



DESMART

SIMIS Office Automation System

Tutorial on SIMIS OA System





1

Get Started

2

Home Page

3

General Workflow

4

Typical Cases

5

Mobile App




01

Get Started - Login

Login on PC:

Please visit <https://oa.simis.cn>

Chrome , Firefox, Edge are supported.

Then login with the following information:

Username: **SIMIS email address** (with suffix)

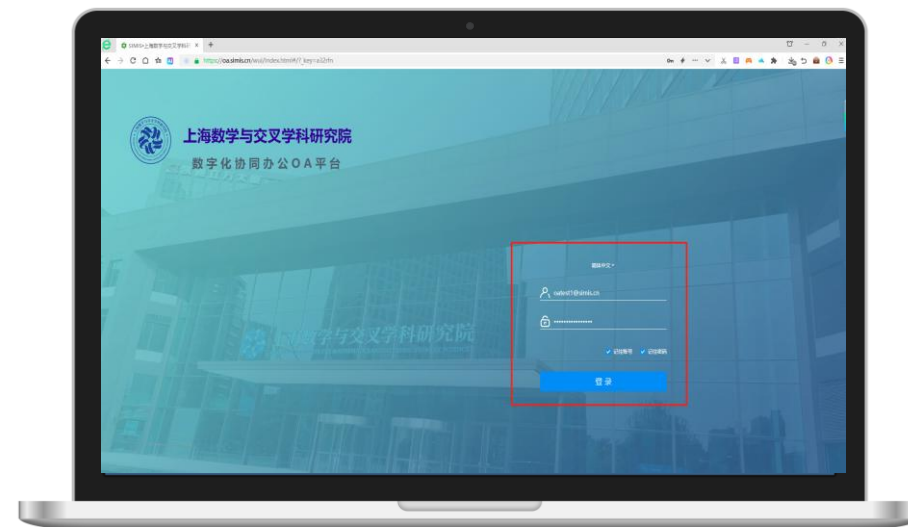
Initial Password: **Simis+ <the last 6 characters of your identity ID>**

For example, if my ID was 25839572, my initial password could be

Simis839572

It's recommended to change the password on the first login.

There are at most 9 trials per day if you had entered a wrong password.





It's required to change password on the first login.

Password Format: a string no less than 8 characters with digits, upper and lower cases.

The screenshot shows the SIMIS login page with a dark blue header and a light blue background. A modal window titled "系统提示" (System Prompt) is displayed in the center, with the message "首次登录需修改密码!" (First login requires password change!). Below the message are two buttons: "确认" (Confirm) and "取消" (Cancel). Red arrows point from the text "Changing Password is needed on the first login" to the modal, and from "Confirm" and "Cancel" to their respective buttons.

On the right side, a "密码设置" (Password Setting) modal is shown. It contains the following fields and labels:

- 旧密码:** (Old password) - A text input field with a masked password (dots).
- 新密码:** (New password) - A text input field with a masked password (dots) and a strength indicator (red, yellow, green bars).
- 确认新密码:** (New password again) - A text input field with a masked password (dots).
- 验证码:** (Verification code) - A text input field containing "7250" and a CAPTCHA image showing the digits "7 2 5 0".

At the bottom right of the "密码设置" modal is a blue button labeled "保存" (Save).



You will arrive the home page as follows

员工门户

门户

人事

微搜

知识

流程

微搜

请输入关键词搜索

快速入口

用印 / Seal

合同 / Contract

采购 / Purchase

差旅 / Travel

付款申请 / Payment

工作餐 / Meal

自定义设置

统一待办

待办

待阅

关注

抄送

已办

暂无数据

日程

周

双周

月

<

2025年5月

>

日

一

二

三

四

五

六

04

05

06

07

08

09

10

暂无日程

通讯录

搜索姓名/首字母/手机号

最近

同部门

我的下属

登录到PC端首页



02

Home Page



The appearance may change a little along the development.

