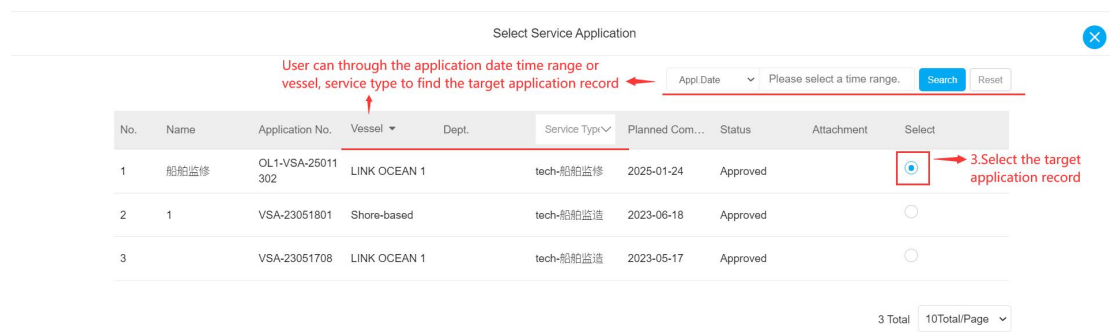
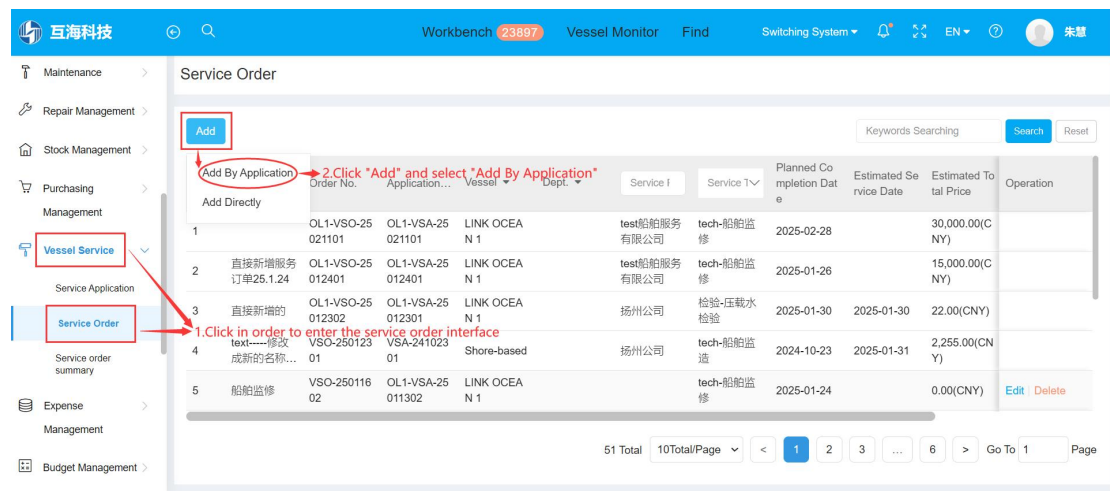


