

## How to accept regular/irregular operation records

After the execution of the operation record, according to the record settings(if there are acceptance steps), the operation record will be in a state of "To Be Accepted" and appear on the workbench of personnel with acceptance authority.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Accept → Operation Record(To Be Accepted)" interface according to the following steps 1-4:

The screenshot shows the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 8929", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main area displays "Workflow Task" with counts for "All (196)", "Approve (12)", "Execute (20)", and "Accept (164)". A red arrow points to the "Accept" button. Below this, there is a "Waiting Task" section with counts for "All (8733)", "Due (826)", and "Overdue (7885)".

1. Log in to the website of OLSaaS, and enter the workbench interface by default, and click "Workflow Task → Accept → Operation Record(To Be Accepted)".

2. Click to switch between regular and irregular.

3. Click to enter the acceptance interface.

4. Click separately to perform corresponding operations

**Operation record acceptance**  
By default, "Accepting" documents are displayed. If there are many documents, you can find the target documents by other filtering criteria.

Regular(1) Irregular(1)

Please Select Vessel | Please Select Reporting Dept. | Accepting | Keyword | Search | Reset

Table Name / NO.	Record Time	Upload Period (month...)	P.I.C of Upload	Approver	Reporting Dept.	Vessel Name	Month	Status	Operation
23001 / 船员素质考核表		1	船长	体系办主任		Ashore	2023-05	Checking	Check

3. Click to enter the acceptance interface.

Check

**Table Name:** 船员素质考核表 **Month:** 2023-05

**Associated SMS Files:** 船舶疫情防控管理条例

**P.I.C of Upload(船长):** 互海科技-高银 **Upload Date:** 2023-04-26

**Status:** 验收中

**Remark:**

**Operation Record Attachment**

  
..jpg  
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**Approval Status**

**Apply** 2023-04-26 10:09:52  
 互海科技-高银

**Accept** — 体系办主任 ⓘ

**Completed** **Return** **Comment** **Withdraw** **Export**

Next Step:

If it is accepted, the operation record will be in a state of "Accepted";

If it is rejected, the operation record will be in a state of "Failed" and can be resubmitted for acceptance after appropriate modification;

If you click "Withdraw", the operation record will be returned to the status of "To Be Submitted";