# How to approve vessel incident records on the web side (Document)

Users log in to the OLISS Web side, click "Vessel Incident Records", and the vessel incident records interface is displayed by default. Click the "Status" button to drop down and select "Approving", and click any position of the target item to enter the vessel incident details interface

Management	Vessel	Incident Records Incide	ent Type Setting							
Maintenance >		The second			ما مربعة المرب بالمقص الم					
🖉 Repair Management 🗧	Add	Export The Vesse	i incluent records i	nterrace is dis	played by default	2. Click the "Status" button an	d drop down to select "	Approving	Please Select Time Range	Reset
🔓 Stock Management >	No.	Occurrence Time	Vessel 🔻	Voyage No.	Incident Type 💌	Incident Details	Treatment State 💌	Status 👻	Operation	
₩ Purchasing	1	2025-05-13 16:34	自测1号		航行安全		Treated	All	port	
Management	2	2025-05-13 16:00	自测1号		航行安全		Treated	Approving	port	
Vessel Service >	3	2025-05-13 15:05	自测1号		海盗袭击		Treated	Rejected	port	
Expense > Management	4	2025-05-13 15:04	自测1号		扬州测试		Treated	Finished	port	
Budget Management >	5	2025-05-08 10:00	LINK OCEAN 1	2025005	有审批流程的	达芬奇额无人阿斯蒂芬森岛帆高	Treated	Approving	Export	
Voyage Number >	6	2025-04-28 18:41	LINK OCEAN 14		安全隐患		Untreated	Finished	Export	
Management	7	2025-03-11 16:57	LINK OCEAN 14	3.0	LIICK anywhere on to 有审批流程的	ne target item to enter the details interf	Untreated	Finished	Export	
Vessel Report >	8	2024-12-05 11:12	LINK OCEAN 1		安全隐患	轮船围栏老旧损坏	Untreated	Finished	Export	
Patrol Inspection >	9	2024-12-04 17:11	LINK OCEAN 1		安全隐患		Treated	Finished	Export	
🖺 SMS Management 🚿	10	2024-12-04 14:01	LINK OCEAN 1		测试1		Treated	Finished	Export	
串 Customs Affairs > Management	11	2024-12-03 13:37	LINK OCEAN 1		有审批流程的		Treated	Finished	Export	
▲ Vessel Incident	12	2024-12-03 13:36	LINK OCEAN 1		有审批流程的		Untreated	Finished	Export	$\bigcirc$
Records	13	2024-10-30 13:52	LINK OCEAN 1		扬州测试		Treated	Finished	Export	focus
Address Book	14 Voceel In	2024-10-30 13:51	自测1号		海盗袭击		Untreated	Finished	Export	
L E-Signature	vesserm	icident Records							21 Total 100Total/P	<sup>2</sup> age V
Setting >										

#### 1. The treatment status is "Treated":

Select the occurrence time, fill in the voyage and other relevant information as needed (with \* required/optional), or upload attachments. You can perform "Accepted" or "Reject" operations according to actual needs, or perform "Withdraw" operations.

		Vessel Incident Details Approving	
Vessel *	Incident Type *	Occurrence Time *	Voyage No.
LINK OCEAN 1	✓ 有审批流程的	✓ 2025-05-08 10:00	2025005
Deadline	Warning Days	Treatment Status Select the proc	cessing status as "Treated"
2025-05-21 14:00	1	Treated	~
Incident Details		Untreated Treated	
达芬奇额无人阿斯蒂芬森岛帆高		阿斯顿发顺丰	
		14/300	67300
Details of Post-event Handling		Experience Conclusion	
阿斯顿发展丰的		阿斯顿发版丰	
		7 / 300	6 / 300
Attachment			
Upload			
Task Progress <ul> <li>Apply 2025-05-14 09:14-22</li> <li>预 沙红府</li> <li>Approve — 采购经理 ①</li> </ul>	4. Select the occurrence time, fill in ( with * required/ optional),and you	he voyage and otherrelated information as needed can also upload attachments	Withdraw       More       Comment       Accepted       Reject         5. Perform "Accepted" or "Reject" operations according to actual needs, and also perform "Withdraw" operations

# 1. Accepted

If you click "Accepted", a pop-up window will appear in the middle, fill in your agreement, or upload attachments, and finally click "Confirm" to complete the approval.