App Menus

Quick Search

Quick Access

More Quick Access Menus

Calender

Board Menus

Contacts

Workflows and Todos

The screenshot shows the SIMIS Home Page interface. At the top, there is a header bar with the SIMIS logo, a home icon, a 'Portal' button, a 'Workflow' dropdown, and a search bar with the placeholder text 'Please enter a keyword to search'. On the right side of the header, there are notification, star, and language (CN, EN) icons, along with a user profile for 'Junfei YANG'. Below the header, the main content area is divided into several sections. On the left, there is a 'Board Menus' section with a link to 'Employee...'. The central part features a 'Quick Access' section with icons for '用印 / Seal', '合同 / Contract', '采购 / Procurement', '差旅 / Travel', '付款申请 / Payment', and '工作餐 / Working Meal'. To the right of these icons is a 'More Quick Access Menus' section with a '更多应用' (More Applications) button and a '自定义设置 / Custom Settings' button. Below the 'Quick Access' section is a 'Workflow Center' section with tabs for 'Pending', 'Awaiting', 'Focus', 'CC', and 'Handled'. The 'Pending' tab is active, showing a list of workflows, including one for '2025-09-04 - 18F Auditorium-2025级新生开学典礼' (2025-09-04 - 18F Auditorium-2025 Freshman Opening Ceremony) by 'Tianshuo LI' on '2025-07-16'. On the right side of the main content area, there is a 'Calendar' section showing a calendar for July 2025, with the 24th highlighted. Below the calendar is a 'Contacts' section with a search bar and a list of contacts, including 'Nann... Administration Department YG0008' and 'Xinjin... Information Technology D... YG0007'.



03

General Workflow



Definition: A workflow is a representation of a business logic in the OA system.

We convert ordinary paper works to OA workflows so that they can be treated in standard ways, and less error prone.

On the following slides, we will show

- * How to create a workflow.
- * How to trace your workflows.
- * How to edit your workflows.



Change Language



DESMART

Employee...

Portal

Workflow

Please enter a keyword to search

1

★

CN EN

JY Junfei YANG

Quick Access

用印 / Seal

合同 / Contract

采购 / Procurement

差旅 / Travel

付款申请 / Payment

工作餐 / Working Meal

Workflow Center

Pending

Awaiting

Focus

CC

Handled

2025上半年o365追加订单付款	Junfei YANG	2025-08-15
采购需求申请-BOSS直聘升级VIP账户	Xinjing ZHAO	2025-07-25
暂借款-工作电脑代采购预支款	Junfei YANG	2025-07-25

Language

English

Personalization

Password Settings

Theme Center

Change Layout

Logout

week biwe... month

< August 2025 >

Sun Mon Tues Wed Thur Fri Sat

10 11 12 13 14 15 16

No Agenda

Contacts



Create a Workflow – step 1



DESMART

1

2

Process

Workflow | Please enter a keyword to search

Employee...

Payment | 工作餐 / Working Meal | 更多应用 | 自定义设置/Custom Settings

Calendar

week | biwe... | month

< August 2025 >

Sun Mon Tues Wed Thur Fri Sat

10 11 12 13 14 15 16

No Agenda

Contacts

Pending	Awaiting	Focus	CC	Handled	
2025上半年o365追加订单付款				Junfei YANG	2025-08-15
采购需求申请-BOSS直聘升级VIP账户				Xinjing ZHAO	2025-07-25
暂借款-工作电脑代采购预支款				Junfei YANG	2025-07-25



Create a Workflow – step 2



DESMART

1

To Do List

New Wor...

Handled ...

My Reque...

Followed ...

Workflow...

