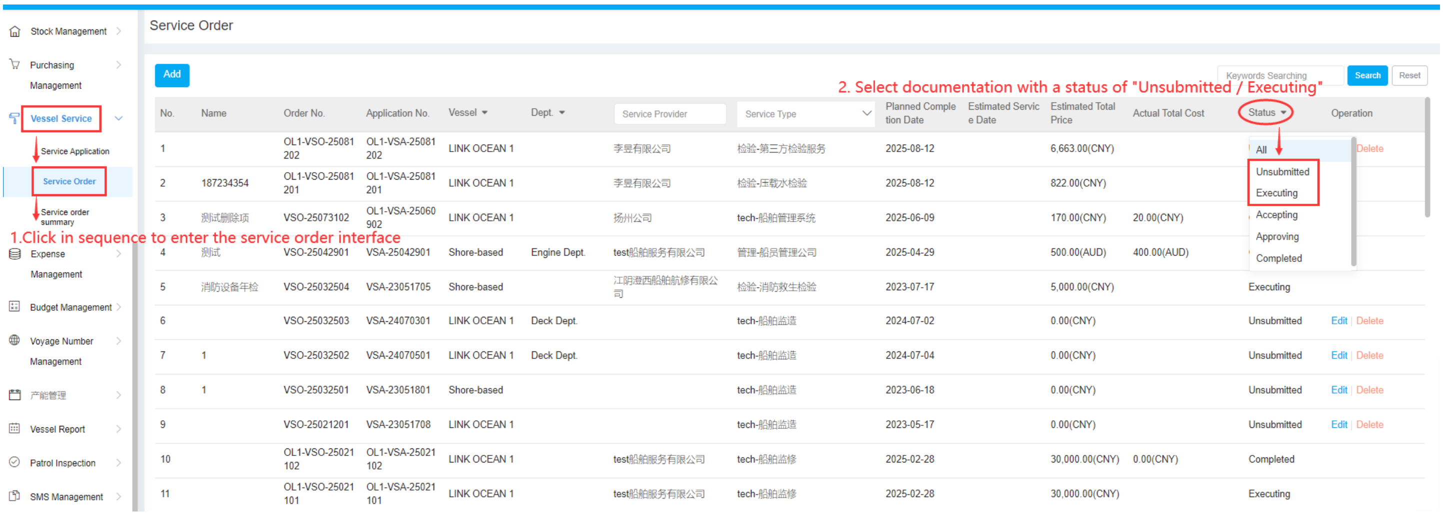
How to cancel the detailed sub-items (document) of a service order

Note: Only sub-items in documentation with status "Unsubmitted" and " Executing" support the "Cancel" service order

Users log in to the OLISS Web side, click in sequence to enter the "Vessel Service→ Service Order" interface, and select documentation with a status of "Unsubmitted/Executing":

