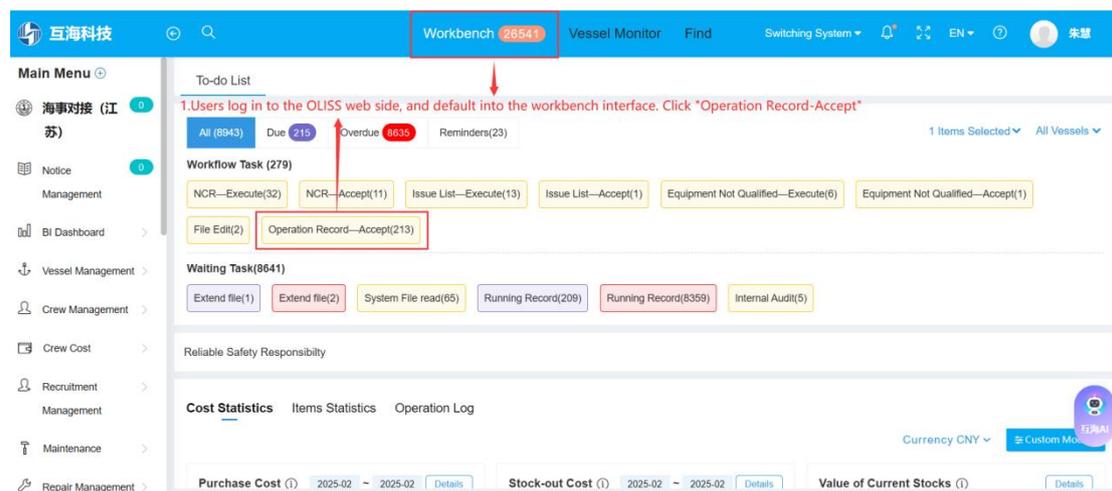


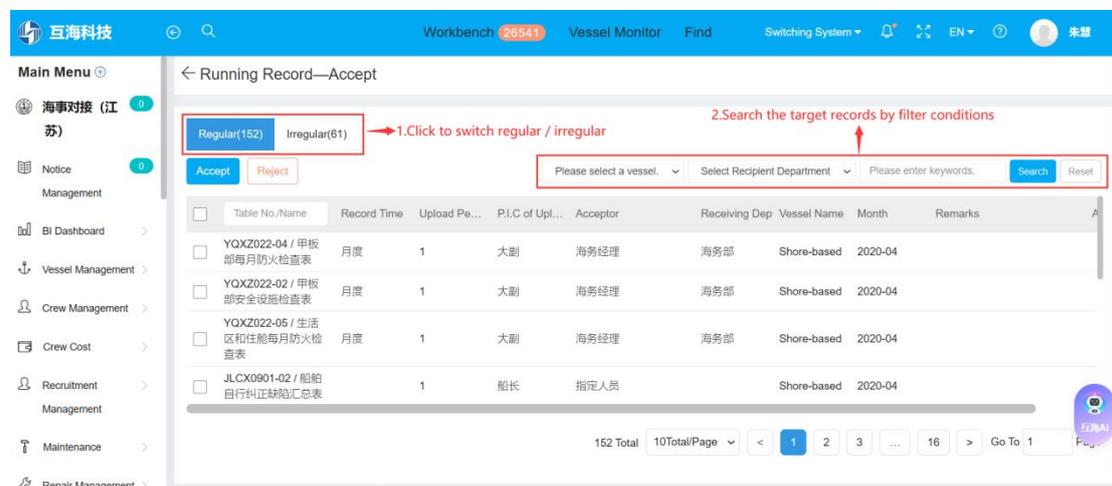
# How to accept the regular/irregular operation record (Document)

