

## How to execute service items

After the service order is submitted, according to the workflow node, the document will be transferred to the workbench of the executor.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Execute → Service Order(To Be Executed)" interface according to the following steps 1-3:

The screenshot shows the OLSaaS Workbench interface. The top navigation bar includes 'Workbench' (with a notification badge '9799'), 'Vessel Monitor', 'Find', and 'Help'. Below the navigation bar, there are tabs for 'To-do List', 'Overall', and 'Warning Popups Setting>'. The main content area displays 'Workflow Task' statistics: All (203), Approve (17), Execute (17), and Accept (169). A red arrow points to the 'Execute' button, with a red text box stating: "1. Log in to the website of OLSaaS, enter workbench interface by default, and click 'Workflow Task → Execute → Service Order(To Be Executed)'".

The second screenshot shows the 'Service Order' detail page. The status is 'Executing'. A red arrow points to the document icon, with a red text box stating: "Click the document to be executed, and the lower interface will appear." Below this, a note reads: "Note: The execution stage is used to fill in the supplier's completion of the service items".

The 'Service Order' details include:

- Vessel Name: Vicory
- Application No.: VSA-23061302
- Service Type: examination-Fire and Lifesaving inspection
- Dept.:
- Planned Completion Date: 2023-06-15
- Applicant: Gao Yin
- App Date: 2023-06-13
- Remarks: N/A
- Attachment
- Service Order Info: Order No.: VSO-23061301
- Service Provider: 福乐高科技公司
- Contract No.:
- Estimated Service Date:
- Service Provider Address: 刘德华-
- Service Provider Contact/Phone: 刘德华-

A table lists the service items:

No.	Project Name	Detailed Content	Quantity	Unit	Appl.Remark	Status	Completion Description
1	消防救生检验	消防救生检验	1	项		Fully Com	

A red arrow points to the 'Fully Com' status, with a red text box stating: "The attachment here is from the service application and can be downloaded." Below the table, there is a 'Completion Info' section with a 'Complete Date\*' field. A red arrow points to this field, with a red text box stating: "3. Complete the relevant information of the service item (Items with \* are required), and finally click 'Confirm Completion'".

The 'Attachment' section includes an 'Upload Attachment' button. A red arrow points to this button, with a red text box stating: "Click to download all the attachments of the service item." Below this, there are buttons for 'Download All Attachments', 'Comment', and 'Confirm Completion'. A red arrow points to the 'Confirm Completion' button.

### Next Step:

After the service order is executed, according to the workflow node, the document will be transferred to the workbench of the acceptor.