# What to do if it cannot be added from the maintenance plan

## when adding maintenance tasks (Document)

When adding a maintenance task, if it cannot be added from the maintenance plan, you need to add maintenance equipment in the equipment list according to the background CWBT code, and then add a maintenance task under the corresponding maintenance equipment.

#### Step 1: Add maintenance equipment

The users log in to the OLISS web side and click "Vessel Management→Equipment List" to enter the equipment list interface, select the target vessel, click "Add" to enter the background CWBT code interface. In the interface filter out the system of new equipment, click "+" after the target system, fill in the equipment number (system default according to the previous sort automatically generated after three, can modify after three digits)), equipment name, according to the need to fill in the equipment manufacturer, equipment type information (with \* required), finally click "Confirm".

6	互海科技		ÐQ	Workb	ench (20571)	Vessel Mor	nitor Find	Switching System -	Q <b>9</b> 20 4		● 朱慧
Ŷ	Vessel Management~	-	Equipment List 2.Click "Add" to en	nter the	background CV	VBT code inte	erface				
	Vessel Info.		Please enter Q	Add	Import Ex	port Copy s	ship		Eqpt.E	Belongs	Reset
	Cert. > Management			No.	Ecot. Name	Subsystem	Eapt No.	Eapt Typ Equipment Le	vel Manufa	ac Manu	fac Operation
	Technical Files		Liquefied Gas Carrier   67301 ton   近海	э	全飞余坑	Air System	-001	II.			
	Equipment List		LINK OCEAN 14	6	空气系统	Air System	AS-0000-000 -003				Edit   Delete
	Vessel Inspection		1.Click in turn to enter the Equipment Lis	t 7	空气系统	Air System	AS-0000-000 -004		大洋		Edit Delete
	Hidden Danger > Screening		ABLE SAILOR Chemical Tank 无限航区	8	主空压机离合器	Starting Air S ystem	AS-0102-075 -001				Edit   Delete
	Regular Inspection			9	主机	Starting Air S ystem	AS-0102-141 -001	A等	镇江机械	2012	-02 Edit Delete
2	Crew Management			10	1#主机启动空气 瓶	Starting Air S ystem	AS-0104-155 -001	A0.32-3	沙洲/青岛 用锅炉厂	8角B -	Edit Delete
3	Crew Cost		Vessel Qty: 3 Vessels								
2	Recruitment >					363 Tota	10Total/Page	∍ ∽ < 1 2 3	37	> Go	To 1 Page

			LINK OCEAN 1Equipm	ent List 3.Filter out the s	ystem of the new equipment	
			Select Main System V Se	elect Subsystem 🖌 Select Eqp	t.Group 🗸 Eqpt. Name	Search Reset
No.	CWBT Eqpt No.	CWBT Eqpt. Name	Eqpt.Group	Subsystem	Main System	Operation
1	AS-0000-000	Air System	Air System	Air System 4.Click "+" at the b	Air System back of the target equipment	<b>— —</b>
2	AS-0100-000	Starting Air System	Starting Air System	Starting Air System	Air System	+
3	AS-0101-000	Starting Air Pipe System	Starting Air Pipe System	Starting Air System	Air System	+
4	AS-0101-078	Starting Air Accessories	Starting Air Pipe System	Starting Air System	Air System	+
5	AS-0101-148	Starting Air Pipe	Starting Air Pipe System	Starting Air System	Air System	+
ß	۵Q.0101.1 <i>1</i> 0	Starting Air Valva Darte	Starting Air Dina Suetam	Starting Air Suetom	Air Suetam	+
			3673 Total	10Total/Page v < 1	2 3 368	Go To 1 Page

			LINK OCEAN 1		Add Vessel Eqpt.	8
			Select Main System	Main System: Air System	Subsystem: Air System	Eqpt.Group: Air System
No.	CWBT Eqpt No.	CWBT Eqpt. Name	Eqpt.Group	AS-0000-000-004	Air System	Please enter
1	AS-0000-000	Air System	Air System	Eqpt Type	Equipment Level	Drawing No.
2	AS-0100-000	Starting Air System	Starting Air System	previous sort , which can	be modified (the last three di	gits)
3	AS-0101-000	Starting Air Pipe System	Starting Air Pipe Sys	Manufacture Date Please select	Factory No. Please enter	Equipment Property Please select
4	AS-0101-078	Starting Air Accessories	Starting Air Pipe Sys	Remarks		
5	AS-0101-148	Starting Air Pipe	Starting Air Pipe Sys	Please enter		
R	AS.0101.140	Starting &ir Valvo Darte	Startion &ir Dina Sue	Upload		5.Complete the information related to the new equipment (with * required), and click
				Added Eqpt.List		Confirm Cancel

#### Step 2: Add a new maintenance task

Users click "Maintenance  $\rightarrow$  Maintenance Plan Management" in order to enter the maintenance plan management interface, click "Add", select vessel and department, and click "Confirm" to enter the select maintenance plan interface. In this interface, check the existing maintenance items to modify them, and click "Next Step" to enter the update maintenance plan interface. Click "Add" in this interface, select the target equiptment, complete the relevant information (with \* required), and finally click "Confirm". Back to the update maintenance plan interface, you can "View"/"Edit"/"Delete" the maintenance item. Finally, click "Submit" in the lower right corner.



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aint	Eqpt. Na	Maintenan	Maintena	nce Item	Maintenanc	e Reque	Dept.	P.I.C. 👻	Mainten	Last Inspe.	Jul /	All 👻	Aug / /	AII <del>-</del>	Sept	/ All 👻	
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12.27.1	Add	空压机	General	Added This Item	TEST		TC	3Month±0D ay	View   Edit   Delete
								10.After submiss the "Update Mai you can "View, E item, If you are s bottom of right	1 Total 10Total/Page ~ ion of step 9, it will be back to ntenance Plan' interface, dit, Delete" the maintenance ure, click "Submit" at the
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### Next Step:

After adding the maintenance item, you can query the approval status of the added maintenance item through the filter box in "Maintenance  $\rightarrow$  Maintenance Plan Management" interface, as shown below:

6	互海科技					Workbench	23897	Vessel Monitor	Find	Switching System	- Q°			0	朱慧
T	Maintenance V		保养计	划管理											
	Maintenance plan management		Add	Generation Settin	gs				In m	aintenance plan r	nanagem	ent inte	erface.	Searc	ch Reset
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	Eqpt Running Hour	L	14	2025	LINK OCEAN 1	Deck Dept.	1		Partial Update	2024-12-20	Approving	J	Export	View	
	Maintenance Task	L	15	2025	LINK OCEAN 14	Engine Dept.	3		Partial Update	2024-12-19	Approving	1	Export	View	
54	Oil Inspection	1	16	2025	LINK OCEAN 14	Engine Dept.	1		Partial Update	2024-12-18	Approving	J	Export	View	
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ы	Stock Management		18	2025		Dock Dont	54		Dartial I Indato	2024_12_18	Rejected		View	Romako	
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ç	Vessel Service														