

How to Improve Crew Certificate in Crew Transfer Interface (Document)

Users log in to the OLISS web side, click to enter the crew transfer interface in turn, click "Batch Addition", a middle pop-up window will appear, select the ship and click "Confirm", enter the batch crew transfer interface, click "Add Transfer", and choose "Replacement" or "Sign-off Only" or "Sign-on Only" according to their needs.

互海科技

2. Click "Batch Addition"

3. Select a vessel

1. Click in turn to enter "Crew Transfer" interface

No.	Transfer Order No.	Transfer Order Type	Vessel Name	Rank	Sign-off ID	Crew Name	Planned Sign-on/Sign-off Date	Planned Sign-on/Sign-off Port	Status	
1	CT-25012207	Replacement Crew	自测1号	2ND Engineer	吴学通 232324*****85	2ND Engineer	3603111*****	2025-01-09	123	Accepted
2	CT-25012208	Replacement Crew	自测1号	Second Officer	燕小九 32232019*****6	Second Officer	3729011*****1	2025-01-02	123	Accepted
3	CT-25012205	Replacement Crew	自测1号	3RD Engineer	姬伟 321084196*****0	3RD Engineer	徐红波 3206221*****1	2025-01-03	123	Completed
4	CT-25012204	Replacement Crew	自测1号	Third Officer	张某某 002	Third Officer	张*良 371122*****43	2025-01-23	123	Executed
5	OL1-CT-25012203	Sign-on Crew Only	LINK OCEAN 1	3RD Engineer	叶*民 352227*****5			2025-01-02	123	Executed
6	OL1-CT-25012202	Replacement Crew	LINK OCEAN 1	Second Officer	魏*雷 3729011*****1		zhangsan 3102*****1	2025-01-23	Yangzhou Port	Executed

LINK OCEAN 1 — Batch Crew Transfer

4. Click "Add Transfer" ,and choose "Replacement" or "Sign-off Only" or "Sign-on Only" according to their needs

Boarding and Disembarkation Rank	Sign-off Crew	Current Working Info	Expiration of	Crew Sign-on	Latest Work Record	*Planned Sign-on/Sign	*Planned Sign-on/ Sign-c	Remarks	Attachment
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Replacement:

Select "Replacement" to enter the batch rotation interface. After selecting the crew members who will disembark in batches, click "Confirm". For the positions with missing certificates, there will be icon prompts. Click to add on the prompt interface to enter the interface of adding crew certificates. Click "Add Crew Certificate".

互海一号——Batch Rotation

Select crews(Crews with existing transfer orders do not appear in the optional list.)

Select All

??0001

测试

测试0001

陈三副

丁廷波

郭世美

加菲猫

李测是

刘鹏

刘秋红

吕船长

吕轮机

嘛大哈

齐大胜

卫船长

卫大海

卫轮机

徐船长

严璐

于超

周顺利

Confirm


Cancel


5、Select the crew members who will disembark in batches, click "Confirm"

互海一号 —— Batch Crew Transfer

Add Transfer Order

6、For the positions with missing certificates, there will be icon prompts

No.	Transfer Order Ty...	Boarding and Disembarkation Rank	Sign-o	Latest Work Record	*Planned Sign-on/Sign	*Planned Sign-on/ Sign-t	Remarks	Attachmen
1	Replacemen	洗烫工 Valet	??000		Please select	Please enter	Please enter	Upload
2	Replacemen	Sailor 	测试0		Please select	Please enter	Please enter	Upload
3	Replacemen	洗烫工 Valet	测试00		Please select	Please enter	Please enter	Upload
4	Replacemen	Chief Officer	陈三副		Please select	Please enter	Please enter	Upload
5	Replacemen	4TH Engineer	丁廷波		Please select	Please enter	Please enter	Upload
6	Replacemen	Chief Cook	郭世美		Please select	Please enter	Please enter	Upload


Note

Crew **测试** For **Sailor** Rank, The following certificates are missing
ID Card, JSZGZ, Seafarer's Identity Document, Cert. of Proficiency, 江证, Cert. of Competency (COC) [Click to Add](#)

7、Click to Add

Ok



Crew: 测试 (123123123123132132)

Vessel Name/ Rank: 互海一号/

[MSA Cert.Query >](#)

8、In the Add Crew Certificate interface, click "Add Crew Certificate"

ID Card

The boarding certificate is missing, please add it in time.