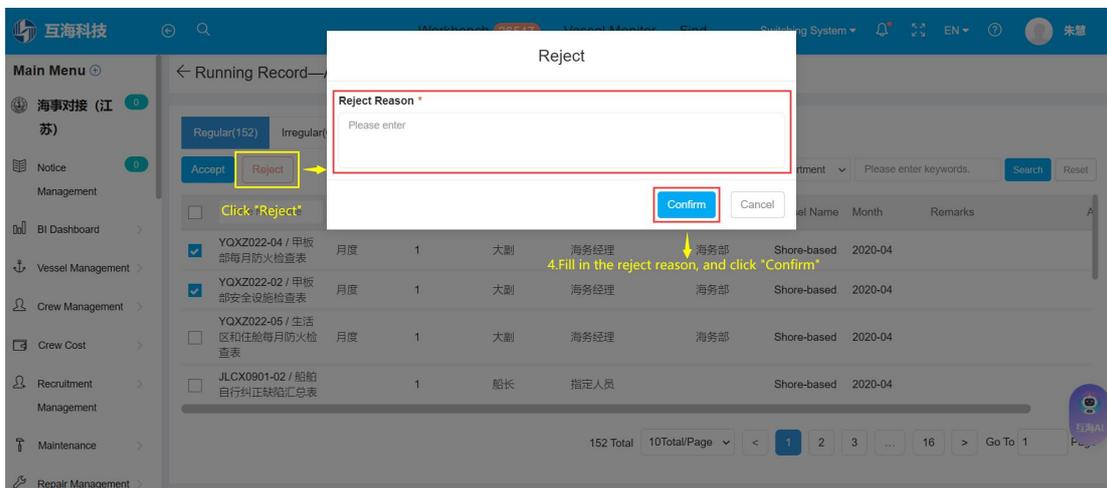
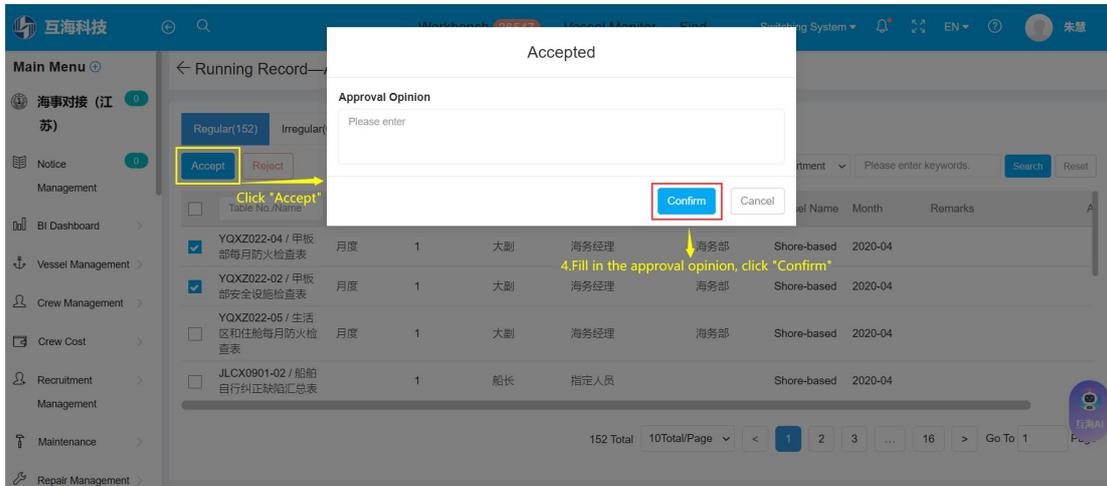
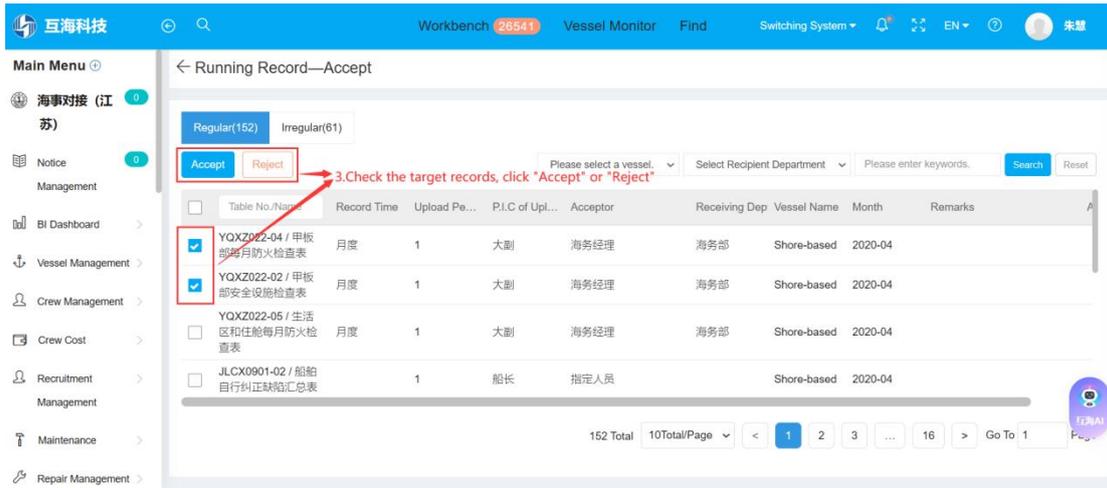
After the execution of the operation record, according to the record setting (if according to the acceptance steps), the operation record will become "Accepting" state and appear on the personnel workbench with acceptance authority.

