## How to quickly generate the basic salary of crews (document)

Users log in to the OLISS Web side and click to enter in turn **"Crew Cost → Crew Salary → Monthly Salary Sheet"** interface, click "Salary Detail Summary", in the Salary Detail Summary page, click "Add", jump to the Quick Add Salary interface. In this interface, you can switch between " Crew On board /Crew On Shore" according to your needs, or quickly find the target crew according to the filtering conditions. After checking the target crew, click the edit icon on the right to edit the basic salary and other awards. After editing, click "Save", and finally click "Confirm"

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	Crew Cost	~ _	Monthly Salar	ry Sheet Approva	al History	Salary Setting	I											
	Crew Contract		Salary Detail Summary → 2、click "Salary Detail Summary"										2025 👻 First Half Year Second Half Yea					
	Crew Insurance	_			Jan		Feb			Mar		Apr		Мау		Jun		
	Crew Salary	×	INO.	Vessel *	All 👻		All 🔻			All 👻		All 👻		All 🔻		All 👻		
	Monthly Sala Sheet	ry 🛶 1	1 Click to e	Shore-based	Approving	Approving		To Be Made		To Be Made								
	Approval Histo	iry	2	LINK OCEAN 1	To Be Sul	To Be Submitted		To Be Submitted		To Be Made								
	Salary Setting		3 LINK OCEAN 14		То Ве Ма	To Be Made		N/A		N/A								
£ F	Recruitment	> -																
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Salary Detail Summary												8	\$					
Add	Export By C	rew E	kport By Ship											2025-02	î Cr	ew Name	Search Reset	
No.	Name	Vessel 🔻	Rank 🔻	Crew Type 💌	Salary Days	Currency 👻	Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Subsidy	Deduction	Total Salary@	Operation	
1	鮑磊 ①	LINK OCE N 1	A Master		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record   Edit   Delete	
2	陈* ①	LINK OCE N 1	EA Chief Offic	er	28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record   Edit   Delete	

switch between "Crew On board /Crew On Shore" according to your needs,

quickly find the target crew according to the filtering conditions

After checking the target crew, click the edit icon on the right to edit the basic salary and other awards. After editing, click "Save", and finally click "Confirm"

	t crew on board / crew o					Quickly	find the target crew a	ccording to t	he filtering conditio	ons	
on E	Board Crew on Shore				2025.02	↑					
					2025-02	salary of the cu	rrent month has been submitted fi	ne approval it cappo	Crew Name	's salary sheet has bee	
	Basic Info	Time on Board	Basic Salary *	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Salary Adjustment	
	鲍磊(MasterConcurrent PostMaster)/LINK OCEAN 1 ID:321002199000000000	28 ①	8000	1000	500	100	500	200	0	2	
	李四(Master)/自测1号 ID:3210021980000000000	28									
	程三管(Apprentice Master)/LINK OCEAN 1 ID:30	28	0	1000	500	100	500	200	0		
	庄军(Apprentice Master)/自测1号 ID:371102*******9	28									
	LUQMAN HAKIM BIN RAMANIZAN(Chief Officer)/LI NK OCEAN 1 ID:20120302	28	8000	1000	500	100	500	200	0	2	
	陈*(Chief Officer)/LINK OCEAN 1 ID:32038219********	28 🕕	8000	1000	500	100	500	200	0	Save Cancel	
	张三(Chief Officer)/自测1号 ID:37062519000000000000000005 After checki	28 ng the target cr	ew click the edit	ticon on the righ	t to edit the ba	sic salary a	und other awards afte	r editina clic	k "Save" and finally	click "Confirm"	
	球球测试2(Apprentice Chief Officer)/LINK OCEAN 1 ID:877********7	28	0	1000	500	100	500	200	0	2	
	號*臺(Second Officer)/自测1号 ID:*******1	28								2	
	洪舒(Third Officer)/LINK OCEAN 1 ID:3210*******X	28	0	1000	500	100	500	200	0		
	张*良(Third Officer)/自测1号 ID:3711221********	28								2	
	马丰生(Chief Engineer)/自测1号	28									

## Next step:

The newly added crew salaries will appear in the salary summary interface, and so on. Users can export the newly added crew salaries by crew dimension/ship dimension as needed, as shown in the figure below.

	Salary Detail Summary															$\otimes$	
Add	td Export By Crew Export By Ship - Users can				port the newly added crew salaries by crew dimension/ ship dimension as needed								2025-02	Crew Name		Search Reset	
No.	Name	Vessel 💌	Rank 👻	Crew Type 👻	Salary Days	Currency 👻	Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Subsidy	Deduction	Total Salary	Operation
1	鮑磊①	LINK OCEA N 1	Master		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record   Edit   Delete
2	陈* ①	LINK OCEA N 1	Chief Officer		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record   Edit   Delete

Total Number: 2 Persons; Total Amount this Month: CNY:19520.00

2 Total 50Total/Page 🗸