

Web 端执行保养任务时如何转成维修（文档）

当船舶端执行保养任务时，若保养项已有维修记录，用户可根据实际情况，将保养任务转为维修处理，该项保养任务无需执行。

用户登录互海通 Web 端，在“维护保养→保养管理→月度保养计划”界面，可按照以下步骤 1-4 进行操作：

The screenshot shows the '月度保养计划' (Monthly Maintenance Plan) interface. A table lists maintenance tasks with columns for ID, equipment name, requirements, department, responsible person, cycle, planned date, actual date, status, completion analysis, completion status, acceptance comments, and actions. Two tasks are shown: ALAI-62 (Room Water Valve) and ALAI-65 (Cabin Door). The 'ALAI-62' task is highlighted with a red box and an arrow pointing to the '执行' (Execute) button. A modal window titled '保养项详情(执行中)' (Maintenance Item Details (Executing)) is open, showing details for the selected task. In this modal, the '已转维修处理' (Converted to Repair) checkbox is checked, and a red arrow points to it with a note. Below the modal, a timeline shows the task was created on 2022-08-03. At the bottom of the page, there are buttons for '评论' (Comment), '保存' (Save), and '提交' (Submit).

1、依次点击进入月度保养计划

2、可通过筛选栏查询待执行的保养任务

3、点击目标保养项右侧“执行”

4、在保养项执行界面，若该设备已有维修记录，界面中会展示出来（“查看最新维修申请”），可点击勾选“已转维修处理”，最后提交即可

注意：这里勾选“已转维修处理”后，原来执行界面中的“完成日期、完成情况、保养附件”等信息，会自动隐藏

说明：

转维修处理后，原保养项会显示“验收中”状态，完成情况会显示“已转维修”，如下图：

This screenshot shows the same '月度保养计划' interface as above, but the 'ALAI-62' task is now in a '验收中' (Acceptance in Progress) status. The '完成情况' (Completion Status) column shows '已转维修' (Converted to Repair). The '实际保养日期' (Actual Maintenance Date) is now '2022-08-16'. The '操作' (Action) column has a blue button.