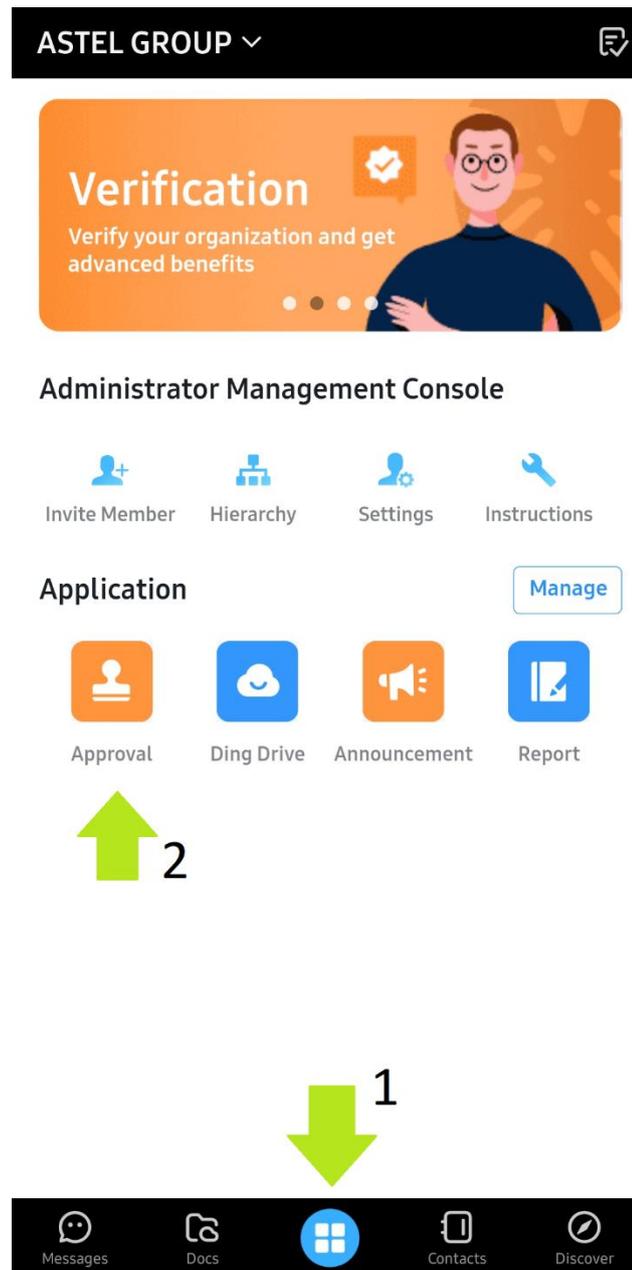


# How to use Dingtalk Apps for Approver

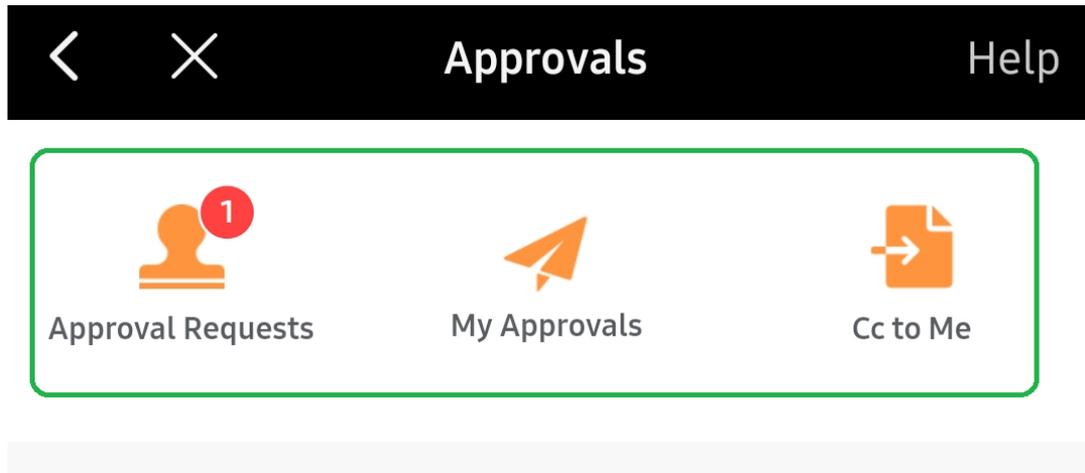
Hi! This user guide will guide you to use Dingtalk Apps for approver.

