

## 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:

The screenshot shows the OLSaaS website interface. The navigation menu on the left includes "Maintenance" and "Maintenance Management". The main content area shows "Maintenance Plan of Year" selected. A red box highlights the "Maintenance Plan of Year" link in the left menu, with an arrow pointing to it and the text "1. Click in turn to enter the Maintenance Plan of Year interface". Another red arrow points to the "管理年度保养计划" button, with the text "2. Click 'Manage Annual Maintenance Plan'".

The screenshot shows the "Manage Annual Maintenance Plan" interface. A table lists existing plans. A yellow box highlights the "+ Add" button, with an arrow pointing to it and the text "3. Click 'Add', then select 'Vessel, Dept.', click 'Confirm'". An "Add" dialog box is open, showing dropdown menus for "Vessel\*" and "Dept.\*", and "Confirm" and "Cancel" buttons.

The screenshot shows a list of maintenance plans. A red arrow points to the "Next Step" button, with the text "4. Click 'Next Step'".

The screenshot shows the "Update Maintenance Plan" interface. A red arrow points to the "+ Add" button, with the text "5. Click 'Add'".

The screenshot shows the "Add Item" interface. The "Filter equipment by conditions" section is highlighted. A red arrow points to the "+" button at the back of the target equipment, with the text "7. Click the '+' at the back of the target equipment".

No.	Subsystem	Equipment Name	Equipment No.	Equipment Type	Manufacture	Manufacturing Date	Operation
1	Starting Air System	甲板空压机	AS-0102-000-001				+
2	Starting Air System	应急空压机	AS-0102-000-002				+
3	Starting Air System	主空压机	AS-0102-152-001				+

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\*    Period( Month )\*    Allowable Float Time(Day)\*

Responsible Dept.\*    Maintenance Level\*    P.I.C.\*    Display No. (The Smaller,the Closer)\*

Maintenance Position    License must be uploaded\*    Warning Days\*    Specified Maintenance Process

Maintenance Item\*    Maintenance Demands

Next Maintenance Date\*    Item Logo\*

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 Dep	CE	2Month=16 Day								<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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](#)

长胜号-2022年度保养计划修改

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	<a href="#">View</a>