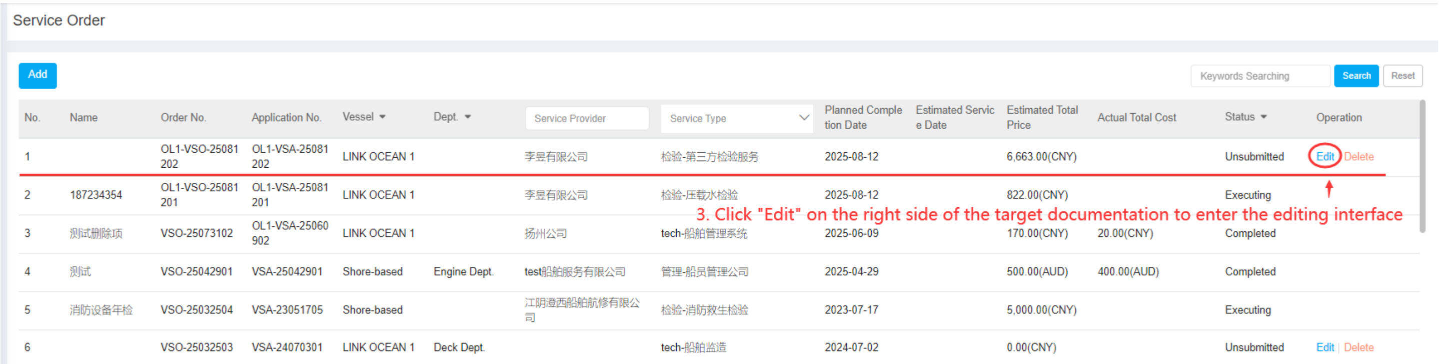

Stock Management
Purchasing Management
Vessel Service
Service Application
Service Order
Service order summary
Expense Management
Budget Management
Voyage Number Management
产能管理
Vessel Report
Patrol Inspection
SMS Management
Service Order
Add
Keywords Searching
Search
Reset
All
Unsubmitted
Executing
Accepting
Approving
Completed

1.Click in sequence to enter the service order interface

2. Select documentation with a status of "Unsubmitted / Executing"

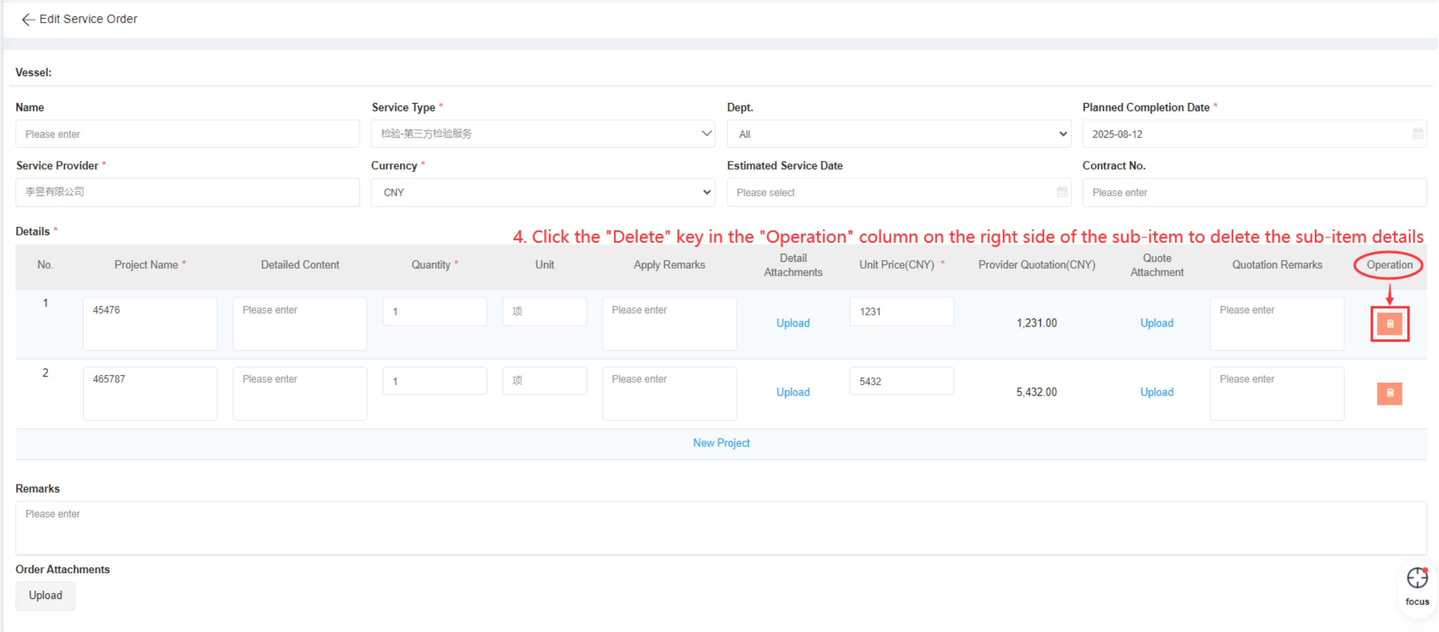
No.	Name	Order No.	Application No.	Vessel	Dept.	Service Provider	Service Type	Planned Completion Date	Estimated Service Date	Estimated Total Price	Actual Total Cost	Status	Operation
1		OL1-VSO-25081202	OL1-VSA-25081202	LINK OCEAN 1		李昱有限公司	检验-第三方检验服务	2025-08-12		6,663.00(CNY)			Delete
2	187234354	OL1-VSO-25081201	OL1-VSA-25081201	LINK OCEAN 1		李昱有限公司	检验-压载水检验	2025-08-12		822.00(CNY)			
3	测试删除项	VSO-25073102	OL1-VSA-25060902	LINK OCEAN 1		扬州公司	tech-船舶管理系统	2025-06-09		170.00(CNY)	20.00(CNY)		
4	测试	VSO-25042901	VSA-25042901	Shore-based	Engine Dept.	test船舶服务有限公司	管理-船员管理公司	2025-04-29		500.00(AUD)	400.00(AUD)		
5	消防设备年检	VSO-25032504	VSA-23051705	Shore-based		江阴澄西船舶航修有限公司	检验-消防救生检验	2023-07-17		5,000.00(CNY)		Executing	
6		VSO-25032503	VSA-24070301	LINK OCEAN 1	Deck Dept.		tech-船舶监造	2024-07-02		0.00(CNY)		Unsubmitted	Edit | Delete
7	1	VSO-25032502	VSA-24070501	LINK OCEAN 1	Deck Dept.		tech-船舶监造	2024-07-04		0.00(CNY)		Unsubmitted	Edit | Delete
8	1	VSO-25032501	VSA-23051801	Shore-based			tech-船舶监造	2023-06-18		0.00(CNY)		Unsubmitted	Edit | Delete
9		VSO-25021201	VSA-23051708	LINK OCEAN 1			tech-船舶监造	2023-05-17		0.00(CNY)		Unsubmitted	Edit | Delete
10		OL1-VSO-25021102	OL1-VSA-25021102	LINK OCEAN 1		test船舶服务有限公司	tech-船舶监修	2025-02-28		30,000.00(CNY)	0.00(CNY)	Completed	
11		OL1-VSO-25021101	OL1-VSA-25021101	LINK OCEAN 1		test船舶服务有限公司	tech-船舶监修	2025-02-28		30,000.00(CNY)		Executing	