## 1. On Mobile Phones / Mobile Devices

- a. Open Dingtalk by accessing Dingtalk icon  (Before use this, you have to install and register dingtalk apps through Google playstore or Appstore).
- b. Navigate to *work* (1) menu, and choose *approval* (2)



- c. On the approval page, you can see 3 menus on the top. **Approval Request**, **My Approvals**, and **cc to me**.



**\*Approval Request** , means that you are on the workflow for approval, and someone need you to approve the request.

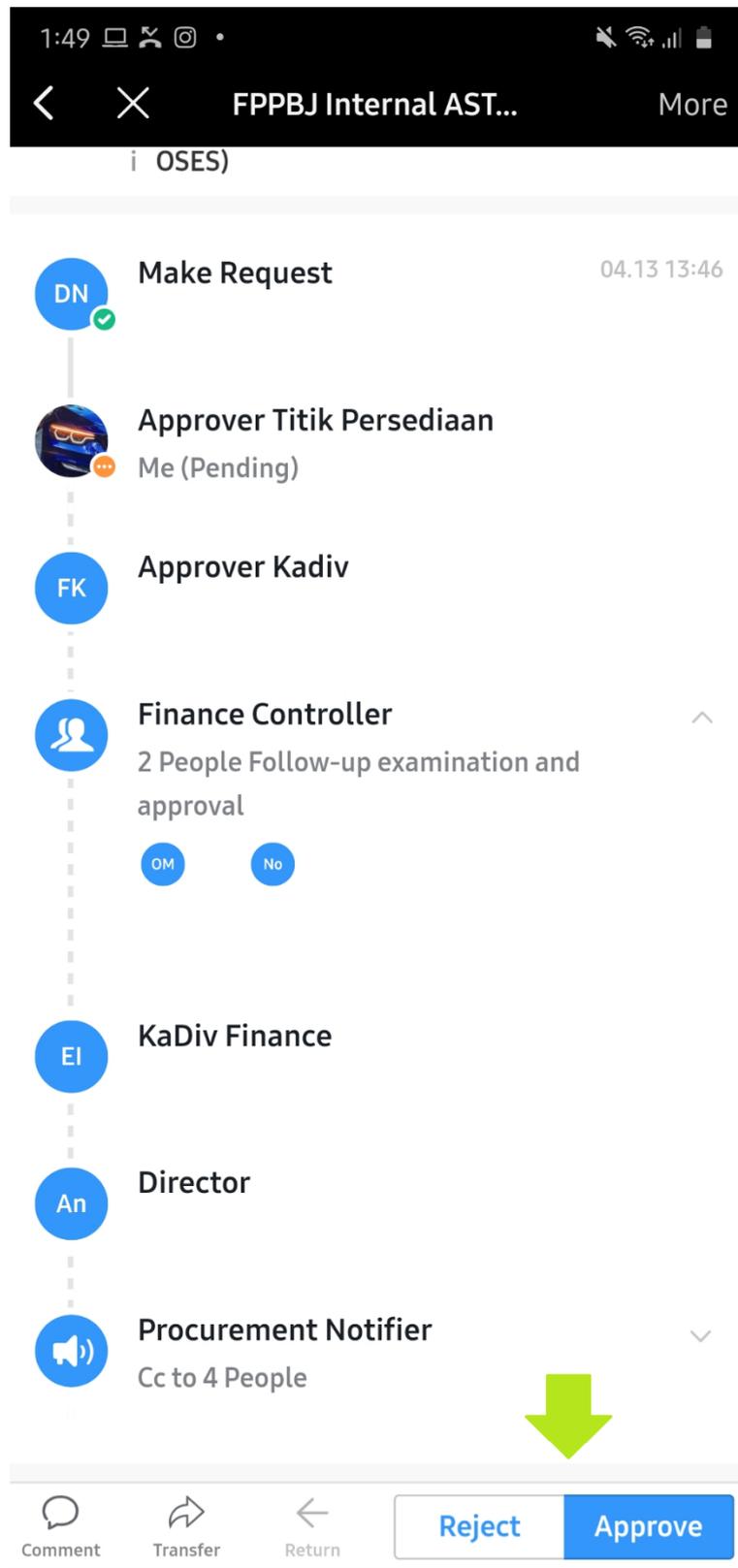
**\*My Approvals**, all the request that already approved by you.

**\*Cc to me**, means that you are notified for some request for approval process and you do not need to approve. (You may need to take some action after been notified).

**Note:**

Approval also can be notified in message menu. And you can approve the request from there.

