How to export and import the service order details on the web

side (Document)

Users log in to the OLISS web side, Click "Vessel Service \rightarrow Service Order" to enter the service order interface, For orders with "unsubmitted" status, Click "Edit" on the right, Enter the edit service order interface, Select the service order information, currency, fill in the contract number and other information as required (with * required / required), The service order details can be filled in manually, it can also be matched by the import form (click "Import", In the provider quotation import interface, click "download the template" to export the template form, fill in the provider quotation and quotation remarks in the exported form, After saving, click "Select Import File" to upload this file, Click "OK" for the operation successfully), Finally, click "Submit". After selecting the workflow, click "Confirm".

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Import instructions: The imported file needs to be filled in according to the template format, you can click download the template 6.Click "download the template" to Download All Attachments export the template form

Select Import Files

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Provider Quotation Import



Import instructions: The imported file needs to be filled in according to the template format, you can click <u>download the template</u> Download All Attachments



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Next step:

After the service application form is submitted for approval, the documents will be transferred to the personnel working desk with execution authority according to the setting of the approval process.