

Operational Instructions for OLISS (Ship-side) (Document)

Considering that vessels may encounter poor network signals while sailing at sea, but have a need for **purchase application**, or need to **perform maintenance tasks offline**, Ocean Link has launched **ship-side** to make it more convenient for vessels to initiate **purchase application** and carry out **maintenance execution**.

1. Installation of "OLISS(Ship-side)"

1.1. When the user has an internet connection, they can log in to the OLISS Web platform. On the homepage of OLISS, click on the username (avatar/name), and then continue to click on "Ship-side Management" (Step 2);

The screenshot displays the OLISS Web platform interface. At the top right, the user's avatar and name '孙红梅' are visible, with a red box and arrow pointing to it, accompanied by the instruction: "1. Log in to the OLISS Web side and click on the avatar in the top right corner". Below the main dashboard area, a dropdown menu is open, showing the user's profile and a red box around the "Ship-side Management" option, with an arrow pointing to it and the instruction: "2. Click on 'Ship-side Management'". The dashboard includes sections for "To-do List", "Workflow Task (4)", "Waiting Task(134)", and "Cost Statistics".



Installation Package and Data Download

Installation Package Version Number:V24.07.01; Size0.00KB; Update Time2024-07-01 16:10:51 [Download Installation Package](#)

LINK OCEAN [Query this ship base data.](#) **3、Click on "Download Installation Package"**

Data Existing (Total4.78MB) You can download the basic database of spare parts, materials and oil here, import it into the ship terminal or download it directly through the ship terminal software of OLSaas. [Export](#)

Spare Parts **7400** items Marine Stores **52939** items Oil **37** items

4、Select the specific vessel, click "Query this ship base data",and then click "Export"

Synchronous Record of Ship Terminal Data

No.	Vessel	Business T...	Data Volume	Flow	Synchroniz...	Synchroniz...	Synchronization Time	Operator
1	LINK OCEAN 1	Maintain	2027Total	106.06KB	manual sync hronization	synchronizati on is success ful	2024-10-21 10:56:08	孙红梅
2	LINK OCEAN 1	Running Record	279Total	29.66KB	manual sync hronization	synchronizati on is success ful	2024-10-21 10:55:30	孙红梅
3	LINK OCEAN 1	Repair Apply	272Total	20.29KB	manual sync hronization	synchronizati on is success ful	2024-10-21 10:55:27	孙红梅
4	LINK OCEAN 1	Maintain plan	28Total	106.06KB	manual sync hronization	synchronizati on is success ful	2024-10-21 10:55:24	孙红梅
5	LINK OCEAN 1	Base data	60734Total	6.62MB	manual sync hronization	synchronizati on is success ful	2024-09-30 14:06:33	潘俊杰
6	LINK OCEAN 1	Running Record	375Total	31.50KB	manual sync hronization	synchronizati on is success ful	2024-09-30 13:39:58	潘俊杰
7	LINK OCEAN 4	Repair Apply	271Total	20.10KB	manual sync hronization	synchronizati on is success	2024-09-30 13:39:48	潘俊杰

1.2.The user should follow the installation instructions to complete the installation. After installation, two shortcuts will appear on the desktop: "OLISS Ship-side Management- Login" and "OLISS Help System", as shown in the figure below:





Precautions during installation: When installing the software, due to the long time required to obtain **security digital certificates** from companies such as Microsoft and 360, it is necessary to pay attention to the following issues:

- 1) Before installation, please **exit** antivirus software such as 360 Security Guard, Kingsoft Antivirus and so on.;
- 2) If "**Windows has protected your PC**" appears during installation, click "**More information**" and then click "**Run anyway**" to proceed.
- 3) If during use, you click the **one-click clean-up** of the **security software**, it will remove our program. When other computers cannot log in by entering the IP address, please **log** in to the **OLISS Ship-side** again on the host computer (that is, the computer where the **ship -side** installation began).
- 4) Due to the use of the latest web front-end technology, the **OLISS Ship-side** does not support IE browsers. It is recommended that users use Google Chrome, which has the best compatibility. Here is the method to set Google Chrome as the default browser.



Windows 已保护你的电脑

Microsoft Defender SmartScreen 阻止了无法识别的应用启动。运行此应用可能会导致你的电脑存在风险。

[更多信息](#)

不运行



Windows 已保护你的电脑

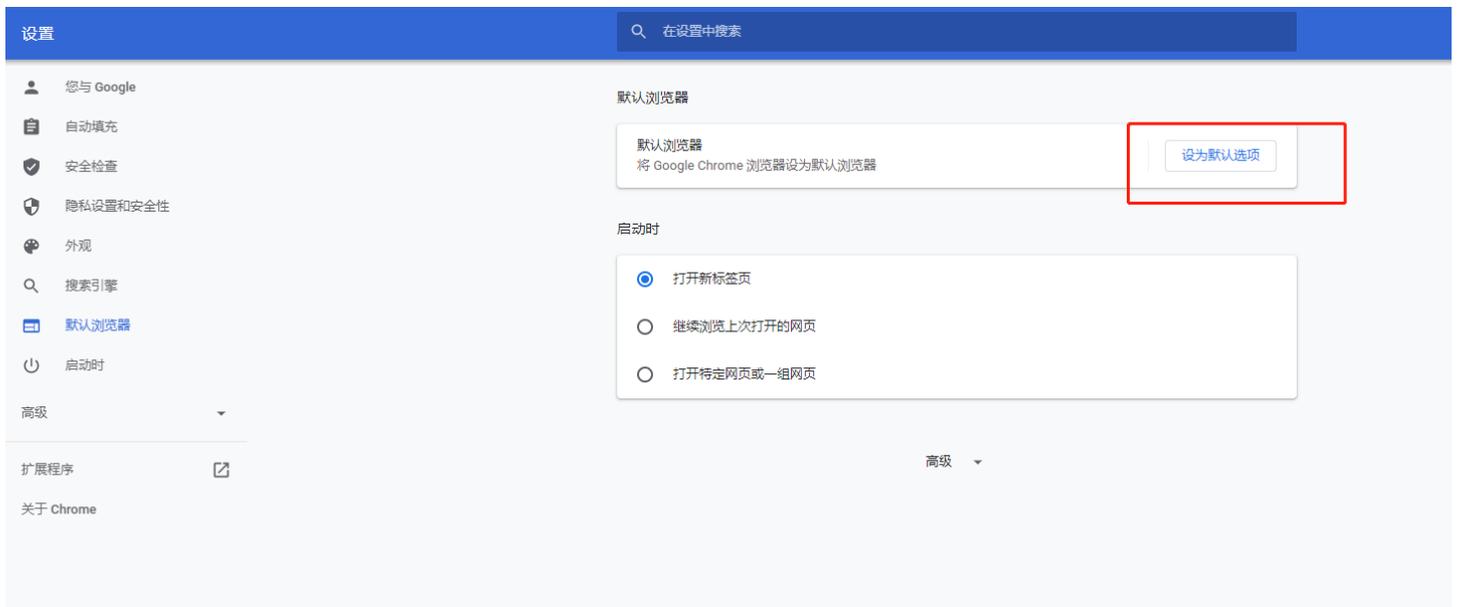
Microsoft Defender SmartScreen 阻止了无法识别的应用启动。运行此应用可能会导致你的电脑存在风险。

应用: ship-client-windows-[1.0.41.20.06.07](#)-production
(2).exe

发行者: 发布者未知

仍要运行

不运行



2. Precautions before installing "OLISS Ship-side"

2.1. **OLISS Ship-side** only needs to be installed once on the intranet (LAN) host computer, and does not need to be installed on other computers;

2.2. Other users can directly enter the website address displayed on the host installation interface in the search box of the intranet computer browser to log in. It is necessary to ensure that the host is running in the background (that is, at least in standby mode) for other computers to access. (Note: When the **Chief Officer** and **Chief Engineer** use the website address to log in, the firewall, antivirus software and so on, on the **Captain's** computer need to be turned off!)

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You can switch between the English and Chinese versions of Ship-side according to your actual needs ← **中文 | EN**

Welcome to OLSaaS(local software for ship)

Username
User name cannot be empty

Password
Password cannot be empty

Login

Current Version 1.1.127-24.07.01

Instructions

1. Address:
http://127.0.0.1
http://192.168.0.192

Enter the address in the search box of the Intranet PC browser

2. Except for data uploading, downloading, and version updating, no flow consumptions on other operations.

3. Initial password [Click to check](#)

4. Reset password for first login, please keep it.

5. Any abnormality, such as reinstalling the system, please re-download and install "OLSaaS", apk is about 20M, recommended to download from the Internet when the ship is close to shore.

6. Recommended to use Chrome with the best compatibility.
[Click to Download](#)

Since the IP address may change each time it is downloaded, please always use the latest website address for login

2.3.If there are any issues, such as reinstalling the computer's operating system, please redownload and install the "OLISS Ship-side". The installation package is approximately 20MB, and it is recommended to download it while the ship is at port and connected to the internet.

2.4.Except for data uploads, downloads of basic data, and version updates, other intranet operations do not consume data traffic.

3.Login to "OLISS Ship-side"

When a user double-clicks the "OLISS Ship-side" shortcut, they will enter the **ship-side** login interface. By clicking on "Click to check" on the right side, they can see the English usernames and initial passwords of each member on the ship side (as shown in the figure below). Users can log in to the **ship side** based on their own roles. **For the first login, they need to reset their password, which should be kept securely.** The specific operation process is as follows:

互海通 - 船端 - OLMS - 24.07.01

— □ ×

Note: Do not close this window during use!!!



互海通，让船舶管理更高效

OLSaaS, Making Vessel Management More Efficient

打开 互海通-船端
Open OLMS

← Open with a single mouse click

如果点击此按钮无法自动打开，请手动打开浏览器输入以下地址进行登录

If the system cannot start automatically by this button,
please manually open the browser and enter the address below to login.

程序启动中，请稍候... Initializing...

If you see "Initializing..." or similar text on the left, please wait 2~3seconds before attempting to login

使用中请勿关闭此窗口

Do not close the window while in use



互海通，让船舶管理更高效

OLSaaS, Making Vessel Management More Efficient

打开 互海通-船端
Open OLMS

如果点击此按钮无法自动打开，请手动打开浏览器输入以下地址进行登录

If the system cannot start automatically by this button, please manually open the browser and enter the address below to login.

检测完成 可用的IP地址如下 Available IP address :
http://192.168.0.192
http://127.0.0.1
检测可用的IP地址... Network address detecting...
启动Web服务... WebService initializing

When the four characters "Detection Completed" appear, you can click "Open Ocean Link Ship-side" 使用中请勿关闭此窗口

Do not close the window while in use

Welcome to OLSaaS(local software for ship)

互海科技 OCEAN LINK TECH

Username
User name cannot be empty

Password
Password cannot be empty

Login

Current Version 1.1.127-24.07.01

Username	Name	Password
master	Master	111111
chief_officer	Chief Officer	222222
chief_engineer	Chief Engineer	333333
deck_dept	Deck Dept.	888888
engine_dept	Engine Dept.	999999

Instructions

- 1.Address:
http://127.0.0.1
http://192.168.0.1
Enter the address in browser
- 2.Except for data updating,no flow control
- 3.Initial password
- 4.Reset password
- 5.Any abnormality,such as reinstalling the system,please re-download and install"OLSaaS",apk is about 20M,recommended to download from the Internet when the ship is close to shore.
- 6.Recommended to use Chrome with the best compatibility.
[Click to Download](#)

For the first login, typically the captain logs in first. Click on the right to view each member's username and initial password,then proceed with the login

Note: When at the login account and password interface, other computers can log in by entering the "Instructions - Login Address."

Please reset password for first login

Old Password

New Password

Confirm Password

The first login to the ship-side requires resetting the password

Note: Please keep the reset password securely

Note: After resetting the password, the interface will return to the **ship-side** login interface, and a prompt will appear indicating that the password has been successfully changed. Please use the new password to log in again.

