How to add a crew contract (document) on the web side

After adding crew information to the OLISS Web side, the crew contract interface will generate the relevant information synchronously and display the status of "Unsigned".

Users can log in to the OLISS Web side, and operate in **"Crew Cost → Crew Contract"** interface，you can find the target crew through the filter bar, you can click "Add" to add a new crew contract or select "Unsigned" contract crew in "Status", click "..." behind the target crew, select "Add Contract", jump to the "Add Crew Contract" interface, select crew, vessel(vessel support fuzzy search), rank, start and end dates, fill in the contract number, warning days, set Five Insurances and Housing Fund setting, upload the contract attachment, and click "Confirm"

Add Crew Contract

Crew Name *

Please select

Vessel support fuzzy search

Vessel *

Please select

Rank *

Please select

Contract Period * ☐ Permanent

Please select Start Date ~ Please select Termination Date

Contract No.

Please enter

Warning Days

30

Insurance and Housing Fund Setting

No.	Name	Contribution Base
1	Endowment Insurance	Please enter
2	Unemployment Insurance	Please enter
3	Medical Insurance	Please enter
4	Employment Injury Insurance	Please enter
5	Maternity Insurance	Please enter
6	Public Accumulation Funds	Please enter

Contract Attachment

Upload

4. Select crew name,vessel, rank, start and end dates, fill in the contract number, warning days, set Five Insurances and Housing Fund setting, upload the contract attachment, and click "Confirm"

Confirm   Cancel