

How to accept or reject maintenance orders (single or batch operation)

After the maintenance task is completed, according to the workflow node, the document is transferred to the workbench of personnel with acceptance authority.

Users can log in to OLSaaS APP and operate in the interface of "Workflow Task → Accept → Maintenance Order (to be accepted)" according to the following steps 1-5:

The screenshot shows the OLSaaS APP interface. At the top, there's a blue header with 'Waiting Task' and a 'Filter' button. Below the header, there's a search bar and a list of maintenance tasks. The 'Accept' button is highlighted with a red box. Below the list, there's a 'Batch Acceptance' and 'Batch Rejection' button. The 'Operation Record' section at the bottom shows statistics for Regular, Communication, Statistics, and Management.

1. Users can log in to OLSaaS APP and Click "Workflow Task → Accept → Acceptance Task of Maintenance Order"

2. Quickly find the target item through keywords and filter items.

3. Find the target item, click "Select" or "Select all".

4. After selecting, select "Batch Acceptance" or "Batch Rejection"

*Accept Opinion

*Reject Reason

Please enter agree opinions

[Redacted]

5. Fill in the "Accept Opinion" and click "Confirm"

5. Fill in the reasons for rejection and click "Confirm".

Confirm

Cancel

Confirm

Cancel