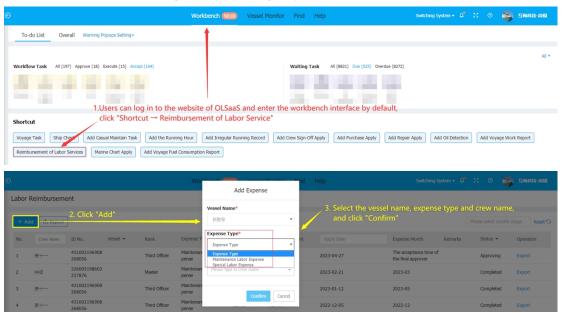
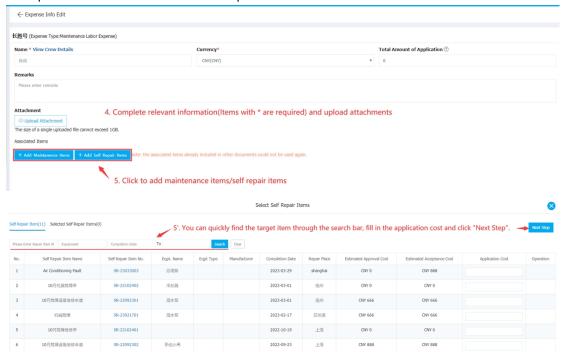
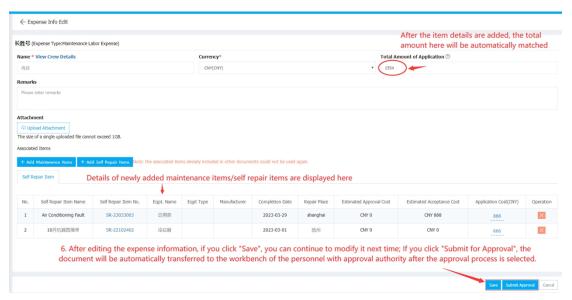
## How to add labor reimbursement

Users can log in to the website of OLSaaS, and operate in "Workbench  $\rightarrow$  Shortcut  $\rightarrow$  Add Crew Cost" interface according to the following steps 1-6:



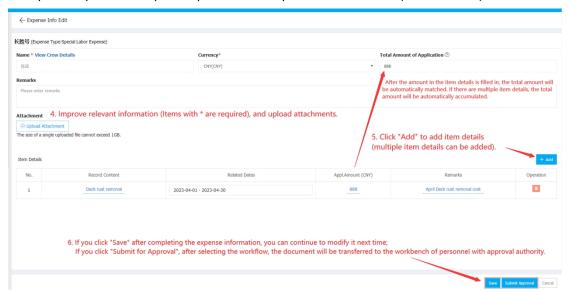
Expense types include: "Maintenance Labor Expense" and "Special Labor Expense" The operation of "Maintenance Labor Expense" is as follows:





"Special Labor Expense" includes:cost of cabin cleaning, cabin washing, derusting and painting of deck or excellent advice, etc.

The specific operation steps of "Special Labor Expense" are as follows (customizable):



## **Next Step:**

After the crew reimbursement form is submitted, according to the workflow, it will be transferred to the approver's workbench.