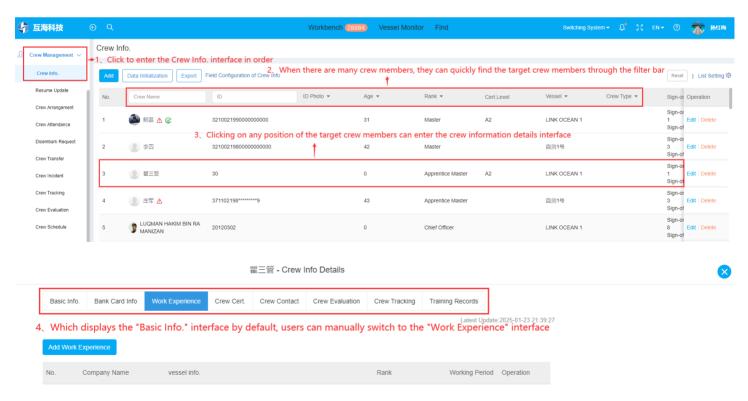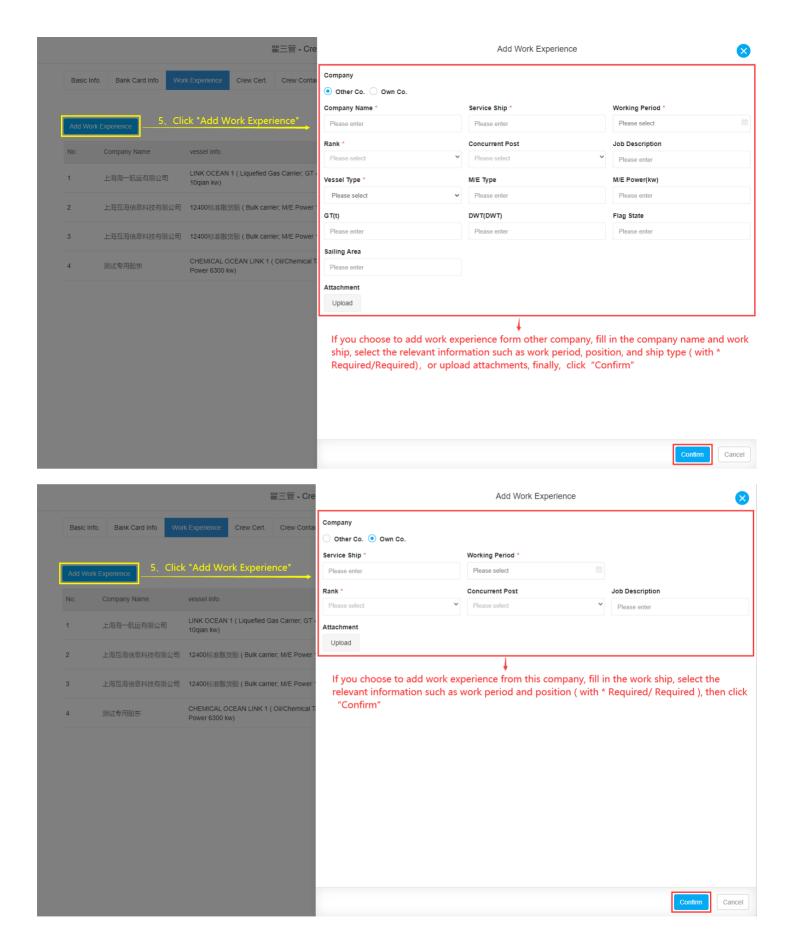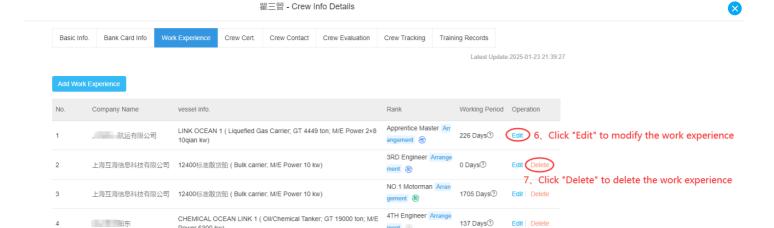# How to view, add, edit, or delete crew experience (document)

Users log in to the OLISS Web side , click to enter the "Crew Management → Crew Info." interface in order. When there are many crew members, they can quickly find the target crew members through the filter bar. Clicking on any position of the target crew members can enter the crew information details interface, which displays the "Basic Info." interface by default. Users can manually switch to the "Work Experience" interface, click "Add Work Experience", and a pop-up window for adding new work experience will appear. If you choose to add work experience from other companies, fill in the company name and work ship, select the relevant information such as work period, position, and ship type (with * required/required), or upload attachments. Finally, click "Confirm" to successfully add work experience from other companies. If you choose to add work experience from this company, fill in the work ship, select the relevant information such as work period and position (with * Required/Required), then click "Confirm" to complete the addition of work experience in our company. In the work experience interface, click "Edit" to modify the work experience; click "Delete" to delete the work experience.

Add Work Experience

Company
- Other Co. ● Own Co.

| Company Name * | Service Ship * | Working Period * |
| Please enter | Please enter | Please select |

| Rank * | Concurrent Post | Job Description |
| Please select | Please select | Please enter |

| Vessel Type * | M/E Type | M/E Power(kw) |
| Please select | Please enter | Please enter |

| GT(t) | DWT(DWT) | Flag State |
| Please enter | Please enter | Please enter |

Sailing Area
Please enter

Attachment
Upload

Confirm | Cancel

5、Click "Add Work Experience"

If you choose to add work experience form other company, fill in the company name and work ship, select the relevant information such as work period, position, and ship type (with * Required/Required), or upload attachments, finally, click "Confirm"

Add Work Experience

Company
- Other Co. ● Own Co.

| Service Ship * | Working Period * |
| Please enter | Please select |

| Rank * | Concurrent Post | Job Description |
| Please select | Please select | Please enter |

Attachment
Upload

Confirm | Cancel

5、Click "Add Work Experience"

If you choose to add work experience from this company, fill in the work ship, select the relevant information such as work period and position (with * Required/ Required), then click "Confirm"

| Basic Info. | Bank Card Info | Work Experience | Crew Cert. | Crew Contact | Crew Evaluation | Crew Tracking | Training Records |

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Add Work Experience

No.	Company Name	vessel info.	Rank	Working Period	Operation
1	___航运有限公司	LINK OCEAN 1 (Liquefied Gas Carrier; GT 4449 ton; M/E Power 2×8 10qian kw)	Apprentice Master Arrangement	226 Days⑦	Edit 6、Click "Edit" to modify the work experience
2	上海互海信息科技有限公司	12400标准散货船 (Bulk carrier; M/E Power 10 kw)	3RD Engineer Arrangement	0 Days⑦	Edit Delete 7、Click "Delete" to delete the work experience
3	上海互海信息科技有限公司	12400标准散货船 (Bulk carrier; M/E Power 10 kw)	NO.1 Motorman Arrangement	1705 Days⑦	Edit | Delete
4	___船东	CHEMICAL OCEAN LINK 1 (Oil/Chemical Tanker; GT 19000 ton; M/E Power 6300 kw)	4TH Engineer Arrangement	137 Days⑦	Edit | Delete

Note:

If it is a record generated by the work experience of another company or the crew deployment of our company, and it has been disembarked, it can be deleted.

If the crew member is in ship status, they cannot be deleted.