A. Select "Unsubmitted" documentation: Click "Edit" on the right side of the target documentation to enter the editing interface. Click the "Delete" key in the "Operation" column on the right side of the sub-item to delete the sub-item details. (**Note: At least one sub-item must be retained and not all of them can be cancelled**)


Service Order
Add
Keywords Searching
Search
Reset

3. Click "Edit" on the right side of the target documentation to enter the editing interface

No.	Name	Order No.	Application No.	Vessel	Dept.	Service Provider	Service Type	Planned Completion Date	Estimated Service Date	Estimated Total Price	Actual Total Cost	Status	Operation
1		OL1-VSO-25081202	OL1-VSA-25081202	LINK OCEAN 1		李昱有限公司	检验-第三方检验服务	2025-08-12		6,663.00(CNY)		Unsubmitted	Edit Delete
2	187234354	OL1-VSO-25081201	OL1-VSA-25081201	LINK OCEAN 1		李昱有限公司	检验-压载水检验	2025-08-12		822.00(CNY)		Executing	
3	测试删除项	VSO-25073102	OL1-VSA-25060902	LINK OCEAN 1		扬州公司	tech-船舶管理系统	2025-06-09		170.00(CNY)	20.00(CNY)	Completed	
4	测试	VSO-25042901	VSA-25042901	Shore-based	Engine Dept.	test船舶服务有限公司	管理-船员管理公司	2025-04-29		500.00(AUD)	400.00(AUD)	Completed	
5	消防设备年检	VSO-25032504	VSA-23051705	Shore-based		江阴澄西船舶航修有限公司	检验-消防救生检验	2023-07-17		5,000.00(CNY)		Executing	
6		VSO-25032503	VSA-24070301	LINK OCEAN 1	Deck Dept.		tech-船舶监造	2024-07-02		0.00(CNY)		Unsubmitted	Edit | Delete



