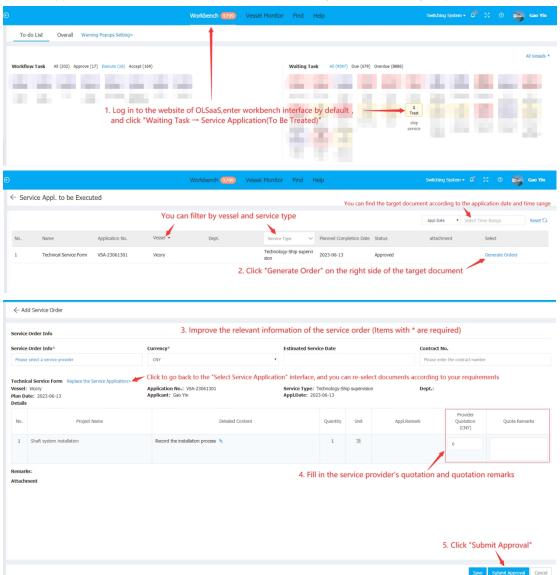## How to deal with the service application to be processed task of the workbench

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:

1. Log in to the website of OLSaaS,enter workbench interface by default , and click "Waiting Task → Service Application(To Be Treated)"

You can find the target document according to the application date and time range
You can filter by vessel and service type
2. Click "Generate Order" on the right side of the target document

3. Improve the relevant information of the service order (Items with * are required)

Click to go back to the "Select Service Application" interface, and you can re-select documents according to your requirements

4. Fill in the service provider's quotation and quotation remarks

5. Click "Submit Approval"

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.