

How to make a service application

Users can log in to the website of OLSaaS, and operate in "Vessel Service → Service Application" interface according to the following steps 1-3:

1. Click in turn to enter the interface of "Service Application"

2. Click "Add"

3. Select the vessel and click "Confirm".

4. Improve relevant information (Items with * are required), and you can add remarks and attachments for the whole service application form as well.

5. Click "Save" and you can continue editing the application next time. Click "Submit Approval", and after selecting the workflow, the document will be in a state of "Approving".

No.	Name	Application No.	Vessel	Dept.	Planned Completion Date	Status	attachment
1	船舶压载水检验项目	VSA-22112003	Vicory		2022-11-22	Approved	
2	长胜号船舶建造服务单	VSA-22090702	Vicory	技术-船舶建造	2022-09-10	Approved (Completed)	
3	前进号检验服务单	VSA-22090701	Fram	检验-消防救生检验	2022-09-09	Approved (Completed)	
4	消防设备检验		Fram	检验-消防救生检验	2022-07-05	Approved (Completed)	
5	连胜号技术服务申请单		Vicory	技术-船舶建造	2022-06-28	Approved (Completed)	

← Add Service Application

Vessel Fram

Name: Service Type*: Dept.: Planned Completion Date*:

Details*

No.	Project Name*	Detailed Content	Quantity*	Unit	Appl.Remark	Attachment	Operation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

+ New Project ← Click to continue to add service application details.

Remarks

please enterRemarks

Attachment

The size of a single uploaded file cannot exceed 1GB.

Next Step:

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