

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

The vessel incident records interface is displayed by default

2. Click the "Status" button and drop down to select "Approving"

3. Click anywhere on the target item to enter the details interface

1. Click "Vessel Incident Records"

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 * LINK OCEAN 1 Incident Type * 有审批流程的 Occurrence Time * 2025-05-08 10:00 Voyage No. 2025005

Deadline 2025-05-21 14:00 Warning Days 1 Treatment Status Select the processing status as "Treated"

Incident Details 达芬奇无人阿斯顿芬森无人机 14 / 300

Details of Post-event Handling 阿斯顿芬森的 7 / 300

Attachment Upload

Task Progress

Apply 2025-05-14 09:14:22 孙红梅

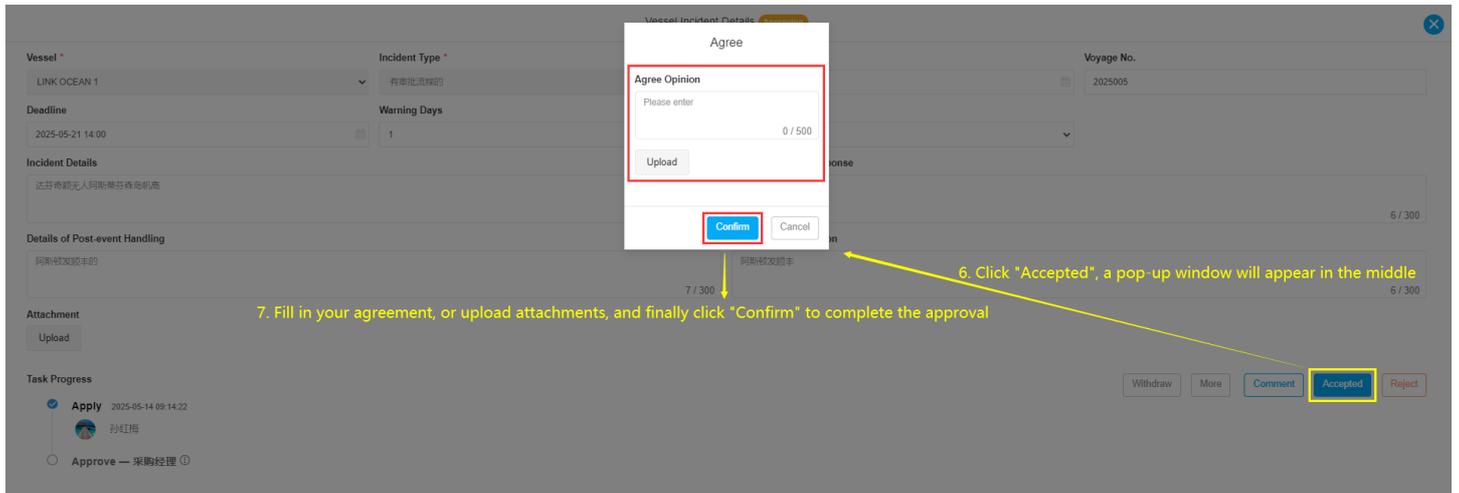
Approve — 采购经理

4. Select the occurrence time, fill in the voyage and other related information as needed (with * required/ optional), and you can also upload attachments

