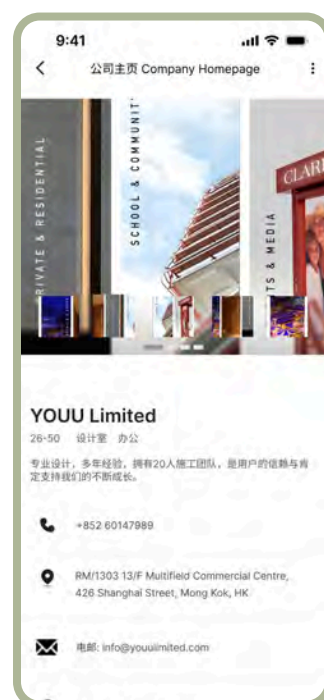
在创建公司账户**添加公司成员**时，请设定他们是否可在本平台编辑公司资料。建议为多名成员授予编辑权限，以应对人员变动的情况

When creating a company account, while **adding company members**, please specify whether they are allowed to edit the company profile within the platform. It is recommended to assign editing rights to more than one member to accommodate potential staff changes



创建公司资料后，公司资料页面将在**资料库评分榜**中向公众展示。账户拥有者也可随时在“我的资料库”中编辑相关内容

After creating the company profile, the company's page will be displayed to the public in the **Database Rating List**. The account owner may also edit the content at any time under “My Database.”

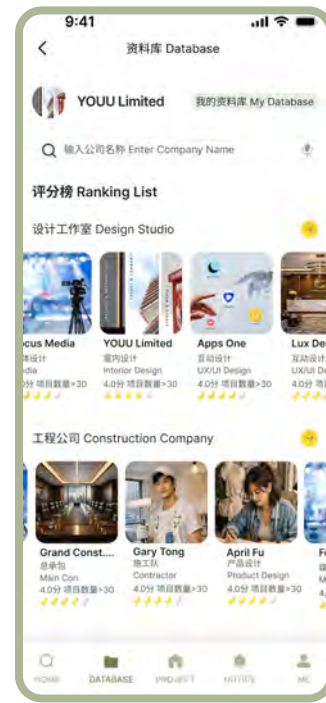


程式使用教程 Apps User Guide

2. 资料库评分榜 Database Ranking List

用户可**免费**在资料库中查看所有已登记的个体户或公司资料。当这些账户使用悠评进行项目管理并获得项目客户评分后，其评分资料将自动显示在排行榜中。

Users may view all registered sole proprietors or companies in the database **free of charge**. Once these accounts use YOUUcheck for project management and receive customer ratings, their evaluation profiles will automatically appear in the ranking list.



大众可以在此查看合适公司的**联系方式**；已登记用户可随时在“我的资料库”中更新公司资讯

The public can find the **contact** information of suitable companies here, while registered users may update their company details at any time under “My Database.”



程式使用教程 Apps User Guide

2. 资料库评分榜 Database Ranking List

公司评分详情将记录每个使用悠评进行管理工具的分数及客户评价。公司的总评分为多个项目评分的平均值。

The company ranking details record the scores and customer feedback from each project managed through YOUUcheck. The overall company rating is calculated as the average score of all completed projects



当项目完成并且客户提交**评价**后，所有相关资料（包括项目记录、客户评分、客户评论以及公司回复）都会自动存入用户的个人数据库，并向公众开放浏览。为确保客户与服务提供者双方的**公平性**，系统会同时展示客户的评价内容和公司的回应。

All project records, client **evaluations**, and company responses are stored in each user’s individual database once a project is completed. These records are publicly accessible, ensuring **transparency**.

To maintain **fairness** between clients and service providers, both the client’s comments and the company’s responses are displayed together.



