How to add the disembark request (single or batch addition) on the web side (Document)

1.Single Addition

Users can log in to the OLISS web side and click "Crew Management→Disembark Request" in turn to enter the disembark request interface. Click "Add" to jump out a new window in the middle, select the vessel and rank, click "Confirm", and jump to the disembark request interface. After completing the relevant information (with * required), click "Submit".

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2	Crew Management \checkmark	Disemba	ark Request Batch Addition	2、Click " Add"		Vessel *	•	← 3、Select Vessel and I	Rank, then click "Confirm" Appl Date Keyw	ords Searching Search Reset
	Resume Update	No.	Sign-off Apply No.	Vessel 👻	Rank 💌	Rank * Please select	~	te Planned Sign-off Date	Appl.Date	Apply Status 👻
	Crew Attendance	1	DA-25012103	自测1号	Second Officer			2025-09-17 ~ 2025-09-30	2025-01-21	Approving
	Disembark Request -> 1.	2 Click in t	DA-25012102 turn to enter "Disem	自愿1号 bark Request" interfa	Apprentice Mas	Confirm	n Cancel	2025-09-17 ~ 2025-10-01	2025-01-21	Approving
	Crew Transfer	3	OL1-DA-25012101	LINK OCEAN 1	4TH Engineer	対立强	2024-06-1	9 2025-01-22 ~ 2025-03-06	2025-01-21	Approving
	Crew Incident	5	OL1-DA-25011302	LINK OCEAN 1	Chief Engineer	ixinin. 涂健	2024-07-0	1 2025-01-13 ~ 2025-01-13	2025-01-13	Approved
	Crew Tracking Crew Evaluation	6	OL1-DA-24122607	LINK OCEAN 1	Second Officer	zhangsan	2024-12-0	1 2024-12-26 - 2024-12-26	2024-12-26	Approved
	Crew Schedule	7	OL1-DA-24122606	LINK OCEAN 1	Second Officer	zhangsan	2024-12-0	1 2024-12-28 ~ 2024-12-29	2024-12-26	Rejected

小 互海科技						Disemba	rk Request
💄 Crew Management 🗸	Disemba	ark Request				Vessel:LINK OCEAN 1	Rank:Cadet C/O
						Crew Name *	Sign-on Date
Crew Info.	Add	Batch Addition		Was dis	embarka	Please select ~	Please enter
Resume Update						Earliest Estimated Date of Departure *	Latest Estimated Date of Departure *
Crew Arrangement	No.	Sign-off Apply No.	Vessel 🔻	Rank 🔻	Crev	Please select	Please select
Crew Attendance	1 (OL1-DA-25040201	LINK OCEAN 1	BSN	杨一	Sign-Off Reason *	
Disembark Request	2 0	OL1-DA-25033101	LINK OCEAN 1	3/E	0+*E	Please enter	
Crew Transfer	3 (OL1-DA-25031101	LINK OCEAN 1	2/0	ΞΞ	Was disembarkation conducted normally? *	Willing Come Back
Crew Incident	4 0	OL1-DA-25030301	LINK OCEAN 1	Cadet C/O	球球	● Yes ◯ No	● Yes 🔵 No
Crew Tracking	5 0	OL1-DA-25021702	LINK OCEAN 1	CARP	沈雪	Estimated Next Sign-on Date Please enter	
Crew Evaluation	e 1	014 04 06001704		CAPD	34 CD		
Crew Schedule						Upload 4 After completing the re	event information
Crew Cost						(with * required), click "S	ubmit"

2.Batch Addition

Users can log in to the OLISS web side and click "Crew Management→Disembark Request" in turn to enter the disembark request interface. Click "Batch Addition" to jump out a new window in the middle, select the vessel, then click "Confirm", and jump to the disembark request interface. Click "Select a crew", check the crew members who will be departing (multiple crew members can be selected), and click

"Confirm" again. Then complete the relevant information (with * required), click "Submit".

↓ 互連科技 ◎ Q Workbook Strategy Linear Linea	ind Switching System + 🖓 👯 EN + 🕐 🕋 VATIN
© Crew Management → Disembark Request	
Crewints Add Batca Addition 2, Click * Batch Addition*	Select Vessel , then click *Confirm* Appl Date Keywords Searching Search Reset
Resume Update No. Sign-off Apply No. Vessel + Rank +	Planned Sign-off Date Apply Status +
Crew Arrangement 1 DA-25012103 首別1号 Second Officer Cancel	2025-09-17 ~ 2025-09-30 2025-01-21 Approving
Drew Allendance 2 DA-25012102 自刻1号 Apprentice Master 庄军 2024-09-03	2025-09-17 ~ 2025-10-01 2025-01-21 Approving
Lossinuation → 1. Click in turn to enter "Disembark Request" interface 3 0L1-DA-25012101 LINK OCEAN 1 4TH Engineer 30232 2024-06-19	2025-01-22 - 2025-03-06 2025-01-21 Approving
Crew Transfer 4 OL 1-DA-25011302 LINK OCEAN 1 Sallor 影动战 2024-07-08	2025-01-15 ~ 2025-01-18 2025-01-13 Approving
Crew Income 5 OL 1:DA-25011301 LINK OCEAN 1 Chief Engineer (Rg) 2024-12-01	2025-01-13 ~ 2025-01-13 2025-01-13 Approved
Crew Evaluation 6 DL1-DA-24122607 LINK OCEAN 1 Second Officer zhangsan 2024-12-01	2024-12-26 ~ 2024-12-26 2024-12-26 Approved
Crew Schedule 7 OL1-DA-24122506 LINK OCEAN 1 Second Officer zhangsan 2024-12-01	2024-12-28 ~ 2024-12-29 2024-12-26 Rejected
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Disembark Request	
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OLENo approval process of the position, the application can not be su	n Cancel
Select a crew	
No. Rank On Board Crew Info. Planned Sign to Please select	Willing Come Back Sign-Off Reason Operation
5_{s} Select the crew members who will be leaving the vessel (multiple crew members c	an be selected), and then click "Confirm"
● 互海科技 ⊙ Q Workbench (26854) Vessel Monitor	Find Switching System - 〇 ひと EN - ⑦ 🐽 朱慧
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Crew Management Disembark Request	
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Next Step:

After the disembark request is submitted, according to the approval process, the documents will be transferred to the Workbench of the person with approval authority.