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.

6	互海科技	¢	Q			Workbench	28726		Add St	ores	8	
_ ٤	E-Signature >		Spare Par	ts <u>Marine Stores</u> Oil Ma	rine Chart Inspection List	Crew Cert. Ve	ssel Cert.	Note: The data referenced from IMPA Datab This marine store information will be	ase cannot be modified! referenced in historical docu	iments, please m	odify it carefully!	
¢	Setting ~		Add	Import Export Applicable V	essel Copy Group Name&	/alidity Period Setting		Maingroup/Subgroup:OT-废品/金属制品 <	Change the Maingroup/Subgro		3、System Default Selection	
1. 1	Role Authority		No.	Stores Name	Code Number		Unit	Co.Own Code		Stores Name *	Belongs to the Major Category/ Subcategory, Click here to change the major/ minor category	
	User	1	1	游戏机	11010003		↑			1-14 *		
	Workflow		2		11010002					Please enter		
	Basic Data 🗸 🗸		2		11010003							
	Spare Parts		3	ASPARAGUS GREEN FRESH	000101		KGS	Manufacturer		Brand Series		
	Marine Stores		4	BAMBOO SHOOT FRESH	000103		KGS	Please enter		Please enter		
	OIL	01						Description				
	Click to enter t	the	5 material	stores interface	000104		KGS	Please enter				
	Manne Chart		6	BEAN SPROUT FRESH	000105		KGS					
	Inspection List Crew Cert.		7	BEAN SPROUT LARGE(SOYA)F RESH	000106		KGS	Click to Enter English Info No.(The Smaller, The Closer)				
	Vessel Cert.	ert.		BEANS STRING FRESH	000107		KGS	0				
	Company			BROCCOLI FRESH				Applicable Vessel Select All				
	Contact		9		000109		KGS	Please select				
	Crew Group		10	哑铃	11010003		\uparrow	Note: After selecting the applicable vessel, only the designated ship can use this store! Generally, there is no need to sp			Ily, there is no need to specify!	
	Exchange Rate Setting		11	Indoor Spinning Bike	11010009		Set	Upload				
	Order No Setting		12	Treadmills	11010013 [A0101]	Foldable Treadmills,A	Set	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				
	Date Backup							applicable), and you can also u	pload images	. is serected,	an receipt of our company will be	
	Login Page Configuration									5、 C	lick "Confirm" 🔶 Confirm Cancel	

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.

5、Click "Confirm"

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:

①It is convenient for users to automatically recommend suppliers based on material information when purchasing and inquiring

②After 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.