

How to execute the regular running record on the web side (Document)

The shore-based personnel need to set the upload period and warning days of running records first. When the warning days arrive, the corresponding processing person's workbench will appear the running record warning task.

Users log in to the OLISS web side and default to enter the workbench interface. Click "Running Record" in the waiting task to enter the operation record execution interface. Users can switch between regular and irregular operations. When there are many documents, you can search for the target item through the filter condition or keyword. Click "Execute" on the right side of the target record item.

The screenshot displays the OLISS web interface. The top navigation bar includes 'Workbench 7789', 'Vessel Monitor', 'News', and 'Find Switching System'. Below the navigation bar, there are tabs for 'To-do List' and 'Warning Popups Setting'. The main content area shows a 'Workflow Task (220)' section with various task categories like 'NCR—Execute(94)', 'Issue List—Execute(28)', and 'Equipment Not Qualified—Execute(19)'. A 'Waiting Task(1138)' section is visible, with 'Running Record(115)' and 'Running Record(957)' highlighted. A red arrow points from the 'Running Record(115)' task to the 'Operation Record Execution' screen below.

The 'Operation Record Execution' screen shows a filter for 'Regular(96)' and 'Irregular(19)'. A search bar is present with filters for 'Please select a vessel', 'Select Recipient Department', 'Please select the execution status', and 'Please enter keywords'. Below the search bar is a table with columns: Table No./Name, Record Time, Upload Period(...), P.I.C of Upload, Acceptor, Receiving Dept, Vessel Name, Month, Status, and Operation. The table contains several rows of records, with the 'Execute' button highlighted for the record with 'Table No./Name' '定期的有智能模板表格编号 / 定期的有智能模板表格名称'.

Table No./Name	Record Time	Upload Period(...)	P.I.C of Upload	Acceptor	Receiving Dept	Vessel Name	Month	Status	Operation
1 / 1		1	采购总监	采购总监		HH-NO.1	2025-05	To Be Execution	Execute
定期的有智能模板表格编号 / 定期的有智能模板表格名称		1	大副	船员服务,大副,机务部长		Milk Tea 211	2025-05	To Be Execution	Execute
定期的有智能模板表格编号 / 定期的有智能模板表格名称		1	大副	船员服务,大副,机务部长		HH-NO.1	2025-05	To Be Execution	Execute
丁测试02 / 丁测试02		1	人事经理	机务部长,行政资		东海号	2025-05	To Be Execution	Execute

According to the different execution method, there are three modes: smart template, online editing and only upload attachment.

1. Smart template

The smart template is divided into 2.0 and 1.0 versions:

1.1 Smart Template 2.0

Click the area to be filled in one by one, fill in the field content, fill in the remarks as needed, upload the attachment, if you click "Save", the record becomes "to be submitted" state; if you click "Submit", the record becomes "to be accepted" state.

4. Click the fill-in area in turn and fill in the field content

5. Fill in remarks and upload attachments as needed

6. Click "Save" and the record will change to "To be submitted" status. Click "Submit", and the record will change to "To be accepted" status.

1.2 Smart Template 1.0

Fill in the remarks and upload the attachment as needed, click "Preview" to view the template filling situation in the display box on the left. After filling in the template information, if you click "Save", the document becomes "to be submitted"; if you click "Submit", the document becomes "to be accepted" and appears in the workbench of the acceptance personnel.

4. Fill in remarks and upload attachments as needed

5. Fill in the template content

6. Click "Save" and the record will change to "To be submitted" status. Click "Submit", and the record will change to "To be accepted" status.

2. Online editing

Click "Fill out online using the template". Fill in the remarks and upload attachments as needed. In the record online editing interface, move the cursor to the special area. Fill in the relevant information. After completing the information, click "Finish", then click "Save" and the record will change to "To be submitted" status; click "Submit" and the record will change to "To be accepted" status and appear in the Acceptance Personnel Workbench.

Operation Record Execution ✕

File No.: 2024121002
Table Name: 风险评估活动评审报告-在线编辑
Vessel Name: LINK OCEAN 1
Remarks
Please enter

Table No.: SPR0201-2
Month: 2024-12
Execution Method: Online Editing

Tip: This is an online filling template. Click on the area below to edit online.
Fill out online using the template.

Attachment
Upload

→ Fill in the remarks and upload attachments as needed

→ 4. Click "Fill out online using the template"

Save Submit

文档编辑 Download Finish

6. After filling in the form, click "Finish"

风险评估活动评审报告-在线编辑... 开始 插入 页面 审阅 视图 效率

5. In the record online editing interface, move the cursor to the special area. Fill in the relevant information

风险评估活动评审报告
SPR0201-1 编辑

上次评审时间	本次评审时间
经过评审, 下列风险因素及防范措施需要增加、修改完善	
按照上述项目, 公司相关文件需要进行如下修改:	

页面: 1/1 节: 1/1 行: 1 列: 27 字数: 93

Operation Record Execution ✕

<p>File No.: 2024121002</p> <p>Table Name: 风险评估活动评审报告-在线编辑</p> <p>Vessel Name: LINK OCEAN 1</p> <p>Remarks</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">Please enter</div> <p style="font-size: small; color: #666;">Tip: This is an online filling template. Click on the area below to edit online.</p> <div style="background-color: #f0f0f0; padding: 2px; text-align: center; font-size: x-small;"> Edit Online Submission Content </div> <p style="font-size: x-small; color: #666;">朱慧 is updated at 2024-12-12 15:19. Click to download Clear Report</p> <p>Attachment</p> <div style="border: 1px solid #ccc; padding: 2px; width: 50px; text-align: center; font-size: x-small;">Upload</div>	<p>Table No.: SPR0201-2</p> <p>Month: 2024-12</p> <p>Execution Method: Online Editing </p>
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7. Click "Save" and the record will change to "To be submitted" status; click "Submit" and the record will change to "To be accepted" status and appear in the Acceptance Personnel Workbench

Save
Submit

3. Upload attachments

After filling in the remarks and uploading the attachments as needed, click "Save" to change the document to "to be submitted" state; click "Submit" to change the document to "to be accepted" state and appear on the workbench of the acceptance personnel.

Operation Record Execution ✕

<p>File No.: 2024121003</p> <p>Table Name: 风险评估活动评审报告-上传附件</p> <p>Vessel Name: LINK OCEAN 1</p> <p>Remarks</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">Please enter</div> <p>Attachment</p> <div style="border: 1px solid #ccc; padding: 2px; width: 50px; text-align: center; font-size: x-small;">Upload</div>	<p>Table No.: SPR0201-3</p> <p>Month: 2024-12</p>
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4. Fill in remarks and upload attachments as needed

5. Click "Save" and the record will change to "To be submitted" status. Click "Submit", and the record will change to "To be accepted" status.

Save
Submit

Next step :

After the operation record is completed, according to the operation record setting (if there are acceptance steps), the document is transferred to the acceptance personnel's workbench.