

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 → Defect Management → Defect Task" interface according to the following steps 1-5:

1. Click in turn to enter the interface of "Defect Task"

2. Find the defect task with the status of "Completed" (not announced), click "Publish Notice" on the right, and a reminder window will pop-up

3. If you are sure to publish, click "Publish Now"

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".

4. After clicking "Notice Management", the interface will directly become the "Latest Notice" interface.

5. Click to view the defect task details

You can reply to the defect notice and upload attachments, etc.

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.

After the workflow of the defect task is completed, the document will be in a state of "Completed". You can click "Publish Notice" at the bottom right of the interface

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)