

How to set the evaluation form and evaluation process

Users can log in to the website of OLSaaS, and operate in "Crew Management→Crew Evaluation" interface according to the following steps 1-6:

The screenshot shows the 'Crew Evaluation' interface. On the left, a navigation menu has 'Crew Evaluation' highlighted with a red box and an arrow pointing to it, labeled '1. Click in turn to enter "Crew Evaluation" interface.'. The main content area shows a table with one row of data. A red box highlights the '+ Add' button and the 'Evaluation Form Setting' link, with an arrow pointing to it labeled '2. Click "Evaluation Form Setting" '.

No.	Name/ID Card No	Vessel	Rank	On Board Time	Evaluation Form Name	Evaluation Type	Total Points	Evaluation Score
1	4310	56	Second Officer	2022-11-02 ~至今		Temporary	100	No Score

The screenshot shows the 'Evaluation Form Setting' interface. A red box highlights the '+ Add' button, labeled '3. Click "Add"'. A search bar is visible with the text 'You can find the target evaluation form by keyword.'. Below the search bar is a table with columns: No., Temporary Evalua..., Applicable Vessel, Rank, Evaluation Form Title, Evaluation Item, Evaluator, and Operation. A red arrow points to the 'Edit | Delete | Copy' links in the Operation column, labeled 'You can Edit, delete or copy the evaluation form.'.

No.	Temporary Evalua...	Applicable Vessel	Rank	Evaluation Form Title	Evaluation Item	Evaluator	Operation
1	临时考核	前进号,长胜号	大副,二副,三副	临时考核	工作完成能力	船长	Edit Delete Copy

The screenshot shows the 'Evaluation Form Addition' form. It includes the following fields:

- Evaluation Form Title***: A text input field.
- Evaluation Type***: A dropdown menu with 'Dimission Evaluation' selected.
- Evaluation Item Generate Date***: A date input field with 'The Sign-off time' selected.
- Applicable Vessel(MultiSelect)***: A multi-select dropdown with 'All' selected.
- Applicable Rank***: A dropdown menu.

Below the form, there are two tabs: 'Evaluation Form Editing' (selected) and 'Evaluation Process Editing'. The 'Evaluation Form Editing' tab shows a table with columns: No., Evaluation Item, Score, Preset Evaluation Comments, and Operation. The table has one row with 'manangement ability' in the Evaluation Item column and 'Please Enter Evaluation' in the Score column. A red box highlights the 'manangement ability' text, labeled '4. Improve the information related to the evaluation form (Items with * are required)'. Below the table is an input field labeled 'Enter Evaluation Item Name'.

No.	Evaluation Item	Score	Preset Evaluation Comments	Operation
☰	manangement ability	Please Enter Evaluation	None	Add Evaluation Comments Delete

5. Click to fill in the evaluation item name, and then you need to continue to improve the evaluation score, comments and other information (multiple evaluation items can be added here), and finally click "Confirm"

The screenshot shows two buttons: 'Confirm' and 'Cancel'.

Add Evaluation Comments ✕

Evaluation Item Name* **Score***

[Quick Add](#) ← Click to quickly add a score grade

Click to add score grade

[+Add Score Grade](#)

5'. In the interface of adding comments, you need to fill in the evaluation score and set the score grade (Users can click "Quick Add" according to their needs, and the system will automatically match the score grade according to the score).Finally,you can click "Confirm" to add successfully.

Evaluation Form Addition ✕

Evaluation Form Title*

Evaluation Type* **Evaluation Item Generate Date***

Applicable Vessel(MultiSelect)* All

Applicable Rank*

Evaluation Form Editing [Evaluation Process Editing](#)

Procedure	Evaluator	Have Right to Waive	Operation
1	<input type="text" value="Please Select"/>	<input type="text" value="No"/>	+ Insert Next Evaluator

6. Switch to the "Evaluation Process Editing" interface, where you can select the evaluator, add evaluation steps, and finally click "Confirm"