

How to execute maintenance tasks online

After the maintenance task is generated (in Maintenance Plan of Month interface), the "Maintenance List To Be Executed" task will appear on the Dashboard of personnel with execution permission.

Users can log in to the website of OLSaaS, and operate in "Dashboard → Waiting Task → Maintenance List To Be Accepted" interface according to the following steps 1-4:

1. Log in to the website of OLSaaS and enter the Dashboard by default, click "Waiting Task → Due/Overdue → Maintenance List To Be Executed"

2. The target item can be found through the filter box and keywords

Vessel	No.	Equipment Name	Maintenance Item	Maintenance Level	Responsible ...	P.I.C.	Period	Planned Maintenance...	Status	Operation
长胜号	176	发电机原动机	NO.1喷油器泵压试验	Normal	Engine Dept.	3E	2000 ±150 Hour	2022-10-09	To Do	Executing Extension Request
长胜号	177	发电机原动机	NO.2喷油器泵压试验	Normal	Engine Dept.	3E	2000 ±150 Hour	2022-10-09	To Do	Executing Extension Request
长胜号	178	发电机原动机	NO.3喷油器泵压试验	Normal	Engine Dept.	3E	2000 ±150 Hour	2022-10-09	To Do	Executing Extension Request

3. Click "Executing" on the right of the target item

4. Improve relevant information (Items with * are required) and upload attachments, then add "Related Goods Consumption" as needed, and finally click "Save" or "Submit"

Maintenance Item Details(Executing)

Vessel: 长胜号
Maintenance Level: Normal
Maintenance No.: P22100809605
Maintenance Position:
Planned Maintenance Time: 2022-10-15
Maintenance Items: 应急停止装置
Maintenance Demands: 使用是否正常(每次使用前)
Completed Date*: 2022-10-15

Equipment Name: 深井泵
Responsible Dept.: Deck Dept.
ID: 1477476
Period: 1 Month +/- 16 Day
Last Maintenance Time: 2022-02-03

Equipment Type:
P.I.C.: 大副
No.: 4.1.3
Item Logo: Unknown

Performance *
Please input Performance

Maintenance Attachments
[Upload Attachment](#)

Related item consumption [+ Add](#)

Document Progress

- Create (from system task) 2022-10-08 01:40:03
 - 船舶执行 — 船长

Expand All

[Comment](#) [Save](#) [Submit](#)

Add deferred maintenance application

Vessel: 长胜号	Equipment Name: 发电机原动机	Equipment Type:
Maintenance Level: Normal	Responsible Dept.: Engine Dept.	P.I.C.: 3E
Maintenance No.: P22100200608	ID : 1459773	No.: 176
Maintenance Position:	Period: 2000	Item Logo: Unknown
Planned Maintenance Time: 2022-10-09	Last Maintenance Time:	Status: Executing
Maintenance Item: NO.1喷油器泵压试验		
Maintenance Demands: 解体清洗喷油嘴，在试验台上检查喷油嘴雾化及滴漏状况或者根据实际单缸工况（排温、排烟情况）检查油头情况。		
* Deferred Maintenance Date		
<input type="text"/>		
* Reasons for Delayed Maintenance		
<input type="text" value="Please fill in the reason of delayed maintenance"/>		
<small>Please fill in the reason of delayed maintenance</small>		
Upload Attachment		

If you click "Extension Request" in step 3, you need to enter Deferred Maintenance Date and Reasons (Items with * are required), and upload attachments as needed, click "Submit" at last



Next Step:

After the maintenance task is executed, the maintenance list will be in a state of "Accepting" according to the approval process and will appear on the Dashboard of acceptance personnel.