

# 审批包使用说明

## 1.组成

主实体（标准表）+审批任务（活动）+审批流程配置（标准表）+审批人（标准表）+Automate

主实体作为审批主表单，记录需要被审批的信息，审批任务作为子任务可被不同的审批表单复用。

## 2.流程处理

审批主表单提交或审批任务完成时，Automate则根据审批流程来停止审批、或者新建审批任务并分配给对应审批人。

## 3.显示控制

为了提高用户使用体验，在审批任务中，脚本根据不同的审批类型控制显示不同的标签页。

## 增加审批流程步骤：

### 1.新建审批主实体时，需要勾选开启活动。

Help URL

Make this table an option when

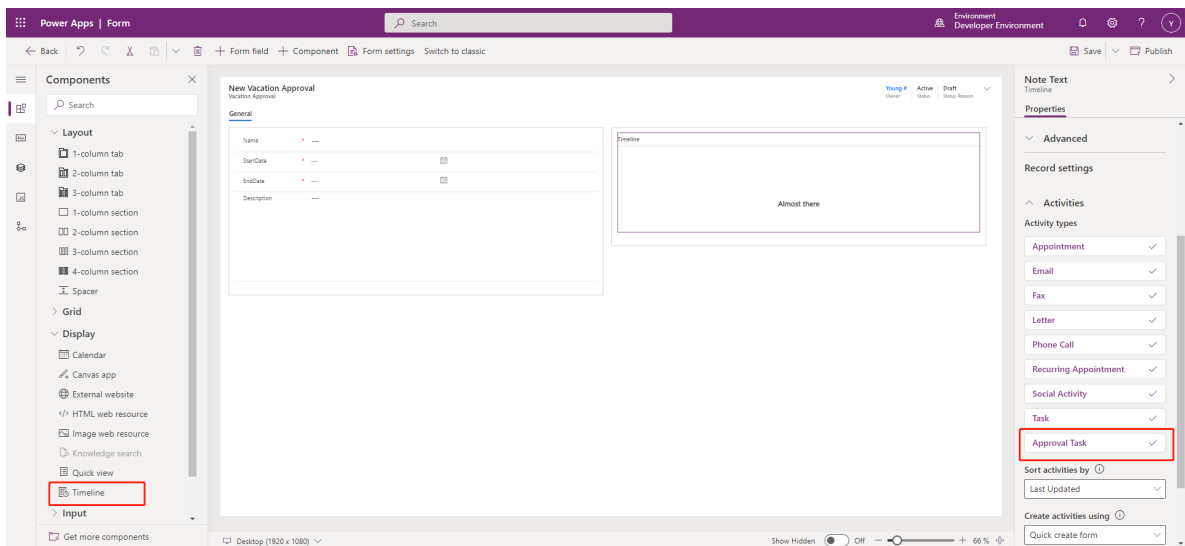
- ☒ Creating a new activity<sup>1</sup> ⓘ
- ☒ Doing a mail merge ⓘ
- ☐ Setting up SharePoint document management ⓘ

Rows in this table

- ☐ Can have connections<sup>1</sup> ⓘ
- ☐ Can have a contact email<sup>1</sup> ⓘ
- ☐ Have an access team ⓘ
- ☐ Can be linked to feedback<sup>1</sup> ⓘ
- ☐ Appear in search results
- ☐ Can be taken offline ⓘ
- ☐ Can be added to a queue<sup>1</sup> ⓘ
- ☐ When rows are created or assigned, move them to the owner's default queue

