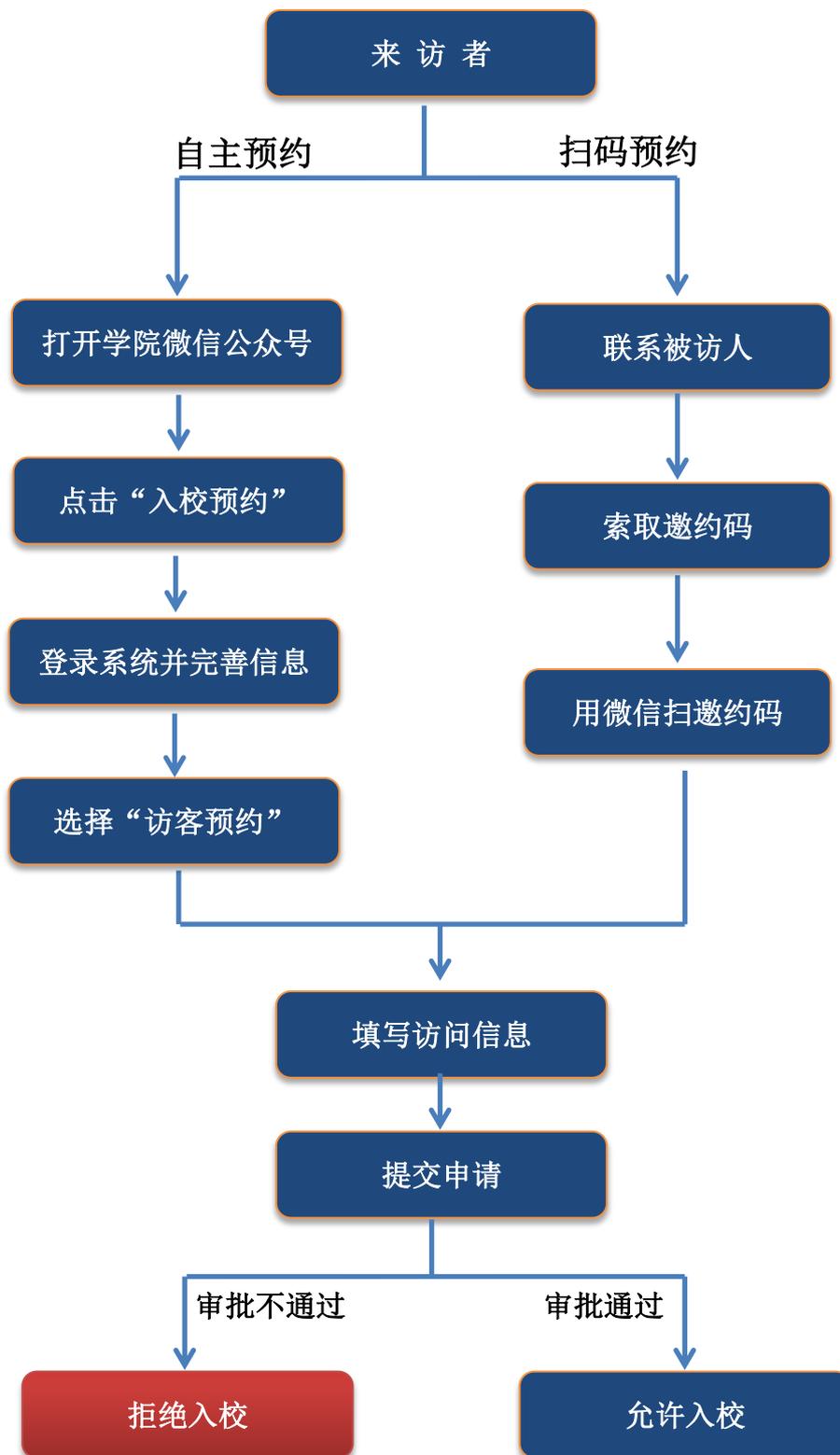


广西金融职业技术学院西校区 来访人员预约操作流程

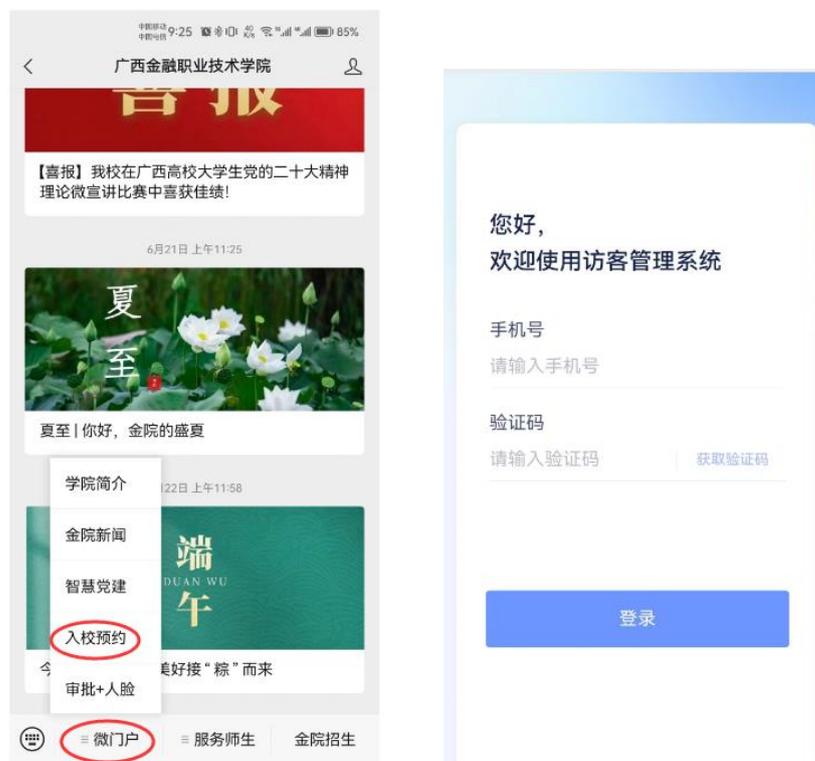
一、流程图



二、详细操作步骤

登录

来访者使用微信，打开“广西金融职业技术学院”公众号，点击菜单：“微门户”➔“入校预约”，打开登录系统。



自主预约

输入手机号和验证码后完善来访人员信息。进入系统后，点击“访客预约”，



填写“访问信息”，其中被访人需输入手机号或姓名，完善信息后点

击提交预约。

The image displays two screenshots from a mobile application. The left screenshot is titled '访客预约' (Visitor Reservation) and shows a form with the following fields: '访问园区' (Visit Area) set to '广西金融职业技术学院', '被访人' (Visitor) with a '请选择' (Please select) dropdown, '访问事由' (Visit Purpose) with a '参观学习' (Study and Learning) dropdown, '访客类型' (Visitor Type) set to '普通访客' (General Visitor), and '访问时间' (Visit Time) set to '2023年06月29日 周四 22:30' to '2023年06月29日 周四 23:30'. There is also a '同行人员' (Accompanying Personnel) section with an '添加人员' (Add Personnel) button. At the bottom is a large blue '提交预约' (Submit Reservation) button. The right screenshot is titled '选择被访人' (Select Visitor) and features a search input field with the placeholder text '请输入被访人的手机号或姓名' (Please enter the visitor's phone number or name). Below the search field is a '搜索历史' (Search History) section. A red arrow points to the search input field, and a red text box below it reads: '来访人须知晓被访人的手机号或姓名方能搜索到被访人, 否则无法填写。' (Visitors must know the visitor's phone number or name to search for the visitor, otherwise it cannot be filled in.)

预约申请提交后，被访人会接收到短信提醒，需登录“审批+人脸”，
点选“我的审批”进行通过或驳回操作即可。

三、扫码预约

步骤：来访者微信“扫一扫”被访者的邀约码（由被访者提供），
填写来访信息后提交申请，再由被访人审批通过即可。