

# PO Stamp Registry platform

Case Providing Department: President's Office

Supported by LM

## 1. Background

Prior to this digital transformation, our university had implemented an intranet-based approval system for the university seal usage, yet the process still required manual registration before each stamping. To enhance productivity and free up valuable staff time, we leveraged the MITS low-code platform at the end of 2024 to develop a "hands-free" QR-scanning registration application, enabling swift and accurate seal management.

## 2. Solutions

1. Access URL (XJTLU account login required):

<https://xadp.xjtlu.edu.cn/internal>

2. Enter the Workbench page and select the PO-Stamp Registry application

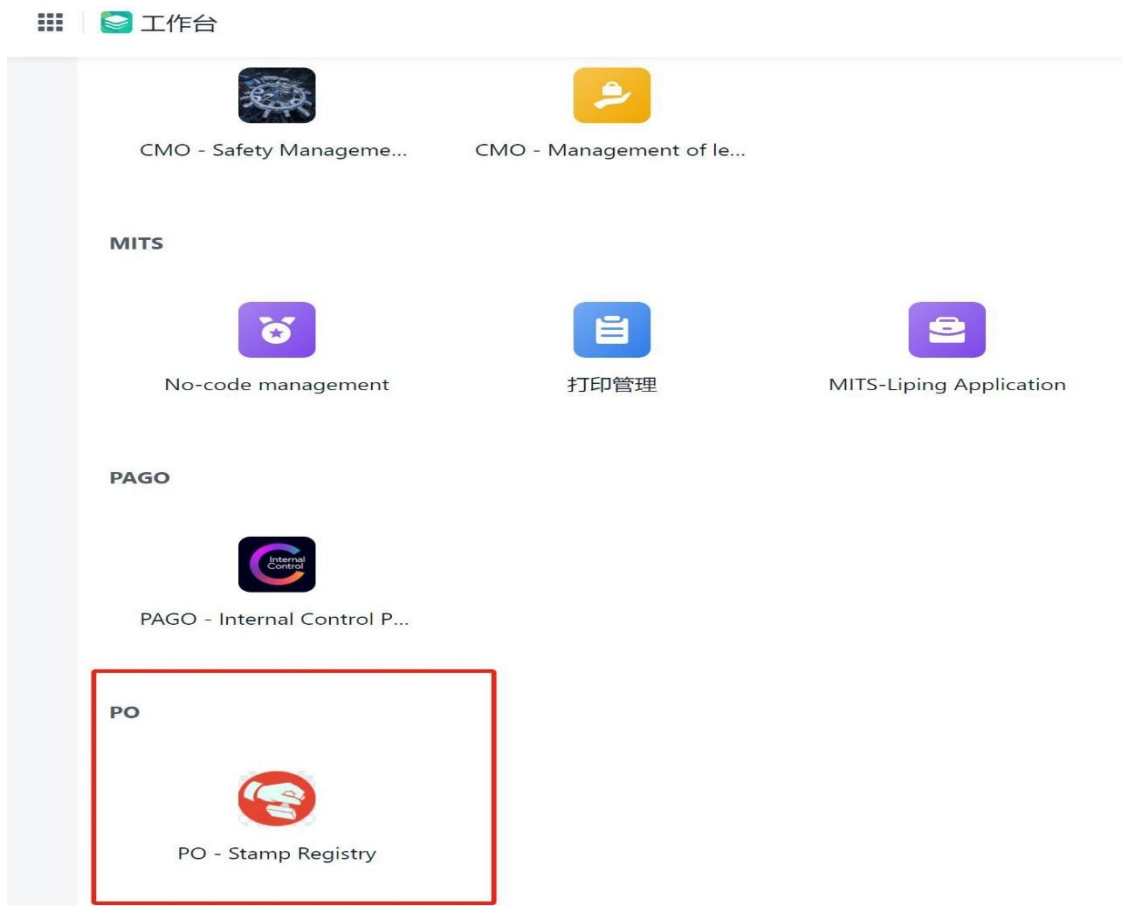


Figure 51 PO-Stamp Registry application

3. Daily-use forms (Three business forms + one data dashboard)

4. Adapt form operation workflows according to different business scenarios:

**Scenario 1: [Standard Document Form]** (For stamp-required documents other than authorized-category documents)

**Step 1: Automatic data entry (no manual input required)**

- Method 1 (QR code scanning):

Scan the QR code on the OA application form to automatically populate the form.

- Method 2 (Keyword filtering):

In cases where the QR code is blurred or scanning devices malfunction, users can input key fields (e.g., OA code / applicant name) via filter components to search for and select the target record for automatic population.

## **Step 2: Business status validation and submission control (manual selection required)**

- Condition A: Stamping / collection not completed

The system blocks submission and prompts: “Stamping and certificate collection not completed.”

- Condition B: Stamping / collection completed

Further selection is required:

- o OA approval workflow completion status:

If not completed, a contact person must be specified (default synced with the OA applicant; name search and modification supported).

o Archiving completion status:

If not completed, a contact person must also be specified (logic consistent with the above).

