## How to add an Annual Maintenance Plan item

Users can log in to the website of OLSaaS, and operate in **"Maintenance \rightarrow Maintenance Management**  $\rightarrow$  **Maintenance Plan of Year**" interface according to the following steps 1-10:

6	<b>互海科技</b> OCEAN LINK TECH		④ 扬州高铜	科技						Das	shboard (	5841	Vessel	Monitor	Find	Help
Μ	lanagement		Main	tenance Plan o	f Year	Mainte	enance Plar	n of Month	n Ma	intenance I	Period	Main	tenance St	atus		
7	Maintenance		管理年期	度保养计划 🔶		- 2.0	lick "M	lanage	e Annu	ual Mai	ntenai	nce l	Plan"			
	Management	Maint	Equipmer	Maintena	INC	Maintenanc	e Item	Mainter	nance Deman	Dept.	•	P.I.C. 🔻	Maintena.	Last	Check	
L	Maintenar Plan of Ye	Maintenance Plan of Year		in turn to <sup>深井泵</sup>	o enter Normal	the	Mainte 试运转液压泪	enance <sup>由 家及系统</sup>	e Plan 1、全面 观。油管	of Yea <sup>会</sup> 液 上 油 与 是 否 漏 油 。	r inter 沙尼 Deck [	face Dept.	• 大副	2Month±1 Day	16	
	Maintenance of Month	e Plan	4.1.2	深井泵	Normal		卸货后检查		1、压缩3 记录泄漏	空气吹扫查源  量及种类 <b>(</b> 液	拼 Deck E	Dept.	大副	1Month±1 Day	16	
• 1	ß					W	/orkhoneh	1750	Vaccal Ma	nitor Sin	nd Help			Switching Sy	stem 🔻 Se	elf Managed
~	Manage Annua	l Mainten	ance Plan					A	aa							
	3.Clic	k "Ada	d", then :	select "Vess	el、Dept."		Vessel*			_						
+	Add	K COI				;	Please	Select		· ·						
No.	. Maint	enance Yea	ar Ve	ssel Name 👻	Dept.	•	Dept.*	Select		pe		Sul	bmission Time	St	atus 👻	
1	2023		ц	NK OCEAN 14	Deck [	)ept.	Ticuse	Select		e		20	23-02-06	ur	ncommitted	
2	2023		ц	NK OCEAN 14	Engine	e Dept.			Confirm	Cancel		20	23-02-06	ur	ncommitted	
	The existing a		information	and a modified	in this interfe	u u	NK OCEAN 1-Se	ect Maintena	nce Plan							8
2023	First Half Year	Sec. Half	fear Reset G	r canbe modified	in this interia	cei							4.0	Click "Next St	ep" →	Next Step
Mainte	Eqpt Nam Ma	aintenanc	Maintenance Item	Maintenance Reque	t Dept.	P.I.C. •	Maintenan	Last Inspecti	Jan / All 👻	Feb / All 👻	Mar / All 👻	Apr / A	II 👻 May /	All 👻 🛛 Jun / Al	- (	Dperation
109-14a	启动空气系统• Im	portant	懂法守法氛围发热潍坊		Engine Dept.	船长	Irregular(芬 芬123)									
1112	2号空压机 No	ormal	第三方热个发热外国人	法人个人	Engine Dept.	轮机长	Irregular(测 试一下不定 期)	2022-12-01	1 Day Accepted							
	5.Click	۲ "Ad	d″							LINK OC	EAN 1-Eng	jine De	pt.2023Up	date Mainter	nance Pla	in
+	Add Data	Initializati	on Selec	t Maintenance Pl	an											
Ма	aint Update	typ	Eqpt Nar	Maintenan	Update co	ntent	Maintenano	e Item	Mainten	ance Reques	t P.I.C.	•	Maintena	Jan	F	eb

## 6. Filter equipment by conditions Add Item

长胜号▼	Main System	▼ Su	bsystem 🔻 Group 🔻	Equipment Name	Search		
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	7. Click the "+ AS-0102-000-002"+	-" at the back	of the tar	get equipment	+
3	Starting Air System	主空压机	AS-0102-152-001				+