		Vessel Incident D	stalls Anorming		$\otimes$
Vessel *	Incident Type *	Agr	ee	Voyage No.	
LINK OCEAN 1	◆ 有車批流程的	Agree Opinion		2025005	
Deadline	Warning Days	Please enter			
2025-05-21 14:00	iii 1		0 / 500	<b>v</b>	
Incident Details		Upload	onse		
达芬奇额无人阿斯蒂芬森岛们高		Cor	firm Cancel	67300	
Details of Post-event Handling			n n		
		7 / 300	阿斯顿发琐丰	6. Click "Accepted", a pop-up window will appear in the middle 6/300	
Attachment Upload	7. Fill in your agreement, or up	load attachments, and finally click	"Confirm" to complete 1	e the approval	
Task Progress				Withdraw More Comment Accepted Reject	
<ul> <li>Apply 2025-05-14-08-14-22</li> <li>分红時</li> <li>Approve — 來駒经理 ①</li> </ul>					

# 2. Reject

If you click "Reject", a pop-up window will appear in the middle, select the approved approval node and can be rejected to the submitter, fill in the reason for the return, and finally click "Confirm", the documentation will be returned to the workbench of the submitter or the approver of the previous node.

Vessel inviter fields 👘						
Vessel *	Incident Type *	Reject 😣	Voyage No.			
LINK OCEAN 1	有审批流程的	Back To * (Select the approved approval node and can be rejected to the submitter)	2025005			
Deadline	Warning Days	Apply (孙江侍) 🗸 🗸				
2025-05-21 14:00	1	Reject Reason *	~			
Incident Details		Please enter				
达芬奇额无人阿斯蒂芬森岛帆高		0 / 500				
			6/300			
Details of Post-event Handling		Confirm				
阿斯·····英加斯······························		阿斯帕波波兵事	6. Click "Reject", a pop-up window will appear in the middle			
		7/300	6/300			
Attachment 7. Select the approved approval not	de and can be rejecte	d to the submitter, fill in the reason for the return, and fina	nally click "Confirm"			
Upload						
Task Progress			Withdraw More Comment Accepted Reject			
Apply 2025-05-14 09:14:22						
一 孙红梅						
○ Approve — 采购经理 ①						

#### 3. Withdraw

If you click "Withdraw", a pop-up window will appear in the middle, and you can choose "Withdraw and Edit " or "Withdraw and delete" according to the actual situation.



Select "withdraw and edit " to enter the interface of edit vessel incident records. After modifying the relevant information, click "submit" to submit for approval again. The documentation processing status is "processed", and the approval or approval return operation will be carried out according to the actual situation.

