

How to execute irregular operation record on the web side (document)

The execution of irregular operation records, you need to add records on the irregular record execution interface, and then select the target system file.

Users can log in to the OLISS web side and follow the following steps in the "SMS Task" interface:

SMS Task SMS Task Setting

Regular Irregular To Be Executed 64 To Be Accepted 28

Add Record Accepted Record Export

Upload Date All Status Keywords Searching Search Reset

File No.	Table Name	Record Time	Upload Period	P.I.C of Upload	Acceptor	Receiving Dept	Vessel Name	Latest Upload Date
000	新聘和转岗岸基人员职责熟悉记录表 (cx003-01)		Irregular	船长	伯纳船舶科技,指定人员		LINK OCEAN 1	2024-07-31
0101	船舶SMS检查报告 (智能模板) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN 1	2024-08-21
0101	船舶SMS检查报告 (智能模板) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN ...	2024-12-06
00101	船舶SMS报告 (0		Irregular	船长	总经理 游客经理		LINK OCEAN ...	2024-12-12

87 Total 10Total/Page < 1 2 3 ... 9 > Go To 1 Page

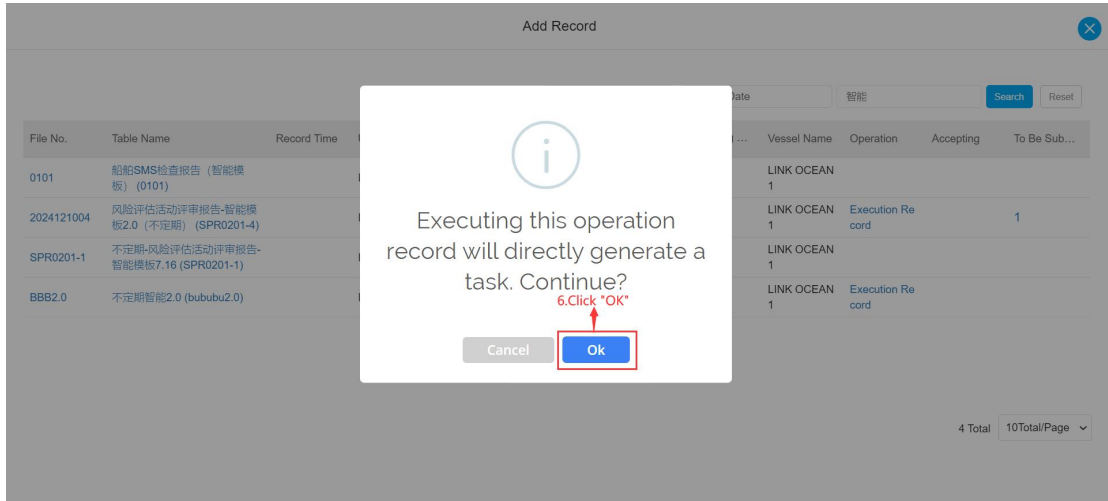
Add Record

4. If there are many irregular records, you can find the target item through the search bar or filter bar

LINK OCEAN 1 Upload Date 船舶 Search Reset

File No.	Table Name	Record Time	Upload Period	P.I.C of Upload	Acceptor	Receiving ...	Vessel Name	Operation	Accepting	To Be Sub...
0101	船舶SMS检查报告 (智能模板) (0101)		Irregular	船长	体系办主任	体系办	LINK OCEAN 1			
2024121004	风险评估活动评审报告-智能模板2.0 (不定期) (SPR0201-4)		Irregular	海务经理	船长		LINK OCEAN 1	Execution Record		1
SPR0201-1	不定期-风险评估活动评审报告-智能模板7.16 (SPR0201-1)		Irregular	海务经理	船长		LINK OCEAN 1			
BBB2.0	不定期智能2.0 (bububu2.0)		Irregular	机务部长	船长		LINK OCEAN 1	Execution Record		