Vessel:

Name: Please enter

Service Type *: 检验-第三方检验服务

Dept.: All

Planned Completion Date *: 2025-08-12

Service Provider *: 李昱有限公司

Currency *: CNY

Estimated Service Date: Please select

Contract No.: Please enter

Details *

4. Click the "Delete" key in the "Operation" column on the right side of the sub-item to delete the sub-item details

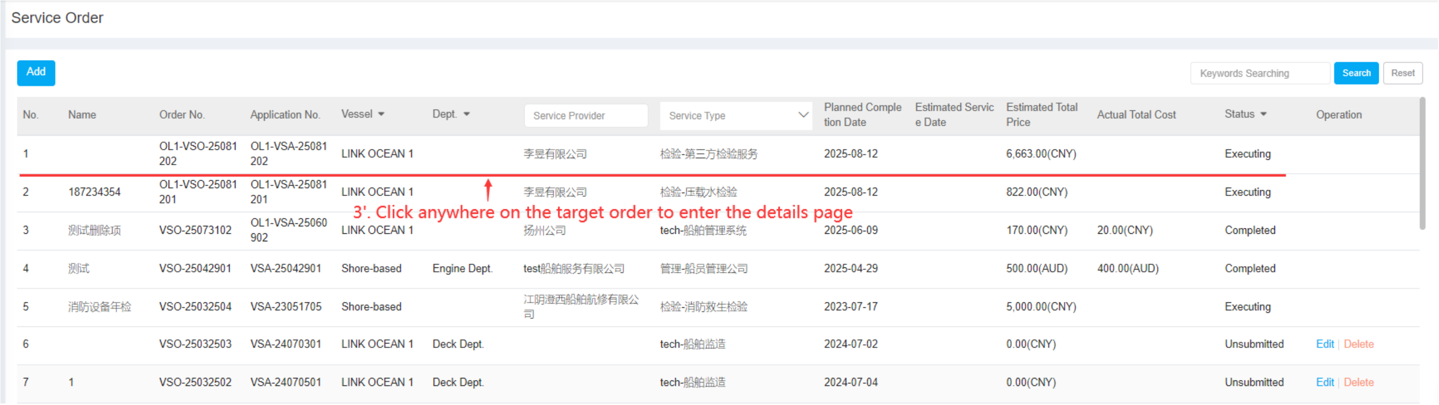
No.	Project Name *	Detailed Content	Quantity *	Unit	Apply Remarks	Detail Attachments	Unit Price(CNY) *	Provider Quotation(CNY)	Quote Attachment	Quotation Remarks	Operation
1	45476	Please enter	1	项	Please enter	Upload	1231	1,231.00	Upload	Please enter	🗑
2	465787	Please enter	1	项	Please enter	Upload	5432	5,432.00	Upload	Please enter	🗑