6									Edit Vessel In	cident Records		$\otimes$
	Management		Vessel	Incident Records	Incident Type Setting			Vessel *		Incident Type *		
ĩ	Maintenance							LINK OCEAN 1	~	有审批流程的		~
Ş	Repair Manageme	Select	"Withd	Export Faw-and edit"	to enter the interfa	ce of edit vessel ir	ncident records 🛛 🛶	Occurrence Time *		Voyage No.		
		After i	nodifyiı	ng the relevan	t information, click	"Submiț"agto subm	it for approval again	2025-05-08 10:00		2025005		
Ш	Stock Managemen	t >	4	2025 05 42 46-24	0.014 0		**~#A	Deadline		Warning Days		
Ä	Purchasing			2025-05-15 16.34			加灯文主	2025-05-21 14:00		1		
	Management		2	2025-05-13 16:00	自测1号		航行安全	Treatment Status				
٢	Vessel Service	>	3	2025-05-13 15:05	自测1号		海盗袭击	Treated	~			
٨	Expense	>	4	2025-05-13 15:04	白羽1号		扬州测试	Incident Details				
	Management							达芬奇额无人阿斯蒂芬森岛帆高				
**	Budget Manageme	nt >	5	2025-05-08 10:00	LINK OCEAN 1	2025005	有审批流程的 12					14 / 300
۲	Voyage Number	>	6	2025-04-28 18:41	LINK OCEAN 14		安全隐患	Details of Em'cy Response				
	Management		7	2025-03-11 16:57	LINK OCEAN 14		有审批流程的	阿斯和汉汉派丰				
<b></b>	Vessel Report	>	8	2024-12-05 11-12	LINK OCEAN 1		中心的由しいが	Details of Post event Handling				6/300
	Defect laws office		-	2024-12-03 11.12			XIII	阿斯顿发版丰的				
	Patrol Inspection		9	2024-12-04 17:11	LINK OCEAN 1		安全隐患					7/300
ß	SMS Management	>	10	2024-12-04 14:01	LINK OCEAN 1		测试1	Experience Conclusion				
串	Customs Affairs Management	>	11	2024-12-03 13:37	LINK OCEAN 1		有审批流程的	阿斯顿发顺丰				
			12	2024-12-03 13:36	LINK OCEAN 1		有审批流程的					6 / 300
	Records		13	2024-10-30 13:52	LINK OCEAN 1		扬州测试	Upload				
8	Address Book	>	14	2024-10-30 13:51	自测1号		海盗袭击					
ட	E-Signature	>										
٥	Setting	>									Save	Submit
							Vessel Incident [	Details Approving				×
	Vessel: TEST				Incident Typ	<b>be:</b> 有流程航线设计不当		Occurrence Time: 2024-12-02 22:01		Voyage No.:		
	Deadline: 2024	-12-18 0	1:00		Warning Da	<b>ys:</b> 0		Treatment State: Treated				
	Incident Details	: 其味无	穷额温枪	の日ノキ								
	Details of Post	event H	andling:	R/0001199 5								
	Experience Co	nclusion	: -						Click "Accepte	d" or "Reject" accord	ding to the actual situ	ation
	Attachment:										t	
	Task Progress									More	Comment Accepted	Reject
	Appl	<b>y</b> 2025	04-29 14:50:	13								

# 2. The processing status is "untreated":

Select the Treatment state as "Untreated", and click "Accepted" or "Reject" according to the actual situation.

	V	essel Incident Details Approving		
Vessel: HH-NO.1	Incident Type: 有流程航线设计不当	Occurrence Time: 2025-04-29 15:46	Voyage No.:	
Deadline: 2025-05-08 01:00	Warning Days: 0	Treatment State: Untreated		
Incident Details:				
Details of Em'cy Response:				
Details of Post-event Handling:				
Experience Conclusion:	2	4. Select the Treatment state as "Untreated",an	d click "Accepted" or "Reject" according to the actual situ	ation
Attachment:			t	
Task Progress			More Comment Accepted R	eject
Apply 2025-04-29 15:46:23				

# 1. Accepted

If you click "Accepted", a pop-up window will appear in the middle. If you click "Cancel", the pop-up window will be closed and no approval operation will be performed. If you click "Confirm", the processing status will be directly changed to "Processed", and the Agree pop-up window will be opened. Fill in the Agree opinion, you can upload attachments, and then click "Confirm". The processing status will be successfully modified and displayed as "Processed".



# 2. Reject

Click "Reject", a pop-up window will appear in the middle, select to return to the approved approval node, support to return to the submitter, fill in the reason for the return, and then click "Confirm", the documentation will be returned to the workbench of the submitter or the approver of the previous node.

Vessel: HH-NO 1 Incident Type: 3	Reject	×	Voyage No	
Deadline: 2025-05-08 01:00 Warning Days:	Back To * (Select the approved approval node and can be rejected to the submitter)		· · · · · · · · · · · · · · · · · · ·	
Incident Details:	Apply (预发Henry)	~		
Details of Em'cy Response: Details of Post-event Handling:	Reject Reason *			
Experience Conclusion:	Please enter			
Attachment:		0 / 500	5.Click "Reject", a pop-up window will appear in the middle	
Task Progress			More Comment Accepted Reject	1
Apply 2025-04-29 15:46:23	Confirm	Cancel		-
预发Henry (互海技术)		Cancer		
○ Approve — 船长 ① 6. Select to return to th	e approved approval node, support to return to the subm	itter, fill in	n the reason for the return, and then click "Confirm"	