

OA审批专业版

操作手册



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功能介绍

创建应用，应用是包含各种表单和报表、具备一定功能的系统。如可以创建一个应用，命名为「人事管理系统」，在此应用中创建「入职登记表」普通表单、「离职申请表」流程表单、「员工通讯录」报表，便可以用此应用来登记入职员工，进行离职流程审批，查阅员工信息。

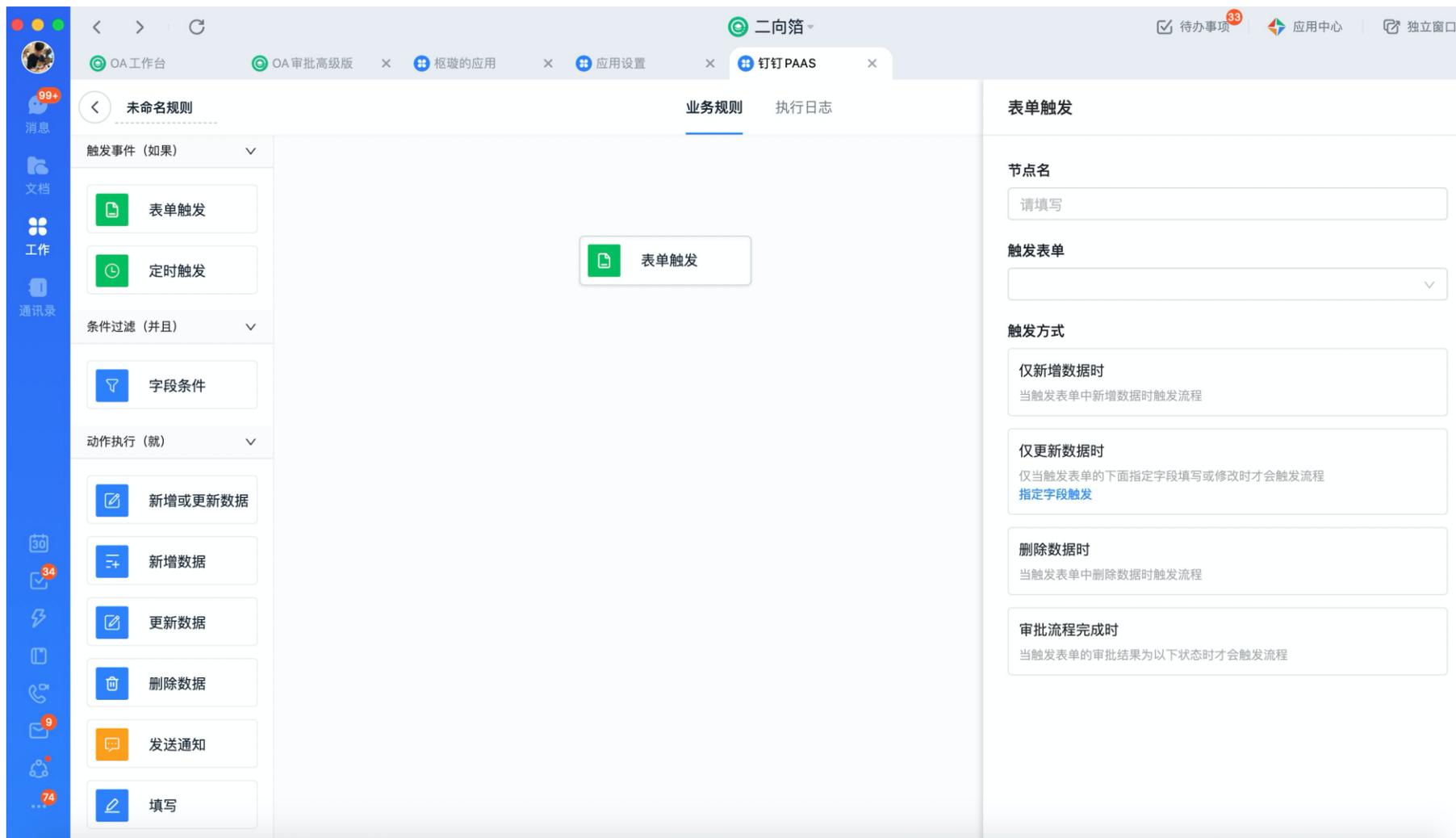
OA审批管理后台

应用管理 + 创建应用

已启用 (36)