Search

Home

Process

Workflow

Please enter a keyword to search

Notification

Star

CN

EN

JY

Junfei YANG

New Workflow

All Favorites

Financial workflow(5)

2

Travel Expense Reimbursement Form

Payment Application Form

Work Meal Approval Form

Reception and Hospitality Application Form

External Personnel Payment Application Form

Meeting-related procedures(1)

Conference Budget / Final Accounts Form

Budget Related Workflow(1)

Department Budget Application

Contract Related Workflow(3)

Contract Signing Approval

Addition of Supplier Information

Supplier Information Change

Holidays and attendance(4)

Overtime Application Form

Procurement Related Workflow(3)

Purchase Request

Procurement Process Record

Framework Contract Purchase Order

Sealing Related Workflow(1)

Stamping Application Form



Fill in the Form



DESMART

SIMIS - Shanghai Institute

Create - Travel Expense Reimbursement Form - Create

新建标签页

OA Usage Tutorial - Zoom

新建标签页

https://oa.simis.cn/spa/workflow/static4form/index.html?_rdm=1755257138712#/main/workflow/req?iscreate=1&workflowid=147&isagent=0&beagenter=...

Workflow :Create - Travel Expense Reimbursement Form - Create

Workflow Form

Workflow Chart

Process Status

Submit

Save

Travel Expense Reimbursement Form

1. Allowance for meals is reimbursed according to the domestic and international travel reimbursement standards, or at a flat rate of 100RMB per person per day based on the number of calendar days on the trip. Only one reimbursement method can be selected each time.

2. Allowance for local transportation is reimbursed based on receipts, or at a flat rate of 80RMB per person per day based on the number of calendar days on the trip. Only one reimbursement method can be selected each time.

3. If accommodation and meals are arranged or provided by the organizing unit, meal allowances and local transportation allowances will not be reimbursed during meetings and trainings.

Application Information

Title	Travel Expense Reimbursement Form-Junfei YANG-2025-08-15	Application Date	2025-08-15
Name of Traveler	Junfei YANG	Department Of Traveler	Information Technology Department
Rank		Academic Events	
Funding Category			



To Do List

New Wor...

Handled ...

My Reque...

Followed ...

Workflow...

Search

Process

Workflow

Please enter a keyword to search

Junfei YANG

My Request

All

Financial workflow

Travel Expense Reimbursen...

Payment Application Form

Reception and Hospitality A...

Procurement Related Workflow

Purchase Request

Sealing Related Workflow

Stamping Application Form

Meeting-related procedures

Meeting Room Reservation

Holidays and attendance

Overtime Application Form

All

Not Archived

Archived

Unread

Feedback

My Followir

Workflow Title	Affiliated Path	Created Date	Current Node	Users (W/O Action...
2025上半年o365追加订单付款	Payment Application Form	2025-08-15 14:03:36	Ticket Paste Sheet Printing	Junfei YANG
Reception - Zhao (Created By :Junfei YANG, Created Date :2025-08-14, Handler :Junfei YANG)	Reception and Hospitality Application Form	2025-08-14 15:16:50	Department Leader Approval	Leonardo Santilli
Travel Expense - to BIMSA	Travel Expense Reimbursement Form	2025-08-14 14:38:38	Department/Project Leader Approval	Leonardo Santilli
2025-07-28 - 1710-Classroom-The Thermodynamics of Chaos	Meeting Room Reservation	2025-07-28 07:05:14	结束	
2025-08-20 - 1710-Classroom-The Thermodynamics of Chaos	Meeting Room Reservation	2025-07-28 06:57:01	结束	
2025-08-19 - 1710-Classroom-The Thermodynamics of Chaos	Meeting Room Reservation	2025-07-28 06:42:56	结束	
加班申请单-杨俊飞-2025-07-25	Overtime Application Form	2025-07-25 16:25:07	归档	
暂借款-工作电脑代采购预支款	Payment Application Form	2025-07-25 09:04:39	Ticket Paste Sheet Printing	Junfei YANG

11 records in total

1

Go to 1



Trace Your Workflow 2



DESMART



Workflow :Process - Travel Expense Reimbursement Form - Department/Project Leader Approval

Workflow Form

Workflow Chart

Process Status

Related resources



Current flow by Junfei YANG forecast on 2025-08-14 14:43:58 at "Department/Project Leader Approval" node, [Click here to repredict](#)

