

How to check and accept the implementation of service items

After the personnel on board fill in the status of the service items completed by the supplier, the documents will be transferred to the workbench of the person with acceptance authority according to the workflow node.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Accept → Service Order(To Be Accepted)" 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 a progress bar and a "Waiting Task" section. A red arrow points to the "Accept (170)" button in the Workflow Task section, with the text: "1. Log in to the website of OLSaaS, enter workbench interface by default, and click 'Workflow Task → Accept → Service Order(To Be Accepted)'".

Below the Workflow Task section, there is a "To-do List: 1" section. A red arrow points to the "Accept" button next to a "Service Order" card, with the text: "2. Click on the service order to be accepted and the lower interface will appear." Below this card, there is a note: "In the acceptance stage, the final cost will be confirmed according to the completion of the service execution steps."

The lower interface shows details for a "Service Order". It includes fields for "Vessel Name", "Application No.", "Service Type", "Dept.", "Planned Completion Date", "Applicant", "Applicant Date", and "Remarks". Below this, there is a "Service Order Info" section with fields for "Order No.", "Service Provider", "Estimated Total Price", and "Contract No.". A table below this section lists the service items:

No.	Project Name	Detailed Content	Quantity	Unit	Appl.Remark	Status	Completion Description	Provider Quotation (CNY)	Actual Cost* (CNY)
1	消防救生检验	消防救生检验	1	项		Fully Completed		666.00	Actual Cost

Below the table, there is a "Completion Info" section with fields for "Complete Date" and "Attachment". A red arrow points to the "Actual Cost" field in the table, with the text: "3. Check the specific implementation of the service order, fill in the actual cost, and finally confirm." At the bottom of the interface, there is a "Task Progress" section with buttons for "Download All Attachments", "Comment", "Confirm Actual Cost", and "Reject". A red arrow points to the "Confirm Actual Cost" button.

Description:

- ① If the actual cost is confirmed, the document will be in a state of "Completed";
- ② If it is rejected, the document will be back to the previous "Execute" stage according to the workflow node.