

How to view and export the crew salary (document) on the web

Log in to the Web version of Hai Tong, go to the Crew Cost → Crew Salary → Monthly Salary Sheet interface, and follow these steps 1-4:

1. View operations:

The screenshot shows the Hai Tong web interface. On the left, the 'Crew Cost' menu is expanded, with 'Crew Salary' selected. The 'Monthly Salary Sheet' interface is displayed, showing a table with columns for No., Vessel, Jul, Aug, Sept, Oct, Nov, and Dec. A red box highlights the 'Salary Detail Summary' button, and a red arrow points to it with the text '2. Click "Salary Detail Summary"'. Another red box highlights the 'Crew Salary' menu item, and a red arrow points to it with the text '1. Click to enter the "Crew Salary--Monthly Salary Sheet" interface'.

3. Click "Add"

The screenshot shows the 'Salary Detail Summary' interface. A red box highlights the 'Add' button. Below the button is a table with columns for 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, and Operation. The table contains three rows of crew members.

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	常小军	LINK OCEAN 1	Second Officer		30	CNY	7000	1000.00	500.00	100.00	500.00	200.00	0.00			9,300.00	History Record Edit Delete
2	刘金祥	LINK OCEAN 1	2ND Engineer		30	CNY	8500	1000.00	500.00	100.00	500.00	200.00	0.00			10,800.00	History Record Edit Delete
3	刘立强	LINK OCEAN 1	4TH Engineer		30	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			10,300.00	History Record Edit Delete

The screenshot shows the 'Add Salary' interface. A red box highlights the 'Crew on Board' button, and a red arrow points to it with the text 'Switch "Crew on Board/ Crew on Shore"'. Another red box highlights the search criteria, and a red arrow points to it with the text '4. Target crew members can be found by filtering criteria'. Below the search criteria is a table with columns for 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, and Salary Adjustment. The table contains four rows of crew members.

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
刘立强(4TH Engineer)/LINK OCEAN 1 ID: [redacted]	30	8000	1000	500	100	500	200	0	[edit]
刘金祥(2ND Engineer)/LINK OCEAN 1 ID: 4 [redacted]	30	8500	1000	500	100	500	200	0	[edit]
XIANG WEN MING(Apprentice Chief Officer)/LINK OCEAN 1 ID: 5 [redacted] Contract Info	30	0	1000	500	100	500	200	0	[edit]
吕水手(Sailor)/LINK OCEAN 1 ID: 56	30	0	1000	500	100	500	200	0	[edit]

2. Export Operation:

Crew Cost

- Crew Contract
- Crew Insurance
- Crew Salary
 - Monthly Salary Sheet
- Approval History
- Salary Setting

Monthly Salary Sheet

Salary Detail Summary

2024 First Half Year Second Half Year

No.	Vessel	Jul All	Aug All	Sept All	Oct All	Nov All	Dec All
1	Shore-based		Approved	Approved	To Be Made	To Be Submitted	To Be Made
2	LINK OCEAN 1	Approved	Approving	Approved	Approving	To Be Submitted	To Be Made
3	LINK OCEAN 14	N/A	To Be Made	Approving	To Be Made	To Be Made	To Be Made

1. Click to enter the "Crew Salary--Monthly Salary Sheet" interface

2. Click "Salary Detail Summary"

Salary Detail Summary

Add → 3. Select "Export By Crew" or "Export By Ship" as needed

2024-11

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	常小军	LINK OCEAN N 1	Second Officer		30	CNY	7000	1000.00	500.00	100.00	500.00	200.00	0.00			9,300.00	History Record Edit Delete
2	刘金祥	LINK OCEAN N 1	2ND Engineer		30	CNY	8500	1000.00	500.00	100.00	500.00	200.00	0.00			10,800.00	History Record Edit Delete
3	刘立强	LINK OCEAN N 1	4TH Engineer		30	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			10,300.00	History Record Edit Delete

Export by "Crew Dimensions" interface:

(2024-11) Crew Salary

No.	Name	ID Card No.	Personal Info				Vessel	Rank	Number of Days	Currency	Salary Details							Total	Subsidies Payable	Deductible Salary	Total Salary	Emergency Contact Person	Relative Appellation	Em'y Contact ID Number
			Phone No.	Bank Account	Bank Name	Account Name					Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用							
1	常小军	4108*****				LINK OCEAN N 1	Second Officer	30.00	CNY	7,000.00	1,000.00	500.00	100.00	500.00	200.00	0.00	9,300.00	0.00	0.00	9,300.00				
2	刘金祥	4525*****				LINK OCEAN N 1	2ND Engineer	30.00	CNY	8,500.00	1,000.00	500.00	100.00	500.00	200.00	0.00	10,800.00	0.00	0.00	10,800.00				
3	刘立强	4414*****				LINK OCEAN N 1	4TH Engineer	30.00	CNY	8,000.00	1,000.00	500.00	100.00	500.00	200.00	0.00	10,300.00	0.00	0.00	10,300.00				
Total		3Persons						90.00			3,000.00	1,500.00	300.00	1,500.00	600.00	0.00	30,400.00	0.00	0.00	30,400.00				

Salary Detail Summary

Add → Click "Export By Ship"

Select a vessel

Vessel Name All Vessels

Shore-based 自刷1号 LINK OCEAN 1 LINK OCEAN 14 ABLE SAILOR

No.	Name	Vessel	Rank	Crew Type	Salary Days	Currency	Basic Salary	航次奖	扫舱费
1	常小军	LINK OCEAN N 1	Second Officer		30	CNY	7000	1000.00	500.00
2	刘金祥	LINK OCEAN N 1	2ND Engineer		30	CNY	8500	1000.00	500.00
3	刘立强	LINK OCEAN N 1	4TH Engineer		30	CNY	8000	1000.00	500.00

Total Number: 3 Persons. Total Amount this Month: CNY:30400.00

Press "Ship Dimension Export" interface:

LINK OCEAN 1 (2024-11) Crew Salary

No.	Name	ID Card No.	Personal Info				Vessel	Rank	Number of Days	Currency	Salary Details							Total	Subsidies Payable	Deductible Salary	Total Salary	Emergency Contact Person	Relative Appellation	Em'y Contact ID Number
			Phone No.	Bank Account	Bank Name	Account Name					Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用							
1	常小军	4108*****				LINK OCEAN 1	Second Officer	30.00	CNY	7,000.00	1,000.00	500.00	100.00	500.00	200.00	0.00	9,300.00	0.00	0.00	9,300.00				
2	刘金祥	4525*****				LINK OCEAN 1	2ND Engineer	30.00	CNY	8,500.00	1,000.00	500.00	100.00	500.00	200.00	0.00	10,800.00	0.00	0.00	10,800.00				
3	刘立强	4414*****				LINK OCEAN 1	4TH Engineer	30.00	CNY	8,000.00	1,000.00	500.00	100.00	500.00	200.00	0.00	10,300.00	0.00	0.00	10,300.00				
Total		3Persons						90.00			3,000.00	1,500.00	300.00	1,500.00	600.00	0.00	30,400.00	0.00	0.00	30,400.00				