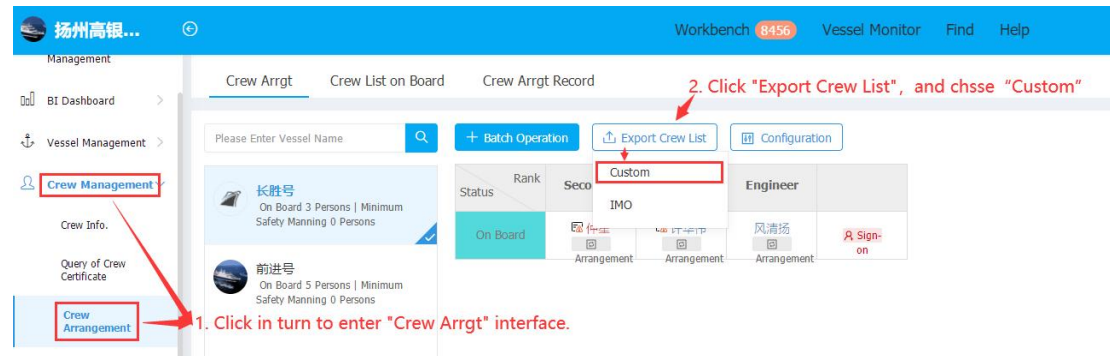


## How to export certificate of on-board crew in "Crew Arrgt"interface

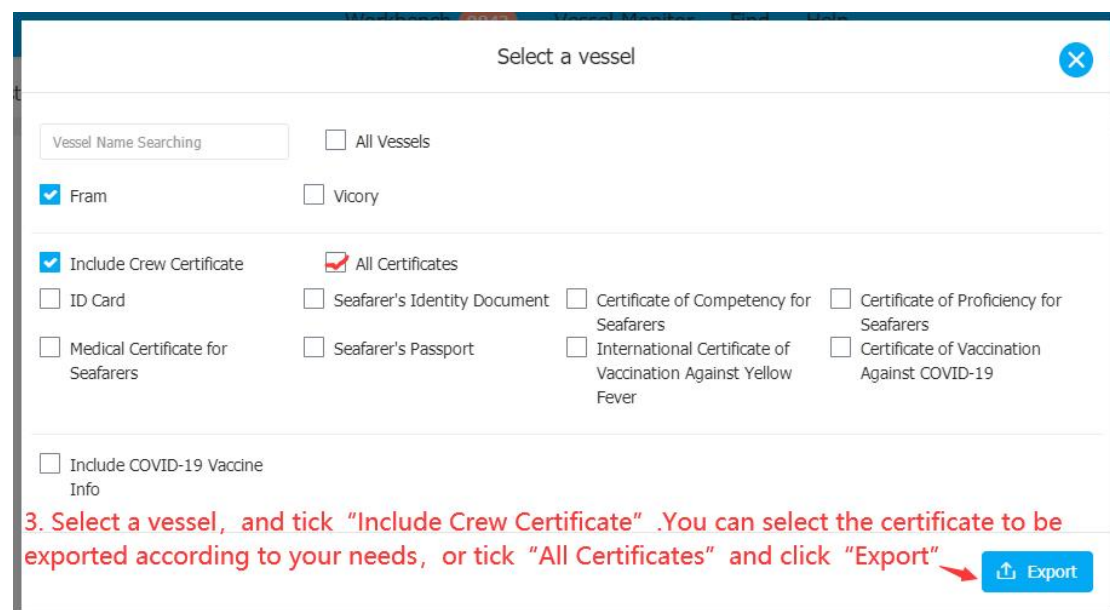
Users can log in to the website of OLSaaS, and operate in "Crew Management → Crew Arrgt" interface according to the following steps 1-3:



The screenshot shows the OLSaaS web interface. The top navigation bar includes 'Workbench 8436', 'Vessel Monitor', 'Find', and 'Help'. The left sidebar has 'Management' and 'Vessel Management' sections. Under 'Vessel Management', 'Crew Management' is highlighted with a red box and an arrow pointing to the 'Crew Arrangement' link. The main content area is titled 'Crew Arrgt' and contains a search bar, 'Batch Operation', 'Export Crew List', and 'Configuration' buttons. The 'Export Crew List' button is highlighted with a red box and an arrow. Below it, a dropdown menu is open, showing 'Custom' selected. The main content area also displays a table with columns for Status, Rank, Seco, and Engineer, and rows for vessels like '长胜号' and '前进号'.

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

2. Click "Export Crew List", and chsse "Custom"



The screenshot shows the 'Select a vessel' dialog box. It has a search bar for 'Vessel Name Searching' and a checkbox for 'All Vessels'. Below this, there are two columns of checkboxes for vessel selection: 'Fram' (checked), 'Vicory', 'Include Crew Certificate' (checked), and 'All Certificates' (checked). There are also several other certificate options: 'ID Card', 'Seafarer's Identity Document', 'Certificate of Competency for Seafarers', 'Certificate of Proficiency for Seafarers', 'Medical Certificate for Seafarers', 'Seafarer's Passport', 'International Certificate of Vaccination Against Yellow Fever', and 'Certificate of Vaccination Against COVID-19'. At the bottom, there is a checkbox for 'Include COVID-19 Vaccine Info' and an 'Export' button. A red arrow points to the 'Export' button.

3. Select a vessel, and tick "Include Crew Certificate". You can select the certificate to be exported according to your needs, or tick "All Certificates" and click "Export"