Save Cancel

### 2.配置日程表/时间线

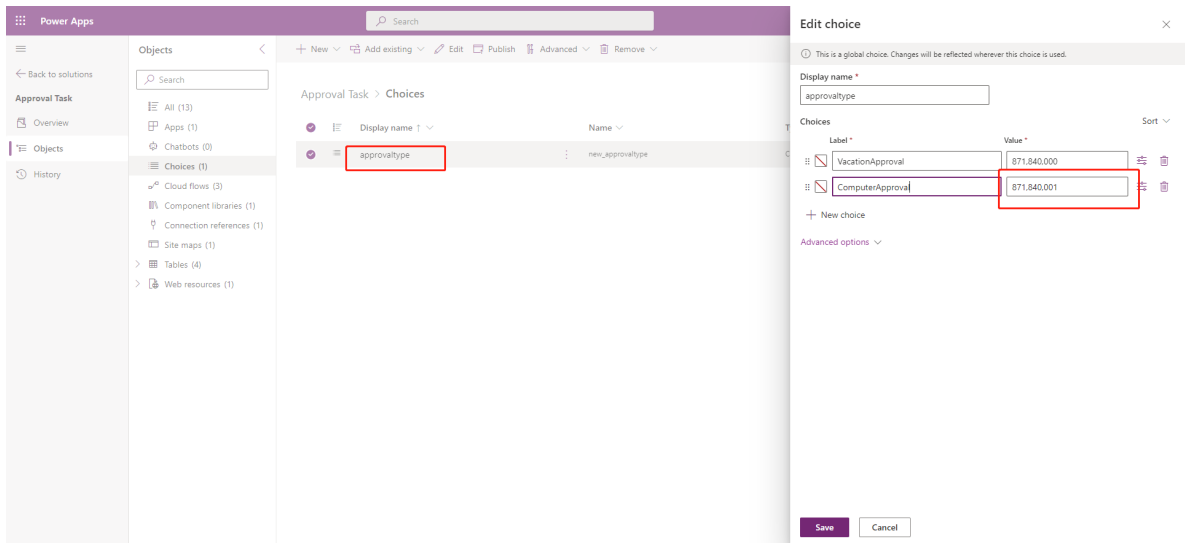


将日程表插入窗体中，并且开启审批任务显示。

### 3. 配置审批任务

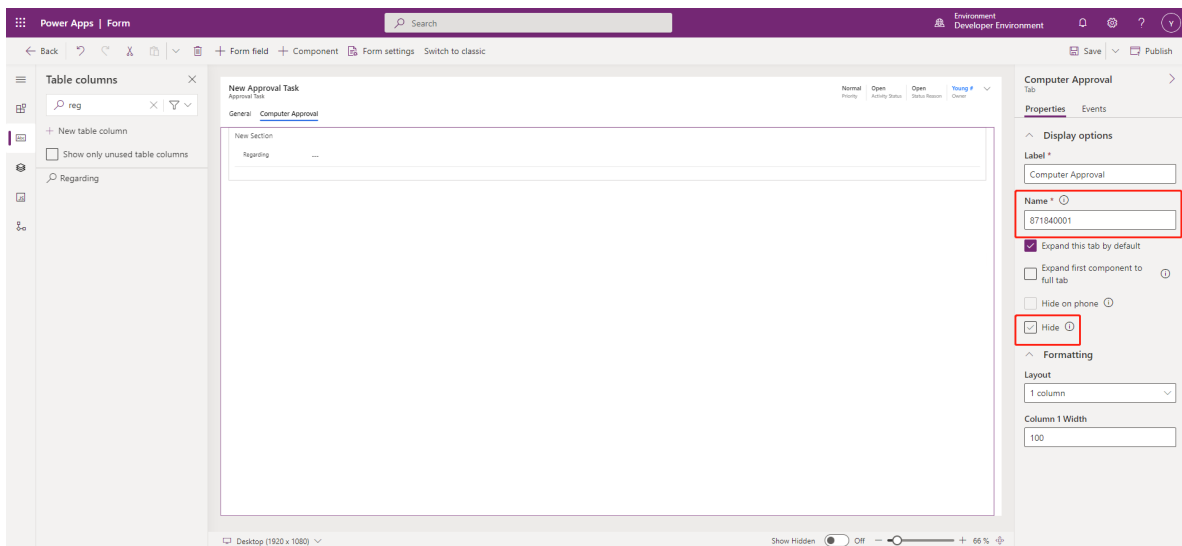
为了显示对审批主表单应标签页，需要配置单选approvaltype和主窗体。

#### 3.1 在单选approvaltype中新增一个选项，并复制数值。



#### 3.2 配置审批任务标签页

新建一个标签页，编辑完页面内容后将名称属性更改为上一步中复制的单选数值，并隐藏标签页。原理：脚本会根据审批类型的选项值显示名称相同的标签页。



效果如下：

2333 - Saved

Approval Task

General **Computer Approval** Related

Subject	* 2333
Approval Type	ComputerApproval
Regarding	ytest
Description	---

## 4 配置Automate 流

新增一个审批流程时，需要建立两个Automate 流，更改一个Automate 流

新增：

1. 当主表单状态为提交时触发流，生成审批任务。
2. 当审批任务结束时根据结果和流程终止审批或者新建审批任务并分配给下一级审批人。

修改：

1. 审批任务结束时，根据审批类型调用不同子流。

注意：所有的Automate 流均需要新建在同一个解决方案中。

### 4.1 当主表单状态为提交时触发流，生成审批任务：

- 1.新建一个自动云端流，并监控状态描述字段。

When a row is added, modified or deleted

\* Change type: Modified

\* Table name: Vacation Approvals

\* Scope: Organization

Select columns: statuscode

Filter rows: statuscode eq 6

Delay until: Enter a time to delay the trigger evaluation, eg. 2020-01-01T10:10:00Z

Run as: Choose the running user for steps where invoker connections are used

[Hide advanced options](#)

2. 获取开启的相关审批任务，如果存在为完成的审批，则终止流。

get open relevant approval tasks

\* Table name: Approval Tasks

Select columns: Enter a comma-separated list of column unique names to limit which columns are returned

Filter rows: \_regardingobjectid\_value eq [Vacation Approvals] and statecode eq 0