 车辆管理	最后更新: 2020-12-09 11:00:33	编辑 停用
 预发创建ompLink2	最后更新: 2020-12-04 12:01:56	编辑 停用
 控件关联测试	最后更新: 2020-12-04 17:12:47	编辑 停用
 预发创建omplink	最后更新: 2020-12-04 10:09:14	编辑 停用

当在一个表单新增或修改数据后，在其他表单中新增指定数据或将符合条件的数据修改为指定值。



The screenshot displays the DingTalk Business Rules configuration interface. The main area is titled "未命名规则" (Unnamed Rule) and is divided into three sections: "触发事件 (如果)" (Trigger Event (If)), "条件过滤 (并且)" (Condition Filter (And)), and "动作执行 (就)" (Action Execution (Then)).

- 触发事件 (如果):** Includes "表单触发" (Form Trigger) and "定时触发" (Scheduled Trigger).
- 条件过滤 (并且):** Includes "字段条件" (Field Condition).
- 动作执行 (就):** Includes "新增或更新数据" (Add or Update Data), "新增数据" (Add Data), "更新数据" (Update Data), "删除数据" (Delete Data), "发送通知" (Send Notification), and "填写" (Fill).

The "表单触发" (Form Trigger) action is currently selected and expanded, showing a configuration panel on the right. This panel includes:

- 节点名:** A text input field with the placeholder "请填写" (Please fill in).
- 触发表单:** A dropdown menu.
- 触发方式:** Three radio button options:
 - 仅新增数据时:** 当触发表单中新增数据时触发流程 (When data is added to the triggered form, the process is triggered).
 - 仅更新数据时:** 仅当触发表单的下面指定字段填写或修改时才会触发流程 [指定字段触发](#) (Only when the specified fields in the triggered form are filled or modified, the process will be triggered).
 - 删除数据时:** 当触发表单中删除数据时触发流程 (When data is deleted from the triggered form, the process is triggered).
- 审批流程完成时:** 当触发表单的审批结果为以下状态时才会触发流程 (When the approval result of the triggered form is the following state, the process will be triggered).