Maintenance Items list already o			Add Item				$\otimes$
,	created under this Equi	pment					
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-(	102-000-002	Equipment Name: 应急空压机	Equipment T	ype:		
No.*	Period Type*		Period( Month )*	Allowable Flo	oat Time(Day)*		
	Month		•	0			
Responsible Dept.*	Maintenance Level*		P.I.C.*	Display No.	(The Smaller, the Closer)*		
Maintenance Resition	License must be unk	adad	Warning Dave*	Specified Ma	intenance Process		
Maintenance Position	Required	aueu-	vanning Days-	Default	T		
Maintenance Item*			Maintenance Demands				
			Functione Demonds				
Next Maintenance Date*	Item Logo*						
nest Plantenance Date-	Unknown		. 8. In "Add Item"	interface, co	mplete relevant	information	
			(Items with* a	re required)	and click "Subm	it"	
							•
							Submit Cancel
			长胜号-2022年度保养计划	川修改			8
Add Data Initialization 243248,981+28							Reset G
Maint 修改英型 ▼ Equipme Maintena	in Maintenance Item Ma	intenance Deman	is All▼ P.I.C.▼ Maintena Jan	Feb	Mar Apr	May Jun Jul	Operation
1221024 create 应急空压机 Normal	333		Engine Dep CE 2Month±16				View   Edit   Delete
			с. <i>Блу</i>				
							common 1 total
	9.After submissic	n of step	8,it will be back to the "Annua	I Maintenance P	Plan Modification" in	terface,	
	9.After submissic you can "Check	n of step , Edit, Del	8,it will be back to the "Annua ete" the maintenance item. If	il Maintenance P you are sure, clic	Plan Modification" in ck "Save & Submit"	terface, at the bottom of right	
	9.After submissic you can "Check	n of step , Edit, Del	8,it will be back to the "Annua ete" the maintenance item. If y	ll Maintenance P you are sure, clic	Plan Modification" in ck "Save & Submit"	terface, at the bottom of right	
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	9.After submissic you can "Check	n of step , Edit, Del	8,it will be back to the "Annua ete" the maintenance item. If	Il Maintenance P you are sure, clic	Plan Modification* in ck "Save & Submit"	terface, at the bottom of right	s See Solar
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	9.After submissic you can "Check	n of step , Edit, Del	8,it will be back to the "Annua ete" the maintenance item. If y 在在店店关关计书III 终功	Il Maintenance P you are sure, clic	Plan Modification* in ck "Save & Submit"	terface, at the bottom of right	s See Suder
	9.After submissic you can "Check u≪s±⊊	n of step , Edit, Del 2	8,it will be back to the "Annua ete" the maintenance item. If y 在在在保禁计和修改时	Il Maintenance P you are sure, clic	Plan Modification* in ck "Save & Submit"	terface, at the bottom of right	r See & Schere Concel
	9.After submissic you can "Check u∠st Ple	n of step ; Edit, Del 2.0000 ase Se	8,it will be back to the "Annua ete" the maintenance item. If y 순 순 년 양 국 국 유 방송 구 운데 송 관 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck "Save & Submit",	terface, at the bottom of right	r See & Schere Count
	9.After submissic you can "Check u can "check test test Ple	n of step , Edit, Del 2.0000 ase Se	8,it will be back to the "Annua ete" the maintenance item. If y (는 순간 약 산 운비(종과)	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	v <u>Swe k Solver</u> Cancel
<ul> <li>         • 年度保养审批流     </li> </ul>	9.After submissic you can "Check 中世日 Ple	n of step , Edit, Del 20000 ase Se	8,it will be back to the "Annua ete" the maintenance item. If y (는 순/모 또 (무운데/용과)	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	v <u>Swe k Solver</u> Cancel
<ul> <li>         • 年度保养审批流     </li> </ul>	9.After submissic you can "Check 中世年 Ple 程	n of step , Edit, Del 20000 ase Se	8,it will be back to the "Annua ete" the maintenance item. If 在 走使学生 计和此终况 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	s Com & Solard Cancel
<ul> <li>● 年度保养审批流</li> <li>Workflow Descrip</li> </ul>	9.After submissic you can "Check 中世年 Ple 程 tion:	n of step , Edit, Del 20000 ase Se	8,it will be back to the "Annua ete" the maintenance item. If y (문 편 문 보 나 문미(종과 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	Som kSubard Canod
<ul> <li>● 年度保养审批流</li> <li>Workflow Descrip</li> <li>10. After sel</li> </ul>	9.After submissic you can "Check 中世早 Ple 程 tion: ecting th	an of step , Edit, Del 20000 ase Se Ne at	8,it will be back to the "Annua ete" the maintenance item. If y # 편신도 # 관리 운데 (종과 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	Som k Subard Canod
<ul> <li>● 年度保养审批流</li> <li>Workflow Descrip</li> <li>10. After sel</li> </ul>	9.After submissio you can "Check 中世年 Ple 程 tion: ecting th nfirm"	n of step , Edit, Del 20000 ase Se Ne ar	8,it will be back to the "Annua ete" the maintenance item. If y # 편신도 # 아니오고서 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	Corol State
<ul> <li>● 年度保养审批流</li> <li>Workflow Descrip</li> <li>10. After sel click "Contemport</li> </ul>	9.After submissio you can "Check Ple 程 tion: ecting th nfirm"	n of step , Edit, Del 20022 ase Se Ne ar	8,it will be back to the "Annua ete" the maintenance item. If y (문 편신모 또 나 원미(종과 elect Workflow	Il Maintenance P you are sure, clic	Plan Modification* in ck *Save & Submit*,	terface, at the bottom of right	Corol State

## 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 Management  $\rightarrow$  Maintenance Plan of Year  $\rightarrow$  Manage Annual Maintenance Plan " interface, as shown below:

$\leftarrow$	In Manage Annual Maintenance Plan interface, click "Check" on the right side										
+ Add	of	the target docum	ent to query the a	pproval progress.							
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				