

How to Approve Reasonable Proposal (Document) on the Web Workbench

Users log into the OLISS Web side, default to enter the workbench . Click on "Reasonable Proposal - Approve" under workflow task to enter the Reasonable Proposal - Approve interface. You can quickly search for the target item by keyword or through the filter bar. Click anywhere on the target item to enter the details interface, and then select and click "Accepted" or "Reject" based on the actual approval result.

The screenshot illustrates the process of approving a reasonable proposal on the OLISS Web Workbench. It is divided into five numbered steps:

- 1. Users log into the OLISS Web side, default to enter the workbench**: The 'Workbench 32740' tab is highlighted in the top navigation bar.
- 2. Click on "Reasonable Proposal- Approve" under workflow task**: The 'Reasonable Proposal—Approve(1)' task is selected in the 'Workflow Task (1)' section.
- 3. You can quickly search for the target item by keyword or through the filter bar**: The search bar at the top of the 'Reasonable Proposal —Approve' page is highlighted, showing filters for 'Submission Time' and 'Keywords Searching'.
- 4. Click anywhere on the target item to enter the details interface**: A table lists a suggestion with ID 213254354657, title 'test', and status 'Approving'. A red line indicates that clicking on this row leads to the details page.
- 5. Select and click "Accepted" or " Reject" based on the actual approval result**: The 'Details of Reasonable Suggestions' page shows the suggestion details and a 'Task Progress' section with 'Apply' status. At the bottom right, the 'Accepted' button is highlighted.

No.	Title	Suggestion Type	Suggestion Content	Attachment	Submission Time	Submitter	Status
1	213254354657	test	ewr2453		2025-07-21 11:41:20	孙红梅	Approving

Details of Reasonable Suggestions **Approving**

Title: 213254354657 Suggestion Type: test
Suggestion Content: ewr2453 Submission Time: 2025-07-21 11:41:20
Submitter: 孙红梅
Attachment:

Task Progress

Apply 2025-07-21 11:41:20
Signature: 李四

If you click "Accepted", you will be redirected to the consent page. Fill in your consent opinion, sign, and then click "Confirm".



Agree Opinion

Please enter

0 / 500

Signature *

Clear Signature

Re-sign

Upload

6. Fill in your agree opinion , sigbature and then click "Confirm"

Confirm

Cancel

If you click "Reject", you will be redirected to the confirmation return interface, where you can select to return to an approved review node, support returning to the submitter, fill in the reason for return, sign, and then click "Confirm".

Reject



Back To * (Select the approved approval node and can be rejected to the submitter)

Apply (孙红梅)



Reject Reason *

Please enter

0 / 500

Signature *

Clear Signature

Re-sign



6'. You can select to return to an approved review node, support returning to the submitter, fill in the reason for return, signature and then click "Confirm"

Confirm

Cancel