

## Web 端航次工作汇报流程设定参考（文档）

航次工作汇报的审批流程，根据审批人员是否变化，可设置一个或多个审批流程，一般流程为：申请（申请权限由角色权限控制）—审批（可自由设置多步）。

举例：船舶申请—岸基审批—船长审批

The screenshot shows the 'Workflow Configuration' page in the '互海科技' (Ocean Link Tech) system. The interface is divided into several sections:

- Header:** Includes the company logo, user information (工作台 4022), and navigation links (船舶AIS, 资讯, 帮助).
- Left Sidebar:** A '全部菜单' (All Menus) list with icons for various system functions like '公告管理', '船舶管理', '船员管理', etc.
- Main Content Area:**
  - Form Fields:** '名称' (Name) is set to '自定义流程名称' (Custom Flow Name). '适用部门' (Applicable Department) is set to '全部' (All).
  - 备注 (Remarks):** A text area for '根据需要填写流程备注信息' (Fill in flow remarks as needed).
  - 审批流程 (Approval Flow) Table:**

步骤 (Step)	审批角色 (Approval Role)	流程状态 (Flow Status)	节点名称 (Node Name)	是否可编辑 (Editable)	操作 (Action)
1	请选择 (Please select)	请选择 (Please select)		是 (Yes)	新增 (+ 在列表插入步骤) (Add)
2	请选择 (Please select)	请选择 (Please select)		是 (Yes)	新增 (+ 在列表插入步骤) (Add)
  - 抄送角色 (Copy Roles):** A section with a '添加抄送角色' (Add Copy Role) button and a table for configuring copy recipients and timing.

Red annotations with arrows point to specific elements:

- '自定义流程名称' (Custom Flow Name) in the '名称' field.
- '选择适应部门' (Choose applicable department) in the '适用部门' dropdown.
- '根据需要在流程备注信息' (Fill in flow remarks as needed) in the remarks text area.
- '节点名称设置完成后，审批界面将默认展示自定义节点名称' (After setting the node name, the approval interface will default to displaying the custom node name) pointing to the '节点名称' column in the table.
- '添加、删除审批节点' (Add/delete approval nodes) pointing to the '+ 在列表插入步骤' buttons.
- '选择审批角色' (Choose approval role) pointing to the '审批角色' dropdowns in the table.
- '点击添加抄送角色' (Click to add copy role) pointing to the '添加抄送角色' button.
- '设置抄送时机' (Set copy timing) pointing to the '抄送设置' dropdown in the '抄送角色' section.