

How to withdraw "Disembark Request"

If the "Disembark Request" has been submitted, but no one has approved it, the "Disembark Request" can be withdrawn by crew himself

Users can log in to the website of OLSaaS, and operate in "Crew Management → Disembark Request" interface according to the following steps 1-4:

The screenshot shows the "Disembark Request" interface in the OLSaaS system. The interface includes a sidebar with navigation options: Crew Management, Query of Crew Certificate, Crew Arrangement, Crew Attendance, Disembark Request, and Crew Transfer. The main content area displays a table of Disembark Requests. The table has columns for No., Disembark Request No., Vessel, Rank, Crew Name, Sign-on Date, Plan Sign-Off Date, Apply Date, and Approving. A single record is visible with the status "Approving".

Annotations on the screenshot:

1. Click in turn to enter "Disembark Request" interface.
2. According to the key information and filter bar, select the status of "Approving" to quickly find the target document.
3. After finding the target document, click anywhere to enter the details interface.

Description:

If "Withdraw and Edit" is selected at step 4, the Disembark Request can be further modified after withdrawal;

If "Withdraw and Delete" is selected at step 4, the Disembark Request will be deleted directly.