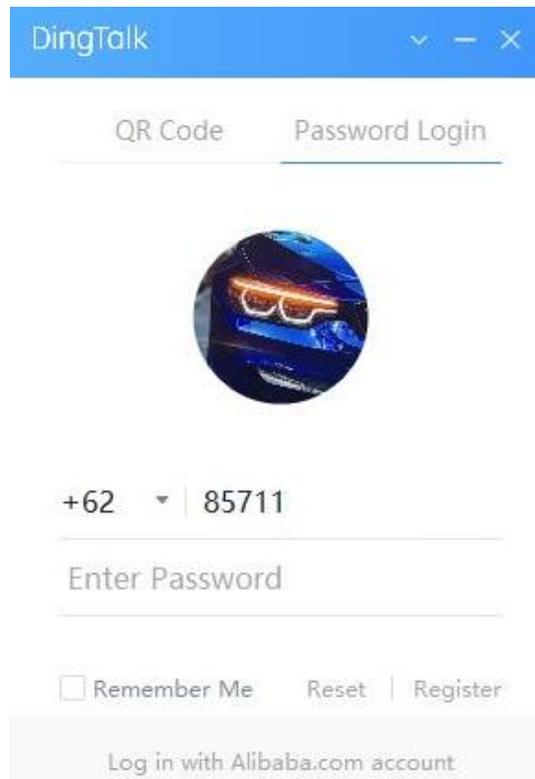
- d. Open the Approval Request and you can see the details one by one for approval request.



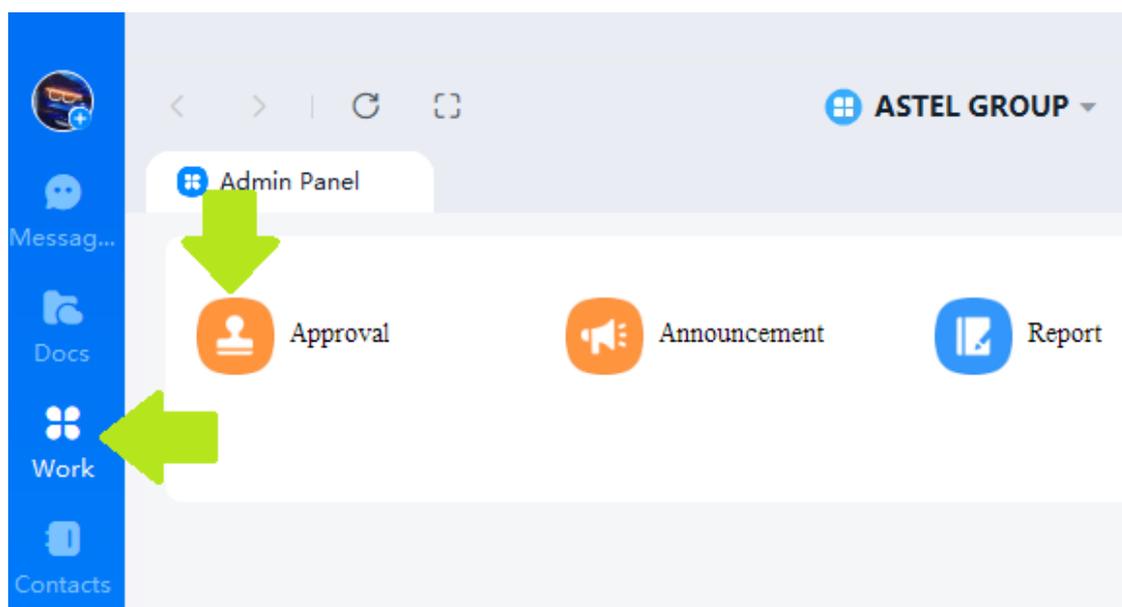
- e. Now you are finish with your approval request through mobile device.

