

# 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If the "Disembark Request" has been submitted, but no one has approved it, the "Disembark Request" can be withdrawn by crew himself.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 OLISS, and operate in "**Crew Management**→**Disembark Request**" interface according to the following steps 1-4:

1. Click in turn to enter "Disembark Request" interface

2. According to the keywords 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

No.	Sign-off Apply No.	Vessel	Rank	Crew Name	Sign-on Date	Planned Sign-off Date	Appl.Date	Apply Status
3	OL1-DA-24122607	LINK OCEAN 1	Second Officer	zhangsan	2024-12-01	2024-12-26 ~ 2024-12-26	2024-12-26	All Status
4	OL1-DA-24122606	LINK OCEAN 1	Second Officer	zhangsan	2024-12-01	2024-12-28 ~ 2024-12-29	2024-12-26	Approving
5	OL1-DA-24122605	LINK OCEAN 1	Sailor	我试试	2024-07-08	2024-12-28 ~ 2024-12-29	2024-12-26	Approved
6	DA-24122604	LINK OCEAN 14	Master	XIANG WEN MING	2024-12-25	2024-12-26 ~ 2024-12-26	2024-12-26	Rejected
7	OL1-DA-24122603	LINK OCEAN 1	Sailor	我试试	2024-07-08	2024-12-26 ~ 2024-12-27	2024-12-26	Cancelled
8	OL1-DA-24122602	LINK OCEAN 1	Second Officer	zhangsan	2024-12-01	2026-04-01 ~ 2026-04-01	2024-12-26	Cancelled
9	DA-24122601	LINK OCEAN 14	Master	沈云飞	2024-07-31	2024-12-26 ~ 2024-12-28	2024-12-26	Approved
10	OL1-DA-24122502	LINK OCEAN 1	Third Officer	洪静	2024-09-19	2024-12-25 ~ 2024-12-28	2024-12-25	Approved

4. Click the "withdraw" button, a confirmation pop-up window will appear, and choose "Withdraw and Edit" or "Withdraw and Delete" according to your needs.

## 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.