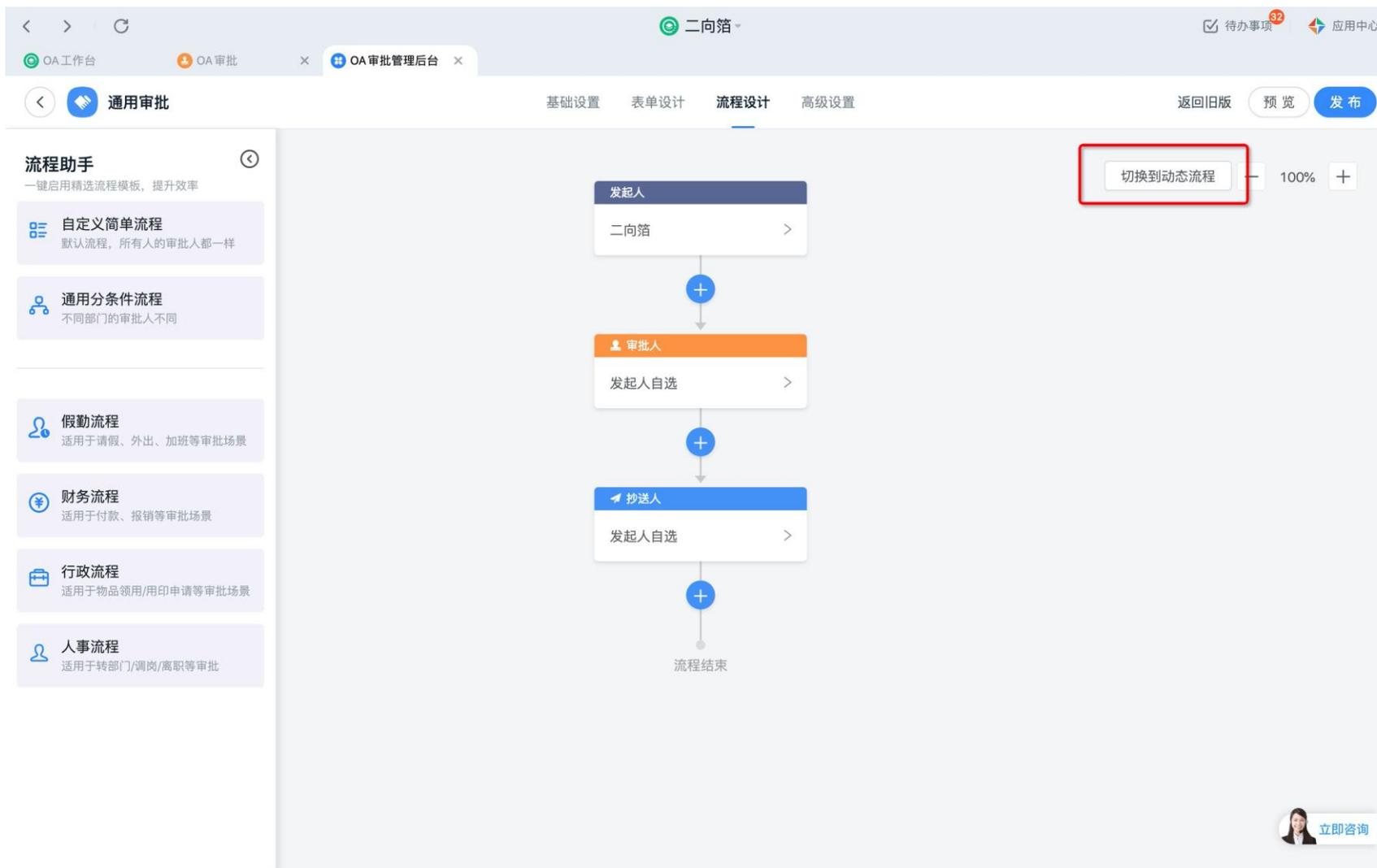
并行节点



几个并行的节点，需要同时收到待办数据，并各自填写自己的内容。当这些节点都点击「提交」，数据才合并进入下面的共同节点。只有动态流程支持并行节点。

The screenshot displays the 'Flow Design' (流程设计) tab in the DingTalk workflow editor. The main canvas shows a flow starting with an 'Initiator' (发起人) node, followed by an 'Approver' (审批人) node, and then a 'Parallel Branch' (并行分支) node. A 'Condition' (条件) node is also visible. A red box highlights the 'Switch to Static Flow' (切换到静态流程) button in the top right corner. Another red box highlights the 'Parallel Branch' (并行分支) option in the 'Add Condition' (添加条件) menu. The interface includes navigation tabs like 'Basic Settings' (基础设置), 'Form Design' (表单设计), and 'Advanced Settings' (高级设置), along with buttons for 'Return to Old Version' (返回旧版), 'Preview' (预览), and 'Publish' (发布).

支持动态流程，动态流程支持「流程运行中」根据用户填写的表单内容改变流程的流转。



The screenshot displays the '通用审批' (General Approval) configuration page in the DingTalk OA system. The interface is divided into several sections:

- Header:** Includes navigation tabs for '基础设置' (Basic Settings), '表单设计' (Form Design), '流程设计' (Flow Design), and '高级设置' (Advanced Settings). It also features buttons for '返回旧版' (Return to Old Version), '预览' (Preview), and '发布' (Publish).
- Left Sidebar (Flow Assistant):** Lists various pre-built flow templates such as '自定义简单流程' (Custom Simple Flow), '通用分条件流程' (General Conditional Flow), '假勤流程' (Sick Leave Flow), '财务流程' (Finance Flow), '行政流程' (Admin Flow), and '人事流程' (HR Flow).
- Main Canvas:** Shows a vertical flowchart with four main steps:
 - 发起人 (Initiator):** Set to '二向箔' (Erxiyao).
 - 审批人 (Approver):** Set to '发起人自选' (Initiator's choice).
 - 抄送人 (CC):** Set to '发起人自选' (Initiator's choice).
 - 流程结束 (Flow End):** The final step of the process.
- Dynamic Flow Feature:** A red-bordered button labeled '切换到动态流程' (Switch to Dynamic Flow) is highlighted in the top right corner of the canvas area.
- Bottom Right:** A '立即咨询' (Consult Now) button with a user profile icon.

