

## How to carry out Crew Evaluation

After the evaluation is submitted, the documents will be transferred to the Workbench of the evaluator according to the evaluation process.

Users can log in to the website of OLSaaS, and operate in "Workbench→Workflow Task→Execute→Crew Evaluation(To Be Executed)" interface according to the following steps 1-4:

The screenshot displays the OLSaaS Workbench interface. At the top, there is a navigation bar with 'Workbench 78:38', 'Vessel Monitor', 'Find', and 'Help'. Below this, there are sections for 'Flow Approval' (All (40), Approve (7), Execute (6), Accept (27)) and 'Waiting Task' (All (7798), Due (1643), Overdue (6145)).

**Step 1:** A red arrow points to the 'Execute' button in the 'Flow Approval' section. The text reads: "1. Log in to the website of OLSaaS, enter Workbench interface by default, and click 'Workflow Task→Execute→Crew Evaluation(To Be Executed)'".

**Step 2:** A red arrow points to a document card titled 'Crew Evaluation Form' with a 'In progress' status. The text reads: "2. Click the target document to be executed to enter the lower interface.".

**Step 3:** A red arrow points to a 'Work completion ability' progress bar. The text reads: "3. Score according to the actual situation. If there are attachments, click 'Upload Attachment'". Below the progress bar, there are radio buttons for 'Yes' and 'No', with a red arrow pointing to 'Yes' and the text "should choose 'yes' or 'no'".

**Step 4:** A red arrow points to a 'Submit Evaluation' button at the bottom right. The text reads: "4. Click to 'Submit Evaluation'".