

How to accept or reject the maintenance order (single or batch operation) (Document)

After the maintenance task is generated / newly submitted, the documents are transferred to the personnel workbench with acceptance authority after the steps of "approval" and "execution" according to the approval process node.

Users can log in to the OLISS web side and operate in the interface of "Workbench → Workflow Task → Maintenance Order-Accept" according to the following steps 1-4:

The screenshot shows the OLISS Workbench interface. At the top, there is a navigation bar with "Workbench 20572", "Vessel Monitor", "Find", "Switching System", and user information. Below the navigation bar, there is a "To-do List" section with a red arrow pointing to the "Workbench 20572" label. A red text instruction reads: "1. Log in to the OLISS web side, enter the workbench interface by default, and click 'Maintenance Order- Accept' in the workflow task". Below this, there are several workflow task categories: "All (11288)", "Due (741)", "Overdue (10528)", and "Reminders(18)". Under "Workflow Task (222)", there are buttons for "Annual Maintenance(9)", "Maintenance Order—Approve(34)", "Maintenance Order—Accept(142)", "Deferred maintenance(28)", and "Oil Inspection—Execute(7)". Under "Waiting Task(11048)", there are buttons for "Maintenance Order(719)", "Maintenance Order(10070)", "Oil Inspection(2)", "Oil Inspection(248)", "Annual Maintain(3)", and "Eqpt. Running Hour(6)".

Single operation:

The screenshot shows the "Batch Acceptance of Maintenance Order" interface. At the top, there is a navigation bar with "← Batch Acceptance of Maintenance Order" and a red text instruction: "When there is a lot of record, you can search for the target record by the filter bar or keywords". Below the navigation bar, there are "Accept" and "Reject" buttons. A search bar contains "Please select a time range.", "Planned Maintenance Date Order", "Keywords Searching", "Search", and "Reset". Below the search bar, there is a table with columns: "Vessel", "Maintenance Ite...", "Eqpt. Name", "Maintenance Item", "Maintenance ...", "Period Type", "Responsible Dept...", "P.I.C.", and "Planned M". The table contains several rows of maintenance orders. A red box highlights the search bar and the "Maintenance ..." column. A red text instruction reads: "2. Click anywhere in the target record to enter the acceptance details page". Below the table, there is a pagination bar showing "143 Total", "1", "2", "Go To", "1", and "Page".

Vessel	Maintenance Ite...	Eqpt. Name	Maintenance Item	Maintenance ...	Period Type	Responsible Dept...	P.I.C.	Planned M
LINK OCEAN 1	46.5	2#燃油分油机	2号燃油分油机	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
LINK OCEAN 1	47.3	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
LINK OCEAN 1	47.4	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
LINK OCEAN 1	47.5	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
LINK OCEAN 1	48.1	二管轮分管设备	配件、物料间	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
LINK OCEAN 1	48.2	二管轮分管设备	机各资料、备件	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11

Maintenance Details Accepting ✕

<p>Vessel: LINK OCEAN 1</p> <p>Maintenance Type: General</p> <p>Maintenance Order No.: P24040201900</p> <p>Maintenance Part:</p> <p>Planned Maintenance Date: 2024-06-15</p> <p>Maintenance Item: 燃油输送泵</p> <p>Maintenance Request: 系统检查除漏</p> <p>Finish Date: 2024-06-15</p> <p>Completion Status: OK</p> <p>Reason for Delayed Reporting: 离线导入</p>	<p>Eqpt. Name: 燃油输送泵</p> <p>Responsible Dept.: Engine Dept.</p> <p>ID: 2549115</p> <p>Maintenance Period: 1 Month ± 16 Day</p> <p>Last Maintenance Date: 2024-05-15</p> <p>Completion Analysis: Delayed Reporting</p>	<p>Eqpt. Type:</p> <p>P.I.C.: 二管轮</p> <p>Maintenance Item No.: 47.3</p> <p>Item Identifier: Unknown</p> <p>Old Vessel Identification: No</p>
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3. Click "Accept" or "Reject" according to the actual situation

