

How to Remind Web-based Crew Tracking Tasks (Document)

Log in to the web version of Huitong Marine, and on the Crew Management - Crew Tracking interface, you can perform operations according to the following steps 1-5:

The screenshot displays the 'Crew Tracking' interface. At the top, there is a navigation bar with '互海科技', 'Workbench 28815', 'Vessel Monitor', and 'Find'. Below this is a sidebar with 'Crew Management' selected. The main area shows a table of crew members with columns for No., Name, Age, Vessel, Crew Group, Crew Label, Crew Type, Cert. Rank, Latest Work Record, Latest Record Content, Recorder/Date, Evaluation Result, Contact Meth..., Warning, and Operation. Red annotations highlight key features: 1. 'Click to enter the "Crew Tracking" interface' points to the sidebar menu. 2. 'When there is a lot of documentation, you can search for the target crew by keywords or filter bar' points to the search and filter options. 3. 'Click to view crew information, tracking records, and other information' points to a row in the table. 4. 'Click "Add Tracking Record"' points to the 'Add Tracking Record' button in the table. Below the table is the 'Add Tracking Record' modal form, which includes fields for 'Contact Record Date', 'Next Processing Date', 'Crew Status', 'Record Content', and 'Attachment'. Red annotations highlight these fields: 5. 'Select "Contact Record Date" and "Next Processing Date" as needed (can be quickly selected +7days,+1 month,+3 months) and "Crew Status" as needed, fill in the record content (can select shortcut phrases), choose whether to upload attachments, and finally click "Confirm"'. The modal also shows a 'Tracking History' table with columns for No., Recorder, Crew Status, Tracking Content, Contact Record Date, Tracking Type, and Next Contact Date.

No.	Name	Age	Vessel	Crew Group	Crew Label	Crew Type	Cert. Rank	Latest Work Record	Latest Record Content	Recorder/Date	Evaluation Result	Contact Meth...	Warning	Operation
1	陈*	40	LINK OCEAN N 1	自有船员组34		On Board	Chief Officer	LINK OCEAN 1/Chief Officer (95 Days On Board)	1月份回船	孙红梅 2024-12-23		N/A	2024-12-30 需要	Treat
2	瞿三管	0	LINK OCEAN N 1	公司社招组23		On Board	Apprentice Master	LINK OCEAN 1/Apprentice Master (175 Days On Board)				N/A		Add Tracking Record
3	刘祥	36	Shore-based			On Board	Master	LINK OCEAN 1/Master (53 Days Sign-Off)	因"12"船员申请2024-10-28离船, 有回船意向	System 2024-10-28		N/A		Add Tracking Record
4	吕光辉	27	Shore-based			On Board	Master	LINK OCEAN 1/Master (99 Days Sign-Off)	因"事假"船员申请2024-09-14离船, 有回船意向	System 2024-09-14		N/A		Add Tracking Record

No.	Recorder	Crew Status	Tracking Content	Contact Record Date	Tracking Type	Next Contact Date
1	System	On Board	因"12"船员申请2024-10-28离船, 有回船意向	2024-10-28	Regular Tracking	
2	System	On Board	生日祝福	2024-10-05	Crew Birthday	2024-10-20
3	System	At Home	生日祝福	2023-09-20	Crew Birthday	2023-10-20
4	System	At Home	生日祝福	2022-10-15	Crew Birthday	2022-10-20

It should be noted that:

In the Reminder Settings, the number of days for advance notification has been set (as shown in the image below). When this number of days is reached, the Crew Manager Workbench will display crew activity tasks that need to be processed.

互海科技

Workbench 28614 Vessel Monitor Find

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Crew Management

Crew Tracking

Export Warming Item Setting

2. Click "Warming Item Setting"

1. Click to enter the "Crew Tracking" interface

3. Set the "Days of Advance Notice" according to the actual situation, "Expired Tasks Canceled Automatically" select "Birthday Reminder Range" and whether expired tasks are automatically cancelled. The birthday reminder button is enabled by default, and then click "Confirm".

Warning Item Setting

Days of Advance Notice *

15

Expired Tasks Canceled Automatically

Yes No

Days of Auto Cancellation of Overdue Tasks *

7

No longer receive notifications on crew's birthday after disabled setting.

ON

Birthday Reminder Range

Crews on Board All Crews

Confirm Cancel

No.	Name	Age	Vessel	Crew Group	Crew Label	Crew Type	Latest Record Content	Recorder/Date	Evaluation Result	Contact Meth...	Warning	Operation
1	陈*	40	LINK OCEA N 1	自有船员组34		On Board	司"121"船员申请2024-12-02离船, 有回船...	System 2024-12-02		N/A		Add Tracking Record
2	董三管	0	LINK OCEA N 1	公司社招组23		On Board				N/A		Add Tracking Record
3	刘祥	36	Shore-based			On Board	司"12"船员申请2024-10-28离船, 有回船意向	System 2024-10-28		N/A		Add Tracking Record
4	吕光琛	27	Shore-based			On Board	司"李程"船员申请2024-09-14离船, 有回船意向	System 2024-09-14		N/A		Add Tracking Record
5	马丰生	47	自测1号		Chief Engineer	On Board	自测1号/Chief Engineer (111 Days On Board)			N/A		Add Tracking Record
6	马士斌	41	LINK OCEA N 1		Carpenter	On Board	司"1"船员申请2023-03-17离船, 有回船意向	System 2023-07-20		N/A		Add Tracking Record

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To-do List

All (533) Due (14) Overdue (475) Reminders(44)

1 Items Selected All Vessels

Workflow Task (342)

Waiting Task(147)

Crew Track(1)