"Export" function of crew information(document)

Users log in to the OLISS web side and click to enter the "Crew Management → Crew Information" interface in order. Click "Export", a list pop-up window will appear at the bottom, and select the items to be exported according to your needs.

1) Select click Crew Info(Custom Fields)

Select the fields according to your needs, and they will be displayed on the right side after selection. Drag the mouse up and down to adjust the display order of the fields. Fixed fields are displayed in the exported sheet by default.

Crew Info (Custom Fields)

Select Configurable Fields

☐ Crew Name	☐ English Name	☑ Gender
☐ ID Card No.	☐ Contact No..	☐ Birth Date
☑ Rank	☐ Crew Group	☑ Crew label
☐ Remark	☐ Company Name	☐ Ethnic Group
☐ Passport No.	☑ Native Place	☐ Religious Belief
☐ Politics Status	☐ Marital Status	☐ Blood Type
☐ Crew No.	☐ Crew Type	☐ Cert.Level
☐ Graduated School	☐ Highest Education	☐ Major
☐ Desired Position	☐ English Level	☐ Computer Level
☐ Other Skills	☐ Height (cm)	☐ Weight (kg)
☐ Shoe Size	☐ Clothes Size	☐ Other Phone No.
☐ QQ	☐ WeChat	☐ WhatsApp
☐ Contact Add.	☐ Em'cy Contact Person	☐ Relative Appellation
☐ Em'cy Contact Phone No.	☐ Em'cy Contact Postal Code	☐ Education Start and End Date
☐ Insure	☐ Date of entry	☐ Em'cy Contact Person En
☐ BMI	☐ Nationality	☐ Em'cy Contact Add.
☐ Skype	☐ Email Add.	

Configure Field Sorting(Drag to Adjust)

≡ Gender
≡ Rank
≡ Native Place
≡ Crew label

Select the fields according to your needs, and they will be displayed on the right side after selection. Drag the mouse up and down to adjust the display order of the fields

Fixed Field: # | Crew Name | ID   Fixed fields are displayed in the exported sheet by default

Export   Cancel

2) Select click Download Crew Cert.(with attachments)

Enter the package download crew certificate interface, click "Add Appl.", choose to download by ship (select at least one ship) or by crew, and then click "Submit".

Download Crew Cert.

Click "Add Appl."

Add Appl.   Refresh record

Note: Because it takes more time to package the data, you need to submit an application, and the system will process the generated Zip package before downloading.

No.	Apply Time	Finish Date	Deadline for Downloading	Data Pack...	Data Content	Operation
1	2024-12-11 13:55:25	2024-12-11 13:55:49	2025-01-10 13:55:49	116.42 KB	沈雪飞	Download data packets

Add download application

Download by vessel ○ Download by crew

Vessel ☐ Select All

Please Select Vessel

Choose to download by ship (select at least one ship) or by crew, and then click "Submit"

Submit Cancel

3) **For other items in the list, select the specific item as needed and click to directly download the corresponding form!!**

Description:

With the "Export" permission of Crew Info module(Permissions need to be configured by the company's super administrator in System Settings → Role Permission),crew information, crew certificate and list of crew certificates, crew bank card information and crew work experience can all be exported by the "Export" key in this module! !