

## How to add a service order

When creating a service order, users can choose from the approved service applications.

Users can log in to the website of OLSaaS, and operate in "Vessel Service → Service Order" interface according to the following steps 1-6:

The screenshot shows the 'Service Order' interface in the OLSaaS system. The interface is divided into several sections:

- Service Order List:** A table with columns: No., Name, Order No., Vessel, Dept., Service Type, Planned Completion Date, Estimated Service Date, and Estimated Total Price. A red arrow points to the '+ Add' button with the instruction "2. Click 'Add'".
- Filter Bar:** A section with a dropdown for 'Apply Date' and a 'Select Time Range' input field. A red arrow points to the 'Next Step' button with the instruction "4. Click 'Next Step'".
- Service Application List:** A table with columns: No., Name, Application No., Vessel, Dept., Service Type, Planned Completion Date, Status, attachment, and Select. A red arrow points to the 'Select' column with the instruction "3. Click to select the target document.".
- Edit Service Order Form:** A form with fields for 'Service Order Info' (VSO-23061301), 'Service Order Info\*' (Currency: CNY, Estimated Service Date), and 'Contract No.'. A red arrow points to the 'Replace the Service Application' link with the instruction "5. Improve the service order related information (Items with \* are required).".
- Details Table:** A table with columns: No., Project Name, Detailed Content, Quantity, Unit, Appl. Remark, Provider Quotation (CNY), and Quote Remarks. A red arrow points to the 'Provider Quotation (CNY)' field with the instruction "Fill in the service provider's quotation and quotation remarks.".
- Bottom Buttons:** A row of buttons: Import, Save, Submit Approval, and Cancel. A red arrow points to the 'Submit Approval' button with the instruction "6. Click 'Submit Approval'".

Switching System + Gao Yin

← Edit Service Order

Service Order Info VSO-23061301

Service Order Info\* Please select a service provider

Contract No. Please enter the contract number

Replace the Service Application>

Vessel: Victory Application No.: VSA-23061302 Service Type: examination-Fire and Lifesaving Inspection Dept.:

Plan Date: 2023-06-15 Applicant: Gao Yin ApplDate: 2023-06-13

No.	Project Name	Detailed Content	Quantity	Unit	ApplRemark	Provider Quotation (CNY)	Quote Remarks
1	消防救生检验	消防救生检验	1	项		0	

Remarks:

Attachment

When there are many detailed service items, you can use the "Import" button to obtain the download template, and then complete the information in the template before importing it into the system.

Import Save Submit Approval Cancel

### Next Step:

After the service order is submitted, according to the workflow node, the document will be in a state of "Executing", and the document will be transferred to the workbench of the executor.