How to Submit a Budget Application on the Web (Documentation)

After logging in to the OLISS Web platform, users should click on "Budget Management" and then "Budget Application" sequentially to enter the Budget Application interface. Click on "Add Budget", select the budget type (Annual Budget/Provisional Budget) and the management department, and then click "Confirm".

On the Budget Application Form interface, fill in the name of the budget application form, click on "Add Vessel", select the vessel for which you need to apply for a budget by ticking the corresponding boxes, and then click "Confirm". Click on the budget vessel to fill in the budget amount. You can either fill in the monthly budget amount separately or fill in the total budget amount, and the system will automatically allocate it to each month. After filling in the application remarks and uploading any necessary attachments as required, click "Submit".

7.Click on the budget vessel to fill in the budget amount

You can fill in the budget amount for each month separately

Or you can fill in the total budget amount, and the system will automatically allocate it to each month

8.After filling in the application remarks and uploading any necessary attachments as required, click "Submit"

Please select the workflow.

9.After selecting the approval process for the budget application form, click "Confirm"

Once the budget application form is completed, it will change to the "Approving" status and, based on the approval process nodes, it will be routed to the approval personnel's workbench.

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