

# How to view, edit, or delete approval processes (documents)

After logging in to the OLISS Web side, users can access the System Settings - Process Definition interface (Step 1). In the top right corner, they can select and view approval processes by type (Step 2). Clicking on any approval process will display its details (Step 3). By clicking on the copy, edit, or delete buttons that follow, users can perform actions such as copying, editing, or deleting approval processes accordingly (Step 4). Clicking on the Edit button takes users to an editing interface where they can modify the process according to the steps shown in Figure 2. Finally, after clicking Save, the modification of the approval process is successful.

- 1、 Click to enter the workflow interface;
- 2、 Search for process types by keyword;
- 3、 Click the target approval process to view details of the process;
- 4、 You can perform operations such as copy, edit, and delete on the approval process separately according to your needs.

The screenshot shows the 'Workflow' management interface. The sidebar on the left contains a 'Setting' menu item, which is highlighted with a red box and labeled '1. Click to enter the workflow interface'. The main content area features a search bar labeled '2. Search for process types by keyword' and a table of workflows. The table has columns for 'No.', 'Workflow Name', 'Application Scope', 'Approval Process', and 'Operation'. The third row, '正常保养', is highlighted with a red box and labeled '3. Click the target approval process to view details of the process'. The 'Operation' column for this row contains 'Copy | Edit | Delete' buttons, which are also highlighted with a red box and labeled '4. You can perform operations such as copy, edit, and delete on the approval process separately according to your needs'.

No.	Workflow Name	Application Scope	Approval Process	Operation
1	测试保养	Vessel: All Dept.: Engine Dept., Deck Dept., Other Dept.	申请-船长审批-船长执行-船长验收-CO验收	Copy   Edit   Delete
2	抄送	Vessel: All Dept.: Engine Dept., Deck Dept., Other Dept.	申请-CO审批-大副执行-船员经理验收	Copy   Edit   Delete
3	正常保养	Vessel: All Dept.: Engine Dept., Deck Dept., Other Dept.	申请-机务主管审批-总经理审批-船舶管理审批-船长执行-指定人员验收	Copy   Edit   Delete
4	新增保养	Vessel: All Dept.: Engine Dept., Deck Dept., Other Dept.	申请-船长审批-机务主管执行-轮机长验收-测试权限验收	Copy   Edit   Delete
5	文件修改		申请-体系办主任审批(审核)-总经理审批	Copy   Edit   Delete
6	岸基采购申请	Vessel: Shore-based Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-CO审批	Copy   Edit   Delete
7	采购申请	Vessel: LINK OCEAN 1, LINK OCEAN 14, LUNG MUN, OCEAN 1, 得意(姜素文) Dept.: Engine Dept. Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-轮机长审批-机务主管审批	Copy   Edit   Delete
8	采购申请-甲板部	Vessel: All Dept.: Engine Dept., Deck Dept., Other Dept. Item Type: Spare Parts, Marine Stores, Oil, Marine Chart	申请-采购经理审批	Copy   Edit   Delete
9	甲板部海图采购申请	Vessel: LINK OCEAN 1, LINK OCEAN 14, huhai3, huhaiyun Dept.: Deck Dept. Item Type: Marine Chart	申请-海务经理审批(审核采购项目是否合理)	Copy   Edit   Delete

Click Edit to enter the approval process modification interface;

You can modify the name, priority, and notes as needed;

Select the processing role, whether it is editable, fill in the node name, warning days, select the CC role, CC settings, and you can also delete or add new recipients;

If you click OK, the process modification will be successful.

**Edit File Modification Process** → Click Edit to enter the approval process modification interface

---

**Workflow Name \***  **Priority Level \***

**Remarks**  
 You can modify the name, priority, and notes as needed 8 / 500

---

**Workflow: Approval**

Procedure	Role In Charge *	Node Name	Editable Or Not *	Warning Days *	Operation
1	<input type="text" value="体系办主任"/>	<input type="text" value="审核"/>	<input type="text" value="No"/>	<input type="text" value="15"/>	<input type="button" value="Insert Next Step"/>
2	<input type="text" value="总经理"/>	<input type="text" value="Please enter"/>	<input type="text" value="Yes"/>	<input type="text" value="15"/>	<input type="button" value="Insert Next Step"/> <input type="button" value="Delete"/>

**CC Object**

CC Role *	CC Setting *	Operation
<input type="text" value="船员经理"/>	<input type="text" value="Notice at the time of initiation and after full consent."/>	<input type="button" value="Delete"/>

↓

Select the processing role, whether it is editable, fill in the node name, warning days, select the CC role, CC settings, and you can also delete or add new recipients

If you click OK, the process modification will be successful