## 2. On your PC or Laptop

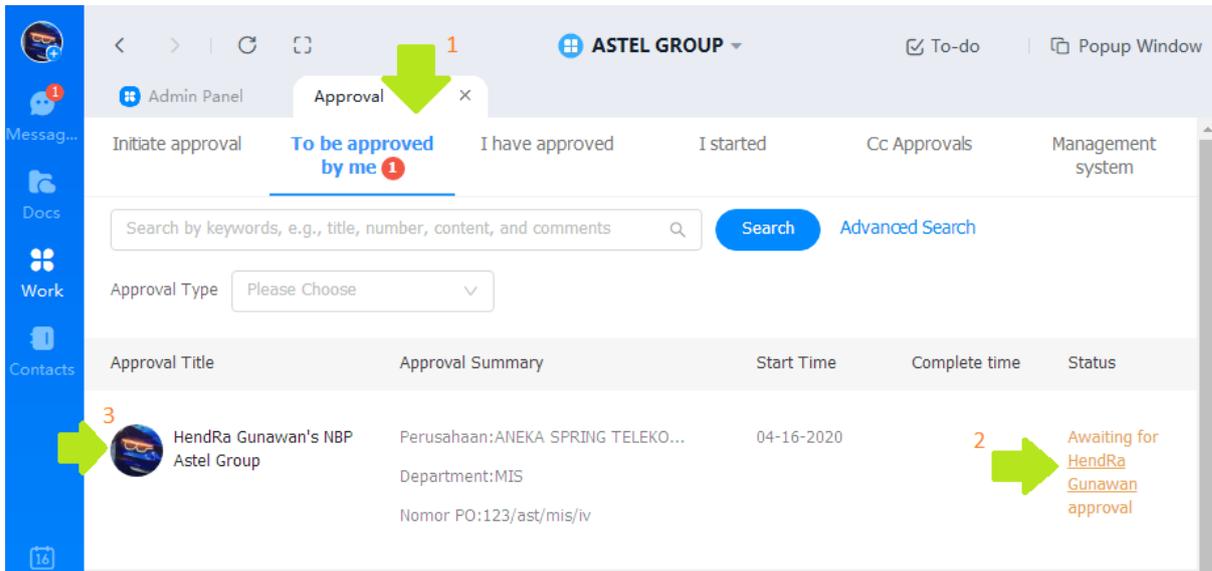
- Install **Dingtalk standard version** (do not using lite version), you can get the apps on <https://apps.unias.com/appsnew/download/> for windows version.
- Login with your dingtalk account (using mobile phone number).



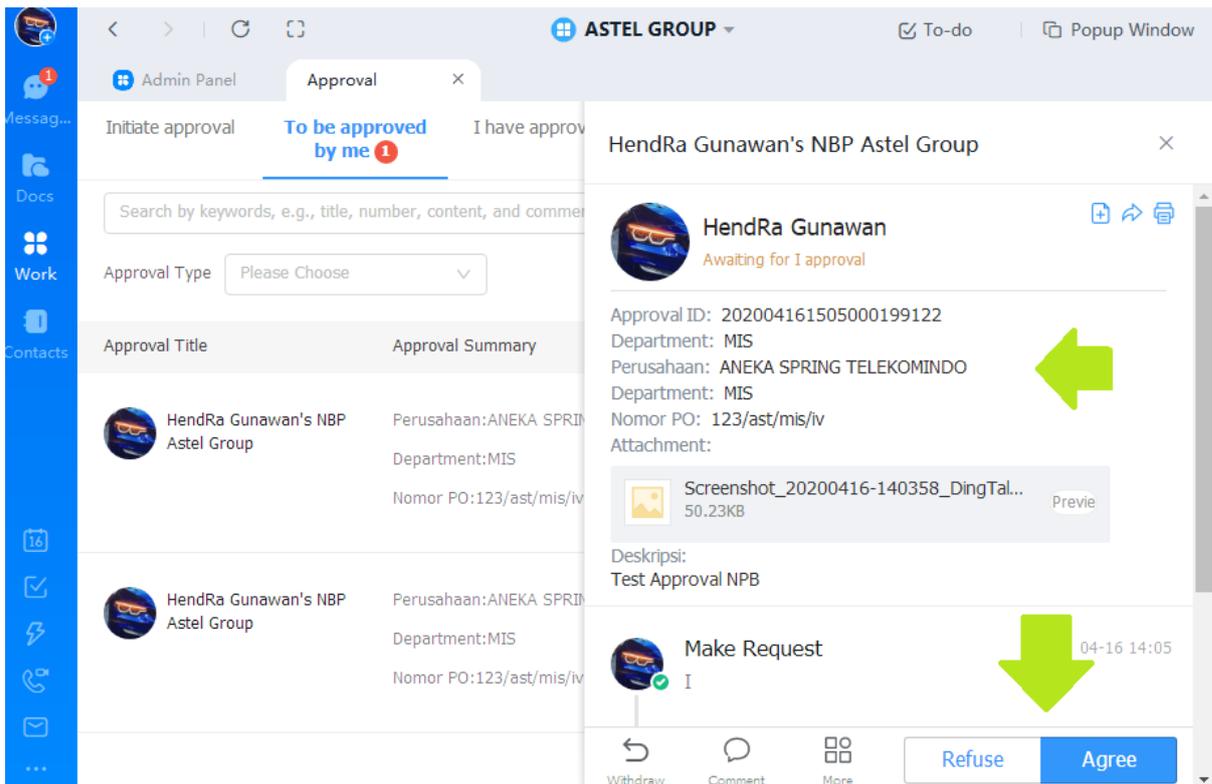
- After login, navigate to **work** menu. And click Approval.