OLISS Ship-side has added a new offline maintenance module with a comprehensive upgrade and optimization of its structure and layout. Here is a brief introduction, as shown in the following figure:"

Purchase item application, Purchase summary order

Offline Maintenance Task Execution

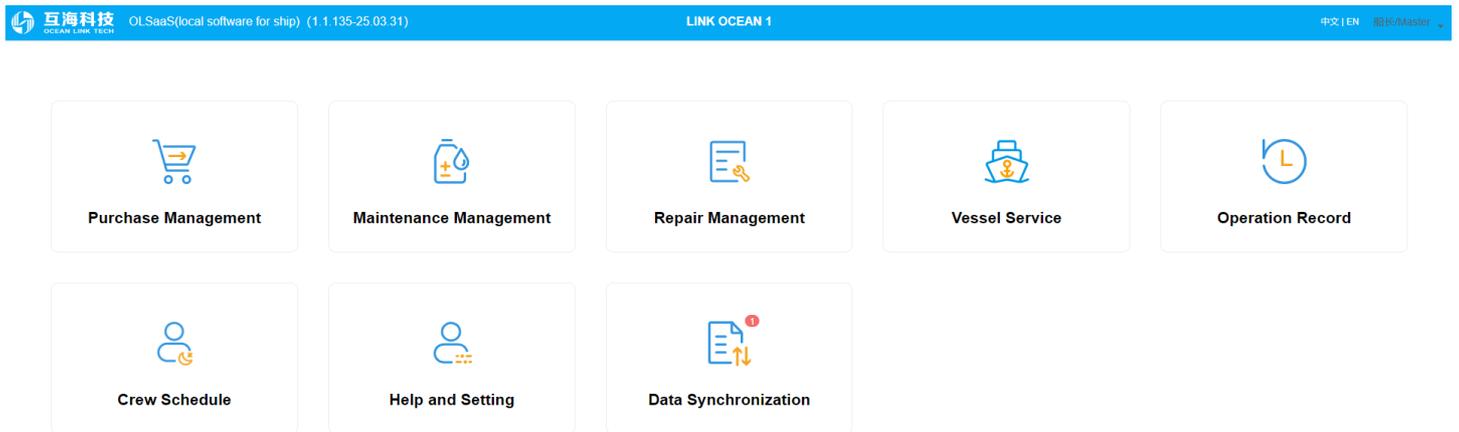
Repair Application, Repair summary order

Service Application, Service summary order

Offline Maintenance **Operation Records**, Add **Irregular Operation Records**

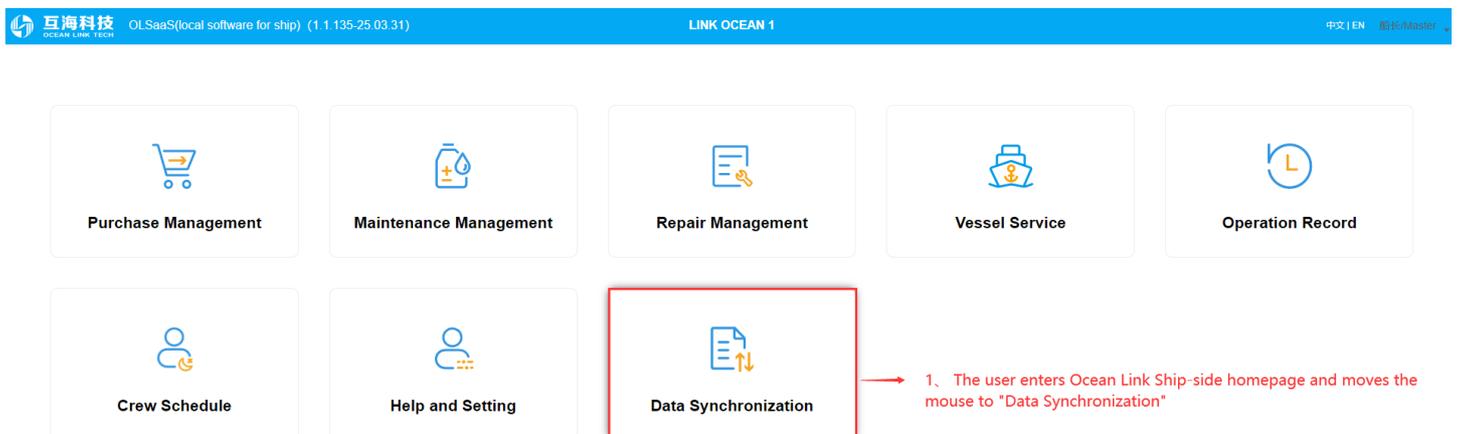
User Management, **Version Update**, **Help**

Download and Upload of Purchase, Maintenance, Repair, Service, and Operation Record Data



4.Import basic **Ship-side** data

Log in to **OLISS Ship-side** homepage and navigate to the "**Data Synchronization - Data Download**" interface. Click on "**Import Data**" to import the exported basic vessel data into **OLISS Ship-side**. Once the import is successful, click on "**Click to Download**". You can refer to the following steps for the operation:



Data Upload(0) **Data Download** Data synchronization history

2. Click on "Data Download"

Business data

Click to Download The download content covers maintenance, running records, executable documents and cloud approval data of uploaded documents.

Last Download Time:2024-10-21 10:55:22

Purchase Management
Data Existing: 0Items

4. Click on "Click to Download"

Maintenance Management (Note: Considering the software operation experience, only three months of data before and after the current time is retained at the ship end)
Data Existing: Regular 24年7月310Items, 24年8月366Items, 24年9月334Items, 24年10月314Items, 24年11月347Items, 24年12月356Items, Irregular28Items, Total 2027Items

Repair Management
Data Existing: 0Items

Serve Management
Data Existing: 0Items

Operation Record (Note: Considering the software operation experience, only three months of data before and after the current time is retained at the ship end)
Data Existing: 24年7月78Items, 24年8月87Items, 24年9月110Items, 24年10月4Items, Total 279Items

Business data

Data Existing

Device 0 Items Spare Parts 7392 Items Marine Stores 13693 Items Fuel 0 Items

Last Download Time, data Size: Total 21085Items

3. Click on "Import Data"

essential Data

Update Data Delete Data **Import Data** Export Data

Note:
Update Data—For the host with network(generally captain's computer),to check and update the latest spares,stores and oil data from the OLSMs. (with LAN,you can access and use data by searching IP from other computers.)
Import/Export Data—For computer users without LAN,Export data from the host and copy it to other computers;
Delete Data—Used to clear the basic data of installation program(operate with care)

互海科技 OLSaaS(local software for ship) (1.1.127-24.07.01) LINK OCEAN 1 中文 | EN 船长/Master

Data Upload(0) **Data Download** Data synchronization history

5. By default, maintenance data and operation record data are selected. You can select purchase, repair,service data, and operation record attachments as needed, then click "Confirm Download"

Business data

Click to Download The download content covers maintenance, running records, executable documents and cloud approval data of uploaded documents.

Last Download Time:2024-10-21 10:55:22

Purchase Management
Data Existing: 2Items

Maintenance Management (Note: Considering the software operation experience, only three months of data before and after the current time is retained at the ship end)
Data Existing: Regular 24年7月310Items, 24年8月366Items, 24年9月334Items, 24年10月314Items, Irregular28Items, Total 2027Items

Repair Management
Data Existing: 0Items

Serve Management
Data Existing: 0Items

Operation Record (Note: Considering the software operation experience, only three months of data before and after the current time is retained at the ship end)
Data Existing: 24年7月78Items, 24年8月87Items, 24年9月110Items, 24年10月4Items, Total 279Items

Service Data Download

- purchasing Data: 2Items, about 0.02KB
- Maintenance Data Regular (2024-07 ~ 2024-12) 2027Items, Irregular0Items, about 104.08KB
- maintenance Data System 2Items, about 0.79KB
- Service Data 0Items, about 0.00KB
- RunningRecord Data (2024-07 ~ 2024-12)279Items, about 29.61KB
- At the same time download the running record attachment (attachment number 33 Items), about973.03KB

The selected data size is134.50KB

Cancel **Confirm Download**

Note:
Update Data—For the host with network(generally captain's computer),to check and update the latest spares,stores and oil data from the OLSMs. (with LAN,you can access and use data by searching IP from other computers.)
Import/Export Data—For computer users without LAN,Export data from the host and copy it to other computers;
Delete Data—Used to clear the basic data of installation program(operate with care)

Note:

After downloading the data, you can bind an account as needed. This will eliminate the need to re-enter your account and password for subsequent downloads and uploads, making the operation more efficient.

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Data Upload(0) Data Download Data synchronization history

6. Click on "Data Upload"

Purchase Maintain Repair Serve Operation Record 0 data to be upl...

Data Upload Settings

- Enable Automation Upload Disable Automation Upload
- Note: To avoid excessive traffic consumption, the automatic upload operation is performed only at the upload time point you set.
- Whether the software is automatically uploaded when it is shut down
- No Automatic Upload
- * Automatic upload time
- please choose
- * Bind Cloud Account immediate Binding

Cancel **Confirm**

7. Click on "Data Upload Settings"

8. Select the upload time, bind the account, and enable or disable automatic upload as desired, then click "Confirm"

at is to the shore-based leader) Upload Import Application Batch Return

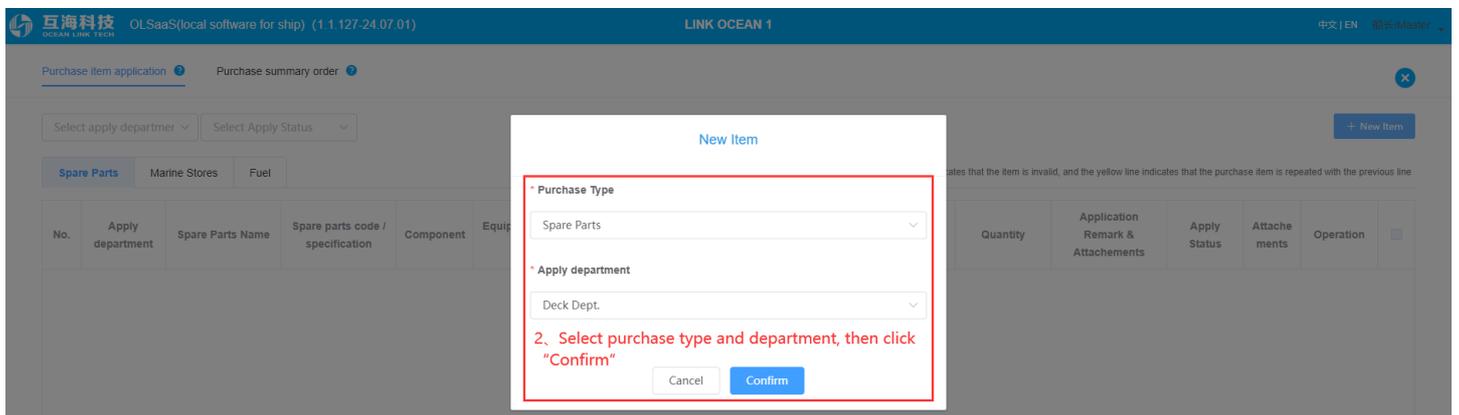
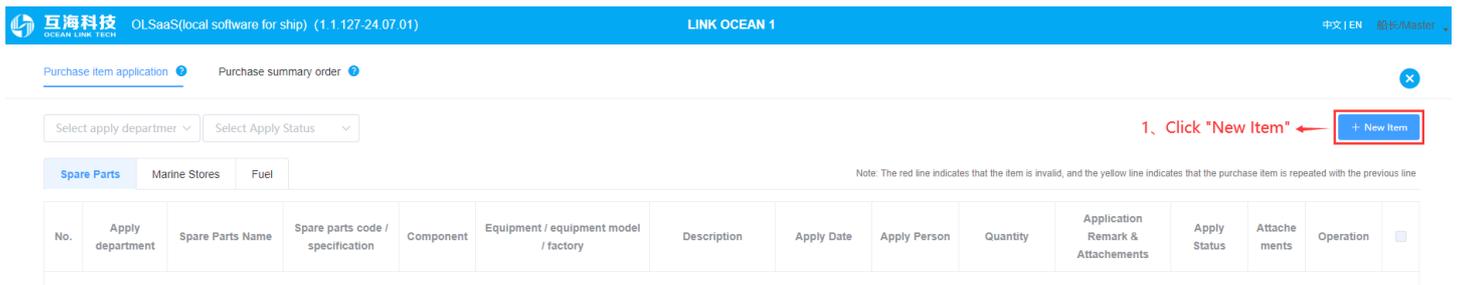
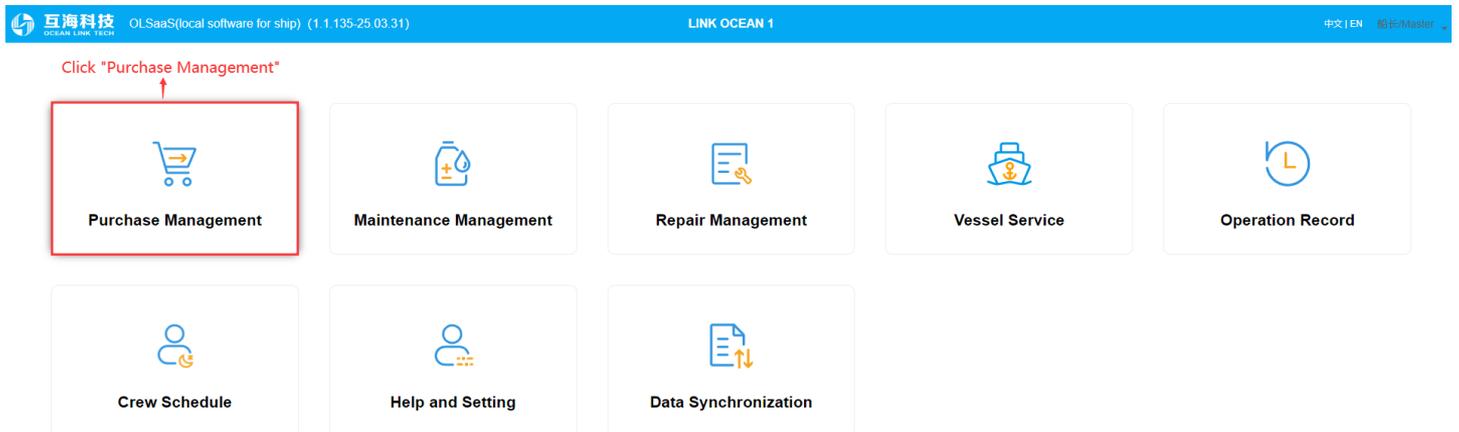
Number of Purchases Submit Date Submitter Return

For the following steps involving **purchase management**, **maintenance management**, and **repair management**, when downloads or uploads are required, you will need to enter your web-based **Ocean Link** login account and password, as no account has been pre-bound. Please set up whether to bind an account based on your needs during actual operation.

