

How to add a crew schedule template (document) on the web side

Log in to the OLISS Web side, go to the Crew Management → Crew Schedule interface, and follow these steps 1-4 for operation:

The screenshot shows the OLISS Web interface. The top navigation bar includes the company logo, search, and user information. The main content area is titled "Crew Schedule List" and "Schedule Setting". A red box highlights the "Schedule Setting" tab, with an arrow pointing to it and the text "2. Switch to 'Schedule Setting'". Below the tab, there are buttons for "Add" and "Generate Time Setting". A red box highlights the "Add" button, with an arrow pointing to it and the text "3. Click 'Add'". The main content area displays a table with columns: No., Template Name, Vessel, Applicable Position, Work Time, Status, and Operation. The table contains 8 rows of data. A red box highlights the "Crew Schedule" link in the left sidebar, with an arrow pointing to it and the text "1. Click to enter the 'Crew Schedule' interface".

No.	Template Name	Vessel	Applicable Position	Work Time	Status	Operation
1	船长晚班	LINK OCEAN 1	Master	10.00-14.00; 18.00-22.00;	<input checked="" type="checkbox"/>	Edit Copy
2	12344656		Master Apprentice Master C...	4.00-7.30; 11.30-15.00;	<input checked="" type="checkbox"/>	Edit Copy
3	12344656	ABLE SAILOR	Master Apprentice Master C...	4.00-7.30; 11.30-15.00;	<input checked="" type="checkbox"/>	Edit Copy
4	12344656	LINK OCEAN 14	Master Apprentice Master C...	4.00-7.30; 11.30-15.00;	<input checked="" type="checkbox"/>	Edit Copy
5	12344656	LINK OCEAN 1	Master Apprentice Master C...	4.00-7.30; 11.30-15.00;	<input checked="" type="checkbox"/>	Edit Copy
6	2334411234		Master Apprentice Master C...	4.00-7.30; 11.30-15.30;	<input checked="" type="checkbox"/>	Edit Copy
7	2334411234	ABLE SAILOR	Master Apprentice Master C...	4.00-7.30; 11.30-15.30;	<input checked="" type="checkbox"/>	Edit Copy
8	2334411234	LINK OCEAN 14	Master Apprentice Master C...	4.00-7.30; 11.30-15.30;	<input checked="" type="checkbox"/>	Edit Copy

The screenshot shows the "Add Schedule Template" form. The form has several fields: "Template Name" (text input), "Status" (radio buttons for On and Off), "Vessel" (dropdown menu), "Applicable Rank" (dropdown menu), "Work Time Setting" (a 24-hour timeline), "Remarks" (text input), and "Perform MLC rule checks" (checkbox). A red box highlights the "Perform MLC rule checks" checkbox, which is checked. A red note is displayed: "Note: The working time setting should comply with the 7 rules of MLC rest requirements". Below the note, seven rules are listed: Rule No1: Maximum hours of work shall not exceed 14 hours in any 24-hour period. Rule No2: Minimum hours of rest shall not be less than 10 hours in any 24-hour period. Rule No3: Hours of rest may be divided into no more than three periods. Rule No4: One of rest periods shall be at least 6 hours in length. Rule No5: Minimum hours of rest shall not be less than 70 hours in any seven-day period. Rule No6: The interval between consecutive periods of rest shall not exceed 14 hours. Rule No7: Maximum hours of work shall not exceed 72 hours in any seven-day period.

4. Fill in the "Template Name", select "Status", "Vessel", "Applicable Rank", set the working hours and whether to fill in remarks, then click "Confirm"

The screenshot shows the bottom of the form with two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red box.

The configured schedule template can be viewed in the Schedule Setting interface, and for templates that have already been configured, you can change their status as shown in the

following figure:

Crew Schedule List Schedule Setting

[Add](#) [Generate Time Setting](#) Configured templates can be "enabled/ disabled" according to requirements [Search](#) [Reset](#)

No.	Template Name	Vessel ▾	Applicable Position	Work Time	Status ▾	Operation
1	船长晚班	LINK OCEAN 1	Master	10.00-14.00; 18.00-22.00;	<input checked="" type="checkbox"/>	Edit Copy
2	12344656		Master Apprentice Master C...	4.00-7.30; 11.30-15.00;	<input checked="" type="checkbox"/>	Edit Copy