

How to submit crew schedule (document)

Users log in to the OLISS Web side , click to enter the "Crew Management → Crew Schedule" interface, and by default enter the "Crew Schedule List" interface. Select the schedule to be submitted, click "Edit" to enter the schedule details interface, and click "Confirm " on this interface.

The screenshot displays the OLISS Web interface for crew schedule management. The top navigation bar includes the company logo, search, and user information. The main content area is divided into a sidebar menu and a main workspace.

Step 1: In the sidebar, the "Crew Schedule" option is highlighted with a red box and an arrow pointing to the text "1. Click to enter the Crew Schedule interface".

Step 2: The main workspace shows the "Crew Schedule List" interface. A red box highlights the "Crew Schedule List" tab, with an arrow pointing to the text "2. Enter the Crew Schedule List interface by default".

Table Data:

No.	Crew	Rank	Month	Generate Schedule Days	Status	Template Info	Operation
3	AN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO	Master (01 - 30 Day)	2023 - 06	30	Approved	测试 (01 - 30 Day)(Disabled)	Edit Change the template Export
4	YUAN ZHI CAO YU AN ZHI CAO YUAN ZHI CAO YUAN ZHI CAO	Master (11 - 12 Day)	2022 - 07	2	Approved	船长 (11 - 12 Day)(Disabled)	Edit Change the template Export
5	鲍磊	Master (01 - 15 Day)	2025 - 03	15	Unsubmitted	船长接班 (01 - 15 Day)	Edit Change the template Export
6	鲍磊	Master (01 - 28 Day)	2025 - 02	28	Unsubmitted	船长接班 (01 - 28 Day)	Edit Change the template Export
7	鲍磊	Master (01 - 31 Day)	2025 - 01	31	Unsubmitted	船长接班 (01 - 14 Day) 12344656 (15 - 17 Day) 船长接班 (18 - 31 Day)	Edit Change the template Export

Step 3: A red box highlights the "Edit" button for the schedule with No. 5, with an arrow pointing to the text "3. Select the schedule to be submitted, click 'Edit'".

Step 4: The "Monthly Schedule Details" interface is shown. A red box highlights the "Confirm" button, with an arrow pointing to the text "4. On the schedule details interface, click 'Confirm'".

Monthly Schedule Details:

- Vessel Name: LINK OCEAN 1
- Crew: 鲍磊(Master)
- Year: 2025
- Month: Feb. (Unsubmitted-28)
- Total 15 items this month, no violation of MLC regulations.
- Buttons: Confirm, Export, Export within Specified Range, Reset the Schedule of This Month, Template Info
- Legend: Work Time (blue), Rest time (grey)
- Day 1: Master (01 - 15 Day)
- Day 2: Master (01 - 15 Day)