

How to quickly generate the basic salary of crews (document)

Users log in to the OLISS Web side and click to enter in turn **"Crew Cost → Crew Salary → Monthly Salary Sheet"** interface, click "Salary Detail Summary", in the Salary Detail Summary page, click "Add", jump to the Quick Add Salary interface. In this interface, you can switch between "Crew On board /Crew On Shore" according to your needs, or quickly find the target crew according to the filtering conditions. After checking the target crew, click the edit icon on the right to edit the basic salary and other awards. After editing, click "Save", and finally click "Confirm"

Crew Cost

Crew Contract

Crew Insurance

Crew Salary

Monthly Salary Sheet

Approval History

Salary Setting

Recruitment Management

Monthly Salary Sheet

Approval History

Salary Setting

Salary Detail Summary

2025

First Half Year

Second Half Year

Reset

No.	Vessel	Jan All	Feb All	Mar All	Apr All	May All	Jun All
1	Shore-based	Approving	To Be Made	To Be Made			
2	LINK OCEAN 1	To Be Submitted	To Be Submitted	To Be Made			
3	LINK OCEAN 14	To Be Made	N/A	N/A			

3. click "Add"

Add

Export By Crew

Export By Ship

2025-02

Crew Name

Search

Reset

No.	Name	Vessel	Rank	Crew Type	Salary Days	Currency	Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Subsidy	Deduction	Total Salary	Operation
1	鲍强	LINK OCEAN 1	Master		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record Edit Delete
2	陈*	LINK OCEAN 1	Chief Officer		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record Edit Delete

4. Switch between "Crew On Board / Crew On Shore" according to your need

Add Salary

Quickly find the target crew according to the filtering conditions

Crew on BoardCrew on Shore

2025-02

Please select a vessel

Please select

Crew Name

Search

Reset

If the salary of the current month has been submitted for approval, it cannot be modified. This month's salary sheet has been done.

<input type="checkbox"/>	Basic Info	Time on Board	Basic Salary *	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Salary Adjustment
<input type="checkbox"/>	鮑磊(MasterConcurrent PostMaster)/LINK OCEAN 1 ID:32100219900000000000Contract Info	28	8000	1000	500	100	500	200	0	
	李四(Master)/自测1号 ID:3210021980000000000000	28								
	魏三管(Apprentice Master)/LINK OCEAN 1 ID:30	28	0	1000	500	100	500	200	0	
	庄军(Apprentice Master)/自测1号 ID:371102*****9	28								
<input type="checkbox"/>	LUQMAN HAKIM BIN RAMANIZAN(Chief Officer)/LI NK OCEAN 1 ID:20120302	28	8000	1000	500	100	500	200	0	
<input checked="" type="checkbox"/>	陈*(Chief Officer)/LINK OCEAN 1 ID:32038219*****Contract Info	28	8000	1000	500	100	500	200	0	SaveCancel
	张三(Chief Officer)/自测1号 ID:3706251900000000000000	28								
	球球测试2(Apprentice Chief Officer)/LINK OCEAN 1 ID:877*****7Contract Info	28	0	1000	500	100	500	200	0	
	魏*芸(Second Officer)/自测1号 ID:*****1	28								
	洪毅(Third Officer)/LINK OCEAN 1 ID:3210*****X	28	0	1000	500	100	500	200	0	
	张*良(Third Officer)/自测1号 ID:3711221*****	28								
	马丰生(Chief Engineer)/自测1号 ID:410481*****	28								

ConfirmCancel

5. After checking the target crew ,click the edit icon on the right to edit the basic salary and other awards, after editing, click "Save", and finally click "Confirm"

Next step:

The newly added crew salaries will appear in the salary summary interface, and so on. Users can export the newly added crew salaries by crew dimension/ship dimension as needed, as shown in the figure below.

Salary Detail Summary

Add

Export By Crew

Export By Ship

Users can export the newly added crew salaries by crew dimension/ ship dimension as needed

2025-02

Crew Name

Search

Reset

No.	Name	Vessel	Rank	Crew Type	Salary Days	Currency	Basic Salary	航次奖	扫舱费	月度奖	洗舱费	劳务费	其他费用	Subsidy	Deduction	Total Salary	Operation
1	鮑磊	LINK OCEAN 1	Master		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record Delete Edit
2	陈*	LINK OCEAN 1	Chief Officer		28	CNY	8000	1000.00	500.00	100.00	500.00	200.00	0.00			9,760.00	History Record Delete Edit

Total Number: 2 Persons; Total Amount this Month: CNY:19520.00

2 Total 50TotalPage

Submit