

# 1.新建审批流

1) 在Approval Flow中新建一条记录，选择审批类型并保存。

Power Apps | MyApproval

Home Recent Pinned Approval Approval Tasks Instance Vacation Approvals Configuration Approval Flows Approval Users

New Approval Flow - Unsaved

General

Name \* vacationapprovalFlow

Approval Type VacationApproval

2) 在子网格下按审批次序新建审批人

vacationapprovalFlow - Saved  
Approval Flow

Young \* Owner

General Related

Name \* vacationapprovalFlow

Approval Type VacationApproval

+ New Approval User Refresh Flow ...

Order 1 Approval Flow Approver Created On

No data available

0 - 0 of 0 Page 1

一个三级审批的审批流配置完成如下：

vacationapprovalFlow

- Saved

Approval Flow

Young #

Owner

General

Related

Name	* vacationapprovalFlow
Approval Type	VacationApproval
<div>+ New Approval User</div> <div>Refresh</div>	
	Order ↑ Approval Flow ↓ Approver Created On
1	vacationapprovalFlow Young # 7/21/2022 2:33 PM
2	vacationapprovalFlow Young # 7/21/2022 2:33 PM
3	vacationapprovalFlow Young # 7/21/2022 2:33 PM

1 - 3 of 3

Page 1

## 2.新建表单并提交审批

1) 新建一条休假记录并保存。默认状态描述为草稿，需要点击提交按钮进行提交。

Save

SubmitApproval

Save & Close

New

Deactivate

Delete

Refresh

Check Access

Assign

Share

vacationTest1

- Saved

Vacation Approval

Young #

Active

Draft

Owner

Status

Status Reason

General

Related

Name

\* vacationTest1

StartDate

\* 7/21/2022

8:00 AM

EndDate

\* 7/22/2022

8:00 AM

Description

I need rest.

Timeline

Search timeline

Enter a note...

Get started

Capture and manage all records in your timeline.

2) 提交后状态置为未激活，表单锁定不可编辑。状态描述为已提交。

← + New Activate Delete Refresh Check Access Assign Share Email a Link Flow Word Templates

Read-only This record's status: Inactive

**vacationTest1** - Saved  
Vacation Approval

Young # Owner Inactive Status Submitted Status Reason

**General** Related

Name	* vacationTest1
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

**Timeline**

Search timeline

Enter a note...

**Get started**

Capture and manage all records in your timeline.

3) 生成审批任务后状态描述变为审批中。

Read-only This record's status: Inactive

**vacationTest1** - Saved  
Vacation Approval

Young # Owner Inactive Status Approving Status Reason

**General** Related

Name	* vacationTest1
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

**Timeline**

Search timeline

Enter a note...

Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Active 2:44 PM

### 3. 审批操作

1) 审批人进入对应审批任务后可点击对应标签页查看信息，或则点击 关于 (Regarding) 进入原始记录查看。

**Vacation Approval About - vacationTest1** - Saved  
Approval Task

Normal Priority Open Activity Status Open Status Reason Young # Owner

**General** Vacation Details Related

Name	* vacationTest1
Owner	* Young #
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

2) 通过审批

方式一：点击标记完成按钮

Navigation: < > Save **Mark Complete** Save & Close Delete Refresh Check Access Close Approval Task Add to Queue

Vacation Approval About - vacationTest1 - Saved  
Approval Task

Normal Priority Open Activity Status Open Status Reason Young # Owner

General **Vacation Details** Related

Name	* vacationTest1
Owner	* Young #
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

方式二：点击结束审批任务，并将状态描述选择为 Approved

Navigation: < > Save Mark Complete Save & Close Delete Refresh Check Access **Close Approval Task** Add to Queue

Vacation Approval About - vacationTest1 - Saved  
Approval Task

Normal Priority Open Activity Status Open Status Reason

General **Vacation Details** Related

Close Approval Task

Do you want to close the selected 1 Approval Task?  
Select the status of the closing Approval Task.

