

How to view and edit evaluation forms (document)

Users log in to the OLISS Web site, click to enter the "Crew Management → Crew Evaluation" interface in order, and click "Evaluation Form Setting". In the evaluation form setting interface, click "Add" to add an evaluation form. You can search for the target evaluation form based on keywords or filtering conditions. Click anywhere on the target evaluation form to view the details of the evaluation form. Click to edit, delete, and copy the evaluation form respectively.

The screenshot shows the "Crew Evaluation" interface. On the left, a navigation menu has "Crew Evaluation" highlighted. The main area displays a table of evaluation forms with columns: No., Name/ID, Vessel, Rank, On Board Time, Evaluation Form Name, Evaluation Type, Total Score, Evaluation Score, Evaluation Status, Assessment Concl..., and Operation. A red box highlights the "Evaluation Form Setting" button. A red arrow points to the first row of the table with the annotation "1. Click to enter the 'Crew Evaluation' interface".

No.	Name/ID	Vessel	Rank	On Board Time	Evaluation Form Name	Evaluation Type	Total Score	Evaluation Score	Evaluation Status	Assessment Concl...	Operation
1	陈* 3203821*****3	LINK OCEAN 1	Chief Officer	2024-09-19 ~ Till Now	考核	Regular Evaluation	10	No Score	Approving		Invalid
2	LUQMAN HAKIM BIN R AMANIZAN 20120302	LINK OCEAN 1	Chief Officer	2024-12-18 ~ Till Now	考核	Regular Evaluation	10	No Score	Approving		Invalid
3	球球测试2 87787787877	LINK OCEAN 1	Apprentice Chief Officer	2025-01-15 ~ Till Now	考核表设置2024062801	Probation Evaluation	100	No Score	Approving		Invalid
4	徐红波 3206221*****	自测1号	3RD Engineer	2024-09-03 ~ Till Now	船员考核	Dismissal Evaluation	112	No Score	Approving		Invalid
5	李三副 3200000000000000000	Shore-based	Second Officer	N/A	三副晋升考核-专项评分	Promotion Evaluation	300	283	Approved	Promotion	Export Invalid
6	张水手 68	Shore-based	跟班大副	2023-03-23	水手晋升考核-综合评分	Promotion Evaluation	100	93.1	Approved	Promotion	Export Invalid
7	洪舒 321081198*****	Shore-based	Second Officer	2024-09-19	三副晋升考核-专项评分	Promotion Evaluation	300	279	Approved	Promotion	Export Invalid
8	吕水手 56	LINK OCEAN 1	跟班大副	2024-08-08 ~ Till Now	水手晋升考核-综合评分	Promotion Evaluation	100	91.1	Approved	Promotion	Export Invalid
	张三					Temporary Evaluation					

The screenshot shows the "Evaluation Form Setting" interface. At the top, there are "Add" and "Back" buttons. A search bar with "Keywords" and "Search" buttons is present. A table lists evaluation forms with columns: No., Evaluation Type, Vessel, Rank, Evaluation Form Title, Evaluation Item, Evaluator, and Operation. A red box highlights the "Add" button. A red arrow points to the search bar with the annotation "3. You can search for the target evaluation form based on keywords or filtering conditions". A red box highlights the first row of the table with the annotation "4. Click anywhere on the target evaluation form to view the details of the evaluation form". A red box highlights the "Edit", "Delete", and "Copy" buttons in the "Operation" column of the first row with the annotation "5. Click to edit, delete, and copy the evaluation form respectively".

No.	Evaluation Type	Vessel	Rank	Evaluation Form Title	Evaluation Item	Evaluator	Operation
1	Dismissal Evaluation		Apprentice Second Officer, 2ND Engineer, 3RD En...	船员考核	业务能力, 工作能力, 单项能力	CO, 产品, 船长	Edit Delete Copy
2	Dismissal Evaluation	LINK OCEAN 1...	Master, Apprentice Master, Chief Officer, Second Off...	大副的离任考核	测试一	总船长, 二管轮	Edit Delete Copy
3	Probation Evaluation	Shore-based, O...	Master, Steward, Third Officer, Apprentice Second ...	船员考核	船员业务	人事经理, 海务经理	Edit Delete Copy
4	Probation Evaluation	LINK OCEAN 1...	Master, Steward, Third Officer, Apprentice Second ...	考核表设置2024062801	应急救援能力, 日常工作能力	船长, 机务部长, 指定人员	Edit Delete Copy
5	Regular Evaluation	Shore-based, LI...	Chief Officer	考核	业务	船长	Edit Delete Copy
6	Regular Evaluation		Master, Steward, Third Officer, Apprentice Second ...	定期考核	业务能力	人事经理, 海务经理	Edit Delete Copy
7	Temporary Evaluation		Master, Steward, Third Officer, Apprentice Second ...	测试岸基	岸基考核1, 岸基考核2	船长, 船员经理, 总经理	Edit Delete Copy
8	Temporary Evaluation	LINK OCEAN 1...	跟班大副, 跟班二副, 跟班三副	临时考核-综合评分	安全意识及责任心, 完成本职工作能力, 执...	船员管理, 朱慧, 海务经理	Edit Delete Copy

a.Edit:

Click "Edit" to enter the evaluation form editing interface. Modify the evaluation form title, evaluation item generate date, build the rule, scoring method, applicable vessel (multi select), applicable rank and other information (with * required/ optional) according to your

needs. Click "Add" to add evaluation item and score, or preset evaluation comments, edit comments or delete them. Finally, click "Confirm" to complete the evaluation form editing

Evaluation Form Editing



Evaluation Form Title *

Evaluation Type * Regular Evaluation

Evaluation Item Generate Date * (Generated at 00:00 on the 1st day of the set month.)

Jan Feb Mar Apr
 May Jun Jul Aug
 Sept Oct Nov Dec

Build The Rule * (If the number of days on board exceeds the set number, an evaluation task will be generated.)

Scoring Method *

Summary Score(The evaluator scores for the all the evaluation items. The summary score will be calculated according to the weight.)

Special Score(The evaluator scores for the specified evaluation items. The special score will be accumulated to calculate.)

Applicable Vessel(MultiSelect) * All

Shore-based LINK OCEAN 1 LINK OCEAN... OCEAN 1

Applicable Rank * All

Chief Officer

Total Score:10 Convert the final score to a percentage system. ⓘ

No.	Evaluation Item *	Score *	Preset Evaluation Comments	Operation
☰	<input type="text" value="业务"/>	<input type="text" value="10"/>	【优秀】： 【良好】： 【一般】： 【差】： 【很差】：	Edit Comments Delete

Modify the evaluation form title,evaluation item generate date, build the rule, scoring method, applicable vessel(multi select), applicable rank and other information (with*required/optional) according to your needs. Click "Add" to add evaluation item and score, or preset evaluation comments, edit comments or delete them,Finally, click "Confirm"