

How to add labor reimbursement

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

The screenshot shows the OLSaaS Workbench interface. At the top, there are navigation tabs: "Workbench" (highlighted), "Vessel Monitor", "Find", and "Help". Below this, there are sections for "Workflow Task" and "Waiting Task". A red arrow points to the "Workbench" tab with the annotation: "1. Users can log in to the website of OLSaaS and enter the workbench interface by default, click 'Shortcut → Reimbursement of Labor Service'".

Under the "Shortcut" section, there are several buttons: "Voyage Task", "Ship Check", "Add Casual Maintain Task", "Add the Running Hour", "Add Irregular Running Record", "Add Crew Sign-Off Apply", "Add Purchase Apply", "Add Repair Apply", "Add Oil Detection", "Add Voyage Work Report", "Reimbursement of Labor Services", "Marine Chart Apply", and "Add Voyage Fuel Consumption Report". A red arrow points to the "Reimbursement of Labor Services" button.

The "Add Expense" dialog box is open, showing a form with the following fields: "Vessel Name*" (with a dropdown menu), "Expense Type*" (with a dropdown menu), and "Apply Date". A red box highlights the "Expense Type" dropdown, which has options: "Expense Type", "Maintenance Labor Expense", and "Special Labor Expense". A yellow arrow points to the "Confirm" button with the annotation: "3. Select the vessel name, expense type and crew name, and click 'Confirm'".

Below the dialog box, there is a table with columns: "No.", "Crew Name", "ID No.", "Vessel", "Rank", "Expense Type", "Apply Date", "Expense Month", "Remarks", "Status", and "Operation". The table contains four rows of data.

Expense types include: "Maintenance Labor Expense" and "Special Labor Expense"

The operation of "Maintenance Labor Expense" is as follows:

The screenshot shows the "Expense Info Edit" form. At the top, there is a "Name" field with a dropdown menu, a "Currency" field, and a "Total Amount of Application" field. Below this, there is a "Remarks" field and an "Attachment" section with an "Upload Attachment" button. A red arrow points to the "Attachment" section with the annotation: "4. Complete relevant information (Items with * are required) and upload attachments".

Below the "Attachment" section, there are two buttons: "+ Add Maintenance Items" and "+ Add Self Repair Items". A red arrow points to the "+ Add Self Repair Items" button with the annotation: "5. Click to add maintenance items/self repair items".

The "Select Self Repair Items" table is shown below. It has a search bar at the top with a "Search" button and a "Clear" button. The table has columns: "No.", "Self Repair Item Name", "Self Repair Item No.", "Eqpt. Name", "Eqpt Type", "Manufacturer", "Completion Date", "Repair Place", "Estimated Approval Cost", "Estimated Acceptance Cost", "Application Cost", and "Operation". The table contains six rows of data.

A red arrow points to the search bar with the annotation: "5'. You can quickly find the target item through the search bar, fill in the application cost and click 'Next Step'." A "Next Step" button is visible at the top right of the table.

← Expense Info Edit

长编号 (Expense Type: Maintenance Labor Expense)

Name * View Crew Details Currency* CNY(CNY) Total Amount of Application ① 1554

Remarks
Please enter remarks

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

Associated Items
+ Add Maintenance Items + Add Self Repair Items Note: the associated items already included in other documents could not be used again.

Self Repair Item Details of newly added maintenance items/self repair items are displayed here

No.	Self Repair Item Name	Self Repair Item No.	Eqpt. Name	Eqpt Type	Manufacturer	Completion Date	Repair Place	Estimated Approval Cost	Estimated Acceptance Cost	Application Cost(CNY)	Operation
1	Air Conditioning Fault	SR-23033003	总用原			2023-03-29	shanghai	CNY 0	CNY 888	888	✖
2	10月机器故障单	SR-22102402	冷却器			2023-03-01	扬州	CNY 0	CNY 0	666	✖

6. After editing the expense information, if you click "Save", you can continue to modify it next time; If you click "Submit for Approval", the document will be automatically transferred to the workbench of the personnel with approval authority after the approval process is selected.

Save Submit Approval Cancel

"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):

← Expense Info Edit

长编号 (Expense Type: Special Labor Expense)

Name * View Crew Details Currency* CNY(CNY) Total Amount of Application ① 888

Remarks
Please enter remarks

Attachment 4. Improve relevant information (Items with * are required), and upload attachments.
Upload Attachment
The size of a single uploaded file cannot exceed 1GB.

Item Details 5. Click "Add" to add item details (multiple item details can be added).

No.	Record Content	Related Dates	Appl.Amount (CNY)	Remarks	Operation
1	Deck rust removal	2023-04-01 - 2023-04-30	888	April Deck rust removal cost	✖

6. If you click "Save" after completing the expense information, you can continue to modify it next time; If you click "Submit for Approval", after selecting the workflow, the document will be transferred to the workbench of personnel with approval authority.

Save Submit Approval Cancel

Next Step:

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