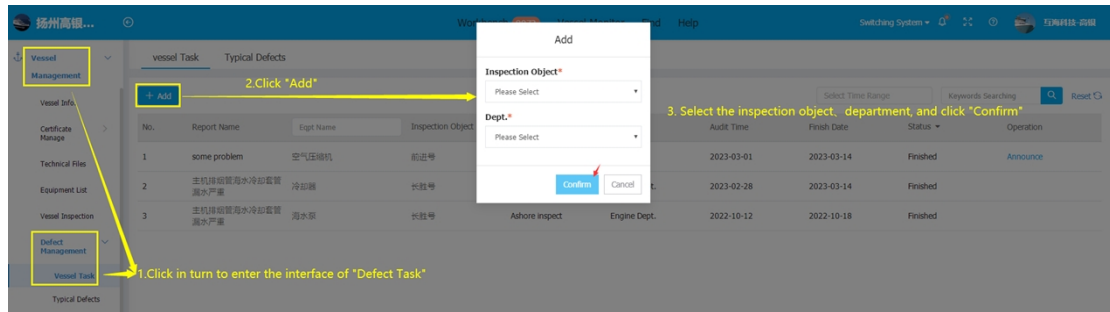


How to add "Defect Task"

Users can log in to the website of OLSaaS, and operate in "Vessel Management → Defect Management → Defect Task" interface according to the following steps 1-6:



Create Ship Task

Related Equipment* [Select Equipment](#) 4. Click "Select Eqpt." to complete the basic information of the task list (Items with * are required) and upload the attachment,

Report Name* Audit Time* Closing Date*

Audit Type* Inspector*

Detailed Questions
Within 1000 Words

[Upload Attachment](#)
The size of a single uploaded file cannot exceed 1GB.

[+ Add Related Service Items](#) ← Click to "Add Related Service Item" as required

Notice: More roles can be selected to take part in rectification, the operation order will default to the selected order.

Modifier(multiple choices)* Acceptor(multiple choices)*

Operation Sequence	Role Name	Operation	Operation Sequence	Role Name	Operation
Add Modifier			Add Acceptor		

5. Select the modifier and acceptor

CC Object

Operation Sequence	Role Name	CC Options	Operation
Add CC Object			

Add a CC object if necessary

6. Click "Submit Approval" → [Submit Approval](#) [Cancel](#)