

## How to modify period type of maintenance items

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 1-8:

(This document shows the operation process by changing the period type from regular to irregular!!)

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	试运转液压油泵及系统	1、全面检查液压油泵外观、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、压缩空气吹扫货舱并记录泄漏量及种类(液...	Deck Dept.	大副	1Month±16 Day	

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

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"

5. Click "Edit" on the right of the target maintenance item

This is the interface after the maintenance period type is updated to "Running Hour". Click to change the equipment of the maintenance item.

Click to change the equipment of the maintenance item.


Reminder: You can turn into the Running Hours page to edit the Total Running Hours.

Note: "Total Running Hours should be maintained on"Equipment Running Hour" page

If the period type is changed to "Running Hour", both maintenance period and period tolerance will be automatically calculated in "Hours".

At the same time, the information such as "Reference Date of Running Hour, Running Hours after Last Maintenance, Next Maintenance Date, and Total Running Hours" should be improved in the interface and then click "Submit".

Period(HOUR)\*



The cycle of regular project will be revised this time. After modification, new maintenance plan will be generated according to the new maintenance cycle from the next maintenance date.

Cancel Ok

7. Click "Submit" in step 5, and the interface will prompt according to the modified content. If you are sure, click "Confirm"

LINK OCEAN 1-Engine Dept.2023Update Maintenance Plan

Maint	Update typ...	Egpt Nar	Maintenan...	update content	Maintenance Item	Maintenance Request	P.I.C.	Maintena...	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	失效本页
1111	update	总用保	Important	<a href="#">更新内容</a>	111111	dd		2Month+1 Day			1 Day		1 Day								View Edit

1 Total

8. After confirmation of step 6, it will be back to the "Annual Maintenance Plan Modification" interface and the update type will be shown "Update" status. If there are other maintenance items that need to be modified, click "Edit" on the right to continue;

After all modifications are completed, click "Save & Submit" at the bottom of right to select the approval process and it will be approved by the shore base.

Save Submit Approval Cancel

**Next Step:**

After the maintenance item modification request is submitted for approval, the approval task will automatically appear on Dashboard of approval roles according to the approval process settings.

After approval of shore based personnel, the maintenance item will generate a maintenance task based on the modified settings.

(It has no effect on maintenance tasks generated before modification!)

**\*\*\*Description:**

1. If the period type is changed from irregular to regular, the Next Maintenance Date must exist. Since the original maintenance item is irregular and the task will not be automatically generated, so the generated maintenance task does not need to deal with. The system will calculate the plan automatically according to the period setting and the next maintenance date.
2. If it is changed from regular to irregular, because there is no Next Maintenance Date, and the original maintenance item can automatically generate a maintenance task, if the system has already generated maintenance tasks after the current day, the unfinished maintenance tasks should be deleted after modification.
3. If it is changed from regular to another regular type, the Next Maintenance Date must exist. If the system has already generated maintenance tasks after the current day, the unfinished maintenance tasks which generated after the Next Maintenance Date should be deleted after modification.