

CIE&HeXie Admin Hub

Case Providing Department: CIE and HeXie Professional Services

Supported by LM

1. Background

1) Pain Points

The college's administrative and research support work has long relied on multiple Excel sheets, email records, and offline communication, resulting in dispersed data, inconsistent formats, and difficulties in generating effective summaries and statistics. Processes such as asset borrowing/return, timetable and attendance management, research project applications, and expert/company information collection all require manual maintenance and verification, which is error-prone and inefficient. Cross-functional data cannot be automatically linked; for example, timetables cannot support automatic attendance matching, funding project information is disconnected from faculty application records, and asset ledger updates depend on manual maintenance. Project reminders and asset return reminders are entirely manually sent via email, lacking timeliness and standardization.

2) Necessity

With increasing college operations, the original decentralized management model cannot support high-frequency tasks and cross-department collaboration. There is an urgent need for an integrated platform capable of consolidating data, standardizing workflows, and enabling automation and linkage. Digital reconstruction not only reduces manual workload but also improves operational transparency, accuracy, and traceability.

3) Overview of the Platform Architecture

Based on the XJTLU No-code Platform, CIE&HeXie Admin Hub has been built as a comprehensive digital system covering core modules including **Asset Management (Asset)**, **Timetable & Attendance (Timetable & Attendance)**, **Research Project Applications (External Funding)**, **Expert & Company Database (Expert & Company)**, **Space Reservation (Space)**, and **Eco Project Records (Eco Project)**.

The platform leverages forms, aggregate tables, data factories, dashboards, and intelligent assistants to achieve data integration, workflow automation, cross-module synchronization, and project/asset reminders. It restructures previously scattered personal documents into a unified, maintainable, auto-computable, and real-time updatable college-level data foundation, significantly enhancing administrative and

research support efficiency and achieving standardized, integrated digital management for the college.

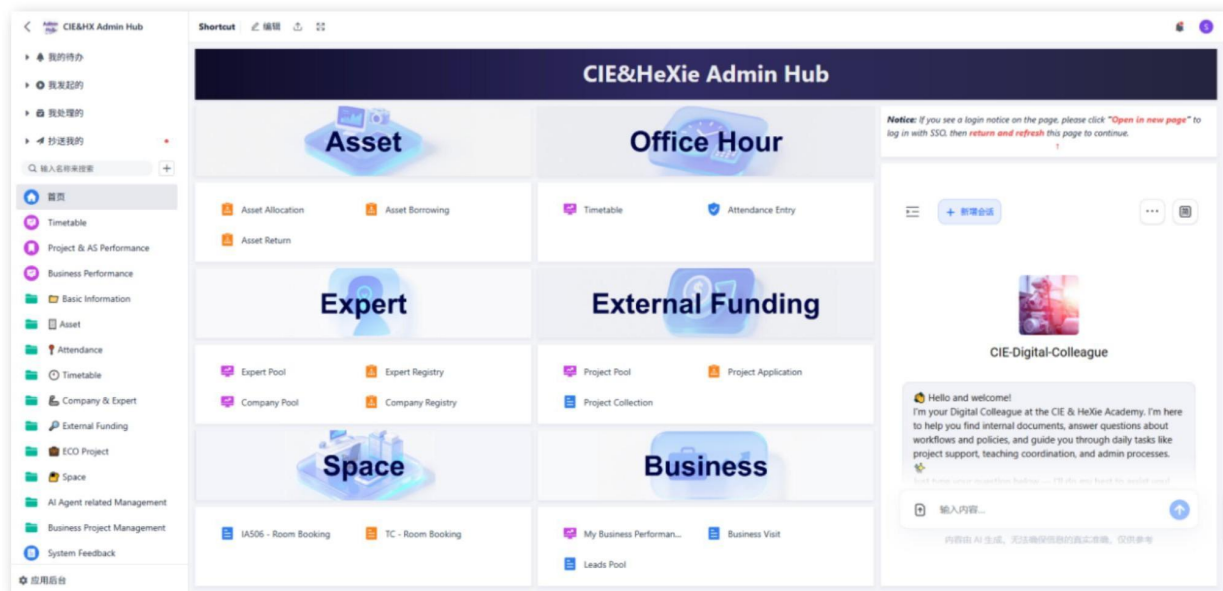


Figure 9 CIE&HeXie Admin Hub homepage and module access points

2. Solutions

1) Overall Architecture

Using a “Data Forms + Automated Workflow + Intelligent Assistant + Data Factory + Dashboard Visualization” structure, the platform automates the full process from data collection and circulation to statistical display.

