内网门户在线申请指南
Workflow Submission Guide

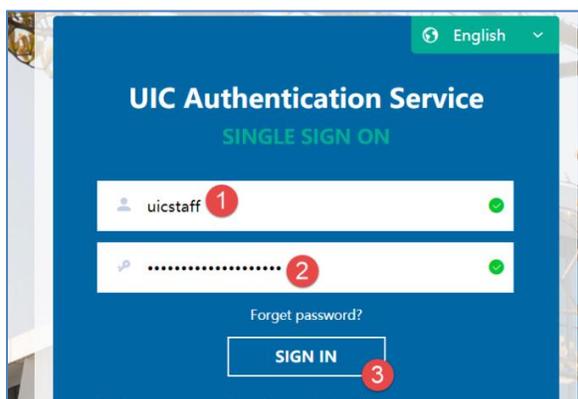# 1. 什么是在线工作流？What is Workflow System

透过"服务中心在线工作流系统"，你可以随时随地填写表单申请服务。

Through the "Services Center Workflow ", You can fill out the form to apply for service anytime, anywhere.

2. 电脑端提交 Submission on PC
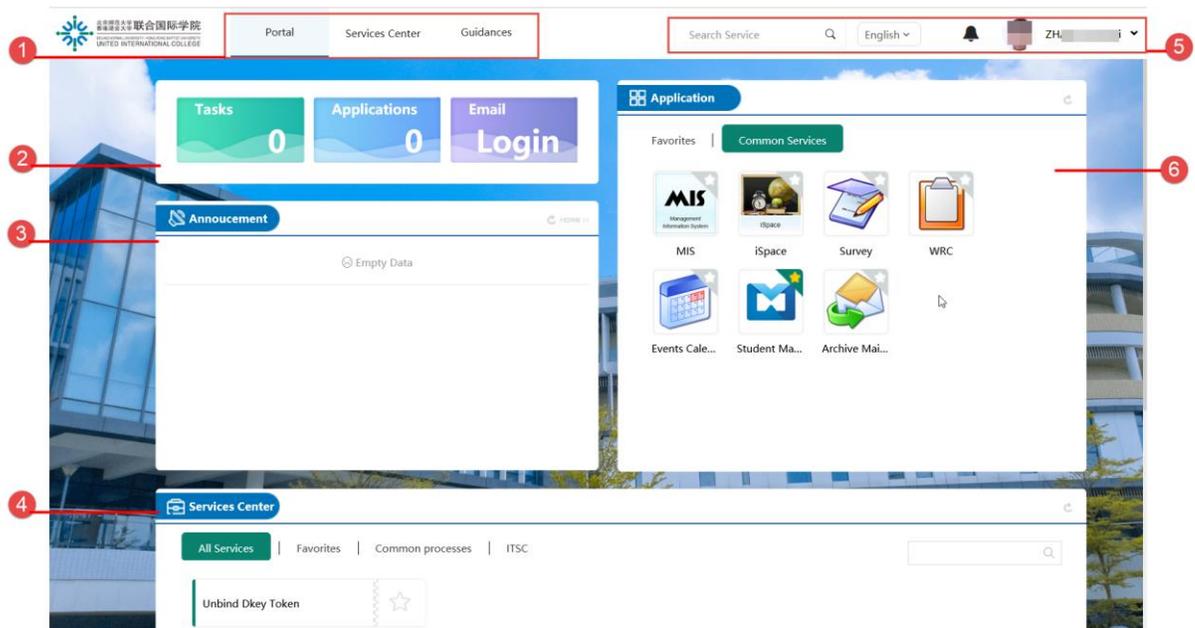
2.1 登录系统 Login system

电脑通过浏览器（推荐 Chrome, Firefox），访问 https://portal.uic.edu.cn

Open a browser (Chrome, Firefox recommended), visit https://portal.uic.edu.cn

(1) 输入 BNBU 电子账号, eg. q012345678
Enter the BNBU account

(2) 输入电子账号密码
Enter the password

(3) 点击登录
Sign in

2.2 填写表单 Fill in the form

(1) 进入门户页面
Enter the portal page
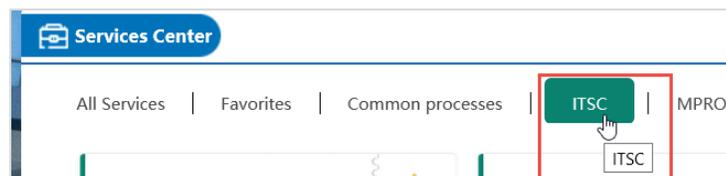

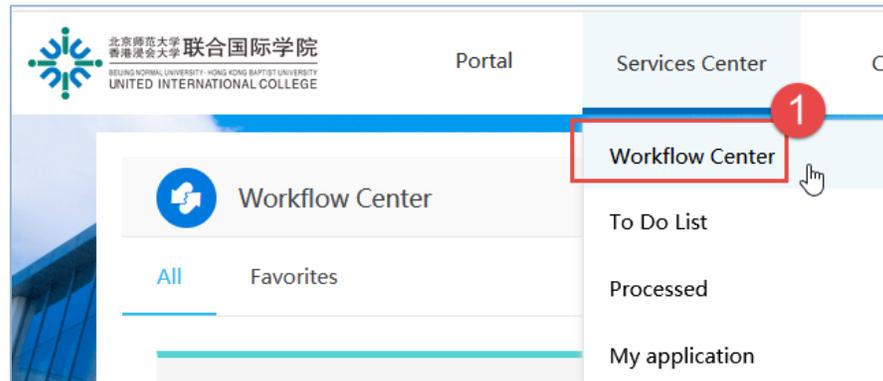| (1) 导航 Navigation	(2) 快速入口 Quick entry	(3) 公告 Announcement
(4) 服务中心 Services Center	(5) 工具栏 Toolbar	(6) 应用区 Application Area

(2) 在**服务中心**区域找到需要的部门或服务，例如 ITSC- **点击进入申请**
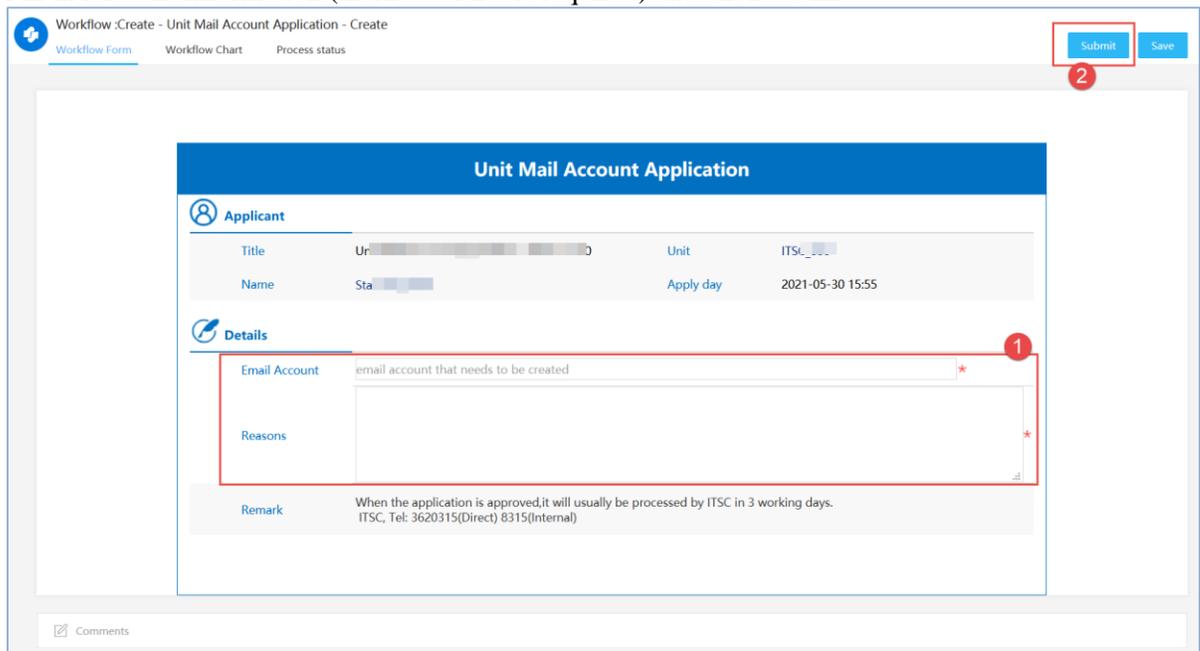Find the department or service you need in the Services Center, such as ITSC,click to enter the application