5. Purchase Management

It includes **purchase item application** and the **purchase summary order** (taking **spare parts** as an example for operation demonstration).

Purchase item application, please follow the steps below (on the homepage of **Ocean Link Ship-side**, click "**Purchase Management**"):



Deck Department - Add spare parts purchase

Spare Parts Name Spare parts code / specification Component Equipment / equipment Please enter a keyword Search Clear

Purchase Item added: 1

3. You can search for specific spare parts by entering the name, code, or the component they belong to. After filling in the application quantity, application remark, and deciding whether to upload attachments, click "Next" or "Save and Return"

No.	Spare Parts Name	Spare parts code / specification	Component	Equipment / equipment model / factory	Description	Number reported / number to be uploaded	unit	Quantity	Remarks	Attachments	Operation
1	操纵机构	230.303.00	操纵机构	柴油机6230ZC-4型/广州柴油机厂		0 / 0	件	2		upload	🗑️
2	套管	230.303.01.14	操纵机构	柴油机6230ZC-4型/广州柴油机厂		0 / 0	件				
3	内六角圆柱头螺钉	GB70-M6×50-8.8改	操纵机构	柴油机6230ZC-4型/广州柴油机厂		0 / 0	件				
4	手柄球	GB4141.11-BM8×25	操纵机构	柴油机6230ZC-4型/广州柴油机厂		0 / 0	件				

Deck Department - Add spare parts purchase

Please enter a keyword Search Clear

Purchase Item added: 1

4. After adding the items, you can click "Report Directly" or "Direct Order"

No.	Spare Parts Name	Spare parts code / specification	Component	Equipment / equipment model / factory	Description	Number reported / number to be uploaded	unit	Quantity	Remarks	Attachments	Operation
1	操纵机构	230.303.00	操纵机构	柴油机6230ZC-4型/广州柴油机厂		0 / 0	件	2		upload	🗑️

Purchase Item application Purchase summary order

Select apply department Select Apply Status

Spare Parts Marine Stores Fuel

Note: The red line indicates that the item is invalid, and the yellow line indicates that the purchase item is repeated with the previous line To Be Reported: Spare Parts1 Items

If you choose "Save and Return" in step 3 or "Return" in step 4, the added purchasing items will change to "To Be Reported" status in the "Purchase Item Application" interface

No.	Apply department	Spare Parts Name	Spare parts code / specification	Component	Equipment / equipment model / factory	Description	Apply Date	Apply Person	Quantity	Application Remark & Attachments	Apply Status	Attachments	Operation
1	Deck Dept.	操纵机构	230.303.00	操纵机构	柴油机6230ZC-4型/广州柴油机厂			船长/Master	2 件		To Be Reported	upload	🗑️

Purchase Item application Purchase summary order

Select apply department Select Apply Status

Spare Parts Marine Stores Fuel

Note: The red line indicates that the item is invalid, and the yellow line indicates that the purchase item is repeated with the previous line To Be Reported: Spare Parts1 Items

If you choose "Save and Return" in step 3 or "Return" in step 4, the added purchasing items will change to "To Be Reported" status in the "Purchase Item Application" interface

No.	Apply department	Spare Parts Name	Spare parts code / specification	Component	Equipment / equipment model / factory	Description	Apply Date	Apply Person	Quantity	Application Remark & Attachments	Apply Status	Attachments	Operation
1	Deck Dept.	操纵机构	230.303.00	操纵机构	柴油机6230ZC-4型/广州柴油机厂			船长/Master	2 件		To Be Reported	upload	🗑️

Purchase Item application Purchase summary order

Select apply department Select Apply Status

Spare Parts Marine Stores Fuel

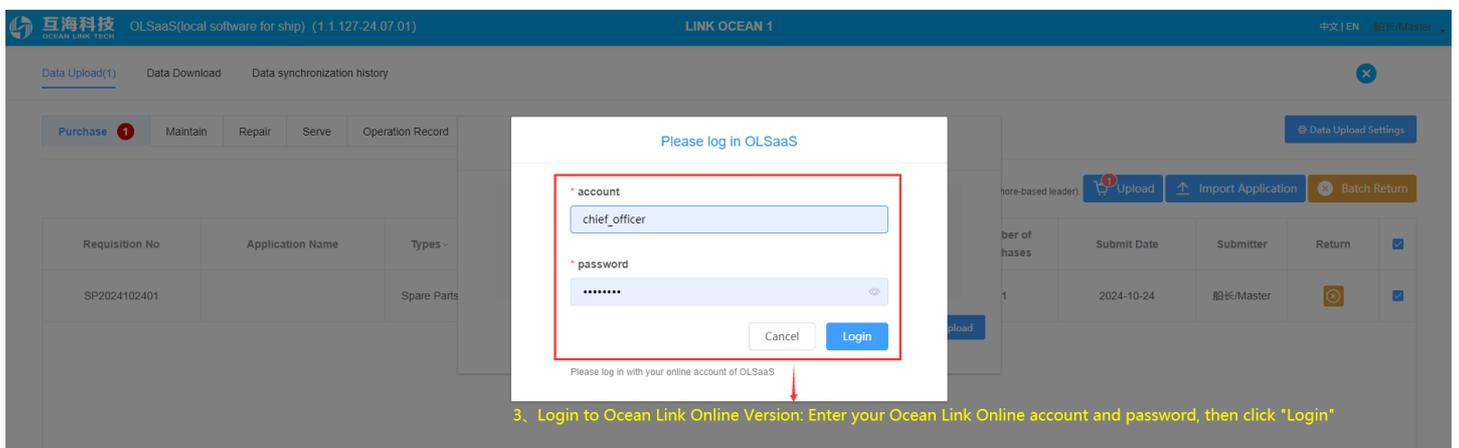
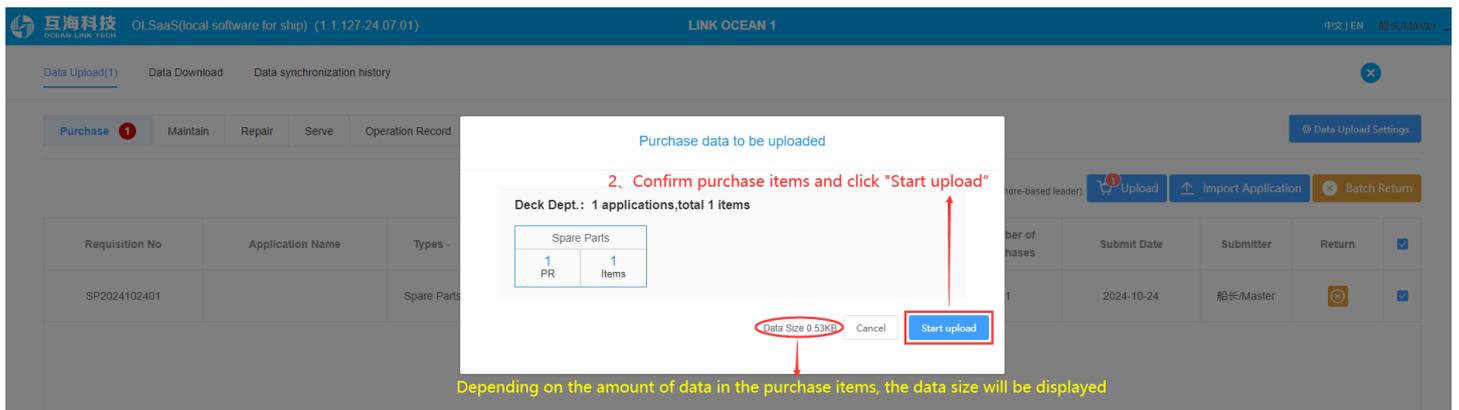
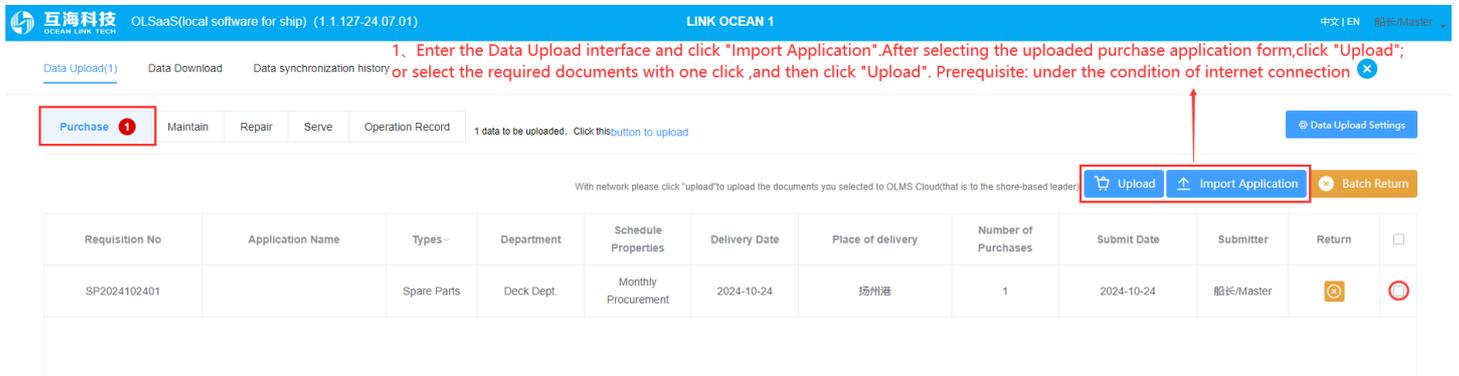
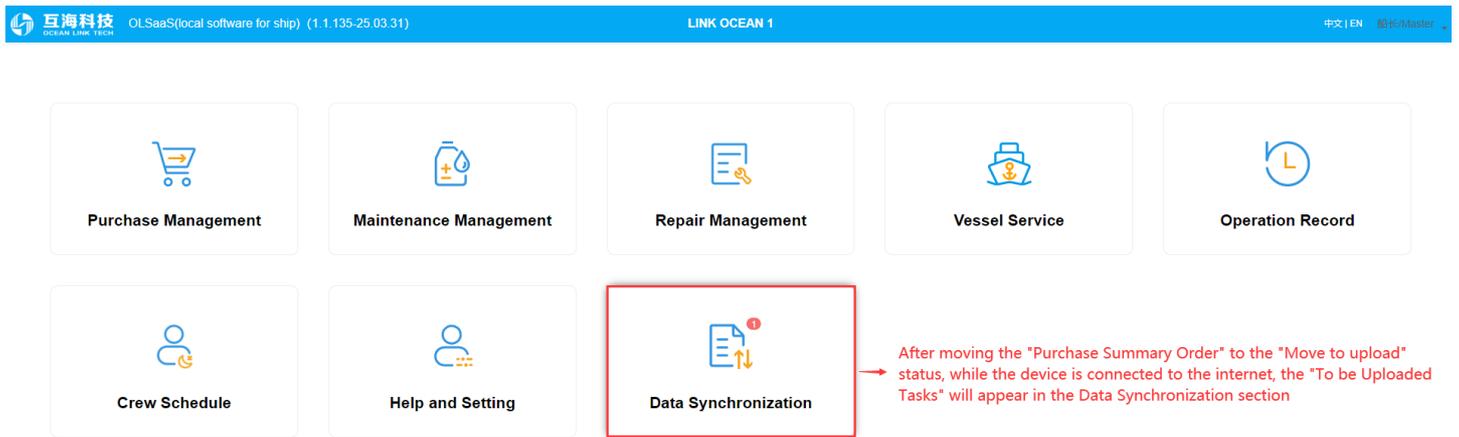
Note: The red line indicates that the item is invalid, and the yellow line indicates that the purchase item is repeated with the previous line To Be Reported: Spare Parts1 Items