Each module’s data is entered via forms and integrated, linked, and calculated in the background via the Data Factory. Aggregate tables handle real-time computation needs such as asset inventory and

summary aggregation. The Intelligent Assistant executes automated logic, triggering cross-module data synchronization, table transposition, email reminders, and inter-application updates. Results are visualized on dashboards, allowing management and faculty to view the latest data.

Platform Technical Architecture Logic:

- **Form Layer:** Data entry and query (staff information, assets, projects, space, etc.).
- **Logic Layer:** Computation, integration, and transposition via Data Factory and aggregate tables.
- **Automation Layer:** Cross-module triggers, email reminders, and data push via Intelligent Assistant.
- **Display Layer:** Real-time summaries visualized on dashboards.

2) Description of Special Components

- **Aggregate Tables:** Used for real-time computation of dynamic data such as inventory and staff fixed asset allocation. Inventory increases/decreases in the Asset module are automatically generated via aggregate tables without manual maintenance.
- **Intelligent Assistant:** Handles automated system logic, including sending return reminders after asset borrowing, pushing

notifications for new research projects, and generating weekly attendance reports.

- **Data Factory:** Integrates and calculates multiple tables. By linking timetables, academic calendars, perpetual calendars, and office hours, it enables correlated displays of courses, attendance, and time information.

3) Functional Module Overview

CIE&HeXie Admin Hub consists of multiple modules built around core college operations, covering administrative management, research support, enterprise collaboration, and space operations. Based on a two-dimensional table structure, the platform uses forms, aggregate tables, automated workflows, and data factories for cross-module linkage. Each module can operate independently while collaborating in broader business scenarios.

4) Basic Information

The Basic Information module contains foundational forms supporting other modules' form construction and linkage.

It includes a complete staff profile database, with fields such as name, group, position, phone, email, office, and CV link, ensuring all modules use a unified personnel information source.

Two time systems are integrated: **Academic Calendar** and **Date-Weekday Calendar**. The Academic Calendar covers AY2425 and AY2526 academic years with week/month/date mapping, while the Date-Weekday Calendar records daily date-weekday mapping. These systems support timetable and attendance, enabling automated time calculations.

Name(E)	Name(C)	Position	Tel	E-mail	Office	Title	Link	Personal Profile	Research inter
Jianan Kong	孔佳南	Academic	8188	Jianan.Kong@xjtu.e...		Research Fellow	https://scholar.xjtu...	*Ph.D. in Managem...	*HeXie leader
Wim Coreynen	Wim Coreynen	Academic	8816	Wim.Coreynen@xjtu...		Associate Professor	https://scholar.xjtu...	Dr. Wim Coreynen is...	
Yingying He	何颖颖	Academic	8188	Yingying.He@xjtu.e...		Assistant Professor	https://scholar.xjtu...	Dr. Yingying He hold...	

Academic Year	Semester	Year	Month	Week	Week Start Day	Week End Day
AV2526	S2	2026	August		2026-08-31	2026-09-06
AV2526	S2	2026	August		2026-08-24	2026-08-30
AV2526	S2	2026	August	Resit exam board	2026-08-17	2026-08-23
AV2526	S2	2026	August	Marking and moderation	2026-08-10	2026-08-16
AV2526	S2	2026	August	Resit examination	2026-08-03	2026-08-09
AV2526	S2	2026	July	Reading Week (rest)	2026-07-27	2026-08-02
AV2526	S2	2026	July	Reading Week (rest)	2026-07-20	2026-07-26
AV2526	S2	2026	July	Exam board	2026-07-13	2026-07-19
AV2526	S2	2026	July	Exam board	2026-07-06	2026-07-12
AV2526	S2	2026	June	Assessment moderation	2026-06-29	2026-07-05
AV2526	S2	2026	June	Assessment moderation	2026-06-22	2026-06-28
AV2526	S2	2026	June	Marking	2026-06-15	2026-06-21
AV2526	S2	2026	June	Examination days	2026-06-08	2026-06-14
AV2526	S2	2026	June	Reading Week	2026-06-01	2026-06-07
AV2526	S2	2026	May	Week 13	2026-05-25	2026-05-31
AV2526	S2	2026	May	Week 12	2026-05-18	2026-05-24
AV2526	S2	2026	May	Week 11	2026-05-11	2026-05-17
AV2526	S2	2026	May	Week 10	2026-05-04	2026-05-10
AV2526	S2	2026	April	Week 9	2026-04-27	2026-05-03
AV2426	S2	2024	April	Week 8	2024-04-20	2024-04-26

