

## How to approve the vessel service application

After the service application is submitted, according to the setting of the workflow, the document will be transferred to the workbench of the approver.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Approve → Service Application(To Be Approved)" interface according to the following steps 1-3:

The screenshot displays the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 9799", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main area shows a "Workflow Task" section with filters for "All (203)", "Approve (18)", "Execute (16)", and "Accept (169)". A red arrow points to the "Approve" button, with the annotation: "1. Log in to the website of OLSaaS, enter workbench interface by default, and click 'Workflow Task → Approve → Service Application(To Be Approved)'".

Below the workflow task section, there is a "Technical Service Form" for a vessel named "Vicory". The form includes fields for "Application No.", "Service Type", "Dept.", "Planned Completion Date", and "Applicant". A red arrow points to the "Approve" button, with the annotation: "2. Click the service application to be approved".

The form details section includes a table with columns for "No.", "Project Name", "Detailed Content", "Quantity", "Unit", and "Appl Remark". A red arrow points to the "Attachment" column, with the annotation: "3. Auditors can modify the planned completion date, project name, details, remarks and other information according to actual needs, or upload attachments." Below the table, there is an "Attachment" section with an "Upload Attachment" button and a note: "The size of a single uploaded file cannot exceed 1GB." A red arrow points to the "Click to view/modify the attachment" link.

At the bottom, there is a "Task Progress" section with buttons for "Comment", "Withdraw", "Approval Rejected", and "Approved". A red arrow points to the "Approved" button, with the annotation: "4. Operate according to the actual approval situation.".

### Next Step:

- ① If it is approved, the document will be in a state of "Approved";
- ② If it is rejected, the document will be back to "Service Application" interface and in a state of "Rejected". Users can copy the original document according to actual needs and submit it for approval again after modification.