

How to add an approval process (document)

After logging in to the OLISS Web side, users should click on Workflow and enter the specific function name into the search box for a search (this document uses Purchase Application as an example). Clicking on the + icon next to the function name will lead to the new process interface. Fill in the necessary information as required (fields marked with * are mandatory), and finally click Confirm to complete the process.

This document uses Purchase Application as an example.

- 1、Click “Workflow” ;
- 2、 Search for the specific function name in the search bar;
- 3、 Click the + on the right side of the function name;
- 4、 Fill in the relevant information as needed (fields marked with * are required);
- 5、 ” Click "Confrim"

The screenshot shows the OLISS Web interface. The top navigation bar includes '互海科技', 'Workbench 28795', 'Vessel Monitor', 'Find', 'Switching System', and user information 'EN' and '孙红梅'. The left sidebar contains various menu items: Voyage Number Management, Vessel Report, Patrol Inspection, SMS Management, Customs Affairs Management, Vessel Incident Records, Address Book, E-Signature, Setting, Role Authority, User, Workflow, and Basic Data. The main content area is titled 'Workflow' and features a search bar with the text 'Purchase Appl.' and a search icon. Below the search bar is a table with the following data:

| No. | Workflow Name | Application Scope | Approval Process | Operation |
|-----|---------------|---|--|----------------------|
| 1 | 岸基采购申请 | Vessel: Shore-based Dept.: Engine Dept., Deck Dept., Other Dept. Item Type: Spare Parts, Marine Stores, Oil, Marine Chart | 申请-CO审批 | Copy Edit Delete |
| 2 | 采购申请 | Vessel: LINK OCEAN 1, LINK OCEAN 14, LUNG MUN, OCEAN 1, 得意(菱素文) | 申请-轮机长审批-机务主管审批 | Copy Edit Delete |
| 3 | 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 |
| 4 | 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 |
| 5 | 油料申请流程 | Vessel: AMY ANGEL Dept.: Engine Dept. Item Type: Oil | 申请-轮机长01审批(船上申请)-CO审批(岸基)-机务部长审批(岸基)-总经理审批(岸基) | Copy Edit Delete |

Red annotations in the image include: '1、 Click "Workflow"' pointing to the 'Workflow' menu item; '2、 Search for the specific function name in the search bar' pointing to the search bar; and 'Click the "+" on the right side of the function name' pointing to the '+' icon next to 'Purchase Appl. (5)'.

Add Purchase Application Process

Workflow Name * **Priority Level *** **Applicable Dept. *** **Applicable Item Type ***

Applicable Vessel * Select All

Remarks
 0 / 500

Workflow: Approval If the former approver and the latter approver are the same, the latter approval node will be automatically skipped. The reason for modification is required when modifying the applied quantity.

| Procedure | Approver * | Node Name | Whether purchase items can be... | Editable Or Not * | Warning Days * | Operation |
|-----------|--|---|----------------------------------|----------------------------------|---------------------------------|---|
| 1 | <input type="text" value="Please Select"/> | <input type="text" value="Please enter"/> | <input type="text" value="No"/> | <input type="text" value="Yes"/> | <input type="text" value="15"/> | <input type="button" value="Insert Next Step"/> |

CC Object

Warning days can be set, default is 15 days

Can set whether the documentation content can be edited

Click to insert a step after this step

4. Fill in the relevant information as needed (with * required)

5. Click "Confirm"