

# Workflow Submission Guide

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## 1. 什么是 Workflow System? What is Workflow System

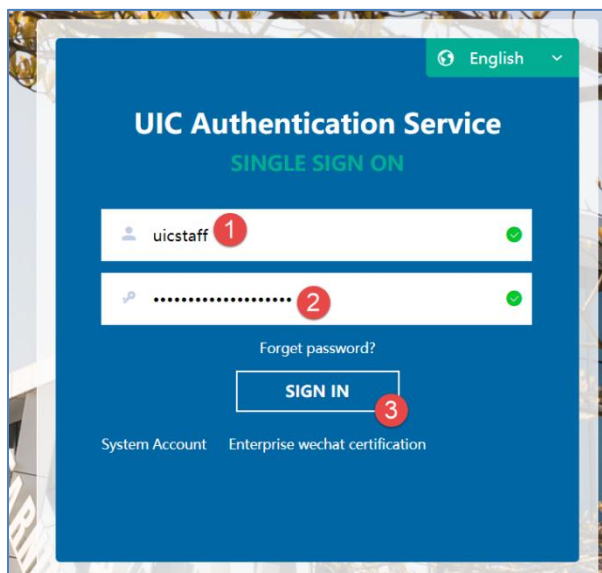
透过“服务中心 workflow 系统”，你可以随时随地填写表单申请服务。

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

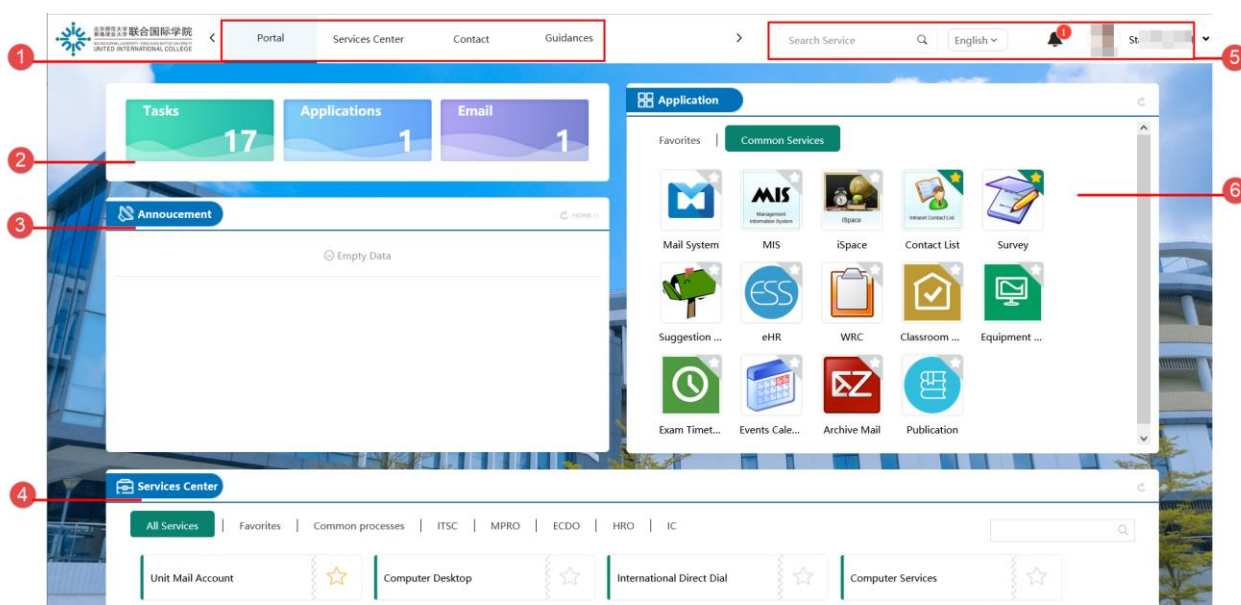
电脑通过浏览器（推荐 Chrome, Firefox），访问 <https://portal.uic.edu.cn>  
Open a browser (Chrome, Firefox recommended), visit <https://portal.uic.edu.cn>



