

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.

The screenshot shows the OLISS Workbench interface. At the top, there is a navigation bar with "Workbench 28895", "Vessel Monitor", and "Find". Below this, there is a "To-do List" section with buttons for "All (541)", "Due 3", "Overdue 494", and "Reminders(44)". A red arrow points from the "Workbench" label to the "Crew Transfer—Approve(5)" button in the "Workflow Task (368)" section. A red box highlights this button. A red arrow points from the "Crew Transfer—Approve(5)" button to the "Crew Transfer—Approve" page shown in the next screenshot.

1、Users can log in to the website of OLISS, enter the workbench interface by default, and click "Crew Transfer-Approve" in the process approval task

The screenshot shows the "Crew Transfer—Approve" page. At the top, there is a search bar with "Planned Sign-on/Sign-off Date" and "Keywords Searching" fields, and "Search" and "Reset" buttons. A red box highlights the search bar. A red arrow points from the search bar to the table below. The table has columns: No., Transfer Order No. / Transfer Order Type, Vessel Name, Rank, Sign-on Crew Name / ID, Cert. Rank, Sign-off Crew Name / ID, Planned Sign-on/Sign-off Date, and Planned Sign-on/Sign-off Port. Row 2 is highlighted with a red box. A red arrow points from the highlighted row to the "Transfer Order Details" page shown in the next screenshot.

No.	Transfer Order No. / Transfer Order Type	Vessel Name	Rank	Sign-on Crew Name / ID	Cert. Rank	Sign-off Crew Name / ID	Planned Sign-on/Sign-off Date	Planned Sign-on/Sign-off Port
1	CT-24080801 Replacement Crew	LINK OCEAN 1	Master	张扬 467*****6	Electrician	鲍磊 3210021*****0	2024-08-15	扬州
2	CT-24070501 Replacement Crew	LINK OCEAN 1	Chief Officer	常小军 41082*****8	Second Officer	XIANG WEN MING 5136*****8	2024-07-05	222
3	CT-23100703 Sign-on Crew Only	LINK OCEAN 1	Sailor	张水手 68	跟班大副		2023-10-07	扬州
4	CT-23100701 Sign-on Crew Only	LINK OCEAN 1	Sailor	张水手 68	跟班大副		2023-03-23	上海
5	CT22070001 Sign-on Crew Only	LINK OCEAN 1	Third Officer	袁小卫 3206*****5	Crew		2022-07-08	上海

3、Click anywhere in the target documentation to enter the details

The screenshot shows the "Transfer Order Details" page for CT-24070501. The status is "Approved". Key information includes: Transfer Order No.: CT-24070501, Vessel Name: LINK OCEAN 1, Rank: Chief Officer, Planned Sign-on/Sign-off Date: 2024-07-05, and Planned Sign-on/Sign-off Port: 222. The page is divided into "Sign-on Crew Info." and "Sign-off Crew Info." sections. The sign-on crew is 常小军 (ID: 4108231*****8, Rank: Second Officer). The sign-off crew is XIANG WEN MING (ID: 5136221*****8, Reason: 合同期满). At the bottom, there is a "Task Progress" section with buttons for "More", "Comment", "Accepted", and "Reject". A red box highlights these buttons. A red arrow points from the "Accepted" button to the text below.

4、You can click "Accepted" or "Reject" according to the actual situation, and you can also "Comment" or "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.