在线工作流审批指南
Workflow Approval Guide

Ver：ITSC2025032001

1. 什么是工作流？What is Workflow?

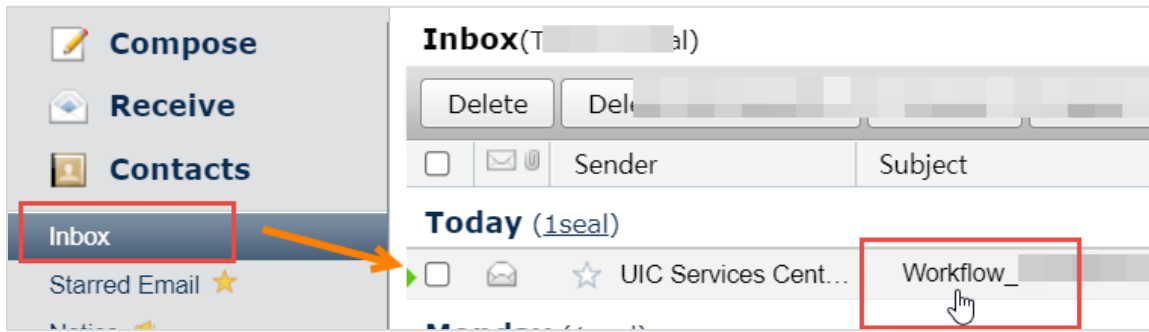透过"服务中心工作流电子表单系统"，你可以随时随地审批申请。

Through the "workflow", user can approve applications anytime and anywhere.
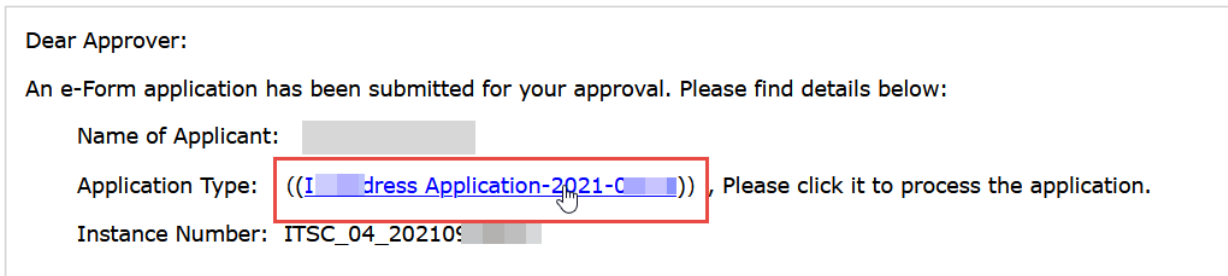
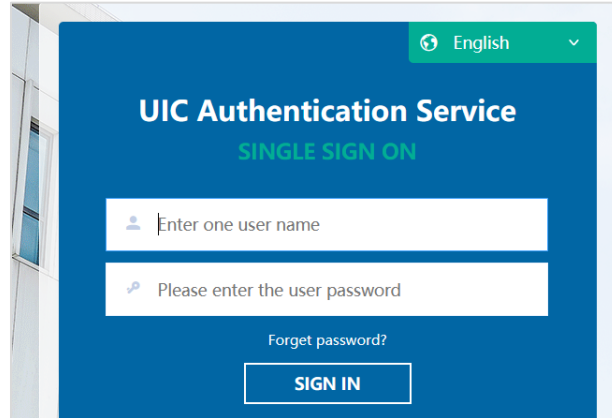## 2. 电脑端审批 Approvals on PC

2.1 一般审批 General approval

(1)审批者会收到邮件提醒.

Approvers will receive an email，

请点击邮件中的表单链接去审批
please click the link to approve.

Dear Approver:

An e-Form application has been submitted for your approval. Please find details below:

Name of Applicant: ▓▓▓▓▓

Application Type: ((I▓▓ dress Application-2021-C▓▓▓)) , Please click it to process the application.

