

How to manually fill in missing crew assessments (document)

After the user log in to the OLISS web, click "Crew Evaluation", click "Add" in the crew assessment interface, select the assessment type to be manually supplemented (dismissal evaluation /probation evaluation /regular evaluation) as needed, then check the crew to be assessed, click "Submit", finally fill in the reason for the increase, and click "Confirm" to generate the corresponding type of crew assessment.

The screenshot displays the OLISS web interface for Crew Evaluation. The sidebar on the left contains various management options, with "Crew Evaluation" highlighted. The main area shows a table of crew members with columns for No., Name/ID, Vessel, Rank, On Board Time, and Evaluation Form Name. A yellow arrow points to the "Add" button in the top left of the table area, labeled "2. Click 'Add'".

Below the table, a form titled "Add" is shown. The "Evaluation Type" section has radio buttons for "Temporary Evaluation", "Interview Assessment", "Promotion Assessment", "Dismissal Evaluation", "Probation Evaluation", and "Regular Evaluation". The "Dismissal Evaluation" option is selected and highlighted with a red box. A red arrow points to this option with the text "3. Select the assessment type to be manually supplemented(dismissal evaluation/ probation evaluation/ regular evaluation) as needed".

Below the form, a table of crew members is displayed. The third row, corresponding to crew member "w w", has a checked checkbox, highlighted with a red circle and a red arrow. A red arrow points to this checkbox with the text "4. Then check the crew to be assessed".

At the bottom right of the form, there is a "Submit" button highlighted with a red box and a red arrow, with the text "5. Click 'Submit'".

No.	Name/ID	Vessel	Rank	On Board Time	Evaluation Form Name
1	ah 42092*****7	互海一号	洗烫工 Valet	2024-11-29 ~2024-12-16	临时考核编辑后转考核
2	MR ding ishh001	互海一号	Master	2022-10-26 ~Till Now	高级船员临时评价
3	陈船长 32108119*****9	互海一号	Chief Officer	2024-03-26 ~Till Now	试用考核模板(通用)
4	ah 420923*****7	互海一号	洗烫工 Valet	2024-11-29 ~Till Now	试用考核模板(通用)
5	ww1 3303811*****1	Shore-based	Third Officer	N/A	小飞
6	大船猫 202104291625	Shore-based	Master	2022-01-06	高级船员临时评价
7	陈轮机 5	Shore-based	Master	2020-06-04	高级船员临时评价
8	MR ding ishh001	互海一号	Master	2022-10-26 ~Till Now	预发晋升考核
9	MR ding ishh001	互海一号	Master	2022-10-26 ~Till Now	面试考核测试
10	MR ding ishh001	互海一号	Master	2022-10-26 ~Till Now	高级船员临时评价



Temporary Evaluation Reason *

Please enter

0 / 500

Signature *

Clear Signature

Re-sign



6、 Fill in the reason for the increase, and then click "Confirm"

Confirm

Cancel