

How to export monthly crew schedule details (document)

Users log in to the OLISS Web side , click to enter the "Crew Management → Crew Schedule" interface in sequence, and enter the crew schedule list interface by default. Click "Monthly Schedule" to select the month to be exported in the filter bar, or search for target crew members by keywords. Click "Edit" on the right side of the target crew member to enter the monthly schedule details interface. Select "Export this month" or "Export within a specified range" as needed.

1. Click to enter the Crew Schedule interface

2. Click "Monthly Schedule"

3. Select the month to be exported in the filter bar, or search for target crew members by keywords

4. Click "Edit"

No.	Crew	Rank	Month	Generate Schedule Days	Status	Template Info	Operation
6	鲍磊	Master (01 - 28 Day)	2025 - 02	28	Unsubmitted	船长晚班 (01 - 28 Day)	Edit Change the template Export
7	鲍磊	Master (01 - 31 Day)	2025 - 01	31	Unsubmitted	船长晚班 (01 - 14 Day) 12344656 (15 - 17 Day) 船长晚班 (18 - 31 Day)	Edit Change the template Export
8	鲍磊	Master (01 - 31 Day)	2024 - 12	31	Unsubmitted	12344656 (01 - 31 Day)	Edit Change the template Export
9	鲍磊	Master (01 - 30 Day)	2024 - 11	30	Unsubmitted	品牌夹看 (01 - 07 Day) 1120723 (08 - 09 Day) 3355 (10 - 10 Day) 12233074 (11 - 11 Day) 12344656 (12 - 30 Day)	Edit Change the template Export

5. Select "Export" or "Export within Specified Range" as needed

Vessel Name: LINK OCEAN 1 Crew: 鲍磊(Master) Year: 2025

Jan. Feb. Mar. Apr. May. Jun. Jul. Aug. Sep. Oct. Nov. Dec.

Unsubmitted-31 Unsubmitted-28 Unsubmitted-16

Total 16 items this month, no violation of MLC regulations. Confirm Export Export within Specified Range Reset the Schedule of This Month Template Info

Date: Master (01 - 16 Day) Work Time Rest time

1 Delete

Rest Time Within 24 hours(h): 16 Remarks: Please enter