

How to approve Voyage Work Report (document)

Users log in to the OLISS Web side, enter the workbench interface by default, click "Voyage Report" in the waiting task, enter the voyage work report interface, click the target item to be approving, enter the details interface, click "Accepted" or "Reject" according to the actual situation, and also support "Comment". If the approval is passed, fill in "Agree Opinion" as needed, support uploading attachments, and then click "Confirm"; if the approval is rejected, choose to return to the approved approval node according to actual needs, support returning to the submitter, and fill in "Reject Reason ".

1. Users log in to the OLISS Web side, enter the workbench interface by default, click "Voyage Report" in the waiting task

Voyage Work Report

Create Voyage Work Report Voyage Time

No.	Vessel Name	Voyage ID	Route	Voyage Time	Status	Operation
1	LINK OCEAN 1	K0021	上海港-宁波港	2024-10-09 00:00~2024-12-04 00:00	Unsubmitted	Edit Delete
2	LINK OCEAN 1	24070002	扬州-日照	2024-12-01 00:00~	Unsubmitted	Edit Delete
3	LINK OCEAN 1	20221127	扬州-上海	2022-11-28 09:29~2022-12-02 13:53	Approving	
4	LINK OCEAN 1	77777	上海-温州	2022-09-27 11:44~2022-09-27 11:47	Accepted	Export
5	LINK OCEAN 1	226	上海-宁波	2022-10-14 09:12~2022-10-14 09:16	Accepted	Export

2. Click the target item to be approving

Voyage Work Report Details Approving ✕

Vessel Name: LINK OCEAN 1
Conditions of Deck Dept.
Eqpt.Conditions: OK
Staff Conditions: ok
Main Task of This Voyage: ok
Projects That Need Shore-based Support: aaaaaa

Voyage ID: 20221127

Route: 扬州-上海
Conditions of Engine Dept.
Eqpt.Conditions: OK
Staff Conditions: OK
Main Task of This Voyage: OK
Projects That Need Shore-based Support:

Voyage Time: 2022-11-28 09:29~2022-12-02 13:53

Task Progress

3. Click "Accepted" or "Reject" according to the actual situation, and also support "Comment"

The screenshot shows the 'Agree' dialog box with the following fields and buttons:

- Agree Opinion**: A text input field with a character count of 0 / 500 and an 'Upload' button.
- Buttons**: 'Confirm' (highlighted in blue), 'Cancel', 'Comment', 'Accepted' (highlighted in blue), and 'Reject'.

Yellow annotations include an arrow pointing to the 'Confirm' button and a text box stating: "4. If the approval is passed, fill in 'Agree Opinion' as needed, support uploading attachments, and then click 'Confirm'".

The screenshot shows the 'Reject' dialog box with the following fields and buttons:

- Back To ***: A dropdown menu with the text "(Select the approved approval node and can be rejected to the submitter)".
- Apply (手冊)**: A dropdown menu.
- Reject Reason ***: A text input field with a character count of 0 / 500.
- Buttons**: 'Confirm', 'Cancel', 'Comment', 'Accepted', and 'Reject' (highlighted in blue).

Yellow annotations include an arrow pointing to the 'Reject' button and a text box stating: "5. If the approval is rejected, choose to return to the approved approval node according to actual needs, support returning to the submitter, and fill in 'Reject Reason'".

Next step:

If **approved** , documentation will become "**completed**" status;

If the **review is returned** , the documentation will be returned to the voyage work report interface. After finding the documentation, you can re-edit it and submit it again