

How to export batch crew transfer orders (documentation) of the same batch on the web side

After logging into the OLISS Web, users can click through to the Crew Transfer Order interface, search for the target item via keywords or the filter bar, click anywhere on the target item to enter the details interface, view the crew transfer orders generated through batch operations by clicking "Check Applications of The Same Batch", on the Check Applications of The Same Batch interface, the current documentation is greyed out, the greyed-out rows cannot be clicked, and the highlighted rows can be clicked to view the documentation details; click the "Export" button in the top right corner to export the batch application forms

1. Users can click through to the Crew Transfer interface

2. Search for the target item via keywords or the filter bar

3. Click anywhere on the target item to enter the details interface

No.	Transfer Order No.	Vessel Name	Rank	Sign-on Crew Name	Cert. Rank	Sign-off Crew Name	Planned Sign-on/Sign-off Date	Planned Sign-on/Sign-off Port	Status
1	OL1-CT-25063002	LINK OCEAN 1	STWD	LIANGTIAN ZHANG			2025-06-30	互江	Approved
2	OL1-CT-25063001	LINK OCEAN 1	Cadet C/O	刘群		3211831988****4	2025-06-30	互江	Approved
3	OL1-CT-25042201	LINK OCEAN 1	CAPT	LUQMAN HAKIM BIN RAM ANZAN	2/O	梅长苏 360123197806****g	2025-04-22	上海	Accepted
4	OL1-CT-25041001	LINK OCEAN 1	CAPT	梅长苏	CAPT	36012319780****g	2025-04-09	太仓	Completed
5	OL2-CT-25040902	LINK OCEAN 14	BSN	张广明	BSN	41048119890****2	2025-04-09	上海	Completed
6	OL1-CT-25040901	LINK OCEAN 1	DECK	张兆林		32092219900****0	2025-04-09	上海	Completed
7	OL1-CT-25031401	LINK OCEAN 1	STWD	马丰生		4104811977****X	2025-03-15	上海	Accepted
8	OL1-CT-25021703	LINK OCEAN 1	CARP	马士斌		3207231983****13	2025-02-27	扬州港	Completed
9	CT-25021702	自创1号	3/E	戚伟		32108419890****30	2025-12-26	扬州港	Approved
10	OL1-CT-25021701	LINK OCEAN 1	CARP	沈富飞		32083019960****8	2025-02-20	扬州港	Completed

4. Click "Check Applications of The Same Batch"

5. The current documentation is displayed in grey and greyed out, making it non-clickable

6. Click on the approval form that is two lines higher to view the details of the crew transfer order documentation

7. Click the "Export" button to export the same batch of application forms

No.	Transfer Order ...	Rank	Sign-on Crew N...	Sign-off Crew N...	Planned Sign-on/Sign...	Planned Sign-on/Sign...	Status
1	OL1-CT-25063002	STWD	LIANGTIAN ZHANG		2025-06-30	互江	Approved
2	OL1-CT-25063001	Cadet C/O	刘群		2025-06-30	互江	Approved

LINK OCEAN 1船员调令					
#	职位	上船船员	下船船员	预计上/下船日期	预计上下船地点
1	STWD	LIANGTIAN ZHANG		2025-06-30	互江
2	Cadet C/O		刘祥	2025-06-30	互江