## How to approve the stock-in sheet on the web side (document)

After the stock-in record is submitted, according to the setting of the approval process, the record flows to the workbench of the personnel who has the stock-in record approval authority.

Users log in to the OLISS Web side, and in the "Workbench  $\rightarrow$  Workflow Task  $\rightarrow$  Stock-in Sheet" interface, they can operate according to the following steps 1-3:

与 互海科技 ④	D Q Workbench (19597) Vessel AIS Find Switching System - 🎝 💥 EN - 💿 💭 🗚
Main Menu 🕀	To-do List
I Notice	T.Log in to the Web side of OLISS. By default, you will enter the Workbench interface.     Click on "Stock-in Sheet" under Workflow Task
Management	All (66) Due 🕄 Overdue 4 Reminders(14)
00 BI Dashboard	Workflow Task (31)
	Store Migrate—Approve(7)         Store Migrate—Accept(2)         Stock-out Sheet(7)         Stock-in Sheet(15)
	Walting Task(21)
G Crew Cost	Stores Stock (21)
	Reliable Safety Responsibility
Management	
T Maintenance >	Cost Statistics Items Statistics Operation Log
Repair Management >	Currency CNY × #Custom Module
G Stock Management >	Labor 2024-10 ~ 2024-10 Details Purchase Cost 2024-10 ~ 2024-10 Details Stock-out Cost 2024-10 ~ 2024-10 Details
₩ Purchasing >	- 0 000 71.00

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Main Menu 🕢	←Sto	ock-in Manageme	nt		2.When the or keywore	re are many st ds to quickly fi	ock-in sheets, nd the target (	Keywords Searching Search Reset				
D BI Dashboard	No.	Stock-in Record N	Item Type 👻	Stock-in Type 👻	Stock-in Object 👻	Stock-in Dept. 👻	Numbers of Items	Stock-in Place	Related Doc	Operation Time	Operator	Operation
🔹 Vessel Management 🗧	1	SI-S24111103	Marine Stores	Stock-in by Correctio	Shore-based	Other Dept.	1			2024-11-11 17:04:29	孙红梅	Export
요 Crew Management >	2	OL1-SI-S24111102	Marine Stores	Stock-in by Correctio	LINK OCEAN 1	Engine Dept.	1			2024-11-11 16:59:53	孙红梅	Export
G Crew Cost	3	SI-P24111101	Spare Parts	Stock-in by Correctio	Shore-based	Other Dept.	1			2024-11-11 16:53:18	孙红梅	Export
Recruitment >	4	SI-P24090603	Spare Parts	Stock-in by Correctio n	LINK OCEAN 1	Engine Dept.	1	1		2024-09-06 16:50:31	黄莉莉	Export
T Maintenance	5	SI-S24082102	Marine Stores	Stock-in by Correctio n	LINK OCEAN 14	Engine Dept.	1			2024-08-21 11:57:22	潘俊杰	Export
Repair Management >	6	SI-S24022503	Marine Stores	Stock-in by Correctio n	LINK OCEAN 1	Deck Dept.	1			2024-02-25 19:35:18	洪舒	Export
fn) Stock Management ∨	7	SI-S24022502	Marine Stores	Stock-in by Correctio n	LINK OCEAN 1	Engine Dept.	1			2024-02-25 19:28:46	洪舒	Export
Vessel Stock	8	SI-P24022201	Spare Parts	Stock-in by Correctio n	LINK OCEAN 1	Engine Dept.	1			2024-02-22 14:47:21	洪舒	Export
Shore-based Stock	9	SI-S24022201	Marine Stores	Stock-in by Correctio n	LINK OCEAN 1	Engine Dept.	1			2024-02-22 12:28:19	洪舒	Export
Stock-taking	10	SI-S24022102	Marine Stores	Stock-in by Correctio n	LINK OCEAN 1	Engine Dept.	1			2024-02-21 09:55:17	洪舒	Export
Store Migrate												
Stock Transfer												
Stock-in Management									15 Total	10Total/Page 🖌 <	1 2 >	Go To 1 Page
Stock-out Management												



After the stock-in approval is passed, in the "Stock Management – Stock-in Management" interface, the approved stock-in sheets will display the status of "Completed", and the returned stock-in sheets will display the status of "Rejected", as shown in the figure below.

与 互海科技	<u>ତ</u>				Workb	ench (19599)	Vessel AIS Fin	d			Switching System •	Ф № ен+	@ 🕘 #ä
G Stock Management ∨	Stock	-in Managemen	t										
Vessel Stock	Add	Stock-in Record(Corre	sction type) Add S	lock-in Record(Offline P	urchase) On	the Stock-in	Management	interface, a	approved sto	ck-in shee	ets will display	ywords Searching	Search Reset
Shore-based Stock					an	"Completed"	status, while	rejected on	es will show a	a "Rejecte	d" status		
Stock-taking	No.	Stock-In Record	Item Type 👻	Stock-in Type 💌	Stock-in Object *	Stock-in Dept. *	Numbers of Items	Stock-In Place	Related Doc ·	Operator	Status 💌	Stock-In Date	Operation
Store Migrate	21	SI-P24092701	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	1		Purchase Order	<b>潘俊杰</b>	Finished	2024-09-27	Export
Stock Transfer	22	SI-S24092601	Marine Stores	Purchase	LINK OCEAN 1	Engine Dept.	2	扬州港	Purchase Order	李显	Finished	2024-09-26	Export
Stock-in Management	23	SI-P24092601	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	1	扬州港	Purchase Order	李昱	Finished	2024-09-26	Export
Stock-out Management	24	SI-S24091902	Marine Stores	Purchase Offline	LINK OCEAN 1	Deck Dept.	1			杨芬芬	Unsubmitted	2024-09-19	Edit   Export   Delete
Stock-in/out Details	25	SI-S24091901	Marine Stores	Stock-in by Correcti on	LINK OCEAN 1	Deck Dept.	1			杨芬芬	Finished	2024-09-19	Export
₩ Purchasing >	26	SI-P24091201	Spare Parts	Stock-In by Correcti on	LINK OCEAN 1	Engine Dept.	1			朱慧	Rejected	2024-09-09	Export
Management	27	SI-P24091102	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	4		Purchase Order	杨芬芬	Finished	2024-09-11	Export
Yessel Service >	28	SI-P24091101	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	2		Purchase Order	杨芬芬	Finished	2024-09-11	Export
Expense > Management	29	SI-P24090603	Spare Parts	Stock-in by Correcti on	LINK OCEAN 1	Engine Dept.	1	1		黄莉莉	Approving	2024-09-06	Export
Budget Management >	30	SI-S24090601	Marine Stores	Stock Initialization	LINK OCEAN 1	Engine Dept.	1			潘俊杰	Finished	2024-09-06	Export
Voyage Number > Management													
Vessel Report > Patrol Inspection >									819 Total 10Total	VPage 🗸 <	1 2 3		Go To 3 Page