Intelligent Prediction

☐ Complete view

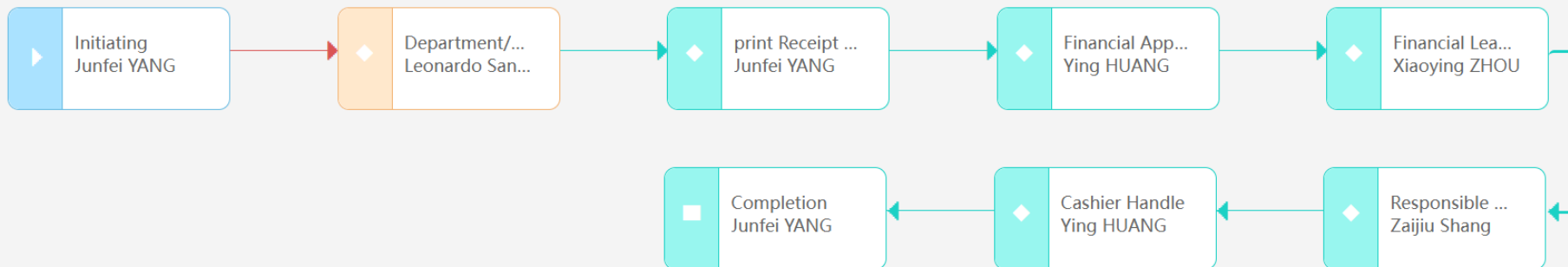
Processed

Current Node

Passed Exit

Possible Processing Nodes

Possible exits

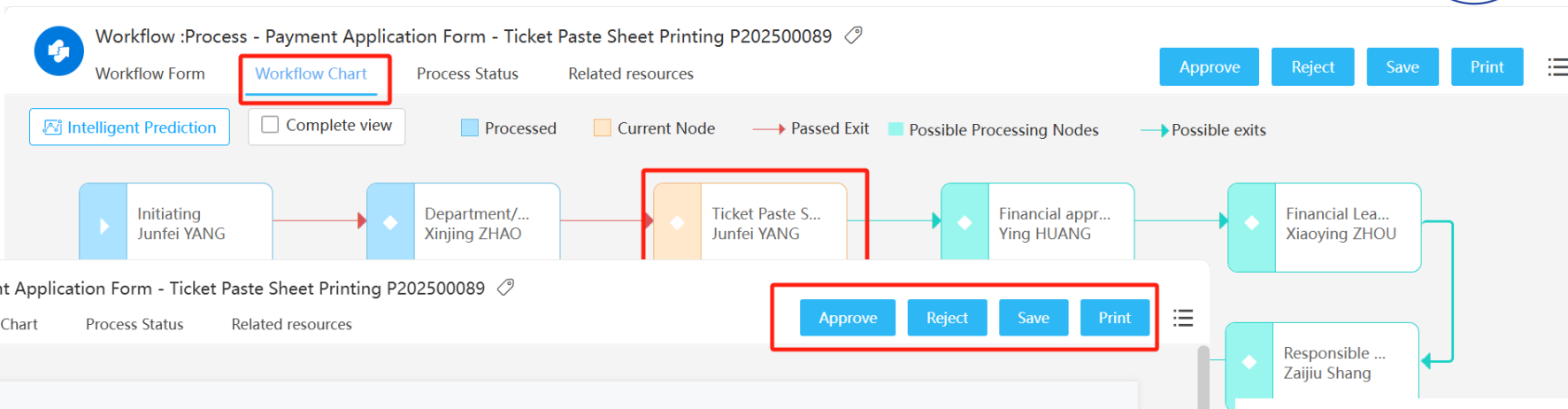




Proceed further



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Workflow :Process - Payment Application Form - Ticket Paste Sheet Printing P202500089

Workflow Form Workflow Chart Process Status Related resources

Approve Reject Save Print

Payment Application Form

Operation Steps:
Step 1:Click 【Print】 button to print out Receipts Paste Sheet.Please hand over them to Finance Department on time after sorting and pasting all receipts on the sheet.
Step 2:Click 【Submit】 button to continue this workflow.

