# How to Handle Crew Certificate Warning Tasks (Documentation)

When the valid date of the crew certificate reaches the warning days, the system will automatically generate the warning task, and it will appear in **"Workbench-Waiting Task"**.

Users can log in to the OLISS Web side and enter the workbench interface by default. Click "Waiting Task → Crew Certificate - No Attachment".Target crew members can be retrieved by their name or mobile phone number. Click to view certificate details. Click "Edit" on the right side of the target crew member's certificate to enter the editing crew certificate interface. Select the certificate name, issued date, expiry date, fill in the certificate number, issuing institution and other relevant information (with * required/optional), upload attachments as needed, and then click "Submit".

Crew Cert. Details
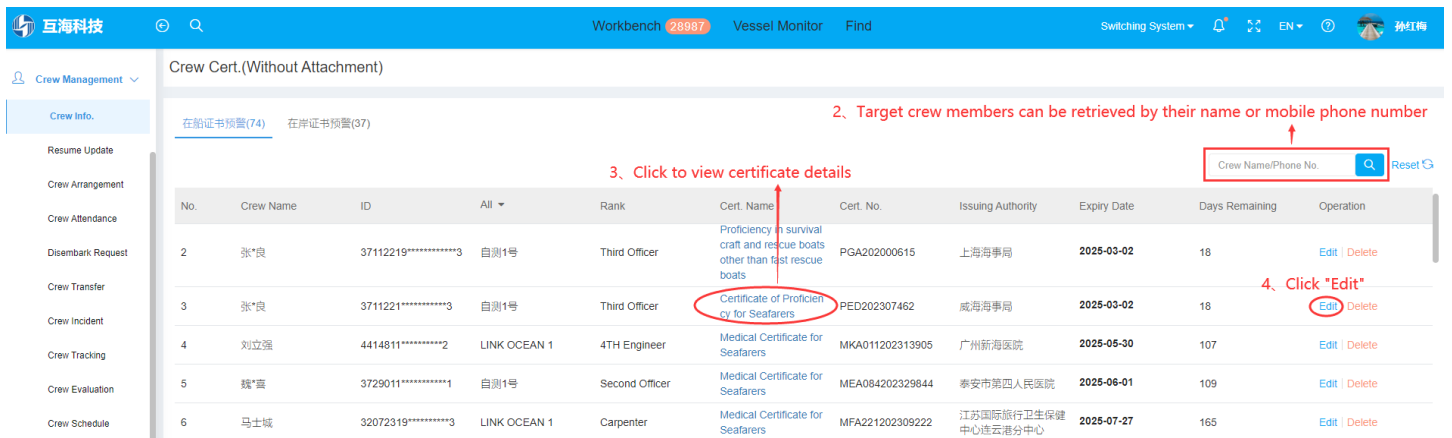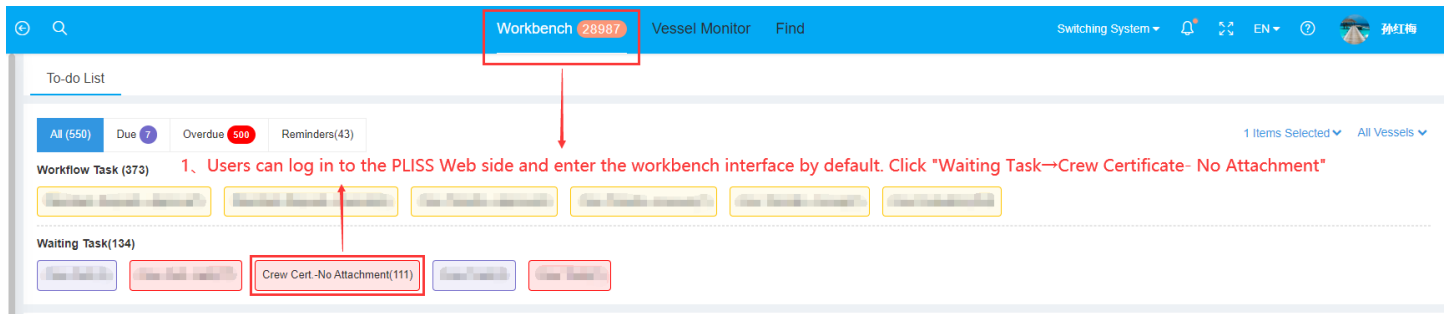
Cert. Name: Certificate of Proficiency for Seafarers

Suitable position(From MSA):

Cert. No.: PED202307462

Issuing Authority: 威海海事局

Issued Date: 2023-09-12

Expiry Date: 2025-03-02

Warning Days: 60天

Cert.Description:

Click step3 to enter the certificate details interface

Edit Crew Cert.

Crew Name

张*良(3711*************3)

Cert. Name *

Certificate of Proficiency for Seafarers

Suitable position(From MSA)

Cert. No.

PED202307462*****

Issuing Authority

威海海事局

Issued Date *

2023-09-12

Expiry Date * ○ Long-standing Effective Shortcut Date

2025-03-02

Warning Days

60

Cert. Status

Valid

Cert.Description

Please enter

Upload

5、 Select the certificate name, issued date, expiry date, fill in the certificate number, issuing institution and other relevant information (with * required/ optional), upload attachments as needed, and then click "Submit"

Submit   Cancel

Note:

1、 When the crew is not on board, the Maritime Bureau will automatically update the crew certificate, and the Huhai Tong system will not generate warning tasks;

2、 The user has configured the necessary certificates for the position in "System Settings-Basic Data-Seafarer Certificate". The system will only generate a warning task when the relevant certificates for a certain position of seafarer are missing.