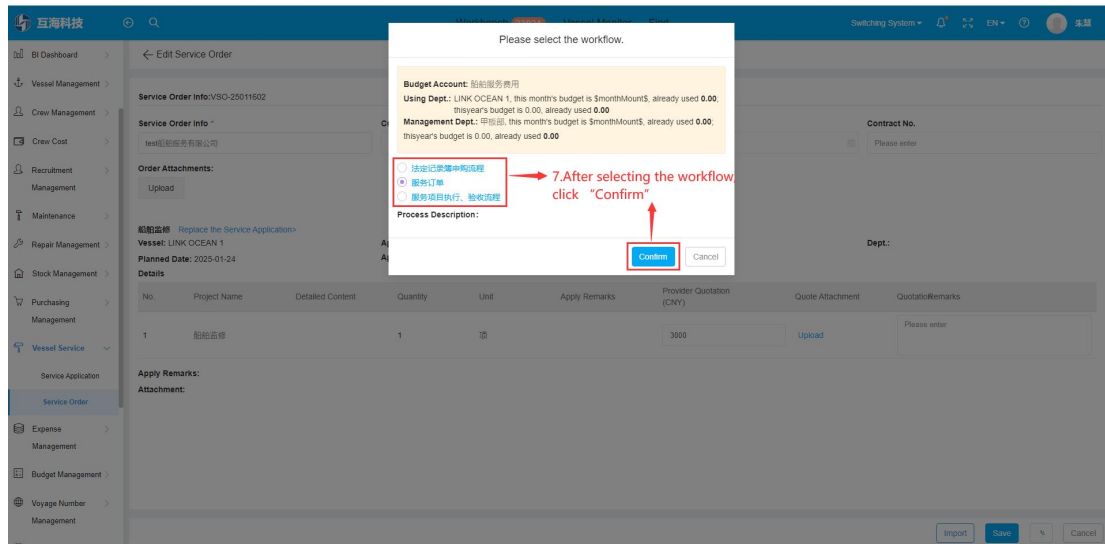
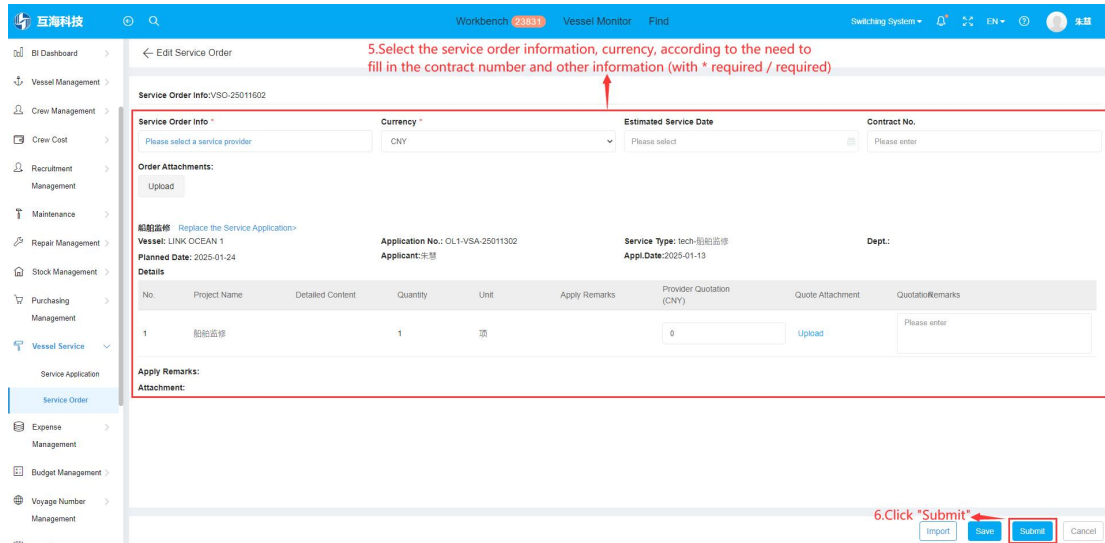
How to add a service order on the web side (Document)

When users create service orders, there are two ways: you can choose from the approved service application form or add it directly.

1.Add By Application

Users login to the OLISS web side, click the "Vessel Service → Service Order" to enter the service order interface, click "Add", select "Add By Application". In the select service application form interface, can through the date time range or vessel, service type to find the target application record, and then select the target application record, click "Next Step" to enter the editing service order interface, select the service order information, currency, according to the need to fill in the contract number and other information (with * required / required), and finally click "Submit". After selecting the approval process, click "Confirm".





2.Add Directly

Users login to the OLISS web side, click the "Vessel Service → Service Order" to enter the service order interface, click "Add" and select "Add Directly". Then Select the vessel and click "Confirm" into the add service order interface. In this interface, need to select service type, planned completion date, service provider, currency, fill in order details, according to the need to fill in the name and other information (with * required), finally click "Submit". After selecting the approval process, click "Confirm".

互海科技 Workbench 23897 Vessel Monitor Find Switching System EN 朱慧

Maintenance > Service Order

Repair Management >

Stock Management >

Purchasing Management >

Vessel Service >

Service Application

Service Order

Service order summary

Expense Management >

Budget Management >

Add

Keywords Searching Search Reset

Add By Application

2. Click "Add" and select "Add Directly"

1. Click to enter the service order interface

No.	Name	Order No.	Application...	Vessel	Dept.	Service I	Service TV	Planned Completion Date	Estimated Service Date	Estimated Total Price	Operation
1		OL1-VSO-25 021101	OL1-VSA-25 021101	LINK OCEA N 1		test船舶服务有限公司	tech-船舶监修	2025-02-28		30,000.00(CNY)	
2	直接新增服务订单25.1.24	OL1-VSO-25 012401	OL1-VSA-25 012401	LINK OCEA N 1		test船舶服务有限公司	tech-船舶监修	2025-01-26		15,000.00(CNY)	
3	直接新增的	OL1-VSO-25 012302	OL1-VSA-25 012301	LINK OCEA N 1	扬州公司	检验-压载水检验		2025-01-30	2025-01-30	22.00(CNY)	
4	text----修改成新的名称...	VSO-250123 01	VSA-241023 01	Shore-based	扬州公司	tech-船舶监造		2024-10-23	2025-01-31	2,255.00(CNY)	
5	船舶监修	VSO-250116 02	OL1-VSA-25 011302	LINK OCEA N 1			tech-船舶监修	2025-01-24		0.00(CNY)	Edit Delete

51 Total 10Total/Page < 1 2 3 ... 6 > Go To 1 Page

互海科技 Workbench 23897 Vessel Monitor Find Switching System EN 朱慧

Maintenance > Service Order

Repair Management >

Stock Management >

Purchasing Management >

Vessel Service >

Service Application

Service Order

Service order summary

Expense Management >

Budget Management >

Add

Keywords Searching Search Reset

Vessel *

LINK OCEAN 1

3. Select the vessel and click "Confirm"

Confirm Cancel

No.	Name	Order No.	Application...	Vessel	Dept.	Service I	Service TV	Planned Completion Date	Estimated Service Date	Estimated Total Price	Operation
1		OL1-VSO-25 021101	OL1-VSA-25 021101	LINK OCEA N 1		test船舶服务有限公司	tech-船舶监修	2025-02-28		30,000.00(CNY)	
2	直接新增服务订单25.1.24	OL1-VSO-25 012401	OL1-VSA-25 012401	LINK OCEA N 1		test船舶服务有限公司	tech-船舶监修	2025-01-26		15,000.00(CNY)	
3	直接新增的	OL1-VSO-25 012302	OL1-VSA-25 012301	LINK OCEA N 1	扬州公司	检验-压载水检验		2025-01-30	2025-01-30	22.00(CNY)	
4	text----修改成新的名称...	VSO-250123 01	VSA-241023 01	Shore-based	扬州公司	tech-船舶监造		2024-10-23	2025-01-31	2,255.00(CNY)	
5	船舶监修	VSO-250116 02	OL1-VSA-25 011302	LINK OCEA N 1			tech-船舶监修	2025-01-24		0.00(CNY)	Edit Delete

51 Total 10Total/Page < 1 2 3 ... 6 > Go To 1 Page

互海科技 Workbench 23897 Vessel Monitor Find Switching System EN 朱慧

Maintenance > Add Service Order

Repair Management >

Stock Management >

Purchasing Management >

Vessel Service >

Service Application

Service Order

Service order summary

Expense Management >

Budget Management >

Name Please enter

Service Type * Service Type

Dept. All

Planned Completion Date * Please select

Service Provider * Please select a service provider

Currency * CNY

Estimated Service Date Please select

Contract No. Please enter

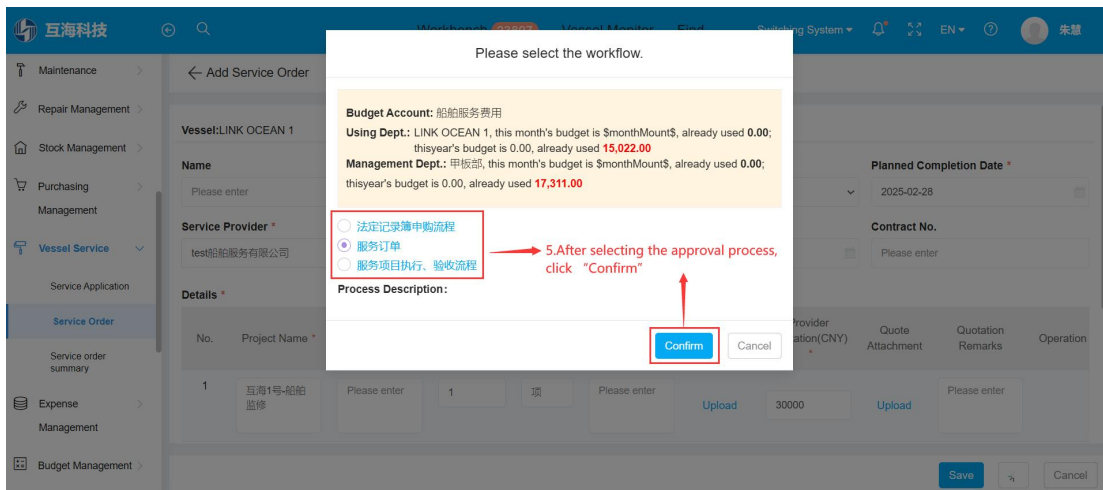
Details *

No.	Project Name *	Detailed Content	Quantity *	Unit	Apply Remarks	Detail Attachments	Provider Quotation(CNY)	Quote Attachment	Quotation Remarks	Operation
1	Please enter	Please enter	1	项	Please enter	Upload	Please enter	Upload	Please enter	

New Project

4. Select service type, planned completion date, service provider, currency, fill in order details, according to the need to fill in the name and other information (with * required), finally click "Submit"

Save Submit Cancel



Note:

After the service order is submitted, the system will automatically create an approved service application form.

Next step:

After the service order is submitted, the documents are in execution according to the approval process node, and the documents are transferred to the workbench of the execution personnel.