

# How to add a vessel incident record on the web side (documents)

Users can log in to the OLISS Web side , click to enter the "Vessel Incident Records" interface in turn, click "Add" , fill relevant information ( with \* required), then click "Submit".

The screenshot shows the OLISS web interface. On the left, the 'Vessel Incident Records' menu item is highlighted. The main area displays the 'Vessel Incident Records' interface with an 'Add' button. A red box highlights the 'Add Vessel Incident Records' form, which includes fields for Vessel, Incident Type, Occurrence Time, Voyage No., Deadline, Warning Days, Treatment Status, Incident Details, and Details of Em'cy Response. The 'Submit' button is also highlighted.

1. Click "Vessel Incident Records"

2. Click "Add"

3. Fill relevant information (with \* required)

4. Click "Submit"

For newly added vessel incident record, if the selected incident type has an approval process, the record will become "Approving" . At the same time, the approval task will flow to the approval role member workbench.

The screenshot shows the 'Vessel Incident Records' table. A red box highlights the first record, which is in 'Approving' status. The table has columns for No., Occurrence Time, Voyage No., Incident Type, Incident Details, Treatment State, Status, and Operation. The first record is: No. 1, Occurrence Time 2024-12-05 11:12, Voyage No. 安全隐患, Incident Details 轮船围栏老旧损坏, Treatment State Untreated, Status Approving, Operation Export.

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