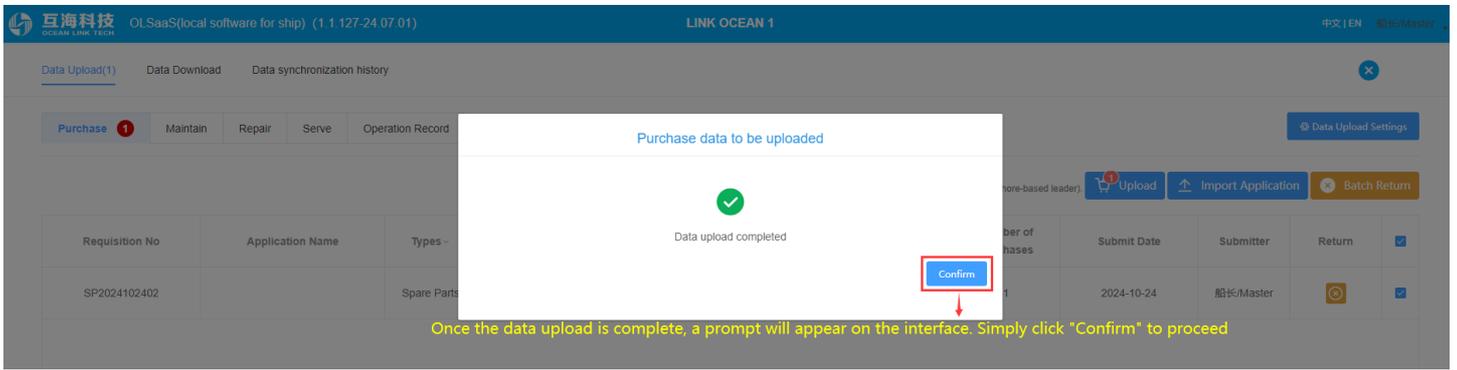
After selecting the documents to be reported, "Export and Report" or "Report Directly" will automatically appear in the upper right corner. You can click according to your needs

No.	Apply department	Spare Parts Name	Spare parts code / specification	Component	Equipment / equipment model / factory	Description	Apply Date	Apply Person	Quantity	Application Remark & Attachments	Apply Status	Attachments	Operation
1	Deck Dept.	操纵机构	230.303.00	操纵机构	柴油机6230ZC-4型/广州柴油机厂			船长/Master	2 件		To Be Reported	upload	🗑️

Note: After clicking "Export and Report", the file exported by the system will be in the form of a compressed package. Users only need to save the compressed package without decompressing it. When importing the report, simply select the compressed package for import.

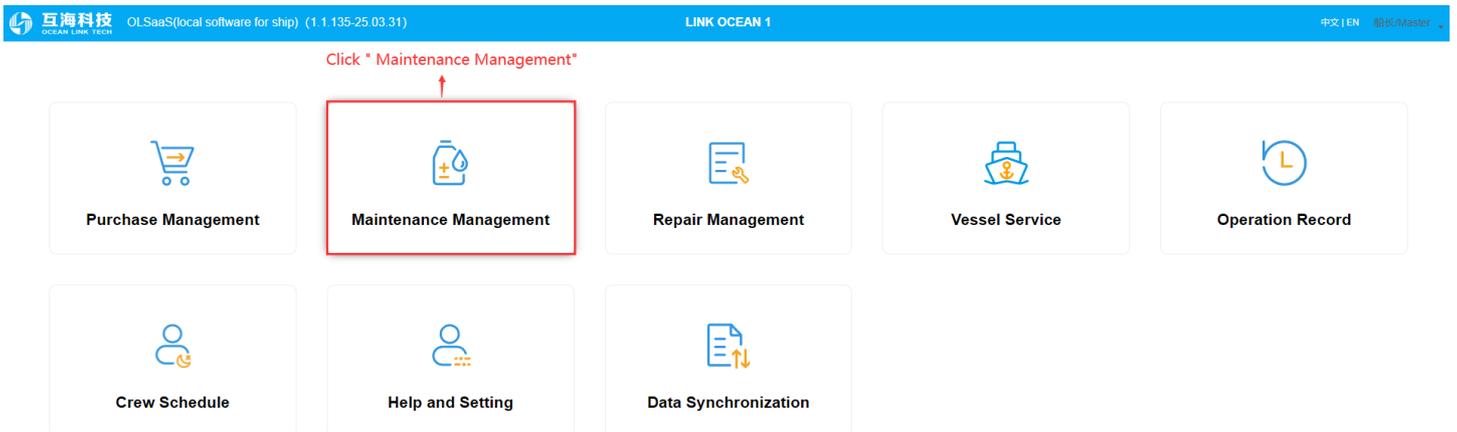
Purchase summary order, please follow the steps below:





So far, the introduction of the operations such as **Purchase item application** → **Purchase summary order** → **Data upload** has been completed!

6. Maintenance Management



Maintenance Management

Support for adding irregular maintenance tasks

Engine Dept. Deck Dept.

Add Irregular

Bulk Submission

Maintenance	Maintenance ID	Equipment Name	Maintenance Item	Maintenance Demands	P.I.C. >	Period >	Planned Maintenance Date	Actual Maintenance Date	Completion Status	status >	Operation
1111	2781479	右主机	【滑油滤器】一般维护	清洗检查	大管轮	500 ±100hour	2024-10-16			unfinished	Edit
1.0.1	2781683	右主机	【高压油泵】一般维护	下部传动件解体清洁检查	大管轮	15000 ±300hour	2024-10-27			unfinished	Edit
111	2781471	空气系统	11		1	1month±7day	2024-10-01			unfinished	Edit
1111	2781470	总用泵	111111		dd	1month±1day	2024-10-01			unfinished	Edit
A00029	2781477	士大夫	空气系统		二副	1month±7day	2024-10-04			unfinished	Edit
艙房合同然后	2781478	主空压机	犹太人记忆体		廖	2month±0day	2024-10-05			unfinished	Edit
1	2781481	主机	退热贴和	太热—热热罐尔	乔治	3month±0day	2024-10-08			unfinished	Edit
1111	2832530	总用泵	111111		dd	7±1day	2024-10-08			unfinished	Edit
1	2781488	主空压机	12		12	1month±0day	2024-10-13			unfinished	Edit
88.3	2781489	右主机	【喷油器】一般维护	解体清洗试压	2E	500 ±40hour	2024-10-14			unfinished	Edit

1. After finding the target maintenance task, click "Edit" on the right side

The number of maintenance tasks is displayed on the right side of the month of the downloaded maintenance task; If there are many maintenance tasks, you can filter them by "Maintenance Number, Maintenance ID, Equipment Name, Maintenance Item, Person In Charge, Period"

Maintenance Item Details

Maintenance No.: P24080103341

unfinished

vessel: LINK OCEAN 1

Department: Engine Dept.

P.I.C.: 大管轮

Maintenance ID: 2781683

Maintenance No.: 1.0.1

Equipment Name/Equipment Type: 右主机 / 6230ZC

Maintenance Item: 【高压油泵】一般维护

Maintenance Position:

Maintenance Demands: 下部传动件解体清洁检查

Period: 15000 ±300hour

Maintain Source: To-do List

Planned Maintenance: 2024-10-27(Last Maintenance Date:)

*** Completion Date**

Please Select Date

Completion Status

Maintenance Attachment

Upload Attachments Max2MB

2. In the maintenance item details, select the finish date, fill in the completion status, and optionally upload maintenance attachments before clicking "Complete" or "Move to Upload"

Cancel

Complete

Move to to upload

If "Complete" is clicked in step 2, the status will show "Completed (To Be Submitted)". Click "Submit" on the right to change the task status to "Completed (To Be Uploaded)"; If "Move to Upload" is clicked in step 2, the status will show "Completed (To Be Uploaded)".

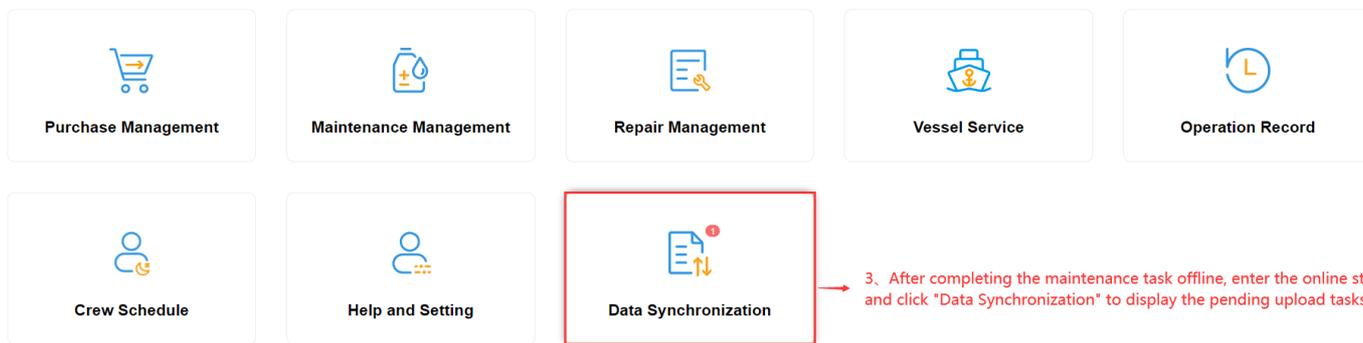
Maintenance Management

Engine Dept. Deck Dept.

Add Irregular

Bulk Submission

Maintenance	Maintenance ID	Equipment Name	Maintenance Item	Maintenance Demands	P.I.C. >	Period >	Planned Maintenance Date	Actual Maintenance Date	Completion Status	status >	Operation
1111	2781479	右主机	【滑油滤器】一般维护	清洗检查	大管轮	500 ±100hour	2024-10-16	2024-10-16		finished (sync)	
1.0.1	2781683	右主机	【高压油泵】一般维护	下部传动件解体清洁检查	大管轮	15000 ±300hour	2024-10-27	2024-10-09		finished (ToBeSubmitted)	Edit Submit
111	2781471	空气系统	11		1	1month±7day	2024-10-01			unfinished	Edit
1111	2781470	总用泵	111111		dd	1month±1day	2024-10-01			unfinished	Edit
A00029	2781477	士大夫	空气系统		二副	1month±7day	2024-10-04			unfinished	Edit



3. After completing the maintenance task offline, enter the online state and click "Data Synchronization" to display the pending upload tasks

Data Upload(1) Data Download Data synchronization history

Purchase **Maintain 1** Repair Serve Operation Record 1 data to be uploaded. Click this button to upload

Data Upload Settings

LINK OCEAN 1 Select apply department All Months

Switch to the Maintenance Management interface, select the specific maintenance task, and click the shopping cart icon in the upper right corner to upload the data (prerequisite: online state)

One-click upload all data

Maintenance No.	Maintenance ID	Equipment Name	Maintenance Item	Maintenance Demands	P.I.C.	Period	Planned Maintenance Date	Completion Date	Completion Status
1111	2781479	右主机	【滑油分离器】一般维护	清洗检查	大管轮	500 ±100hour	2024-10-16	2024-10-16	<input checked="" type="checkbox"/>

Data Upload(1) Data Download Data synchronization history

Purchase **Maintain 1** Repair Serve Operation Record 1 data to be uploaded

Data Upload Settings

LINK OCEAN 1 Select apply department All Months

Please log in OLaaS

account

password

Cancel Login

Please log in with your online account of OLaaS

Enter your Ocean Link Online account and password, and click "Login"

