

# 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

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

The screenshot shows the OLISS Web interface. On the left, there's a sidebar with various crew management options like Crew Info, Resume Update, Crew Arrangement, Crew Attendance, Disembark Request, Crew Transfer (which is highlighted), Crew Incident, and Crew Tracking. The main area is titled 'Crew Transfer' and shows a table of crew transfer applications. One row is highlighted with a red border. At the top of this table is a search bar with a 'Search' button. Below the table is a detailed view of a specific transfer application for 'LINK OCEAN 1'. This view includes fields for Transfer Order No., 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, and Status. It also shows crew names like LIAO TIAN ZHANG and their IDs. At the bottom of this view is an 'Apply' button and a note about crew arrears.

Transfer Order No.: OL1-CT-25063002  
Vessel Name: LINK OCEAN 1  
Rank: STWD  
Remarks:  
5. The current documentation is displayed in grey and greyed out, making it non-clickable

Crew Name: LIAO TIAN ZHANG ⓘ The crew arrears is abnormal.  
ID: 204184  
Concurrent Post:  
Crew Source:  
Cert. Rank:

Task Progress

Apply 2025-06-30 22:04:41  
赞誉 (通过)

Check Applications of The Same Batch

Vessel Name: LINK OCEAN 1  
7. Click the "Export" button to export the same batch of application forms

No.	Transfer Order No.	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	Status
1	OL1-CT-25063002 Sign-on Crew Only	LINK OCEAN 1	STWD	LIANGTIAN ZHANG 204184			2025-06-30	互江	Approved
2	OL1-CT-25063001 Sign-off Crew Only	LINK OCEAN 1	Cadet C/O	刘洋 3211831988****4			2025-06-30	互江	Approved
3	OL1-CT-25042201 Replacement Crew	LINK OCEAN 1	CAPT	LUGMAN HAKIM BIN RAM ANIZAN 20120302	2/I	梅长芬 360123197806****9	2025-04-22	上海	Accepted
4	OL1-CT-25041001 Replacement Crew	LINK OCEAN 1	CAPT	梅长苏 360123197800****9	CAPT	鲍燕 321002199000000000	2025-04-09	太仓	Completed
5	OL2-CT-25040902 Sign-on Crew Only	LINK OCEAN 14	BSN	张广明 41048119890****2	BSN		2025-04-09	上海	Completed
6	OL1-CT-25040901 Sign-on Crew Only	LINK OCEAN 1	DECK	张兆林 32092219900****0			2025-04-09	上海	Completed
7	OL1-CT-25031401 Replacement Crew	LINK OCEAN 1	STWD	马丰生 4104811977****X		沈雪飞 3208301996030*****	2025-03-15	上海	Accepted
8	OL1-CT-25021703 Sign-off Crew Only	LINK OCEAN 1	CARP	张兆林 3207231983****13		马中娅 3207231983****13	2025-02-27	扬州港	Completed
9	CT-25021702 Sign-off Crew Only	自测1号	3/E			戚伟 32108419890****30	2025-12-26	扬州港	Approved
10	OL1-CT-25021701 Sign-off Crew Only	LINK OCEAN 1	CARP			沈雪飞 32083019960****8	2025-02-20	扬州港	Completed

## 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