Sort By: Columns to sort by in OData orderBy style (excluding lookups)

Expand Query: Enter an Odata style expand query to list related rows

Fetch XML Query: Enter a Fetch XML query for advanced customization

Row count: Enter the number of rows to be listed (default = 5000)

Skip token: Enter the skip token obtained from a previous run to list rows from the next page

Partition ID: An option to specify the partitionId while retrieving data for NoSQL tables

[Hide advanced options](#)

If there are open tasks, cancel flow

length( ) is greater than 0

+ Add

If yes: Terminate

If no: Add an action

3. 获取相关审批人

首先获取审批流程，再根据审批流程的id值和审批顺序1来获取对应审批人。

get approval flow

\* Table name

Approval Flows

Select columns

new\_approvalflowid

Filter rows

new\_name eq 'Young's flow'

Sort By

Columns to sort by in OData orderBy style (excluding lookups)

Expand Query

Enter an Odata style expand query to list related rows

Fetch Xml Query

Enter a Fetch XML query for advanced customization

Row count

1

Skip token

Enter the skip token obtained from a previous run to list rows from the next pa

Partition ID

An option to specify the partitionId while retrieving data for NoSQL tables

Hide advanced options ^

+

get approver

\* Table name

Approval Users

Select columns

new\_approver

Filter rows

\_new\_approvalflow\_r\_value eq fx first(...) × and new\_order eq 1

Sort By

Columns to sort by in OData orderBy style (excluding lookups)

