How to accept the regular/irregular operation record (Document)

After the execution of the operation record, according to the record setting (if according to the acceptance steps), the operation record will become "Accepting" state and appear on the personnel workbench with acceptance authority.

Users log in to the OLISS web side, and default into the workbench interface. After clicking "Operation Record-Accept" on the workbench, they can operate according to two schemes:

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B Repair Management	Purchase Cost (i) 2025-02 ~ 2025-02 Details Stock-out Cost (i) 2025-02 ~ 2025-02 Details Value of Current Stocks (i) Details										

The first one is to check the target record and click "Accept" or "Reject"(to support the simultaneous acceptance of multiple records):click to switch regular / irregular, search the target records by filter conditions, check the target records, click "Accept" or "Reject"; click "Accept", fill in the approval opinion, click "Confirm" to enter the next approval process node; click "Reject", fill in the reject reason, and click "Confirm".

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The second is to click the target record to enter the operation record acceptance interface, and click "Accepted " or "Reject" according to the actual situation. When rejecting, you can select the approved approval node and the record can be rejected to the submitter.



Confirm Cancel

Next step:

If all the acceptance is passed, the operation record will become "Approved" state;

If the acceptance is returned to the submitter, the operation record will become "Rejected" status, and the change can be resubmitted for acceptance.