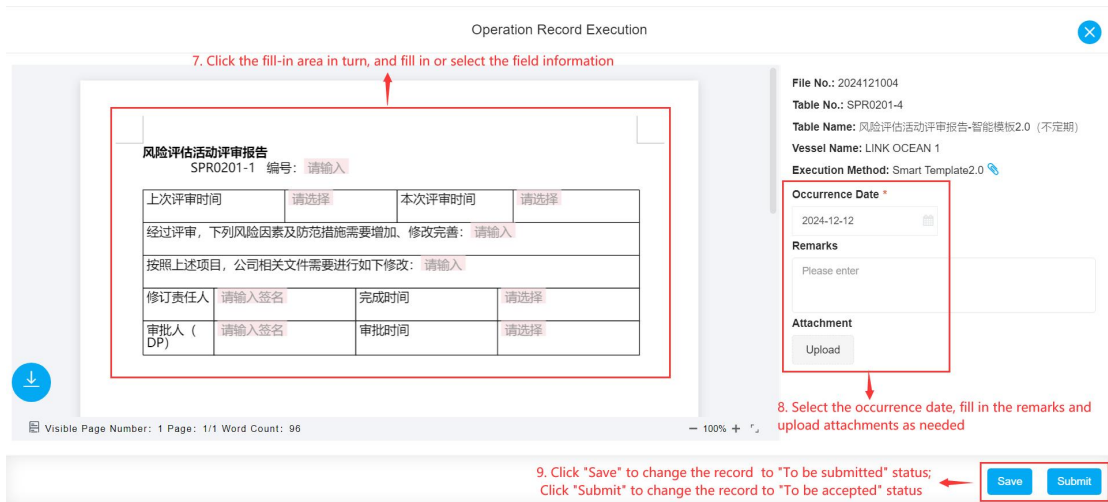
4 Total 10Total/Page



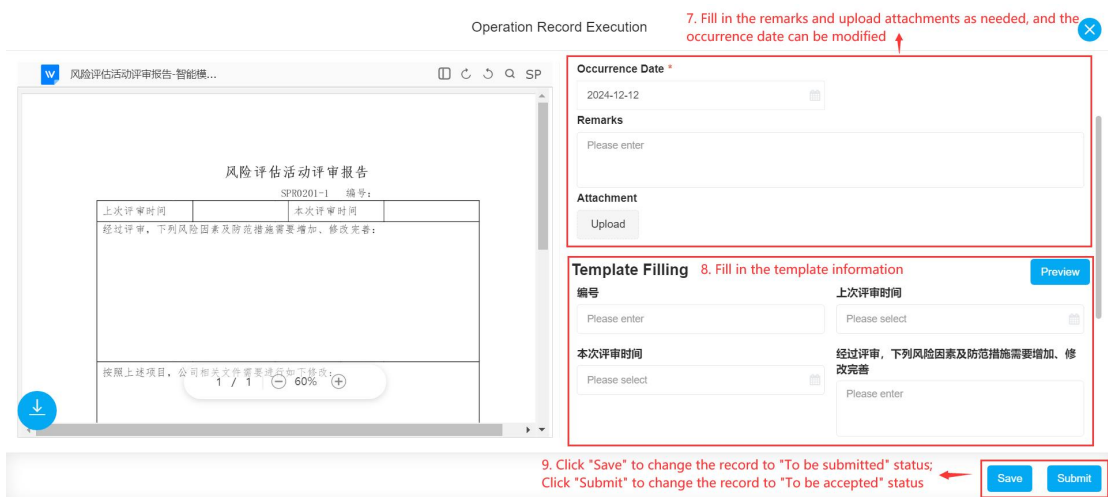
According to the different execution methods, it is divided into three modes: **Smart Template, Online Editing, and Uploading Attachments.**

1. Smart Template

(1) Smart Template 2.0



(2) Smart Template 1.0



2. Online editing

Operation Record Execution ✕

File No.: 2024121207 Table No.: SPR0201-7
Table Name: 风险评估活动评审报告-在线编辑 (不定期) Vessel Name: LINK OCEAN 1
Execution Method: Online Editing

Occurrence Date *
2024-12-12

Remarks
Please enter

Tip: This is an online filling template. Click on the area below to edit online.

[Fill out online using the template.](#)

Attachment
Upload

7. Click "Fill out online using the template". Fill in the remarks and upload attachments as needed, and the date of occurrence can be modified

Save Submit

文档编辑 Download Finish

9. After filling in the form, click "Finish"

风险评估活动评审报告-在线编辑... 开始 插入 页面 审阅 视图 效率

8. Move the cursor to the area to be filled in and fill in the relevant information

风险评估活动评审报告

SPR0201-1 编辑

上次评审时间	本次评审时间
经过评审, 下列危险因素及防范措施需要增加、修改完善:	

按照上球项目, 公司相关文件要求如下做告。

100% +

Operation Record Execution ✕

File No.: 2024121207 Table No.: SPR0201-7
Table Name: 风险评估活动评审报告-在线编辑 (不定期) Vessel Name: LINK OCEAN 1
Execution Method: Online Editing

Occurrence Date *
2024-12-12

Remarks
Please enter

Tip: This is an online filling template. Click on the area below to edit online.

[Edit Online Submission Content](#)

朱慧 is updated at 2024-12-12 16:59. [Click to download](#) [Clear Report](#)

Attachment
Upload

10. Click "Save" to change the record to "To be submitted" status; Click "Submit" to change the record to "To be accepted" status

Save Submit

3. Upload the attachment

Execute

7. Fill in the occurrence date, remarks, and upload the operation record attachment

File No.: SMI0401-05 Table No.: SMI0401-05附件
Table Name: PSC inspection (pre-arrival) checklist Vessel Name: Shore-based

July 2020-1.0
Occurrence Date *
2024-12-12

Remarks
Please enter

Operation Record Attachment
Upload

Recently Submitted(in reverse order of occurrence time, up to three items are displayed)

Occurrence Date	Status	Remarks

8. Click "Save" and the record will change to "To be submitted" status;
Click "Submit" and the record will change to "To be accepted" status

Save Submit

Next step:

After the operation records are submitted for approval, the documents will be transferred to the acceptance staff bench according to the irregular operation records (if available for acceptance).