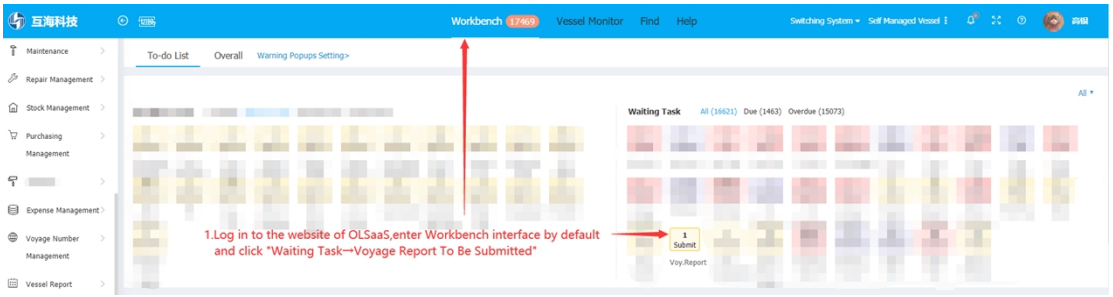
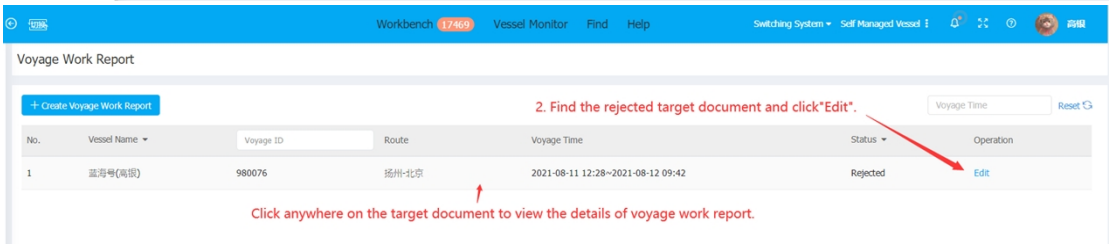
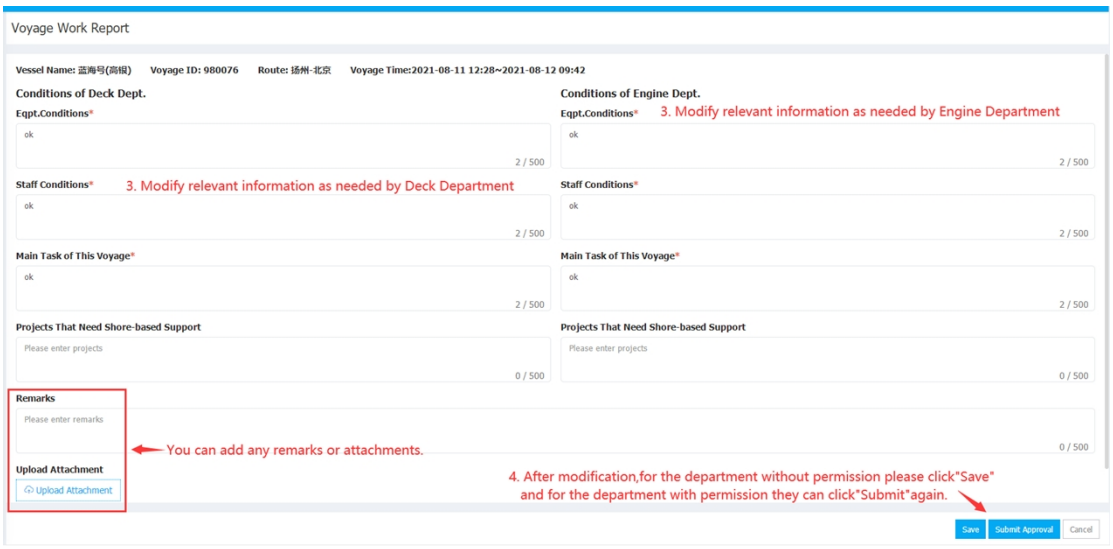
How to deal with the rejected Voyage Work Report

Users can log in to the website of OLSaaS, and operate in"Workbench" interface according to the following steps 1-5: