How to add / edit crew certificates on the web side (Document)

The user logs in to the OLISS web side, clicks "Crew Management→Crew Information" in order, clicks "Edit" on the right side of the specific crew information in the crew information interface, and then clicks "Crew Certificate" to carry out operations such as adding and editing certificates.

	ΘQ		Workbench (313)	3) Vessel Monitor	Find Switching Sys	tem → 🗘 🗧 🏹 EN →	0 🔵 🐅
Crew Managem	Crew Info.						
Crew Info.	Add Dat	a Initialization Export	Field Configuration of Cre	w Info			Reset List Setting 🕸
Resume Upda Click in order t Crew Arranger	te enter the chew information	ation interface	ID	ID Photo * Age *	2.Click "Edit" on the Rank -	e right side of the specif Vessel 👻	Dperation
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Crew Schedul	e >			380 Total 10Tota	VPage v < 1 2	3 38 >	Go To 1 Page
Basic Info	5. Bank Card Info Wor	itch to the "Crew Cer k Experience Crew C	tificate" interface 洪舒 - ert. Crew Contact Cr	ew Evaluation Crew Tracking	g Training Records	Latest Upd	ate:2025-06-03 16:41:09
Add	Import Export MSA	Cert.Query >				Latest Certificates 🗸	Valid Certificates 🗸 🗸
No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period	Applicable Ra Warnin	g Days Attachment	Operation
2	Certificate of Competency for Seafarers		青岛海事局	2020-09-28 ~ 2025-09-28	二副 60 Day		Edit Delete
3	Certificate of Proficiency for S eafarers		扬州海事局	2023-10-24 ~ 2028-10-24 ③ Remaining1232 Day	60 Day		Edit Delete
4	Basic training	descent	扬州海事局	2023-10-24 ~ 2028-10-24 ③ Remaining1232 Day	60 Day		Edit Delete
5	Proficiency in survival craft ar d rescue boats other than fas rescue boats		扬州海事局	2023-10-24 ~ 2028-10-24 ③ Remaining1232 Day	60 Day		Edit Delete
	Training in advanced fire fight	i		2023-10-24 ~2028-10-24			
						9 Tota	10Total/Page ~

(1) Add Crew Certificate

Click "Add", select the cert. name (if warning days are set for a certain certificate when configuring the position certificate, the warning days will be automatically matched and displayed after selecting the certificate name), issued date, expiry date, and certificate status. Attachments can be uploaded as needed, and finally click "Submit".

			洪舒	F - Crew		Add Ci	rew Cert.	\bigotimes
Basic Ir	nfo. Bank Card Info Work I 4.	Experience Crew Cert. Click "Add"	Crew Contact	Crew Eval	Cert. Name * Please select	~	Suitable position(From MSA)	
Add	Import Export MSA C	Cert.Query >			Cert. No.		Issuing Authority	
No.	Cert. Name	Cert. No.	Issuing Authorit	y Validit	Issued Date *		Expiry Date * C Long-standing	Effective
3	Certificate of Proficiency for S eafarers		扬州海事局	2023- () Re	Please select		Please select	
4	Basic training	-	扬州海事局	2023- () Re	Please enter		Valid	~
5	Proficiency in survival craft an d rescue boats other than fast rescue boats		扬州海事局	2023- ① Re	Cert.Description			
6	Training in advanced fire fighti ng		扬州海事局	2023- (© Re	5.Select the ce	ert. name (if warni e position certific	ing days are set for a certain o	ertificate when
		Upload expiry date, and co			displayed after se nd certificate state	electing the certificate name), us. Attachments can be uploa	issued date, ded as needed	
						6.Final	ly click "Submit" 🔶 Sub	mit Cancel

(2) Edit Crew Certificate

Click "Edit" on the right side of the specific certificate, modify the certificate name, issue date, certificate status, and whether to upload attachments as needed, and click "Submit".

Basic In	fo. Bank Card Info Work	Experience Crew Cert.	Crew Contact Cr	ew Evaluation	Crew Tracking	Training Records		Latest Up	date:2025-06-03 16:41:
Add	Import Export MSA C	ert.Query >					Latest	Certificates 🗸	Valid Certificates
								4	Click "Edit"
No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period		Applicable Ra V	Varning Days	Attachment	Operation
3	Certificate of Proficiency for S eafarers	I	扬州海事局	2023-10-24 ~ 20	028-10-24 31 Day	e	0 Day		Edit Delete
1	Basic training		扬州海事局	2023-10-24 ~ 20	028-10-24 31 Day	e	0 Day		Edit Delete
	Proficiency in survival craft an d rescue boats other than fast rescue boats		扬州海事局	2023-10-24 ~ 20 ③ Remaining123	028-10-24 31 Day	e	0 Day		Edit Delete
5									

9 Total 10Total/Page 🗸

				洪語	哥 - Crew		Edit Cr	ew Cert.		
Basic Info	Bank Card Info	Work Experience	Crew Cert.	Crew Contact	Crew Eval	Cert. Name *		Suitable position(From MSA)		
		1010.00				Certificate of Proficiency for Seafar	irers 🗸			
Add	Import Export					Cert. No.		Issuing Authority		
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No.	Cert. Name	Cert. No.		Issuing Author	ity Validit	Issued Date *		Expiry Date *		
3	Certificate of Proficiency	for S		括州海寨同	2023-	2023-10-24		O Long-standing Effective Sh	ortcut Date 💊	
	eafarers			פיייני פיווז ומע	© Re	·		2028-10-24		
4	Basic training	-		扬州海事局	2023- © Re	Warning Days		Cert. Status		
<i>c</i>	Proficiency in survival cr	raft an		Are to Manaka 🖂	2023-	60		Valid		
5	d rescue boats other tha rescue boats	in fast		物用母垂向	[®] Re	Cert.Description				
6	Training in advanced fire	e fighti		扬州海事局	2023- ③ Re	Please enter				
					~~~~	5.Modify the cert Upload upload attachme	tificate name, is ents as needed	sue date, certificate status, and	d whether	
						6.Finally click "Submit" 🔶 Submit				