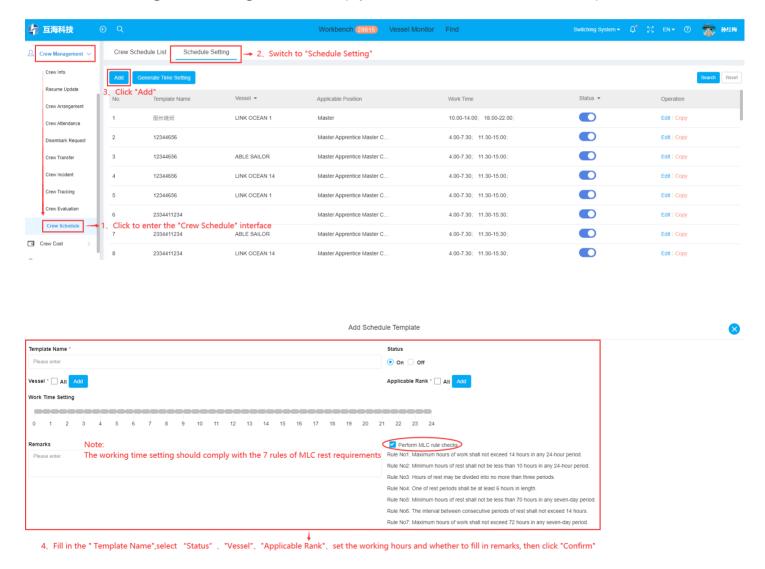# How to add a crew schedule template (document) on the web side

Log in to the OLISS Web side, click to enter the Crew Management → Crew Schedule interface, switch to "Schedule setting", click "Add" , enter the Add Schedule Template interface: Fill in the "Template Name",select "Status", "Vessel" , "Applicable Rank", set the working hours and whether to fill in remarks, then click "Confirm"

Note: The working time setting should comply with the 7 rules of MLC rest requirements

The configured schedule template can be viewed in the Schedule Setting interface, and for templates that have already been configured, you can choose" enable/ disable" according to your needs

| No. | Template Name | Vessel ▼ | Applicable Position | Work Time | Status ▼ | Operation |
|---|---|---|---|---|---|---|
| 1 | 船长晚班 | LINK OCEAN 1 | Master | 10.00-14.00；18.00-22.00； | ● | Edit \| Copy |
| 2 | 12344656 | | Master Apprentice Master C... | 4.00-7.30；11.30-15.00； | ● | Edit \| Copy |

Crew Schedule List    Schedule Setting

Add   Generate Time Setting     Configured templates can be "enabled/ disabled" according to requirements    Search   Reset