

How to add irregular operation records (document)

Users log in to the OLISS Web side, click to enter the SMS Task interface in turn, switch to the irregular interface, click "Add Record", enter the add record interface. When there are many files, the target item can be retrieved by keywords or filtering conditions. Click "Execution Record" on the right side of the target item, a middle pop-up window will appear, click "OK", and the running record will directly generate a task. You can click "Save" or select the date of occurrence, fill in the remarks, upload the attachment, and click "Submit".

Switch to the irregular interface

Regular Irregular To Be Executed To Be Accepted Rejected

2. Click "Add Record"

1. Click to enter the SMS Task interface in turn

File No.	Table Name	Record Time	Upload Period	P.I.C. of Upload	Acceptor	Receiving Dept.	Vessel Name	Latest Upload Date	Approved	Rejected	Accepting	To Be Submitted
000	新聘和转岗岸基人员任职资格审查记录表 (cc003-01)		Irregular	船长	船舶培训系统 (徐处长) / 高级主管指定人员		LINK OCEAN 1	2025-02-25				1
000	新聘和转岗岸基人员任职资格审查记录表 (cc003-01)		Irregular	船长	船舶培训系统 (徐处长) / 高级主管		LINK OCEAN 1	2025-06-18		2		3
000	新聘和转岗岸基人员任职资格审查记录表 (cc003-01)		Irregular	船长	船舶培训系统指定人员		LINK OCEAN 1	2024-07-09		1	1	
0101	船舶SMS自查报告 (船舶报告) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN 1	2024-08-21	View			
0101	船舶SMS自查报告 (船舶报告) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN 14	2025-06-24				8
0101	互查验证管理表格 (多人审批, 多人同班) (HH0101990)		Irregular	船长	机务主管 机务部长 船长 / 高级主管机务部长		LINK OCEAN 1	2025-05-21	View	1		3
0101	互查验证管理表格 (多人审批, 多人同班) (HH0101990)		Irregular	船长	机务主管 机务部长 船长 / 高级主管机务部长		LINK OCEAN 14	2025-05-07	View			2
0101—安利的	互查验证管理表格 (多人审批, 多人同班) (HH0101990)		Irregular	船长	机务主管 机务部长 船长 / 高级主管机务部长		LINK OCEAN 1	2025-06-10				1

Add Record

When there are many files, the target item can be retrieved by keywords or filtering conditions

Please select a vessel: Upload Date Keywords Searching Search Reset

File No.	Table Name	Record Time	Upload Period	P.I.C. of Upload	Acceptor	Receiving Dept.	Vessel Name	Operation	Accepting	To Be Submitted
000	新聘和转岗岸基人员任职资格审查记录表 (cc003-01)		Irregular	船长	船舶培训系统 (徐处长) / 高级主管		LINK OCEAN 1	Execution Record	2	3
0101	船舶SMS自查报告 (船舶报告) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN 14	Execution Record	8	
0101	互查验证管理表格 (多人审批, 多人同班) (HH0101990)		Irregular	船长	机务主管 机务部长 船长 / 高级主管机务部长		LINK OCEAN 1	Execution Record	1	3
							LINK OCEAN 14	Execution Record		2

3. Click "Execution Record"

Executing this operation record will directly generate a task. Continue?

Cancel Ok

4. Click "OK", and the running record will directly generate a task

船长 ↓ 总经理, 海务经理



File No.: 0101

Table No.: 0101

Table Name: 船舶SMS检查报告 (智能模板)

Vessel Name: LINK OCEAN 14

Execution Method: Smart Template1.0

Associated SMS Files: 安全管理程序文件目录(Catalog Of Safety Management Procedures)

Occurrence Date *
2025-06-25

Remarks
Please enter

Attachment
Upload

Template Filling

5、Click "Save" or select the date of occurrence, fill in the remarks, upload the attachment, and click "Submit"

Preview

船名
Please enter

承修
Please enter

修理期
Please enter

船舶结构和设备重大变更项目
Please enter

资料内容
Please enter

监修人员签字 Use Process Signature

船舶技术部签字 Use Process Signature

监修人员签字日期
Please select

船舶技术部签字日期
Please select

Save Submit

Next step:

If "Save", the specified member will execute the irregular operation record later;

If "Submit" is selected, the record will be completed and changed to "Acceptance Pending" status, and will appear on the acceptance staff's workbench.