

Web 端如何设置船员生日提醒 (文档)

用户登录互海通 Web 端，在“船员管理→船员动态”界面，可按照以下步骤 1-3 进行操作：

The screenshot shows a list of crew members with columns for Name, Age, Ship, Grade, Status, etc. The '提醒设置' (Reminder Settings) dialog box is open, showing fields for '提前通知天数' (15 days), '过期任务自动取消' (Yes/No), '过期任务自动取消天数' (7 days), and '提醒对象' (Selected '在船船员').

说明：

设置完成后，根据船员资料中的“出生日期”，如到达提前通知天数，则船员经理工作台会出现船员动态待处理任务（如下图）。

The screenshot shows the detailed information for a crew member named '鲍磊'. It includes fields for Name, English Name, Gender, Phone Number, ID Card, Certificate, Birth Date (1994-07-07), Grade, Position, Company, Nationality, and Passport Number. The 'Workshop' tab is active. In the '我的待办' (My Pending Tasks) section, a red box highlights the '待处理任务(168)' link.