

## **OA System Application Test Paper**

### **(A) New Meeting - related**

1. In the OA system, how do you create a new meeting and invite other colleagues to attend?  
Please describe the operation steps in detail.
2. How do you check whether the meeting room is occupied?

### **(B) New Process and Approval - related**

1. In the OA system, how do you initiate an approval application? Please explain the specific operation steps.
2. How do you check the status of each node in the approval process?
3. If you need to delete a submitted approval document, how should you operate?
4. Where can you view all the approval documents you have applied for?
5. Please explain the operation methods and functions of common approval nodes (such as rejection, transfer, asking for others' opinions, etc.) in the OA system.

### **(C) Personnel Search and Communication - related**

1. If you are in the Indonesian branch, how do you search for the information of colleagues in the Huizhou company in the OA system?
2. In the OA system client (computer and mobile versions), how do you find other colleagues for chat and communication?
3. When you don't know which department a colleague belongs to, how do you quickly locate the colleague in the OA system?

### **(D) System Password Modification - related**

1. In the OA system, how do you modify your system password? Please explain the operation process in detail.
2. According to company regulations, how often does the OA system password need to be modified?