

How to add company certificates

Users can log in to the website of OLSaaS, and operate in "Vessel Management → Cert. Management → Company Cert." interface according to the following steps 1-3:

The screenshot displays the OLSaaS web interface. On the left, a 'Full Menu' sidebar is visible with 'Company Cert.' highlighted under the 'Vessel Management' section. A yellow box highlights this menu item, with an arrow pointing to it and the text '1. Click in turn to enter the interface of "Company Cert."'. The main content area shows a table with columns for 'No.', 'Cert. Name', 'Cert. No.', 'Cert. Type', and 'Responsible Dept.'. A yellow box highlights the '+ Add' button in the top left of the table, with an arrow pointing to it and the text '2. Click "Add"'. To the right, the 'Add' form is shown, containing fields for 'Cert. Name*', 'Cert. No.*', 'Cert. Type' (with a dropdown menu), 'Responsible Dept.', 'Issuing Authority', 'Issued Date', 'Expiry Date*' (with a radio button for 'Long-standing Effective'), 'Next Inspect Date', 'Warning Days', and 'Display No. (The Smaller, The Closer)'. There is also a 'Remarks' text area and an 'Attachment' section with an 'Upload Attachment' button. A red arrow points to the 'Confirm' button at the bottom right of the form. A note below the attachment section states: '3. Complete the information as required (Items with * are required), upload the attachment of the certificate, and finally click "Confirm"'. A footer note indicates 'The size of a single uploaded file cannot exceed 1GB.'