The screenshot shows a web form titled "Stamp and Archive Status" with the following fields and controls:

- \*Procedure on using University seals and certificats finished 是否完成盖章/领取证照**: Radio buttons for "Yes" (selected) and "No".
- \*The OA approval process has been completed 是否完成OA审批流**: Radio buttons for "Yes" and "No" (selected).
- Contact Name 联系人姓名**: Text input field with "Yuan.Yan" selected. Subtext: "该文件审批流暂未走完, 请填写相关联络人信息, 您可以根据关键字搜索".
- \*Archive status 存档状态**: Radio buttons for "Stamped and archived" (selected), "Stamped and No need to be archived", and "Stamped and not archived".
- Contact Name 存档联系人姓名**: Text input field with "Yuan.Yan" selected. Subtext: "该文件暂未存档, 请填写相关联络人信息, 您可以通过关键字搜索".
- Contact Phone Number 存档联系人电话**: Text input field with "88161201". Subtext: "该文件暂未存档, 请填写相关联络人信息".
- Attachment 附件上传**: "Upload" button and text "Drag/Paste file within 500 MB".
- Note 备注**: Text input field.
- Submit** and **Save Draft** buttons at the bottom.

Figure 52 Business status validation and submission control

## Scenario 2: [Authorized Document Form]

(Currently applicable to centrally authorized documents from HR / FIN / Registry)

**Step 1: Automatic data entry (no manual input required)**

Usage scenarios are identical to the [Standard Document] form.

**Step 2: Authorized document function list (manual input of copy quantity required)**

- View the stamping authorization list
- Invoke authorized document templates (Links provided, online comparison supported). After selecting a template, the system automatically generates the document name; the number of stamped copies must be entered manually.

**Step 3: Business status validation and submission control (manual selection required)**

Usage scenarios are identical to the [Standard Document] form.

**Scenario 3: [Pending ( “ Trailing ” ) Document Form]** (For stamped documents that have not been archived or whose approval processes are not yet completed)

**Step 1: Automatic data entry (no manual input required)**

- Method 1 (QR code scanning):

Scan the QR code on the OA application form to automatically populate the form.

- Method 2 (Keyword filtering):

In cases where the QR code is blurred or scanning devices malfunction, users can input key fields (e.g., OA code / applicant name) via filter components to search for and select the target record for automatic

population.

## Step 2: Secondary business status validation and submission control (manual selection required)

Based on the submission results of the [Pending] form, corresponding records are automatically added to both the [Standard Document] and [Authorized Document] forms. All operational data are fully traceable.

Approval and Archive Status 审批及存档状态确认

---

The OA approval process has been completed 是否完成OA审批流

Yes 是  No 否

Archive status 存档状态

Stamped and archived 已盖章且已存档  Stamped and not archived 已盖章暂未存档

Figure 53 Approval Process

### [Data Dashboard]

#### 1. Predictive view:

Dynamically displays key indicators, including volume of OA applications that have completed approval and are pending stamping, number of stamped documents pending archiving or secondary registration due to incomplete approval;

## 2.Traceability:

Supports retrospective queries based on stamping date, OA code, stamped status, etc.

## 3. Outcomes and Benefits

### 1. Core Features

Seamlessly integrates online approvals with offline stamping. Upon approval, the system automatically generates a secure anti-counterfeiting QR code on the document.

### 2. User Flow

Users print the approved document with the QR code. The seal administrator scans the code to register the stamping event instantly in the low-code platform, completely eliminating manual log-keeping.

### 3. Core Value

Cuts processing time from 3-4 minutes to just 1-2 seconds per operation. Beyond efficiency, it provides real-time, immutable audit trails for each stamping, ensuring robust compliance and unifying operational speed with strong governance.

# QR Seal System: One QR Code. No-Code. One-Scan. Two-second. Solved.

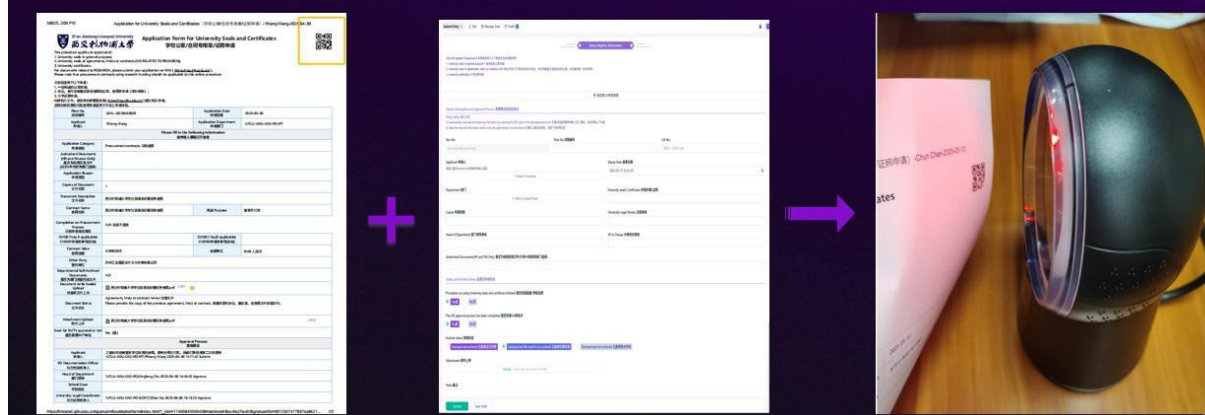


Figure 54 Actual equipment and documents