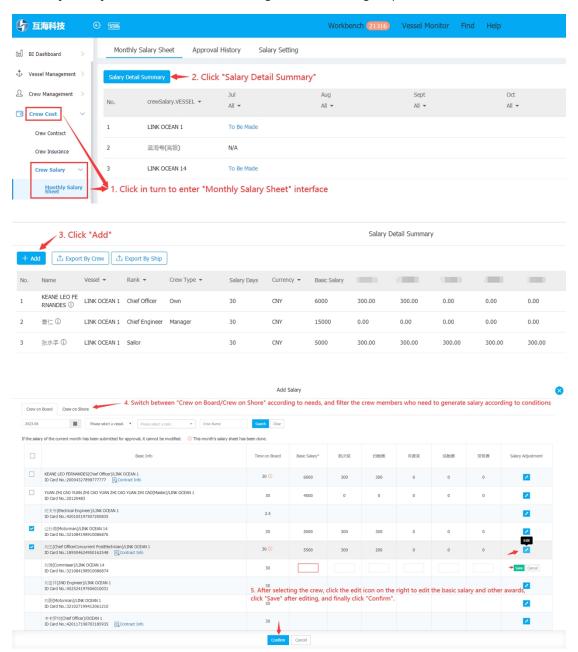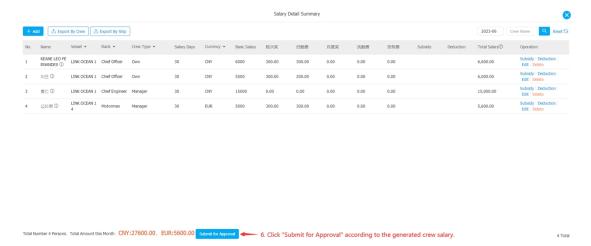# Crew Salary Submit for Approval

Users can log in to the website of OLSaaS, and operate in **"Crew Cost → Crew Salary → Monthly Salary Sheet"** interface according to the following steps 1-5:

No.	Name	Vessel ▾	Rank ▾	Crew Type ▾	Salary Days	Currency ▾	Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	Subsidy	Deduction	Total Salary ⑦	Operation
1	KEANE LEO FE RNANDES ⓘ	LINK OCEAN 1	Chief Officer	Own	30	CNY	6000	300.00	300.00	0.00	0.00	0.00			6,600.00	Subsidy | Deduction | Edit | Delete
2	刘三 ⓘ	LINK OCEAN 1	Chief Officer	Own	30	CNY	5500	300.00	200.00	0.00	0.00	0.00			6,000.00	Subsidy | Deduction | Edit | Delete
3	晋仁 ⓘ	LINK OCEAN 1	Chief Engineer	Manager	30	CNY	15000	0.00	0.00	0.00	0.00	0.00			15,000.00	Subsidy | Deduction | Edit | Delete
4	公孙僚 ⓘ	LINK OCEAN 1 4	Motorman	Manager	30	EUR	5000	300.00	300.00	0.00	0.00	0.00			5,600.00	Subsidy | Deduction | Edit | Delete

Total Number 4 Persons; Total Amount this Month CNY:27600.00，EUR:5600.00 **Submit for Approval** ⟵ 6. Click "Submit for Approval" according to the generated crew salary.   4 Total

Next Step:

After the crew salary is submitted for approval, the document is transferred to the approver's workbench according to the workflow node.