也可以在导航栏-服务中心，进入工作流中心，找到需要的服务申请

You can also enter the Workflow Center in the navigation bar- Services Center, and find the required service application

(3) 填写表单信息（带星号的必填），点击提交

Fill in relevant information (marked with * is required) and click submit:

(4) 提交后可以看到需等待哪些人审批，点击确定按钮关闭页面，例如：

After submission, the approval flow chart can be viewed (approval list), click the **confirm button** to close the page, eg:
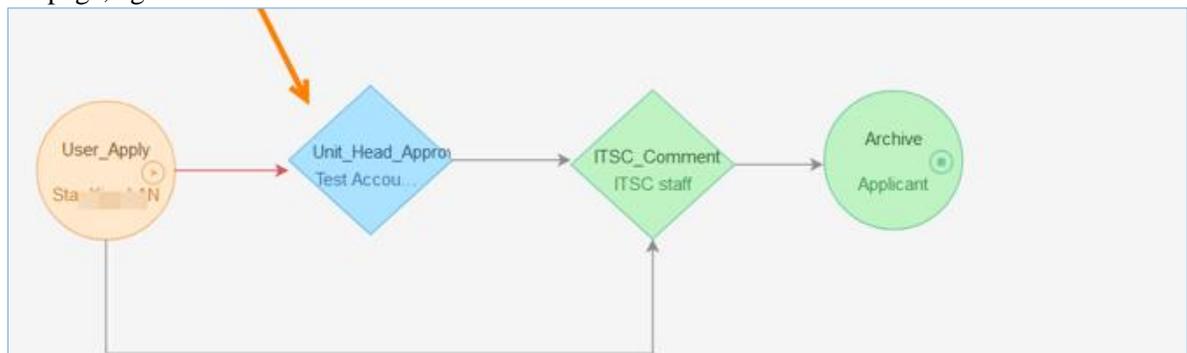
(5) 提交申请后会收到**邮件，在企业微信**也会收到消息，
登录 Portal（https://portal.uic.edu.cn）后再点击邮件里有关链接可以打开页面查看表单的审批状态。（表单提交后才会生成单号）
An email will be received after submission, and you will also receive a reminder message on **WeCom**. Click the relevant link to check the **approval status**. (After logging in to Portal (https://portal.uic.edu.cn), you can click the link in your email to open the form，The form number will be generated upon submission)
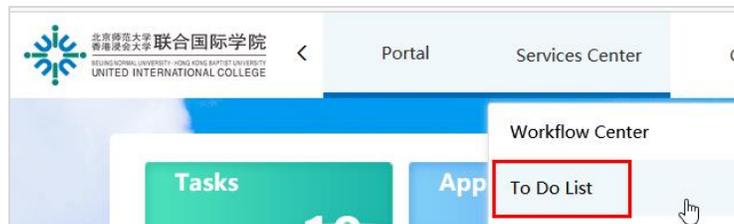
2.3 查看审批结果 View approval results

