

How to add an irregular maintenance task

Users can log in to the website of OLSaaS and operate in "Dashboard → Shortcut → Add Casual Maintain Task" interface according to the following steps 1-5:

1. Log in to the website of OLSaaS and enter the Dashboard by default, click "Add Casual Maintain Task" under "Shortcut"

The screenshot shows the dashboard with a navigation bar at the top containing '扬州高银科技', 'Dashboard 5829', 'Vessel Monitor', 'Find', and 'Help'. Below the navigation bar, there are sections for '我的待办' and '全局预览'. A 'Shortcut' section contains several buttons: 'Voyage Task', 'Ship Check', 'Add Casual Maintain Task' (highlighted with a red box and arrow), 'Add the Running Hour', 'Add Irregular Running Record', 'Add Crew Sign-Off Apply', and 'Add Purchase Apply'.

2. Click "Add Maintenance Task", select vessel name and responsible department, and then "Confirm"

The screenshot shows the 'Add Maintenance Task' dialog box with a 'Vessel' modal open. The modal has two dropdown menus: 'Ves. Name' (with '长胜号' selected) and 'Responsible Dept.' (with 'Please Select' selected). A 'Confirm' button is highlighted with a red box. In the background, the 'Add Maintenance Task' button is highlighted with a yellow box and arrow.

3. Click "Temporary added maintenance items" as needed

3'. Click "+" to add from the maintenance plan.

The screenshot shows a table titled 'Add From Maintenance Plan' with columns: No., Equipment Name, Maintenance Item, Maintenance Demands, Period, Responsible D..., P.I.C., and Operation. The table contains 13 rows of maintenance items. The 'Operation' column has '+' buttons for each row. A red arrow points to the '+' button in the 15th row. Below the table, there is a pagination bar showing 'common 25 total' and page numbers 1, 2, 3, with a 'skip to 1' field.

4. Click "confirm"

The screenshot shows a 'Confirm' button highlighted with a red box and arrow.

Generate Maintenance Order **If you select "Add from Maintenance Plan" in Step 3, you will enter this interface**

Application Vessel: 长胜号 Responsible Dept.: Engine Dept.

Planned Maintenance Time* 2022-10-21 Level* Please Select

Workflow* Please Select Workflow Workflow Remarks

+ Add Item ← Click to continue adding maintenance items

No.	Equipment Name	Maintenance Item	Maintenance Demands	Period	P.I.C.	Operation
15	主机	NO.3缸排气阀高压油嘴	密封结合面状况修复 (2265-0...	Irregular(视情大修)	2E	

Added maintenance items can be deleted here

Remarks

4. Complete the necessary information in current interface as required(Items with* are required) and click "Submit"

Submit Cancel

Click "Temporary added maintenance items" in step 3 to enter this interface

Add Item

长胜号 Main System Subsystem Group Equipment Name **Search**

No.	Subsystem	Equipment Name	Equipment No.	Equipment Type	Manufacture	Manufacturing Date	Operation
1	Starting Air System	甲板空压机	AS-0102-000-001				
2	Starting Air System	应急空压机	AS-0102-000-002				
3	Starting Air System	主空压机	AS-0102-152-001				

3.Target equipment can be selected through the filter box

4. Click "+" at the back of the target equipment

Add Item 

Maintenance Items list already created under this Equipment

Equipment Name	Responsible Dept.	No.	Maintenance Item	Period
手动小吊	Deck Dept.	18.10	左右两舷手动小吊	1Month=16Day

New Maintenance Item Info.

Vessel: 长胜号 Equipment No.: CG-0100-000-001 Equipment Name: 手动小吊 Equipment Type:

No.* Responsible Dept.* Engine Dept. Maintenance Level* Please Select P.I.C.*

Maintenance Position License must be uploaded* Required Planned Maintenance Time* 2022-10-21 Specified Maintenance Process* Please select maintenance process

Maintenance Item* Maintenance Demands

5. Complete the relevant information in this interface(Items with* are required) and click "Submit"

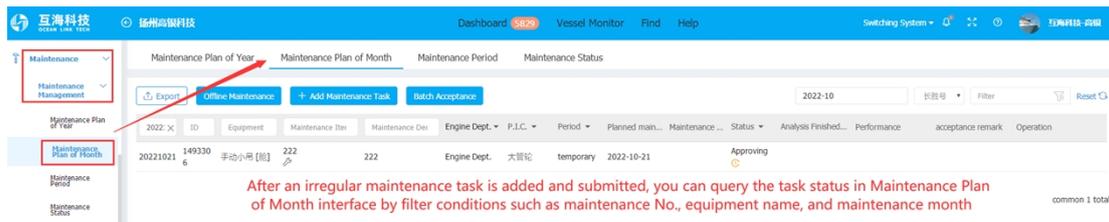
Submit Cancel

Note:

Even if the temporarily added irregular maintenance task is approved, it will not appear in Maintenance Plan of Year !

Next Step:

After a maintenance task is added and submitted, you can query the task status by filter conditions in Maintenance Plan of Month interface, as shown below:



According to company settings and the maintenance process(with or without approval)selected by the user, there are two statuses of maintenance list: To Be Approved/To Be Executed:

(Note: In general, manually added maintenance tasks will be in a state of "Approve" first.)

① If the step "Approve" is set in maintenance approval process, after the maintenance list is submitted, the task will be in a state of "To Be Approved" and appear on Dashboard of the person with approval permission;

② If the step "Approve" is not set in maintenance approval process, after the maintenance list is submitted, the task will be in a state of "To Be Executed" and appear on Dashboard of the person with execution permission;