How to carry out crew evaluation on the web side (Document)

After the crew evaluation is generated / submitted, the documents will be transferred to the workbench of the evaluation personnel according to the set evaluation process. The evaluation scoring form are divided into: Summary Score (The evaluator scores for the all the evaluation items. The summary score will be calculated according to the weight**) and Special Score (**The evaluator scores for the specified evaluation items. The special score will be accumulated to calculate**).**
Note:
Summary Score calculation formula: final score = (role A score * role A weight + role B score * role B weight +...) / sum of weight
Special Score calculation formula: final score = role A score + role B score +...

1.Summary Score

Users log in the OLISS web side, enter the workbench interface by default, click the "Crew evaluation" under the workflow task, and enter the crew evaluation interface. The evaluator can find the target document through the header conditions or the creation time, name / ID number, and click any position of the target document to enter the evaluation details interface. The evaluator can score all the evaluation items, fill in the overall evaluation (decide whether it is required according to the setting of the evaluation form), upload the attachment according to the need, and finally click "Submit Evaluation".
Note: Others' evaluation can be viewed on the right side of the interface.

2.The evaluator can find the target document through the header conditions or the creation time, name / ID number

Crew Evaluation

No.	Name/ID Card No	Vessel	Rank	On Board Time	Evaluation Form Name	Evaluation Type	Total Score	Evaluation Score
1	李三副	Shore-based	Second Officer	N/A	三副晋升考核-专项评分	Promotion Evaluation	300	No Score
2	张水手	Shore-based	跟班大副	2023-03-23	水手晋升考核-综合评分	Promotion Evaluation	100	No Score
3	张三	Shore-based	Chief Officer	2024-09-03	测试岸基	Temporary Evaluation	20	17
4	张三	Shore-based	Chief Officer	2024-09-03	测试岸基	Temporary Evaluation	20	19.2
5	XIANG WEN MING	LINK OCEAN 14	Master	2024-12-25 ~Till Now	定期考核	Regular Evaluation	20	8
6	留三管	LINK OCEAN 1	Apprentice Master	2024-07-01 ~Till Now	定期考核	Regular Evaluation	20	No Score

3.Click any position of the target document to enter the evaluation details interface

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4.The evaluator can score all the evaluation items, fill in the overall evaluation (decide whether it is required according to the setting of the evaluation form), upload the attachment according to the need

5.Click "Submit Evaluation"

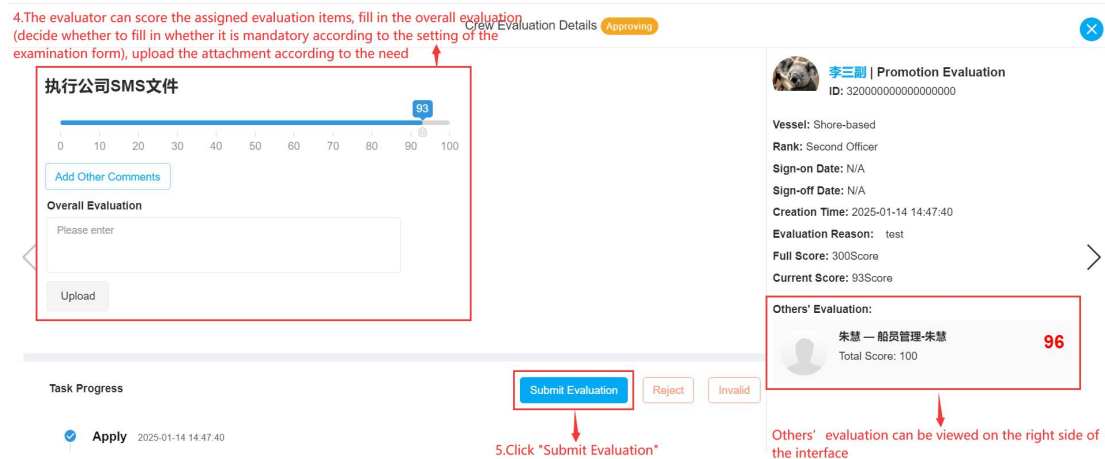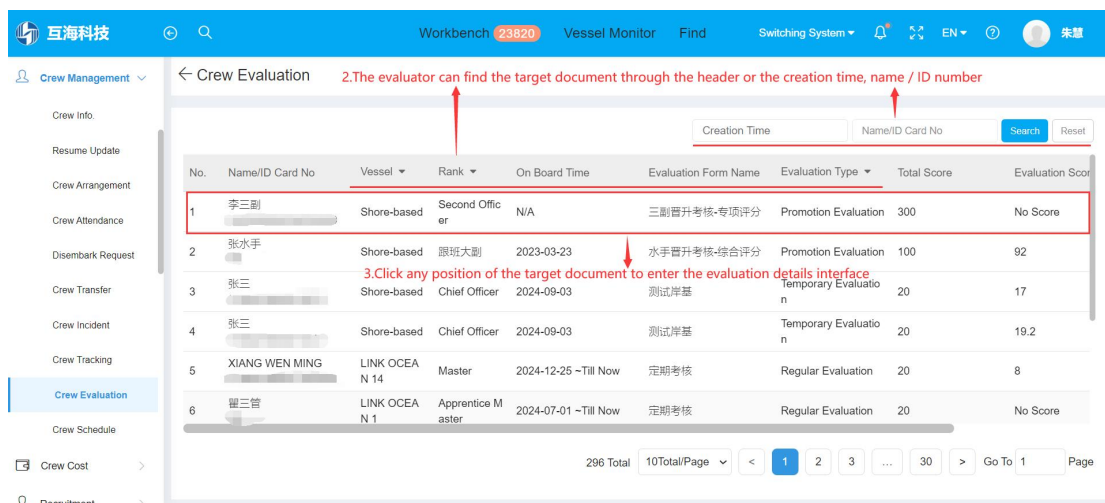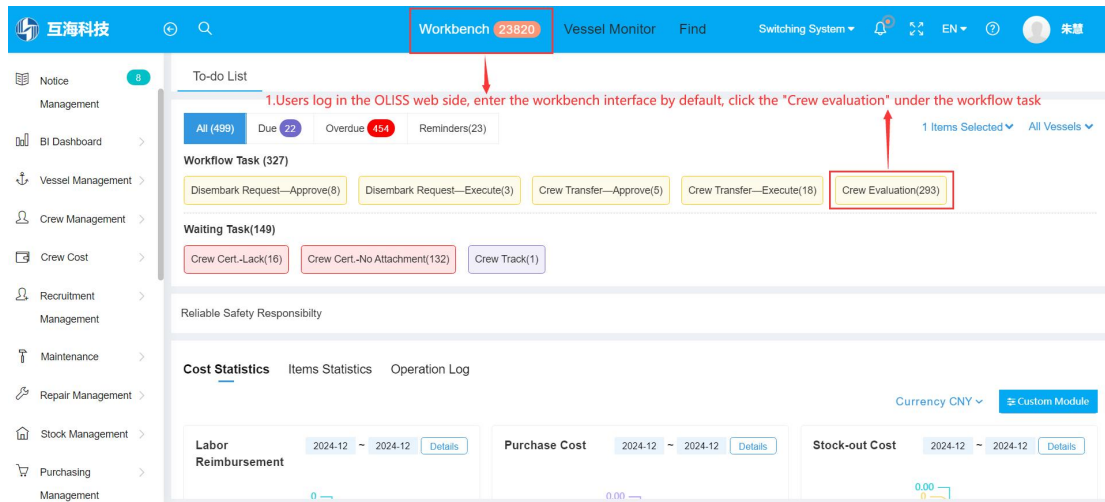Others' evaluation can be viewed on the right side of the interface