多条件组合



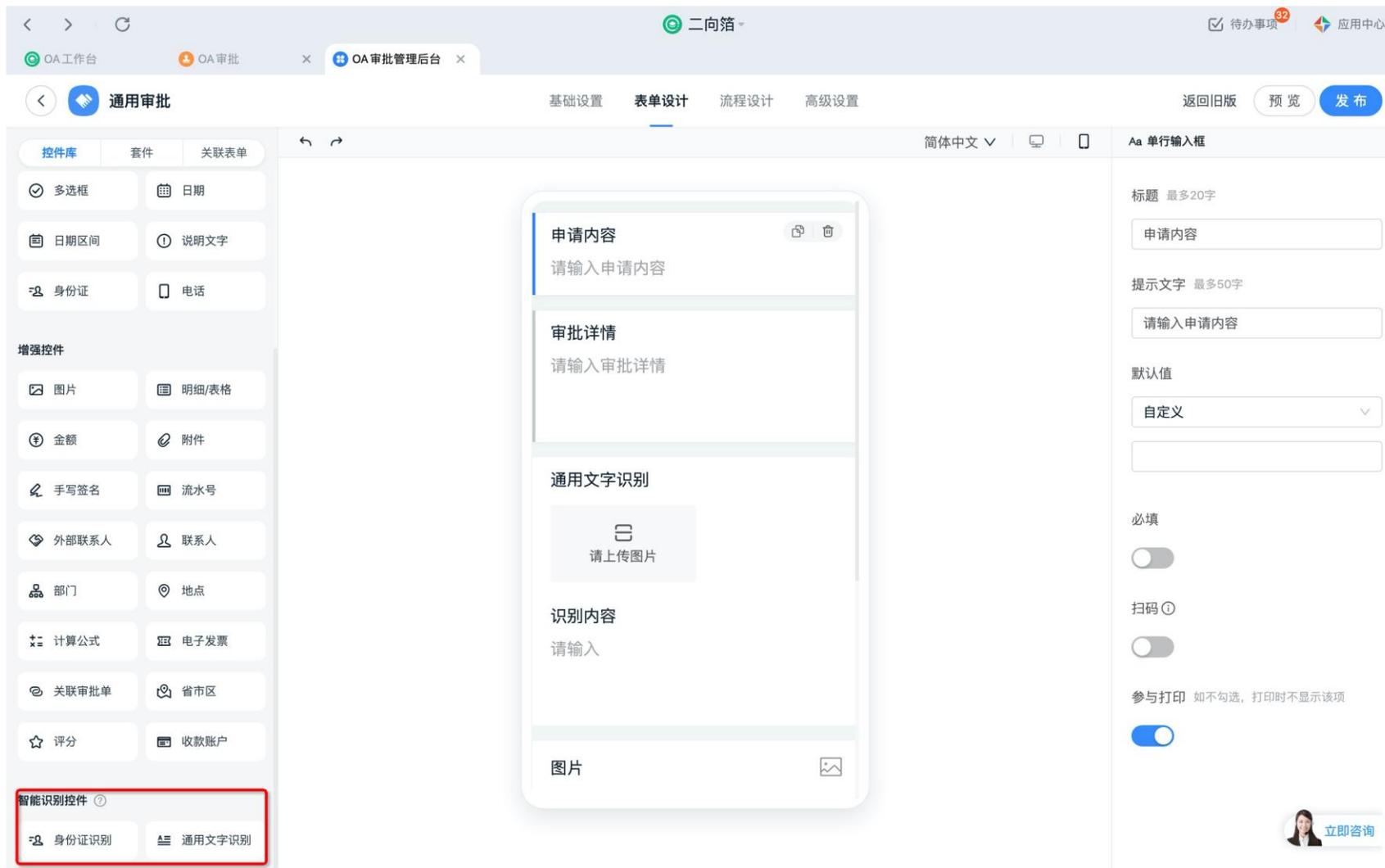
支持N个条件进行组合，形成一个复杂的条件。

The screenshot displays the '二向箱' (Two-way Box) workflow design interface. The main area shows a flowchart with steps: '二向箱', '审批人' (Approver), '发起人自选' (Initiator self-select), '添加条件' (Add condition), '抄送人' (CC), and '发起人自选' (Initiator self-select). The '添加条件' step is expanded to show a configuration panel for '条件1' (Condition 1).