Application Information

Title	2025上半年o365追加订单付款	Application Date	2025-08-15
Applicant	Junfei YANG	Application Department	Information Technology Department
Payment Type	Other Payment		
Associated Pre-Procurement Process			
Description			

When a workflow comes to your turn, you need to proceed on it push it on.

◆**Approve**: When you agree with the previous steps. And the workflow will go on;

◆**Rject**: When you do not agree. And the workflow will return to previous nodes;

◆**Save**: You can input your opinions but temporarily save it and decide later;

◆**Print**: Just print the form;

◆**≡**: More menus.

- * When a workflow is clicked, the form is opened in a new browser tab. You may manually close the tab or switch to the old tab.**
- * Do not share you account with others.**



04


Typical Cases






Travel Expense Reimbursement



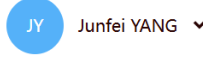



DESMART





 Process


 Workflow


Please enter a keyword to search





 New Wor...

 Handled ...

 My Reque...


 Followed ...

 Workflow...

 Search

New Workflow

All Favorites

 Financial workflow(5)


Travel Expense Reimbursement Form

Payment Application Form

Work Meal Approval Form


Reception and Hospitality Application Form

External Personnel Payment Application Form


 Meeting-related procedures(2)

Meeting Room Reservation

Conference Budget / Final Accounts Form

 Budget Related Workflow(1)


Department Budget Application

 Contract Related Workflow(3)

Contract Signing Approval


Addition of supplier information

Supplier information change

 Holidays and attendance(4)

Overtime Application Form


Leave Request Form

 Procurement Related Workflow(3)

Purchase Request

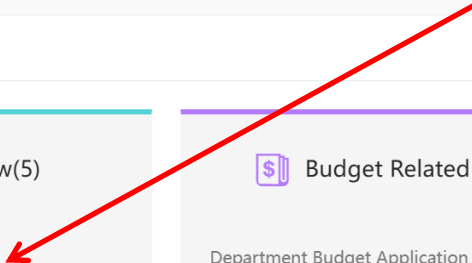
Procurement Process Record

Framework Contract Purchase Order

 Sealing Related Workflow(1)

Stamping Application Form

Travel Expense Reimbursement






When a faculty/staff takes a business trip, and will refund the cost afterwards.






Payment Application









DESMART





 Process


 Workflow ▼


 Junfei YANG ▼


 New Wor...

 Handled ...

 My Reque...


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 Workflow...

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New Workflow

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Procurement Process Record

Framework Contract Purchase Order

 Sealing Related Workflow(1)

Stamping Application Form

Payment Application





When a faculty/staff buys some equipment, or to pay for some activities.

To pay some visiting scholars for remuneration.


It is for all payments other than refunding business trips.






Work Meal Approval

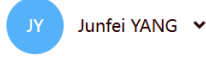






DESMART





 Process


 Workflow ▼





 New Wor...

 Handled ...

 My Reque...

 Followed ...

 Workflow...

 Search

New Workflow

All Favorites

Financial workflow(5)

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Holidays and attendance(4)

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Leave Request Form

Procurement Related Workflow(3)

Purchase Request

Procurement Process Record

Framework Contract Purchase Order

Sealing Related Workflow(1)

Stamping Application Form

Work Meal Approval





This is for work meals with only SIMIS faculties/stuffs. one shall apply for the approval in advance.


For guests, it is to use the Reception and Hospitality Application Form.






Accomodation Approval

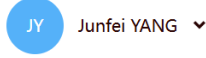






DESMART





 Process


 Workflow ▼





 To Do List


 New Wor...

 Handled ...

 My Reque...


 Followed ...

 Workflow...

