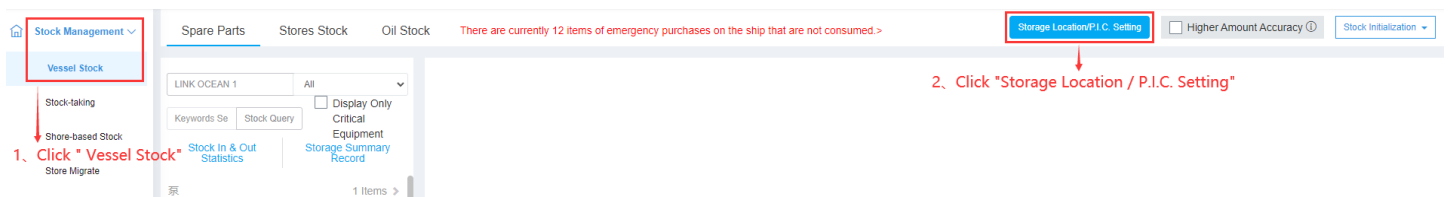# How to maintain storage location and owner of stock items (documents) on the web side

After log in to the OLISS Web side, users can perform the "storage location/responsible person setting" operation on Vessel Stock and shore-based Stock interfaces, taking Vessel Stock as an example .

Click "Vessel Stock" to enter the Vessel Stock interface. After clicking "Storage Location/Owner Settings" in the upper right corner of the interface, enter the Storage Location/Owner interface. Click to switch the "Storage Location/Owner" list, and you can also add, export, reassign, and edit operations for storage locations and owners respectively.

1、**Add storage location/person in charge**

Click "Add", fill in the storage location, and click "Confirm". (Taking the new storage location as an example)

Vessel Name: LINK OCEAN 1

| Storage Position | P.I.C. |

→ 3、Click to switch the "Storage Position / P.I.C." list

| Add | Export |

→ 4、Can perform operation such as "Add", "Export", "Reappoint" and "Edit"

No.	Name	Number of Items	Sequence No.	Operation
1	1	17	0	Reappoint | Edit | Delete
2	1#1#	12	0	Reappoint | Edit | Delete
3	1#库	11	0	Reappoint | Edit | Delete
4	1-52	5	0	Reappoint | Edit | Delete
5	11	10	0	Reappoint | Edit | Delete

2、Assign storage location/owner again

Click Reassign on the right side of the specific storage location, fill in the storage location, and then click OK. (For example, to reassign the storage location)
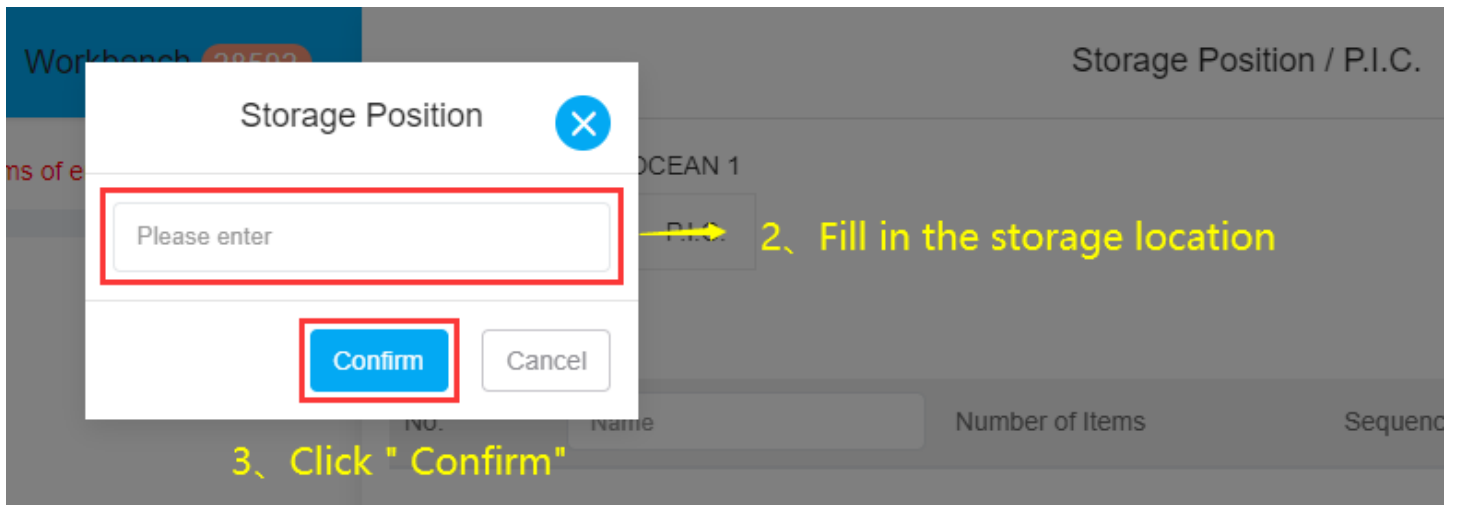
Vessel Name: LINK OCEAN 1

| Storage Position | P.I.C. |

| Add | Export |

1、Click "Reappoint"

No.	Name	Number of Items	Sequence No.	Operation
1	1	17	0	Reappoint | Edit | Delete
2	1#1#	12	0	Reappoint | Edit | Delete

2、 Fill in the storage location

3、 Click " Confirm"

3、Edit Storage Location/Responsible Person

Click Edit on the right side of the specific storage location, modify the name or sequence number, and then click Save to complete the operation. (Taking editing storage locations as an example)

1、 Click "Edit"

Storage Position / P.I.C.

Vessel Name: LINK OCEAN 1

Storage Position	P.I.C.

Add **Export**

2、After chang the name or stort number, click "Save"

No.	Name	Number of Items	Sequence No.	Operation
1	1	17	0	Save | Cancel
2	1#1#	12	0	Reappoint | Edit | Delete
3	1#库	11	0	Reappoint | Edit | Delete