

How to deal with the Waiting Task of oil inspection on Dashboard

According to the oil inspection plan that has been set and selected inspection date, the Waiting Tasks of oil inspection on Dashboard are generally overdue or due.

Take the following due oil inspection task as an example.

Users can log in to the website of OLSaaS, and operate in interface of "Dashboard → Waiting Task → Due/Overdue → Oil Detection" according to the following steps 1-4:

The screenshot shows the OLSaaS dashboard interface. At the top, there is a navigation bar with 'Dashboard 5493', 'Vessel Monitor', 'Find', and 'Help'. Below this, there are tabs for '我的待办' and '全局预览'. The main content area is divided into 'Flow Approval' and 'Waiting Task' sections. The 'Waiting Task' section shows a list of tasks with filters for 'All (5475)', 'Due (490)', and 'Overdue (4972)'. A red arrow points to the 'Oil Detection' button. Below this, the 'Oil Detection' form is shown, which includes a table of tasks and a form for updating a task. The table has columns for '检测单号', 'Vessel', '设备', '油类', '计划检测时间', '状态', and 'Operation'. The form includes fields for 'Detection No.*', 'Equipment Service Hours(H)', 'Oil Service Hours(H)', 'Sampling Date*', 'Sampling Port*', 'Sampling person*', 'Witness*', and 'Detection Type*'. There is also a 'Detection Details*' section with columns for 'Sample Position', 'Test Result', 'Result Remarks', and 'Operation'. At the bottom, there are buttons for 'confirm to submit', 'Save', 'Cancel Detection', and 'Cancel'.

1. Log in to the website of OLSaaS, enter Dashboard interface by default and click "Waiting Task → Due → Oil Detection"

2. For more tasks, it can be filtered by conditions (such as vessel name, equipment and oil type).

3. Click "Inspect" on the right side of the target task.

4. Improve the information according to the actual situation (Items with * are required), fill in the sampling location, and finally click "Confirm to submit"

For items that don't need to be submitted temporarily, you can choose "Save" or "Cancel Detection".

Next Step:

- ① If you click "Confirm to submit", according to the oil inspection plan that has been set, the documents will be automatically transferred to the Dashboard of the person with execution authority
- ② If you click "Save", the documents can be edited next time