

## How to approve the annual plan maintenance order (Document)

After the form of the annual maintenance plan is completed (including addition, modification, failure, etc.), the documents will be transferred to the personnel workbench with annual approval authority according to the setting of the approval process.

Users can log in to the OLISS Web side and follow the following steps 1-4 in the "Workbench → Workflow Task → Annual Maintenance" interface:

**Step 1:** Log in to the OLISS and enter the workbench interface by default. Click "Annual Maintenance" under the workflow task.

**Step 2:** Click anywhere on the target annual plan maintenance form to enter the approval details interface.

**Step 3:** Approvers can continue to "view/edit" maintenance items.

**Step 4:** Perform corresponding operations according to the actual situation.

The screenshot displays the OLISS Web interface. The top navigation bar includes "Workbench (20522)", "Vessel Monitor", "Find", "Switching System", and user information. The left sidebar lists various management functions. The main content area shows a "To-do List" with a "Workflow Task (223)" section. A red box highlights the "Annual Maintenance(8)" task. Below it, a "Waiting Task(11046)" section lists various tasks. The "Annual Maintenance" task is selected, leading to a table of maintenance items. The first item is highlighted with a red box. The "Annual Maintenance Plan Details" dialog is open, showing a table of maintenance items. The "View Edit" button is highlighted. The "Task Progress" section at the bottom shows "Comment", "Agree", and "Reject" buttons.

No.	Maintenance Year	Vessel Name	Dept.	Numbers of Maintenance Items	Apply Type	SubmissionTime
1	2025	LINK OCEAN 14	Engine Dept.	1	Partial Update	2024-12-24
2	2025	LINK OCEAN 1	Engine Dept.	503	Whole Table Making	2024-12-20
3	2025	LINK OCEAN 14	Engine Dept.	1	Partial Update	2024-12-20

Maint	Update Type	Eqpt. Na	Update Content	Maintenance Item	Maintenance Request	P.I.C.	Maintena...	Jan	Feb	Operation
12.24.1	Add	锚机	Added This Item	Windlass	SAE	3Month:0D ay				View Edit

Task Progress

Comment Agree Reject

**Note:**

If approved, the maintenance plan for the next year will be regenerated according to the approved content;

If the approval is returned, users can click "Rebuild" on the interface of management annual maintenance plan:

← Manage Annual Maintenance Plan

Add

SearchReset

No.	Maintenance Y...	Vessel Name ▾	Dept. ▾	Numbers of Maintenance I...	Apply Type	Submission Time	Rejected ▾	Operation
1	2025	LINK OCEAN 14	Engine Dept.	1	Partial Update	2024-12-24	Rejected	<a href="#">View</a> <a href="#">Remake</a>
2	2025	LINK OCEAN 14	Deck Dept.	54	Partial Update	2024-12-18	Rejected	<a href="#">View</a> <a href="#">Remake</a>