

How to Accept Crew Transfer (Document)

After the shore-based crew transfer order is executed, the documentation flows to the workbench of the corresponding acceptance role according to the set process node.

Users log in to the OLISS web side , enter the workbench interface by default, and click "Crew Transfer -Accept" in the workflow task . In the Crew Transfer -Accept interface, you can retrieve the target documentation by keywords or filtering columns, and then click on the target documentation to enter the details interface. Click "Acceptance" or "Return" according to the actual situation, or you can "Comment" or click "More" to export the transfer order

1、Users log in to the OLISS web side, enter the workbench interface by default, and click "Crew Transfer- Accept" in the workflow task

2、You can retrieve the target documentation by keywords or filtering columns, and then click on the target documentation to enter the details interface

3、Click "Accept" or "Reject" according to the actual situation, or you can "Comment" or click "More" to export the transfer order

Next step:

If the acceptance is passed, the documentation will become "completed".

If the acceptance is returned, it can be returned to any approved approval/execution node, and it can also be returned to the submitter.

- 1) If the documentation is returned to any approved approval/execution node, the documentation will flow to the Workplace of the relevant approval/execution personnel.
- 2) If the documentation is returned to the submitter, in the "Crew Management - Crew Transfer " interface, the documentation will become "Rejected" status.