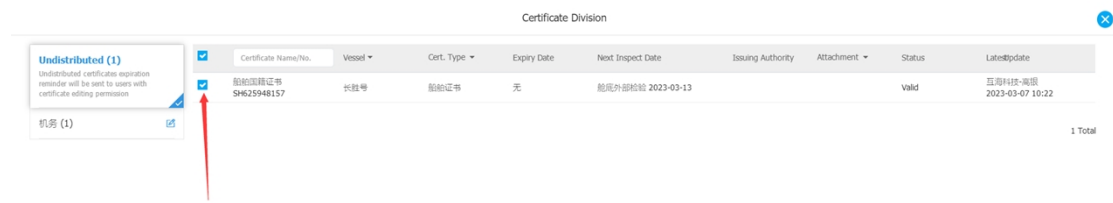
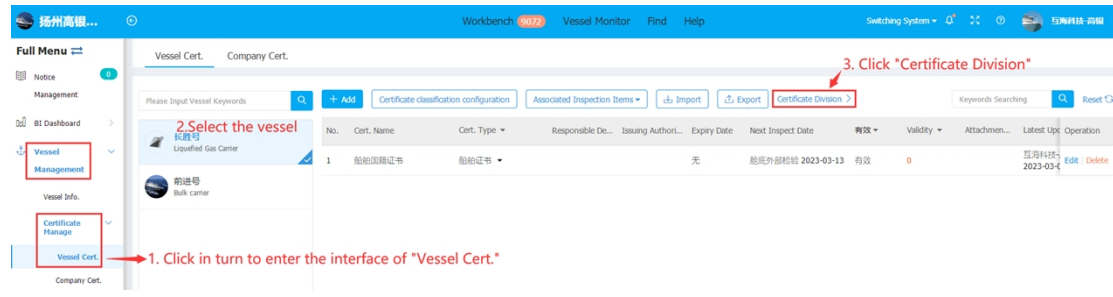
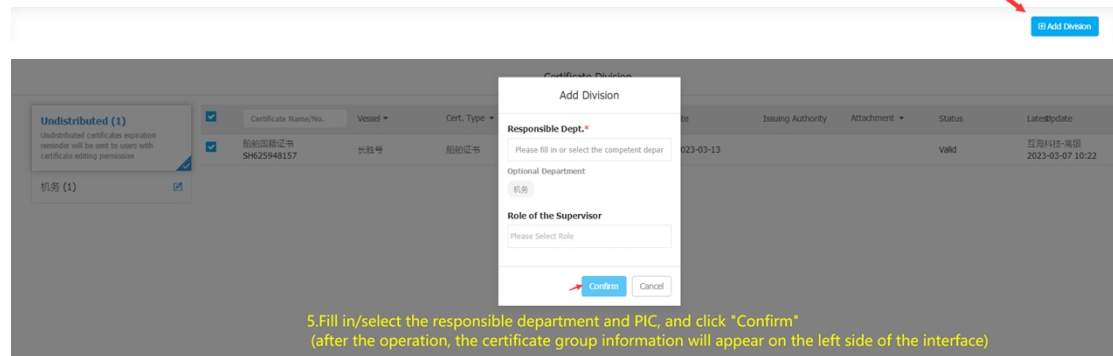


How to set responsibility group of vessel certificate and company certificate

Users can log in to the website of OLSaaS, and operate in "Vessel Management → Cert. Management → Vessel Cert." interface according to the following steps 1-6 (Take the vessel cert. responsibility group as an example):



4. Unassigned certificates are displayed in the interface by default. After ticking the target certificate, continue to click "Add Division" in the lower right corner. (if the certificate is not selected, the button of "Add Division" cannot be clicked)



5. Fill in/select the responsible department and PIC, and click "Confirm" (after the operation, the certificate group information will appear on the left side of the interface)

Certificate Division ✕

Undistributed

Undistributed certificates expiration reminder will be sent to users with certificate editing permission

机务 (2)

Role of the Supervisor: 机务主管

You can switch the set department here

| <input type="checkbox"/> | Certificate Name/No. | Vessel | Cert. Type | Expiry Date | Next Inspect Date | Issuing Authority | Attachment | Status | Latest Update |
|-------------------------------------|-----------------------|--------|------------|-------------|-------------------|-------------------|------------|--------|-----------------------------|
| <input type="checkbox"/> | 船舶适航证书 59625948157 | 长隆号 | 船舶证书 | 无 | 船底外部检验 2023-03-13 | | | Valid | 玉海科技-海服 2023-03-13 14:32 |
| <input checked="" type="checkbox"/> | 蓝盾准入证书 65846259984 | 公司 | | 2023-05-01 | 无 | 海事局 | | Valid | 玉海科技-海服 2023-03-13 13:31 |

2 Total

6. Switch to "Maintenance Department" on the left, and the vessel certificates that need to be managed by this department and the PIC will be displayed on the right. Select a certificate and click "Transfer Division" in the lower right corner to modify the certificate division.

Transfer Division
 Clear Division

Description:

When the expiration date of the certificate managed by this department reaches the warning days, the certificate warning task will appear on the workbench of corresponding PIC. Clear assignment and tasks!

(Please refer to this document for the operation steps of the company certificate!)