Date	Weekday	Week	Year
2026-08-19	3-Wednesday	Resit exam board	2026
2026-08-18	2-Tuesday	Resit exam board	2026
2026-08-17	1-Monday	Resit exam board	2026
2026-08-16	Sunday		2026
2026-08-15	Saturday		2026
2026-08-14	5-Friday	Marking and moder...	2026
2026-08-13	4-Thursday	Marking and moder...	2026
2026-08-12	3-Wednesday	Marking and moder...	2026
2026-08-11	2-Tuesday	Marking and moder...	2026
2026-08-10	1-Monday	Marking and moder...	2026
2026-08-09	Sunday		2026
2026-08-08	Saturday		2026
2026-08-07	5-Friday	Resit examination	2026
2026-08-06	4-Thursday	Resit examination	2026
2026-08-05	3-Wednesday	Resit examination	2026
2026-08-04	2-Tuesday	Resit examination	2026
2026-08-03	1-Monday	Resit examination	2026
2026-08-02	Sunday		2026
2026-08-01	Saturday		2026
2026-07-31	5-Friday	Reading Week (rest)	2026

Figure 10 Academic Calendar, Date-Weekday Calendar, Staff Profiles

5) Asset

The Asset module manages the full lifecycle from application to return, including four forms: **Asset Borrowing Request**, **Asset Allocation Request**, **Asset Return Request**, and **Ledger**.

- Borrowing is for short-term assets requiring return (e.g., cameras, voice recorders, laptops), with users filling in estimated return dates.
- Allocation is for long-term use, not requiring immediate return (e.g., desktops, HDDs, books, postcards, brochures).

Approval involves at least one level: first by **Asset Administrator**, then optionally by **Administrative Manager**, and finally **Dean** if escalated.

Approval outcomes are cc'd to the applicant.

Please Note
 Asset Borrowing: For short-term borrowing of assets, such as cameras, voice recorders, laptops, etc. *If you need long-term use without return, please submit an **Asset Allocation Request**. If you need to return assets, please submit **Asset Return Request**.*
 借用资产：用于短期借用需归还的资产，如照相机、录音笔、笔记本电脑等。*如需长期使用，请填写借用申请。如需归还资产，请填写归还申请。*

Asset Borrowing Request 固定资产借用申请

Borrowing Request Code 借用申请编号
 自动生成无需填写

***Request Date 申请日期**
 2025-11-18

***Applicant 申请人**
 Shuang.Wei

***Department 所在部门**
 College of Industry-Entrepreneurs and HeXie Manage

Details 借用明细
 Note: The same asset (with the same Asset Code) may not be selected multiple times.
 提示：同一编号资产请勿多次选择。

Asset Borrowing 借用资产

#	Select Asset 选择资产	* Asset Code 资产编号	* Asset Name 资产名称	Specification 规格型号	* Asset State 资产状态	* Current Stock Quantity 当前库存数量	* Borrowing Quantity 借用数量	* Start Date 开始时间	* Expected Return Date 预计归还时间	* Request Reason 申请原因
1	<input type="text"/>	暂无内容	暂无内容	暂无内容	暂无内容	暂无内容	<input type="text"/>	2025-11-18	<input type="text"/>	<input type="text"/>

+ 添加

Admin Approval 管理员审批

Approval Result 管理员审批结果
 注意：绝绝对直接关闭流程；若需要申请人修改内容，请选择同意并点击回退（可填写意见）；若需升级审批则选择转到下一级。
 暂无内容

Approval Time 管理员审批时间
 暂无内容

Figure 11 Asset Borrowing Form

After approval, Intelligent Assistant extracts information to create single-level **Asset Return Reminder** forms. The day before the expected return, reminders are sent to borrowers automatically.

Asset Borrowing 借用资产														
Borrowing Request Code 借用...	Request Date 申请日期	Applicant 申请人	Asset Code 资产编号	Asset Name 资产名称	Asset Category 资产类别	Specification 规格型号	Unit 单位	Asset State 资产状态	Current Stock Quantity 当前...	Borrowing Quantity 借用数量	Stock After Borrowing 借后库存数量	Start Date 开始时间	Expected Return Date 预计归还时间	
ZCLY2025...	2025-11-12	Shuang.Wei	GDZC00019	激光翻页笔	电子设备及...		支	正常在库	3	1	2	2025-11-12	2025-11-17	
			GDZC00023	绿联多功能...	电子设备及...		个	正常在库	3	1	2	2025-11-12	2025-11-17	
			GDZC00132	桌布	文具		张	正常在库	44	2	42	2025-11-12	2025-11-17	
			GDZC00116	透明席卡	文具		个	正常在库	19	19	0	2025-11-12	2025-11-17	

