

How to add materials (documents) in the basic data

When the required materials cannot be found in the OLISS Web side (it is possible that the information provided during data initialization was incomplete), users can create their own materials under Settings → Basic Data.

Log in to the OLISS Web side, and you can perform operations according to the following steps 1-5 on the Settings → Basic Data → Material Stores interface:

- 1、Click to enter the material stores interface;
- 2、Click “Add”
- 3、System Default Selection Belongs to the Major Category/Subcategory, Click here to change the major/minor category.
- 4、Complete the relevant information (with * Required), fill in the sequence number as needed, select the applicable vessel (if no applicable vessel is selected, all vessels of our company will be applicable), and you can also upload images.
- 5、Click “Confirm”

The screenshot shows the OLISS Web interface with the 'Add Stores' form open. The sidebar on the left has 'Basic Data' and 'Marine Stores' highlighted. The main table lists material stores with columns for No., Stores Name, Code Number, Specification, and Unit. The 'Add Stores' form includes the following fields and annotations:

- 2. Click "Add"**: Points to the 'Add' button in the top navigation bar.
- 1. Click to enter the material stores interface**: Points to the 'Marine Stores' link in the sidebar.
- 3. System Default Selection Belongs to the Major Category/Subcategory, Click here to change the major/minor category**: Points to the 'Maingroup/Subgroup' field, which is currently set to 'OT-货品/金属制品'. A red circle highlights the text, and an arrow points to the 'Change the Maingroup/Subgroup' link.
- 4. Complete the relevant information (with * Required), fill in the sequence number as needed, select the applicable vessel (if no applicable vessel is selected, all vessels of our company will be applicable), and you can also upload images**: Points to the 'Co.Own Code', 'Specification', 'Manufacturer', 'Description', 'Stores Name', 'Unit', 'Brand Series', 'Applicable Vessel', and 'Upload' fields.
- 5. Click "Confirm"**: Points to the 'Confirm' button at the bottom right of the form.

Note: Newly created material names and specifications should be as complete and accurate as possible, and the selected material categories should be as accurate and standardized as possible.

For example, if we want to create a new product: an electric kettle, first we need to select its main category: 17- Kitchenware, and then choose the subcategory: Electric Heating and Motorized Appliances. If there is additional information about this product, such as specifications or descriptions, it should also be filled in completely.

The benefits of improving material information:

- ① It is convenient for users to automatically recommend suppliers based on material information when purchasing and inquiring
- ② After the material procurement acceptance and warehousing in the later stage, the ship's material inventory is more accurate.

If the size category and other information are not standardized when adding new materials, the system cannot automatically match suppliers during procurement inquiry, and users need to manually query, which will affect the query and inventory of items in the later stage.