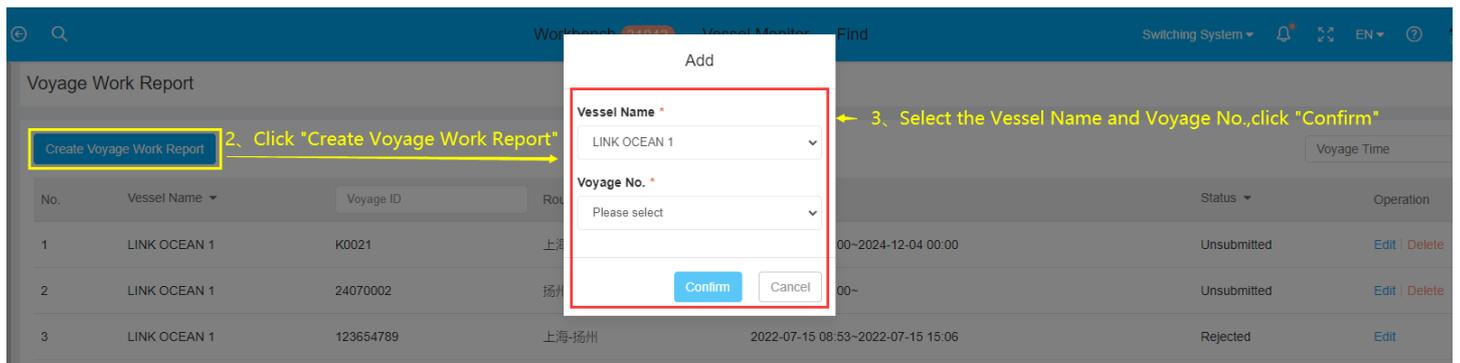
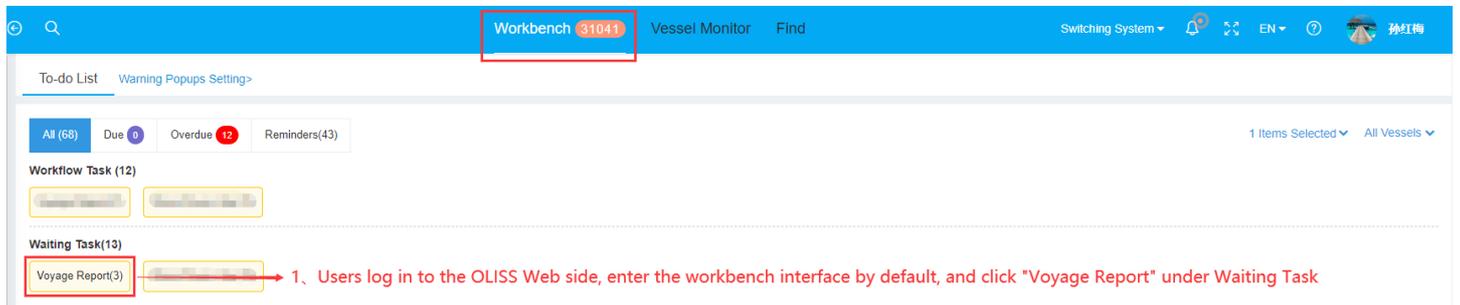


# How to create Voyage Work Report (document)

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".



Voyage Work Report

Vessel Name: LINK OCEAN 1 Voyage ID: 390221023 Route: 扬州-连云港 Voyage Time: 2024-03-28 10:44~2024-03-28 16:24

**Conditions of Deck Dept.**

**Eqpt.Conditions \***

Please enter 0 / 1000

**Staff Conditions \***

Please enter 0 / 1000

**Main Task of This Voyage \***

Please enter 0 / 1000

**Projects That Need Shore-based Support**

Please enter 0 / 1000

**Conditions of Engine Dept.**

**Eqpt.Conditions \***

Please enter 0 / 1000

**Staff Conditions \***

Please enter 0 / 1000

**Main Task of This Voyage \***

Please enter 0 / 1000

**Projects That Need Shore-based Support**

Please enter 0 / 1000

**Remarks**

Please enter

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、 Fill 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 Voyage Work Report Voyage 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	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Edit</span> 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	2022-11-28 09:29~2022-12-02 13:53	Approving	
4	LINK OCEAN 1	77777	上海-温州	2022-09-27 11:44~2022-09-27 11:47	Accepted	Export

5、 Click "Edit" to enter the interface and continue to fill in

**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.**