## How to publish a notice for defect task synchronously

Users can log in to the website of OLSaaS, and there are two ways to publish a notice synchronously for defect tasks.

The first way,Operate in "Vessel Management  $\rightarrow$  Defect Management $\rightarrow$  Defect Task" interface according to the following steps 1-5:

| 🥌 扬州高银                  |   |          |                     |     |   |   |                                     |   |             |          | : O 💐 Eduniz-And         |
|-------------------------|---|----------|---------------------|-----|---|---|-------------------------------------|---|-------------|----------|--------------------------|
| Uessel Vessel Vessel    |   | vessel 1 | ask Typical Defects |     |   |   |                                     |   |             |          |                          |
| Vessel Info.            |   | + Add    |                     |     | 2.Find the defect ta<br>click "Publish Notion | ask with the statu<br>ce" on the right, a | s of "Completed<br>and a reminder v | d" (not announced),<br>window will pop-up |             |          | ords Searching Q Reset S |
| Certificate ><br>Manage |   | No.      | Report Name         |     | Inspection Object 👻                           | Inspection Type 👻                         | Dept. 👻                             | Audit Time                                | Finish Date | Status 👻 | Operation                |
| Technical Files         |   | 1        | 主机排烟管海水冷却套管漏水严重     | 冷却器 | 长胜号   | Ashore inspect                            | Engine Dept.                        | 2023-02-28                                | 2023-03-14  | Finished | Announce                 |
| Equipment List          |   | 2        | 主机排烟管海水冷却套管<br>漏水严重 | 海水泵 | 长胜号   | Ashore inspect                            | Engine Dept.                        | 2022-10-12                                | 2022-10-18  | Petitied |                          |
| Vessel Inspection       |   |          |                     |     | purch   | hasingManagemen                           | t.WARNING                           |   |             |          |                          |
| Defect ~<br>Management  |   |          |                     |     |   |   |                                     |   |             |          |                          |
| Vessel Task             | 1. Click in turn to enter the interface of "Defect Task" After the defect task acceptance is completed, you can |          |                     |     |   |   |                                     |   |             |          |                          |
| Typical Defects         | publish an announcement for relevant users to view  |          |                     |     |   |   |                                     |   |             |          |                          |
| Cycle Inspection        |   |          |                     |     |   |   |                                     |   |             |          |                          |
| 🚨 Crew Management 🔿     |   |          |                     |     |   |   |                                     |   |             |          |                          |

After clicking "Publish Now" at step 3, the "Announce" on the right side of the original defect task disappears, and a new notice will appear on the right side of "Notice Management".

| 🥌 扬州高银                     |  | Workbench (2023) Vessel Monitor Find Help                      | Switching System + 🖓 😥 💿 🚔 EDWARDE-ARDR |
|----------------------------|--|--|---|
| Full Menu ≓                | 最新公告 机务通知 海务通知 Notify ③ Set Notice G                         | Category   |   |
| 🖲 Notice 🛛 🔎               | 4.After clicking "Notice Management", the interface will dir | rectly become the "Latest Notice" interface.                   |   |
| Management                 | 授家关键字 Q GP Announce  | 缺陷任务分享   | Add Exercise                            |
| 🖞 - Vessel Management - >  | All Unread Favorite 已评论                                      | Publish Date: 2023-03-13 Source: 扬州属银科技有限公司                    | Publisher: 互声科技·高银                      |
| 요 Crew Management >        | 缺陷任务分享 ★<br>主机移始管海水冷却套管温水严重                                  | 主机接烟管海水冷却看管观水严重 🍝 5.Click to view the defect task details      |   |
| Crew Cost                  | %0 ®1 Ø1 0 Other 2023-03-13                                  |  |   |
| 요 Recruitment > Management | *  | Reply(0)  Read(1)  Unread(1)    Please enter the reply content |   |
| The Maintenance            | %0 @ 1 Ø 0 @ 0 Other 2023-03-01                              |  |   |
| P Repair Management >      | *  | You can reply to the defect notice and upload at               | 254/254<br>tachments, etc.              |
| 😭 Stock Management 💚       | %0 @ 1 Ø 2 @ 0 Other 2023-02-22                              | 1 Open   |   |

The second way, after the workflow of the defect task is completed, the "Publish Notice" can be executed at the bottom right of the interface.

| ← To-do List: 1  |   | 缺陷任务单 × Filter*                                     | Keywords Q |  |  |  |
|--|---|---|------------|--|--|--|
| Ship Task : some problem<br>fille@   Dock Day.<br>https://www.some.com/org/filled/fil | After the workflow of the defect task is completed the document will be in a state of "Completed".<br>You can click "Publish Notice" at the bottom right of the interface |   |            |  |  |  |
| Ship Task : some problem   |   |   |            |  |  |  |
| Inspection Object: 前进号<br>稽會日期: 2023-03-01<br>或者名称: 호석(压缩机<br>详细问题   | 解(): Deck Dept.<br>和山上回期: 2023-03-14<br>purchasingManagement.WARNING  | Audit Type: Ashore inspect<br>检查人: 五部科技·阿良<br>设施厂商: |            |  |  |  |
| some problem   | After the defect task acceptance is completed, you can  |   |            |  |  |  |
| жина<br>Аррју 2023-03-13 15:06:37  | publish an announcement for relevant users to view    Publish how  Ret yet  |   | Announce   |  |  |  |

Same as the first way, after clicking "Publish Now", a "Latest Notice" will be generated in the "Notice Management" module. (Refer to Step 4-5 of the first way)