Data Upload(1) Data Download Data synchronization history

Purchase **Maintain 1** Repair Serve Operation Record 1 data to be uploaded

Data Upload Settings

LINK OCEAN 1 Select apply department All Months

Maintenance data to be uploaded

Engine Dept.: 1 Item Maintenance Data

Deck Dept.: 0 Item Maintenance Data

Data Size 0.41KB

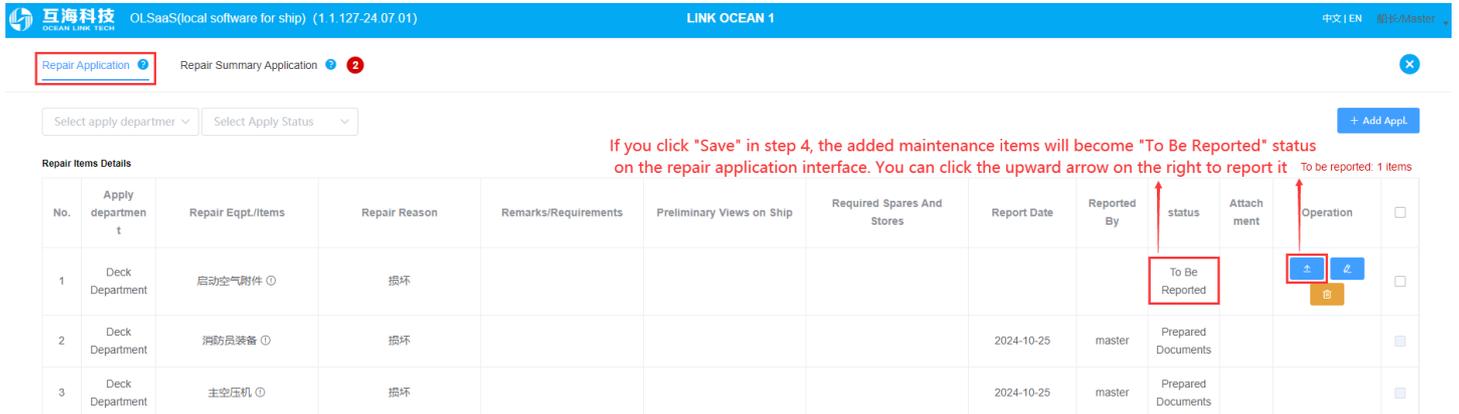
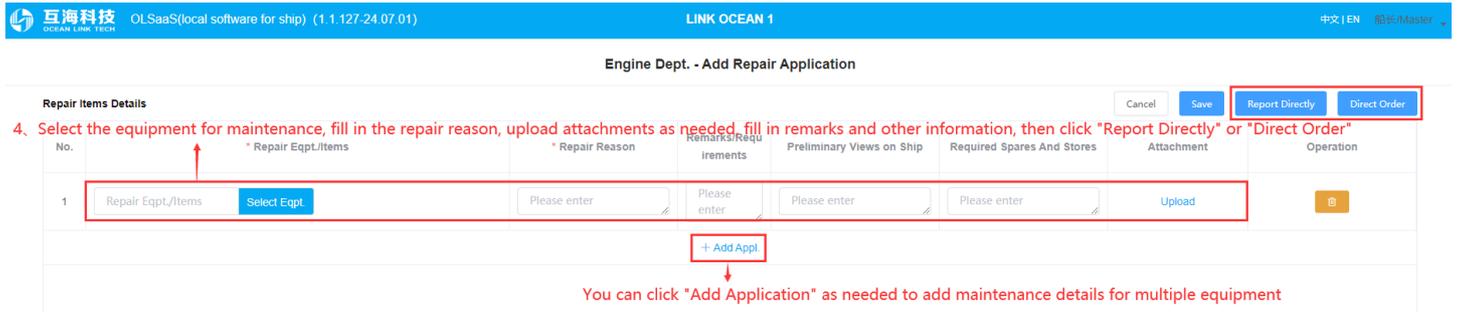
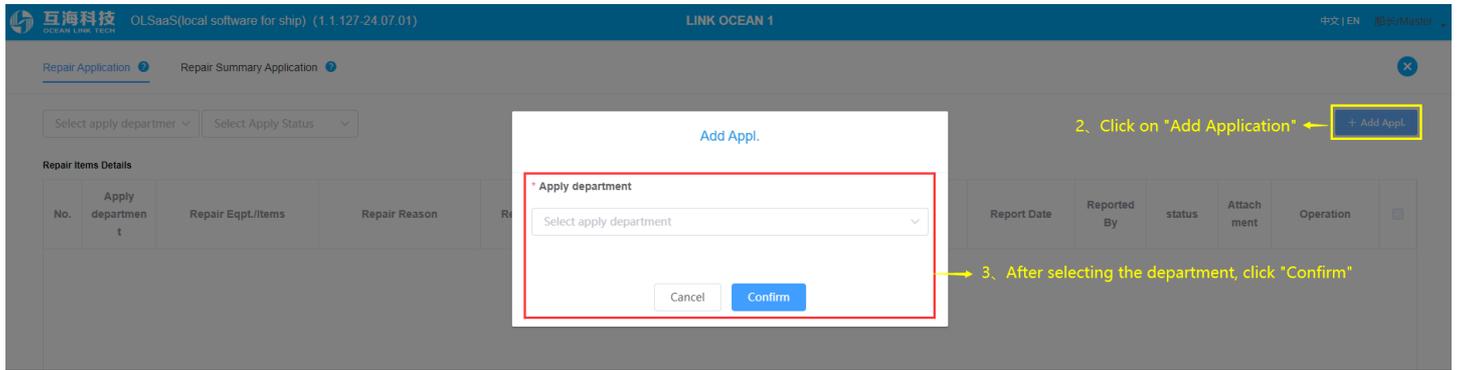
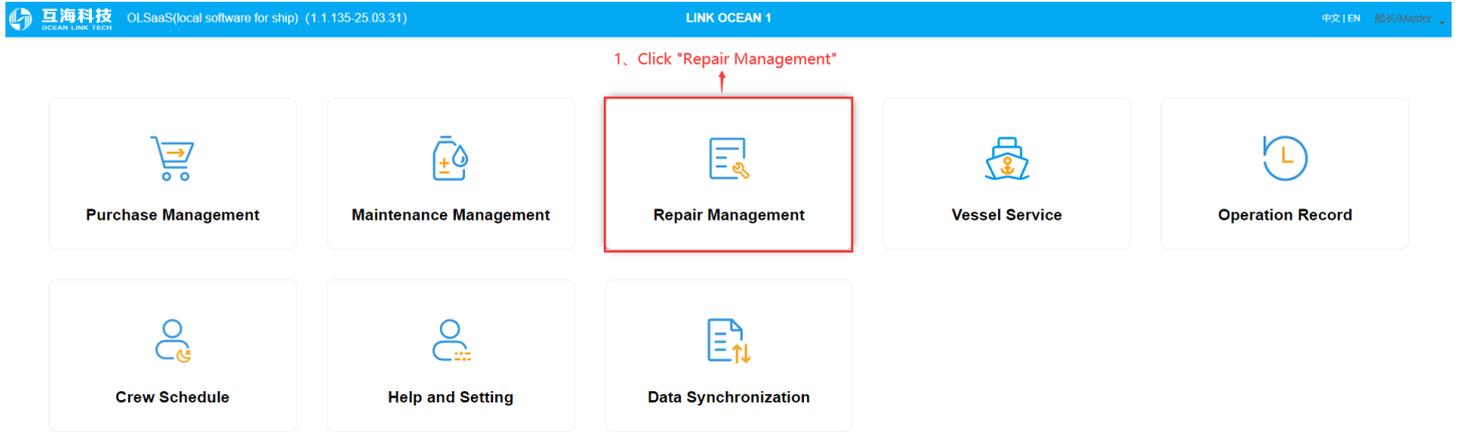
Cancel Start upload

The data size will be displayed based on the amount of data

6. After confirming the maintenance data, click "Start Upload"

That concludes the introduction to the process of downloading offline maintenance tasks → Execute → uploading maintenance data!

7.Repair Management



Additionally, supplementary instructions:

If during the data download process, the history of **repair application** is also downloaded, then when adding a new **repair application**, if the **maintenance equipment** has had previous

maintenance records, the user can click on the arrow to the right of **"Select Equipment"**. The interface will then display an overview of the last **repair application**. By clicking **"More"**, the user can access the previous **repair history information**, as shown in the figure below:

Deck Dept. - Add Repair Application

Cancel Save Report Directly Direct Order

No.	* Repair Eqpt./Items	* Repair Reason	Remarks/Requirements	Preliminary Views on Ship	Required Spares And Stores	Attachment	Operation
1	空气系统 Select Eqpt.	Please enter	Please enter	Please enter	Please enter	Upload	+

Eqpt. Name: 空气系统 Eqpt. Type: N/A Manufacturer: N/A Last Repair Appl.: 2024-08-16, 潘俊杰 Apply(Approved) [More>](#)

+ Add Appl.

空气系统 Repair Apply History

Vessel: LINK OCEAN 1 Eqpt. Name: 空气系统 Eqpt. Type:

Repair Apply History

#	Repair Appl. Name	Appl.No.	department	Applicant	Appl.Date	Repair Type	Repair Date	Repair Place	Planned Repair Date	status
1	240809	RA-24080903	Engine Department	潘俊杰	2024-08-09	Self Repair			2024-08-16	Approved
2	维修申请24040701	RA-24040701	Engine Department	潘俊杰	2024-04-07	Voyage Repair			2024-04-10	Approved

To create a summary of repair orders, you can follow the steps below: (On the homepage of Ocean Link Ship-side, click on **"Repair Management"**)

Repair Application Repair Summary Application The department heads shall summarize the items reported by the crew, make an application, hand them over to the "to be uploaded" folder, and inform the captain to upload them online.

Application to be made(Deck Dept.)

Items have been reported 1 >

1、Enter the repair summary order interface. Depending on the actual situation, click on the already reported tasks or select "Import and Report" (when there are many documents, you can use filter conditions to find the target document)

Select apply department Select Apply Status Please select Advised Repair Type
Import to Report
Export to Upload
Batch Deletion of Draft

Appl.No.	Repair Appl. Name	Apply department	Advised Repair Type	Emergency Level	Planned Repair Place	Planned Repair Date	Apply Date	Apply Status	Operation
RA-OL-2024102502		Deck Department	Self Repair	ordinary		2024-10-25	2024-10-25	To be uploaded	+
RA-OL-2024102501		Deck Department	Self Repair	ordinary		2024-10-25	2024-10-25	To be uploaded	+

After clicking "Import and Report," the documents will directly enter the "Items Already Reported" interface in the upper left corner, and then can be summarized and processed into orders together

New document

Apply department: 甲板部

Repair Items Details

2、Support selecting the corresponding documents, and also support one-click selection followed by clicking "To improve the information."

To improve the information
Batch Return

No.	Repair Eqpt./Items	Repair Reason	Remarks/Requirements	Preliminary Views on Ship	Required Spares And Stores	Report Date	Reported By	Attachment	Operation
1	主空压机离合器	损坏				2024-10-25	master		+
2	启动空气附件	损坏				2024-10-25	master		+

Deck Dept. - Improve the repair application

Repair Appl. Name: Advised Repair Type: Emergency Level:

Planned Repair Place: Planned Repair Date: Approval Process:

[Add submitted application items](#) [Add Appl.](#) Repair Items Details: 1

No.	* Repair Eqpt./Items	* Repair Reason	Remarks/Requirements	Preliminary Views on Ship	Required Spares And Stores	Attachment	Operation
1	主空压机离合器	损坏					

3. Choose the priority level, approval process, and planned repair date. You can fill in the repair application name, planned repair place, advised repair type as needed, and add reported application items. After adding a new application, click "Move to Upload."

[Save](#) [Move to upload](#) [Return](#)

Repair Application [Repair Summary Application](#)

[X](#)

Application to be made(Deck Dept.)

Items have been reported
2 >

You can export the documents first and then upload them as needed. First, select the documents in the "To Be Uploaded" status, and then click "Export and Upload."

Select apply department: Select Apply Status: Please select Advised Repair Type: [Import to Report](#) [Export to Upload](#) [Batch Deletion of Draft](#)

Appl.No.	Repair Appl. Name	Apply department	Advised Repair Type	Emergency Level	Planned Repair Place	Planned Repair Date	Apply Date	Apply Status	Operation	
RA-OL-2024102502		Deck Department	Self Repair	ordinary		2024-10-25	2024-10-25	To be uploaded		<input type="checkbox"/>
RA-OL-2024102501		Deck Department	Self Repair	ordinary		2024-10-25	2024-10-25	To be uploaded		<input type="checkbox"/>

The documents clicked "Move to Upload" in Step 3 will display a "To Be Uploaded" status

Note: After clicking "Export and Upload," the system will export the files in a compressed package format. Users only need to save the compressed package without decompressing it. When importing for upload, simply select the compressed package to import directly.

To upload repair data, please follow the steps below:



Purchase Management



Maintenance Management



Repair Management



Vessel Service



Operation Record



Crew Schedule



Help and Setting



Data Synchronization

After moving the "Repair Summary Order" to the "Move to Upload" status, while the device is connected to the internet, the "Data Synchronization" function will display the number of pending upload tasks

Data Upload(3) | Data Download | Data synchronization history

Purchase | Maintain 1 | **Repair 2** | Serve | Operation Record | 3 data to be uploaded. Click this button to upload

Data Upload Settings

With network please click "upload" to upload the documents you selected to OLMS Cloud(that is: to the shore-based leader):

Upload
Import Application
Batch Return

Appl.No.	Repair Appl. Name	Apply department	Advised Repair Type	Priority Level	Planned Repair Place	Planned Repair Date	Submit Date	Submitter	Return	
RA-OL-2024102502		Deck Department	Self Repair	Normal		2024-10-25	2024-10-25	master		<input checked="" type="checkbox"/>
RA-OL-2024102501		Deck Department	Self Repair	Normal		2024-10-25	2024-10-25	master		<input type="checkbox"/>

1、 While connected to the internet, enter the repair management interface, select the documents you wish to upload by ticking the checkboxes, and click "Upload". Alternatively, you can click "Import Application Forms" to import previously exported and uploaded documents into this interface, then select the desired documents for upload by ticking the checkboxes, and click "Upload" again

Repair data to be uploaded

2、 Confirm the repair data and click "Start Upload"

Deck Dept.: 1 purchase orders, total 1 repair items

Data Size 0.78KB

Cancel

Start upload

Depending on the amount of data, the data size will be displayed here

Data Upload(3) | Data Download | Data synchronization history

Purchase | Maintain 1 | **Repair 2** | Serve | Operation Record | 3 data to be uploaded. Click this button to upload

Data Upload Settings

Please log in OL.SaaS

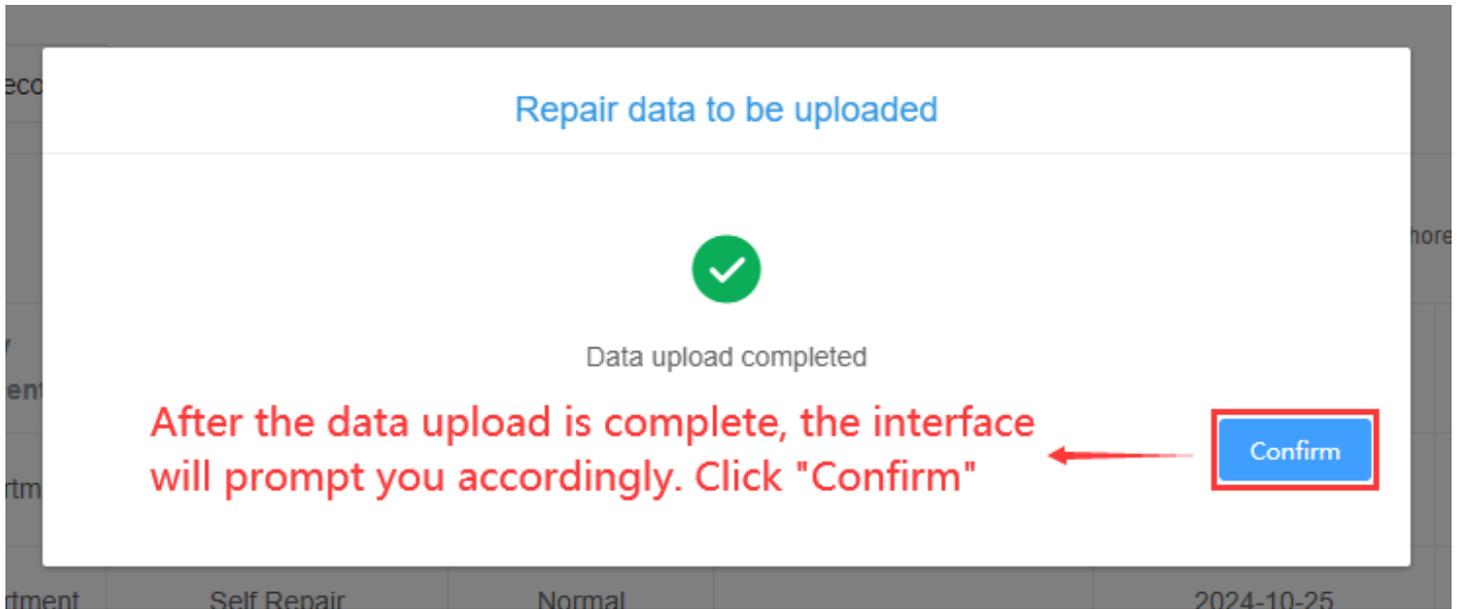
* account

* password

Cancel
Login

Please log in with your online account of OL.SaaS

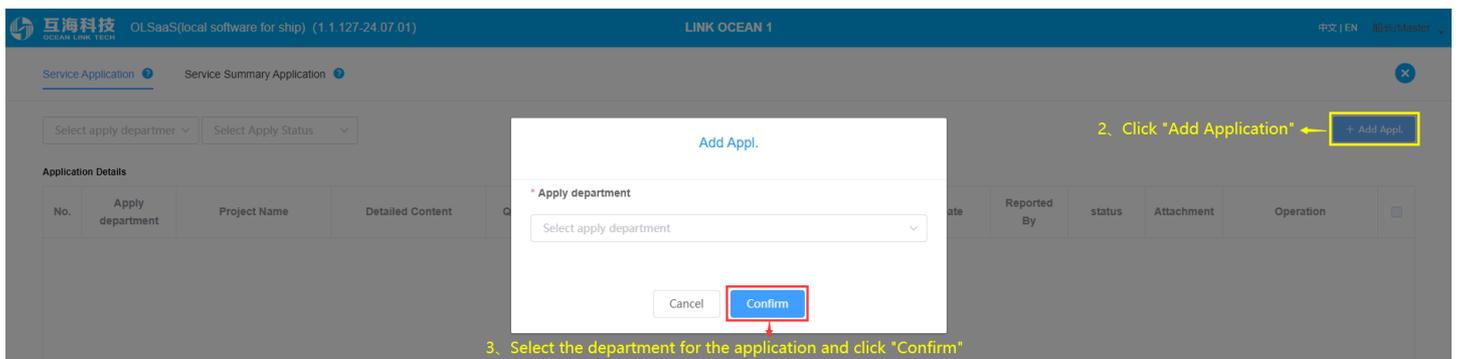
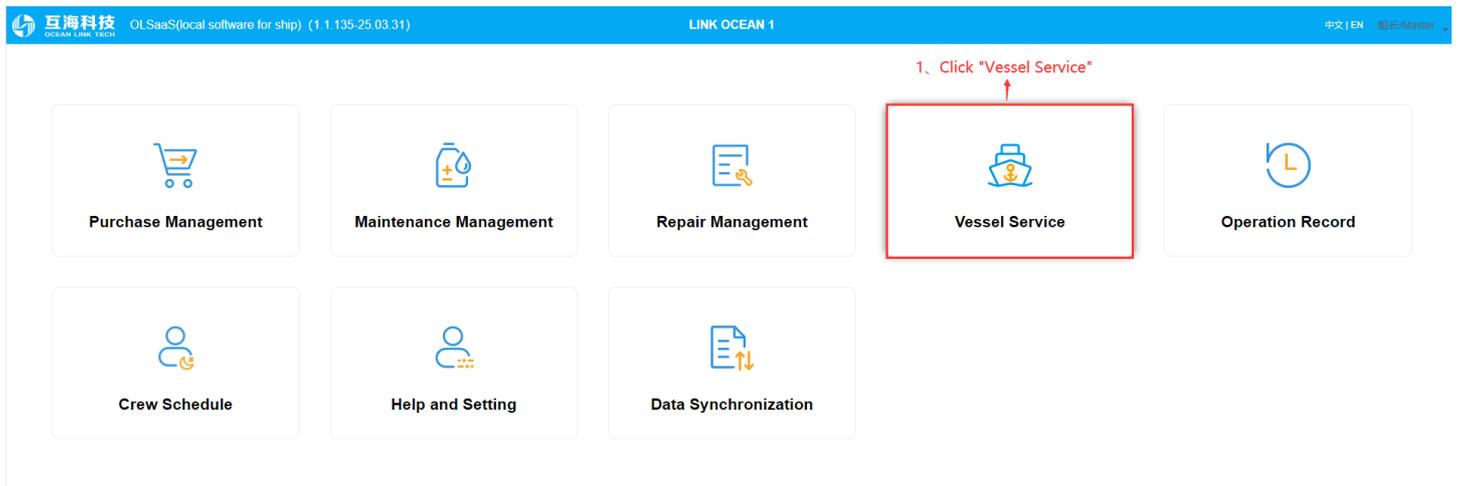
3、 Enter your Ocean Link Online Account and Password, then click "Login"



That concludes the introduction to the operations involving **Repair Application** → **Repair Summary Order** → **Repair Data Upload!**

8.Vessel Service

Application for **vessel service**, please follow the steps below (on the homepage of **Ocean Link ship-side**, click "**Vessel Service**"):



互海科技 OLaaS(local software for ship) (1.1.127-24.07.01) LINK OCEAN 1 中文 | EN 船长/Master

4. Fill in the project name and quantity. You can also fill in detailed content, application remarks, whether to upload attachments and so on. as needed, then click "Save", "Report Directly", or "Direct Order".

Deck Dept. - Add Service Application

No.	* Project Name	Detailed Content	* Quantity	Unit	Apply Remarks	Attachment	Operation
1	Project Name	Detailed Content		项	Apply Remarks	Upload	🗑️
2	Project Name	Detailed Content		项	Apply Remarks	Upload	🗑️

+ Add Appl

You can click "Add Application" to add multiple service item details based on your specific needs

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Service Application | Service Summary Application

If you click "Report Directly" in step 4, the service application form will show the status of "Reported"; if you click "Save" in step 4, the service application form will show the status of "To Be Uploaded", supporting both submission and editing

Select apply department | Select Apply Status

+ Add Appl.

Application Details

No.	Apply department	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Report Date	Reported By	status	Attachment	Operation
1	Engine Department	安全检查		1	项				To Be Reported		🗑️
2	Deck Department	上船检查		1	个		2024-10-25	masler	Reported		🗑️

To be reported: 1 Items

To create a **service summary order**, follow these steps: (On the homepage of the **Ocean Link ship-side**, click on "Vessel Service")

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Service Application | Service Summary Application

Application to be made(Deck Dept.)

Items have been reported 1 >

1. Enter the service summary order interface. Depending on the actual situation, click on the items that have already been reported, or select "Import and Report". (When there are many documents, you can use the filter conditions to search)

Select apply department | Select Apply Status | Please select Service Type | Import to Report | Export to Upload | Batch Deletion of Draft

Appl.No.	Name	Apply department	Service Type	Planned Completion Date	Apply Date	Apply Status	Operation

Click "Import and Report", and the documents will enter the "Items Already Reported" interface at the top left, where they can then be summarized together into a single document

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New document

Apply department: Deck Dept.

2. You can select the corresponding documents individually or check all of them with one click, then click "To improve the information!"

Application Details

To improve the information | Batch Return

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Report Date	Reported By	Attachment	Operation
1	上船检查		1	个		2024-10-25	masler		🗑️

Deck Dept. - Improve the service application

Name Service Type Planned Finish Date

Approval Process

Remarks

Application Details: 1

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Attachment	Operation
1	上船检查		1	↑			<input type="button" value="—"/>

Attachments

3、 Select the service type, planned finish date, and approval process. Fill in the name, remarks, add reported application items, add application, and whether to upload attachments as needed, then click "Save" or "Move to Upload"

Service Application

4. After clicking "Move to Upload" in step 3, the documents will display a "To Be Uploaded" status. If you click "Save", the documents will display a "Draft" status. If you need to export the documents before uploading, click on "Export and Upload" below

Select apply department Select Apply Status Please select Service Type

Appl.No.	Name	Apply department	Service Type	Planned Completion Date	Apply Date	Apply Status	Operation
VSA-OL-2024102501		Deck Department	检验-检验	2024-10-25	2024-10-25	To be uploaded	<input type="button" value="📄"/>

Note: After clicking "Export and Upload", the file exported by the system will be in the form of a compressed package. Users only need to save the compressed package without decompressing it, and directly select the compressed package for import during the import and upload process.

Uploading Service Data: Follow the Steps Below:



Purchase Management



Maintenance Management



Repair Management



Vessel Service



Operation Record



Crew Schedule



Help and Setting



Data Synchronization

After performing the "Move to Upload" operation for the service summary order, while the device is connected to the internet, the "Data Synchronization" function will display the number of tasks pending upload

Purchase Maintain **1** Repair **1** **Serve 1** Operation Record 3 data to be uploaded, Click this button to upload Data Upload Settings

With network please click "upload" to upload the documents you selected to OLMS Cloud(that is to the shore-based leader)

Appl.No.	Name	Apply department	Service Type	Planned Finish Date	Submit Date	Submitter	Return	
VSA-OL-2024102501		Deck Department	检验-检验	2024-10-25	2024-10-25	master		

1. While connected to the internet, enter the service interface. Select the required documents and click "Upload". Alternatively, click "Import Application Form" to import previously exported and uploaded documents into this interface. Then, select the documents you wish to upload and click "Upload"

Service data to be uploaded

Deck Dept.: 1 purchase orders, total 1 repair items

2. Confirm the service data and the data size, then click "Start Upload"

Data Size 0.61KB Cancel **Start upload**

Please log in OL.SaaS

* account
chief_officer

* password

Cancel Login

Please log in with your online account of OL.SaaS

3. Enter your Ocean Link Online account and password, and click "Login"

Service data to be uploaded

Data upload completed

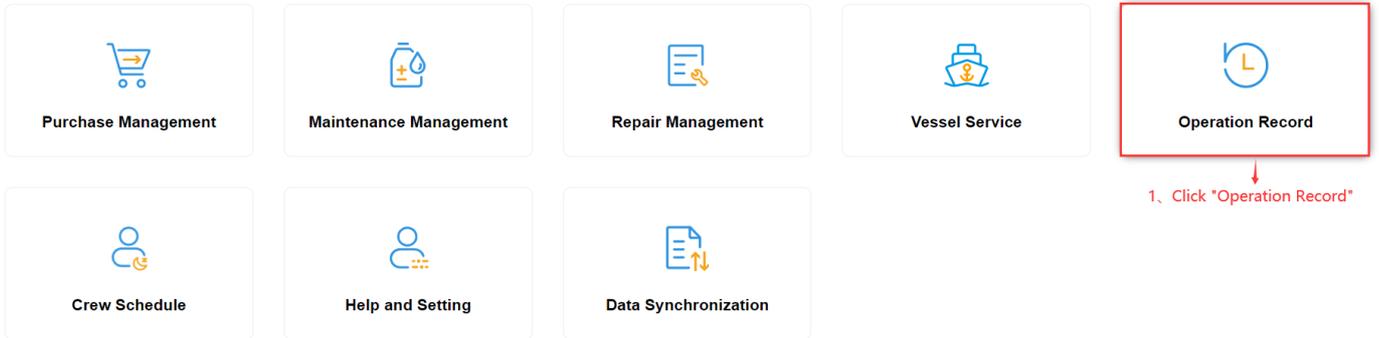
Once the data upload is complete, a prompt will appear on the interface. Simply click "Confirm" to finish

Confirm

9.Operation Record

To download, execute, and upload operation records, please follow the steps below:

(Data download requires an internet connection, but executing operation records can be done offline.)



Operation Record

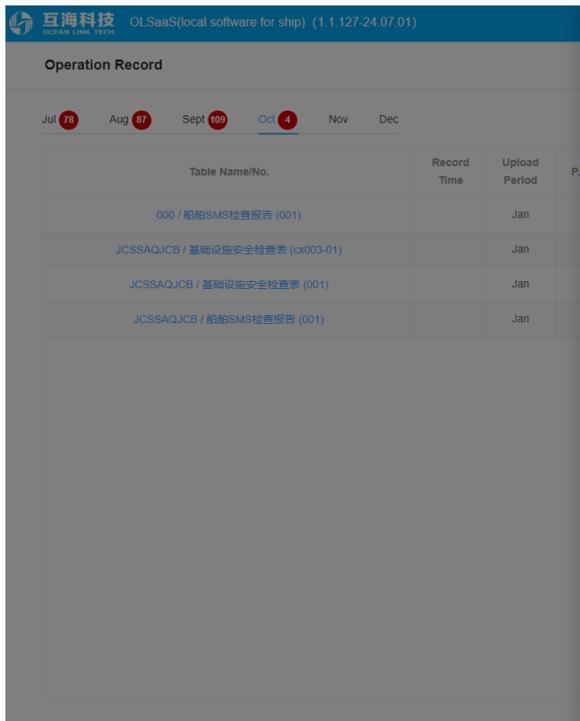
Jul 78 Aug 67 Sept 109 Oct 4 Nov Dec

Add Irregular Operation Record Bulk Submission

Table Name/No.	Record Time	Upload Period	P.I.C of Upload	Acceptor	Report Dept.	Remarks	status	Operation	
000 / 船舶SMS检查报告 (001)		Jan	轮机长1	船员经理			unFinished	Edit	
JCSSAQJCB / 基础设施安全检查表 (cx003-01)		Jan	轮机长1	总船长			unFinished	Edit	
JCSSAQJCB / 基础设施安全检查表 (001)		Jan	二管轮				unFinished	Edit	
JCSSAQJCB / 船舶SMS检查报告 (001)		Jan	轮机长1	总船长			unFinished	Edit	

3. After finding the target operation record, click "Edit"

2. The total number of downloaded operation record data will be displayed to the right of each month. If there are numerous operation record tasks, you can use the dropdown filters on the right side of "Upload Person In Charge" and "Report Department" to narrow down your search



4. Fill in any necessary remarks and decide whether to upload any attachments, then click "Submit"

Operation Record



Jul 78 Aug 87 Sept 109 Oct 3 Nov Dec

Add Irregular Operation Record

Bulk Submission

Table Name/No.	Record Time	Upload Period	P.I.C of Upload	Acceptor	Report Dept.	Remarks	status	Operation	
000 / 船舶SMS检查报告 (001)		Jan	轮机长1	船员经理			finished (To be uploaded)		
JCSSAQJCB / 基础设施安全检查表 (cx003-01)		Jan	轮机长1	总船长			unFinished	Edit	
JCSSAQJCB / 基础设施安全检查表 (001)		Jan	二管轮				unFinished	Edit	
JCSSAQJCB / 船舶SMS检查报告 (001)		Jan	轮机长1	总船长			unFinished	Edit	

5. Once the operation record task is executed offline, the remarks will be displayed, and the status will change to "Completed (To Be Uploaded)"

Operation Record



Jul 78 Aug 87 Sept 109 Oct 3 Nov Dec

6. Click on "Add Irregular Operation Record" as needed

Add Irregular Operation Record

Bulk Submission

Table Name/No.	Record Time	Upload Period	P.I.C of Upload	Acceptor	Report Dept.	Remarks	status	Operation	
000 / 船舶SMS检查报告 (001)		Jan	轮机长1	船员经理			finished (To be uploaded)		
JCSSAQJCB / 基础设施安全检查表 (cx003-01)		Jan	轮机长1	总船长			unFinished	Edit	
JCSSAQJCB / 基础设施安全检查表 (001)		Jan	二管轮				unFinished	Edit	
JCSSAQJCB / 船舶SMS检查报告 (001)		Jan	轮机长1	总船长			unFinished	Edit	

Add Record



Keywords Searching

Upload Start Time To Upload End Time

Search

Clear

File No.	Table Name	Record Time	Upload Period	P.I.C of Upload	Acceptor	Report Dept.	Operation	Historic Record
0101	船舶SMS检查报告 (智能模板) (0101)		Irregular	船长	体系办主任	体系办		
0101	互海测试管理表格(HH0101990)		Irregular	船长	机务主管 机务部长			
06101	船舶SMS报告(01229)		Irregular	船长	总经理 海务经理			
2024031801	记录设置(2024031801)		Irregular	采购专员	采购专员			
2024042601	测试记录执行文件上传4.26(01)		Irregular	船长	2			
2024042602	测试记录执行文件上传4.26.2(02)		Irregular	2	2			
230328	Maintenance Table of Mamre Domestic Sewage Plant(0900999)		Irregular	指定人员	人事经理 航运管理 威达集团	Ministry of Personnel		
2303288	Ship Dynamic Record Form(0031111)		Irregular	总船长	人事主任			
8787	777(8787)		Irregular	轮机长	船长,总船长			
CX0101	船长指挥资格认定表(CX0101)		Irregular	船长			Execution Record	

7. After selecting the specific record information, click "Execution Record" on the right

培训船舶	请选择船舶	培训日期	日期选择
培训参与人员	签名(多人会签)		
培训内容	多行文本		
培训老师	单行文本		

8. Click on the fillable areas in sequence, then fill in or select field information

Table Name * Occurrence Time

新聘和转岗岸基人员职责熟知 2025-07-22

Associated SMS Files:
新聘及转岗岸基人员熟悉职责确认表(Responsibility Familiarization Confirmation Record Of New Personnel And The Personnel Transferred To New Assignments Ashore)

Remarks

Please enter remarks. 0/500

Operation Record Attachment

Upload Attachments Max2MB

Recently Submitted(in reverse order of occurrence time, up to three items are displayed)

Occurrence Time	status	Remarks
2025-07-22	Submitted(Not Synchroniz ed)	

10. Click "Submit"

Save Submit

To upload **operation records**, please follow the steps below:

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Purchase Management

Maintenance Management

Repair Management

Vessel Service

Operation Record

Crew Schedule

Help and Setting

Data Synchronization

After completing the offline execution of the operation record task and ensuring your device is connected to the internet, the "Data Synchronization" function will display pending upload tasks, click on it to enter

互海科技 OLaaS(local software for ship) (1.1.127-24.07.01) LINK OCEAN 1 中文 | EN 船长/Master

Data Upload(3) Data Download Data synchronization history

Purchase
Maintain 1
Repair 1
Serve
Operation Record 1

3 data to be uploaded. Click this button to upload

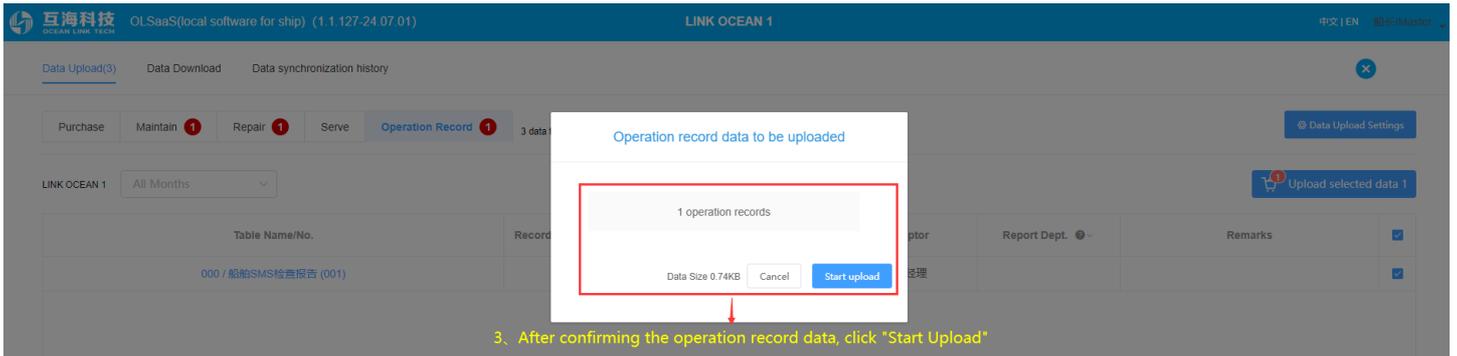
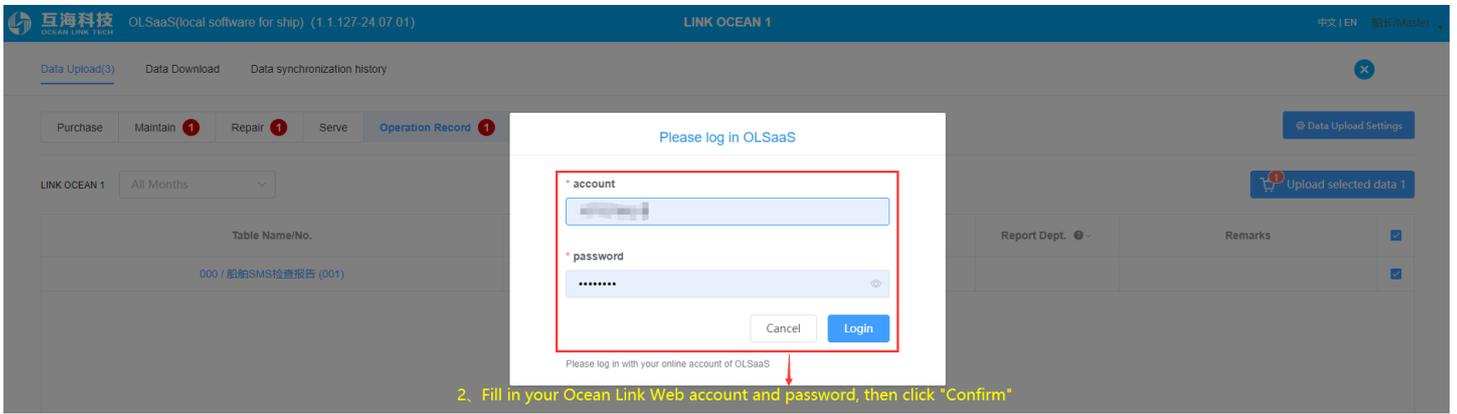
Data Upload Settings

LINK OCEAN 1 All Months

1. Click on "Operation Records" and select a specific record. Then, click on the shopping cart icon in the upper right corner (this requires an internet connection)

Table Name/No.	Record Time	Upload Period	P.I.C of Upload	Acceptor	Report Dept.	Remarks
000 / 船舶SMS检查报告 (001)		1month	轮机长1	船员经理		

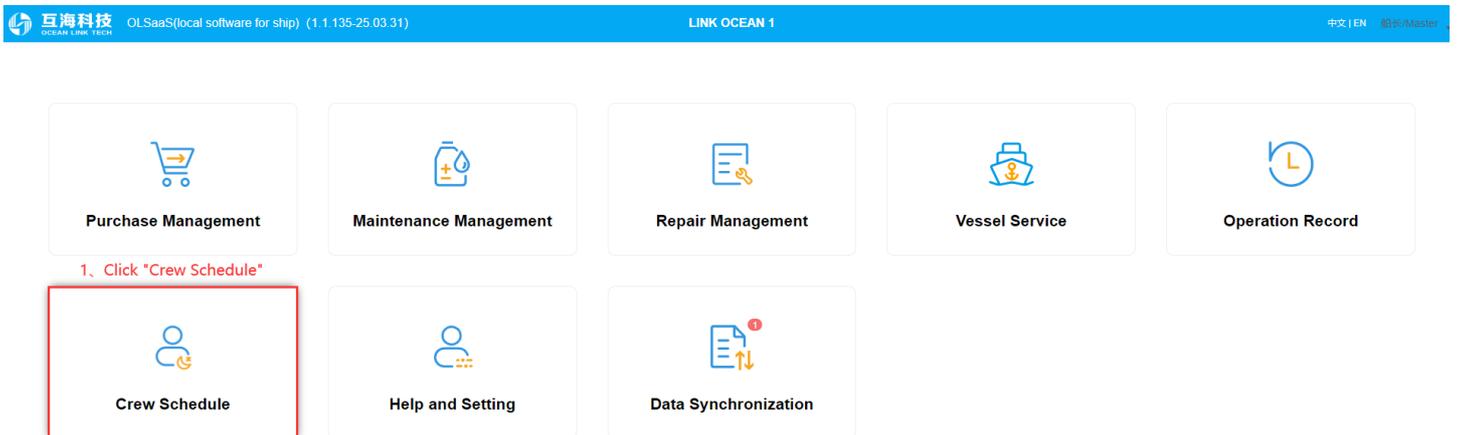
Upload selected data 1



That concludes the introduction of the process of downloading, executing, and uploading operation record data for offline tasks!

