

# How to deal with information errors (position, time, etc.) when crew members are deployed on board

Users log in to the OLISS Web side , click to enter the crew arrangement interface in turn, click on the target vessel, click on the crew name again, and a pop-up window to view work experience pops up. If any errors are found in the crew arrangement information (such as incorrect disembarkation time, port, position, etc.)

At this time, if you need to modify the relevant error information, you need to delete the crew's deployment record on the ship first (because the work experience of the crew on the ship cannot be deleted, you need to operate the crew to disembark first).

The screenshot shows the 'Crew Arrgt' interface with a 'View Work Experience' pop-up window. The pop-up window contains the following information:

- Sign-on Date: 2024-09-19
- Planned Sign-off Date: 2024-12-25-2024-12-28
- Sign-on Port:
- Sign-off Port:
- Attendance Time of the Sign-on Day: 0:5
- Attendance Time On the Sign-off Day:
- Sign-off Reason: ok
- Remarks:
- Company Name: 上海海一航运有限公司
- Service Ship: LINK OCEAN 1
- Rank: Third Officer
- Concurrent Post:
- Job Description:
- Vessel Type: Liquefied Gas Carrier
- DWT: 67301
- GT(t): 4449
- M/E Type: 6230ZC\*2台
- M/E Power(kw): 2x810qJan
- Sailing Area: 近海
- Attachment:

Buttons at the bottom of the pop-up window include: Check Schedule, Cancel, Post recruitment, Export Crew Info, and View Crew Info.

Annotations in the screenshot include:

- 1. Click to enter the crew arrangement interface
- 2. Click on the target vessel
- 3. click on the crew name
- 4. If any errors are found in the crew arrangement information (such as incorrect disembarkation time, port, position, etc.)

Operation crew disembarkation: click to enter the crew transfer interface in turn, and quickly search for the target crew by keywords. Click any position in the row where the target crew is located to enter the details interface of the crew transfer order, and fill in the relevant information (with \* required/optional) to operate the target crew disembarkation

The screenshot shows the 'Crew Transfer' interface with a search bar and a table of transfer orders. The search bar contains the text 'Keywords Searching' and a 'Search' button. The table has the following columns: No., Transfer Order No., Vessel Name, Rank, Sign-on Crew Name, Cert. Rank, Sign-off Crew Name, Planned Sign-on/Sign-off Date, Planned Sign-on/Sign-off Port, and Status.

No.	Transfer Order No.	Vessel Name	Rank	Sign-on Crew Name	Cert. Rank	Sign-off Crew Name	Planned Sign-on/Sign-off Date	Planned Sign-on/Sign-off Port	Status
1	OL1-CT-25021703 Sign-off Crew Only	LINK OCEAN 1	Carpenter	马士城 3207231*****g		马士城 3207231*****g	2025-02-27	扬州港	Approved
2	CT-25021702 Sign-off Crew Only	自测1号	3RD Engineer	高伟 32108419*****g		高伟 32108419*****g	2025-12-26	扬州港	Approved
3	OL1-CT-25021701 Sign-off Crew Only	LINK OCEAN 1	Carpenter	沈鹏飞 320830199*****g		沈鹏飞 320830199*****g	2025-02-20	扬州港	Completed
4	OL1-CT-25021301 Sign-on Crew Only	LINK OCEAN 1	Third Officer	马天雷 412924197508091311		马天雷 412924197508091311	2025-02-13	太仓	Accepted

Annotations in the screenshot include:

- 5. Click to enter the crew transfer interface in turn, and quickly search for the crew by keywords
- 6. Click any position in the row where the target crew is located to enter the details interface of the crew transfer order

Transfer Order No.: OL1-CT-24121808

Vessel Name: LINK OCEAN 1

Rank: Sailor

Planned Sign-on/Sign-off Date: 2024-12-11

Planned Sign-on/Sign-off Port: 威海

Remarks:

