

How to approve stock-out record

After the stock-out record is submitted, according to the workflow, the document is transferred to the workbench of personnel with approval authority for stock-out document.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Approve → Stock-out Record (To Be Approved)" interface according to the following steps 1-3:

The screenshot displays the OLSaaS Workbench interface. At the top, the 'Workbench' tab is active, showing a notification count of 411. Below the navigation bar, the 'Workflow Task' section is visible, with filters for 'All (40)', 'Approve (18)', 'Execute (10)', and 'Accept (12)'. A red arrow points to the 'Approve' button, labeled '1. Log in to the website of OLSaaS and enter workbench interface by default. Click "Workflow Task → Approve → Stock-out Record (To Be Approved)"'. Below this, the 'To-do List' shows a 'Consume Stock Out' task with a status of 'Approving'. A red arrow points to this task, labeled '2. Click the stock-out record to be approved, and the lower interface will pop up'. The lower interface displays the details of the stock-out record, including the stock-out number (SO-P23013001), object (Victory), type (Spare Parts), and date (2023-01-30). It also shows the department (Engine Dept.), stock-out type (Consume Stock Out), and recipient (Victory). A table lists the stock-out items, including 'Flare Male Connector' and 'Air Compressor/L3-56/Deno'. A red arrow points to the 'Stock-out Qty' column, labeled 'The approver can modify the stock-out quantity according to the actual situation'. At the bottom, the 'Approval Processes' section shows buttons for 'Comment', 'Accept', and 'Reject', with a red arrow pointing to them, labeled '3. Users can operate "Accept/Reject" or "Comment" according to the actual situation of stock-out record'.

Stock-out Management Interface:

In Stock-out Management interface, the approved stock-out record will be in a state of "Finished" and the rejected record will be in a state of "Rejected"

No.	Stock-out No.	Stock Type	Stock-out Ty...	Stock-out Obj...	Stock-out De...	Stock-out Items	Recipient	Requestioner ...	Related Docu...	Operation Time	Operator	Status	Operation
1	SO-P23013001	Spare Parts	Consume Stock Out	Victory	Engine Dept.	2	Victory	Engine Dept.	N/A	2023-01-30 16:44:36	高振	Approving	Export
2	SO-022120701	Oil	Consume Stock Out	Victory		3	Victory	Engine Dept.	Voyage Fuel Co nsumption Rep ort	2022-12-07 13:27:09	高振	Finished	Export
3	SO-P22112901	Spare Parts	Inventory	Victory	Engine Dept.	1	Victory	Engine Dept.	盘点记录	2022-11-29 11:29:22	高振	Finished	Export
4	SO-P22111705	Spare Parts	Correction Stock Out	Victory	Deck Dept.	1	Victory	Deck Dept.	N/A	2022-11-17 17:59:45	高振	Rejected	Export