

How to modify/invalidate an annual maintenance plan item

Users can log in to the website of OLSaaS, and operate in "Maintenance → Maintenance Management → Maintenance Plan of Year" interface according to the following steps 1-5:

The screenshot shows the OLSaaS website interface. The top navigation bar includes "Dashboard 5841", "Vessel Monitor", "Find", and "Help". The left sidebar has "Management" and "Maintenance" sections. The "Maintenance" section is expanded to show "Maintenance Management" and "Maintenance Plan of Year". A red box highlights the "Maintenance Plan of Year" option. A red arrow points to the "管理年度保养计划" (Manage Annual Maintenance Plan) button in the main content area. Another red arrow points to the "Maintenance Plan of Year" option in the sidebar.

2. Click "Manage Annual Maintenance Plan"

1. Click in turn to enter the Maintenance Plan of Year interface.

Maint	Equipmei	Maintenanc...	Maintenance Item	Maintenance Deman	Dept.	P.I.C.	Maintena...	Last Check ...
4.1.1	深井泵	Normal	试运转液油泵及系统	1、全面检查液油泵外观、油管是否漏油。2...	Deck Dept.	大副	2Month=16 Day	
4.1.2	深井泵	Normal	卸货后检查	1、压缩空气吹扫漏并记录泄漏量及种类(液...	Deck Dept.	大副	1Month=16 Day	

The screenshot shows the "Manage Annual Maintenance Plan" interface. A table lists maintenance items with columns for No., Maintenance Year, Vessel Name, Dept., Submission Time, and Status. A yellow box highlights the "+ Add" button. A yellow arrow points from the "+ Add" button to the "Add" dialog box. The dialog box has fields for "Vessel*" and "Dept.*", both with "Please Select" dropdown menus, and "Confirm" and "Cancel" buttons.

3. Click "Add", then select "Vessel, Dept.", click "Confirm"

The screenshot shows the "LINK OCEAN 1-Select Maintenance Plan" interface. It features a table with columns for Maint, Eqpt Nam, Maintenance..., Maintenance Item, Maintenance Request, Dept., P.I.C., Maintenance..., Last Inspect..., and Operation. A red box highlights the "Next Step" button. A red arrow points from the "Next Step" button to the "Next Step" button.

4. You can enter key information to find the target maintenance item, tick in the box on the right side (single or multiple maintenance items can be selected), and then click "Next Step"

The screenshot shows the "LINK OCEAN 1-Engine Dept.2023Update Maintenance Plan" interface. It features a table with columns for Maint, Update typ..., Eqpt Nar, Maintenanc..., 修改内容, Maintenance Item, Maintenance Request, P.I.C., Maintena..., and months from Jan to Jun. A red box highlights the "View Edit Invalid" buttons for each row. A red arrow points from the "View Edit Invalid" buttons to the "View Edit Invalid" buttons.

5. The maintenance item selected in step 4 will appear in this interface. You can view, edit, invalidate it.

Note: ① After editing a maintenance item, the modification type will change to "Modified". If it is not modified, it will remain in "Normal" status;
 ② Click "Invalid" and fill in the failure reason. The page will prompt that the failure is successful, and the modification type will change to "Invalid";

After the "Edit" and "Invalid" operations are completed, you need to click "Save & Submit" at the bottom of right and select the approval process, the maintenance item will be approved by the shore based personnel. After the approval, the maintenance item will be modified/invalidated successfully.

The screenshot shows the "Save & Submit" button at the bottom right of the interface. The button is labeled "Save Submit Approval" and has a "Cancel" button next to it.

In step 5 click "Edit" to enter this interface.

Edit Item ✕

Vessel: 长胜号	Equipment No.: DO-0104-140-001	Equipment Name: 深井泵 Renew	Equipment Type:
No.* 4.1.1	Period Type* Month	Period (Month)* 2	Allowable Float Time(Day)* 15
Responsible Dept.* Deck Dept.	Maintenance Level* Normal	P.I.C.* 大副	Display No. (The Smaller,the Closer)* 1
Maintenance Position	License Needed Or Not Optional	Warning Days* 7	Specified Maintenance Process Default
Maintenance Item* 试运转液压油泵及系统	Item Logo* Unknown	Maintenance Demands 1. 全面检查液压油泵外观、油质等若漏油、2. 扫描空气过滤器并记录清理数量及种类(液压油或滤芯)(每初次加满前)	
Next Maintenance Date* 2022-09-15			

where you can modify information such as period type,maintenance period tolerance, responsible department, maintenance type, and PIC; After modification, click "Submit" at the bottom of right

[Submit](#) [Cancel](#)

LINK OCEAN 1-Engine Dept.2023Update Maintenance Plan ✕

[全部失效](#) [全部恢复](#) [Reset](#)

Maint	Update typ...	Equip Name	Maintenan...	修改内容	Maintenance Item	Maintenance Request	P.I.C.	Maintena...	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	失效天数	失效本月	View	Edit	Recover	
1111	update	总用泵	Important	修改了维护周期	111111	dd	dd	2Month+1 Day			1 Day		1 Day													
1	effect	启动空气...	Normal	失效原因: invalid	12	12		1Month+0 Day			13 Day	13 Day	13 Day	13 Day												
8.1	normal	主机	Normal		缸头附件	气阀密封件调整, 缸头附件检查		3Month+16 Day		15 Day			15 Day													

3 Total

After the submission of updated maintenance item, "update" will be shown in Update Type in the interface for modifying Annual Maintenance Plan. If the maintenance item is invalid, the Update Type displays "effect"

Next Step:

After the update/Invalid of a maintenance item is submitted for approval, In "Maintenance → Maintenance Management → Maintenance Plan of Year → Manage Annual Maintenance Plan" interface, you can query the maintenance item approval status by filtering, as shown below:

In Manage Annual Maintenance Plan interface, click "Check" on the right side of the target document to query the approval progress

No.	maintenance management.M...	Vessel	Total Items	Edit Type	maintenance management.SU...	Status	Operation
1	2022	长胜号	2	part table	2022-10-24	Approving	View

Note:

The maintenance item will generate tasks according to the modified settings. It only affects future maintenance tasks, and has no effect on previously generated maintenance tasks!