

# How to manually generate a schedule (document)

Users log in to the OLISS Web side and click to enter the "**Crew Management** → **Crew Schedule**" interface, click "Manually Generate Schedule", pop up the middle pop-up window, select a vessel, start date, end date, crew and the appropriate template, and then click "Confirm".

Note: When selecting a template, you can choose an existing template or "Add a new template". When adding a new template: select the template name, enabled status, vessel, applicable rank, set the working hours setting to the 7 MLC schedule rules, or fill in remarks. Finally, click "Confirm" to complete the addition of the schedule template.

1. Click to enter the crew schedule interface

2. Click "Manually Generate Schedule"

3. Select a vessel, start date, end date, crew and the appropriate template, and then click "Confirm"

No.	Crew	Rank	Start Date	End Date	Duration	Status	Remarks	Actions
1	GILL MAHESHINDER SINGH	Master (19 - 21 Day )						Edit Change the template Export
2	YUAN ZHI CAO YU AN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO	Master (01 - 04 Day )						Edit Change the template Export
3	YUAN ZHI CAO YU AN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO	Master (01 - 30 Day )	2023 - 06		30	Approved	前测试 (01 - 30 Day )(Disabled)	Edit Change the template Export
4	YUAN ZHI CAO YU AN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO	Master (11 - 12 Day )	2022 - 07		2	Approved	船长 (11 - 12 Day )(Disabled)	Edit Change the template Export



**Template Name \***  
Please enter

**Status**  
 On  Off

**Vessel \***  All

**Applicable Rank \***  All

**Work Time Setting**

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

**Remarks**  
Please enter

Perform MLC rule checks

Rule No1: Maximum hours of work shall not exceed 14 hours in any 24-hour period.  
Rule No2: Minimum hours of rest shall not be less than 10 hours in any 24-hour period.  
Rule No3: Hours of rest may be divided into no more than three periods.  
Rule No4: One of rest periods shall be at least 6 hours in length.  
Rule No5: Minimum hours of rest shall not be less than 77 hours in any seven-day period.  
Rule No6: The interval between consecutive periods of rest shall not exceed 14 hours.  
Rule No7: Maximum hours of work shall not exceed 72 hours in any seven-day period.



4. Select the template name, enabled status, vessel, applicable rank, set the working hours setting to the 7 MLC schedule rules, or fill in remarks. Finally, click "Confirm"