The configuration panel for '条件1' includes:

- Priority: 优先级 1
- Condition type: ① 当审批单同时满足以下条件时进入此流程 (I know)
- Condition group 1: 发起人 (Please select specific person/role/department)
- Condition group 2: 发起人 (Please select specific person/role/department)
- Buttons: + 添加条件 (还有0个可用条件), + 添加条件组
- Help: ② 如何添加更多条件
- Actions: 取消, 保存

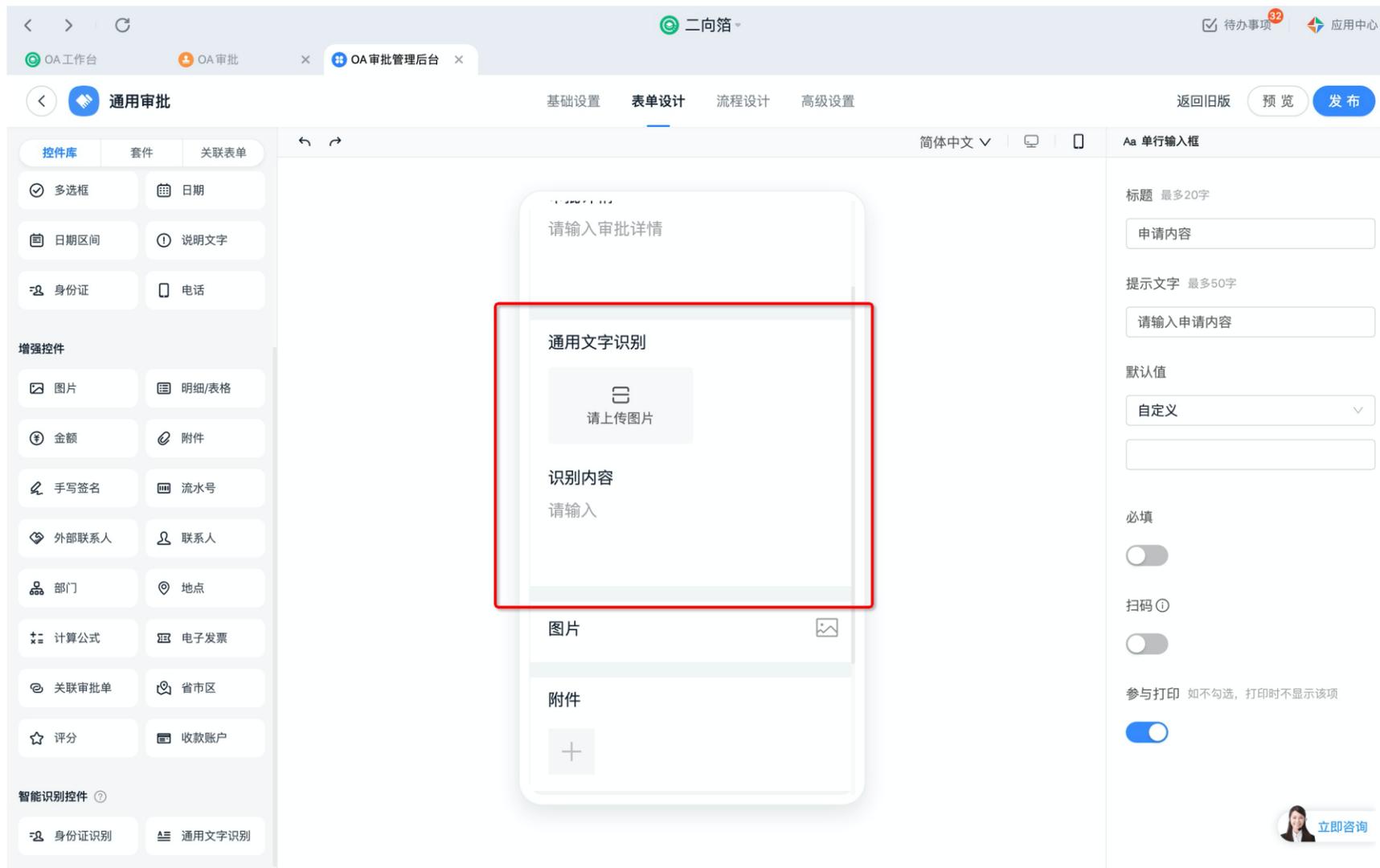
支持通用文字、身份证的识别，用户只需简单配置，即可实现强大的文字转换处理。



The screenshot displays the '通用审批' (General Approval) configuration page in the DingTalk OA system. The interface is divided into several sections:

- Header:** Includes navigation tabs for '基础设置' (Basic Settings), '表单设计' (Form Design), '流程设计' (Flow Design), and '高级设置' (Advanced Settings). It also features a '发布' (Publish) button and a '返回旧版' (Return to Old Version) link.
- Control Library (控件库):** A sidebar on the left lists various form controls such as '多选框' (Checkboxes), '日期' (Date), '日期区间' (Date Range), '说明文字' (Text), '身份证' (ID Card), '电话' (Phone), '图片' (Image), '明细/表格' (Table), '金额' (Amount), '附件' (Attachment), '手写签名' (Handwritten Signature), '流水号' (Serial Number), '外部联系人' (External Contact), '联系人' (Contact), '部门' (Department), '地点' (Location), '计算公式' (Calculation Formula), '电子发票' (Electronic Invoice), '关联审批单' (Associated Approval Form), '省市' (City/Province), '评分' (Rating), and '收款账户' (Receiving Account).
- Smart Recognition Controls (智能识别控件):** A red box highlights this section at the bottom of the control library, containing '身份证识别' (ID Card Recognition) and '通用文字识别' (General Text Recognition).
- Form Preview:** A central preview window shows a mobile-style form with fields for '申请内容' (Application Content), '审批详情' (Approval Details), '通用文字识别' (General Text Recognition) with a '上传图片' (Upload Image) button, '识别内容' (Recognized Content), and an '图片' (Image) field.
