

How to add a crew contract (document) on the web side

After adding crew information to the OLISS Web side, the crew contract interface will generate the relevant information synchronously and display the status of "Unsigned".

Users can log in to the OLISS Web side, and operate in "**Crew Cost** → **Crew Contract**" interface , you can find the target crew through the filter bar, select "Unsigned" contract crew in "Status", click "... " behind the target crew, select "Add Contract", jump to the "Add Crew Contract" interface, select the vessel, rank, start and end dates, fill in the contract number, warning days, set Five Insurances and Housing Fund setting, upload the contract attachment, and click "Confirm"

The screenshot shows the 'Crew Contract' interface in the OLISS Web side. The interface includes a sidebar with navigation options: Vessel Management, Crew Management, Crew Cost, Crew Insurance, Crew Salary, Recruitment Management, Maintenance, Repair Management, Stock Management, Purchasing Management, and Vessel Service. The 'Crew Cost' section is expanded, showing 'Crew Contract' as the selected option.

The main content area displays a table of crew contracts. The table has columns: No., Crew Name, Recent Deployment Inf..., Crew Group, Contract Period, Execution Days, Remaining Days, Electronic Contract Signing, Update Info, Status, and Operation. The table lists 8 contracts, with the 6th contract (No. 6) highlighted in red. The 6th contract is for 'LINK OCEAN 1/Master' (2024-07-31) and is currently 'Unsigned'.

Annotations on the screenshot include:

- 1. Click to enter the "Crew Contract" interface (pointing to the 'Crew Contract' link in the sidebar).
- 2. Target crew members can be quickly found by filter bars (pointing to the filter bar at the top of the table).
- 3. Click "Status" and select "Not Signed", click "... " and select "New Contract" (pointing to the 'Status' dropdown and the '...' button in the 'Operation' column of the 6th contract).

The table data is as follows:

No.	Crew Name	Recent Deployment Inf...	Crew Group	Contract Period	Execution Days	Remaining Days	Electronic Contract Signing	Update Info	Status	Operation
1	球球测试2	Officer	Shore-based	2024-09-06~2025-03-06	109	72	Send Contract	李青云 2024-09-09 14:22:31	Effective	...
2	XIANG WEN MING	Officer	Shore-based	2024-05-01~2025-05-01	237	128	Send Contract	何露 2024-06-12 15:49:49	Effective	...
3	张永手	LINK OCEAN 1/Sailor (2023-03-23)		2023-03-23~2023-05-31		Expired	Send Contract	沈雪飞 2023-06-01 03:15:10	Invalid	...
4	zhangsan	LINK OCEAN 1/Second O fficer (2024-12-01)		2023-02-28~2023-07-09		Expired	Send Contract	Henry 2023-07-10 01:00:14	Invalid	...
5	LUQMAN HAKIM B IN RAMANIZAN	Officer	LINK OCEAN 1/Chief Off cer (2024-12-18)	2024-09-01~	60	permanent	Send Contract	梁春旭 2024-11-01 01:00:19	Invalid	...
6	韩磊	LINK OCEAN 1/Master (2024-07-31)	自有船员组34	~			Send Contract		Unsigned	...
7	陈*	LINK OCEAN 1/Chief Off cer (2024-09-19)	自有船员组34	~			Send Contract		Unsigned	...
8	范伟	LINK OCEAN 1/Chief Co k (2023-05-13)	公司社招组23	~			Send Contract		Unsigned	...



Crew Name:鲍磊ID:321002199407076410

Sign-on Date: 2024-07-31Planned Sign-off Date:

Vessel *LINK OCEAN 1

Rank *Master

Contract Period *☐ Permanent

Contract No.

Please select Start Date ~ Please select Termination Date

Please enter

Warning Days

30

Insurance and Housing Fund Setting

No.	Name	Contribution Base
1	Endowment Insurance	Please enter
2	Unemployment Insurance	Please enter
3	Medical Insurance	Please enter
4	Employment Injury Insurance	Please enter
5	Maternity Insurance	Please enter
6	Public Accumulation Funds	Please enter

Contract Attachment

Upload

4、Select " Vessel"、"Rank"、"Contract Period", fill in the contract number,、 Warning Days 、 Insurance and Housing Fund Setting ,upload the Contract Attachment, and click "Confirm"

Confirm

Cancel