

How to deal with the tasks of "Repair Scheme(To Be Treated))" on Workbench

Users can log in to the website of OLSaaS, and operate in "Workbench → Waiting Task" interface according to the following steps 1-5:

1. Log in to the website of OLSaaS, enter the workbench interface by default, and click "Waiting Task → Normal → Repair Scheme(To Be Treated)"

2.If there are many documents, you can search by filter conditions.

Contain two status- "Unsubmitted" 、 "Inquiry"

3. Click "Edit"

4. Modify relevant information and upload attachments as required(Items with * are required)

Click to add a service provider

Click to continue to send enquiry

Click to view inquiry history and inquiry email content

5.After editing the current interface information, select "Save" or "Submit for Approval" according to the requirements.

Note:

The planned repair start date cannot be earlier than the date of submission. For example: The user saved the repair scheme on July 3rd without submitting it for approval, and then opened the document for editing again on July 6th and prepared to submit it. At this time, the date July 3rd needs to be revised to July 6th or later to be submitted for approval.