How to create Voyage Work Report (document)

Users log in to the OLISS Web side, enter the workbench interface by default, and click "Voyage Report" under Waiting Task, enter the voyage work report interface, click on "Create Voyage Work Report", pops up a new pop-up window in the middle, select the Vessel Name and Voyage No., click "Confirm", and enter the voyage work report interface: fill in the relevant information of the deck department and the engine department respectively, such as equipment situation, personnel situation, main work of this voyage, and projects requiring shore-based support (with * required), and fill in remarks and upload attachments according to the actual situation. Finally, choose to click "Save" or "Submit".

¢	Q	Workbench (31041)	Vessel Monitor	Find	Switching System -	\$ ×		?	7 MI M
	To-do List Warning Popups Setting>								
	Al (68) Due 0 Overdue 12 Reminders(43)						1 Items S	elected 🗸	All Vessels 🗸
	Workflow Task (12)								
	Waiting Task(13) Voyage Report(3) 1. Users log in to the C	DLISS Web side, ente	er the workbenc	h interface by default, and click "Vo	oyage Report" u	nder Wa	iting Ta	ısk	

				Wor	rhanch (24042)	Vessel	Monitor	Find			
Voyage Work Report				Adu							
	Create Voyag	je Work Report	Click "Create Voyage Work Rep	ort"	LINK OCEAN 1		~	 3、Select the Vessel Name a 	nd Voyage No.,click '	'Confirn Voyage	n" Time
	No.	Vessel Name 👻	Voyage ID	Rou	Voyage No. * Please select		~		Status 👻		Operation
	1	LINK OCEAN 1	K0021	上海				00~2024-12-04 00:00	Unsubmitted		Edit Delete
	2	LINK OCEAN 1	24070002	扬州		Confirm	Cancel	00~	Unsubmitted		Edit Delete
	3	LINK OCEAN 1	123654789	上海	-扬州	:	2022-07-15 08	3:53~2022-07-15 15:06	Rejected		Edit

Voyage Work Report						
Vessel Name: LINK OCEAN 1 Voyage ID: 390221023 Route: 扬州·连云港 Voyage Time: 2024-03-28 10:44~2024-03-2	8 16:24					
Conditions of Deck Dept.	Conditions of Engine Dept.					
Eqpt.Conditions *	Eqpt.Conditions *					
Please enter	Please enter					
0 / 1000	0 / 1000					
Staff Conditions *	Staff Conditions *					
Please enter	Please enter					
0 / 1000	0 / 1000					
Main Task of This Voyage *	Main Task of This Voyage *					
Please enter	Please enter					
0 / 1000	0 / 1000					
Projects That Need Shore-based Support	Projects That Need Shore-based Support					
Please enter	Please enter					
0 / 1000	0 / 1000					
Remarks	4					
Please enter 4、Fill in the relevant information of the personnel situation, main work of this	4. Fill in the relevant information of the deck department and engine department respectively, such as equipment situation, personnel situation, main work of this voyage, and projects requiring shore-based support (with * required)					
Upload Attachment Upload + 5, Fil in remarks and upload attachments according to the actual situation						
	6、Finally ,choose to click "Save" or "Submit" 🔶 Save Submit Cancel					

It should be noted that : the department filled in first can click the "Save" button in the lower right corner to save the report as a draft, and the departments behind can click the "Edit" button to enter the filling (as shown below)

Voyage	Work Report						
Create V	oyage Work Report				V	/oyage Time	Reset
No.	Vessel Name 🔻	Voyage ID	Route	Voyage Time	Status 👻	Operation	
1	LINK OCEAN 1	K0021	上海港-宁波港	2024-10-09 00:00~2024-12-04 00:00	Unsubmitted	Edit Delete	
2	LINK OCEAN 1	24070002	扬州-日照	2024-12-01 00:00~	Unsubmitted	Edit Delete	
3	LINK OCEAN 1	20221127	扬州-上海	5'、 Click "Edit" to 2022-11-28 09:29~2022-12-02 13:53	enter the interface and continu Approving	ue to fill in	
4	LINK OCEAN 1	77777	上海-温州	2022-09-27 11:44~2022-09-27 11:47	Accepted	Export	

Next step:

After the voyage work report is submitted, according to the approval process node, the documentation will be transferred to the workbench of the personnel with approval authority.