

## How to execute the self repair item

After the self repair scheme is confirmed, the document will be transferred to the workbench of the person who has the right to execute the self-study item.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Self Repair Item(To Be Executed)" interface according to the following steps 1-5:

The screenshot shows the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 8974", "Vessel Monitor", "Find", "Help", and "Switching System". Below the navigation bar, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main content area is divided into "Workflow Task" and "Waiting Task" sections. The "Workflow Task" section has sub-tabs for "All (542)", "Approve (14)", "Execute (7)", and "Accept (521)". The "Execute (7)" tab is selected, and a red arrow points to the "Execute" button. A red box highlights the "Execute" button, and a red arrow points to it with the text "3. Click 'Execute'".

1. Log in to the website of OLSaaS, enter the workbench interface by default, and click "Workflow Task → Execute → Self Repair(To Be Executed)".

2. Screen the self repair items with the status of "Executing".

No.	Repair Eqpt./Items	Vessel Name	Self Repair No.	Priority Level	Planned Self Repair Date	Planned Repair Place	Finish Date	Repair Place	Executing	Operation
1	冷却器	长胜号	SR-22102402	Normal	2022-10-25 ~ 2022-10-26				Executing	Export Execute
2	海水泵	长胜号	SR-22092301	Normal	2022-09-24 ~ 2022-09-27	苏州港			Executing	Export Execute

3. Click "Execute".

Self Repair Details

Self Repair No.: SR-22092301 Executing

Vessel:长胜号 Dept:Engine Dept. Priority Level:Normal  
Repair Eqpt./Items:海水泵 Manufacture:

[View Repair Appl. Doc>](#) Click to view the related repair scheme form and application form.  
[View Repair Scheme Doc>](#)

Repair Place\* Finish Date\*

4. Fill in according to the actual situation, items with \* are required.

Complete Description\*

Upload Attachment  
[Upload Attachment](#)  
The size of a single uploaded file cannot exceed 1GB.

Actual Consumption Goods [+ Add](#) You can click to add consumption goods

Progress Record

- Create(from repair scheme) 2022-09-23 15:28:31  
互海科技-高银
- Execute — 船长

5. Finally, click "Execute". You can also add comments or cancel execution.

Expand All

Comment Execute Cancel Implement

Next Step:

If the self repair item is executed, the document will be in the status of "Finished" or "To Be Accepted"

If the self repair item is cancelled, the document will be back to the interface of "Repair Management → Repair Scheme" in the status of "Unsubmitted", and the user can modify it appropriately and resubmit it for approval.