

How to export a custom crew list (document)

Users log in to the OLISS Web side and click to enter the "**Crew Management → Crew Arrangement**" interface, manually switch to the Crew On Board List interface, click "Export Crew List", and the pop-up window for select a vessel pops up: you can select all vessels or individual vessel, and then click "Export" to export a custom crew list.

The screenshot displays the OLISS Web interface. The top navigation bar includes the logo '互海科技', a search icon, 'Workbench 30694', 'Vessel Monitor', and 'Find'. The main content area is divided into several sections:

- Left Sidebar:** Contains navigation options: 'Crew Management' (highlighted with a red box and arrow), 'Crew Info', 'Resume Update', 'Crew Arrangement' (highlighted with a red box and arrow), 'Crew Attendance', 'Disembark Request', 'Crew Transfer', 'Crew Incident', 'Crew Tracking', 'Crew Evaluation', and 'Crew Schedule'.
- Top Tabs:** 'Crew Arrgt', 'Crew On Board List' (highlighted with a red box and arrow), and 'Crew Arrgt Record'. A red arrow points from the 'Crew On Board List' tab to the text '2, manually switch to the crew on board list interface'.
- Search Bar:** 'Please enter vessel name.' with a search icon and a date filter '2025-03-06'. A red box highlights the 'Export Crew List' button, with a red arrow pointing to the text '3, click "Export Crew List"'. A 'Search' button and a 'Reset' button are also visible.
- Crew List Table:** A table with columns: No., Rank, Crew Name, ID, Phone No., Native Place, Contact Add., On Board Days, and Sign-On Port. The table contains 6 rows of crew data.

No.	Rank	Crew Name	ID	Phone No.	Native Place	Contact Add.	On Board Days	Sign-On Port
1	Master (Concurrent Post Master)	熊磊	321002199000000000			湖北省 武汉市 洪山区*****号3号11111111111111111111	218.5 Days	扬州某港11
2	Steward (Concurrent Post Filter)	沈鹏飞	3208301*****	(+86) 13665*****		江苏省 淮安市 盱眙*****组11号	18.5 Days	
3	Third Officer	洪野	32108119*****	(+86)*****		江苏省 扬州市 仪征市 *****77号	168.5 Days	
4	2ND Engineer	刘金祥	4525241976*****				663.5 Days	揭阳
5	3RD Engineer	李学刚	3707021962*****				569.5 Days	
6	3RD Engineer	叶*民	352227197*****				63.5 Days	123

Select a vessel



Vessel Name Searching All Vessels

LINK OCEAN 1 LINK OCEAN 14 ABLE SAILOR 自测1号

Include Crew Certificate

Include COVID-19 Vaccine Info



4、 you can select all vessels or individual vessel, and then click "Export"

Export

LINK OCEAN 1 On Board Crew List

Date: 2025-03-06

No.	Rank Name	Crew Name	Native Place	ID Card	Sign-On Date	Sign-On Port	Contact No.	Family Contact
1	Master(兼任Master)	鲍磊	江苏省扬州市	321002199000000000	2024-07-31	扬州某港11		
2	Steward(兼任Fitter)	沈雪飞	江苏省淮安市	3208301996*****	2025-02-16		(+86)13665*****	182*****
3	Third Officer	洪舒	江苏省扬州市	3210811983*****	2024-09-19		(+86)13626*****	180*****
4	2ND Engineer	刘金祥		4525241976*****	2023-05-13	揭阳		
5	3RD Engineer	李学刚		3707021962*****	2023-08-15			
6	3RD Engineer	叶*民		3522271973*****	2025-01-02	123		
7	Chief Cook	范伟		3206211988*****	2023-05-13	揭阳		
8	Apprentice Master	瞿三管		30	2024-07-01			
9	Chief Officer	陈*		320382198*****	2024-09-19			
10	Chief Officer	LUQMAN HAKIM BI		20120302	2024-12-18			
11	Second Officer	王二副		321081199*****	2025-03-03			
12	Chief Engineer	涂健		420106198*****	2024-12-01			
13	Bosun	杨一兵	江苏省南京市	32010119*****	2025-02-01			
14	Sailor	张水手		68	2023-03-23		(+86)13322*****	
15	Sailor	我试试		1234567893*****	2024-07-08	上海		
16	4TH Engineer	刘立强		441481198*****	2024-06-19	扬州港		
17	4TH Engineer	徐菲菲		091640	2022-07-31	太仓		
18	Commissar	祁俊伟		412824197*****	2024-08-27			