

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"

The screenshot shows the 'Crew Contract' interface. On the left sidebar, 'Crew Cost' is expanded, and 'Crew Contract' is selected. At the top, there are buttons for 'Add', 'Import', 'Export', and 'Contract Template'. A message states 'There are 26 contracts pending signature, [Click to process](#)'. A checkbox for 'Only Expiring Contract' is also present. The main table lists crew members with columns: No., Crew Name, Vessel, Rank, Recent Deployment Inf..., Crew Group, Contract Period, Execution Days, Remaining Days, Electronic Contract Signing, Update Info, Status, and Operation. Red annotations include: 1. 'Click to enter the "Crew Contract" interface' pointing to the sidebar. 2. 'Target crew members can be quickly found by filter bars' pointing to the table headers. 3. 'Click "Add" or "Status" and select "Unsigned", click "..." and select "Add Contract"' pointing to the 'Add' button, the 'Status' dropdown, and the 'Add Contract' button in the 'Operation' column.

No.	Crew Name	Vessel	Rank	Recent Deployment Inf...	Crew Group	Contract Period	Execution Days	Remaining Days	Electronic Contract Signing	Update Info	Status	Operation
1	张永手	LINK OCEAN 1	DECK	LINK OCEAN 1/DECK (2023-03-23)		2023-03-23-2023-05-31		Expired	Send Contract	沈雪飞 2023-06-01 03:15:10	Invalid	...
2	LUQMAN HAKIM B IN RAMANIZAN	Shore-based	2/O	LINK OCEAN 1/C/O (2024-12-18)	内贸船员组234	2024-09-01~	60	permanent	Send Contract	贺春旭 2024-11-01 01:00:19	Invalid	...
3	陈*			LINK OCEAN 1/C/O (2024-09-19)	自有船员组34	~			Send Contract		Unsigned	...
4	范伟			LINK OCEAN 1/C/CK (2023-05-13)	公司社招组23	~			Send Contract		Unsigned	...
5	洪野			LINK OCEAN 1/3/O (2024-09-19)	公司社招组23	~			Send Contract		Unsigned	...
6	Henry			LINK OCEAN 1/C/E (2025-04-01)		~			Send Contract		Unsigned	...
7	瞿三臂			LINK OCEAN 1/Tr. Capt. (2024-07-01)	公司社招组23	~			Send Contract		Unsigned	...



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