5. Perform "Accepted" or "Reject" operations according to actual needs, and also perform "Withdraw" operations

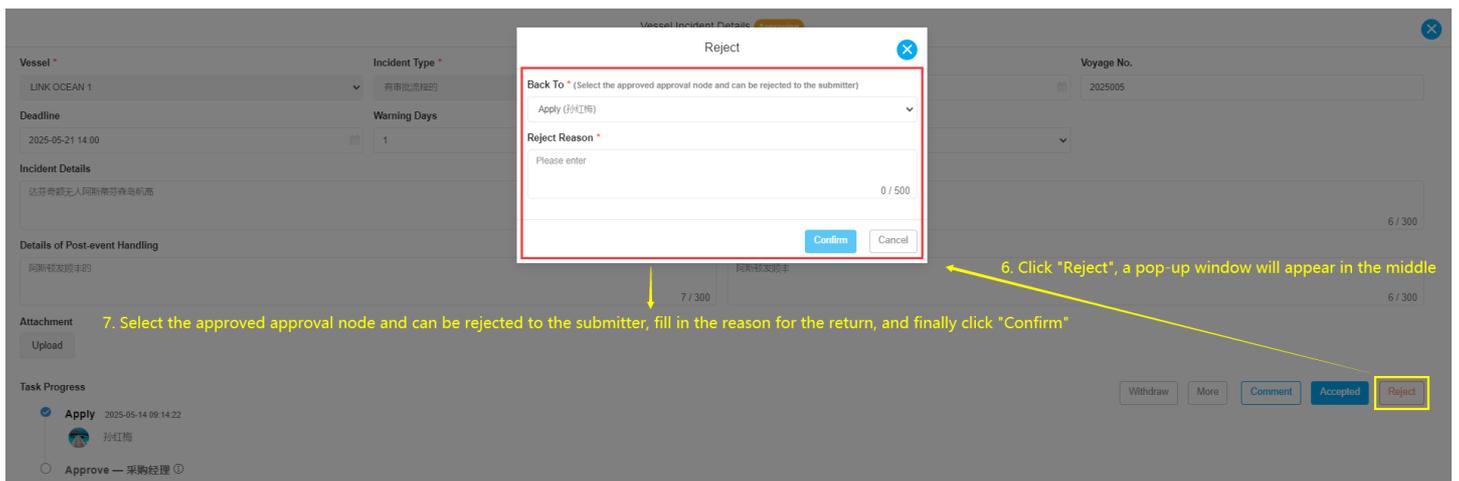
①. Accepted

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.



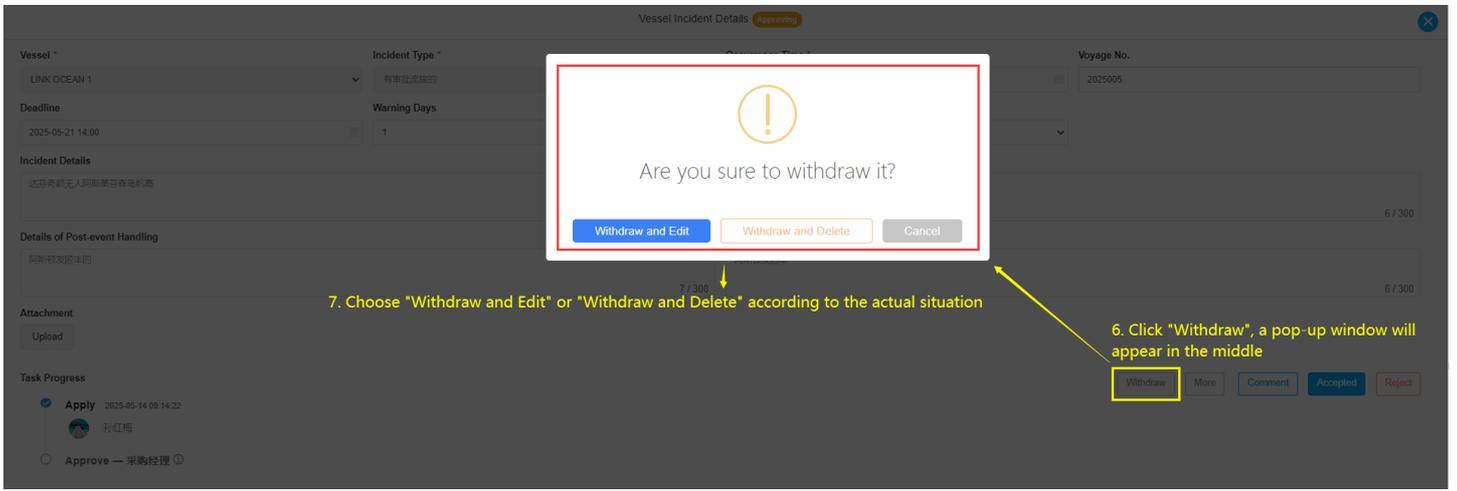
②. Reject

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.