Instance Number: ITSC_04_202109▓▓▓▓

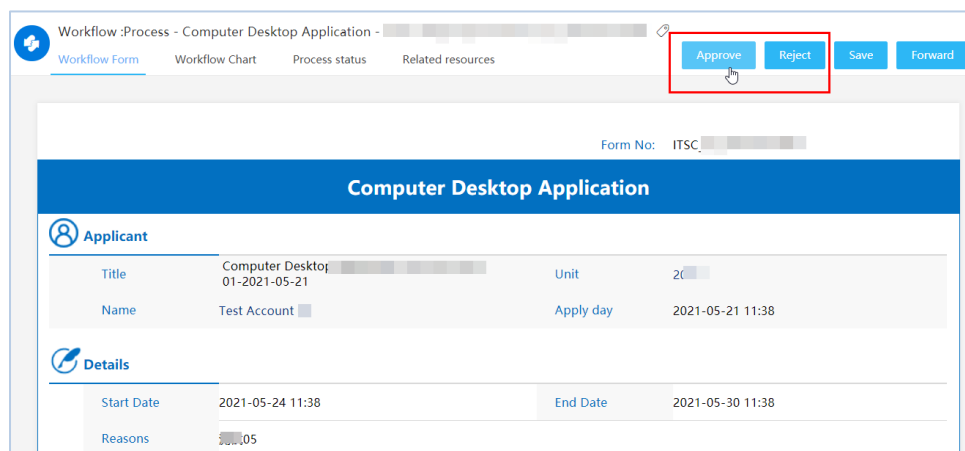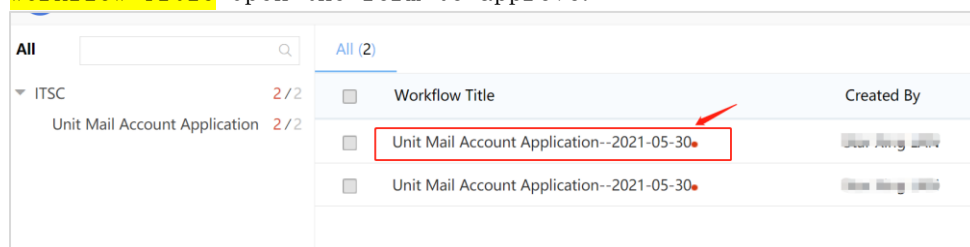(2)点击链接后请登录内网门户，
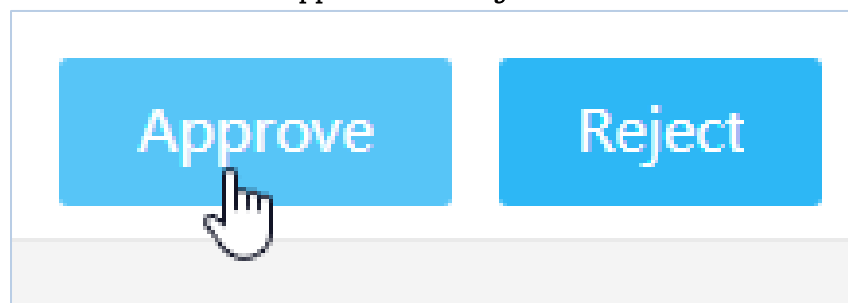Please click the link, log in to the intranet portal,

在内网门户，请点击【待办事宜】进入审批：
In Portal page click Tasks to approve:

点击对应的 【流程标题】 打开表单进行处理：
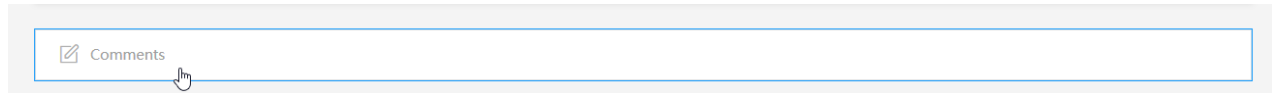click the workflow Title Open the form to approve.

