## How to add the repair application on the web side (Document)

The user logs into the OLISS web side and clicks "Repair Management  $\rightarrow$  Repair Application" to enter the repair application interface. Click "Add", select the vessel name and department, then click "Confirm" to enter the add repair application interface. In this interface, complete the relevant information (with \* required). Click "Add Repair Item", fill in the details of the repair item (with \* as mandatory), then click "Save", The repair application can be modified again next time; click "Submit", choose the approval process, and the document will enter the approval status.

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## Next step:

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

For the approved repair application form, user can perform the copy operation:

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No	).	Repair Appl. Name	Appl. No.	Vessel 🔻	Dept. 👻	Priority Level 👻	Planned Repair Date	Planned Repair Place	Approved -	Operation		
1		维修申请-RA-25050701	OL1-RA-25050701	LINK OCEAN 1	Engine Dept.	Urgent	2025-05-14	扬州港	Approved	Export Copy		
2		维修申请单2025010301	OL1-RA-25031302	LINK OCEAN 1	Engine Dept.	Normal	2025-04-16	互海1号船上	Approved ③	Export   Copy		
3		0331维修申请单	OL1-RA-25033101	LINK OCEAN 1	Deck Dept.	Normal	2025-04-07		Approved ③	Export   Copy		