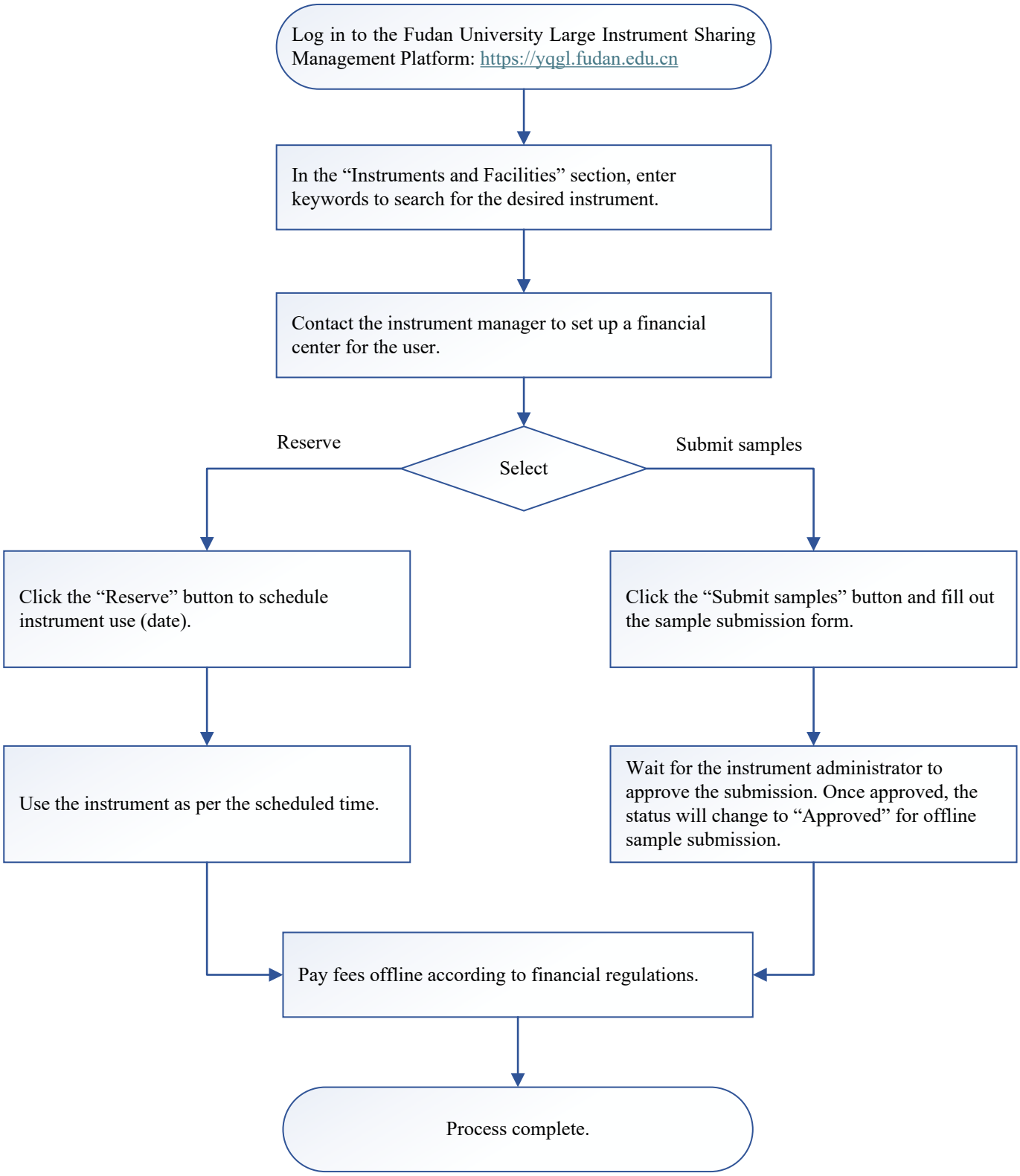User Guide for Fudan University Large-scale Equipment Sharing Management Platform