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:

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*   **Level***
2022-10-21   Please Select ▼

Workflow*   **Workflow Remarks**
Please Select Workflow ▼

+ Add Item ← Click to continue adding maintenance items

Added maintenance items
can be deleted here

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

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

3.Target equipment can
be selected through the
filter box

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				➕

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.***   **Maintenance Level***   **P.I.C.***
                            Engine Dept. ▼   Please Select ▼

Maintenance Position   **License must be uploaded***   **Planned Maintenance Time***   **Specified Maintenance Process***
                            Required ▼   2022-10-21   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：
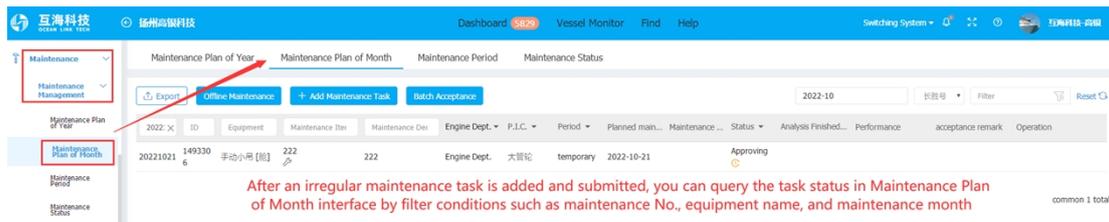
According to company settings and the maintenance process(with or without approval)selected by the user, there are two statuses of maintenance list: To Be Approved/To Be Executed:

(**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;