程式使用教程 Apps User Guide

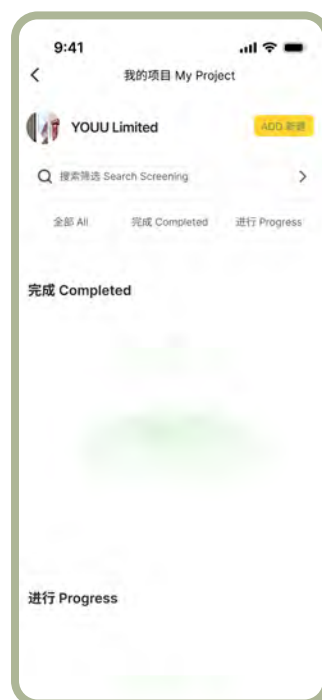
3. 我的项目_新建 My Project_ADD

开始时请**新建**“我的项目”。

“我的项目”是整个悠评项目管理的核心模块。模块内的日历、价目表和日志功能，使客户能够清晰了解项目的实时进展；同时，它也是一个集中平台，便于客户与服务团队进行沟通、调整，并对所有资料进行分类与记录，方便所有人随时查阅。

At the beginning, please **ADD** “My Project”.

“My Projects” is the core module of the YOUUcheck project management system. The built-in calendar, quotation list, and log functions enable clients to clearly understand real-time project progress. It also serves as a centralized platform that facilitates communication and adjustments between clients and service teams, while organizing and recording all project information for easy access by all parties



当新建项目时，首先输入基本资料。

本系统提供分步骤填写页面；带「*」号的项目为必填。若资料不足，您的信息可能无法显示在资料库或评分榜中。请留意并选择所有带有选项的项目；若填写资料不足，系统可能无法正常运作。

When creating a new project, first we fill the general information. The system provides step-by-step pages for entering your information. Fields marked with “*” are mandatory.

If the information provided is insufficient, your profile may not appear in the database or rating list. Please review and select all applicable options. If the required information is incomplete, the system may not function properly



程式使用教程 Apps User Guide

3. 我的项目_新建 My Project_ADD

第二步，用户需要填写“**管理详情**”。此部分用于定义客户与团队成员，并为每位成员设定管理级别。同时，用户可以选择录入初始报价与付款信息（非必填）。若未填写初始报价，系统将不会执行任何与报价相关的计算或更新服务。

Second, users are required to complete the **Management Details** section. This section defines the client and all team members, including their management levels. It also allows users to enter the initial quotation and payment information (optional). If the quotation is not entered, the system will not perform quotation-related calculation or update services during the project.

9:41

< 创建项目 Create Project

管理详情 Management Details

项目类型 Project Categories *

请选择类型 Choose Categories >

管理成员 Management Member *

上传资料 Upload Information

项目开始时间 Start Time *

请输入开始时间 Enter Start Time

项目完成时间 Completion Time *

请输入完成时间 Enter Completion Time

项目时间周期 Project Duration *

请选择权限 Choose Permission >

项目支付 Project Payment - 订金 Deposit

项目成员包括设计师、项目经理及各类助理人员，分别负责设计方案、整体项目统筹，以及项目与现场管理的沟通与协调工作。系统可为他们设定是否具备编辑或查看预算的**权限**。

Project members include Designers, Project Managers, and various Assistants. They are responsible for design development, overall project coordination, and communication for on-site project management. The system allows you to configure whether they have the **permission** to edit “My Project” page or view the project budget.

9:41

< 管理成员 Management Member

管理成员 Management Member

名称 Name *

请输入名称 Enter Name

“悠评” 程式号码 YOUUcheck ID No. *

请输入号码 Enter ID No.

