How to add 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 1-10:

Add Item ⊗

Maintenance Items list already created under this Equipment

Equipment Name	Responsible Dept.	No.	Maintenance Item	Period
应急空压机	Engine Dept.	317	应急空压机高低压气阀拆检	3Month±16Day
应急空压机	Engine Dept.	314	应急空压机进气滤网、联轴节...	1Month±16Day

New Maintenance Item Info.

Vessel: 长胜号   **Equipment No.:** AS-0102-000-002   **Equipment Name:** 应急空压机   **Equipment Type:**

No.*

Period Type*
Month ▼

Period(Month)*

Allowable Float Time(Day)*
0

Responsible Dept.*
Please Select ▼

Maintenance Level*
Please Select ▼

P.I.C.*

Display No. (The Smaller,the Closer)*

Maintenance Position

License must be uploaded*
Required ▼

Warning Days*
7

Specified Maintenance Process
Default ▼

Maintenance Item*

Maintenance Demands

Next Maintenance Date*

Item Logo*
Unknown ▼

8. In "Add Item" interface, complete relevant information (Items with* are required) and click "Submit"

Submit Cancel

长胜号-2022年度保养计划修改 ⊗

+ Add   Data Initialization   选择保养计划   Reset ↻

Maint	修改类型 ▼	Equipme	Maintenan...	Maintenance Item	Maintenance Demands	All ▼	P.I.C. ▼	Maintena...	Jan	Feb	Mar	Apr	May	Jun	Jul	Operation
20221024	create	应急空压机	Normal	333		Engine Dept.	CE	2Month±16Day								View ¦ Edit ¦ Delete

common 1 total

9.After submission of step 8,it will be back to the "Annual Maintenance Plan Modification" interface, you can "Check, Edit, Delete" the maintenance item. If you are sure, click "Save & Submit" at the bottom of right

Save Save & Submit Cancel

Please Select Workflow

⦿ 年度保养审批流程

Workflow Description：
10. After selecting the approval process, click "Confirm"

Confirm Cancel

Next Step：

After adding the maintenance item, you can query the approval status of the added maintenance item through the filter box in **"Maintenance → Maintenance Management → Maintenance Plan of Year → Manage Annual   Maintenance Plan "** interface, as shown below:

←

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

+ Add

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