## How to add irregular operation records

Users can log in to the website of OLSaaS, and operate in "Workbench  $\rightarrow$  Shortcut  $\rightarrow$  Add Irregular Operation Record" interface according to the following steps 1-4:

©	Workbench	8929 Vessel Monit	tor Find Help		itching System 👻 🧔	8 0 😂 !	16科技-高银		
To-do List Overall Warning	Popups Setting>								
Workflow Task All (196) Approve (12) Execute (20) Accept (164) Walting Task All (8733) Due (828) Overdue (7883) 1. Log in to the website of OLSaaS, and enter the workbench interface by default, and click "Shortcut → Add Irregular Running Record".									
Shortcut									
Voyage Task     Ship Check     Add Casual Maintain Task     Add the Running Hour     Add Irregular Running Record     Add Crew Sign-Off Apply     Add Purchase Apply     Add Repair Apply     Add OI Detection     Add Voyage Work Report       Rembursement of Labor Services     Marine Chart Apply     Add Voyage Fuel Consumption Report     Add Voyage Fuel Consumption Report									
🥌 扬州高银 🕞			Workbend	h (8929) Vessel Monitor Fi	nd Help				
Management	SMS Task SMS Task Settings								
₽ 船舶服务 >	After the	operation in ste	ep 1, the page	e will automatically jump to	the "irregula	r" interface.			
Expense Management > Re	rregular To Be Executed To B	e Accepted							
Voyage Number > + Management	Add Record 2. Click	"Add Record"		Please Select Recorder	Please select St	art Uploac Please s	elect End Upload		
Elle N	Io. Table Name Record Time	Upload Period (	P.I.C of Upload 👻	Approver Reporting Dept	Vessel Name 👻	Latest Upload D	Approved		
⊘ Ship Checking >	113 疫情期间来访登记 表 (0413)	Irregular	船长	体系办主任	长胜号	2023-02-21	View		
SMS Management ~	413 疫情期间来访登记   表 (0413)	Irregular	船长	体系办主任	前进号	2023-04-11	View		
SMS Files									
Security Check									
Running Record									
SMS Task									
SMS Task Setting									
Add Record									
If there are many files, you can find them by filtering conditions.									

Plase Select Vesel * Plase Select Reporting Dept. * Plase Select PLC of Uploading * Plase Select Recorder * Keywords Saircling Plase Select Start Upload Courts C							Clear			
File No.	Table Name	Record Time	Upload Period (months)	P.I.C of Upload	Approver	Reporting Dept.	Vessel Name	Operation	Accepting	To Submitted
0411 船长轮机长大副 任制考核表	船长轮机长大副安全生产责		Irregular	海务经理	体系办主任		长胜号	Execution record	- 3. Click "Exec	ute Record"
	1289-94828 (0411-01)					前进号	Execution record			
							Ashore	Execution record		
220413 疫	疫情期间来访登记表 (0413)	Irregular	船长	体系办主任		长胜号	Execution record	1		
						前进号	Execution record		1	

	Carried	d Out		$\boldsymbol{\times}$		
Table Name		Occurrence Time *				
船长轮机长大副安全生产责任制考核表		2023-04-25				
Remark						
Operation Record Attachment						
Cho Upload Attachment	1.00					
Fire size of a single uploaded the cannot exceed 長近坦太 (按照岩仕时间间点 長冬見云二冬)	I IGD.					
取过定文(汉照《土阳师列》,取罗亚小二木)						
	无	;				
4. The user can click "Save" dir	ectly, and the relev	ant personnel will	operate and execute i	t;		
Users can also "Submit" direc	ctly after completin	g relevant informa	tion/uploading attach	ments.		

## Next Step:

If you select "Save", the specified personnel will execute the irregular operation record later; If you select "Submit ", after the record is executed, it will become "To Be Accepted" and appear on the inspector's workbench.

Save