Remarks: Please enter

Order Attachments

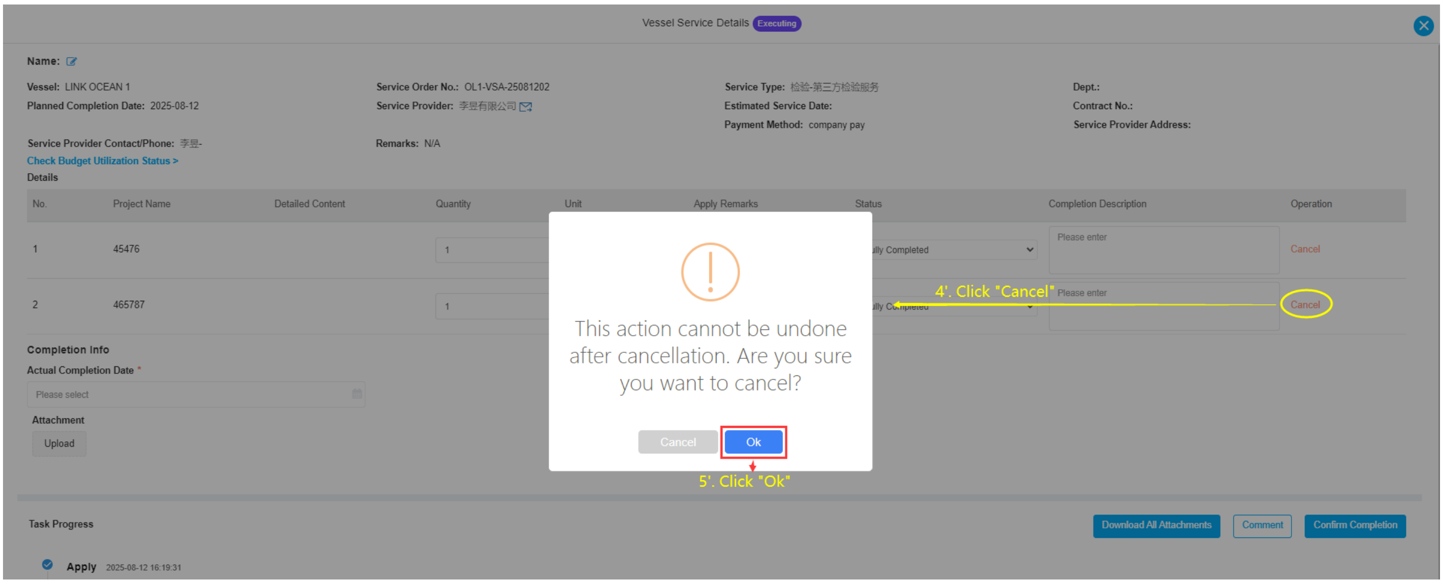
B. Select the documentation with the status of " Executing ": click anywhere on the target order to enter the details page, click "Cancel" on the right side of the sub-item to be cancelled to pop up a middle dialog box, click "Confirm" after confirming the cancellation, and after the operation is successful, the status will be displayed as "Cancelled". **(Note: At least one sub-item must be retained, and all sub-items cannot be cancelled.**)

Reminder: For cancelled sub-items, information such as "Completion Status", unit price, service provider's quotation, completion status description, actual cost, etc., will be hidden in subsequent execution and acceptance nodes.



No.	Name	Order No.	Application No.	Vessel ▾	Dept. ▾	Service Provider	Service Type	Planned Completion Date	Estimated Service Date	Estimated Total Price	Actual Total Cost	Status ▾	Operation
1		OL1-VSO-25081202	OL1-VSA-25081202	LINK OCEAN 1		李昱有限公司	检验-第三方检验服务	2025-08-12		6,663.00(CNY)		Executing	
2	187234354	OL1-VSO-25081201	OL1-VSA-25081201	LINK OCEAN 1		李昱有限公司	检验-压载水检验	2025-08-12		822.00(CNY)		Executing	
3	测试删除项	VSO-25073102	OL1-VSA-25060902	LINK OCEAN 1		扬州公司	tech-船舶管理系统	2025-06-09		170.00(CNY)	20.00(CNY)	Completed	
4	测试	VSO-25042901	VSA-25042901	Shore-based	Engine Dept.	test船舶服务有限公司	管理-船员管理公司	2025-04-29		500.00(AUD)	400.00(AUD)	Completed	
5	消防设备年检	VSO-25032504	VSA-23051705	Shore-based		江阴澄西船舶航修有限公司	检验-消防救生检验	2023-07-17		5,000.00(CNY)		Executing	
6		VSO-25032503	VSA-24070301	LINK OCEAN 1	Deck Dept.		tech-船舶监造	2024-07-02		0.00(CNY)		Unsubmitted	Edit | Delete
7	1	VSO-25032502	VSA-24070501	LINK OCEAN 1	Deck Dept.		tech-船舶监造	2024-07-04		0.00(CNY)		Unsubmitted	Edit | Delete

3'. Click anywhere on the target order to enter the details page



Vessel Service Details Executing

Name:

