

How to approve or return the repair feedback on the web side (Document)

After the addition of the repair feedback, according to the process node, if there is an approval step, the form will be transferred to the workbench of the person with approval authority.

Users log into the OLISS and default to enter the workbench interface. In the workflow task, users click "Repair Feedback-Approve" to access the repair feedback-approve interface. If there are many documents, users can search for the specific document using keywords or the filter bar. By clicking anywhere on the target document, users can enter the feedback form details page. Users can then proceed with the "Accepted" or "Reject" actions based on the actual situation, or leave a comment.

When clicking "Accepted", fill in the agree opinion and upload attachments as needed, then enter the signature and click "Confirm";

When clicking "Reject", select the return node, fill in the reject reason and signature, then click "Confirm".

The screenshot displays the OLISS Workbench interface. At the top, the 'Workbench' tab is active, showing 31391 items. Below the navigation bar, there are sections for 'To-do List', 'Warning Popups Setting', and 'Workflow Task (84)'. The 'Workflow Task' section contains several task cards, with 'Repair Feedback—Approve(1)' highlighted. A red arrow points to this card with the instruction: '2. In the workflow task, users click "Repair Feedback-Approve"'. Below the workflow tasks, there is a 'Waiting Task(81)' section. The main content area shows the 'Repair Feedback—Approve' interface. At the top of this interface, there is a search bar with the text: '3. If there are many documents, users can search for the specific document using keywords or the filter bar'. Below the search bar is a table with the following data:

No.	Feedback Name	Feedback No.	Vessel	Dept.	Number of Feedb...	Feedback Repair D...	Feedback Date	FeedbackRater	Operation
1	互海1号航修反馈单	OL1-MMF-25061002	LINK OCEAN 1	Engine Dept.	1	Voyage Repair	2025-06-10	朱慧	Export

A red arrow points to the first row of the table with the instruction: '4. By clicking anywhere on the target document, users can enter the feedback form details page'.

Feedback No.: OL1-MMF-25061002 **互海1号航修反馈单**
Vessel: LINK OCEAN 1 **Dept.:** Engine Dept. **Feedback Repair Document:** Voyage Repair **Priority Level:** Normal
Feedback Comments: 测试一下

Selected Document

No.	Repair Eqpt./Items	Voyage Repair No.	Completion Status	Actual Cost	Approval Opinion	Service Provider	Feedback Explanation	Other Loss
1	空气系统 ①	OL1-VR-25010202	已修好	CNY 1,000.00	验收成功	test船舶服务有限公司	测试	

Task Progress

Apply 2025-06-10 11:16:41

朱慧

Signature: 

Comment Accepted Reject

5.Users can then proceed with the "Accepted" or "Reject" actions based on the actual situation, or leave a comment

Feedback Form Details Agree

Feedback No.: OL1-MMF-25061002 **互海1号航修反馈单**
Vessel: LINK OCEAN 1 **Dept.:** Engine Dept. **Feedback Comments:** 测试一下

Selected Document

No.	Repair Eqpt./Items	Voyage Repair No.	Completion Status	Actual Cost
1	空气系统 ①	OL1-VR-25010202	已修好	CNY 1,000.00

Task Progress

Apply 2025-06-10 11:16:41

朱慧

Signature: 

Agree Opinion

Please enter 0 / 500

Signature *

 Clear Signature Re-sign

Upload

6.When clicking "Accepted", fill in the agree opinion and upload attachments as needed, then enter the signature and click "Confirm"

Confirm Cancel

Feedback Form Details Reject

Feedback No.: OL1-MMF-25061002 **互海1号航修反馈单**
Vessel: LINK OCEAN 1 **Dept.:** Engine Dept. **Feedback Comments:** 测试一下

Selected Document

No.	Repair Eqpt./Items	Voyage Repair No.	Completion Status	Actual Cost
1	空气系统 ①	OL1-VR-25010202	已修好	CNY 1,000.00

Task Progress

Apply 2025-06-10 11:16:41

朱慧

Signature: 

Back To * (Select the approved approval node and can be rejected to the submitter)

Apply (朱慧)

Reject Reason *

Please enter 0 / 500

Signature *

 Clear Signature Re-sign

6.When clicking "Reject", select the return node, fill in the reject reason and signature, then click "Confirm"

Confirm Cancel

Next step :

After the repair feedback form is approved, according to the process node, the document is transferred to the acceptance personnel's workbench.