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.

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	Notice 8 Management	To-do List	the workbench interface by default, clic	k the "Crew evaluation" unde	er the workflow task
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2	Crew Management >	Waiting Task(149)			
Ω	Crew Cost >	Crew CertLack(16) Crew CertNo Attachment	(132) Crew Track(1)		
0	Management	Reliable Safety Responsibility			
T	Maintenance >	Cost Statistics Items Statistics Operat	tion Log		
19	Repair Management >				Currency CNY ← Custom Module
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Crew Tracking									
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执行公司SMS文件							Sign-on Date: 2023-03-23 Sign-off Date: Till Now		
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Overall Evaluation							Current Score: N/A		
Please enter							luator can score all	the evaluation items, fill	
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Ø Apply 2025-01-14:14:45:00 ① 朱慧					5.Click "Subn	nit Evaluation"			
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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.

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examination form), upload the attachment according to the need 执行公司SMS文件	新三副 Promotion Evaluation ID: 32000000000000000000000000000000000000
93 0 10 20 30 40 50 60 70 80 90 100 Add Other Comments Overall Evaluation Please enter Image: Comments and the second se	Vessel: Shore-based Rank: Second Officer Sign-on Date: N/A Sign-off Date: N/A Creation Time: 2025-01-14 14:47:40 Evaluation Reason: test Full Score: 300Score Current Score: 305Score
Upload	Others' Evaluation: 朱慧一船员管理朱慧 Total Score: 100
Task Progress Ø Apply 2025-01-14 14:47:40	Submit Evaluation Reject Invalid 5.Click "Submit Evaluation" The interface

Next step:

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

		Crew Evaluation Details (Approved)	
1	Evaluated Object: 浙水手 Vessel: Shore-based Sign-on Date: 2023-03-23 Evaluation Reason:test	Evaluation Type: Promotion Evaluation Rank: 調班大副 Sign-off Date:	Creation Time: 2025-01-14 14:45:00 On Board Time: 663Day
	Evaluation Score: 93.1 (Total Score 100)	Assessment Conclusion: Promotion Final score = (role A score * role A weigh	it + role B score * role B weight + role C score * role
Score Deta	ails valuated By: 朱慧 — 船民管理·朱慧 btal Score: 100 Evaluation Weight: 20	weight) / sum of weight =(92*20+94*30+93*50)/100 =93.1	92 Evaluation Score
安全意识及	责任心:36(Total Score40)	完成本职工作能力及业	绩:28(Total Score30)
Other Attach	ment: Edit		Evaluation Time: 2025-01-14 15:26:35
	valuated By: 朱慧 — 海务经理 otal Score: 100 Evaluation Weight: 30		94 Evaluation Score
安全意识及	责任心:36(Total Score40)	完成本职工作能力及业	绩:30(Total Score30)
执行公司SI	MS文件:28(Total Score30)		
Other Attach	ment: Edit		Evaluation Time: 2025-01-14 16:05:56
			Export

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

		Crew Evaluation Details (Approved)	8
	Evaluated Object: (#三副) Vessel: Shore-based Sign-on Date: N/A Evaluation Reason:test	Evaluation Type: Promotion Evaluation Rank: Second Officer Sign-off Date: N/A	Creation Time: 2025-01-14 14:47:40
	Evaluation Score: 283 (Total Score 300)	Assessment Conclusion: Promotion Final score = role A score + role B score + i	role C score
Score Det	tails E valuated By: 朱慧 — 船员管理-朱慧 Total Score: 100	=96+92+95 =283	96 Evaluation Score
安全意识及 Other Attach	及责任心:96(Total Score100)		Evaluation Time: 2025-01-14 15:54:54
Score Det	tails valuated By: 牛茸 一指完人员		92 Evaluation Score
执行公司S	iotal Score: 100 MS文件:92(Total Score100)		
Other Attach	iment: Edit		Evaluation Time: 2025-01-14 16:02:13
Score Det	tails Valuated By: 朱慧 — 船长 Otal Score: 100		95 Evaluation Score
完成本职口	C作的能力及业绩:95 (Total Score100)		Export