

How to add vessel certificates (documents)

The user logs in to the OLISS Web side, and clicks to enter the "Vessel Management → Certificate Management → Vessel Certificate" interface, clicks "Add", in the Vessel certificate addition interface, fill in the certificate name, Expiry Date, select the certificate type according to the needs, responsible department and other relevant information, can fill in remarks and upload attachments, and finally click "Confirm".

The screenshot displays the OLISS Web interface. On the left, a navigation menu includes 'Vessel Management', 'Vessel Info', 'Cert. Management', 'Vessel Cert.', 'Company Cert.', 'Technical Files', 'Equipment List', 'Vessel Inspection', 'Hidden Danger Screening', 'Regular Inspection', 'Crew Management', 'Crew Cost', 'Recruitment Management', 'Maintenance', 'Repair Management', 'Stock Management', and 'Purchasing Management'. The main area shows a table of vessel certificates for 'LINK OCEAN 1'. A red box highlights the 'Add' button in the top right of the table. A yellow box highlights the 'Vessel Cert.' option in the navigation menu. A red box highlights the 'Add Vessel Cert.' form, which contains the following fields:

Field	Value/Options
Cert. Name *	Please enter
Cert. Name(EN)	Please enter
Cert. No.	Please enter
Cert. Type	Please select
Responsible Dept.	Please enter
Issuing Authority	Please enter
Issued Date	Please select
Next Inspection Date	Please select
Expiry Date *	Long-term Effective (selected), Shortcut Date
Warning Days	Please enter
No. (The Smaller, The Closer)	Please enter
Status	Valid
Remarks	Please enter
Attachment:	Upload

At the bottom right of the form, there are 'Confirm' and 'Cancel' buttons. A red arrow points from the 'Confirm' button to the text below.

1. Click to enter the "Vessel Cert." interface

2. Click "Add"

3. Fill in the certificate name, Expiry Date, select the certificate type according to the needs, responsible department and other relevant information, can fill in remarks and upload attachments, and finally click "Confirm"