

## How to add new vessel information(single addition, batch import)

Users can log in to the website of OLSaaS, and operate in "Vessel Management → Vessel Info" interface according to the following steps 1-4:

**1. Click in turn to enter the interface of "Vessel Info"**

**2. Click to add a single vessel**

**3. Click "Export" to export the vessel information template form, fill in the corresponding information as required, and then click "Import" to add ships in batches.**

**Basic Info.**

<b>Vessel Name*</b> Please input Vessel Name	<b>Vessel English Name</b> Please input Vessel English Name
<b>MMSI*</b> Please input MMSI	<b>Nationality</b> Please input Nationality
<b>Vessel Type*</b> Please select Vessel Type	<b>Former name</b> Please input Former name
<b>IMO</b> Please input IMO	<b>Ship Identification No.</b> Please input Ship Identification No.
<b>Main Types of Cargo To Be Transported</b> Please input Main Types of Cargo To Be Transported	<b>Call Sign</b> Please input Call Sign
<b>Endurance</b> Please input Endurance <span>Sea Miles</span>	<b>Ship Complement</b> Please input Ship Complement(Persons) <span>Persons</span>
<b>Domestic and Foreign Trade</b> Please select Domestic and Foreign Trade	<b>Carrying Capacity of Lifeboat</b> Please input Carrying Capacity of Lifeboat(Persons) <span>Persons</span>
<b>Display No. (The Smaller,the Closer)</b> 100	<b>Minimum Manning</b> Please input Minimum Manning(Persons) <span>Persons</span>

**Vessel Photos:**

Upload Photo

**4. Fill in at least the required fields with \* and click "Confirm"**

Images can be uploaded in PNG, JPG, BMP, JPEG, and GIF formats, and the size of a single image cannot exceed 5M.

**Vessel Info.:**

Upload Attachment

The size of a single uploaded file cannot exceed 1GB.

Confirm Cancel

When adding in batches, users can click "Export" (step 3) to export the vessel information template form, fill in the corresponding information as required, and then click "Import" to import the completed vessel information form into the system.