

## Web 端如何新增船员合同（文档）

用户登录互海通 Web 端，在“船员费用→船员合同”界面，可按以下步骤 1–5 进行操作：

The screenshot shows two views of the 'Ship Crew Contract' interface. The top view is the '已签订' (Signed) tab, and the bottom view is the '未签订' (Unsigned) tab. Both views include a search bar and a table of crew members.

1. 依次点击进入船员合同界面  
The first step is indicated by a red arrow pointing to the '船员合同' (Crew Contract) button in the sidebar.
2. 系统默认进入“已签订”界面，用户手动切换至“未签订”界面  
The second step is indicated by a red arrow pointing to the '未签订' (Unsigned) tab at the top of the page.
3. 通过筛选栏快速查找目标船员  
The third step is indicated by a red arrow pointing to the search/filter bar.
4. 点击目标船员信息栏右侧的“+”  
The fourth step is indicated by a red arrow pointing to the '+' icon next to the target crew member's information in the table.
5. 完善相关信息，带\*为必填项，如有附件则上传附件，最后点击确定  
The fifth step is indicated by a red arrow pointing to the '确定' (Confirm) button at the bottom right of the modal window.

**Table Data (Crew Members):**

| #  | 船员姓名       | 身份证号                 | 船舶   | 职位  | 操作 |
|----|------------|----------------------|------|-----|----|
| 1  | 李大大<br>卫船长 | 41200000000000000000 | 互海3号 | 船长  |    |
| 2  | 张大         | 420881198505105948   | 互海一号 | 水手长 |    |
| 3  | 翟二副        | 25                   | 互海二号 | 大副  |    |
| 4  | 王大大        | 21100000000000000000 | 互海一号 | 二副  |    |
| 5  | 张3         | 420100197606105516   | 互海二号 | 二管轮 |    |
| 6  | 张三         | hl1234               | 互海3号 | 大副  |    |
| 7  | 陈实习        | 11                   | 互海一号 | 三副  |    |
| 8  | 张4         | 371323198810082813   | 互海二号 | 大管轮 |    |
| 9  | 张5         | 371502199005298236   | 互海一号 | 二副  |    |
| 10 | 张6         |                      |      |     |    |