Expand Query

Enter an Odata style expand query to list related rows

Fetch Xml Query

Enter a Fetch XML query for advanced customization

Row count



1

Skip token


Enter the skip token obtained from a previous run to list rows from the next pa

#### 4 新建审批任务并更改主表单状态

新建审批任务，选择对应审批类型，将获取的审批人赋值到负责人，关联主表单。

approvaltype	VacationApproval
Currency (Currencies)	Unique identifier of the currency associated with the activitypointer.
Delivery Priority	Priority of delivery of the activity to the email server.
Description	Description of the activity.
Due Date	Scheduled end time of the activity.
Exchange Item ID	The message id of activity which is returned from Exchange Server.
Exchange WebLink	Shows the web link of Activity of type email.
Import Sequence Number	Sequence number of the import that created this record.
Is Billed	Information regarding whether the activity was billed as part of resolving
Is Private	For internal use only.
Is Workflow Created	Information regarding whether the activity was created from a workflow r
Last On Hold Time	Contains the date and time stamp of the last on hold time.
Left Voice Mail	Left the voice mail
Order	1
Owner (Owners)	systemusers/  first(...) x
Priority	Priority of the activity.
Process	Unique identifier of the Process.
Record Created On	Date and time that the record was migrated.
Regarding (Accounts)	Unique identifier of the object with which the activity is associated.
Regarding (ComputerApprovals)	Unique identifier of the object with which the activity is associated.
Regarding (Contacts)	Unique identifier of the object with which the activity is associated.
Regarding (Interactions for Email)	Unique identifier of the object with which the activity is associated.
Regarding (Knowledge Articles)	Unique identifier of the object with which the activity is associated.
Regarding (Knowledge Base Records)	Unique identifier of the object with which the activity is associated.
Regarding (Vacation Approvals)	new_vacationapprovals/  Vacation Appr... x

更改主表单状态到审批中。



Update vacation approval status to approving


...

\* Table name

Vacation Approvals

▼

\* Row ID

 Vacation Appr... x

EndDate

Name

StartDate

Description

Owner (Owners)

Owner Id

Status

Inactive

▼

Status Reason

Approving

▼

Time Zone Rule Version Number

For internal use only.

UTC Conversion Time Zone Code

Time zone code that was in use when the record was created.

