

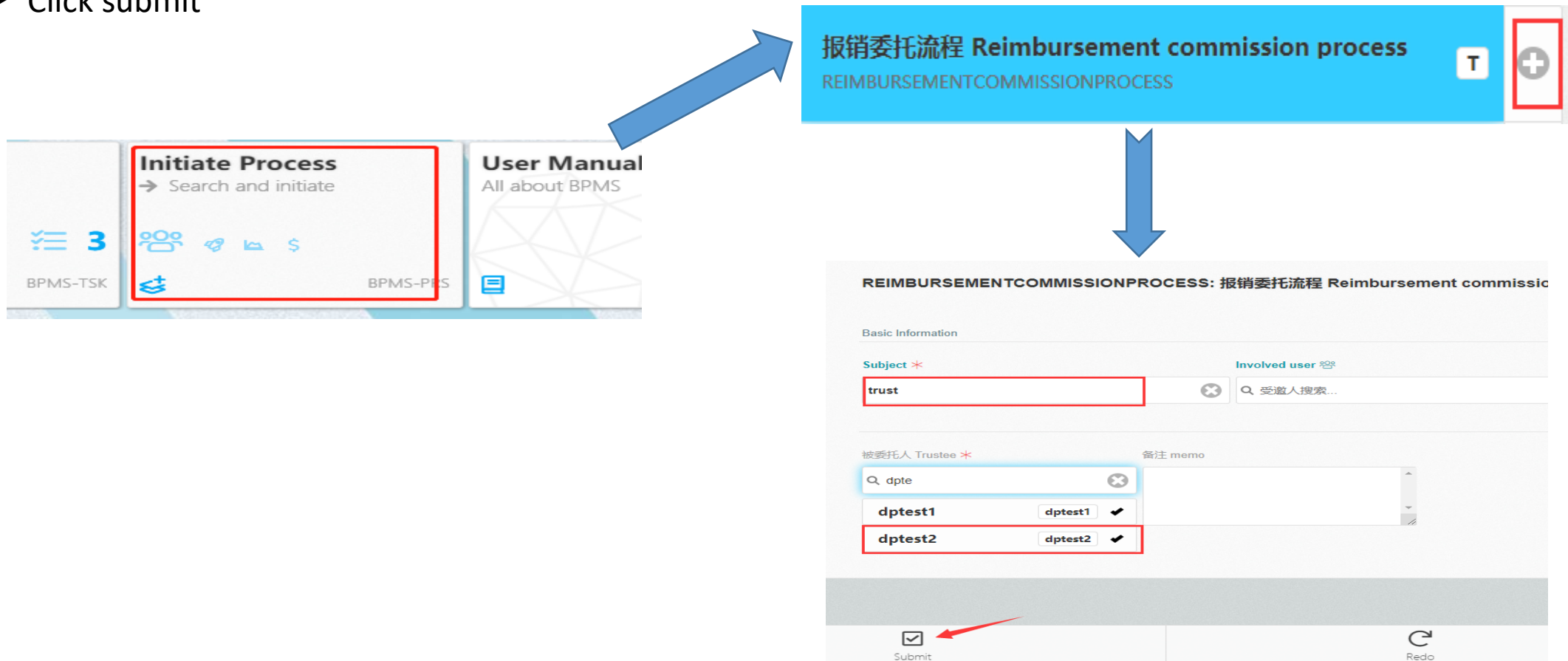


BPM SYSTEM

BPM Reimbursement
commission process

➤ Set up reimbursement principal

- Find Reimbursement commission process first:
- Fill in the title
- Fill in the entrusted person's email address
- Click submit



The screenshot shows the BPMS-TSK interface. On the left, the 'Initiate Process' button is highlighted with a red box. A blue arrow points from this button to the 'Reimbursement commission process' card. Another blue arrow points from the card to the process configuration form.

Reimbursement commission process
REIMBURSEMENTCOMMISSIONPROCESS

REIMBURSEMENTCOMMISSIONPROCESS: 报销委托流程 Reimbursement commissio

Basic Information

Subject * trust Involved user 受委托人

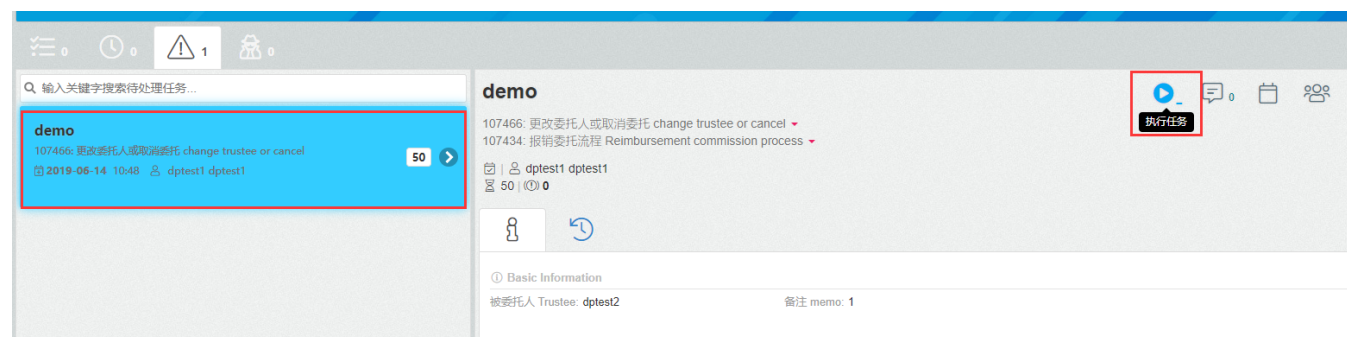
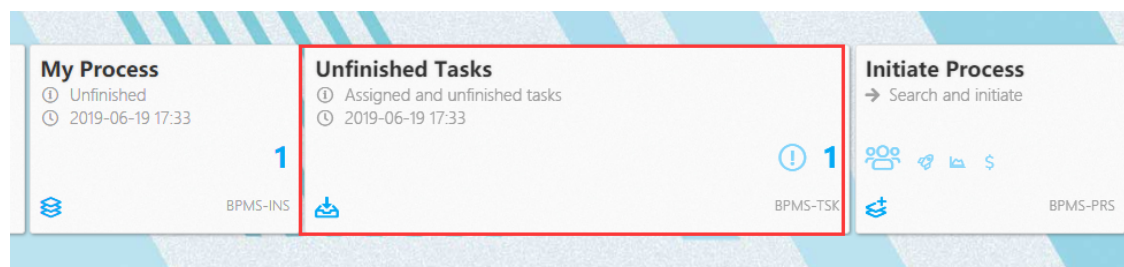
被委托人 Trustee * 备注 memo

被委托人 Trustee *	备注 memo
dptest1	dptest1 ✓
dptest2	dptest2 ✓

Submit Redo

➤ Change and Delete the trustee

- Go to the home page and click my process
- Click Unfinished Tasks
- Click the task
- Click to perform the task



➤ Change and Delete the trustee

- Click Action
- You can choose to change the principal and enter a new principal, then click submit
- Or you can delete the trustee, then click submit