职位名称 Title *

请输入名称 Enter Name

“悠评”用户权限 YOUUcheck User Permission *

请选择权限 Choose Permission >

资料库编辑权限 Database Edit Permission

可以编辑 Edit Allowed



不可以编辑 Edit Not Allowed



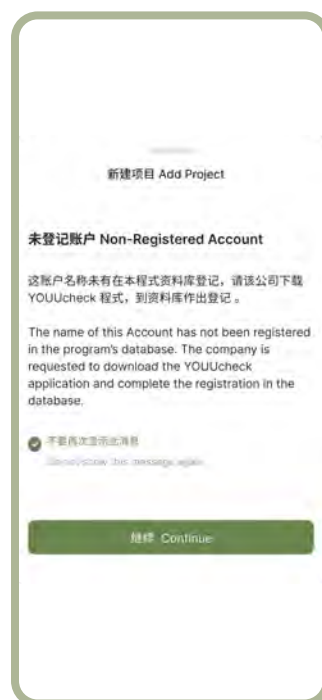
确认 Confirm

程式使用教程 Apps User Guide

3. 我的项目_新建 My Project_ADD

所有项目成员都必须事先在“悠评”数据库中完成**注册**。未注册的人员无法使用本在线项目管理工具。此项设置旨在确保客户能够对所有参与服务的人员进行评价。

All project members must be **registered** in the YOUUcheck database. Unregistered individuals cannot use the online project management system. This requirement ensures that clients can evaluate every service provider involved in their project.



项目周期可以在日历中通过不同的时间套餐进行设置。系统会根据所选的时间套餐进行收费。收费方式按每个**独立**个案处理，为用户在管理和记录个人项目时提供最大的灵活性与透明度。

Project duration can be configured in the calendar using different time-period packages. The automated online project management system charges according to the selected package. All fees are calculated on a

case-by-case basis, giving users maximum flexibility and transparency when managing and recording their individual projects.



程式使用教程 Apps User Guide

3. 我的项目_新建 My Project_ADD

“项目详情”是每个项目的主要内容。系统将项目分为两个层级：上层的**“种类”**以及每个种类下的前线**“任务”**。系统会自动计算每个任务的报价金额，并同步更新整体报价。这样的结构让用户能够以更有条理的方式管理项目，并可通过选择合适的类别、日历中的时间段以及即时更新的报价，快速进入项目的具体信息。

Project Details form the core structure of each project. The system organizes the project into two levels: a higher-level **“Items”** category and the front-line **“Tasks”** contained within each item. The system automatically calculates the quotation amount for each task and updates the overall quotation accordingly. This structure allows users to manage their projects in an organized manner and quickly access specific information by selecting the appropriate categories, time periods in the calendar, and viewing the instant quotation updates.

在此页面中，您需要为每个种类选择指定的类型，并设置负责执行该项目的任务成员，此设置将作为项目完成后客户**评价的依据**。完成后按“下一步”，系统将进入任务详情页面，您可以在其中填写每个种类下各任务的具体内容。

Here, you will select the designated category for each item and assign the appropriate task members to carry out the work. This assignment serves as the **basis for the client's evaluation** once the work is completed. After completing this step and pressing “Next,” you will enter the Task Details page, where you can record the specific details of each task under its corresponding item.

The screenshot shows the 'Create Project' app interface. At the top, it says '创建项目 Create Project'. Below that is the '项目详情 Project Details' section. The form includes fields for '报价种类 Quotation Items' (with an 'Upload Information' button), '项目图片/短视频 Picture/Short Video' (with an 'Upload Picture' button), '项目文件 Project Document' (with an 'Upload Picture' button), '设定密码 Password' (with a password strength indicator), and '确认密码 Confirm Password'. At the bottom, there is a checkbox for '我已阅读用户条款和隐私协议 Read the User Agreement'.

The screenshot shows the 'Quotation Items' app interface. At the top, it says '报价种类 Quotation Items'. Below that is the '报价种类 Quotation Items' section. The form includes fields for '种类类型 Item Type' (with an 'ADD 新建' button), '种类内用 Item Content' (with a 'Enter Content' button), '种类编号 Item Number 1,2,3.....' (with an 'Enter ID No.' button), and '任务成员 Task Member' (with an 'Upload Information' button).

3. 我的项目_新建 My Project_ADD

每个任务都必须指派给**任务成员**
(施工队) 以便系统记录。任务成员无法查看项目的整体报价，也不能查看任何不属于其工作范围的任务。他们的“查看价格权限”仅限于自己负责的任务所对应的报价金额。

Each task must be assigned to **Task Member (Contractor)** for logging and accountability. Task Members cannot view the project quotation or any tasks outside their assigned scope of work. Their price-viewing permission is strictly limited to the quotation amount related to the tasks they are responsible for.