 Search

New Workflow

All Favorites

 Financial workflow(5)


Travel Expense Reimbursement Form

Payment Application Form

Work Meal Approval Form


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 Meeting-related procedures(2)

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Contract Signing Approval


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Supplier information change

 Holidays and attendance(4)

Overtime Application Form


Leave Request Form

 Procurement Related Workflow(3)

Purchase Request

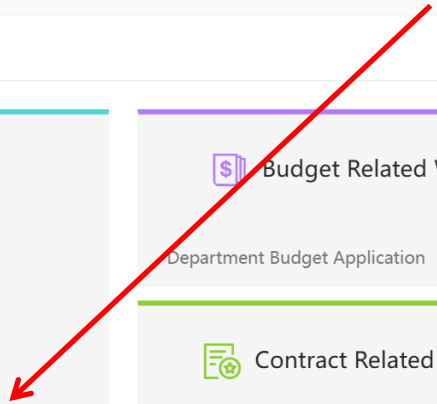
Procurement Process Record

Framework Contract Purchase Order

 Sealing Related Workflow(1)

Stamping Application Form

Accomodation Approval






When a faculty/staff wants to pay for a visitor's meal/hotel (with some fund), one shall apply for approval in advance.






External Personal Payment Application







DESMART



 Process

 Workflow ▼

 JY Junfei YANG ▼

 New Wor...

Handled ...

My Reque...

Followed ...

Workflow...

Search

New Workflow

All Favorites

Financial workflow(5)

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Overtime Application Form

Leave Request Form

Procurement Related Workflow(3)

Purchase Request

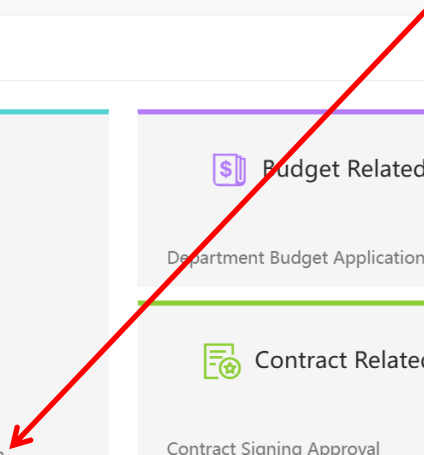
Procurement Process Record

Framework Contract Purchase Order

Sealing Related Workflow(1)

Stamping Application Form

External Personal Payment Application





When a faculty/staff wants to apply remuneration for some visitors

*** Seminar/Conference Reservation**

*** ...**

***More components will be released in the future.
While currently the financial components are generally enough.***



05

Mobile App



For mobile App, it's to look for "EMobile7" in the App store. Install it, and connect to the URL <https://oam.simis.cn>

We will describe more on this in the next tutorial.



Thank you

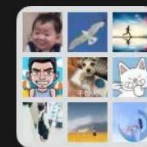
Questions \>



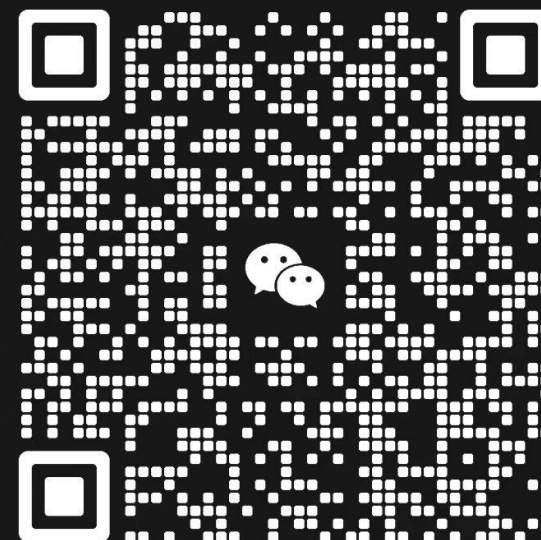
For more questions, please send email to

yangjunfei@simis.cn

or message in the SIMIS-IT-Helpdesk wechat group.



群聊: SIMIS-IT-helpdesk



该二维码7天内(8月21日前)有效, 重新进入将更新