

Crew Tracking (Document)

Log in to the OLISS Web side, and on the Crew Management → Crew Tracking interface, you can perform operations according to the following steps 1-5:

The screenshot shows the 'Crew Tracking' interface. On the left, a sidebar menu has 'Crew Tracking' highlighted. The main area contains a table of crew members. Annotations include: 1. A red box around the 'Crew Tracking' menu item with the text '1. Click to enter the "Crew Tracking" interface'. 2. A red box around the search bar with the text '2. When there is a lot of documentation, you can search for the target crew by keywords or filter bar'. 3. A red box around the row for crew member 3 (Liu Yang) with the text '3. Click to view crew information, tracking records, and other information'. 4. A red box around the 'Add Tracking Record' button for crew member 3 with the text '4. Click "Add Tracking Record"'. 5. A red box around the 'Add Tracking Record' button for crew member 4 with the text '5. Select "Contact Record Date" and "Next Processing Date" as needed (can be quickly selected +7days, +1 month, +3 months) and "Crew Status" as needed, fill in the record content (can select shortcut phrases), choose whether to upload attachments, and finally click "Confirm"'. The table data is as follows:

No.	Name	Age	Vessel	Crew Group	Crew Label	Crew Type	Cert. Rank	Latest Work Record	Latest Record Content	Recorder/Date	Evaluation Result	Contact Meth...	Warning	Operation
1	陆*	40	LINK OCEAN N 1	自有船员组34		On Board	Chief Officer	LINK OCEAN 1/Chief Officer (95 Days On Board)	1月份回船	孙红梅 2024-12-23		N/A	2024-12-30 需要返	Treat
2	瞿三管	0	LINK OCEAN N 1	公司社招组23		On Board	Apprentice Master	LINK OCEAN 1/Apprentice Master (175 Days On Board)				N/A		Add Tracking Record
3	刘洋	36	Shore-based			On Board	Master (53 Days Sign-Off)	LINK OCEAN 1/Master (53 Days Sign-Off)	因"12"船员申请2024-10-28离船, 有回船意向	System 2024-10-28		N/A		Add Tracking Record
4	吕光琛	27	Shore-based			On Board	Master (99 Days Sign-Off)	LINK OCEAN 1/Master (99 Days Sign-Off)	因"事假", 船员申请2024-09-14离船, 有回船意向	System 2024-09-14		N/A		Add Tracking Record

The screenshot shows the 'Add Tracking Record' form. Annotations include: 1. A red box around the 'Add Tracking Record' button with the text '1. Click to enter the "Crew Tracking" interface'. 2. A red box around the search bar with the text '2. When there is a lot of documentation, you can search for the target crew by keywords or filter bar'. 3. A red box around the row for crew member 3 (Liu Yang) with the text '3. Click to view crew information, tracking records, and other information'. 4. A red box around the 'Add Tracking Record' button for crew member 3 with the text '4. Click "Add Tracking Record"'. 5. A red box around the 'Add Tracking Record' button for crew member 4 with the text '5. Select "Contact Record Date" and "Next Processing Date" as needed (can be quickly selected +7days, +1 month, +3 months) and "Crew Status" as needed, fill in the record content (can select shortcut phrases), choose whether to upload attachments, and finally click "Confirm"'. The form fields are: Crew Name: 刘洋, Rank: , Contact Methods: , Current Status: 53 Days Sign-Off, Crew Group: , Next Processing Date: +7 Days +1 Month +3 Months, Crew Status: At Home (selected), Record Content: Please enter, Quick phrase: *月份回*船 待派 考*证中 *月份上船 离开公司 身体不适, 暂不上船 家中有事, 暂不上船 *见习完成 考核不合格, 不续聘 已上船 生日快乐 Edit, Attachment: Upload, Tracking History table:

No.	Recorder	Crew Status	Tracking Content	Contact Record Date	Tracking Type	Next Contact Date
1	System	On Board	因"12"船员申请2024-10-28离船, 有回船意向	2024-10-28	Regular Tracking	
2	System	On Board	生日祝福	2024-10-05	Crew Birthday	2024-10-20
3	System	At Home	生日祝福	2023-09-20	Crew Birthday	2023-10-20
4	System	At Home	生日祝福	2022-10-15	Crew Birthday	2022-10-20

Note:

If the number of days in advance is set, when the notification day arrives, a crew member dynamic task to be processed will appear on the relevant personnel's workbench.