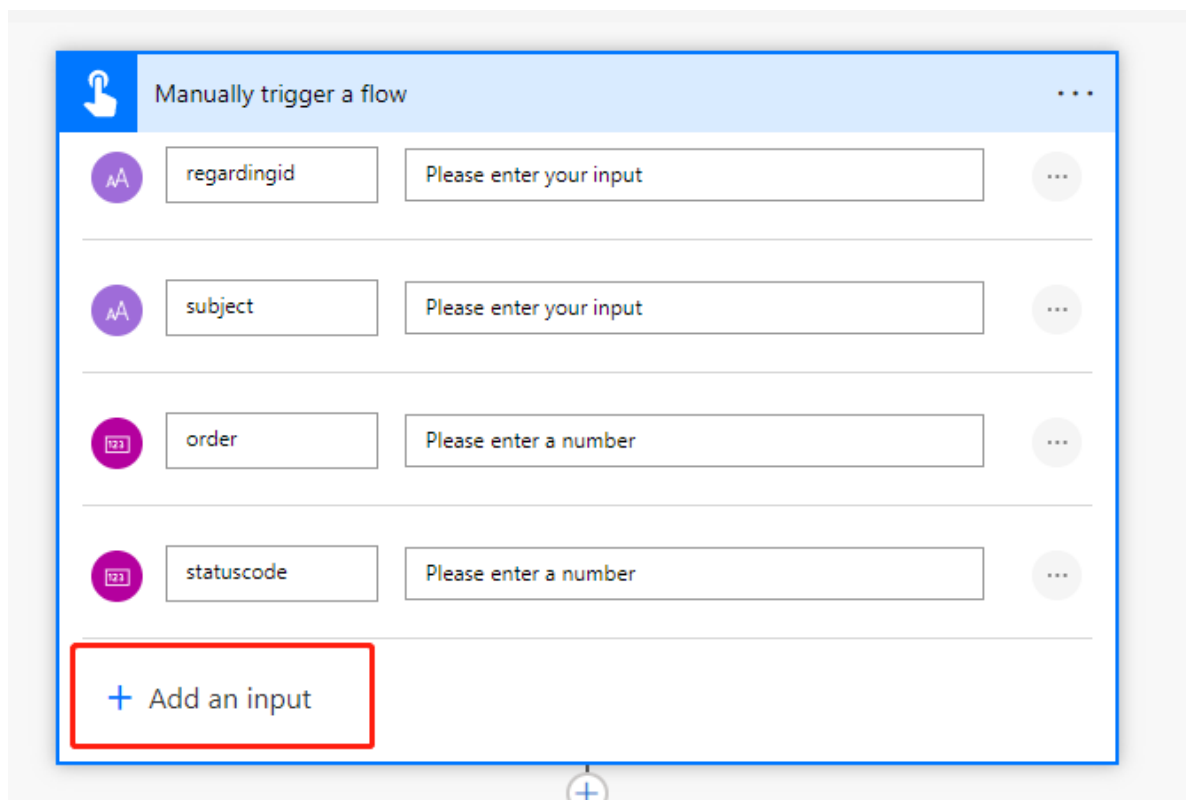
Hide advanced options

^

## 4.2 当审批任务结束时根据结果和流程终止审批或者新建审批任务并分配给下一级审批人

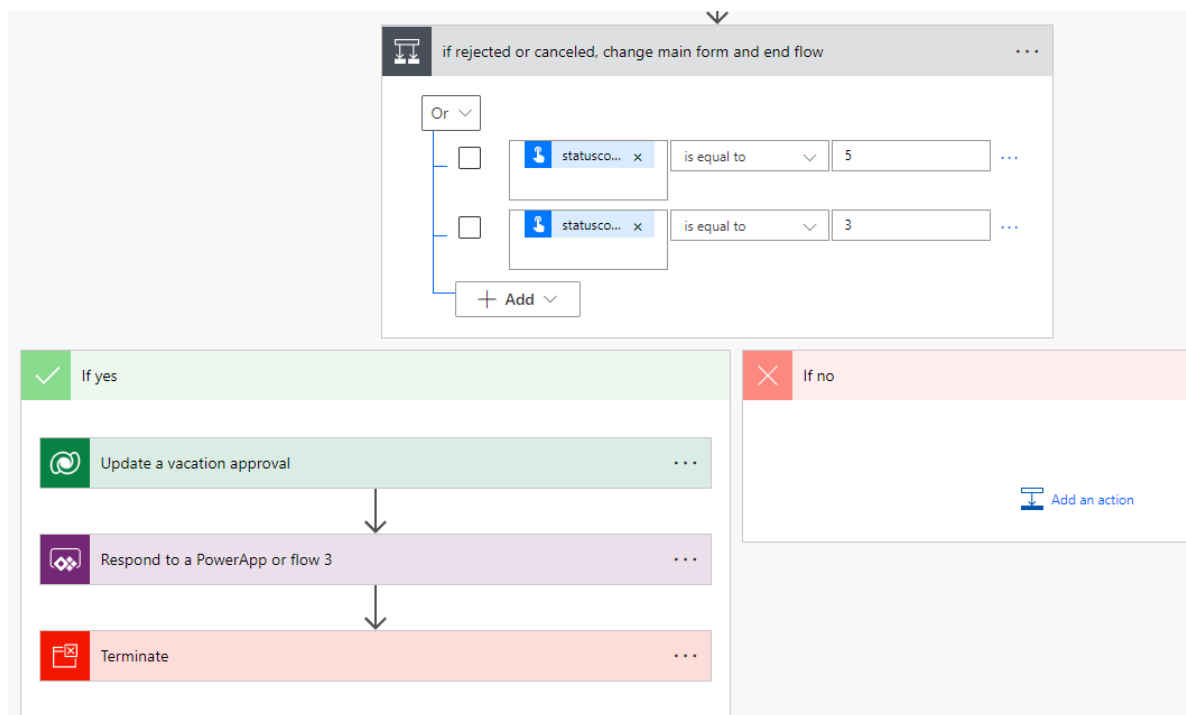
1新建一个即时触发流，也就是通过按钮触发的流。并添加调用的参数。

1. regardingid: 主表单的id
2. subject: 主题，新建任务时使用
3. order: 审批顺序，判断审批流是否结束或筛选下一级审批人
4. statuscode: 状态描述，用来判断审批结果



