

Web 端如何设置个人专属菜单（文档）

用户登录互海通 Web 端默认为工作台界面，在左侧主模块栏顶部有“全部菜单”键，点击后面的“+”（步骤 1），跳出“创建自定义菜单栏”窗口，在左侧“菜单池”勾选个人必用、常用的功能模块（步骤 2），则所勾选的模块自动添加在右侧“自定义菜单”栏中，用户可在“自定义菜单栏”点击拖拉菜单顺序，也可进行删减（步骤 3），最后点击“保存”键（步骤 4）则自定义菜单设置成功。点击左上角“切换键”即可自由切换“自定义菜单”和“全部菜单”界面（步骤 5）。

用户退出系统后重新登录的界面默认为上一次退出时的界面。

The screenshot illustrates the steps to create a personalized menu:

1. Click the "+" button next to "全部菜单" (All Menus) in the top-left corner of the main module bar to open the "Create Custom Menu" dialog.
2. In the "菜单池" (Menu Pool) on the left, checkmark the modules you frequently use, such as 船舶证书 (Ship Certificate), 公司证书 (Company Certificate), and 船舶信息 (Ship Information).
3. In the "自定义菜单" (Custom Menu) section on the right, you can drag and drop the checked modules to rearrange their order or delete them.
4. Click the "保存" (Save) button at the bottom right of the dialog to save your changes.
5. After saving, click the "切换键" (Switch Key) icon in the top-left corner of the main interface to switch back to the "全部菜单" (All Menus) view.

The main interface shows various待办事项 (Pending Tasks) and 必办事项 (Mandatory Tasks) across different modules like 船舶管理 (Ship Management), 船员管理 (Crew Management), and 快捷方式 (Quick Methods). The "必办事项" (Mandatory Tasks) section on the right lists tasks assigned by superiors, such as "船长能办了机务经理" (Captain handled Maintenance Manager) and "船长能办了总经理" (Captain handled General Manager).