

How to approve "Repair Settlement"

After the repair settlement document is submitted for approval, it will be transferred to the workbench of the person with approval authority according to the workflow.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Repair Settlement(To Be Approved)" interface according to the following steps 1-3:

The screenshot displays the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 8970", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main area shows a "Workflow Task" section with a grid of tasks. One task is highlighted with a yellow box and a red arrow pointing to it, labeled "1. Log in to the website of OLSaaS, enter the workbench interface by default, and click 'Workflow Task → Approve → Repair Settlement(To Be Approved)'". Below this, there is a "Waiting Task" section with a grid of tasks. A red arrow points to a task in the "Waiting Task" section, labeled "2. Click the repair settlement to be approved". At the bottom, there is a "To-do List: 1" section with a search bar and a list of tasks. One task is highlighted with a red arrow pointing to it, labeled "3. Operate according to the actual situation". The task details include "Settlement No : P2212070003", "Service Provider Name", "Repair Cycle", "Repair Price(CNY): 888.00", "Settlement Info", and "Approval Processes" with buttons for "Comment", "Agree", and "Rejected".

Next Step:

If it is approved, the document will be in "Completed" status;

If it is rejected, the document will be in "Rejected" status.