## 2判断审批结果

如果为拒绝或者取消，则更改主表单状态为拒绝或取消。返回给调用的主流http状态码，并结束流。



## 3 获取审批人

筛选下一级审批人



**get approver**

\* Table name: Approval Users

Select columns: new\_approver

Filter rows:  $\_new\_approvalflow\_r\_value$  eq  $first(...)$  and new\_order eq  $add(...)$

Sort By: Columns to sort by in OData orderBy style (excluding lookups)

Expand Query: Enter an Odata style expand query to list related rows

Fetch Xml Query: Enter a Fetch XML query for advanced customization

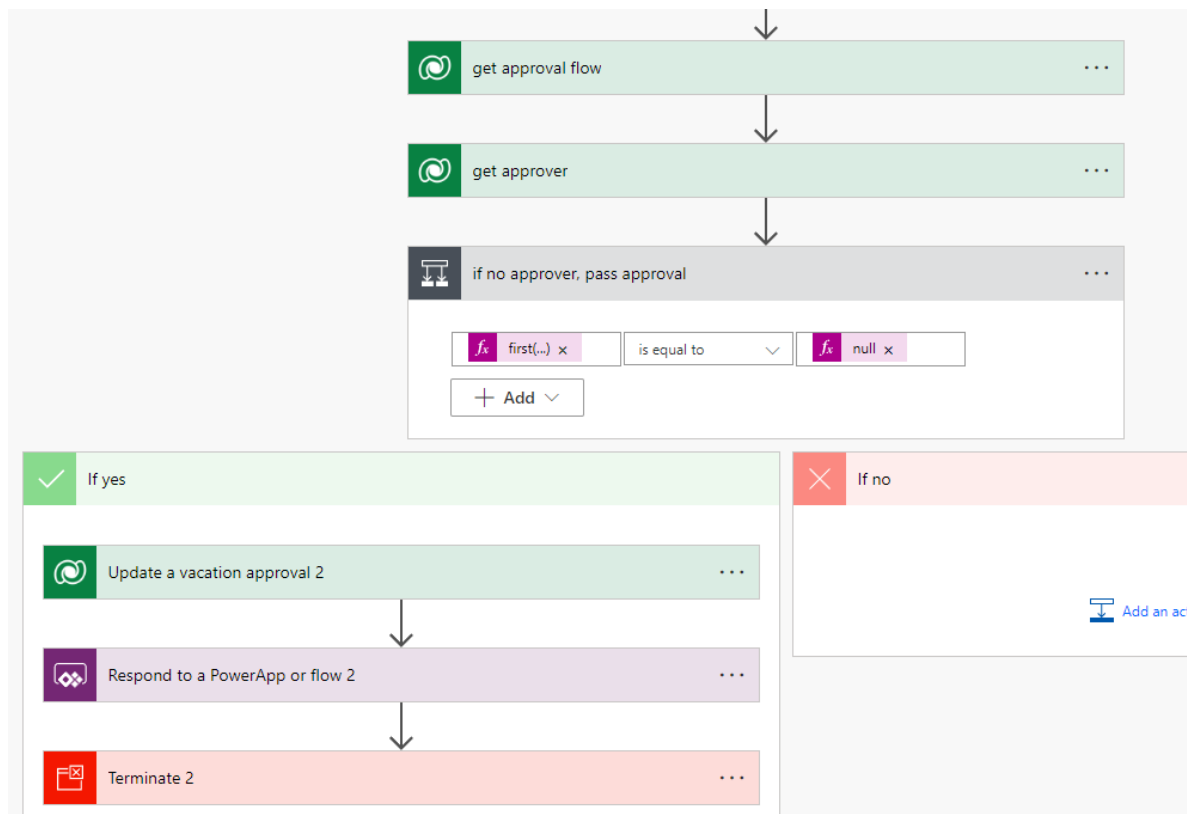
Row count: 1

Skip token: Enter the skip token obtained from a previous run to list rows from the next page

