

# How to approve maintenance requests on the web (document)

After the maintenance request form is submitted for approval, according to the approval process node, the documentation is transferred to the workbench of the personnel with approval authority.

Users log in to the OLISS Web side, enter the workbench interface by default, click on the workflow task under **"Repair Appl."** Enter the repair application interface, click on the repair application form to be approved, and enter the maintenance application approval interface. In this interface, the reviewer can modify the documentation name, expected maintenance date and location, recommended maintenance type, urgency, and maintenance item details according to the actual situation, and finally click "Agree" or "Reject All".

Workbench 42554

Vessel AIS

Find

Switching System

EN

海事对接 (江苏)

Notice Management

BI Dashboard

Vessel Management

Crew Management

Crew Cost

Recruitment Management

To-do List

Warning Popups Settings

Workflow Task (32)

Waiting Task (85)

Reliable Safety Responsibility

Cost Statistics

Items Statistics

Operation Log

1. Users log in to the OLISS Web side, enter the workbench interface by default, click on the workflow task under "Repair Appl."

Repair Appl. (2)

Repair Scheme—Approve (3)

Repair Scheme—Execute (1)

Self Repair—Execute (14)

Self Repair—Accept (7)

Yard Repair—Execute (6)

Yard Repair—Accept (6)

Voyage-repair—Execute (15)

Voyage-repair—Accept (11)

Repair Settlement—Approve (14)

Repair Settlement—Accept (7)

Repair Feedback—Accept (1)

Repair Plan (2)

Repair Scheme (83)

< Repair Application

Please select a time range.

Please enter application name/No

Search

Reset

No.	Repair Appl. Name	Appl. No.	Vessel	Dept.	Priority Level	Planned Repair Date	Planned Repair Place
1	维修申请-RA-25070402	OL1-RA-25070402	LINK OCEAN 1	Engine Dept.	Normal	2025-07-11	
2	维修申请-RA-25070401	OL1-RA-25070401	LINK OCEAN 1	Engine Dept.	Normal	2025-07-11	

2. Click on the repair application form to be approved

Repair Application Approving

Repair Appl. Name: 维修申请-RA-25070402

Repair Apply No.: OL1-RA-25070402

Appl.Date: 2025-07-04

Advised Repair Type: Self Repair

Repair Items Details

Vessel: LINK OCEAN 1

Planned Repair Date \*: 2025-07-11

Priority Level \*: Normal

Dept.: Engine Dept.

Planned Repair Place: Please enter

No.	Repair Eqpt./Items *	Repair Reason *	Remarks/Requirements	Preliminary Views on Ship	Required Spares And Stores	Repair Apply History	Operation
1	测试空压机名称 ①	one	Please enter	Please enter	Please enter	2025-07-04 <a href="#">Repair Apply History&gt;</a>	<a href="#">Reject</a>

Task Progress

Apply 2025-07-04 16:21:02

孙红梅

Export

Comment

Agree

Reject All

3. The reviewer can modify the documentation name, expected maintenance date and location, recommended maintenance type, urgency, and maintenance item details according to the actual situation

4. Finally click "Agree" or "Reject All"

If "Agree" is clicked, the approved maintenance application documentation will enter the maintenance plan, and the "Maintenance Plan" task will appear in the "Workbench - Pending Tasks" of authorized personnel;

Agree

Agree Comments

Please enter

0 / 500

Signature \*

李四

Clear Signature

Re-sign

Upload

5. The approver signs, fills in the approval opinion, and then click "Confirm"

Confirm

Cancel

If you click "Reject All", a confirmation return interface will pop up. Select the approved review node to return to, support returning to the submitter, fill in the reason for return and sign, then click "Confirm", and the documentation will be returned to the relevant personnel's workbench. Users can click "Resubmit" to enter the ship maintenance application editing interface, make appropriate modifications, and then resubmit for review.

Reject

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

Approve-机务主管

Reject Reason \*

Please enter

0 / 500

Signature \*

李四

Clear Signature

Re-sign

5'. Select the approved review node to return to ,support returning to the submitter, fill in the reason for return and sign, then click "Confirm"

Confirm

Cancel