

办事大厅新建流程申请操作指南

1、登录智慧校园，找到“业务直通车”，点击“办事大厅”。



2、进入办事大厅后，找到信息办目录，点击“办事大厅新建流程申请”。



3、按要求填写相关信息，附件须按“网上办事大厅新流程需求模板示例”填写上传，提交申请。

The screenshot shows the '发起新流程' (Initiate New Process) form. The form includes fields for: 申请人姓名 (Applicant Name), 申请人部门 (Applicant Department), 申请人工号 (Applicant ID), 日期时间 (Date/Time), 申请人联系方式 (Applicant Contact Information), 部门审核领导 (Department Review Leader), 新流程名称 (New Process Name), 流程适用人群 (Process Applicable People). There is a '需求附件' (Requirement Attachment) section with a link to '网上办事大厅新流程需求模板示例' (Online Business Hall New Process Requirement Template Example) highlighted with a red box. The form also has a '提交' (Submit) button at the bottom.