

How to Add or Edit Crew Certificates (Documents) on the Web

Users log in to the OLISS Web side, click "Crew Management - Crew Information" in order, click "Edit" on the right side of the specific crew information interface, enter the crew information details interface, 3.switch to the "Crew Certificate" interface, 4.check "Expand Certificate Attachments", select the certificate with attachments, expand down one line. 5.list all attachments, and the picture will be displayed as thumbnail,When the mouse moves to thumbnail, a preview icon appears, and clicking the icon can download the file; 5.clicking "Edit" or "Delete" on the right side of the specific certificate can perform corresponding operations.

BI Dashboard

Vessel Management

Crew Management

Crew Info.

Resume Update

Crew Arrangement

Crew Attendance

Disembark Request

Crew Transfer

Crew Incident

Crew Tracking

Crew Evaluation

Crew Schedule

Crew Cost

Crew Info.

AddData InitializationExportField Configuration of Crew Info

1. Click in order to enter the crew info. interface

No.	Crew Name	ID	ID Photo	Crew Group	Age	Rank	Cert.Level	Vessel	Sign-on/Sign-off Date	Cor	Operation
1	770001	test16022			0	洗涤工 Valet	C	Milk Tea 211	Sign-on: 2024-12-01 Sign-off:	(+86)	EditDelete
2	770001	test91281			0	洗涤工 Valet		Milk Tea 211	Sign-on: 2025-06-30 Sign-off:	(+86)	EditDelete
3	测试哈	20210451626			27	洗涤工 Valet	B1	HH-NO.1	Sign-on: 2025-02-27 Sign-off:	(+86)	EditDelete
4	张浩	420923198****7			37	operator	A2	Milk Tea 211	Sign-on: 2024-12-01 Sign-off:		EditDelete
5	陈轮机	5			9	Master	B1	oceanlink2	Sign-on: 2020-06-04 Sign-off:		EditDelete
6	大脸猫	202104***5		国际船员组	24	Master	C2	TEST	Sign-on: 2022-01-06 Sign-off:	(+86)	EditDelete
7	丁5	2107111****9		国际船员组	63	Master		TEST	Sign-on: 2021-07-27 Sign-off:	(+86)	EditDelete

2. Click "Edit" on the right side of the specific crew information

测试哈 - Crew Info Details

3. Switch to the "Crew Cert." interface

Basic InfoBank Card InfoWork ExperienceCrew Cert.Crew ContactCrew EvaluationCrew TrackingTraining Records

AddImportExportMSA Cert.Query

4. Check "Expand Cert. Attachment", select the certificate with attachments, expand down one line

Expand Cert. AttachmentLatest CertificatesValid Certificates

No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period	Applicable Rank	Warning Days	Operation
1	jishuzigezheng	N/A	N/A	Long-standing Effective		20 Day	EditDelete

5. Click "Edit" or "Delete" on the right side of the specific certificate can perform corresponding operations

1. List all attachments, and the picture will be displayed as thumbnail, when the mouse moves to thumbnail, a preview icon appears, and clicking the icon can download the file

2. Preview icon

3. Download icon

4. Attachment details: 屏幕截图 2024-08-13 15463 9.png (121 KB)

(1)Add crew certificate

Click "Add", select the certificate name, then the number of early warning days will automatically display. Next, select information such as issuance date (Note: the expiration date

will automatically display according to the set valid period), certificate status, whether to upload attachments, etc., and then click "Submit".

测试哈 - Crew

Basic Info. Bank Card Info Work Experience Crew Cert Crew Contact Crew Evaluation Crew Tracking Training

Add

4. Click "Add"

No.	Cert. Name	Cert. No.	Issuing Authority
1	jishuzigezheng	N/A	N/A

Add Crew Cert.

Crew Name

测试哈(20210451626)

Cert. Name *

Please select

Suitable position(From MSA)

Cert. No.

Please enter

Issuing Authority

Please enter

Issued Date *

Please select

Expiry Date *

Long-standing Effective

Please select

Warning Days

Please enter

Cert. Status

Valid

Cert.Description

Please enter

Upload

5. Select the certificate name, then the number of early warning days will automatically display. next, select information such as issuance date, certificate status, whether to upload attachments, etc., and then click "Submit"

Submit

Cancel

(2) Edit Crew Certificate

Click "Edit" on the right side of the specific certificate, modify information such as the certificate name, issuance date, certificate status, and whether to upload attachments as needed, then click "Submit".

测试哈 - Crew Info Details

Basic Info. Bank Card Info Work Experience Crew Cert Crew Contact Crew Evaluation Crew Tracking Training Records

Add

Import

Export

MSA Cert.Query >

Expand Cert. Attachment

Latest Certificates

Valid Certificates

Latest Update:2025-06-12 14:35:57

No.	Cert. Name	Cert. No.	Issuing Authority	Validity Period	Applicable Rank	Warning Days	Operation
1	jishuzigezheng	N/A	N/A	Long-standing Effective		20 Day	<div><div>Edit</div><div>Delete</div></div>

4. Click "Edit"



Crew Name

测试哈(20210451626)

Cert. Name *

jishuzigezheng

▼

Suitable position(From MSA)

Cert. No.

Please enter

Issuing Authority

Please enter

Issued Date *

2025-05-27

📅

Expiry Date * ☒ Long-standing Effective

Please select

📅

Warning Days

20

Cert. Status

Valid

▼

Cert.Description

Please enter

Upload



5. Modify information such as the certificate name, issuance date, certificate status, and whether to upload attachments as needed, then click "Submit"

Submit

Cancel