Users log in to the OLISS web side, and default into the workbench interface. After clicking "Operation Record-Accept" on the workbench, they can operate according to two schemes:



The first one is to check the target record and click "Accept" or "Reject"(to support the simultaneous acceptance of multiple records):click to switch regular / irregular, search the target records by filter conditions, check the target records, click "Accept" or "Reject"; click "Accept", fill in the approval opinion, click "Confirm" to enter the next approval process node; click "Reject", fill in the reject reason, and click "Confirm".





The second is to click the target record to enter the operation record acceptance interface, and click "Accepted " or "Reject" according to the actual situation. When rejecting, you can select the approved approval node and the record can be rejected to the submitter.

互海科技 Workbench (26547) Vessel Monitor Find Switching System EN 朱慧

Main Menu

- 海事对接 (江苏)
- Notice Management
- BI Dashboard
- Vessel Management
- Crew Management
- Crew Cost
- Recruitment Management
- Maintenance
- Repair Management

← Running Record—Accept

Regular(152) Irregular(61) → 1. Click to switch regular / irregular

2. Search the target records by filter conditions

Please select a vessel. Select Recipient Department Please enter keywords. Search Reset

智能模板	Record Time	Upload Pe...	P.I.C of Upl...	Acceptor	Receiving Dep	Vessel Name	Month	Remarks
0000123 / 智能模板2.0测试 (sms报告)	1		船长	机务部长,船员培训系统(徐处长),船员培训...	LINK OCEA N 14	LINK OCEA N 14	2024-07	测试
0000123 / 智能模板2.0测试 (sms报告)	1		船长	机务部长	LINK OCEA N 1	LINK OCEA N 1	2024-08	
0000123 / 智能模板2.0测试 (sms报告)	1		船长	机务部长,体系主管,2	LINK OCEA N 14	LINK OCEA N 14	2025-01	
SPR0201-2 / 风险评估活动评审报告-智能模板2.0	1		海务经理	船长	LINK OCEA N 1	LINK OCEA N 1	2025-01	测试的

3. Click the target record

7 Total 10Total/Page

Operation Record Acceptance

卓越公司程序手册CX1202体系有效性评价和管理复直程序版本号: 3.0第4/5页

附录1 船舶SMS复查报告  
船名: 互海一号 格式号: JCX120201 编号:

主持人 (船长)	请选择船员	时间	请选择地点	请输入	复查类别	定期复查是	临时复查
参加人员	大副 二副 三副				轮机长	大管轮	二管轮 三管轮
	洪舒 张三一 李四 张三 李四 赵武						丁春雷
其他有责任的 人员							

①船舶执行SMS存在的普遍缺陷:

File No.: 00012  
Table No.: 0000123  
Table Name: 智能模板2.0测试 (sms报告)  
Month: 2025-01  
Vessel Name: LINK OCEAN 14  
Upload Date: 2025-02-25  
Status: Accepting  
Execution Method: Smart Template2.0  
Remarks:  
Attachment  
Upload

Task Progress 4. Click "Accepted" or "Reject" according to the actual situation

Comment Accepted Reject Export

Reject

Back To \* (Select the approved approval node and can be rejected to the submitter)

Accept-机务部长

Please select

Apply (孙红梅)

Accept-机务部长

Please enter

0 / 500

5. When rejecting, you can select the approved approval node and the record can be rejected to the submitter

Confirm Cancel

Next step:

If all the acceptance is passed, the operation record will become "Approved" state;

If the acceptance is returned to the submitter, the operation record will become "Rejected" status, and the change can be resubmitted for acceptance.