

How to execute regular operation record

Shore-based(leader) personnel need to set the upload cycle and warning days of operation records first. When the warning days are reached, the operation record warning task will appear on the workbench of the corresponding processor, and at the same time, the saved and rejected operation records will also appear on the workbench.

Users can log in to the website of OLSaaS, and operate in "Workbench → Waiting Task → Operation Record(Warning)" interface according to the following steps 1-5:

The screenshot shows the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 8929", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main area displays "Workflow Task" and "Waiting Task" sections. The "Waiting Task" section shows "All (8732)", "Due (825)", and "Overdue (7885)". A red arrow points to the "Waiting Task" section, and another red arrow points to the "3 Warning" button. A text box with a red arrow pointing to the "3 Warning" button contains the instruction: "1. Log in to the website of OLSaaS, and enter the workbench interface by default, and click 'Waiting Task → Due → Operation Record(Warning)'".

Below the screenshot, there is a detailed view of the "Operation record execution" interface. It shows a table of operation records with columns: Table Name / NO., Record Time, Upload Period (month), P.I.C. of Upload, Approver, Reporting Dept., Vessel Name, Month, Status, and Operation. The table contains three rows of data. A red circle highlights the "Status" column, and a dropdown menu is shown with options: "Status", "To Upload", "To Submitted", and "Failed". A red circle highlights the "Operation" column, and a dropdown menu is shown with options: "Modify", "Uploading", and "Submit". A red arrow points to the "Submit" button. A text box with a red arrow pointing to the "Status" column contains the instruction: "2. Select the target items to be processed according to the requirements". A text box with a red arrow pointing to the "Submit" button contains the instruction: "3. Find the target record item and click 'Upload/Submit/Modify' on the right".

Table Name / NO.	Record Time	Upload Period (month)	P.I.C. of Upload	Approver	Reporting Dept.	Vessel Name	Month	Status	Operation
23001 / [blurred]		1	船长	体系办主任		Ashore	2023-05	Reject	
23001 / [blurred]		1	船长	体系办主任		长胜号	2023-05	Pending	
23001 / [blurred]		1	船长	体系办主任		前进号	2023-05	Submitting	

The following is the execution steps for the "To Be Uploaded" record.

Carried Out ✕

Click "Upload" in step 3 to enter the execution interface.

Table Name: 船员素质考核表 **Month:** 2023-05

Associated SMS Files: 船舶疫情防控管理条例

Remark

Fill in remarks as needed.

Operation Record Attachment

Select Template Upload Attachment ← 4. click to upload attachment, or fill in the template

The size of a single uploaded file cannot exceed 1GB.

5. Click "Save", and the document will be in the status of "To Be Submitted";
Click "Submit", and the document will be in a state of "Accepting" and appear on the workbench of the acceptor.

Save Submit



The following is the execution steps for the "To Be Submitted" record(Generally, it is a "Saved" operation record).


Click "Submit" in step 3 to enter the execution interface. Carried Out 


Table Name: 船员素质考核表

Month: 2023-05

Associated SMS Files: 船舶疫情防控管理条例

Remark

Operation Record Attachment

Select Template  Upload Attachment

4. You can modify relevant remarks or attachment information.

The size of a single uploaded file cannot exceed 1GB.

5. Click "Submit" and the document will be transferred to the acceptor's workbench.

Save Submit



The following is the execution steps for the "Failed" record.

Click "Modify" in step 3 to enter this interface.

Return Detail



Table Name: 船员素质考核表

Month: 2023-05

Associated SMS Files :船舶疫情防控管理条例

P.I.C of Upload(船长): 互海科技-高银

Upload Date: 2023-04-26

Approved Date:

Status: 未通过

Remark:

Operation Record Attachment



..jpg

[Download](#) | [Preview](#)

Approval Status

✓ **Apply** 2023-04-26 10:09:52



互海科技-高银

✗ **Accept— 体系办主任** 2023-04-26 10:32:41



互海科技-高银

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○ **Applied — 船长** ①

4. Click "Update Content"

Update Content

Comment

↓ Export

Upload Again



Table Name: 船员素质考核表

Month: 2023-05

Status: 未通过

Remark

Select Template

Upload Attachment

Delete All



..jpg

[Download](#) | [Preview](#)

The size of a single uploaded file cannot exceed 1GB.

5. In the current interface, click "Confirm to Upload" after modifying the relevant remarks or the execution attachments.

- Apply** 2023-04-26 10:09:52
 互海科技-高银
- Accept**— 体系办主任 2023-04-26 10:32:41
 互海科技-高银
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- Applied** — 船长 ①

Save

Confirm to Upload

Note: If it is an overdue regular operation record, click "Workbench → Waiting Task → Overdue → Operation Record(Overdue)" to operate!

Next Step:

After the execution of the operation record, according to the operation record settings(if there are any acceptance steps), the documents will be transferred to the acceptor's workbench.