

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.

The screenshot shows the OLISS web interface. The top navigation bar includes 'Workbench 31303', 'Vessel Monitor', 'Find', 'Switching System', and user information. The left sidebar has 'Crew Management' selected, with 'Crew Info.' highlighted. The main area displays a table of crew members with columns for No., Crew Name, ID, ID Photo, Age, Rank, Vessel, and Operation. Red annotations indicate: '1. Click in order to enter the crew information interface' pointing to the 'Crew Info.' menu item; '2. Click "Edit" on the right side of the specific crew information' pointing to the 'Edit' button for crew member 6; and '3. Switch to the "Crew Certificate" interface' pointing to the 'Crew Cert.' tab in the '洪舒 - Crew Info Details' view. The 'Crew Certificate' details view shows a table with columns for No., Cert. Name, Cert. No., Issuing Authority, Validity Period, Applicable Ra..., Warning Days, Attachment, and Operation. The table lists five certificates with their respective details and 'Edit'/'Delete' buttons.

| No. | Crew Name | ID | ID Photo | Age | Rank | Vessel | Operation |
|-----|-----------|----|----------|-----|------|--------------|-------------|
| 6 | 洪舒 | | | 42 | 3/O | LINK OCEAN 1 | Edit Delete |
| 7 | 崔梦良 | | | 46 | C/E | LINK OCEAN 1 | Edit Delete |
| 8 | 涂健 | | | 36 | C/E | LINK OCEAN 1 | Edit Delete |
| 9 | 刘金祥 | | | 49 | 2/E | LINK OCEAN 1 | Edit Delete |

| No. | Cert. Name | Cert. No. | Issuing Authority | Validity Period | Applicable Ra... | Warning Days | Attachment | Operation |
|-----|---|-----------|-------------------|---|------------------|--------------|------------|-------------|
| 2 | Certificate of Competency for Seafarers | | 青岛海事局 | 2020-09-28 ~ 2025-09-28 ① Remaining 110 Day | 二副 | 60 Day | | Edit Delete |
| 3 | Certificate of Proficiency for Seafarers | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 ① Remaining 1232 Day | | 60 Day | | Edit Delete |
| 4 | Basic training | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 ① Remaining 1232 Day | | 60 Day | | Edit Delete |
| 5 | Proficiency in survival craft and rescue boats other than fast rescue boats | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 ① Remaining 1232 Day | | 60 Day | | Edit Delete |
| | Trainee in advanced fire fight | | | 2023-10-24 ~ 2028-10-24 | | | | |

(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".

Add Crew Cert.

4. Click "Add"

5. 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

6. Finally click "Submit"

| No. | Cert. Name | Cert. No. | Issuing Authority | Valid |
|-----|---|-----------|-------------------|---|
| 3 | Certificate of Proficiency for Seafarers | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 4 | Basic training | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 5 | Proficiency in survival craft and rescue boats other than fast rescue boats | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 6 | Training in advanced fire fighting | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |

(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".

洪舒 - Crew Info Details

Latest Update: 2025-06-03 16:41:09

4. Click "Edit"

| No. | Cert. Name | Cert. No. | Issuing Authority | Validity Period | Applicable Ra... | Warning Days | Attachment | Operation |
|-----|---|-----------|-------------------|---|------------------|--------------|------------|-------------|
| 3 | Certificate of Proficiency for Seafarers | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day | | 60 Day | | Edit Delete |
| 4 | Basic training | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day | | 60 Day | | Edit Delete |
| 5 | Proficiency in survival craft and rescue boats other than fast rescue boats | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day | | 60 Day | | Edit Delete |
| 6 | Training in advanced fire fighting | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day | | 60 Day | | Edit Delete |

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Edit Crew Cert.

5. Modify the certificate name, issue date, certificate status, and whether to upload attachments as needed

6. Finally click "Submit"

| No. | Cert. Name | Cert. No. | Issuing Authority | Valid |
|-----|---|-----------|-------------------|---|
| 3 | Certificate of Proficiency for Seafarers | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 4 | Basic training | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 5 | Proficiency in survival craft and rescue boats other than fast rescue boats | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |
| 6 | Training in advanced fire fighting | | 扬州海事局 | 2023-10-24 ~ 2028-10-24 Remaining 1231 Day |