How to Execute Crew Transfer (Document)

After the crew transfer order is approved, the document will be transferred to the executive workbench according to the approval process nodes.

Users log in to the OLISS web side , enter the workbench interface by default, and click "Crew Transfer -Execute" in the process approval task, enter the Crew Transfer -Execute interface, can retrieve the target documentation by keywords or filtering condition, and then click the target documentation.Complete the relevant information of the crew members on board (with * required/optional), fill in the work handover records , click "Add" as needed, and you can add related materials for collection. Finally, click "Execute Crew Transfer " or "Reject" according to the actual situation, and you can also "Comment" or click "More" to export the transfer order.

	Q	Workbench (28895)	Vessel Monitor Fin	d	Switching System -	Ω" 23 EN • ⑦	🏠 孙红梅
1	To-do List	1					
Wa	1、Users log in to the OLISS web side,en AU (541) Due ③ Overdue ① Reminders(44) orkflow Task (368)	ter the workbench	interface by default,	and click "Crew Transf	er-Execute" in the proce	ess approval task	ed 🗸 All Vessels 🗸
← C 2、	Crew Transfer—Execute	or filtering condition	n,and then click the	target documentation	Planned Sign-on/Sign-off Da	Keywords Searching	Search Reset
No.	Transfer Order No. Vessel Name Rank Rank	Sigh-on Crew Name	Cert. Rank ID	gh-off Crew Name Pla	nned Sign-on/Sign-off Date	Planned Sign-on/Sigi	n-off Port
1	CT22120003 Sign-on Crew Only LINK OCEAN 14 Chief Officer	范伟 32062119*******X	Chief Cook	202	22-12-01	上海	
	Vessel Name: LINK OCEAN 14 Rank: Chief Officer Remarks: Sign-on Crew Info.		Planned Sign	-on/Sign-off Date: 2022-12-01	Planned Sign-on/Sig	n-off Port: 上海	
	Concurrent Post: Crew Source: Cert. Rank: Chief Cook						
	Actual Sign-on Date * 2022-12-01						
	Actual Sign-on Place *						
_	⊥⊟ Attendance Time of the Sign-on day *						
	0.5						/
	Upload	3、Complete the	relevant information c	f the crew members on b	oard(with * required/ opti	onal), for collection	
	Work Handover Records * Please enter	an in the work ha	Harver records, click	Add us needed, and you			
	Material Collection Add						
	Task Progress 4,	Click "Execute Crew	Fransfer" or "Reject" ac	cording to the actual situ	ation , More Commen	t Execute Crew Transfer	Reject

Next step:

If "execute, crew transfer ", according to the documentation approval process node, the documentation will become "completed" or "under acceptance" status.

If "reject", you can return to any approved approval node, and you can also return to the submitter.

- 1)If you return to any approved step, you will return to the previous Approval stage and the documentation will be transferred to the relevant approver's Workplace.
- 2)If returned to the submitter, the documentation becomes "Rejected" status