

How to set responsibility group of vessel certificates/company certificates (documentation)

Users can log in to the website of OLISS and operate in "Vessel Management → Cert. Management → Vessel Cert." interface according to the following steps 1-6 (Take the vessel cert. responsibility group as an example):

The screenshot displays the OLISS Vessel Management interface. The top navigation bar includes 'Vessel Management', 'Vessel Cert.', and 'Company Cert.'. The main content area shows a list of vessel certificates for 'LINK OCEAN 1'. A red box highlights the 'Set Cert. Responsibility Group' button in the top right corner of the certificate list. A red arrow points to this button with the text '3. Click "Set Cert. Responsibility Group"'. Below the certificate list, a modal window titled 'Set Cert. Responsibility Group' is open, showing a table of unassigned certificates. A red box highlights the 'Add Cert. Responsibility Group' button in the bottom right corner of the modal. A red arrow points to this button with the text '4. Unassigned certificates are displayed in the interface by default. After ticking the target certificate, continue to click "Add Cert. Responsibility Group" in the lower right corner (If the certificate is not selected, the button of "Add Cert. Responsibility Group" cannot be clicked)'. The table in the modal has the following columns: Cert. Name/No., Vessel, Cert. Type, Expiry Date, Next Inspection Date, Issuing Authority, Attachment, Status, and Latest Update. Two certificates are checked in the 'Cert. Name/No.' column.

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

2. Select the vessel

3. Click "Set Cert. Responsibility Group"

4. Unassigned certificates are displayed in the interface by default. After ticking the target certificate, continue to click "Add Cert. Responsibility Group" in the lower right corner (If the certificate is not selected, the button of "Add Cert. Responsibility Group" cannot be clicked)

Unassigned (129)	Cert. Name/No.	Vessel	Cert. Type	Expiry Date	Next Inspection Date	Issuing Authority	Attachment	Status	Latest Update
<input type="checkbox"/>	国际防止油污证书 IOPP	ABLE SAILOR	船舶证书-船级社证书	2022-10-18	N/A	CCS		Valid	轩润船务 2022-09-28 17:15
<input type="checkbox"/>	船舶卫生控制证书 SSCC	ABLE SAILOR		2022-10-20	N/A			Valid	轩润船务 2022-09-28 17:38
<input type="checkbox"/>	船舶卫生控制证书 SSCC	ABLE SAILOR		2022-10-20	N/A			Valid	轩润船务 2022-09-28 17:27
<input type="checkbox"/>	船舶卫生控制证书 SSCC	ABLE SAILOR	船舶证书-健康证	2022-10-20	N/A			Valid	轩润船务 2022-09-28 17:15
<input type="checkbox"/>	货船安全无线电证书 CS R	ABLE SAILOR		2022-10-28	N/A	CCS		Valid	轩润船务 2022-09-28 17:38
<input checked="" type="checkbox"/>	货船安全无线电证书 CS R	ABLE SAILOR		2022-10-28	N/A	CCS		Valid	轩润船务 2022-09-28 17:27
<input checked="" type="checkbox"/>	货船安全无线电证书 CS R	ABLE SAILOR	船舶证书-船级社证书	2022-10-28	N/A	CCS		Valid	轩润船务 2022-09-28 17:15
<input type="checkbox"/>	海图供应协议	ABLE SAILOR		2022-12-31	N/A			Valid	轩润船务 2022-09-28 17:38
<input type="checkbox"/>	海图供应协议	ABLE SAILOR		2022-12-31	N/A			Valid	轩润船务 2022-09-28 17:27
<input type="checkbox"/>	海图供应协议	ABLE SAILOR	船舶证书	2022-12-31	N/A			Valid	轩润船务 2022-09-28 17:15
<input type="checkbox"/>	符合证明 DOC	ABLE SAILOR		2023-01-27	N/A			Valid	轩润船务 2022-09-28 17:38
<input type="checkbox"/>	符合证明 DOC	ABLE SAILOR		2023-01-27	N/A			Valid	轩润船务 2022-09-28 17:27
<input type="checkbox"/>	符合证明 DOC	ABLE SAILOR	船舶证书	2023-01-27	N/A			Valid	轩润船务 2022-09-28 17:15
<input type="checkbox"/>	国际油轮船东污染联合会成员登记表 ITOPF	ABLE SAILOR		2023-02-20	N/A			Valid	轩润船务 2022-09-28 17:38
<input type="checkbox"/>	履行船东责任财务保证证书	ABLE SAILOR		2023-02-20	N/A			Valid	轩润船务 2022-09-28 17:38

The screenshot displays a software interface for managing certificates. On the left, there is a sidebar with a list of departments and their respective PICs. The main area shows a table of certificates with columns for Cert. Name/No., Vessel, Cert. Type, Issuing Authority, Attachment, Status, and Latest Update. A modal window titled 'Add Cert. Responsibility Group' is open in the center, featuring a 'Responsible Dept.' field with a dropdown menu, a 'PIC' field with a dropdown menu, and 'Confirm' and 'Cancel' buttons. The modal window is highlighted with a red border.

5、Fill in the responsible department and PIC, and click "Confirm"
 (After the operation, the certificate group information will appear on the left of the interface)

Description:

When the expiration date of the certificate managed by this department reaches the warning days, the certificate warning task will appear on the workbench of corresponding PIC. Clear assignment and tasks!

(Please refer to this document for the operation steps of the company certificate!)