Borrowing Request Code 借用申请编号	Request Date 申请日期	Applicant 申请人	Asset Code 资产编号	Asset Category 资产类别	Asset Name 资产名称	Specification 规格型号	Unit 单位	Asset State 资产状态	Current Stock Quantity 当前...	Borrowing Quantity 借用数量	Stock After Borrowing 借后库存数量	Start Date 开始时间	Expected Return Date 预计归还时间
ZCLY202511...	2025-11-12	Shuang.Wei	GDZC00116	文具	透明席卡		个	正常在库	19	19	0	2025-11-12 ...	2025-11-17 00
ZCLY202511...	2025-11-12	Shuang.Wei	GDZC00132	文具	桌布		张	正常在库	44	2	42	2025-11-12 ...	2025-11-17 00
ZCLY202511...	2025-11-12	Shuang.Wei	GDZC00023	电子设...	绿联多功能...		个	正常在库	3	1	2	2025-11-12 ...	2025-11-17 00
ZCLY202511...	2025-11-12	Shuang.Wei	GDZC00019	电子设...	激光翻页笔		支	正常在库	3	1	2	2025-11-12 ...	2025-11-17 00

Figure 12 Asset Borrowing → Asset Return Reminder

Aggregate tables calculate total assets due for return and support “multiple borrow/allocation → consolidated return” operations. Users can return multiple borrowed assets at once via the **Asset Return Request** form.

Form submissions automatically update ledger data in real time, tracking inventory adjustments and historical operations (date, quantity change, reason).

Asset Code 固定资产编号	Asset Category 资产类别	Asset Name 资产名称	Specification 规格型号	Unit 单位	Initial Stock Quantity 初库存数量	Current Stock Quantity 当前库存数量	Location / User 所在位置/使用人	Asset State 资产状态	Image 图片	Asset Registration Number (GJTLJ) 学校 登记资产编号	Stock-in Record 入库记录	Stock-out Record 出库记录	Remark 备注
<input type="checkbox"/>	GDZC00184	文创及书籍	西浦马坐教玩偶	个				正常在库			20250606-5 20251113+15		
<input type="checkbox"/>	GDZC00183	文创及书籍	中心楼毛绒玩偶	个				正常在库			20251113+5		
<input type="checkbox"/>	GDZC00182	文创及书籍	复古西浦熊挂件	个				正常在库			20251113+15		
<input type="checkbox"/>	GDZC00181	文创及书籍	商务笔记本套装	套				正常在库			20251113+5		
<input type="checkbox"/>	GDZC00180	文创及书籍	博得船长手机挂绳	个				正常在库			20251113+8		
<input type="checkbox"/>	GDZC00179	文创及书籍	西浦旅行双肩包	个				正常在库			20251113+2		
<input type="checkbox"/>	GDZC00178	文创及书籍	纸牌 (CIE周边产品)	个				正常在库			20251016-500	20251021-4 20251029-3	
<input type="checkbox"/>	GDZC00177	文创及书籍	西浦周边产品	个				正常在库					

Figure 13 Asset Ledger Form

Dashboards visualize inventory changes, in/out trends, and personal borrowing status.

