

## Web 端船员调配界面如何完善船员证书（文档）

用户登录互海通 Web 端，在“船员管理→船员调配”界面，可按以下步骤 1-6 进行操作：

The screenshot shows the '船员调配' (Crew Allocation) interface. On the left sidebar, '船员管理' (Crew Management) is expanded, and '船员调配' (Crew Allocation) is selected. A red arrow points to this menu item with the annotation '1、依次点击进入船员调配界面'. In the main content area, a search bar is present, and a table lists crew members. A red box highlights the '连胜号' (Liansheng) ship entry with the annotation '2、选择船舶'. In the table, a red circle highlights the name '燕南天' (Yan Nantian) with a warning icon, annotated with '3、若船员缺少必备证书时，船员名称前有图标显示，点击此图标'.

The dialog box is titled '提示' (Warning) and contains the following text: '船员 燕南天 针对 大副 职务，缺少以下证书' (Crew member Yan Nantian, for the Chief Officer position, is missing the following certificates). Below this, there is a link '服务簿 点此添加' (Service Record Add Here) which is highlighted with a red box. A red arrow points from this link to the '点此添加' (Add Here) text in the previous screenshot. At the bottom of the dialog is a '确定' (Confirm) button.

船员缺失证书维护

船员:燕南天(321028199906065342)

船名/职位:连胜号/大副

[查询海事局证书 >](#)

[+ 船员服务簿](#)

5、点击对缺失证书进行添加

⚠ 该上船证书缺失，请及时添加