- (1) 输入 UIC 电子账号  
Enter the UIC account
- (2) 输入电子账号密码  
Enter the password
- (3) 点击登录  
Sign in

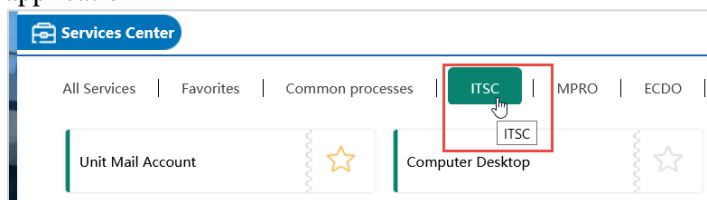
## 2.2 填写表单 Fill in the form

- (1) 进入门户页面  
Enter the portal page

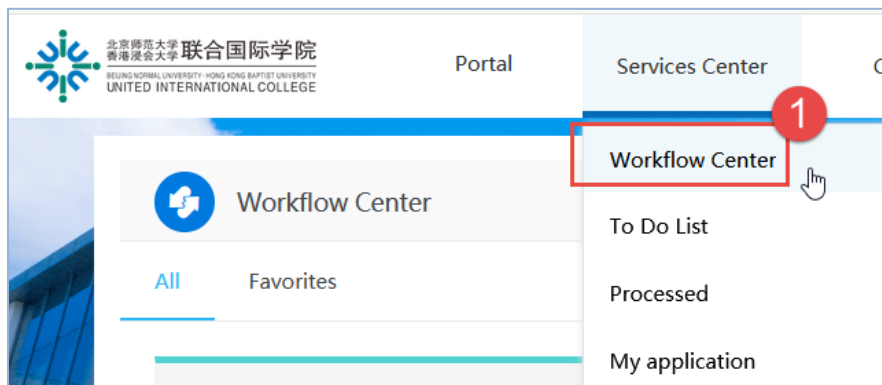


- |                             |                         |                             |
|-----------------------------|-------------------------|-----------------------------|
| (1) 导航<br>Navigation        | (2) 快速入口<br>Quick entry | (3) 公告<br>Announcement      |
| (4) 服务中心<br>Services Center | (5)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

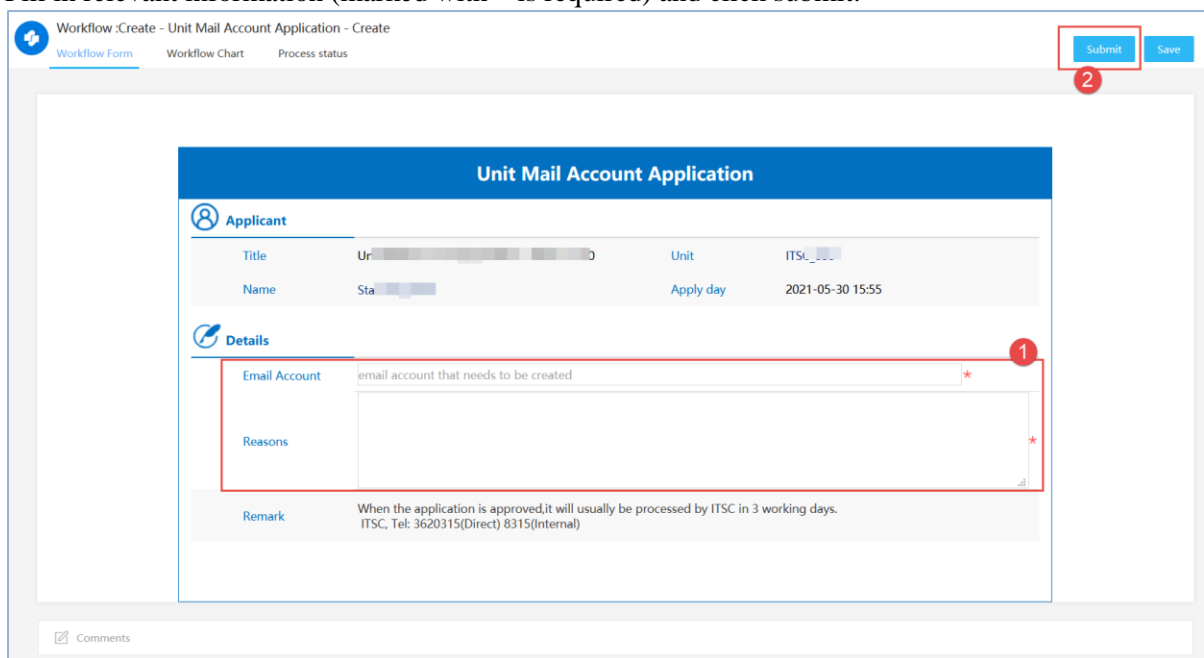


也可以在导航栏-服务中心，进入 workflow 中心，找到需要的服务申请  
You can also enter the Workflow Center in the navigation bar- Services Center, and find the required service application



(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:



Workflow :Create - Unit Mail Account Application - Create

Workflow Form Workflow Chart Process status

Submit Save

### Unit Mail Account Application

**Applicant**

Title	Ur	Unit	ITSC_00...
Name	Sta	Apply day	2021-05-30 15:55

**Details**

Email Account: email account that needs to be created \*

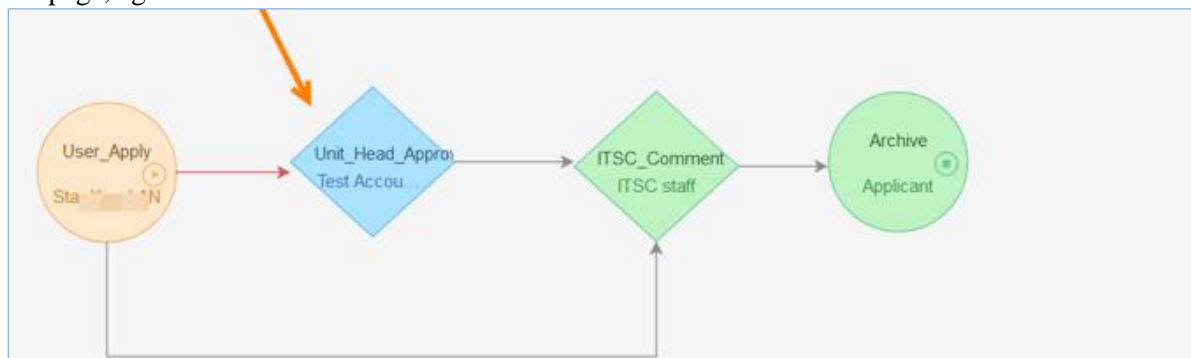
Reasons: \*

Remark: When the application is approved, it will usually be processed by ITSC in 3 working days. ITSC, Tel: 3620315(Direct) 8315(Internal)

Comments

(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 UIC 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 UIC Portal

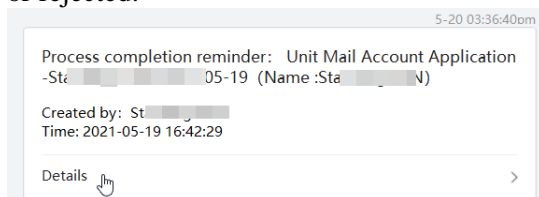
(<https://portal.uic.edu.cn>), you can click the link in your email to open the form, The form number will be generated upon submission)

