How to approve a crew transfer order (document)

After the shore personnel submit the crew transfer , according to the approval process, the documents will be transferred to the corresponding leader's Workbench.

Users can log in to the website of OLISS ， enters the workbench interface by default. In the process approval task, click "Crew Transfer -Approval" to enter the Crew Transfer Order-Approval interface. The user can find the target documentation by keywords or filtering conditions, and click any position of the target documentation to enter the details. On the details page, you can click "Accepted" or "Reject" according to the actual situation, and you can also "Comment" or click "More" to export the transfer order.

Next step:

If the approval is passed , the document will be transferred to the Workbench of executives according to the approval process.

If the approval is refused, the document will be returned to any approved approval node, and it can also be returned to the submitter:

1) If the document is returned to any approved approval node, the document will be transferred to the workbench of the relevant approver

2) If the documentation is returned to the submitter, in the "Crew Management - Crew Transfer " interface, the documentation will become "Rejected" status.