

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.

The screenshot shows the OLISS Web interface for Crew Management. The top navigation bar includes '互海科技', 'Workbench 28989', 'Vessel Monitor', and 'Find'. The left sidebar contains a 'Crew Management' dropdown menu with 'Crew Info.' highlighted. The main content area is titled 'Crew Info.' and features a '2. Click "Add"' annotation pointing to the 'Add' button. Below the buttons is a table with columns: No., Crew Name, ID, ID Photo, Age, Rank, Cert_Level, Vessel, Crew Type, Sign-off, and Operation. The table contains two rows of crew information.

No.	Crew Name	ID	ID Photo	Age	Rank	Cert_Level	Vessel	Crew Type	Sign-off	Operation
1	鮑磊	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



Click To Upload Portrait

Crew Name *		English Name	
<input type="text" value="Please enter"/>		<input type="text" value="Please enter"/>	
Gender		Contact No.	
<input type="text" value="Male"/>		<input type="text" value="+86"/> <input type="text" value="Please enter"/>	
ID *		ID Photo	
<input type="text" value="Please enter"/> <input type="button" value="Check Cert."/>		<input type="button" value="Upload"/>	
Birth Date	Crew Group	Cert. Rank *	
<input type="text" value="Please select"/>	<input type="text" value="Ungrouped"/>	<input type="text" value="Please select"/>	
Company Name	Passport No.	Native Place	
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
Ethnic Group	Religious Belief	Political Status	
<input type="text" value="Please enter"/>	<input type="text" value="N/A"/>	<input type="text" value="Please select"/>	
Marital Status	Blood Type	Crew No.	
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please enter"/>	
Crew Type	Cert. Level	Graduated School	
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please enter"/>	
Highest Education	Major	Desired Position	
<input type="text" value="Please select"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
English Level	Computer Level	Other Skills	
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please enter"/>	
Height(cm)	Weight(kg)	Shoe Size	
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
Clothes Size	Other Phone No.	QQ	
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
WeChat	WhatsApp	Contact Add.	
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
Em'cy Contact Phone No.	Em'cy Contact Postal Code	Education Start and End Date	
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
Insurance	Date of entry	Em'cy Contact Person En	
<input type="text" value="N/A"/>	<input type="text" value="Please select"/>	<input type="text" value="Please enter"/>	
BMI	Nationality	Em'cy Contact Add.	
<input type="text" value="Automatic Calculation after Filling in Height and Weight"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	
Skype	Email Add.		
<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>		
Custom Crew Label			
<input type="text" value="Please enter"/>			
Remarks			
<input type="text" value="Please enter"/>			
0 / 1000			
Attachment			
<input type="button" value="Upload"/>			

3、 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 click "Confirm".

2、 Batch add crew information

The user logs in to the OLISS Web side, click to enter the "Crew Management → 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.

1. Click to enter the Crew Info. interface

2. Choose to export the crew information form according to their needs(you can choose system default or custom fields)

No.	Crew Name	ID Photo	Age	Rank	Cert.Level	Vessel	Crew Type	Sign-off	Operation
1	鮑磊		31	Master	A2	LINK OCEAN 1		Sign-off 1	Edit Delete
2	李四		42	Master		自测1号		Sign-off 3	Edit Delete
3	羅三管		0	Apprentice Master	A2	LINK OCEAN 1		Sign-off 1	Edit Delete

#	Crew Name*	English Name	Gender	ID Card No.*	Contact No..	Birth Date	Rank*	Crew Group	Crew label	Remark	Company Name	Passport No.
1	鮑磊		Male	3210021990000000000		1994-07-07	Master	自有船員組34				231321321322165513 21.0
2	李四		Male	3210021980000000000	(+86)1876230*****	1983-01-12	Master					
3	羅三管		Male	30			Apprentice Master	公司社招組23				
4	庄军		Male	3711021982*****		1982-11-11	Apprentice Master					
5	LUQMAN HAKIM BIN RAMANTIZAN		Male	20120302			Chief Officer	内貿船員組234				

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.

4. Click "Data Initialization", a pop-up window will appear on the right, click "Select Import Files"

Vessel Import

Export Crew Info Template | Export Crew Cert. Template
Export Bank Card Template | Export Crew Resume Template

Select Import Files

NO.	Import Time	Import Status	Processing Start Time	Processing End Time	Attachment	Operator	Operation
1	2024-09-02 17:24:30	done	2024-09-02 17:24:30	2024-09-02 17:24:33		孙红梅	View Details