点击同意或拒绝：
Click Approve or Reject button:

如果你拒绝，请在意见处输入原因：

If you reject the application, please enter the reason in the comment field:
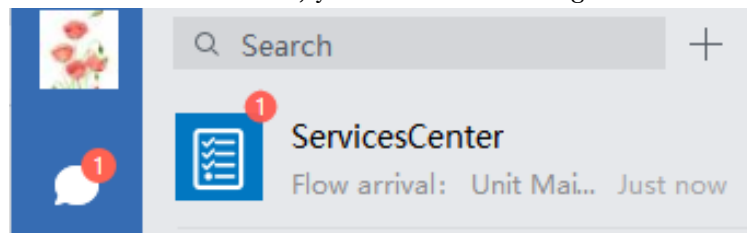

注意：如需在企业微信审批必须加入 BNBU 企业微信组织，
Note: If you need to receive the message and approval on Wecom, you must join in the BNBU Wecom organization.

Reference：https://itsc.uic.edu.cn
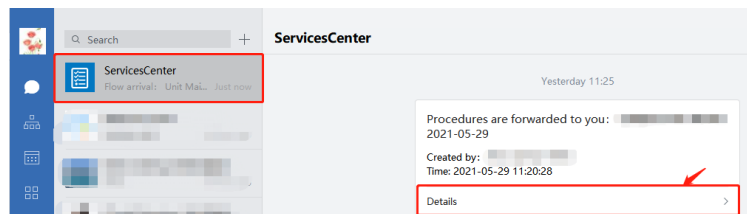User Guide – Wecom

激活企业微信后，企业微信也会收到提醒
if you had active Wecom ,your Wecom will get remind message
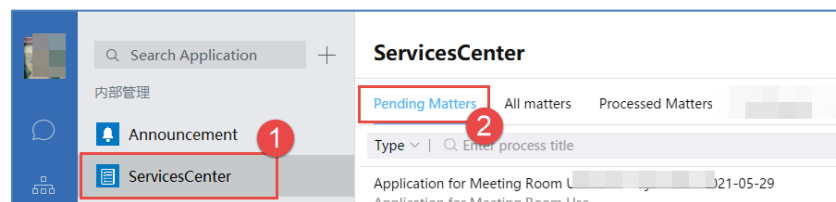

点击查看申请和审批
Please click to check for more detail

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(3) 查看申请单后不想立即审批，可以之后再进入企业微信**工作台**- 服务中心，找到表单
If you do not approve immediately after viewing the application form, you can enter the Wecom – WorkSpace - ServicesCenter to find the form for approval later on.

