

# How to preset templates and their effective time (document)

Users log in to the OLISS Web side and click to enter "Crew Management → Crew Schedule" Interface, by default, enter the "Crew Schedule List → Monthly Schedule" interface, which can quickly search for ships, dates, and crew members through the filter bar. Click "Edit" on the right side of the target crew member to enter the monthly schedule details interface, click "Template Information", pop up the middle window, select the preset new template, preset template effective time, and finally click "Submit"

互海科技 Workbench 29026 Vessel Monitor Find Switching System EN 孙红梅

Crew Management Crew Schedule List Schedule Setting

Monthly Schedule Monthly Status Daily Schedule

LINK OCEAN 1 Please select a time range Keywords Searching Search Reset

2. Go to the "Monthly Schedule" interface by default

3. which can quickly search for ships, dates and crew members through the filter bar

No.	Crew	Rank	Month	Generate Schedule Days	Status	Template Info	Operation
5	鲍磊	Master (01 - 16 Day)	2025 - 03	16	Unsubmitted	船长晚班 (01 - 16 Day)	Edit Change the template Export
6	鲍磊	Master (01 - 28 Day)	2025 - 02	28	Unsubmitted	船长晚班 (01 - 28 Day)	4. Click "Edit" Edit Change the template Export
7	鲍磊	Master (01 - 31 Day)	2025 - 01	31	Unsubmitted	船长晚班 (01 - 14 Day) 12344656 (15 - 17 Day) 船长晚班 (18 - 31 Day)	Edit Change the template Export
8	鲍磊	Master (01 - 31 Day)	2024 - 12	31	Unsubmitted	12344656 (01 - 31 Day)	Edit Change the template Export

1. Click to enter Crew Schedule interface

Template Info

Vessel Name: LINK OCEAN 1 Crew: 鲍磊(Master)

Current Template: 船长晚班

Tomorrow Template: 船长晚班

Preset Template: 无

Preset New Template \* 船长晚班

Preset Template Effective Time \* Please select

The template effective time cannot be blank.

5. Click "Template Info", pop up the middle window

6. Select the preset new template, preset template effective time, and finally click "Submit"