(1) 提交申请完成，请等候审批。
当申请被批准或拒绝，会有**电子邮件和企业微信消息**通知你。
Email notification and reminder message on WeCom will be sent to you in case application is approved or rejected.
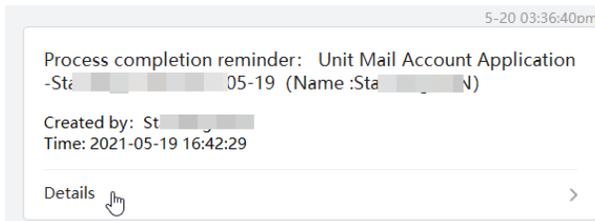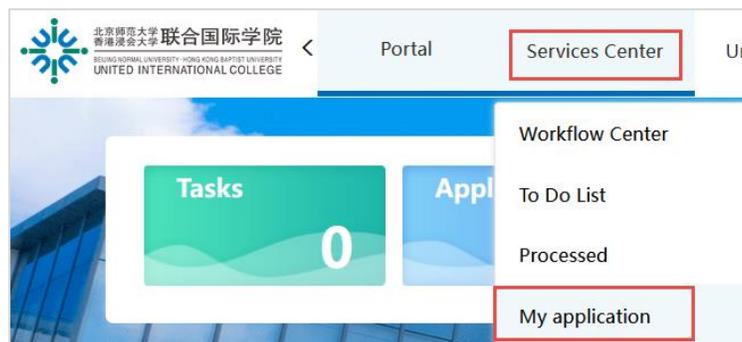

(2) 如果申请被拒绝，您可以在【我的待办】中找到表单，修改信息后重新提交。

If your application is rejected, you can find the form in 【To Do List】, modify the information and re-submit.

2.4 查找表单 Search eform

(1) 你可以在【我的申请】，查询已提交的表单
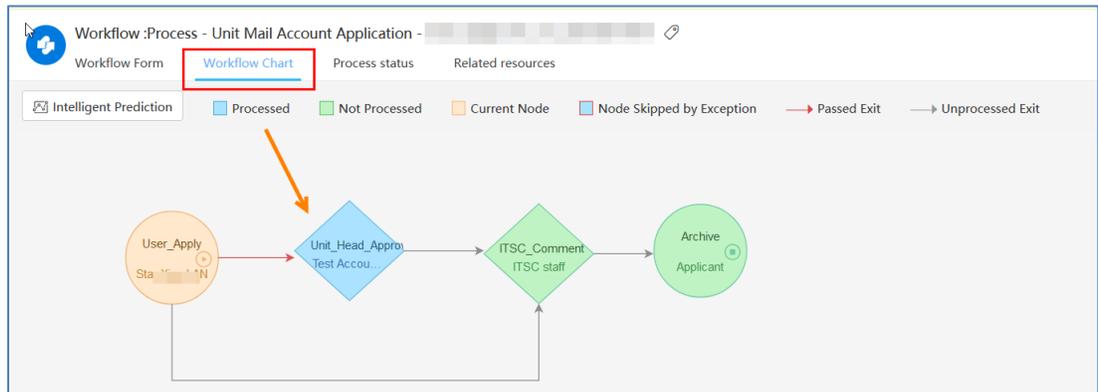You can search your submitted form in【**My application**】