或者电脑浏览器登录门户（ https://portal.uic.edu.cn ）-服务中心 – 待办 – 找到表单
(Or log in to the portal and click To Do List to find the form for approval
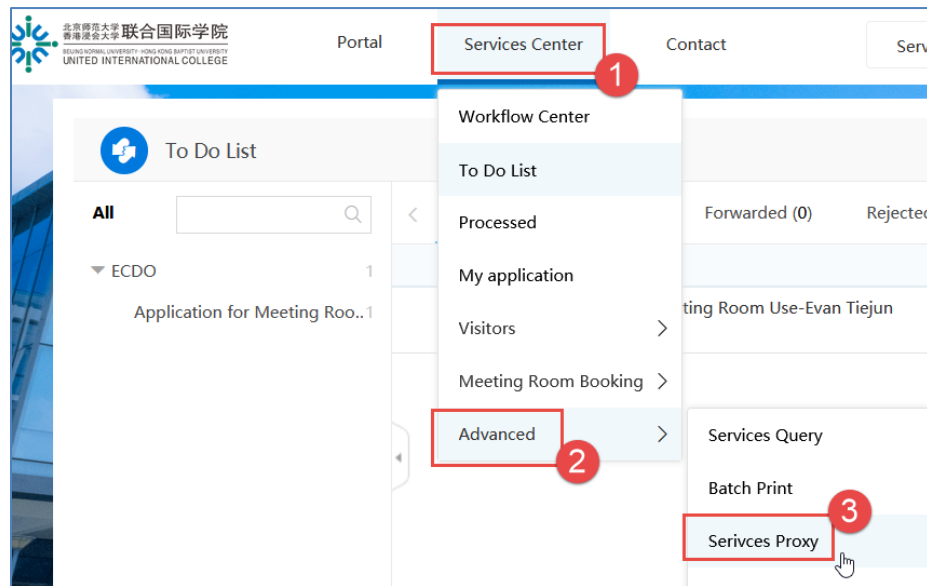later on
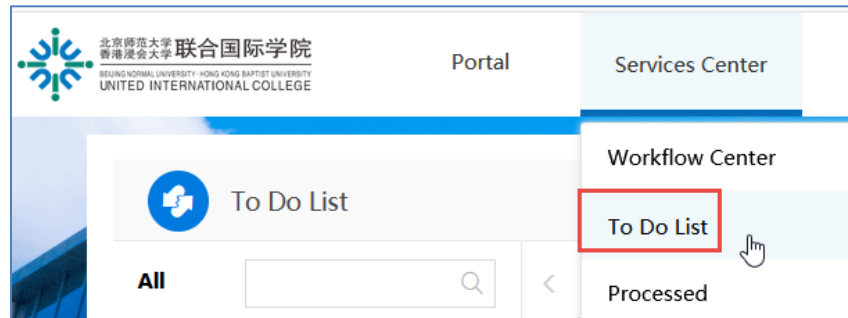
(4)审批后，申请者会收到电邮和企业微信消息提醒。
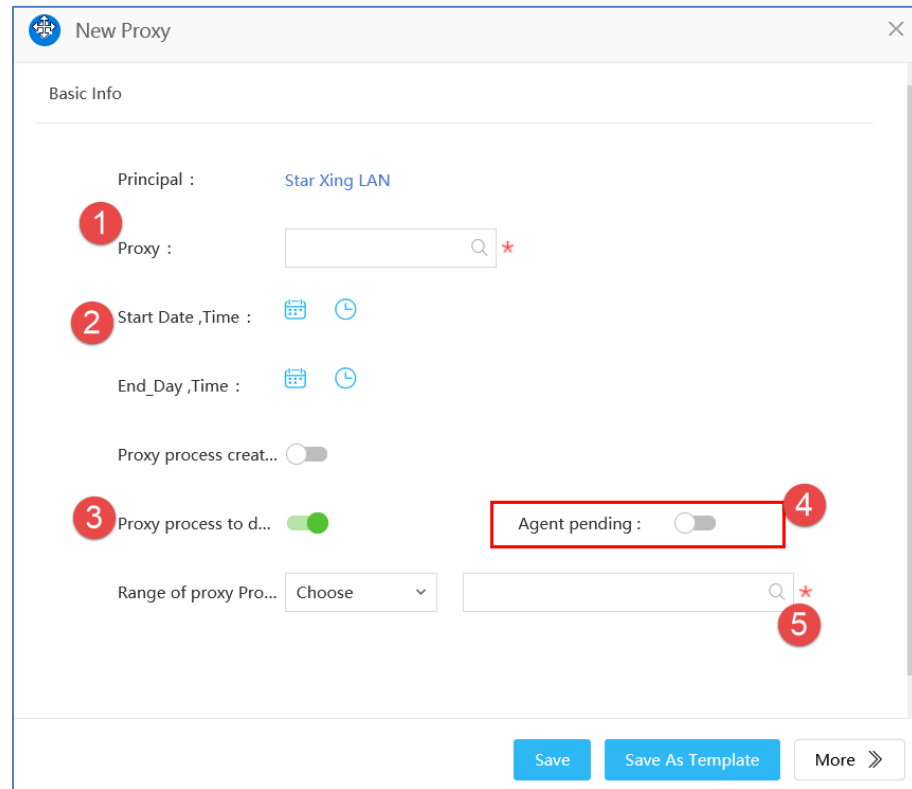After approval, the applicant will receive an email and Wecom message reminder

