

How to execute crew disembarkation request (document)

After the crew disembarkation application is approved, the documentation will be transferred to the personnel workbench with execution authority according to the approval process node.

Users log in to the OLISS Web side , enter the workbench interface by default, click on "Workflow Task → Disembark Request-Execute", click on the target documentation to be executed, enter the disembarkation application details interface, and completes the relevant information of Replacement Crew Setting as needed (with * required/ optional), and finally performs "Execution" or "Invalid" operation, can also be "Comment" or "More"

1. Users log in to the OLISS web side ,enter the workbench interface by default, click on "Workflow Task→Disembark Request- Execute"

← Disembark Request—Execute

2. Click on the target documentation to be executed

No.	Sign-off Apply No.	Vessel	Rank	Crew Name	Sign-on Date	Planned Sign-off Date	Appl.Date
1	DA-24102801	LINK OCEAN 1	Master	刘祥	2024-07-04	2024-10-28 ~ 2024-10-31	2024-10-28
2	DA-24091401	LINK OCEAN 1	Master	吕光晖	2024-07-04	2024-09-14 ~ 2024-09-24	2024-09-14
3	DA-24051404	LINK OCEAN 1	NO.1 Motorman	刘鹏	2023-09-14	2024-05-14 ~ 2024-05-14	2024-05-14
4	DA-24022601	LINK OCEAN 1	3RD Engineer	李学刚	2023-08-15	2024-02-26 ~ 2024-02-26	2024-02-26
5	SA22120002	LINK OCEAN 14	Second Officer	DW	2022-01-14	2022-12-01 ~ 2022-12-01	2022-12-01

Sign-off Details **Executing**

Crew Disembark Request:DA-24102801

Vessel: LINK OCEAN 1 Rank: Master Crew Name: 刘祥
Appl.Date: 2024-10-28 ID: 3211831***** Contact Methods:
Sign-on Date: 2024-07-04 Planned Sign-off Date: 2024-10-28 ~ 2024-10-31
Sign-off Reason: 12
Willing Come Back: Yes Estimated Next Sign-on Date:
Replacement Crew Setting

3. Complete the relevant information of replacement crew setting (with * required/ optional) as needed

Arrange Now
 No Replacement Crew (There is no need to arrange crew to replace this position)

Replacement Crew * Job Description

Planned Sign-On Date * Planned Sign-On Port

To reserve talents for disembarking personnel by posting the recruitment position synchronously? [Post recruitment](#)

Task Progress

4. Finally performs "Execute" or "Invalid" operation , can also be "Comment" or "More"