

How to deal with crew certificate without attachments

Users can log in to the website of OLSaaS, and operate in "Workbench→Waiting Task→Crew Certificate(No Attachment)" interface according to the following steps 1-4:

The screenshot shows the OLSaaS Workbench interface. The top navigation bar includes 'Workbench' (7836), 'Vessel Monitor', 'Find', and 'Help'. Below the navigation bar, there are two main sections: 'Flow Approval' and 'Waiting Task'. The 'Waiting Task' section has sub-sections for 'All (7797)', 'Due (1642)', and 'Overdue (6145)'. A red arrow points to the 'Waiting Task' section, and another red arrow points to the '3 No ATT' button. A third red arrow points to the 'Edit' button in the table below.

1. Log in to the website of OLSaaS, enter Workbench interface by default, and click "Waiting Task→Due/Overdue→Crew Certificate(No Attachment)".

2. It can be quickly searched by crew name or mobile phone number.

3. Click to enter the crew certificate editing interface.

No.	Crew Name	ID No.	All On Board	Rank	Cert. Name	Cert No.	Issuing Authority	Expiry Date	Validity	Operation
1					Certificate of Proficiency for Seafarers	PGA201907661	上 手机	2024-12-03	714	Edit Delete
2					Seafarer's Passport	A90017314	上 手机	2025-05-08	870	Edit Delete
3					Certificate of Competency for Seafarers	AGA245201700839	上 手机	2059-11-18	13482	Edit Delete

common 3 Total



Crew Name

[Redacted Crew Name]

Cert Name*

Certificate of Competency for Seafarers

适任职位(来源于海事局)

值班机工

Cert No.

AC [Redacted] 39

Issuing Authority

上海海事局

Issued Date*

2017-01-23

Expiry Date*

2059-11-18

 Long-standing Effective

Warning Days

60

Cert. Status

Valid

证书描述

[Empty text area for certificate description]

[Upload Attachment](#)

The size of a single uploaded file cannot exceed 1GB

4. Click to upload Attachment. Meanwhile, other information can be modified in this interface according to the needs, and finally click "Submit"

Submit

Cancel

Description:

When the crew is on board and the certificate lacks attachments, task of "Crew Certificate(No Attachment)" will be shown in "Workbench-Waiting Task".