Task Progress Comment Accept Reject

✔ Create (from system task) 2024-04-02 15:39:35

Maintenance Details ✕

Accept

<p>Vessel: LINK OCEAN 1</p> <p>Maintenance Type: General</p> <p>Maintenance Order No.: P24040201900</p> <p>Maintenance Part:</p> <p>Planned Maintenance Date: 2024-06-15</p> <p>Maintenance Item: 燃油输送泵</p> <p>Maintenance Request: 系统检查除漏</p> <p>Finish Date: 2024-06-15</p> <p>Completion Status: OK</p> <p>Reason for Delayed Reporting: 离线导入</p>	<p>Eqpt. Name: 燃油输送泵</p> <p>Responsible Dept.: Engine Dept.</p> <p>ID: 2549115</p> <p>Maintenance Period: 1 Month ± 16 Day</p> <p>Last Maintenance Date: 2024-05-15</p> <p>Completion Analysis: Delayed Reporting</p>	<p>Acceptance Reason *</p> <p>Please enter</p>
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4. After filling in the "Acceptance Reason", click "Confirm"

Confirm Cancel

Maintenance Details ✕

Reject

<p>Vessel: LINK OCEAN 1</p> <p>Maintenance Type: General</p> <p>Maintenance Order No.: P24040201900</p> <p>Maintenance Part:</p> <p>Planned Maintenance Date: 2024-06-15</p> <p>Maintenance Item: 燃油输送泵</p> <p>Maintenance Request: 系统检查除漏</p> <p>Finish Date: 2024-06-15</p> <p>Completion Status: OK</p> <p>Reason for Delayed Reporting: 离线导入</p>	<p>Eqpt. Name: 燃油输送泵</p> <p>Responsible Dept.: Engine Dept.</p> <p>ID: 2549115</p> <p>Maintenance Period: 1 Month ± 16 Day</p> <p>Last Maintenance Date: 2024-05-15</p> <p>Completion Analysis: Delayed Reporting</p>	<p>Reject Reason *</p> <p>Please enter</p>
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4. After filling in the "Reject Reason", click "Confirm"

Confirm Cancel

Batch operation:

← Batch Acceptance of Maintenance Order

Accept Reject

Please select a time range. Planned Maintenance Date Order Keywords Searching Search Reset

<input type="checkbox"/>	Vessel	Maintenance It...	Eqpt. Name	Maintenance Item	Maintenance ...	Period Type	Responsible Dept...	P.I.C.	Planned M
<input checked="" type="checkbox"/>	LINK OCEAN 1	46.5	2#燃油分油机	2号燃油分油机	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
<input checked="" type="checkbox"/>	LINK OCEAN 1	47.3	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
<input type="checkbox"/>	LINK OCEAN 1	47.4	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
<input type="checkbox"/>	LINK OCEAN 1	47.5	燃油输送泵	燃油输送泵	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
<input type="checkbox"/>	LINK OCEAN 1	48.1	二管轮分管设备	配件、物料间	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11
<input type="checkbox"/>	LINK OCEAN 1	48.2	二管轮分管设备	机各资料、备台群	General	1Month±16 Day	Engine Dept.	二管轮	2024-06-11

143 Total < 1 2 > Go To 1 Page

互海科技 Workbench (20572)

Main Menu

海事对接 (江苏)

Notice Management

BI Dashboard

Vessel Management

Crew Management

Crew Cost

Recruitment Management

Maintenance Management

← Batch Acceptance of Maintenance Order

Accept Reject

Please select a time range

3. Click "Accept"

You will approve 2 maintenance orders.

Acceptance Reason *

Please enter

4. Fill in the acceptance reason and click "Confirm"

Confirm Cancel

互海科技 Workbench (20572)

Main Menu

海事对接 (江苏)

Notice Management

BI Dashboard

Vessel Management

Crew Management

Crew Cost

Recruitment Management

Maintenance Management

← Batch Acceptance of Maintenance Order

Accept Reject

Please select a time range

3. Click "Reject"

You will reject 2 maintenance orders.

Reject Reason *

Please enter

4. Fill in the reject reason, and then click "Confirm"

Confirm Cancel

Next Step:

If the acceptance is successful, the document becomes "completed" status;

If rejected, the document becomes "rejected" and returned to the maintenance form executive workbench.