State Completed

Status **Approved**

Close Approval Task Cancel

方式三：手动更改状态并保存

Navigation: < > **Save** Mark Complete Save & Close Delete Refresh Check Access Close Approval Task Add to Queue

Vacation Approval About - vacationTest1 - Unsaved  
Approval Task

Normal Priority **Completed** Approved Activity Status Young # Owner

General **Vacation Details** Related

Name	* vacationTest1
Owner	* Young #
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

Priority Normal

Activity Status \* Completed

Status Reason **Approved**

Owner \* Young #

审批通过后，若当前审批不是最后节点，则生成下一级审批任务，否则将主表单状态改为已通过。

Read-only This record's status: Inactive

**vacationTest1** - Saved  
Vacation Approval

Young # Owner | Inactive Status | **Approved** Status Reason

**General** Related

Name	* vacationTest1
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

**Timeline**

Search timeline

Enter a note...

- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 3:11 PM
- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 3:10 PM
- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 2:58 PM

### 3) 拒绝或者取消审批

拒绝：拒绝后审批流程停止，将主表单重新开启，状态描述改为已拒绝。用户可重新发起审批。

**vacationTest1** - Saved  
Vacation Approval

Young # Owner | Active Status | **Rejected** Status Reason

**General** Related

Name	* vacationTest1
StartDate	* 7/21/2022 8:00 AM
EndDate	* 7/22/2022 8:00 AM
Description	I need rest.

**Timeline**

Search timeline

Enter a note...

- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 4:09 PM
- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 3:11 PM
- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 3:10 PM
- Y# Approval Task from Young #  
Vacation Approval About - vacationTest1  
Closed 2:58 PM

方式一：点击结束审批，选择状态为Completed，选择状态描述为Rejected。

Save | Mark Complete | Save & Close | Delete | Refresh | Check Access | **Close Approval Task** | Add to Queue

**Vacation Approval About - vacationTest1** - Saved  
Approval Task

Normal Priority | Open Activity Status | Open Status Reason

**General** Vacation Details Computer Approval Related

Subject: Vacation Approval About - vacationTest1

Approval Type

Owner

Regarding

Description

**Close Approval Task**

Do you want to close the selected 1 Approval Task?  
Select the status of the closing Approval Task.

State: Completed

Status: Rejected

Close Approval Task | Cancel

方式二：手动更改状态后保存。

Save

Mark Complete

Save & Close

Delete

Refresh

Check Access

Close Approval Task

Add to Queue

vacation Approval About - vacationTest1 - Unsaved

proval Task

neral

Vacation Details

Computer Approval

Related

Subject

Vacation Approval About - vacationTest1

Approval Type

VacationApproval

Owner

Young #

Regarding

vacationTest1

Description

---

Normal

Completed

Rejected

Young #

Priority

Normal

Activity Status

Completed

Status Reason

Rejected

Owner

Young #

取消：取消后将主表单改为已取消，表单锁定。用户不可重新发起审批。

New

Activate

Delete

Refresh

Check Access

Assign

Share

Email a Link

Flow

Word Templates

Read-only This record's status: Inactive

vacationTest1 - Saved

Vacation Approval

Young #

Inactive

Canceled

General

Related

Name

vacationTest1

StartDate

7/21/2022

8:00 AM

EndDate

7/22/2022

8:00 AM

Description

I need rest.

Timeline

Search timeline

Enter a note...

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

4:26 PM

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

3:11 PM

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

操作方式：同上，选择状态为Canceled，选择状态描述为Canceled。

## 4.重新提交审批

被拒绝后点击提交按钮可重新提交审批。

Save

SubmitApproval

Save & Close

New

Deactivate

Delete

Refresh

Check Access

Assign

Share

vacationTest1 - Saved

Vacation Approval

Young #

Active

Rejected

General

Related

Name

vacationTest1

StartDate

7/21/2022

8:00 AM

EndDate

7/22/2022

8:00 AM

Description

I need rest.

Timeline

Search timeline

Enter a note...

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

4:26 PM

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

3:11 PM

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed

3:10 PM

Approval Task from Young #

Vacation Approval About - vacationTest1

Closed