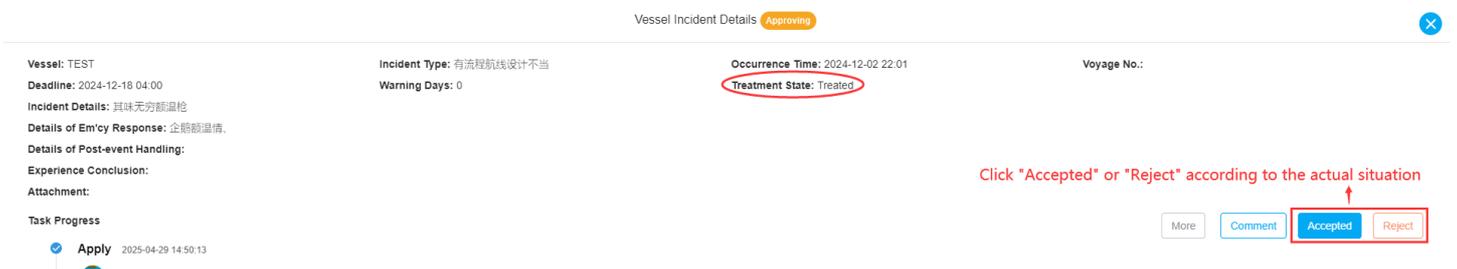
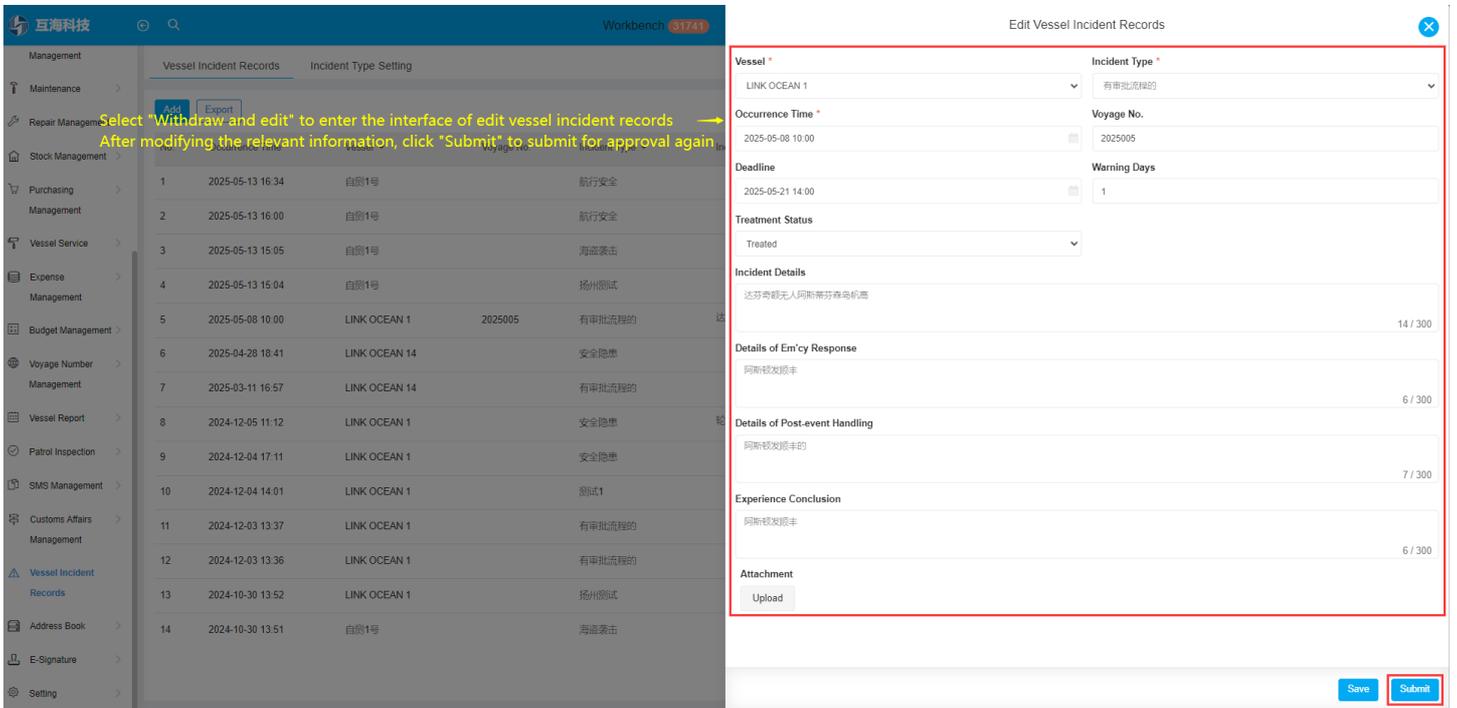


③. Withdraw

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.



2. The processing status is "untreated":

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

Vessel: HH-NO.1
Deadline: 2025-05-08 01:00
Incident Details:
Details of Em'cy Response:
Details of Post-event Handling:
Experience Conclusion:
Attachment:
Task Progress

