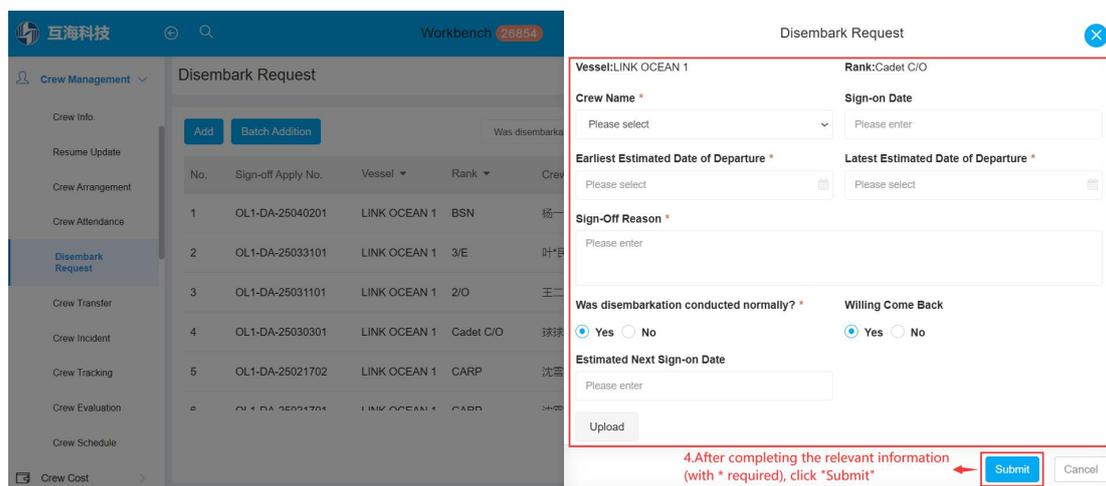
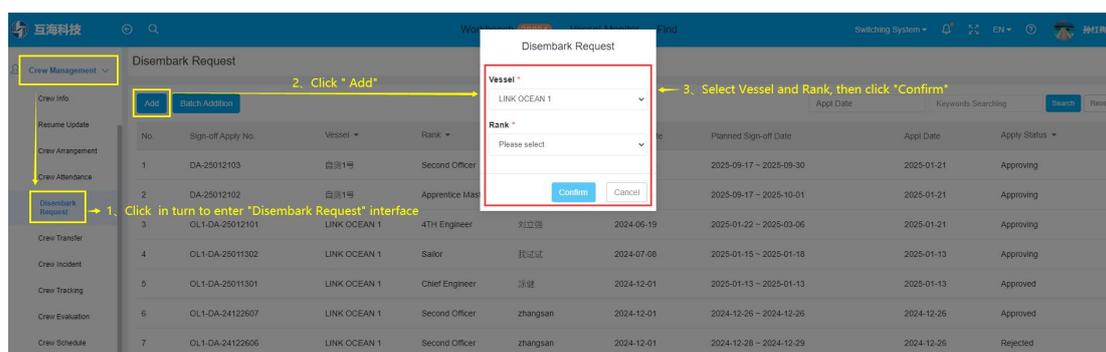


How to add the disembark request (single or batch addition) on the web side (Document)

1.Single Addition

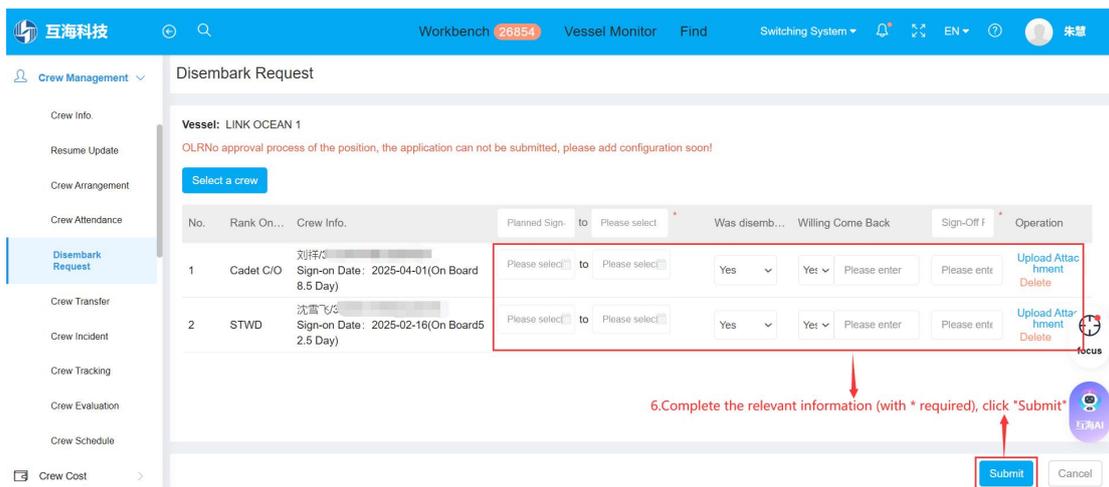
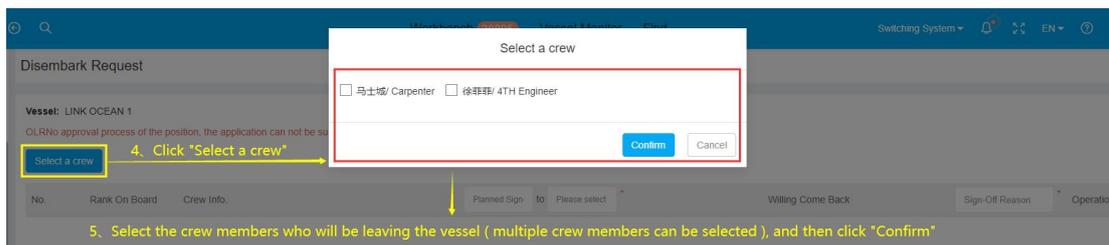
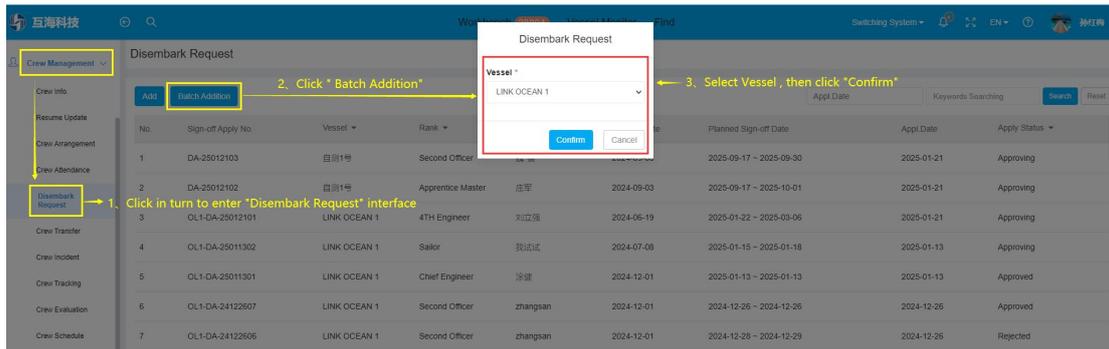
Users can log in to the OLISS web side and click "Crew Management→Disembark Request" in turn to enter the disembark request interface. Click "Add" to jump out a new window in the middle, select the vessel and rank, click "Confirm", and jump to the disembark request interface. After completing the relevant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



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".



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.