"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.

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요 Crew Management 🗸	Crew Ir →1、Cli	nfo. ck to enter the	crew info. interface in order								
Crew Info.	Add	Data Initialization	Export Field Configuration of Crew Info	Click "Export", a lind select the items	ist pop-up windo to be exported a	ow will appear at according to you	the bottom, r needs			Rese	at List Setting 🍄
Resume Update	No.	Crew Name	Crew Info (System default) Crew Info (Custom Fields)	ID Photo 👻	Age 👻	Rank 👻	Cert.Level	Vessel 👻	Crew Type 🔻	Sign-c	or Operation
Crew Attendance	1	🐏 鲍嘉 🛆 🎯	Crew Cert. List		31	Master	A2	LINK OCEAN 1		Sign-o 1 Sign-o	ar Edit Delete
Disembark Request	2	2 李四	Crew Cert. Deadline Checklist (pdf) Download Crew Cert. (with attachments)		42	Master		自测1号		Sign-o 3 Sign-o	ar Edit Delete
Crew Incident	3	2 曜三管	Export Bank Card Info. Work Experience		0	Apprentice Master	A2	LINK OCEAN 1		Sign-o 1 Sign-o)r Edit Delete
Crew Tracking										Sign-c	ic.

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			Configure Field Sorting(Drag to Adjust)			
Crew Name	English Name	Gender	i≡ Gender			
	Contact No	Birth Date	i≣ Rank			
Rank						
Remark	Company Name		i≡ Native Place			
Passport No.	Native Place	Religious Belief	i≡ Crew label			
Politics Status	Marital Status					
Crew No.	Crew Type	Cert.Level				
Graduated School	Highest Education	Maior				
Desired Position	English Level	Computer Level				
Other Skills	Height (cm)	Weight (kg)				
Shoe Size	Clothes Size	Other Phone No.				
	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.					
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 D 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.									
	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 pa ckets		

X

Add download application	l				
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"					

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! !