

How to add crew assessment (document) to the crew information interface

Users log in to the OLISS Web side, click to enter the "Crew Management → Crew Information" interface in order, search for target crew members through the search bar, click on any position of the target crew member to enter the crew information details interface, switch to the "Crew Evaluation" interface, click "Add", pop up the middle window, select the evaluation type, choose temporary evaluation/interview assessment/promotion assessment as needed, fill in the reason for the increase, and then click "Submit".

The screenshot shows the 'Crew Info.' interface. A sidebar on the left has 'Crew Management' expanded to 'Crew Info.'. The main area contains a table of crew members. Red boxes and arrows highlight the following steps:

- 1. Click to enter the Crew Info. interface (points to the 'Crew Info.' menu item).
- 2. Search for target crew members through the search bar (points to the search bar above the table).
- 3. Click on any position of the target crew member to enter the crew information details interface (points to the row for '瞿三管').

No.	Crew Name	ID	ID Photo	Age	Rank	Cert_Level	Vessel	Crew Type	Sign-off	Operation
1	邬磊	3210021990000000000		31	Master	A2	LINK OCEAN 1		Sign-off 1	Edit Delete
2	李四	3210021980000000000		42	Master		自测1号		Sign-off 3	Edit Delete
3	瞿三管	30		0	Apprentice Master	A2	LINK OCEAN 1		Sign-off 1	Edit Delete
4	庄军	371102198*****9		43	Apprentice Master		自测1号		Sign-off 3	Edit Delete
5	LUQMAN HAKIM BIN RA MANIZAN	20120302		0	Chief Officer		LINK OCEAN 1		Sign-off 6	Edit Delete

瞿三管 - Crew Info Details

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

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Add → 4. Switch to the "Crew Evaluation" interface, click "Add"

No.	Rank	Vessel	On Board Time	Evaluation Type	Evaluation Form Name	Evaluation Result
1	Apprentice Master	LINK OCEAN 1	2024-07-01--	Regular Evaluation	定期考核	0
2	Apprentice Master	LINK OCEAN 1	2024-07-01--	Regular Evaluation	定期考核	0
3	Apprentice Master	LINK OCEAN 1	2024-07-01--	Regular Evaluation	定期考核	0
4	Apprentice Master	LINK OCEAN 1	2024-07-01--	Probation Evaluation	考核表设置2024062801	0

Add Crew Evaluation

Name: 瞿三管 **ID:** 30
Vessel: LINK OCEAN 1 **Rank:** Apprentice Second Officer

Evaluation Type *

Please select

- Please select
- Temporary Evaluation
- Interview Assessment
- Promotion Assessment

0 / 500

Pop up the middle window

Add

No.	Rank
1	Apprentice Master
2	Apprentice Master
3	Apprentice Master
4	Apprentice Master

5、 Select the evaluation type, choose temporary evaluation/ interview assessment/ promotion assessment as needed, fill in the reason for the increase, and then click "Submit"

1) Temporary Evaluation:

Select "Temporary Evaluation" as the evaluation type, Selecting Template, fill in the reason for temporary evaluation, and then click "Submit" to complete the addition of temporary evaluation.

Add Crew Evaluation

Name: 瞿三管

ID: 30

Vessel: LINK OCEAN 1

Rank: Apprentice Second Officer

Evaluation Type *

Temporary Evaluation

Selecting Template

Ship Template

Shore Template

Temporary Evaluation Reason *

Please enter

0 / 500

Submit

Cancel

Select "Temporary Evaluation" as the evaluation type, selecting template, fill in the reason for temporary evaluation, and then click "Submit"

2) Interview Assessment:

Select "Interview Assessment" as the assessment type, select "Interview Rank" or "Interview Vessel", fill in the reason for adding, and then click "Submit" to complete the addition of the interview assessment

Add Crew Evaluation

Name: 瞿三管

ID: 30

Vessel: LINK OCEAN 1

Rank: Apprentice Second Officer

Evaluation Type *

Interview Assessment

Interview Rank *

Please select

Interview Vessel

Please select

Temporary Evaluation Reason *

Please enter

请填写此字段。

0 / 500

Submit

Cancel

Select "Interview Assessment" as the assessment type, select "Interview Rank" or "Interview Vessel", fill in the reason for adding, and then click "Submit"

3) Promotion Assessment:

Select "Promotion Assessment" as the assessment type, select the promotion post, promotion ship, and selecting template, fill in the reasons for the increase, and finally click "Submit" to complete the addition of the promotion assessment.

Add Crew Evaluation

Name: 瞿三管

ID: 30

Vessel: LINK OCEAN 1

Rank: Apprentice Second Officer

Evaluation Type *

Promotion Assessment

Promotion Post *

Please select

Promotion Ship

Please select

Selecting Template

Ship Template

Shore Template

Temporary Evaluation Reason *

Please enter

0 / 500

Submit

Cancel

Select "Promotion Assessment" as the assessment type, select the promotion post, promotion ship, and selecting template, fill in the reasons for the increase, and finally click "Submit"