

How to add a crew contract (document) on the web side

After adding crew information to the OLISS Web side, the crew contract interface will generate the relevant information synchronously and display the status of "Unsigned".

Users can log in to the OLISS Web side, and operate in "Crew Cost → Crew Contract" interface according to the following steps 1-4:

The screenshot shows the 'Crew Contact' interface in the OLISS system. The interface includes a sidebar with navigation options like 'Vessel Management', 'Crew Management', 'Crew Cost', 'Crew Insurance', 'Recruitment Management', 'Maintenance', 'Repair Management', 'Stock Management', 'Purchasing Management', and 'Vessel Service'. The 'Crew Cost' menu is expanded, and 'Crew Contract' is selected. The main area displays a table of crew contracts with columns for No., Crew Name, Recent Deployment Info., Crew Group, Contract Period, Execution Days, Remaining Days, Electronic Contract Signing, Update Info, Status, and Operation. Annotations in red text and arrows provide instructions: 1. Click to enter the 'Crew Contract' interface (pointing to the sidebar menu). 2. Target crew members can be quickly found by filter bars (pointing to the 'Crew Name' and 'Crew Group' filters). 3. Click 'Status' and select 'Not Signed', click '...' and select 'New Contract' (pointing to the 'Status' dropdown and the 'Add Contract' button in the 'Operation' column). A 'Click to process' link is also visible above the table. The table shows 8 crew members with various contract statuses, including 'Effective', 'Invalid', and 'Unsigned'. The 'Unsigned' status is highlighted with a red box, and the 'Add Contract' button is also highlighted.

No.	Crew Name	Recent Deployment Inf...	Crew Group	Contract Period	Execution Days	Remaining Days	Electronic Contract Signing	Update Info	Status	Operation	
1	球球测试2	Officer	Shore-based	2024-09-06~2025-03-06	109	72	Send Contract	李青云 2024-09-09 14:22:31	Effective	...	
2	XIANG WEN MING	Officer	Shore-based	2024-05-01~2025-05-01	237	128	Send Contract	何淼 2024-06-12 15:49:49	Effective	...	
3	张冰手	LINK OCEAN 1/Sailor (2023-03-23)		2023-03-23~2023-05-31	Expired		Send Contract	沈鹏飞 2023-06-01 03:15:10	Invalid	...	
4	zhangsan	LINK OCEAN 1/Second O fficer (2024-12-01)		2023-02-28~2023-07-09	Expired		Send Contract	Henry 2023-07-10 01:00:14	Invalid	...	
5	LUQMAN HAKIM B IN RAMANIZAN	Officer	LINK OCEAN 1/Chief Off icer (2024-12-18)	内贸船员组234	2024-09-01~	60	permanent	Send Contract	梁春旭 2024-11-01 01:00:19	Invalid	...
6	鲍磊	LINK OCEAN 1/Master (2024-07-31)		自有船员组34	~		Send Contract		Unsigned	... Add Contract	
7	陈*	LINK OCEAN 1/Chief Off icer (2024-09-19)		自有船员组34	~		Send Contract		Unsigned	...	
8	范伟	LINK OCEAN 1/Chief Coo k (2023-05-13)		公司社报组23	~		Send Contract		Unsigned	...	

Add Crew Contract



Crew Name: 鲍磊

ID: 321002199407076410

Sign-on Date: 2024-07-31

Planned Sign-off Date:

Vessel *

LINK OCEAN 1

Rank *

Master

Contract Period * Permanent

Please select Start Date ~ Please select Termination Date

Contract No.

Please enter

Warning Days

30

Insurance and Housing Fund Setting

No.	Name	Contribution Base
1	Endowment Insurance	Please enter
2	Unemployment Insurance	Please enter
3	Medical Insurance	Please enter
4	Employment Injury Insurance	Please enter
5	Maternity Insurance	Please enter
6	Public Accumulation Funds	Please enter

Contract Attachment

Upload

4、Select " Vessel"、"Rank"、"Contract Period", fill in the contract number,、 Warning Days 、 Insurance and Housing Fund Setting ,upload the Contract Attachment, and click "Confirm"

Confirm

Cancel