2.2授权代理人审批 Authorized representative approval

审批人可以自行设置代理审批人
The approver may appoint a proxy approver by itself

设置方法：电脑端登录内网门户，【服务中心】 – 高级- 流程代理
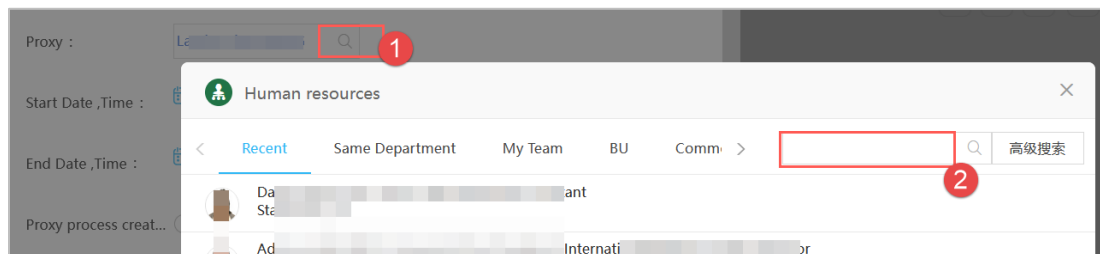Log in to the portal on the PC: Services Center-Advanced- Services Proxy

新建代理 New Proxy

(1) Proxy:选择代理人 Choose an representative

请点击【放大镜】图标，打开搜索窗口，按<mark>姓名</mark>搜索需要设置的代理人
Please click the icon to open the search window and search for the agent you want to set by name

(2) 开始，结束周期如果不设置，代表永远生效
Do not set the start and end date means it will always take effect
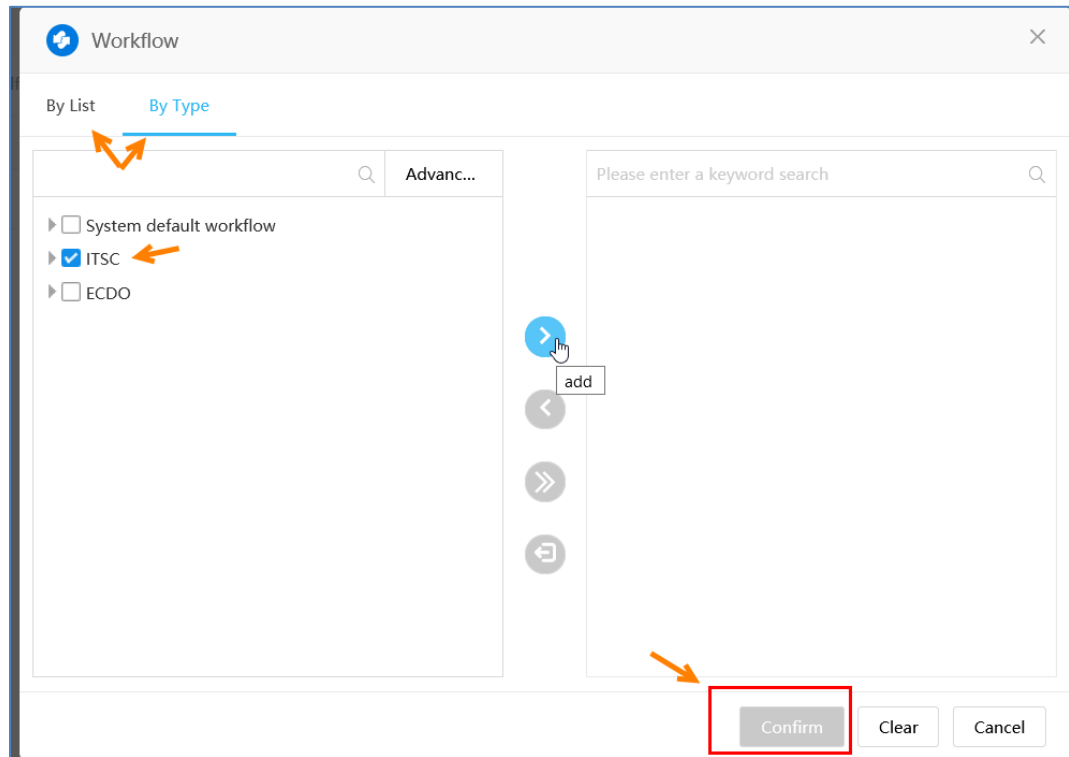
(3) 默认勾选，代理人处理新的流程
Default ticked, the representative handles the new process

