

# How to Set Up Crew Birthday Reminders on the Web (Document)

Log in to the OLISS Web side, and on the Crew Management → Crew Tracking interface, you can perform operations according to the following steps 1-3:

1. Click to enter the "Crew Tracking" interface

2. Click "Warning Item Setting"

3. Set the "Days of Advance Notice" according to the actual situation, "Expired Tasks Canceled Automatically" select "Birthday Reminder Range" and whether expired tasks are automatically cancelled. The birthday reminder button is enabled by default, and then click "Confirm".

Note:

After the settings are completed, based on the Date of Birth in the crew member's profile, if there is an advance notice period for arrival, a pending task for crew status will appear on the Crew Manager Workbench (as shown below).

## 鲍磊 - Crew Info Details

Basic Info.	Bank Card Info	Work Experience	Crew Cert.	Crew Contact	Crew Evaluation	Crew Tracking	Training Records
Latest Update: 2024-08-22 09:37:35							
	<b>Crew Name *</b> 鲍磊	<b>English Name</b> Please enter	<b>Gender</b> Male	<b>Phone No.</b> Please enter	<b>ID *</b> [Redacted]	<b>ID Photo</b> Upload	<b>Check Cert.</b>
<b>Birth Date</b> 1994-07-07	<b>Crew Group</b> [Redacted]	<b>Cert. Rank *</b> Master	<b>Company Name</b>	<b>Ethnic Group</b>	<b>Passport No.</b>		

To-do List

All (533) Due 14 Overdue 475 Reminders(44)

1 Items Selected All Vessels

Workflow Task (342)

- Workflow Task (342)
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- Workflow Task (342)

Waiting Task(147)

- Waiting Task(147)
- Waiting Task(147)
- Waiting Task(147)
- Crew Track(1)