## 2.3 查看审批结果 View approval results

- (1) 提交申请完成，请等候审批。

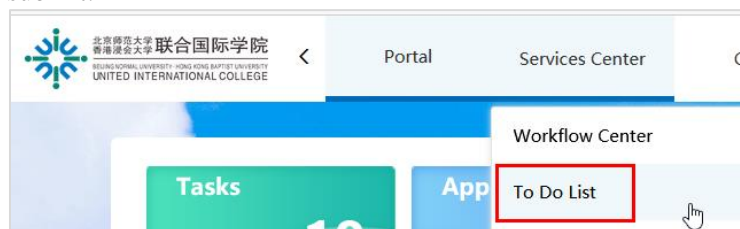
当申请被批准或拒绝，会有**电子邮件和企业微信消息**通知你。

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】**

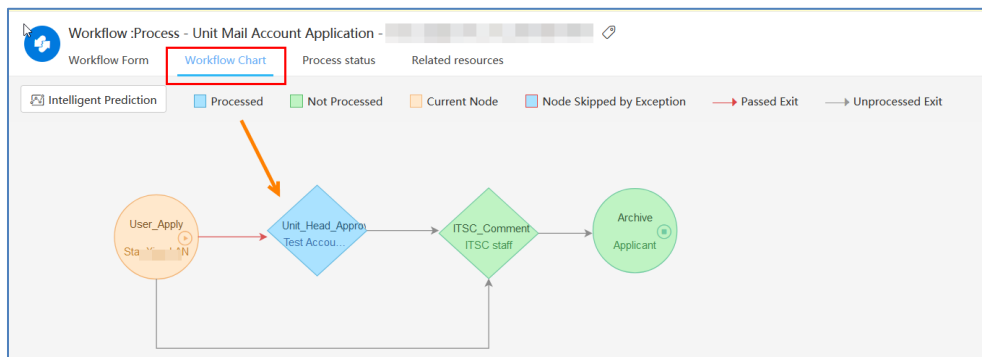
- (2) 找到需要的表单点击查看信息

Search the required form and click to view the details

<input type="checkbox"/>	Workflow Title	Workflow	Created On
<input type="checkbox"/>	<a href="#">[return] Unit Mail Account Application-S [redacted] - 2021-05-19 (Name :Sta [redacted])</a>	Unit Mail Account Application	2021-05-19 16:39:44

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】

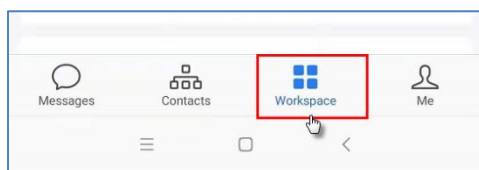
## 2.5 撤回申请 Withdraw Application

- (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 withdrawn if the approver has not checked it.** you can find the form in [My Application]

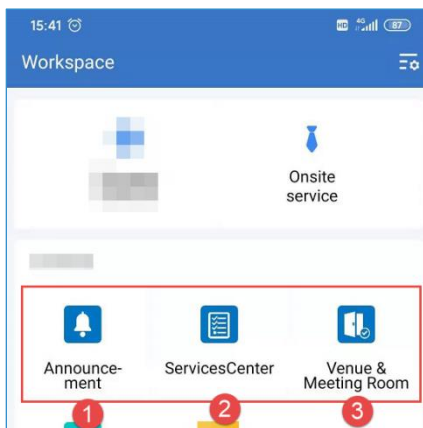
点击进入表单页面，**鼠标右键显示的菜单里**，点击（**强制收回**）按钮  
Click the right mouse button and then select (**Withdraw Application**)

## 3. 手机端提交 Submission on mobile terminal

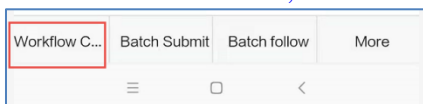
- (1) 手机等移动端设备请通过**企业微信 APP** 登录，点击进入**工作台**  
For mobile devices such as mobile phones, please login **WeCom** and select the **workspace**:



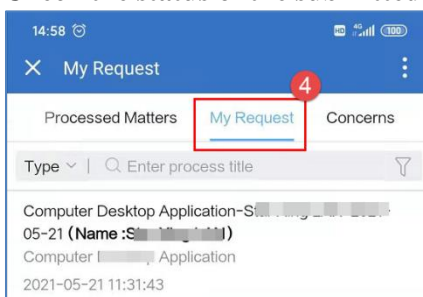
然后进入服务中心（电子表单系统）  
Then enter the Service center (electronic form system)



- (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】**



End.