

How to Set Up Evaluation Forms and Evaluation Processes on the Web Side (Document)

After logging in to the OLISS Web side, users should click on "Crew Evaluation". On the Crew Evaluation interface, click "Evaluation Form Setting", then click "Add". Fill in the title of the evaluation form, select the evaluation type, scoring method, applicable vessels, and applicable ranks. After editing the evaluation form and process information, click "Confirm" to complete the setup.

Notes:

1. When selecting "Probation Evaluation" or "Regular Evaluation" as the evaluation type, users need to fill in the evaluation item generate date.
2. When selecting "Interview and Assessment" as the evaluation type, users need to set whether to automatically generate evaluations for new crew members.
3. When selecting "Regular Evaluation" or "Dismissal Evaluation" as the evaluation type, users need to fill in the generation rules. An evaluation task will be generated if the number of days on board exceeds the set number of days.

The screenshot shows the 'Crew Evaluation' page. The left sidebar has 'Crew Evaluation' highlighted. The main table lists evaluation records with columns: No., Name/ID, Vessel, Rank, On Board Time, Evaluation Form Name, Evaluation Type, Total Score, and Operation. The 'Add' button is highlighted with a red box, and a red arrow points to it with the text '2. Click on "Evaluation Form Setting"'. The 'Crew Evaluation' menu item in the sidebar is also highlighted with a red box, and a red arrow points to it with the text '1. Click on "Crew Evaluation"'. The table shows 6 records, all with 'Invalid' status.

No.	Name/ID	Vessel	Rank	On Board Time	Evaluation Form Name	Evaluation Type	Total Score	Operation
21	祁俊伟 412	LINK OCEAN 1	Commissar	2024-08-27 ~Till Now	定期考核	Regular Evaluation	20	Invalid
22	陈* 320	LINK OCEAN 1	Chief Officer	2024-09-19 ~Till Now	考核	Regular Evaluation	10	Invalid
23	陈* 320	LINK OCEAN 1	Chief Officer	2024-09-19 ~Till Now	考核表设置2024062801	Probation Evaluation	100	Invalid
24	洪舒 321	LINK OCEAN 1	Third Officer	2024-09-19 ~Till Now	考核表设置2024062801	Probation Evaluation	100	Invalid
25	球球测试2 877	LINK OCEAN 1	Sailor	2024-09-11 ~2024-09-18	船员考核	Dismissal Evaluation	112	Invalid
26	晏小卫 320	LINK OCEAN 1	Master	2022-12-05 ~2024-09-15	大副的离任考核	Dismissal Evaluation	18	Invalid

The screenshot shows the 'Evaluation Form Setting' page. The left sidebar has 'Crew Evaluation' highlighted. The main table lists evaluation forms with columns: No., Evaluation Type, Vessel, Rank, Evaluation Form Title, Evaluation Item, and Operation. The 'Add' button is highlighted with a red box, and a red arrow points to it with the text '3. Click on "Add"'. The table shows 6 records.

No.	Evaluation Type	Vessel	Rank	Evaluation Form Title	Evaluation Item	Operation
1	Dismissal Evaluation		Apprentice Chief Officer, 2ND Engineer, A...	船员考核	业务能力, 工作能力, 单球能	Edit Delete Copy
2	Dismissal Evaluation	LINK OCEAN...	Master, Chief Officer, Second Officer, Appr...	大副的离任考核	测试一	Edit Delete Copy
3	Probation Evaluation	Shore-base...	Master, Chief Officer, Second Officer, Third...	船员考核	船员业务	Edit Delete Copy
4	Probation Evaluation	LINK OCEAN...	Master, Chief Officer, Second Officer, Third...	考核表设置2024062801	应急救援能力, 日常工作能	Edit Delete Copy
5	Regular Evaluation	Shore-base...	Chief Officer	考核	业务	Edit Delete Copy
6	Regular Evaluation		Master, Second Officer, Third Officer, Appr...	定期考核	业务能力	Edit Delete Copy

Evaluation Form Addition ✕

Evaluation Form Title *

Evaluation Type * Dismissal Evaluation

Build The Rule * (If the number of days on board exceeds the set number, an evaluation task will be generated.)

Scoring Method *

Summary Score(The evaluator scores for the all the evaluation items. The summary score will be calculated according to the weight.)

Special Score(The evaluator scores for the specified evaluation items. The special score will be accumulated to calculate.)

Applicable Vessel(MultiSelect) * All Add

Applicable Rank * All Add

Evaluation Form Editing Evaluation Process Editing

Total Score:0 Convert the final score to a percentage system. ⓘ

No.	Evaluation Item *	Score *	Preset Evaluation Comments	Operation
☰	<input type="text" value="Please enter"/>	<input type="text" value="0"/>	None	Add Evaluation Comments Delete
Add				

↓

4.Fill in the evaluation form title, select the evaluation type, scoring method, applicable vessel, and applicable rank, then edit the evaluation form and process information (when selecting applicable vessels/rank, you can check "All" or select specific vessels/rank as needed)

5.Click on "Confirm" ←

Confirm
Cancel

The scoring methods include **Summary Score** and **Special Score**:

When selecting "**Summary Score**", during the process editing, you need to choose the evaluator, whether they will participate in scoring, whether the overall evaluation is mandatory, whether abstention is allowed, and fill in the evaluation weights for each role.

When selecting "**Special Score**", during the process editing, you need to choose the evaluator, whether they will participate in scoring, whether the overall evaluation is mandatory, and select the evaluation items.

Evaluation Form Addition



Evaluation Form Title *

Evaluation Type *

Build The Rule * (If the number of days on board exceeds the set number, an evaluation task will be generated.)

Scoring Method *

- Summary Score (The evaluator scores for the all the evaluation items. The summary score will be calculated according to the weight.)
- Special Score (The evaluator scores for the specified evaluation items. The special score will be accumulated to calculate.)

Applicable Vessel (MultiSelect) * All

Applicable Rank * All

When selecting "Summary Score", during the process editing, you need to select the evaluator, whether to participate in scoring, whether the overall evaluation is required, whether abstention is allowed, and fill in the evaluation weight.

Evaluation Form Editing

Total Score: 0 Convert the final score to a percentage system. ⓘ

Procedure	Evaluator	Participate in scoring (Yes/No)	Overall evaluatio...	Have Right to Wait	Operation
1	<input type="text" value="Please select"/>	<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="button" value="Insert Next Step"/>

Evaluation Form Addition



Evaluation Form Title *

Please enter

Evaluation Type *

Dismission Evaluation

Build The Rule * (If the number of days on board exceeds the set number, an evaluation task will be generated.)

0

Scoring Method *

- Summary Score(The evaluator scores for the all the evaluation items. The summary score will be calculated according to the weight.)
- Special Score(The evaluator scores for the specified evaluation items. The special score will be accumulated to calculate.)

Applicable Vessel(MultiSelect) * All

When selecting "Special Score", during the process editing, you need to select the evaluator, whether to participate in scoring, whether the overall evaluation is required, and select the evaluation items

Applicable Rank * All

Evaluation Form Editing

Evaluation Process Editing

Total Score:0

Convert the final score to a percentage system. ⓘ

Procedure	Evaluator	Participate in scoring (Yes/No)	Overall evaluatio...	Evaluation Item	Operation
1	Please select	Yes	No	Add Evaluation It	<input type="button" value="Insert Next Step"/>