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.

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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 th	ne fill-in area in tu	rn and fill in the field	content		File No.: 2024121201
T I					<u> </u>	Table Name: 风险评估活动评审报告-智能模板2.0
	风险评估活动评审报告	5				Month: 2024-12
	SPR0201-1	编号: Please enti	er			Vessel Name: LINK OCEAN 1
	上次评审时间	上次评审时间 Please select 本次评审时间 Please select			7 I I I	Execution Method: Smart Template2.0 🗞
						Remarks
	经过评审,下列风险[因素及防范措施需要	增加、修改完善: Plea	ase enter		Please enter
	按照上述项目, 公司	相关文件需要进行如	下修改: Please enter	T.		
	修订责任人 Enter S	Signature 完	成时间	Please select	-	Attachment
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						5. Fill in remarks and upload attachments as ne
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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.

SPR0201-1风险评估活动评审报	🔲 ငံ ၁ ရ sp Ves	sel Name: LINK OCEAN 1	Execution Method: Smart Template1.0 %
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按照上述项目,公司相关文件鉴要进行如下修改;({按照上述项目,	②司相关文 完成	时间	审批人 (DP) □ Use Process Signature
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1 / 1 💬 80% 🕀	审批	时间	5. Fill in the template content
	P	lease select	iii

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.



Oper	ration 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	Table No.: SPR0201-2 Month: 2024-12 Execution Method: Online Editing %
Please enter	
Tip: This is an online filling template. Click on the area below to edit online.	
Edit Online Submission Content	
Attachment	
Upload	
	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.

File No: 2024121003 Table No: SPR0201-3 Table Name: 风险评估活动评审报告_上传谢件 Month: 2024-12 Vessel Name: LINK OCEAN 1 Image: Comparison of the second		Operation Record Execution
Table Name: 风险评估语动评审报告-上传附件 Month: 2024-12 Vessel Name: LINK OCEAN 1 Please enter Please enter Attachment Upload Upload	File No.: 2024121003	Table No.: SPR0201-3
Vessel Name: LINK OCEAN 1 Remarks Please enter Attachment Upload	Table Name: 风脸评估活动评审报告-上传附件	Month: 2024-12
Please enter Attachment Upload	Vessel Name: LINK OCEAN 1	
Please enter Attachment Upload	Remarks	
Attachment Upload	Please enter	
Attachment Upload		4.Fill in remarks and upload attachments as needed
Upload	Attachment	
	Lipload	

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.