

# How to initialize the crew member information on the web side (document)

Log in to the OLISS Web side, and on the Crew Management → Crew Information interface, you can perform operations according to the following steps 1-3:

1. Click to enter the Crew Info. interface in order

2. Click "Data Initialization"

3. Select an export template as needed, fill in the data, and click "Import Data"

Only excel templates exported by the system can be used.

No.	Crew Name	ID	Level	Vessel	Crew Type	Sign-on/Sig	Operation
1	魏磊	321002198407076410		LINK OCEAN 1		Sign-on-1 Sign-off-	Edit Delete
2	李四	321002198301121541		自测1号		Sign-on-2 Sign-off-	Edit Delete
3	沈雪飞	320830199603020818	28	LINK OCEAN 14	Master	Sign-on-1 Sign-off-	Edit Delete
4	魏三管	30	0	LINK OCEAN 1	Apprentice Master	Sign-on-1 Sign-off-	Edit Delete

Users can export the required template, complete the information, and then import the completed crew member profile information into the OLISS System by clicking on Import Data!  
(Note: Only Excel templates exported by the system can be used)