(2) 找到需要的表单点击【表单标题】查看信息
Search the required form and click 【Workflow Title】to view the details
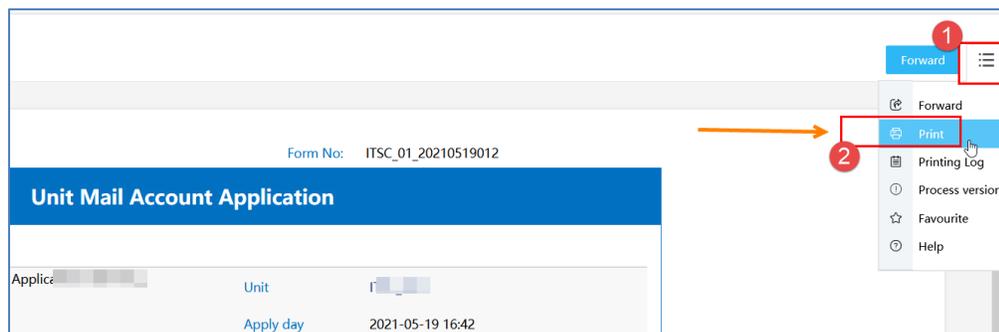

在工作流流转信息图，可查看表单的审批状态：
In the workflow Chart, the approval status of the form could be viewed

(3) 打印表单 Print the form

如果需要可以点击进入表单页面，功能菜单里打印表单
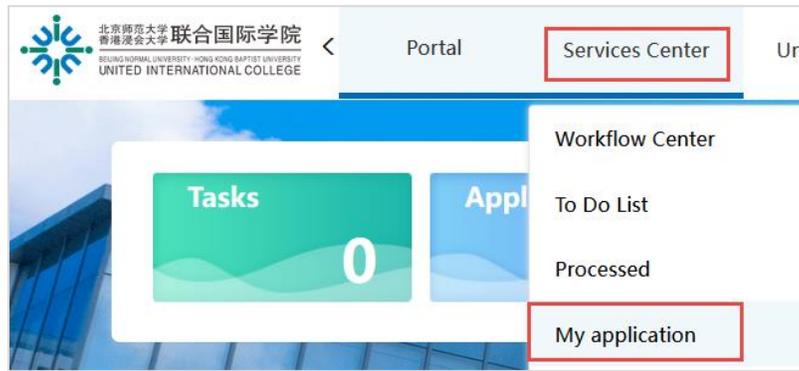If necessary, you can click to enter the form page and print the form

(4) 【我的申请】里也可查看审批完结已归档的表单
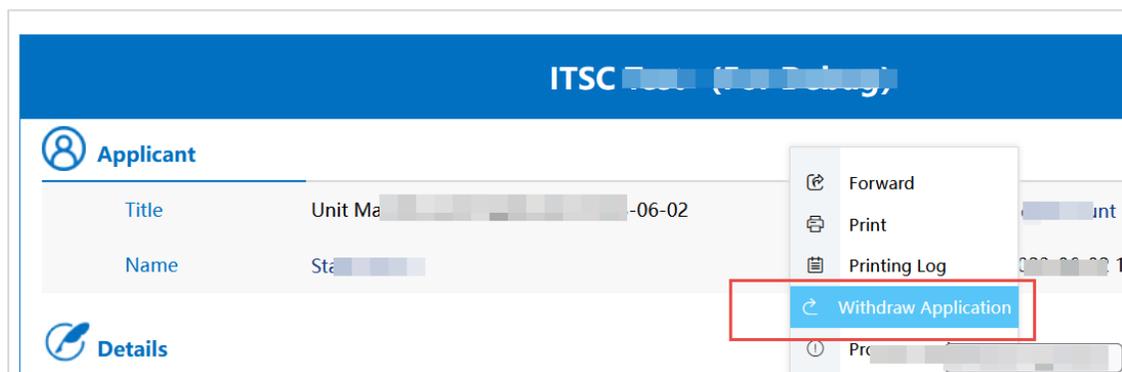View the archived form in 【My Application】

2.5 撤回申请 Withdraw Application

(1) 表单申请后，审批领导还没有查看而且流程允许撤回的，可在【我的申请】找到表单，
The process could be withdrawed if the approver has not checked it. you can find the form in [My Application]