## Sign-off Crew Info.



Crew Name: 吕永手

ID: 56

Actual Sign-off Reason \*

Expiration of Contract

Actual Sign-off Date \*

2024-12-11

Actual Sign-off Place \*

威海

Attendance Time of the Sign-off day \*

0.5

Sign-off Attachment

Upload

## Work Handover Records \*

Please enter

7、 Fill in the relevant information ( with \* required/ optional) to operate the target crew disembarkation

Users find the target crew member in the "Crew Management-Crew Information" interface, click to enter the crew information details interface, switch to the "Work Experience" interface, find the allocation record with incorrect information, click the "Delete" key behind it, and delete the incorrect allocation record after confirmation

Crew Info.

8、 Find the target crew member in the crew info. interface, click to enter the crew info. interface

No.	Crew Name	ID	ID Photo	Age	Rank	Cert.Level	Vessel	Crew Type	Sign-off	Operation
1	鲍磊	3210021990000000000		31	Master	A2	LINK OCEAN 1		Sign-off 1	Edit   Delete
2	李四	3210021980000000000		42	Master		自测1号		Sign-off 3	Edit   Delete

## 鲍磊 - Crew Info Details

Basic Info.	Bank Card Info	Work Experience	Crew Cert.	Crew Contact	Crew Evaluation	Crew Tracking	Training Records
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9、 Switch to the "Work Experience" interface, find the allocation record with incorrect information,click "Delete"

Add Work Experience

No.	Company Name	vessel info.	Rank	Working Period	Operation
1	上海海一航运有限公司	LINK OCEAN 1 ( Liquefied Gas Carrier; GT 4449 ton; M/E Power 2x8 10qian kw)	Master (Concurrent Post Master) <a href="#">Arrangement</a>	201 Days?	Edit
2	鲍磊	OCEAN 2 ( General Cargo Ship; GT 10000 ton; M/E Power 666 kw)	Master (Concurrent Post Apprentice Master) <a href="#">Arrangement</a>	0 Days?	Edit   <b>Delete</b>
3	HCX	OCEAN 1 ( Container Ship; GT 380 ton)	Chief Officer <a href="#">Arrangement</a>	34 Days?	Edit   Delete

## 鲍磊 - Crew Info Details

Basic Info.

Bank Card Info

Work Experience

Crew Cert.

Crew Contact

Crew Evaluation

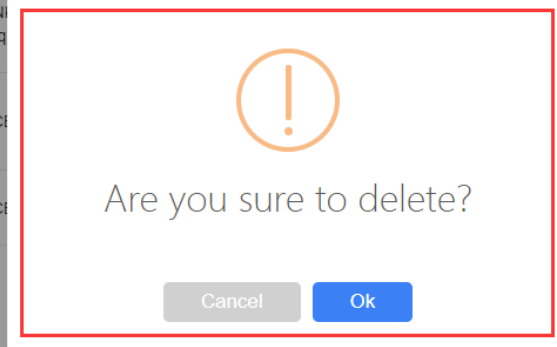
Crew Tracking

Training Records

Latest Update: 2025-01-24 11:31:23

Add Work Experience

No.	Company Name	vessel info.	Rank	Working Period	Operation
1	上海海一航运有限公司	LIN 10g	Master (Concurrent Po er) Arrange	201 Days?	Edit
2	鲍磊	OC	Concurrent Po ntice Maste angement	0 Days?	Edit   Delete
3	HCX	OC	fficer Arrangem	34 Days?	Edit   Delete



10. Click "OK"

If the information such as the time and port for the crew to board the ship is incorrect, simply click "Boarding" again on the "Deployment Interface" and enter the correct boarding time and port information.

If the position of the crew member is incorrect when they are assigned to board the ship, they need to find the crew member in the "Crew Management - Crew Information" interface, modify their position, save it, and then rearrange them to board the ship in the "Assignment Interface".