

## How to add crew information (single or batch addition)

### Single Addition

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

The screenshot shows the OLSaaS interface. In the top navigation bar, 'Workbench 8456' and 'Vessel Monitor' are visible. The left sidebar has 'Crew Management' selected, with 'Crew Info.' highlighted. The main area shows the 'Crew Info.' page with a table of crew members and an '+ Add' button. A red arrow points to the '+ Add' button with the text '2. Click "Add"'. Another red arrow points to the 'Crew Info.' link in the sidebar with the text '1. Click in turn to enter "Crew Info" interface.' Below the table is the 'Edit Crew Info' form. A red arrow points to the form with the text '3. Improve relevant information (Items with \* are required), upload relevant attachments, and then "Confirm"'. The form contains various fields for crew information, including Crew Name, English Name, Gender, ID Card No., Birth Date, Native Place, Blood Type, Cert. Level, Desired Position, Height, Other Phone No., Contact Add., Em'cy Contact Person, Em'cy Contact Add., Custom Crew Label, English Name, ID Card Photo, Phone No., Nationality, Ethnic Group, Political Status, Marital Status, Crew No., Crew Type, Company Name, Graduated School, Highest Education, Major, English level, Computer Level, Other Skills, Weight, Shoe Size, Clothes Size, QQ, WeChat, Email Add., English Contact Add., Postal Code, Em'cy Contact Person, Relative Appellation, Em'cy Contact Phone No., Em'cy Contact's ID Card, Em'cy Contact Add. En, Em'cy Contact Add. En, Em'cy Contact Postal Code, and Attachment.

No.	Crew Name	ID Card No.	ID Card Photo...	Age
1	燕南天	3210...59		24
2	萧十一	431...056		0

**3. Improve relevant information (Items with \* are required), upload relevant attachments, and then "Confirm"**

### Batch Addition

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

The screenshot shows the OLSaaS interface. In the top navigation bar, 'Workbench 8456', 'Vessel Monitor', 'Find', 'Help', and 'Switching System' are visible. The left sidebar has 'Crew Management' selected, with 'Crew Info.' highlighted. The main area shows the 'Crew Info.' page with a table of crew members and an '+ Add' button. A red arrow points to the 'Export' button with the text '2. Click "Export", and choose to export the crew information form according to your needs (You can choose "Crew Info (System default)" or Crew Info (Custom Fields)')'. Another red arrow points to the 'Crew Info.' link in the sidebar with the text '1. Click in turn to enter "Crew Info" interface.' The table shows crew members with columns for No., Crew Name, ID Card Photo..., Age, Rank, Cert. Level, Sign-on/Sign-off Date, and Vessel.

No.	Crew Name	ID Card Photo...	Age	Rank	Cert. Level	Sign-on/Sign-off Date	Vessel
1	燕南天		24	Chief Officer		Sign-on: 2022-09-18 Sign-off:	前进号
2	萧十一		0	Second Officer		Sign-on: 2022-11-02 Sign-off:	前进号
3	仲墨		0	Second Officer		Sign-on: 2022-11-30 Sign-off:	长胜号

	B	C	D	E	F	G	H	I	J	K	L	M
	Crew Name*	English Name	Gender	ID Card No.*	Phone No.	Birth Date	Rank*	Crew Group	Crew Label	Nationality	Native Place	Ethnic Group
1	燕两天		男	321000191406088	150688	1999-06-06	Chief Officer					
2	燕十一		男	430103191103388	15388		Second Officer					
3	仲星		男	320103191103339	15339		Second Officer					
4	许华伟		男	320103191103339	15339	1994-11-18	Third Officer			中国		
5	仲星		男	430103191103388	15388		3RD Engineer					
6	燕两天		男	320103191103339	15339	2000-01-13	3RD Engineer					
7	燕十一		男	320103191103339	15339	1989-02-06	3RD Engineer			江苏省扬州市	江苏省扬州市	
8	燕十一		男	110103191103339	15339	1997-06-07	Engineer			中国		
9	燕十一		男	320103191103339	15339		Third Officer					
10	燕十一		男	320103191103339	15339		Third Officer					

If users need to add informations in batches, they can improve them in the exported crew information form and then import it into OLSaaS.

**Data Initialization**

Please use the following export function to obtain the template, fill in the data and import it

- Export Crew Info Template
- Export Crew Cert. Template
- Export Bank Card Template
- Export crew resume template

**Import Data**

3. Click "Data Initialization" and select "Import Data" to import the completed crew information into OLSaaS.