The image shows two overlapping mobile app screens. The background screen is titled '任务成员 Task Member' and contains the following fields: '名称 Name *' with a text input '请输入名称 Enter Name'; '“悠评” 程式号码 YOUUcheck ID No. *' with a text input '请输入号码 Enter ID No.'; '职位名称 Title *' with a text input '请输入名称 Enter Name'; and '“悠评”用户权限 YOUUcheck User Permission *' with a dropdown menu '请选择权限 Choose Permission' and a right arrow. Overlaid on this is a smaller dialog box titled '任务成员 Management Member'. It contains the section '检视任务价格权限 View Task's Price Permission' with two radio button options: '可以检视 View Allowed' (selected) and '不可以检视 View Not Allowed'. At the bottom of the dialog is a green button labeled '确认 Confirm'. A large yellow checkmark is drawn to the right of the dialog box.

在此页面中，您可以在其中填写每个种类下的各项任务的具体内容。**系统会自动将任务报价相加**，放进种类展示。

In this page, you can enter the detailed content of each task under every project item. The system will **automatically sum up the task quotation amounts** and display them under the corresponding category.

The image shows a mobile app screen titled '1. 拆除工程 Demolition'. It contains the following fields: '任务编号 Task Number 1.1, 1.2, 1.3..... *' with a text input '请输入号码 Enter ID No.'; '开始时间 Start Time *' with a text input '请输入开始时间 Enter Start Time' and a calendar icon; '项目完成时间 Completion Time *' with a text input '请输入完成时间 Enter Completion Time' and a calendar icon; '任务报价 Task Budget' with a text input '请输入报价 Enter Budget'; and '任务内容 Task Content' with a large text area '请输入内容 Enter Content'.

3. 我的项目_新建 My Project_ADD

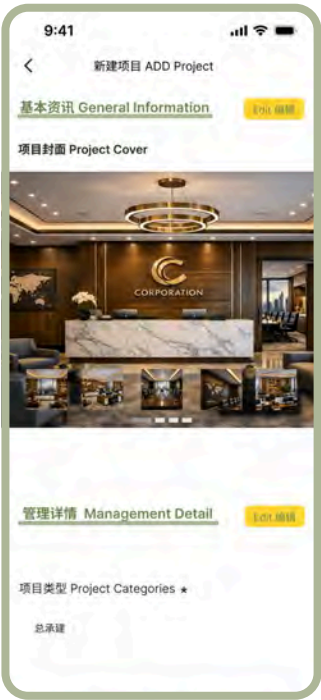
当用户填写完所有必需的项目资料后，系统会引导用户使用“悠币”(代币) 来支持项目的使用周期。Tickens 可通过本网站的付款系统取得。

After all required information has been completed, the system will prompt the user to apply their **Tickens** (tokens) to support the project duration of the project management tool. Tickens can be obtained through our website's payment system.



当“悠币”(代币) 成功验证后，系统会进入“整理页面”，让用户进行**最终检查与编辑**。提交此页面后，“我的项目”主页面便会生成，供项目团队查看与管理。所有在“新建”阶段填写的原始资料都会被完整保留；任何新的修改都会被标示为“修订项目”，并与原始项目并列显示，方便对照查看。

After the Ticken is successfully verified, the system will display an Organized Page for users to **review and make final edits**. Once this page is submitted, the “My Project” main page is generated and becomes accessible to the project team for viewing and management. All original information entered during the ADD process will be preserved as records, while any new amendments will be marked as Revised Items and clearly displayed side-by-side with the original entries for comparison.



4. 我的项目 My Project

“我的项目”主页面是所有已注册团队成员进入项目时的首个页面。其主要功能包括：显示项目期间进度与变更的**项目日历**、即时更新并与原始报价对比的**报价金额**，以及由前线工作人员更新的**工作日记**。这些功能共同构成一个沟通平台，提供清晰整理的讯息与已上传的项目资料，方便客户与服务团队随时查阅。

The “My Project” main page is the landing page for all registered team members whenever they check in to the project. Its key features include a project **calendar** that displays progress and changes throughout the project period, an instantly updated **quotation** amount compared with the original quotation, and a **Working Diary** updated by front-line workers. Together, these functions serve as a unified communication platform, providing clearly organized messages and uploaded project information that both the client and service team can access at any time.