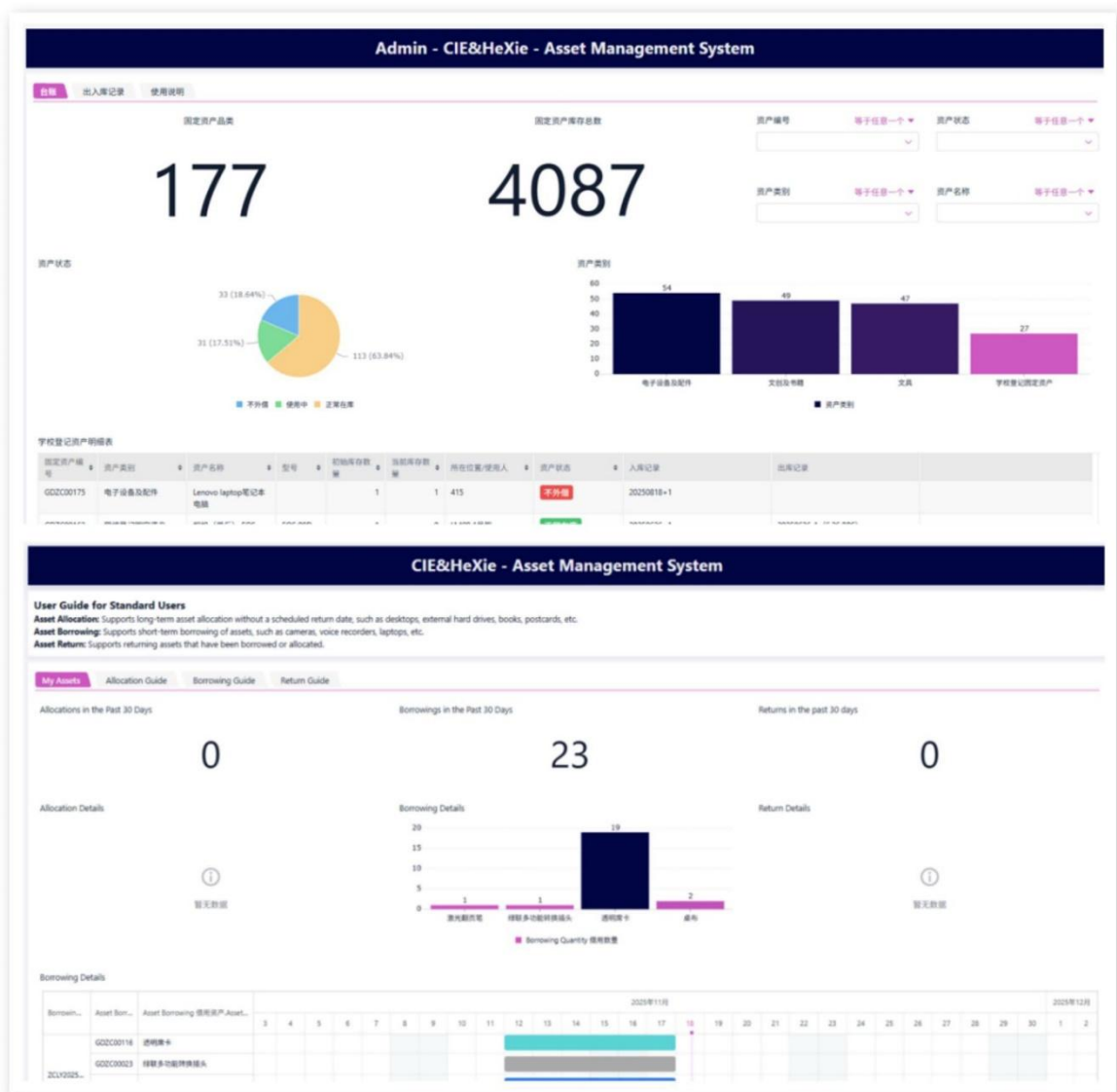


Figure 14 Admin Asset Dashboard, User Asset Dashboard

6) Timetable

The Timetable module integrates faculty office hours and course schedules. Data Factory generates weekly and daily views by faculty, linking timetables, academic and perpetual calendars, and office hours. Dashboards support multi-condition filtering by faculty, date, week, weekday, course, and time.

Quick Filter

Today Morning SIP

This Week Afternoon TC

Lecturers 等于任意一个 Date 等于 Week 等于任意一个

Module 等于任意一个 Teaching Time 等于任意一个 Weekday 等于任意一个

Timetable AS Office Hour PS Duty Roster in TC TC Room List

If you need to make any changes to your office hours, please email Xianchang.Yu@xjtu.edu.cn and cc Zhihong.Li@xjtu.edu.cn at least **one day** in advance.

AY2526 S1

Week	Weekday	Date	Session	Teaching Time	Lecturers	Module Code	Module Name	Role	Room No.	Office Hour
1	1-Monday	2025-09-08	Morning	9:00 - 11:00	Qingwei Wang	HXA408TC	Interdisciplinary Perspectives on Ageing	Module Leader	TC-A-2011	TC 11:00 - 13:00, 15:00 - 16:00
1	1-Monday	2025-09-08	Morning	9:00 - 11:00	Chengyu Wang	MTH128 (SIP)	Bridging Math, Physics, and Entrepreneurship	Coordinator, Instructor for Lecture	SIP-MA-216	SIP 13:30 - 16:30
1	1-Monday	2025-09-08	Morning	9:00 - 13:00	Bo Fang	HXA404TC	Intelligent HRM: Strategy and Practice	Module Leader	TC-B-3047	TC 13:00 - 16:00
1	1-Monday	2025-09-08	Morning	11:00 - 13:00	Furong Jia	MTH128 (SIP)	Bridging Math, Physics, and Entrepreneurship	Instructor for Lecture	SIP-MA-216	SIP 13:00 - 16:00
1	1-Monday	2025-09-08	Afternoon	13:00 - 15:00	Qingwei Wang	HXA408TC	Interdisciplinary Perspectives on Ageing	Module Leader	TC-A-2011	TC 11:00 - 13:00, 15:00 - 16:00
1	1-Monday	2025-09-08	Afternoon	14:00 - 16:00	Gangmin Li	MTH128 (SIP)	Bridging Math, Physics, and Entrepreneurship	Instructor for Lecture	SIP-MA-216	
1	2-Tuesday	2025-09-09	Morning	9:00 - 13:00	Bo Fang	HXA404TC	Intelligent HRM: Strategy and Practice	Module Leader	TC-B-3047	TC 13:00 - 16:00
1	2-Tuesday	2025-09-09	Morning	9:00 - 13:00	Qingwei Wang	HXA408TC	Interdisciplinary Perspectives on Ageing	Module Leader	TC-A-2011	TC 13:00 - 16:00

