How to add a repair application
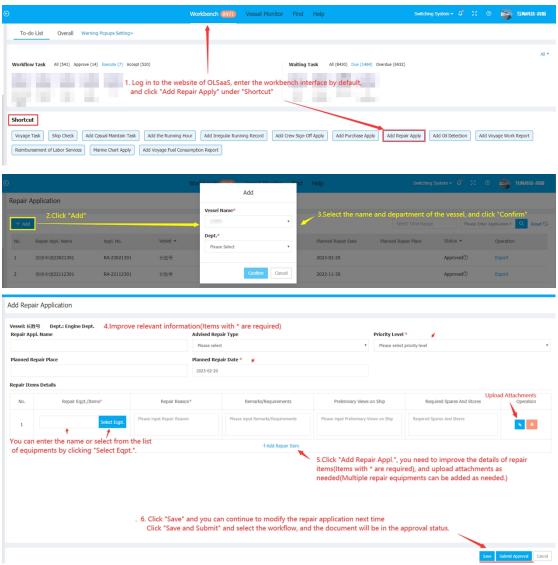
Users can log in to the website of OLSaaS, and operate in"Workbench → Shortcut → Add Repair Apply" interface according to the following steps 1-6:

1. Log in to the website of OLSaaS, enter the workbench interface by default, and click "Add Repair Apply" under "Shortcut"

2.Click "Add"

3.Select the name and department of the vessel, and click "Confirm"

4.Improve relevant information(Items with * are required)

You can enter the name or select from the list of equipments by clicking "Select Eqpt.".

5.Click "Add Repair Appl.", you need to improve the details of repair items(Items with * are required), and upload attachments as needed(Multiple repair equipments can be added as needed.)

6. Click "Save" and you can continue to modify the repair application next time
Click "Save and Submit" and select the workflow, and the document will be in the approval status.

Next Step:

After the repair application is submitted for approval, according to the workflow, the document will be transferred to the workbench of personnel with approval authority.