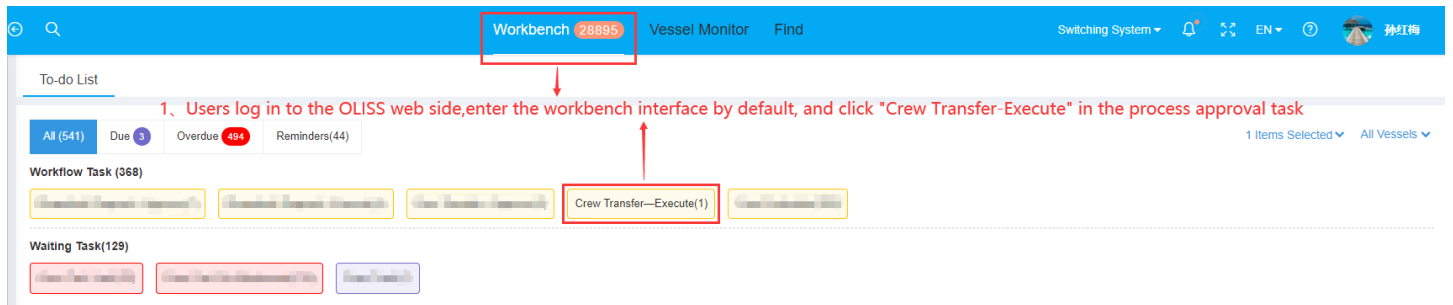


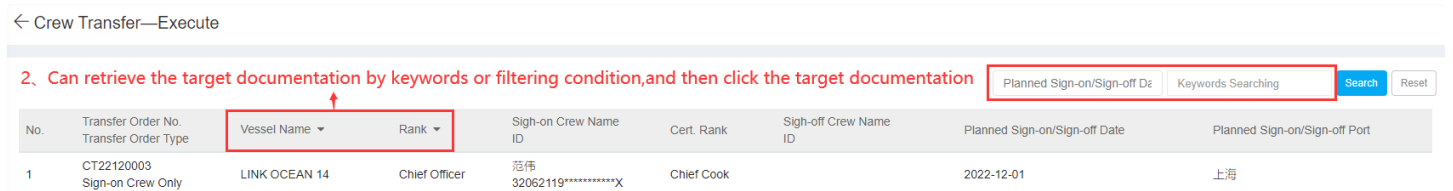
How to Execute Crew Transfer (Document)

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

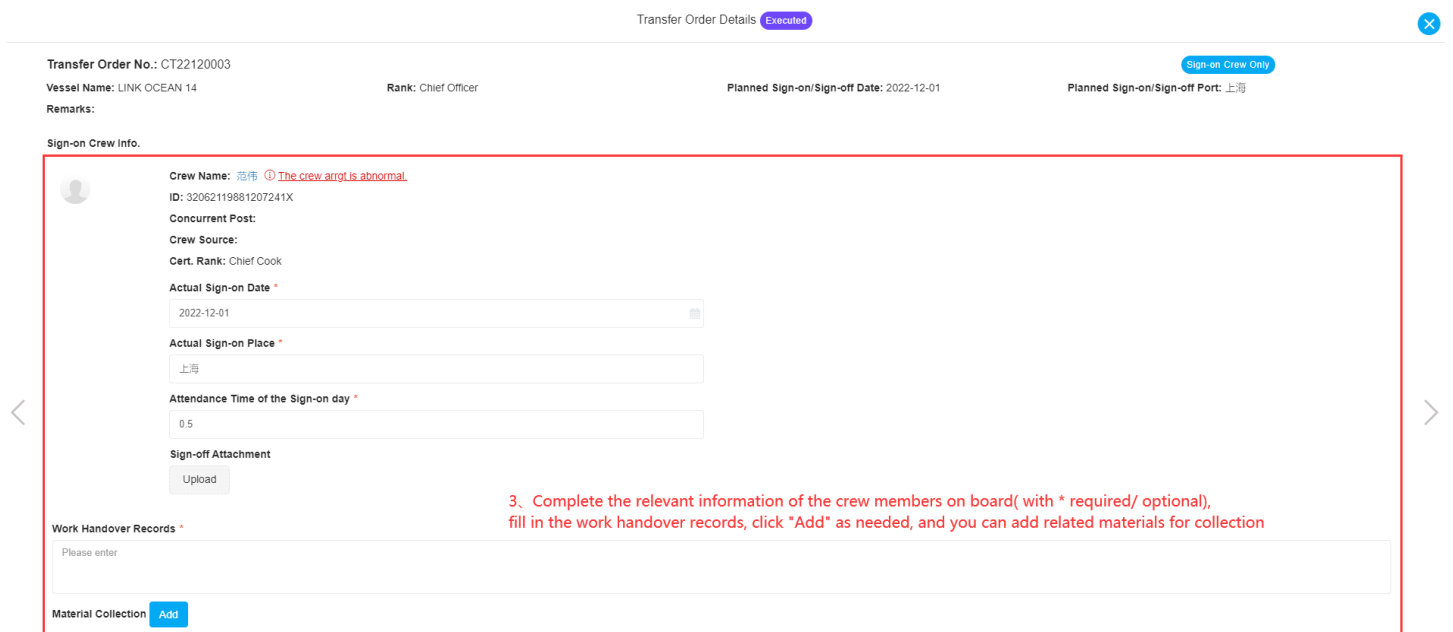
Users log in to the OLISS web side , enter the workbench interface by default, and click "Crew Transfer -Execute" in the process approval task, enter the Crew Transfer -Execute interface, can retrieve the target documentation by keywords or filtering condition, and then click the target documentation. 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.



1、Users log in to the OLISS web side, enter the workbench interface by default, and click "Crew Transfer-Execute" in the process approval task



2、Can retrieve the target documentation by keywords or filtering condition, and then click the target documentation



3、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



4、Click "Execute Crew Transfer" or "Reject" according to the actual situation , and you can also "Comment" or click "More" to export the transfer order

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