- Configuration Panel (Aa 单行输入框):** On the right, there are settings for the input field, including '标题' (Title), '提示文字' (Placeholder Text), '默认值' (Default Value), '必填' (Required) toggle, '扫码' (QR Code) toggle, and '参与打印' (Participate in Printing) toggle.

支持通用文字、身份证的识别，用户只需简单配置，即可实现强大的文字转换处理。



The screenshot displays the '通用审批' (General Approval) configuration page in the DingTalk OA system. The interface is divided into several sections:

- Header:** Includes navigation tabs for '基础设置' (Basic Settings), '表单设计' (Form Design), '流程设计' (Flow Design), and '高级设置' (Advanced Settings). It also features a '发布' (Publish) button and a '返回旧版' (Return to Old Version) link.
- Left Sidebar:** Contains a '控件库' (Control Library) with various form components such as '多选题' (Multiple Choice), '日期' (Date), '日期区间' (Date Range), '说明文字' (Text), '身份证' (ID Card), and '电话' (Phone). It also lists '增强控件' (Enhanced Controls) like '图片' (Image), '金额' (Amount), '手写签名' (Handwritten Signature), and '外部联系人' (External Contact), and '智能识别控件' (Smart Recognition Controls) including '身份证识别' (ID Card Recognition) and '通用文字识别' (General Text Recognition).
- Main Content Area:** Shows a preview of the approval form. A red box highlights the '通用文字识别' (General Text Recognition) component, which includes a '上传图片' (Upload Image) button and a '识别内容' (Recognized Content) input field.
- Right Panel:** Provides configuration options for the selected component, including '标题' (Title), '提示文字' (Prompt Text), '默认值' (Default Value), '必填' (Required), '扫码' (QR Code), and '参与打印' (Participate in Printing).