Figure 15 Timetable Dashboard

1. Attendance

The Attendance module supports daily administrative staff attendance recording and summary. Linked to Timetable, selected weeks/dates auto-display staff schedule for attendance. Intelligent Assistant aggregates daily records into weekly summaries, updating the attendance view.

8) Expert & Company

The Expert & Company module builds **Expert Pool** and **Company Pool** databases for external collaborations, internships, lectures, and projects. Dashboards enable quick search and export of records.

Expert Registry

Expertise 专业领域 等于任意一个 添加筛选值

Province/City 所在省份/城市 包含

Language 可授课语言 同时包含

Expert Type 专家类型 同时包含

Expert Pool

Expertise 专业领域	Expert Name 专家姓名	Expert Type 专家类型	Affiliation 所属机构	Title 职位	Education 学历	Language 可授课语言	Province/City 所在省份/城市	Liaison 对接人	Attachment 附件	Note 备注
3 宗教社会学、跨国移民、海湾地区华人研究、中国与中东关系、中国软实力、以及数字货币文化		MEM-IA			PHD	English, Chinese				
4 Healthcare and Aging					PH.D.	English	Beijing			
5 法律 康养				主任	PHD	English				Jin Jing is a C School of the specializing in governance r operation of Guest Lectur HKA4107C
6 家族财富 金融				合伙人		English				Guest Lectur
7					PHD	English				Supervisor of GD Branch C Securities Ltd Senior Manag Institutions, C CTIC Bank, Economist, L Ltd., London, Research Ass of the People London

Figure 16 Expert Pool Dashboard

Figure 17 Expert Registry Form

9) External Funding

The External Funding module includes **Project Collection** and **Project Application**. Faculty can input projects, with fields covering status, source, category, funding, deadline, research field, and details link. Intelligent Assistant pushes new projects to **Funding Reminder** and emails faculty.

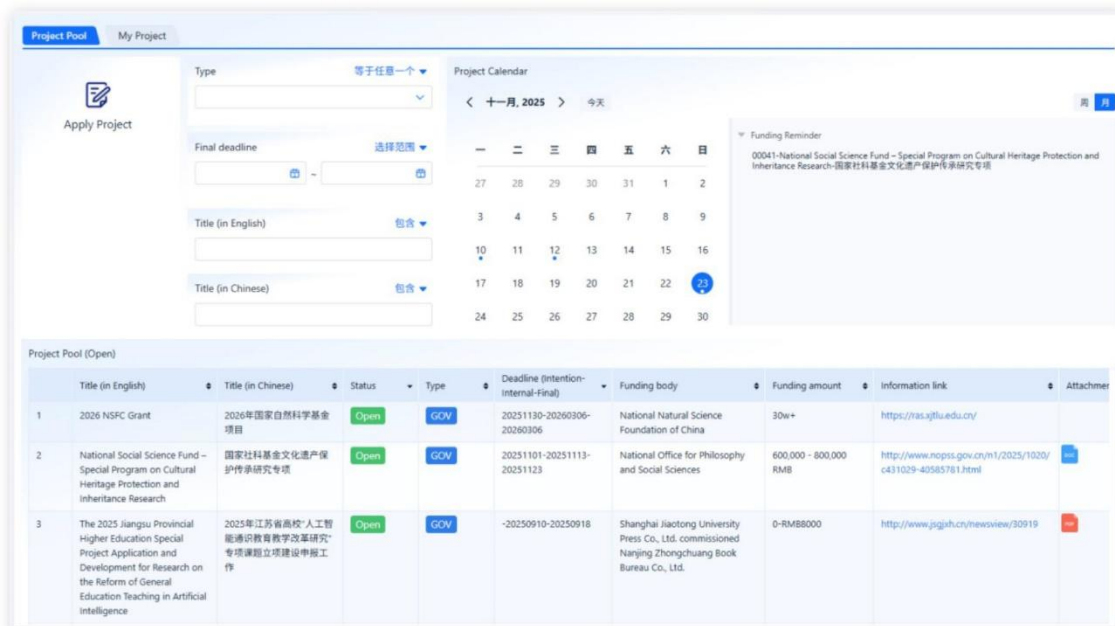


Figure 18 Project Dashboard

No.	Date	Applicant	Project Title (in English)	Project Title (in Chinese)	Source	Type	Internal Type	Title/Direction	Current Status	Participation Type	Member1	Member2	Member3	Member4
2025050	2025-11-11		Teaching Development Fund (TDF)	教学改革项目	Internal		RTF		Applied	Team			Shuang Wei	
2025013	2025-07-15		2025 Jiangsu Social Science Application Research Excellent Engineering Project	2025年度江苏省社科应用研究精品工程课题					Applied	Team	Shuang Wei			

Figure 19 Project Table

Projects link to the internal **Research Output Management System**, with automated cross-system data sync and deadline reminders. Dashboards show total projects, applicants, approval rate, and individual faculty participation.

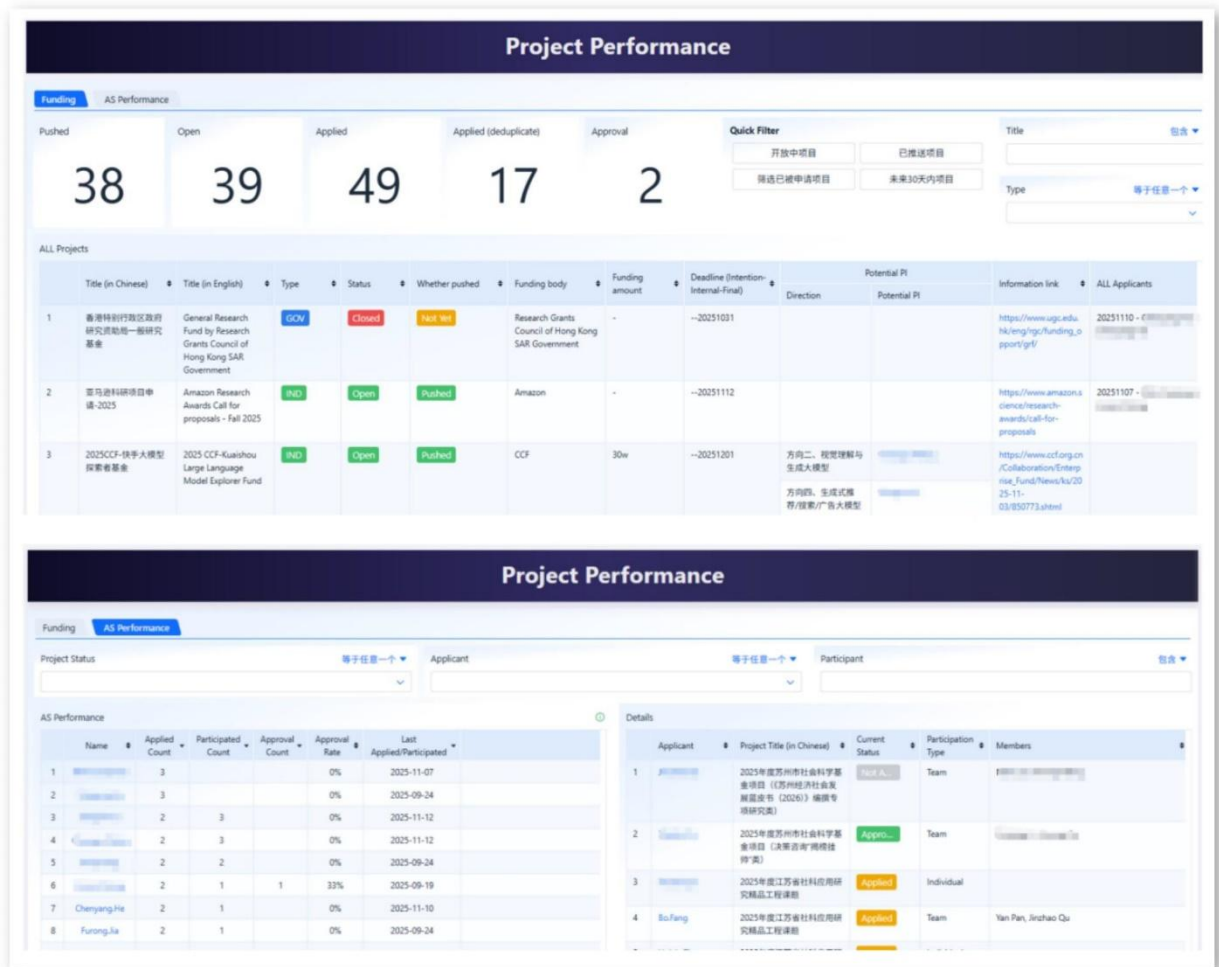


Figure 20 Research Activity Dashboard

10) Space

The Space module records TC Meeting Room and IA506 usage, automatically checking conflicts for efficient resource planning.

Figure 21 Space Reservation Form

11) Additional Supporting Features

- **CIE Digital Colleague:** AI assistant built on XIPU AI Agent Platform embedded on homepage for natural language queries.
- **Collaboration & Consultation Registry:** External consultations input via digital colleague, recorded directly in backend forms.
- **Feedback:** Collects user feedback on bugs, experience, functionality improvements, new feature requests, and other comments.

Collaboration & Consultation Registry

Welcome to the Collaboration Intention Registry! If you are interested in exploring collaboration with us — such as in joint research, talent development, in touch with you shortly. Thank you for your interest and support!

欢迎填写合作意向登记表！如果您希望与我们在联合研究、人才培养、企业课题、赛事活动等方面开展合作，请填写以下信息，我们将尽快与您取得联系。感谢！

*Name 姓名

*Organization Name 所属单位名称

*Organization Type 单位类型

*Title 职位

*Industry/Field 所属行业或领域

*Province/City 所在省份/城市
If based in another country or region, please specify the name. 若在其他国家或地区，请填写其名称。

*Previous collaboration with XJTU? 是否已与西浦有合作经历?
 Yes 是 No 否 Not sure 不确定

*Phone 联系电话

Email 邮箱

*Brief Description of Intended Collaboration 合作意向简述
Please briefly describe your intended collaboration to help us understand your needs and arrange follow-up accordingly. 请您简要说明希望开展的合作内容或方向，方便我们更好地了解您的需求并安排后续对接。

Figure 22 Supporting Features

For system feedback and suggestions, please contact Shuang Wei or fill out the form below. Thank you :)
系统意见和建议请联系Shuang Wei, 或者填写下方表单, 谢谢:)

Details 意见详情

Feedback Number 意见反馈编号
Auto-generated
自动生成无需填写

***Feedback Provider 反馈人**
Shuang Wei

***Feedback Time 反馈时间**
2025-11-14

***System Name**
Name of the system you want to give feedback on. 你想反馈的系统名称。
Asset Management

***Feedback Type 意见类型**

***Issue/Suggestion Description 问题或建议描述**
Please describe the issue or suggestion in as much detail as possible, including the steps taken, the expected result, and the actual result.
请尽可能详细描述你遇到的问题或提出的建议, 建议包括操作步骤、期望结果与实际结果。

Screenshot 截图
If possible, please upload relevant screenshots to help us identify the issue more quickly.
如果方便, 请上传相关截图, 有助于更快定位问题。

选择 拖拽或单击后粘贴图片, 单张20MB以内

提交 保存草稿

Figure 23 Supporting Features

3. Outcomes and Benefits

Since development began in March 2025, all modules have gradually gone live, covering management, administrative, and academic staff. Asset, project, space, and attendance information are centralized and automated. Key triggers (asset return, project reminder) function without manual intervention. Dashboards display core metrics in real time.

As of November 2025:

- Over 2000 forms submitted (assets, attendance, projects, etc.)
- Over 470 automated triggers executed (return reminders, project pushes, cross-application sync)
- Faculty timetable and office hour auto-sync coverage: 100%
- Research project notifications sent 70+ times

The platform has become a core administrative and research management tool, reducing manual work and improving operational efficiency.

4. Replicability and Promotion Value

- **Modular design:** Adaptable to multiple colleges and departments; fields can be adjusted for direct deployment.
- **Standardized workflows:** Asset borrowing/return, project reminders/applications, attendance, and expert management can replace traditional Excel+email methods.
- **Automation & data linkage:** Capabilities (Data Factory, Aggregate Tables, automated reminders, cross-module sync, dashboards) are reusable and extensible.

5. Next Steps

Future development focuses on:

1. **Event Registry:** Capturing the full lifecycle of events for archiving and visualization (basic info, categories, participants, materials, automated synchronization).
2. **Project Management:** Full lifecycle module for project proposal, approval, initiation, contract signing, income/expense management, implementation, and closure.
3. **AI and Data Capabilities:** Expand AI agent query scope, cross-module dashboards, and trend analysis for data-driven decision support.