

How to deal with the service application to be processed task of the workbench

After the service application form is approved, a task to be processed (service application to be processed) will be formed on the workbench.

Users can log in to the website of OLSaaS, and operate in "Workbench → Waiting Task → Service Application(To Be Processed)" interface according to the following steps 1-5:

The image shows three sequential screenshots of the OLSaaS Workbench interface, illustrating the steps to generate a service order from a waiting task.

Step 1: The user logs in to the website of OLSaaS, enters the workbench interface by default, and clicks "Waiting Task → Service Application(To Be Treated)".

Step 2: The user clicks "Generate Order" on the right side of the target document.

Step 3: The user improves the relevant information of the service order (Items with * are required).

Step 4: The user fills in the service provider's quotation and quotation remarks.

Step 5: The user clicks "Submit Approval".

The screenshots show the following details:

- Step 1:** The "Waiting Task" section shows a list of tasks. A red arrow points to the "1 Treat ship service" task.
- Step 2:** The "Service Appl. to be Executed" section shows 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 "Generate Orders" button.
- Step 3:** The "Add Service Order" section shows a form with fields: Service Order Info*, Currency*, Estimated Service Date, and Contract No. A red arrow points to the "Replace the Service Application" link.
- Step 4:** The "Details" section shows 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.
- Step 5:** The bottom of the form shows buttons: Save, Submit Approval, and Cancel. A red arrow points to the "Submit Approval" button.

Next Step:

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