单选数据联动



数据关联和数据联动是使用率非常高的一项功能，可以用来对另一张表单中已经录入的数据，进行直接调用，或者有条件地调用。

The screenshot displays the '通用审批' (General Approval) configuration page in DingTalk. The interface is divided into several sections:

- Left Panel (Component Library):** Lists various form components under '基础控件' (Basic Components) and '增强控件' (Enhanced Components). The '单选框' (Dropdown) component is highlighted.
- Center Panel (Form Preview):** Shows a mobile view of the approval form with fields for '流水号' (Serial Number), '申请内容' (Application Content), '审批详情' (Approval Details), '通用文字识别' (General Text Recognition), and '识别内容' (Recognized Content). A red box highlights the '单选框' component in the preview.
- Right Panel (Configuration):** Provides settings for the '单选框' component, including:
 - 标题 (Title):** '单选框' (Dropdown)
 - 提示文字 (Placeholder Text):** '请选择' (Please select)
 - 选项 (Options):** A dropdown menu with '自定义' (Custom) selected. The '数据联动' (Data Linkage) option is highlighted with a red box.
 - 参与打印 (Participate in Printing):** A toggle switch is turned on.

单选数据联动



数据关联和数据联动是使用率非常高的一项功能，可以用来对另一张表单中已经录入的数据，进行直接调用，或者有条件地调用。



支持「预设权限组」和「自定义权限组」。

预设权限组根据用户权限使用情况设定的几个常用权限，可以直接拿来使用；自定义权限组可以由用户根据实际使用需求自定义团队成员的使用权限



数据列表增强



可以直接添加或导入、导出数据，编辑、删除、批量修改数据。也可以对数据进行筛选查看。

车辆管理 进入应用设置

车辆台账 ... 搜索 | 显示列 | 筛选 | [+ 新建](#)

车辆借用

<input type="checkbox"/>	车	编辑表单	车牌号	创建人	创建时间
<input type="checkbox"/>	未	从Excel导入数据	京a882777	剑珑	2020-12-08 14:58:18
<input type="checkbox"/>	小	导出数据 共2项	浙d364997	剑珑	2020-12-08 14:57:59

以前：组织运作不透明，想要提升流程效率没有抓手

现在：智能分析办事效率，消除流程阻塞，提升运作效率，发现优秀的人



钉钉组织成员审批耗时列表展示了过去30天内各成员的审批效率。列表包含以下数据：

审批人	总耗时 ↓	关联节点	节点平均耗时 Ⓢ	关联审批单	审批单平均耗时
祝平	10时26分10秒 (↑ 9%)	6	9时46分40秒 (↑ 16%)	438	2时12分22秒 (↑ 16%)
杨算宇	6时42分12秒 (↓ 14%)	5	7时8分8秒 (↓ 8%)	283	11时42分23秒 (↓ 10%)
尉迟	12时20分41秒 (↑ 19%)	3	3时8分12秒 (↑ 19%)	700	8时32分13秒 (↑ 4%)
楼远涛	7时8分8秒 (↓ 5%)	9	9时56分37秒 (↓ 1%)	637	8时32分13秒 (↓ 10%)
叶军	3时28分3秒 (↓ 3%)	8	6时42分12秒 (↓ 14%)	229	6时8分52秒 (↓ 15%)
王国龙	12时20分41秒 (↓ 7%)	9	8时56分33秒 (↓ 17%)	675	8时32分13秒 (↑ 6%)
王鹏	7时8分8秒 (↑ 13%)	1	4时28分8秒 (↑ 9%)	775	5时15分21秒 (↑ 1%)
陆宜	6时42分12秒 (↓ 17%)	2	7时45分12秒 (↓ 2%)	301	3时28分3秒 (↑ 2%)
汪北高	4时23分10秒 (↑ 12%)	4	11时56分33秒 (↑ 13%)	737	4时23分10秒 (↑ 11%)
陈德言	4时34分28秒 (↑ 8%)	7	12时20分41秒 (↑ 12%)	770	5时8分12秒 (↑ 18%)

Thanks