Incident Type: 有流程航线设计不当
Warning Days: 0

Occurrence Time: 2025-04-29 15:46
Treatment State: Untreated

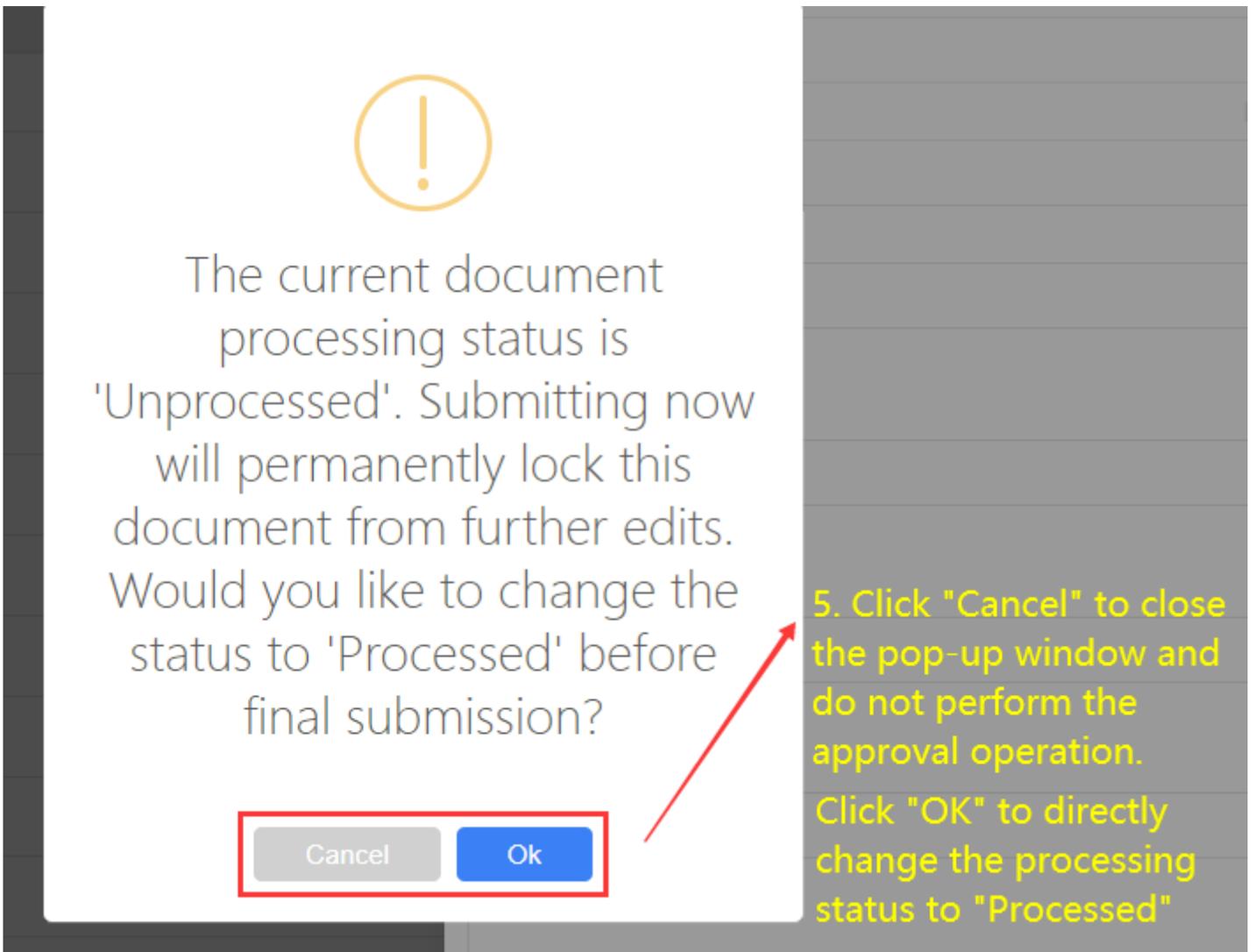
Voyage No.:

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

More Comment **Accepted** Reject

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".



5. Click "Cancel" to close the pop-up window and do not perform the approval operation. Click "OK" to directly change the processing status to "Processed"



6. Fill in the consent form, upload the attachment and then click "Confirm"

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.

The screenshot shows a software interface with a 'Reject' pop-up window. The background interface includes a left sidebar with 'Vessel: HH-NO.1', 'Deadline: 2025-05-08 01:00', and 'Task Progress' showing 'Apply' and 'Approve' options. The main area shows 'Incident Details' and 'Voyage No.'. The 'Reject' window has a title bar with a close button, a 'Back To' dropdown menu (currently showing 'Apply (预发Henry)'), a 'Reject Reason' text area (with 'Please enter' and a 0/500 character count), and 'Confirm' and 'Cancel' buttons. A yellow arrow points from the 'Reject' button in the background to the pop-up window, with the text '5. Click "Reject", a pop-up window will appear in the middle'. Another yellow arrow points from the 'Confirm' button in the pop-up window to the text '6. 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 'Reject' button in the background is highlighted with a yellow box.