Vessel: LINK OCEAN 1
Planned Completion Date: 2025-08-12
Service Order No.: OL1-VSA-25081202
Service Provider: 李昱有限公司
Service Type: 检验-第三方检验服务
Estimated Service Date:
Payment Method: company pay
Dept.:
Contract No.:
Service Provider Address:
Service Provider Contact/Phone: 李昱-
Remarks: N/A

Check Budget Utilization Status >

Details

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Status	Completion Description	Operation
1	45476		1			Fully Completed	Please enter	Cancel
2	465787		1			Fully Completed	Please enter	Cancel

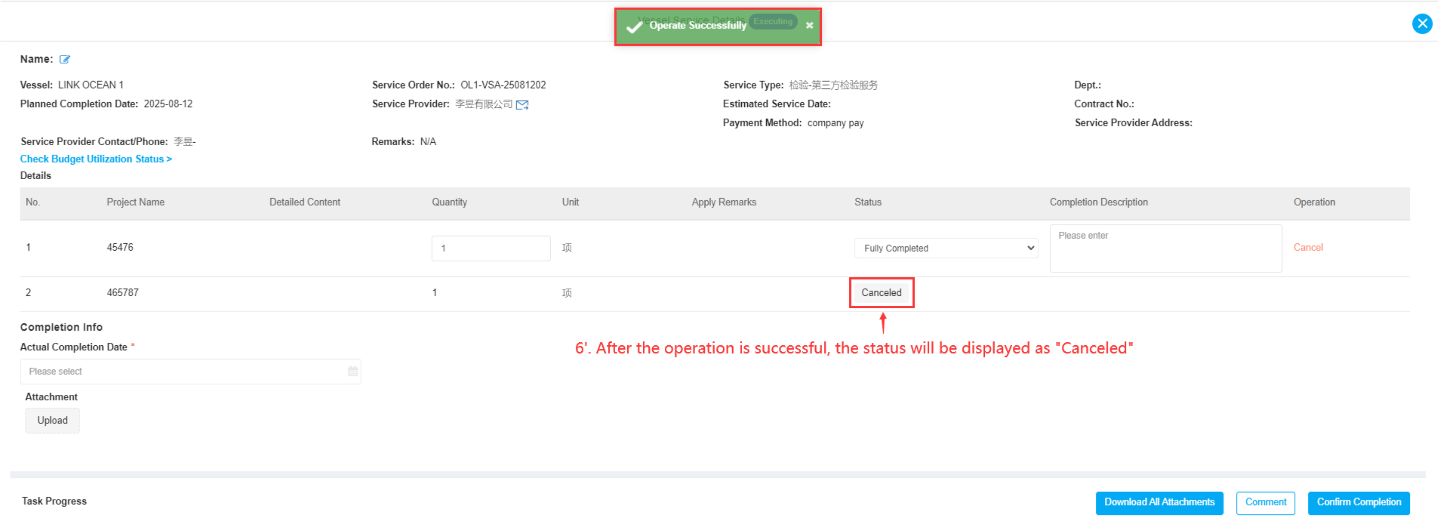
Completion Info
Actual Completion Date *
Please select
Attachment
Upload

This action cannot be undone after cancellation. Are you sure you want to cancel?

4'. Click "Cancel"

5'. Click "Ok"

Task Progress
Apply 2025-08-12 16:19:31



Operate Successfully

Name:

Vessel: LINK OCEAN 1
Planned Completion Date: 2025-08-12
Service Order No.: OL1-VSA-25081202
Service Provider: 李昱有限公司
Service Type: 检验-第三方检验服务
Estimated Service Date:
Payment Method: company pay
Dept.:
Contract No.:
Service Provider Address:
Service Provider Contact/Phone: 李昱-
Remarks: N/A

Check Budget Utilization Status >

Details

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Status	Completion Description	Operation
1	45476		1	项		Fully Completed	Please enter	Cancel
2	465787		1	项		Canceled		

6'. After the operation is successful, the status will be displayed as "Canceled"

Completion Info
Actual Completion Date *
Please select
Attachment
Upload

Task Progress