

How to operate the crew to sign-on and sign-off in Crew Arrgt interface

Users can log in to the website of OLSaaS, and operate in "Crew Management → Crew Arrgt" interface according to the following steps 1-6:

Arrange to sign-on:

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

2. Select a vessel

3. Click to operate the crew to sign-on.

4. Click to operate the crew to sign-off.

前进号 — Crew Sign-on

Click to quickly find the crew.

*Crew Sign on [View Crew Details >](#) **Crew Return Condition** Ex-colleague(Same Co.) Ex-colleague(Same Ship) New colleague

The crew arrgt is abnormal >

*Rank: **Job Description**:

*Sign-on Date: *Attendance Time of the Sign-on Day:

Sign On Port: Former Crew:

Planned Sign-off Date: Planned Sign-off Port:

Remarks:

Upload Attachment

5. Improve relevant information (Items with * are required), and then "Confirm"

Arrange to sign-off(Have a replacement crew.)

Arrangement of Crews on Board

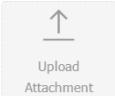


Click "Arrgement" at step 4 to enter this interface.


Vessel Name: 前进号	Remarks: 臧伟
Rank: 3RD Engineer	Remarks:
Sign-on Info: 2022-10-27,	Attendance Time of the Sign-on Day: 0.5天

Arrgt Mode

Sign-off Rank Change on the Ship Crew Arrgt to Another Ship ← The arrgement mode is selected "Sign-off" by default.


*Sign-off Date Please Select Sign-off Date	*Sign-off Reason Expiration of Contract
*Attendance Time of the Sign-off Day 0.5	Sign-off Port Please Enter Sign-off Port
Remarks Please Enter Remark	

Replacement Crew Already Exists

***Replacement Crew** 

Name/ID

*Sign-on Date Please Select Sign-on Date	*Attendance Time of the Sign-on Day 0.5
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Complete the relevant information in arrangement interface(Items with* are required). You can tick "Replacement Crew Already Exists" and complete the information as needed, and finally click