

How to execute service order (document)

After the service order is submitted, the documentation is routed to the workbench of the executing role personnel according to the approval process node. This stage is used to fill in the completion status of the service project by the supplier.

Users log in to the OLISS Web end and by default enters the workbench interface, click on the "Service Order-Execution" in the workflow task , enter the execution interface, click on any position of the target order to enter the details page , select the actual completion date in this interface, can modify the quantity, status, completion status description and whether to upload attachments, and then click " Confirm Completion " in the lower right corner .

Workbench 33052

Vessel AIS

Find

Switching System

EN

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To-do List

Warning Popups

Settings

All (73)

Due 4

Overdue 23

Reminders(42)

Workflow Task (27)

Service Application(8)

Service Order—Execute(15)

Service Order—Accept(4)

Waiting Task(4)

Service Application(4)

Reliable Safety Responsibility

1. Users log in to the OLISS Web side and by default enter the workbench interface

2. Click on the "Service Order-Execute" in the workflow task

< Service Order—Execute

Search

Reset

Vessel Service Details

Executing

Name: [LINK OCEAN 1](#)

Service Order No.: OL1-VSA-25081202

Service Type: 检验-第三方检验服务

Dept.:

Planned Completion Date: 2025-08-12

Service Provider: 李昱有限公司

Estimated Service Date:

Contract No.:

Service Provider Contact/Phone: 李昱-[Check Budget Utilization Status >](#)

Remarks: N/A

Payment Method: company pay

Service Provider Address:

Details

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Status	Completion Description	Operation
1	45476		1	项		Fully Completed	Please enter	Cancel
2	465787		1	项		Canceled		

Completion Info

Actual Completion Date *

Please select

Attachment

Upload

4. Select the actual completion date in this interface, can modify the quantity, status, completion status description and whether to upload attachments, and then click "Confirm Completion" in the lower right corner.

Task Progress

Download All Attachments

Comment

Confirm Completion

Next Step:

After the service order is completed, the documentation will be transferred to the workbench of the acceptance role personnel according to the approval process node.