How to set the validity period of crew certificates (Document)

To set the validity period of the crew certificate, first make sure that the certificate is in the "enabled" state, and then set the validity period.

Users log in to the OLISS Web side and click to enter in turn " Setting \rightarrow Basic Data \rightarrow Crew Cert. " Interface. By default, enter the Rank Required Cert. interface for the position, manually switch to the "Crew Cert. in Use" interface. If the certificate has not been enabled yet, you need to find the target certificate in the "Disabled Cert." list, click the "OFF" button on the right to turn blue "ON", then pop up in the middle, click "OK" to enable the certificate. In the Activated Crew... list, find the target certificate, click "Edit" on the right: fill in the validity period (in "months"), select the warning days, and finally click "Save".

\$	互海科技	ΘQ				Workbench (2899	3 Vessel M	onitor Find			Switching System +	Ø 3€ EN+ (9 🌋 Mille
£ 6	-Signature >	Spare Parts	Marine Stores	Oil Marine Char	t Inspection Lis	st Crew Cert. Vessel C	ert. Company	Contact Crew G	roup				
-				red Cert. interf	ace for the p								
(c) 9	etting ~	Rank Requi	red Cert. Crew Ra	nk in Use Crew Co	ert. in Use C	Cert. Warning Setting							
	Role Authority	Activated Cri	2W				Disabled middle.c		the "OFF" but	tton on the rig	ht to turn blue "(^{rt}		
	User	No. (2)	Cert. Full Na	ne Abbr.	Validity Period	. Warning Days No Attac	hment Remin	Status Be	atch Operation	No. ⑦	Cert.Name(CN)	Abbreviation	Batch Enable
	Workflow	1	ID Card	ID Card	0				t	35	Advanced trainin for liquefled gas	g Advanced Training for Liquefied Ga	
	Basic Data Spare Parts Marine Stores	2	Seafarer's Id ty Document	enti Seafarer's Ident ty Document	¹ 0	(36	Training for pers	Personnel On Pas senger Ships-1	
		vs 3 Certificate of mpetency for	Co Cert. of Compet	0	Are you sur	e to enal	to enable this		36	Training for pers	Personnel On Pas senger Ships-2		
	OII Marine Chart	4	Certificate of oficiency for	Pr Cert. of Proficie S ncy	0	cer	tificate ?			37	Large ship hand g special trainin.	in Large ship handlin g	
	Inspection List	5	Medical Cert te for Seafar	fica Medical Certifica	a 12	After enabled, the certification	ate will appear in	the enabled list.		38	Special training rtificate for high	High speed ship of ew-1	
	Crew Cert.	6	Seafarer's Pa port	ss Seafarer's Pass port	0	Cance	Ok			38	Special training rtificate for high	High speed ship or ew-2	
	Company Contact	in turn Crew C 7	ert: interface Passport	Passport	240	Yes		Enabled Ed	dit	38	Special training rtificate for high	High speed ship or ew-3	
Sp F	are Parts Mar	ine Stores Oil	Marine Chart Use Crew Cert	Inspection List	Crew Cert.	Vessel Cert. Compar	ny Contact C	irew Group	the right	Disabled Cert.			
N	0. (1)	Cert. Full Name	Abbr.	Validity Period	Warning Davs	No Attachment Remin	Status	Batch Operatio	on I	No. ⑦	Cert.Name(CN)	Abbreviation	Batch Enable
1		ID Card	ID Card	0	60	Yes	Enabled	Edit		35	Advanced training for liquefied gas	Advanced Training for Liquefied Ga	OOFF
2		Seafarer's Identi ty Document	Seafarer's Identi ty Document	0	60	🔿 No 💿 Yes		Save Cance	a	36	Training for perso nnel on passen	Personnel On Pas senger Ships-1	OFF
3		Certificate of Co mpetency for	Cert. of Compet ency (COC)	0	60	Yes	Enabled	Edit		36	Training for perso nnel on passen	Personnel On Pas senger Ships-2	OFF
4		Certificate of Pr oficiency for S	5 Fill in th Cert. of Proficie ncy	o validity per	60 (IN " MO	nths"), select the w Yes	Enabled	Edit	click "Save"	37	Large ship handlin g special trainin	Large ship handlin g	OOFF

Click to enter the "Crew Management \rightarrow Crew Information" interface in turn, find the target crew member, click anywhere in the line where the target crew member is located, enter the crew information details interface, manually switch to the "Crew Certificate" interface, you can perform operations such as add, edit, delete, import and export crew certificates.

