

Web端如何审批船员离船申请（文档）

船端提交的离船申请单，根据审批流程节点，单据流转至审批人员工作台。

用户登录互海通Web端，默认进入工作台界面，点击“流程审批→离船申请-审批”进入审批界面：单据较多时，可通过关键字或筛选栏搜索目标单据，点击目标单据任意位置，进入详情界面：根据实际需要设定接替船员，也可发布招聘职位，最后根据实际情况点击“通过”或“退回”或“作废”，也支持“评论”和“导出”

The screenshot shows the iHaitong Web interface. At the top, there is a navigation bar with tabs for '工作台' (Workstation), '船舶监控' (Vessel Monitoring), and '发现' (Discovery). On the right side of the header, there are language selection ('中文'), user profile ('孙红梅'), and other system icons.

Below the header, a search bar is followed by a section titled '我的待办' (My Pending Tasks) which includes filters for '全部' (All), '逾期' (Overdue), '超期' (Overdue), and '催办' (Follow-up). A red arrow points from the text '1. 登录互海通Web端，默认进入工作台界面，点击“流程审批→离船申请-审批”进入审批界面' to the '流程审批' (Workflow Approval) button.

The main content area displays a grid of pending tasks. One task, '离船申请一审批(8)' (Leave Application Approval), is highlighted with a red border. A red arrow points from the text '2. 单据较多时，可通过关键字或筛选栏搜索目标单据' to the search bar and filter buttons above the grid.

The grid table has columns for '#', '离船申请单号' (Leave Application Number), '所在船舶' (Ship), '职位' (Position), '船员姓名' (Crew Member Name), '上船日期' (Boarding Date), '计划下船日期' (Planned Departure Date), and '申请日期' (Application Date). The first row, with application number DA-24112901, is also highlighted with a red border. A red arrow points from the text '3. 点击目标单据任意位置，进入离船申请详情界面' to the first row of the grid.

At the bottom of the grid, there is a '离船申请详情' (Leave Application Details) button. Below the grid, there is a detailed view of the selected application. It shows the application number DA-24112901, the ship White 1, the position Third Officer, and the crew member Zhang*Liang. It also lists the boarding date (2024-09-03), planned departure date (2024-12-03 ~ 2024-12-12), and application date (2024-11-29). There are also fields for '接替船员安排' (Arrangement for replacement crew), '是否愿意回船' (Whether willing to return to the ship), and '预计下次上船' (Expected next boarding).

A red arrow points from the text '4. 根据实际需要设定接替船员，也可发布招聘职位' to the '接替船员安排' section. Another red arrow points from the text '5. 根据实际情况点击“通过”或“退回”或“撤回”或“作废”，也支持“评论”或“导出”' to the bottom right buttons: '退回' (Reject), '更多' (More), '办派' (Assign/Dispatch), '评论' (Comment), '通过' (Approve), and '导出' (Export).

下一步：

船员离船申请审批通过后，根据流程审批节点，单据流转至有执行权限的人员工作台。