

How to add vessel incident records on the web side (Document)

1. Select the processing status as "untreated":

Users log in to the OLISS Web, click to enter the **"Vessel Incident Records"** interface, click "Add", pop-up window on the right side: select the vessel, incident type, occurrence time, (select the processing status as "Untreated"), fill in the voyage, warning days and other related information (with * required/required), you can also upload attachments, and finally click "Submit", pop-up window in the middle: click "OK" to change the processing status to "Processed", and submit the documentation. If there is no approval process, the documentation status becomes completed

The screenshot displays the OLISS Web interface. On the left is a sidebar menu with various management options. The main area shows a table of 'Vessel Incident Records' with columns for No., Occurrence Time, Vessel, Voyage No., and Incident Type. A yellow box highlights the 'Add' button in the top left of the table, with a yellow arrow pointing to it and the text '2. Click "Add", pop-up window on the right side'. Below the table, a yellow box highlights the 'Vessel Incident Records' link in the sidebar, with the text '1. Click "Vessel Incident Records"'. On the right, a pop-up window titled 'Add Vessel Incident Records' is shown. It contains several form fields: 'Vessel *', 'Incident Type *', 'Occurrence Time *', 'Voyage No.', 'Deadline', 'Warning Days', 'Treatment Status' (with a dropdown menu set to 'Untreated'), 'Incident Details', 'Details of Em'cy Response', 'Details of Post-event Handling', 'Experience Conclusion', and 'Attachment'. A red box highlights the 'Treatment Status' dropdown and the 'Submit' button at the bottom right. A red arrow points to the 'Submit' button with the text '3. Select the vessel , incident type, occurrence time, fill in the voyage, warning days and other related information (with * required/required),you can also upload attachments, and finally click "Submit"'. The 'Submit' button is highlighted with a red box.

No.	Occurrence Time	Vessel	Voyage No.	Incident Type
1	2025-05-14 13:23	LINK OCEAN 14		航行安全
2	2025-05-13 16:34	自创1号		航行安全
3	2025-05-13 16:00	自创1号		航行安全
4	2025-05-13 15:05	自创1号		海盗袭击
5	2025-05-13 15:04	自创1号		扬州测试
6	2025-05-08 10:00	LINK OCEAN 1	2025005	有审批流程的
7	2025-04-28 18:41	LINK OCEAN 14		安全隐患
8	2025-03-11 16:57	LINK OCEAN 14		有审批流程的
9	2024-12-05 11:12	LINK OCEAN 1		安全隐患
10	2024-12-04 17:11	LINK OCEAN 1		安全隐患
11	2024-12-04 14:01	LINK OCEAN 1		测试1
12	2024-12-03 13:37	LINK OCEAN 1		有审批流程的
13	2024-12-03 13:36	LINK OCEAN 1		有审批流程的
14	2024-10-30 13:52	LINK OCEAN 1		扬州测试

The screenshot shows the 'Add Vessel Incident Records' form in the OLISS Web system. A pop-up window in the center displays a warning: 'The current document processing status is 'Unprocessed'. Submitting now will permanently lock this document from further edits. Would you like to change the status to 'Processed' before final submission?'. The pop-up has 'Cancel' and 'Ok' buttons. A yellow arrow points from the 'Submit' button in the bottom right corner of the form to the pop-up, with the text: '4. Click "Submit" and a pop-up window will appear in the middle'. Another yellow arrow points from the 'Ok' button in the pop-up to the 'Incident Type' dropdown in the form, with the text: '5. Click "ok" to change the processing status to "Processed" and submit the documentation; Click "Cancel" to close the pop-up window and return to the editing page'.

2. Select the processing status as "Treated".

Users log in to the OLISS Web side, click to enter the **"Vessel Incident Records"** interface, click "Add", and a pop-up window will appear on the right side: select the vessel, incident type, and time of occurrence (select the processing status as "Treated"), fill in relevant information such as voyage and warning days (with * required/optional), or upload attachments. Finally, click "Submit". If there is no approval process, submit directly and the documentation status will change to "Completed"

The screenshot shows the 'Add Vessel Incident Records' form with several annotations. A yellow box highlights the 'Vessel Incident Records' menu item in the left sidebar, with the text: '1. Click "Vessel Incident Records"'. A yellow box highlights the 'Add' button in the top left of the form, with the text: '2. Click "Add", and a pop-up window will appear on the right side'. A red box highlights the 'Treatment Status' dropdown menu, which is open and shows 'Treated' selected, with the text: '3. Select the processing status as "Treated"'. A yellow arrow points from the 'Submit' button in the bottom right corner of the form to the 'Treatment Status' dropdown, with the text: '4. Click "Submit" and a pop-up window will appear in the middle'.

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Workplace

Save Successfully

Close

Find

Switching System

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Vessel Incident Records

Incident Type Setting

Add

Export

Please Select Time Range

Reset

No.	Occurrence Time	Vessel	Voyage No.	Incident Type	Incident Details	Treatment State	Status	Operation
1	2025-05-14 14:05	LINK OCEAN 14		航行安全		Treated	Finished	Export
2	2025-05-14 13:23	LINK OCEAN 14		航行安全		Treated	Finished	Export
3	2025-05-13 16:34	自测1号		航行安全		Treated	Finished	Export
4	2025-05-13 16:00	自测1号		航行安全		Treated	Finished	Export
5	2025-05-13 15:05	自测1号		海盗袭击		Treated	Finished	Export
6	2025-05-13 15:04	自测1号		扬州测试		Treated	Finished	Export

Note:

For newly added ship events, if the selected event type has an approval process, the documentation will become "Approval in progress"; at the same time, the approval task will flow to the approval role Workplace.