(4) 授权代理人，审批正在等待审批的流程
Authorized the representative to approve the process for the pending process

(5) 可以按流程分类，或单个流程授权代理人，例如把 ITSC 类别的所有申请单授权
The representative can be classified by process, or for a single process, for example, to authorize all application forms of ITSC：
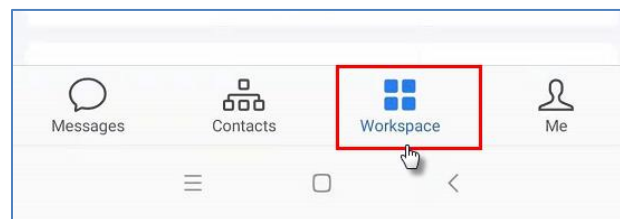
(6)举例：某部门处长对 EMO 的访客申请，授权职员 AA 代理审批

　　For example: The director of one department authorizes Staff AA to approve EMO "Application for foreign visitors"
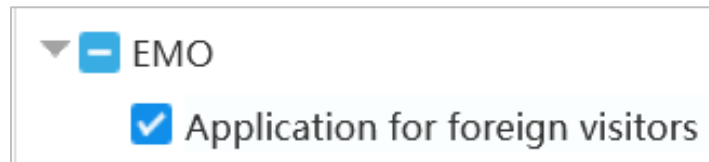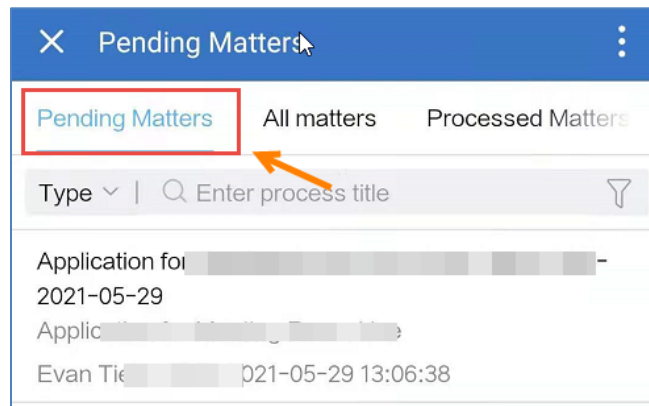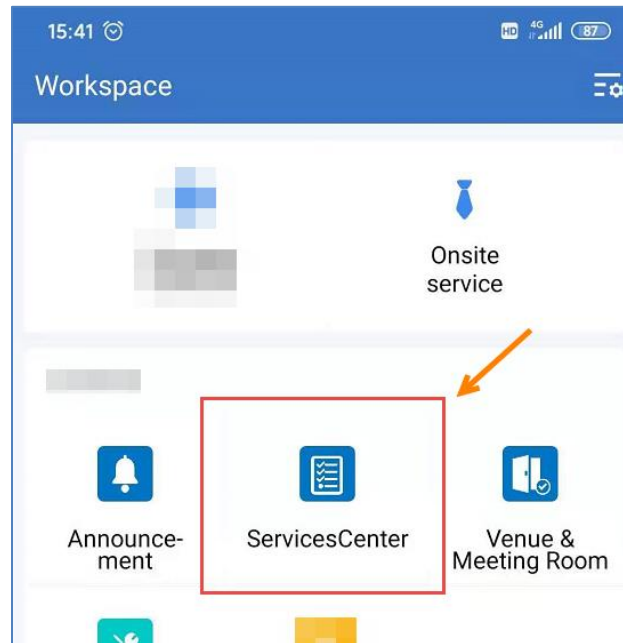

3. 手机端审批 Mobile terminal approval

(1)手机等移动端设备，请通过企业微信 APP 登录，选择**工作台**

　　For mobile devices such as mobile phones, please log in Wecom and select the workspace:

(2)在服务中心，找到待审批的表单进行处理：

　　In Services Center "Pending Matters", find the form to be approved

The End.

Prepared by ITSC