요 Crew Management ~	Crew Ir	nfo.										
Crew Info.	Add	Data Initialization	Export Field	Field Configuration of Crew Info		Click to ente the line wher	lick anywhere details interface	Reset List Setting \$				
Resume Update	No.	Crew Name		ID	1) Photo 👻	Age 👻	Rank 🔻	Cert.Level	Vessel 👻	Crew Type 👻	Sign-or Operation
Crew Attendance	1	🎒 112 🛆 🕲	3	3210021990000000000			31	Master	A2	LINK OCEAN 1		Sign-o 1 Edit Delete Sign-o
Disembark Request Crew Transfer	2		3	3210021980000000000			42	Master		自测1号		Sign-or 3 Edit Delete Sign-of
		7.Manually	switch to t	the "Crew Cert	ificate" in	terface	- Crew Info Details					\otimes
			Basic Info. B	Bank Card Info Work	Experience	Crew Cert. Crev	v Contact Crew Evalu	ation Crew Tracking	Training Records			
		_							Latest	Update:2024-10-31 14:27:43		
			Add Import	Export MSA	ert.Query > ►8.You ca	in perform of	perations such	as add, edit, del	ete, import	and export crew	certificates	
			No. Cert. N	lame	Cert. No.	Issuing Authority	Validity Period	Applicable Ra	Warning Days	Attak Operation		
			1 Seafare	er's Passport	-	江苏海事局	2022-03-04 ~ 2027-03 ③ Remaining705 Day	04	15 Day	Edit Delete		
			2 Basic tr	raining		上海海事局	2020-06-08 - 2025-06	08	60 Day	Edit Delete		
			Proficie 3 nd resc st rescu	ency in survival craft a cue boats other than fa ue boats	-	连云港海事局	2022-06-27 - 2027-06 ③ Remaining820 Day	27	60 Day	Edit Delete		
			4 Training	ig in medical first aid		南通海事局	2016-01-26 - 2061-03	02 V	60 Day	S Edit Delete		
			5 Securit	ty awareness training		兩通海事局	2016-01-26 ~ 2061-03 ③ Remaining13122 D	02 V	60 Day	Sedit Delete		
									5	Total 10Total/Page 🗸		

(1)Add Crew Certificate

Click "Add", select the cert. name (if warning days are set for a certain certificate when configuring the position certificate, the warning days will be automatically matched and displayed after selecting the certificate name), issued date, expiry date, and certificate status. Attachments can be uploaded, and finally click "Confirm".

			- Cre	Add C	rew Cert.			
	Basic Info. Bank Card Info Work	k Experience C	rew Cert. Crew Conta	Crew Name 试查飞(
	8.Click "Add"			Cert. Name *	Suitable position(From MSA)			
	Add Import Export MSA	Cert.Query >		Please select v				
				Cert. No.	Issuing Authority			
N	o. Cert. Name	Cert. No.	Issuing Authority Valid	Please enter	Please enter			
1	Seafarer's Passport		(江苏海寨园 2022	Issued Date *	Expiry Date * O Long-standing Effective Shortcut Date v			
			2020	Please select	Please select			
2	Basic training		上海海事局	Warning Days	Cert. Status			
з	Proficiency in survival craft a nd rescue boats other than fa		连云港海事局 2022	Please enter	Valid ~			
	st rescue boats			Cert.Description				
4	Training in medical first aid		南通海事局 ③ R	Please enter				
5	Security awareness training		南通海事局 2016 (0.8					
				Upload				
					1			
					1			
				9.Select the cert. name (if warning day	s are set for a certain certificate when			
				and displayed after selecting the certif	e warning days will be automatically matched ficate name) issued date, expiry date, and			
				certificate status. Attachments can be	uploaded, and finally click "Confirm"			
					1 n 1 t			
					Submit			

(2)Edit Crew Certificate

Click on 'Edit' to the right of the specific certificate, modify the certificate name, issued date, certificate status, and whether to upload attachments as needed, then click "Confirm".

Basic Info.	Bank Card Info Wo	rk Experience	trew Cert. Cre	w Contact Crew Evaluation	Crew Tracking	Training Records		
						Latest Up	pdate:2024-10-31 14:27	43
Add Ir	mport Export MS/	A Cert Query >			L	atest Certificates 🗸	Valid Certificates	~
No. Ce	ert. Name	Cert. No.	Issuing Authorit	y Validity Period	Applicable Ra	Warning Days	Attax Operation	
1 Se	eafarer's Passport		江苏海事局	2022-03-04 ~ 2027-03-04 () Remaining705 Day		15 Day	Edit Delete	8.Click on "Edit
2 Ba	asic training	-	上海海事局	2020-06-08 - 2025-06-08 () Remaining71 Day		60 Day	Edit Delete	
Pr 3 nd st	roficiency in survival craft a d rescue boats other than fa rescue boats		连云港海事局	2022-06-27 - 2027-06-27 () Remaining820 Day		60 Day	Edit Delete	
4 Tr	aining in medical first aid	-	南通海事局	2016-01-26 - 2061-03-02 () Remaining13122 Day		60 Day	Edit Delete	
5 Se	ecurity awareness training	-	兩通海事局	2016-01-26 ~ 2061-03-02 C Remaining13122 Day		60 Day	Edit Delete	
						5 To	tal 10Total/Page	

			- Cre	Edit Cr	ew Cert.
	Basic Info. Bank Card Info	Work Experience	Crew Cert. Crew Conta	Crew Name	
				Cert. Name *	Suitable position(From MSA)
	Add Import Export	MSA Cert.Query >		Seafarer's Passport 🗸	
				Cert. No.	Issuing Authority
N	Io. Cert. Name	Cert. No.	Issuing Authority Valid		江苏海事局
1	Seafarer's Passnort		17 AD 10 10 2022	Issued Date *	Expiry Date * O Long-standing Effective Shortcut Date V
			0 R	2022-03-04	2027-03-04
2	Basic training		上海海事局 ③ R	Warning Days	Cert. Status
з	Proficiency in survival cr nd rescue boats other th	aft a an fa	· 注云港海事局 2022	15	Valid ~
	st rescue boats			Cert.Description	
4	Training in medical first	aid	商通海事局 ① R	Please enter	
5	Security awareness train	ning Constant	南通海事局 2016 (① R		
				Upload Dekte All	
					1
				9.Modify the relevant information of finally click "Submit"	of the crew certificate according the need,
				-	1
					Submit Cancel