

# How to add a yard repair item on the web side (Document)

Users can log into the OLISS web side and click "Repair Management-Yard Repair" in order to enter the yard repair interface. Click on "Add," a pop-up window will appear on the right side. Within this window, select the vessel, department, priority level, equipment/items and belonging company, and choose the service provider. Fill in the relevant information such as the repair reason, repair quotation (marked with \* are mandatory). Then click "Confirm". In the approval process selection window, choose the approval process and fill in the order notes as needed. Finally, click "Confirm".

The screenshot shows the 'Yard Repair' management interface. On the left, a sidebar menu has 'Yard Repair' highlighted. The main area displays a table of repair items with columns for No., Repair Eqpt./Items, Vessel Name, Yard Repair No., Service Provider, and Priority Level. A yellow box highlights the 'Add' button, with an arrow pointing to it and the text '2. Click on "Add"'. Another yellow box highlights the 'Yard Repair' menu item, with an arrow pointing to it and the text '1. Click in order to enter the yard repair interface'. On the right, a pop-up 'Add' form is shown, containing fields for Vessel, Dept., Priority Level, Repair Eqpt./Items, Belonging Company, Repair Reason, Remarks/Requirements, Select Service Providers, Repair Quotation, Currency, Repair Cycle, Quotation Remarks, and After Sales Situation. A red box highlights the 'Confirm' button at the bottom right of the form, with an arrow pointing to it and the text '3. Select the vessel, department, priority level, equipment/items and belonging company, and choose the service provider. Fill in the relevant information such as the repair reason, repair quotation (marked with \* are mandatory). Then click "Confirm"'. Below the screenshot, the text 'Please select the workflow.' is displayed.

Please select the workflow.

The screenshot shows the approval process selection window. It features two radio button options: '1号船轮机部' (selected) and '多步执行多步验收厂修'. Below these is a 'Process Description:' section. Two text input fields are provided for 'Order Notes Chinese (shown in the Chinese section of the order email)' and 'Order notes in English (shown in the English part of the order email)'. The Chinese field contains '感谢合作!' and the English field contains 'Thank you for your cooperation!'. Below the fields are 'Mail preview' labels and character counts: '5 / 500' for the Chinese field and '31 / 500' for the English field. At the bottom, a red box highlights the 'Confirm' button, with an arrow pointing to it and the text '4. Choose the approval process and fill in the order notes as needed. Finally, click "Confirm"'. A 'Cancel' button is also visible.

Next step:

After confirming, according to the approval process node, the document is transferred to the

workbench of the personnel with execution and acceptance authority.