- d. After that, you can click **to be approved by me** menu, to see requested approval. As you can see below, there is 1 approval that need to handle.



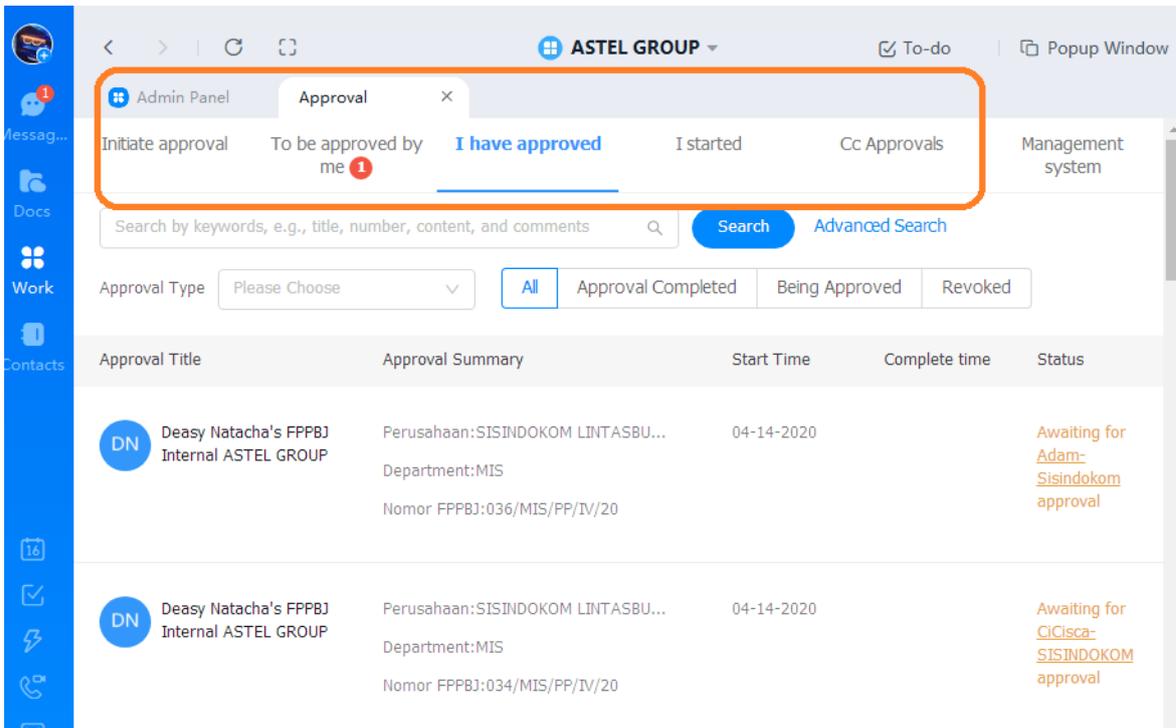
Note : click on number 2 arrow to see the details and approve the request.



- e. You can take action for the approval, and you can give some comment.

f. For another menu , this is the information:

- **Initiate Approval**, forms to be used for approvals.
- **To Be Approved by me**, means that there are request for you to approve.
- **I have approved**, means that all request that you already approve before.
- **I started**, means request that start from your department or you in workflow.
- **Cc Approvals**, means that you are the user that notified for the approvals for some reason.



The screenshot shows the 'Approval' section of the ASTEL GROUP system. The navigation menu on the left includes 'Admin Panel', 'Approval', 'Management system', 'Messages', 'Docs', 'Work', and 'Contacts'. The main content area features a search bar with the text 'Search by keywords, e.g., title, number, content, and comments' and a 'Search' button. Below the search bar is a filter for 'Approval Type' with a dropdown menu set to 'Please Choose' and buttons for 'All', 'Approval Completed', 'Being Approved', and 'Revoked'. The table below lists approval requests with the following data:

Approval Title	Approval Summary	Start Time	Complete time	Status
DN Deasy Natacha's FPPBJ Internal ASTEL GROUP	Perusahaan:SISINDOKOM LINTASBU... Department:MIS Nomor FPPBJ:036/MIS/PP/IV/20	04-14-2020		Awaiting for Adam-Sisindokom approval
DN Deasy Natacha's FPPBJ Internal ASTEL GROUP	Perusahaan:SISINDOKOM LINTASBU... Department:MIS Nomor FPPBJ:034/MIS/PP/IV/20	04-14-2020		Awaiting for CiClisca-SISINDOKOM approval

g. Now you can easily approve your team request.

If you have any question about this user guide, please drop email to [itsupport@unias.com](mailto:itsupport@unias.com)  
Thank you.