

Crew Tracking

When users manage a large number of crews, they need to know the dynamics of each crew in time (on-board time, departure time, next work plan, return intention, etc.). The "Crew Tracking" function developed by OLSaaS is to help the crew department better manage the crew.

Users can log in to the website of OLSaaS, and operate in "Crew Management → Crew Tracking" interface according to the following steps 1-5:

2. If there are many documents, you can search for the target crew by screening conditions and keywords.

1. Click in turn to enter "Crew Tracking" interface

3. Click to add new tracking records.

Add Tracking Record

Note: If "Days of Advance Notice" is set, when the days of notice are near, the pending tasks of crew tracking will appear on the Workbench of relevant personnel .

4. You need to select the next processing date.(or quickly select "+7 days, +1Month,+3Months"), fill in the record contents, and finally click "Confirm"

No.	Recorder	Crew Status	Tracking Content	Contact Record Date	Tracking Type	Next Contact Date

click "warning item setting"

5. According to the needs, you can set it. After setting, the workbench will have an intelligent reminder.

Workflow Task All (199) Approve (16) Execute (19) Accept (164)



Waiting Task All (8852) Due (408) Overdue (8420)