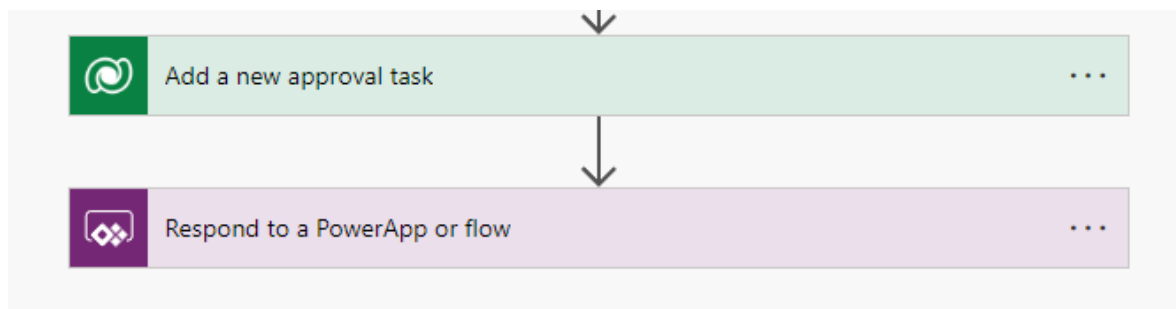
Partition ID: An option to specify the partitionId while retrieving data for NoSQL tables

[Hide advanced options](#)

如果返回空值，则更改主表单状态为已通过，返回http状态码给主流，结束审批流程。

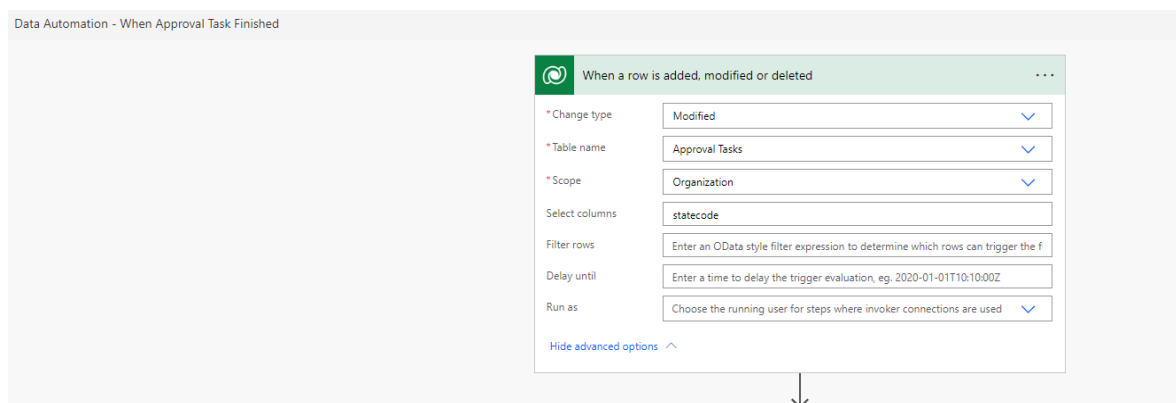


4 如果审批未结束，则新建审批任务，选择对应审批类型，将获取的审批人赋值到负责人，关联主表单。响应主流。



### 4.3 审批任务结束时根据审批类型调用子流

1 当审批任务的状态改变时，触发流。



2 根据审批类型调用子流

