How to add Non Conformance Report
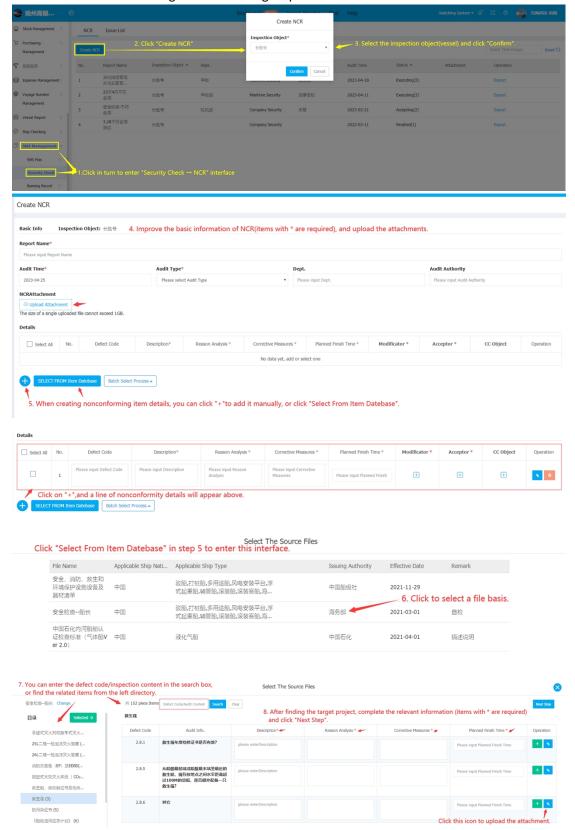
Users can log in to the website of OLSaaS, and operate in"SMS Management → Security Check → NCR" interface according to the following steps 1-10:

Create NCR ← After clicking "Next Step" in step 8, you will be back to the "Create NCR" Interface.

Basic Info   Inspection Object: 长胜号

Report Name*

Please input Report Name

Audit Time*	**Audit Type***	**Dept.**	**Audit Authority**
2023-04-25	Please select Audit Type ▼	Please input Dept.	Please input Audit Authority

NCRAttachment

⊕ Upload Attachment

The size of a single uploaded file cannot exceed 1GB.

Details

Select All	No.	Defect Code	Description*	Reason Analysis *	Corrective Measures *	Planned Finish Time *	Modificator *	Acceptor *	CC Object	Operation
☐	1	2.8.1 ⓘ	救生茂年度检修证书是否有... overdue	overdue	make up	2023-04-28	⊞	⊞	⊞	✎ 🗑
☐	2	2.8.5 ⓘ	最末端...	Not taken seriously	make up	2023-04-28	⊞	⊞	⊞	✎ 🗑

BATCH Select Modificator
BATCH Select Acceptor
BATCH Select CC Object

⊕ SELECT FROM Item Datebase   Batch Select Process ▲ ← 9. After the nonconforming item details are created, select the workflow, which can be selected individually in each detail or in batches.

10. Click "Submit Approval" ———— Submit Approval   Cancel

Next Step：

After the NCR is submitted, the document will be in the status of "Executing" (as shown below) and will be transferred to the workbench of the corresponding modificator.

	NCR	Issue List								

Create NCR   Select Time Range   Reset ↻

No.	Report Name	Inspection Object ▼	Dept.	Audit Type ▼	Audit Authority	Audit Time	Status ▼	Attachment	Operation
1	company security check	长胜号		Company Security		2023-04-25	Executing(2)		Export
2	主机排烟管海	长胜号	甲板	Machine Security	滨南管	2023-04-19	Executing(2)		Export