

## How to approve the disembark request

According to the approval process, the disembark request submitted by people on board will be transferred to the approval staff.

Users can log in to the website of OLSaaS, and operate in "Workbench → Workflow Task → Approve → Disembark Request(To Be Approved)" interface according to the following steps 1-4:

The screenshot displays the OLSaaS Workbench interface. At the top, there is a navigation bar with "Workbench 8455", "Vessel Monitor", "Find", and "Help". Below this, there are tabs for "To-do List", "Overall", and "Warning Popups Setting>". The main area is divided into "Workflow Task" and "Waiting Task" sections. The "Workflow Task" section shows a list of tasks, with the first task being "Disembark Request Apply" under the "Approve" category. A red arrow points to this task with the instruction: "1. Log in to the website of OLSaaS, enter the Workbench interface by default, and click 'Disembark Request(To Be Approved)' under 'Workflow Task → Approve'".

The second screenshot shows the "Crew Disembark Request Application Form" for SA22120005. It includes fields for Vessel, Rank, Apply Date, Sign-on Date, Sign-off Reason, and Willing Come back. The "Replacement Crew Setting" section has three radio button options: "Arrange Later (Not arrange right now, will be reminded later)", "Arrange Right Now", and "No Replacement Crew". A red arrow points to the "Arrange Later" option with the instruction: "3. According to the actual needs, the replacement crew can be set, and recruitment ranks can also be posted." At the bottom, there is an "Approval Status" section with buttons for "Export", "Invalid", "Withdraw", "Comment", "Accept", and "Reject". A red arrow points to these buttons with the instruction: "4. Click to operate 'Export, Invalid, Withdraw, Comment, Accept and Reject' separately".

### Next Step:

After the crew's disembark request is approved, according to the process approval, the documents will be transferred to the Workbench of the person with execution authority.