4. 我的项目 My Project

当任何任务的日期发生变更时，系统中的日历会自动更新。日历会以清晰、整齐的方式显示在指定时间范围内的所有任务，让用户能够**轻松查看**项目在某一天的具体情况。

Whenever the date of any task is changed, the calendar will update automatically. The calendar displays all tasks within a selected time period in a clear and organized manner, allowing users to **easily view** what is happening in the project on any specific date.



在展开“我的项目”主页面时，用户可以清楚查看所有项目种类及其对应的任务详情。拥有编辑权限的用户可随时修订内容，以更新项目进度。此结构让项目资料保持**透明、有序且易于管理**。

When expanding the “My Project” main page, users can clearly view all Items and their corresponding Task details. Users with edit permissions may update the content to reflect the latest project progress. This structured layout ensures that project information remains **transparent, organized**, and **easy to manage**.



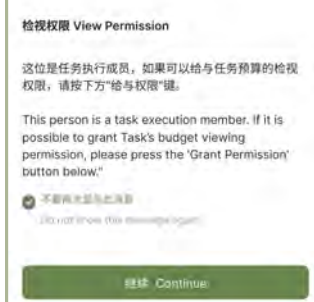
4. 我的项目 My Project

工作日记记录项目过程中所有参与方的沟通讯息、照片与文件，并按照项目种类与时间清晰分类。不同于市面上传统沟通平台难以搜索历史记录的情况，“悠评”工作日志提供一个**清晰、有序、易于搜索**的沟通平台，全面满足用户的沟通需求。

The Work Diary records all communication messages, photos, and documents exchanged by all parties throughout the entire project. All entries are clearly categorized by their corresponding items and time. Unlike traditional communication platforms where searching past records can be difficult, the YOUUcheck Work Diary provides a **clear, well-organized,** and **easy-to-search** platform that fully supports users' communication needs.

每个任务都必须指派给任务成员 (施工队) 以便系统记录。任务成员可以上载工作日志但无法查看项目的整体报价，也不能查看任何不属于其工作范围的任务。他们的“查看价格权限”仅限于自己负责的任务所对应的报价金额。

Each task must be assigned to Task Member (Contractor) for logging and accountability. Task Members can upload Work Diary but cannot view the project quotation or any tasks outside their assigned scope of work. Their price-viewing permission is strictly limited to the quotation amount related to the tasks they are responsible for.



4. 我的项目 My Project

当单项任务完成后，系统会自动生成该任务的评价表，确保整个项目过程中拥有清晰、结构化的评价流程。项目全部完成后，系统会向客户发出最终评价表，让客户对整个项目的整体表现进行评分。所有评分将自动写

入悠评数据库，无需人工输入，实行**透明、公平与资料完整性**。系统亦设有服务提供者回应区，让服务团队对客户的评价与评分作出回应，使公众能够清楚了解该项目的完整经过。

Once a task is fully completed, the system automatically generates an individual Task Evaluation Sheet for the client. This ensures a clear and structured evaluation process throughout the project. When the entire project is finished, the system issues a Final Evaluation Sheet for the client to rate the overall performance of the project. All evaluation marks are saved directly into the YOUUcheck database without any manual

input, implement **transparency, fairness, and data integrity**. A dedicated response section is provided for the Service Provider to reply to the client's comments and evaluation marks, helping the general public clearly understand the full story behind this project.



项目完成
项目完成时，用户只需支付少量行政费用，“悠评”便可为其提供整个项目记录的 PDF 文件，内容包括：

- 时间线
- 报价单
- 每日记录
- 照片
- 最终评分

Completion
Upon project completion, users can obtain a PDF containing the full project record from YOUUcheck by paying a small administrative fee. This includes:

- Timeline
- Quotations
- Daily records
- Photos
- Final evaluation

