

How to initialize crew information

Users can log in to the website of OLSaaS, and operate in "Crew Management → Crew Info" interface according to the following steps 1-3:

The screenshot displays the OLSaaS Crew Management interface. A modal window titled "Data Initialization" is open, providing instructions and options for exporting templates. The background interface shows a sidebar with "Crew Management" and "Crew Info" highlighted, and a table of crew members.

2. Click "Data Initialization"

3. According to the needs, click to export each template, and you can import the sorted data into the system.

Please use the following export function to obtain the template, fill in the data and import it

- Export Crew Info Template
- Export Crew Cert. Template
- Export Bank Card Template
- Export crew resume template

Import Data

Only excel templates exported by the system can be imported

No.	Crew Name	ID Card No.
1	高海天	3210281999
2	蔡十一	4310021969
3	仲强	3260051986

Sign-on/Sign-off Date	Vessel	Crew Type
Sign-on: 2022-09-18 Sign-off:	前进号	
Sign-on: 2022-11-02 Sign-off:	前进号	
Sign-on: 2022-11-30 Sign-off:	长胜号	

The user can export the required template, and after the crew information is improved, it can be imported into OLSaaS through "Import Data"!