点击【表单标题】进入表单页面，鼠标右键显示的菜单里，点击（**强制收回**）按钮
Click【Workflow Title】, then Click the right mouse button and then select (**Withdraw Application**)
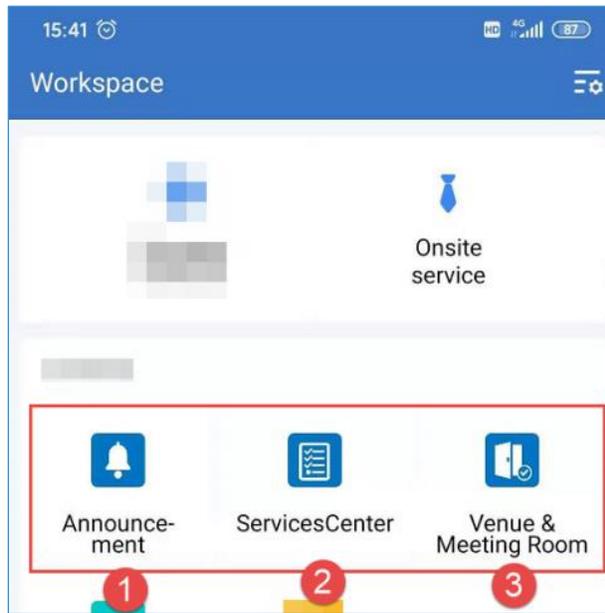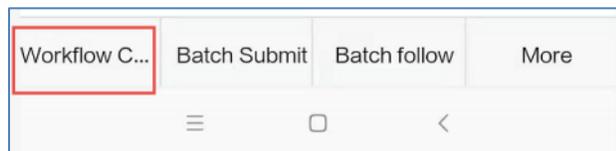
3. 手机端提交 Submission on mobile terminal

(1) 手机等移动端设备请通过**企业微信 APP** 登录，点击进入**工作台**
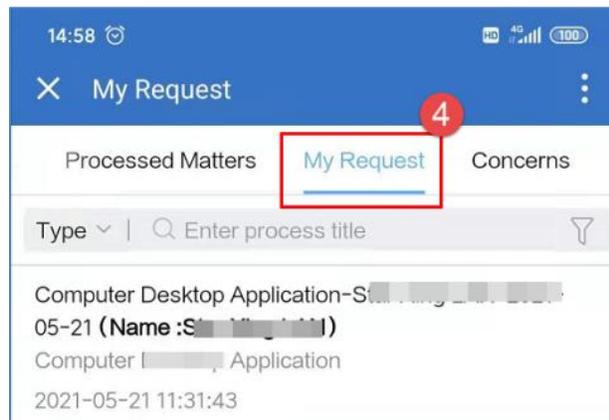For mobile devices such as mobile phones, please login WeCom and select the workspace:
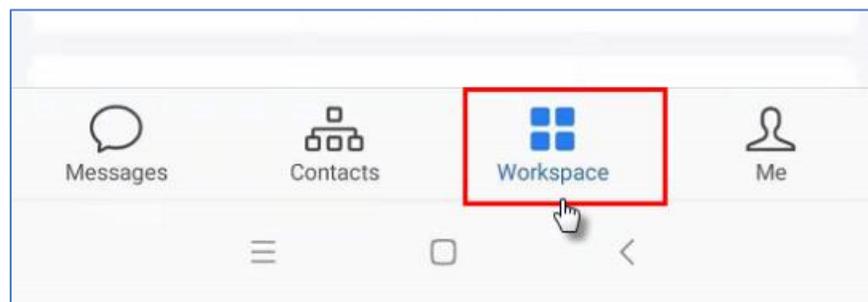
然后进入服务中心（电子表单系统）
Then enter the Service center (electronic form system)

(2) 点击左下角的工作流**创建**，填写表单提交申请。
Click Workflow **Create**, fill in the form and submit the application.

(3) 在【我的申请】查看已提交表单的状态
Check the status of the submitted form in 【My Request】

The End.

Prepared by ITSC