

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 box highlights the '连胜号' (Lian Sheng) ship card, with the annotation '2、选择船舶' (2. Select ship). A red arrow points from the '船员调配' menu item to the main interface, with the annotation '1、依次点击进入船员调配界面' (1. Click sequentially to enter the crew allocation interface). Another red arrow points to a warning icon next to the crew member '燕南天' (Yan Nantian) in the '大副' (Chief Officer) column, with the annotation '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' (3. If a crew member lacks necessary certificates, an icon is displayed before the name, click this icon).

The screenshot shows a warning dialog box titled '提示' (Notice). The text inside reads: '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, lacks the following certificates) and '服务簿 点此添加' (Service Record, click here to add). A red box highlights the '点此添加' (Click here to add) link, with the annotation '4、步骤3点击图标后，跳出提示弹窗，点击“点此添加”' (4. After clicking the icon in step 3, a warning dialog box appears, click 'Click here to add'). A '确定' (Confirm) button is at the bottom.

船员缺失证书维护

船员:燕南天(321028199906065342)

船名/职位:连胜号/大副

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[+ 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

