

BIMSA

The office automation system mobile login operation guide

2024.12.17



















Download and install the mobile APP



Install the latest mobile office M3 mobile terminal

- (1) Android and HarmonyOS: Enter m3.seeyon.com in your browser, Or scan the QR code at the bottom left
- (2) Android and HarmonyOS: Search for M3 in the mobile app store
- (3) iPhone: Search in the AppStore "M3" -Click Get Install

Due to the need for functions, please enable permissions such as location, file reading and writing, camera, microphone and so on during installation, and it is recommended to enable all permissions due to different mobile phone systems







Log in with your account and password



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隐私保护协议		
移动办公M3總私保护协议		
发布日期: 2021年8月13日		Click Skip
生效日期: 2021年8月13日		
欢迎您使用移动办公M3!	086	20世中部討治道,在沟道中起理事务
为保障您的相关权利,《移动办公M3德私保护协议》(下标"本施私协议")将向您说明 移动办公M3会 如何收集、使用和存储您的个人信息 及您享有何种权利,请您在使用移动 办公M3之前,认真阅读,了鲜本施私协议的内容,并根据本施私协议的指引作出您认为 合适的选择,一旦您开始使用移动办公M3产品或服务,即表示您已充分理解开同意本施 私协议的全部内容。		100
本隐私协议送用于移动办公M3产品自身的功能及服务(包括:即时通讯、协同、通讯 录、打卡、会议、公告、审批、文件管理的功能和服务),不适用于其他第三方通过移 动办公M3客户端提供的产品或服务(以下统称"第三方服务"),您在选择使用第三方服 务衔应充分了解第三方服务的产品功能及隐私保护政策。	1	
Click Aareed		
•移动办公M3:移动办公M3是由北京致远互联软件股份有限公司(以下简称"我 们) 提供的一款移动办公管理工具。移动办公M3产品及服务,具体指移动办公M3 客户端及其提供的移动办公应用服务。		
•企业用户:指购买,注册,登录,使用移动办公M3产品及服务并获得管理权限的个人或组织,包括但不限于法人、政规机构、其他组织、合伙成个体工商户(下称"企业用户");企业用户可以通过移动办公M33、健其工作平台(指由企业用户创建并管理的,可以多人加入并用使用移动办公M33%的虚拟工作空间),邀请并授权个人用户加入其工作平台点为其最终用户。		
 企业用户管理员:指经企业用户指定,拥有企业用户,理后台系统操作权限的个 		











Set up the server



- (1) Click "Set up server";
- (2) Click "Add" in the top right corner;
- (3) Enter the domain name and port in the red box (domain name: oa.bimsa.net port:
- 443) or Click "Scan QR code";
 - (4) It is recommended to click Scan to add, scan the QR code below to add;



Log in with your account and password



(1) After the server address is successfully added, click "Save";

(2) After the save is successful, the login page will be automatically returned, Enter your account password (The password is the same as that of the PC web account)

Account: BIMSA Email or your phone number,

Password: Password for logging into id.bimsa.cn (please set it in advance at id.bimsa.cn) (3) Click After reading and agreeing "Privacy Protection Agreement", Click "Sign In";

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	Edit server address 🛛 Scan QR code	Please login	🕄 Set up server	
	https://oa.bimsa.net	test3		
	443	Password		
	Remarks (up to 15 characters)		Login	
	Delete Save	Other logins	Forget password	
		Read and Agree	e Privacy Protection Agreement	
协同员	Advan VPN settings			





Support face recognition, fingerprint recognition, gesture password and other ways to log in; Follow the APP prompts to select the login method, You can also skip it.



智慧协同 定制未来 如 國 進价值











Hardware binding (For ensuring the security of account information)



- (1) Click on "My", and then click "Account & Security";
- (2) Click "Bind Device";
- (3) Click "Binding", after the binding is successful, you can return to the work interface; The first device binding does not require administrator review, if you want to bind other devices, it will take effect after the administrator approves it;

成3 测试 部		Agent Settings		Device Name
		Accoriated Account		Device Type
Enterprise information		Associated Account		iPhone
Organization		Account management		Device Number 4A4CEE03-67C1-4187-BE7E-F727A14D7C73
		Gesture password	\bigcirc	Device Time
App Center		face	,	
My collection		Modify password		
My File		Bind Device		
Account and security		Check		
Setting		Privacy protocol		\backslash
		permissions		
		listOfThirdSDKs		\backslash
				*
_				Binding











Mobile attendance function



The office locations are as follows: BIMSA, Shuangqing, Tsinghua University Jingzhai.







Only when you at the attendance clock range you can click the clock in to complete attendance

Mobile attendance function



The office locations are as follows: BIMSA, Shuangqing, Tsinghua University Jingzhai.