10、Crew Schedule

Crew schedule, refer to the following steps (click "Crew Schedule" on the homepage of OLISS Vessel):



Daily Schedule Monthly Schedule

< 2025-04-08 > Reset

2. Click "Export Daily Schedule" ← Export Daily Schedule

3. Fill in the crew's schedule by day, or fill in batches

Daily Schedule **Monthly Schedule** → Switch to the "Monthly Schedule" interface

Pending Approval of Crew Rest Schedule

5 schedule has been submitted 1 >

4. Quickly search for target items based on filter criteria

5. Click "Add Crew Schedule" to manually generate crew schedules

6. Individual crew member's schedule can be reported, and batch reporting is also supported

7. Click "Edit"

#	Crew	Title	Month	Days of Schedule	status	Operation
1		CAPT(01-01day)	2025-05	1	Reported	
2		CAPT(01-30day)	2025-04	30	To be uploaded	
3		CAPT(01-31day)	2025-03	31	Draft	Edit To Report
4		Tr. Capt.(01-01day)	2025-05	1	Draft	Edit To Report
5		Tr. Capt.(01-30day)	2025-04	30	Draft	Edit To Report
6		Tr. Capt.(01-31day)	2025-03	31	Uploaded	
7		C/O(01-01day)	2025-05	1	Draft	Edit To Report
8		C/O(01-30day)	2025-04	30	Draft	Edit To Report
9		C/O(01-31day)	2025-03	31	Draft	Edit To Report
10		C/O(01-01day)	2025-05	1	Draft	Edit To Report

Total 58 10/page < 1 2 3 4 5 6 > Go to 1

Step 7 click to enter the monthly schedule details interface : Monthly Schedule Details

vessel: LINK OCEAN 1 Crew: Month: 2025-03 Days of Schedule: 3 1day

8. Click to export this monthly schedule details interface ← Export This Month Report Directly

9. Click to directly report the crew's schedule

Daily Schedule **Monthly Schedule**

Pending Approval of Crew Rest Schedule

5 schedule has been submitted 1 >

10. Click on the crew schedule that has been reported for approval

#	Crew	Title	Month	Days of Schedule	status	Operation
1		CAPT(01-01day)	2025-05	1	Reported	
2		CAPT(01-30day)	2025-04	30	To be uploaded	
3		CAPT(01-31day)	2025-03	31	Draft	Edit To Report



5 crew schedule

#	Crew	Title	Month	Days of Schedule	Apply Person	Operation
1		CAPT(01-01day)	2025-05	1	船长/Master	 

11. On the crew schedule page to be approved, click the "Approval" icon in the "Operation" column

Monthly Schedule Details



vessel: LINK OCEAN 1 Crew: Month: 2025-05 Days of Schedule: 1 day

Export This Month **Pass Approval** Return

crewSchedule.Date: CAPT (01 - 01day)

04:00 - 10:30, 17:30 - 21:00

24h Break Time(h): 14

Remarks:

Operation

12. Master clicks "Pass Approval" or "Return" according to the actual situation

Crew schedule upload, refer to the following steps:



Purchase Management



Maintenance Management



Repair Management



Vessel Service



Operation Record



Crew Schedule



Help and Setting



Data Synchronization

After the crew schedule is approved, the number to be uploaded will appear in "Data Synchronization" when connected to the network

Data Upload(1) Data Download Data synchronization history

Purchase Maintain Repair Serve Operation Record **Crew Schedule 1** 1 data to be uploaded. Click this button to upload Data Upload Settings

1. Click "Crew Schedule", select the specific crew schedule, and then click on the shopping cart in the upper right corner (needs to be connected to the internet)  Upload selected data 1

#	Crew	Title	Month	Days of Schedule	
1		CAPT(01-30day)	2025-04	30	

Crew Schedule

Please log in OLSaaS

*** account**

*** password**

Please log in with your online account of OLSaaS

↓

2、 Fill in your OLISS Web account and password, then click "Login"

Crew Schedule 1

Crew Worktime Upload

Month	To be uploaded
2025-04	1

Data Size 1.36KB

↓

3、 After confirming the crew's schedule data, click "Start upload"

11、 Help and Setting

"Help and Setting" includes user management, version update, and help functions.



Purchase Management



Maintenance Management



Repair Management



Vessel Service



Operation Record

When the mouse is moved over "Help and Setting", options for "User Management", "Version Update" and "Help" will appear



Crew Schedule



Help and

User management

Version Update

Help



Data Synchronization

User management It is primarily used for adding new users and configuring user permissions on the ship-side

+New users

No.	account	full name	Department	title	status	Scope of authority	Operation
1	master	船长/Master	Deck Dept. Engine Dept.	船长/Master	Normal	Purchase application Purchase summary voucher preparation User Management Check for update Enquiry data upload Base data Maintenance Management Maintain Data Download Maintain Data Upload Repair Summary Application Repair Summary Repair Data Download Repair Data Upload Service Summary Application Service Application Service Data Upload Operation Record Operation Record Data Download Operation Record Data Upload auto upload config	<input type="button" value="↶"/> <input type="button" value="⊞"/>
2	chief_engineer	轮机长/Chief Engineer	Engine Dept.	轮机长/Chief Engineer	Normal	Purchase application Purchase summary voucher preparation Maintenance Management Repair Summary Application Repair Summary Service Summary Application Service Application Operation Record	<input type="button" value="↶"/> <input type="button" value="⊞"/>



Purchase Management



Maintenance Management



Vessel Service



Operation Record

Version Detection

Current Version 1.1.127-24.07.01

↓ While connected to the internet, you can check for and update the ship-side version



Help and Setting



Data Synchronization

1. (Purchase Management)

- (1) (Purchase item application) : Crews click "New Item" to add new items. After adding items, you can click "Report Separately" to report them to the **Chief Officer/Chief Engineer**(the items will be moved to the interface of 《Purchase Summary Application》, and the **CO/CE** can make a Purchase Summary Application), or you can click "Make Purchase Application" to make a Purchase Summary Application.
* If there is no LAN, the **crews** can tick the items and click "Export and Report" to download a file(a compressed package of the item list), copy the file to the **Chief Officer/Chief Engineer** by U disk. Then, the **CO/CE** can click the "Import to Report" to upload the file to generate the items.
- (2) (Purchase Summary Application) : The **Chief Officer/Chief Engineer** will collect and make the purchase order according to the items reported by **crews**. Click "Move To Be Uploaded" (the purchase application will be moved to the "Data Upload" module) and wait for the **Master** to be on-line.

If there is no LAN, the **Chief Officer/Chief Engineer** will click "Import Items " after receiving the compressed package of the items list copied by the **crews**'s U disk, and check the items to make the purchase application. Then the **Chief Officer/Chief Engineer** can click the "Export to Upload" and copies the file to the **Master** by U disk.

2. (Maintenance Management)

- (1) Maintenance Plan Download: In the interface of 《Data Download》, choose the "Maintenance Data Download", the **Master** can first log in to OLSaaS online account to complete the download of maintenance plan.
- (2) (Maintenance Management) : In the interface of 《Maintenance Management》, **Crews** can click "Edit" to complete the maintenance plan. The completed items are automatically submitted to the "Data Upload" module, and the **Master** will be informed to check and upload data online. Before the **Master** uploads the data, the maintenance items are still in the status of "completed (unsynchronized)" and can be edited continuously.

3. (Data Upload)

- (1) (Purchase Application Upload Network) : In the interface of 《Purchase Application Upload Network》, the **Master** can select the purchase document, click to upload, and enter the account password of OLSaaS online version to complete the data upload.
If there is no LAN, the **Master** will click "Import Application" after receiving the data copied by the **Chief Officer/Chief Engineer**, and then tick the documents to upload.
- (2) (Maintenance Performance Upload Network) : In the interface of 《Maintenance Performance Upload Network》, the **Master** can select the maintenance items, click to upload, and enter the account password of OLSaaS online version, and complete the data upload.
- (3) (Repair Summary Application) : The **Chief Officer/Chief Engineer** shall summarize and make an application form according to the items reported by the **crews**, click "Move To Be Uploaded"(that is "Data Upload" module), and wait for the **Master** to be on-line.
If there is no LAN, The **Chief Officer/Chief Engineer** will click "Import to Report" after receiving the compressed package of the repair items list copied by the **crews**'s U disk, and check the items to make the application form. Then the **Chief Officer/Chief Engineer** can click the "Export to Upload" and copies the file to the **Master** by U disk.

4. (Vessel Service)

- (1) (Service Application) : **Crews** can click "Add Application", and then click "Make Service Application" to report the items to the **Chief Officer/Chief Engineer** (that is the interface of 《Service Summary Application》).
If there is no LAN, the **crews** can tick the service items and click "Export to Report" and copy the file to the **Chief Officer/Chief Engineer** by U disk.
- (2) (Service Summary Application) : The **Chief Officer/Chief Engineer** will collect and make the application according to the items reported by **crews**. Click "Move To Be Uploaded" (that is the 《Data Upload》 module) and wait for the **Master** to be on-line.
If there is no LAN, the **Chief Officer/Chief Engineer** will click "Import to Report" after receiving the compressed package of the items list copied by the **crews**'s U disk, and check the items to make the application form. Then the **Chief Officer/Chief Engineer** can click "Export to Upload" and copies the file to the **Master** by U disk.

5. (Operation Record)

- (1) Operation Record Task Download: In the interface of 《Data Download》, choose the "Operation Record Data Download", the **Master** can first log in to OLISS online account to complete the download of operation record.
- (2) Execution of (Operation Record) : **Each crew members** opens 《Operation Record》 and clicks "Edit" to complete the operation record task of the corresponding month. The completed items will be automatically submitted to the 《Data Upload》 module, and the **Master** will be informed to upload the data online. Before the **Master** uploads the data, the operation record is still in the "Submitted" state and can be edited. That is, documents in the status of "To be Uploaded", "Returned", "To be Submitted" and "Submitted" can be edited. Docs in the status of "Synchronized" cannot be edited.

6. (Crew Rest Schedule)

- (1) Crew Rest Schedule Download: The **Master** goes to "Data Download" - "Crew rest and Rest Data download", logs in the Huhaitong online account and password, and completes the download of crew rest and rest.
- (2) "Daily Schedule" submission: **Each crew member** goes to the daily schedule, selects the date, and fills in the work/rest hours. The completed schedule will be automatically submitted to the corresponding crew member's "Monthly Schedule".
- (3) "Monthly Schedule" verification: The **Chief Officer/Chief Engineer** verifies the monthly schedule of **each crew member**, clicks "Report", and reports the crew member's monthly schedule to the **Master** for review. The **Master** reviews the monthly schedule in the "Crew Monthly Schedule to be reviewed" module of the "Monthly Schedule" module, and the monthly schedule will be automatically submitted to the "Data Upload" module, notifying the **Master** to upload the data online.

7. (Data Upload)

- (1) (Purchase Application Upload Network) : In the interface of 《Purchase Application Upload Network》, the **Master** can select the purchase document, click to upload, and enter the account password of OLISS online version to complete the data upload.
If there is no LAN, the **Master** will click "Import Application" after receiving the data copied by the **Chief Officer/Chief Engineer**, and then tick the documents to upload.
- (2) Maintenance Performance Upload Network: In the interface of 《Maintenance Performance Upload Network》, the **Master** can select the maintenance items, click to upload, and enter the account password of OLISS online version, and complete the data upload.
- (3) Repair Application Upload Network: In the interface of 《Repair Data Upload Network》, the **Master** can select the repair application forms, click to upload, and enter the password of the online version of OLISS to complete the data upload.
- (4) Vessel Service Upload Network: In the interface of 《Service Data Upload Network》, the **Master** can select the application forms, click to upload, and enter the password of the online version of OLISS to complete the data upload.
- (5) Operation Record Upload in the interface of 《Operation Record Data Upload Network》, the **Master** can select the operation record items, click to upload, and enter the password of the online version of OLISS to complete the data upload.