## How to add crew information (single or batch addition)(document)

## 1. Individual new crew information

The user logs in to the OLISS Web side, click to enter the "Crew Management → Crew Info." interface, clicks "Add", enter the Add Crew Info interface (the display field of the crew information on this interface is based on the fields configured and enabled by the shore (leader)), fill in the crew name and ID, select the Cert. Rank, fill in the contact phone number and other relevant information as needed (with \* required/optional), can fill in remarks and upload attachment information, and finally clicks "OK" to complete the addition of individual crew information.

<b>()</b> E	每科技	ତ			Workbench (289)	89 Vessel Monit	or Find		Switching Syste	m <del>-</del> 🗘 😒		🏠 孙红梅
요 Crew	Management 🗸	Crew In 2、Clic	ifo. :k "Add"									
Res	sume Update	Add No.	Data Initialization Export Crew Name	Field Configuration of Crew Info	ID Photo 👻	Age 🔻	Rank -	Cert.Level	Vessel 👻	Crew Type 👻	Rese Sign-4	et   List Setting ♥
Crev Crev	w Arrangement w Attendance ick to enter t	1 🔮 ≋≅ ∆ ⊚	3210021990000000000		31	Master	A2	LINK OCEAN 1		Sign-o 1 Sign-o	or Edit   Delete	
Dise	embark Request w Transfer	2	● 李四	32100219800000000000		42	Master		自测1号		Sign-o 3 Sign-o	Delete

	Crew Name *	English Name
	Please enter	Please enter
	Gender	Contact No.
Click To Upload Portrait	Male ~	+86    Please enter
	ID *	ID Photo
	Please enter Check Cert.	Upload
Rinth Date	Crew Group	Cart Pank *
Please select	Ungrouped V	Please select
		Netive Place
Please enter	Please enter	Please enter
Ethnic Group Please enter		Political Status
Marital Status	Blood Type	Crew No.
Crew Type	Cert. Level	Graduated School
		। स्टबर्स् सारि।
Highest Education	Major	Desired Position
	ר וניסא גוווא	Ficase eller
English Level	Computer Level	Other Skills
riease select 🗸	riease select	Fieldse enter
Height(cm)	Weight(kg)	Shoe Size
Please enter	Please enter	Please enter
Clothes Size	Other Phone No.	QQ
Please enter	Please enter	Please enter
WeChat	WhatsApp	Contact Add.
Please enter	Please enter	Please enter
Em'cy Contact Phone No.	Em'cy Contact Postal Code	Education Start and End Date
Please enter	Please enter	Please enter
Insurance	Date of entry	Em'cy Contact Person En
N/A 🗸	Please select	Please enter
BMI	Nationality	Em'cy Contact Add.
Automatic Calculation after Filling in Height and Weight	Please enter	Please enter
Skype	Email Add.	
Please enter	Please enter	
Custom Crew Label		
Please enter		
Remarks		
Please enter		
		0 / 1000
Attachment		
Upload		
Fill in the crew name and ID.select th	e Cert.Rank, fill in the contact phone nu	mber and other relevant information as
an fill in remarks and upload attachme	nt information, and finally click "Confirm	ı".

## 2、 Batch add crew information

The user logs in to the OLISS Web side, click to enter the "Crew Management  $\rightarrow$  Crew Info." interface,

click "Export", and choose to export the crew information form according to their needs (you can choose system default or custom fields). The exported crew information form, if users need to add it in bulk, they can complete the information in this form and then import it into OLISS.

×

Click "Data Initialization", a pop-up window will appear on the right, click "Select Import Files", and import the completed crew information into OLISS.

G	〕互海科技	ΘQ			Wor	kbench (28989)	Vessel Moni	tor Fi	nd			Switching Syst	tem <del>-</del> L	20 <sup>1</sup>	EN 🗸 🤇	) 🛣 Mata
R	Crew Management $ \lor $	Crew Ir	nfo.	2 Choose to export the	crew informatio	on form accor	ding to their	needs(	you can c	hoose syste	em defau	lt or custom	fields)			
	Crew Info.	Add	Data Initialization	Export Field Configuration of Cru	ew Info			necus	you can c	10030 3930	in aciaa	it of custom	neius)		Re	set   List Setting 🕸
	Resume Update	No.	Crew Name	Crew Info (System default)	ID Phot	:o ▼ Ag	e 🔻	Rank	-	Cert.Level	Ve	essel 👻	Crew T	ype 👻	Sign	n-or Operation
	Crew Attendance	1	🎒 帕森 🛆 @	Crew Info (Custom Fields) Crew Cert. List		31		Master		A2	LI	NK OCEAN 1			Sign 1	J-OT Edit   Delete
1,	Click to enter the Disembark Request	he Crew Ir	nfo. interface	Crew Cert. Deadline Checklist (pd	If)	10		Master			-	2014 🖂			Sign	-of 1-or
	Crew Transfer	2	2 学四	Download Crew Cert. (with attach Export Bank Card Info.	ments)	42		Master				2015			Sign	i-of
	Crew Incident	3	2 程三管	Work Experience		0		Apprer	itice Master	A2	U	NK OCEAN 1			1 Sign	Edit   Delete
	Crew Tracking														Sign	10-1
#	Crew Name*	English Nam	me Gender	ID Card No.*	Contact No	Birth Date	Rank*		Crew Group	Crew	abel	Remark	C	ompany Na	me	Passport No.
1	鲍磊		Male	321002199000000000		1994-07-07	Master		自有船员组34							2313213213232165513 21.0
2	2 李四		Male	321002198000000000	(+86)1876230*****	1983-01-12	Master									
3	瞿三管		Male	30			Apprentice	Master	公司社招组23							
4	1 庄军		Male	3711021982*******		1982-11-11	Apprentice	Master								
Ę	LUQMAN HAKIM BIN RAMANIZAN		Male	20120302			Chief Offic	er	内贸船员组23	4						
		The ex	ported crew i	nformation form, if user	s need to add i	it in bulk, the	y can compl	ete the	e informat	ion in this	form and	d then impo	rt it int	o OLISS	5.	
€	Q			۷	Vorkbench 2898	•				Ň	/essel Imp	port				$\otimes$
	Crew Info.		4 Click "Da	ta Initialization", a por	o-up window											
	Add Data Initia		will appear c	on the right, click "Selec	t Import Files'				Export Cr	ew Info Templa	te	Export Crew Cert.	Template			
	Data mitia		Export Fried Con	Ingulation of orew IIIIO					Export Ba	nk Card Templa	te E	xport Crew Resum	ne Templat	_		

🚵 認薪 🛆 🕲	321002199000000000	31	Select Import Files								
● 李四	3210021980000000000	42	Operat	ion Log Import Time	Import Status	Processing Start Time	Processing End Time	Attachment	Operator	Refresh G	
2 程三管	30	0	1	2024-09-02 17:2 4:30	done	2024-09-02 17:24:30	2024-09-02 17:24:33	8	孙红梅	View Details	

No

2