2.Special Score

Users log in the OLISS web side, enter the workbench interface by default, click the "Crew evaluation" under the workflow task, and enter the crew evaluation interface. The evaluator
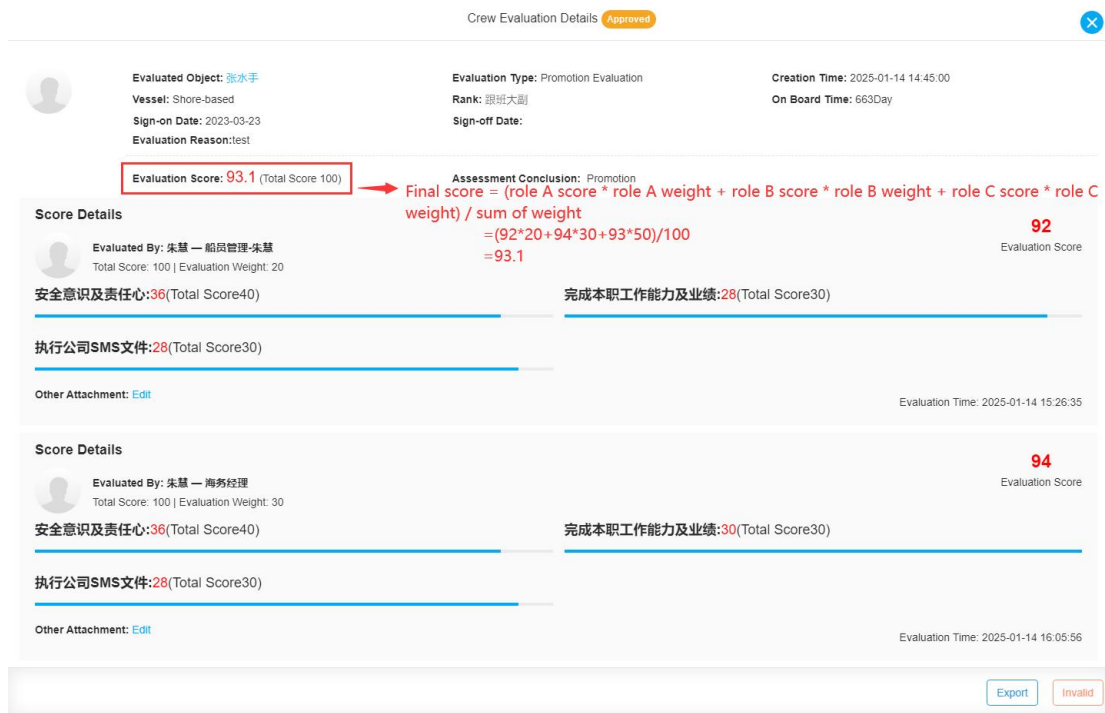
can find the target document through the header or the creation time, name / ID number, and click any position of the target document to enter the evaluation details interface. The evaluator can score the assigned evaluation items, fill in the overall evaluation (decide whether to fill in whether it is mandatory according to the setting of the examination form), upload the attachment according to the need, and finally click "Submit Evaluation".

Note: Others' evaluation can be viewed on the right side of the interface.

Next step:

After the evaluation, the detailed interface of summer score evaluation is shown in the figure below:

The detailed interface of special score evaluation, as shown below: