

Crew Transfer Process Reference (Document)

"OLISS "Crew Transfer can be set up one or more processes according to the applicable positions, and the general process is as follows:。

Apply (access controlled by role permissions) -- Approve (can be set up in multiple steps) -- Execute -- Accept or Apply (access controlled by role permissions) -- Execute -- Accept.

Note 1: After the dispatch process is completed, crew members will be automatically assigned. You can view the crew allocation on the Crew Allocation page.

Note 2: Approval steps can be set or not set, but execution and acceptance steps must be set.

Example 1 - Regular Crew Member Transfer Procedure:

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Example 2 - The Transfer Order Process for Senior Crew Members in the Engine Department:

Crew Supervisor Application - Crew Manager Approval - Technical Manager Approval - Designated Person Approval - Captain Implementation - Crew Supervisor Acceptance

Example 3 - Senior Deck Crew Transfer Process:

Crew Supervisor Application - Crew Manager Approval - Marine Affairs Manager Approval - Designated Person Approval - Captain Implementation - Crew Supervisor Acceptance.

Workflow

Export 2. Click the "+" after the crew transfer order

Please Enter Function

No.	Workflow Name	Application Scope	Approval Process	Operation
1	船员调令必填附件流程	Vessel: CAOZHII 766 Rank: Master, Apprentice Master, Chief Officer, Apprentice Chief Officer, Second Officer, Apprentice Second Officer, Third Officer, Apprentice Third Officer, Deck Officer, Chief Engineer, Apprentice Chief Engineer, 2ND Engineer, 3RD Engineer, 4TH Engineer, Apprentice 4TH Engineer, Engineer, Electrical Engineer, Commissar, Electrician, Bosun, Senior Sailor, Sailor, Able Bodied, Ordinary Sailor, Chief Cook, Steward, NO.1 Motorman, Senior Motorman, Motorman, Carpenter, Fitter, Assembler, Doctor, Electro-technical Officer, GMDSS first class radio officer, GMDSS general operator, Account Keeper, Safety Officer, Dustman, Fishing Workers, Fishing Chief, Sea Commander, Information Officer, Refrigerating mechanic, Superintendent Engineer, Machinist, Shore-based depart., Crew	申请-人事主管审批-人事主任审批-总船长审批-人事主管执行	Copy Edit Delete
2	海洋勇士	Vessel: All Rank: Master, Apprentice Master, Chief Officer, Apprentice Chief Officer, Second Officer, Apprentice Second Officer, Third Officer, Apprentice Third Officer, Deck Officer, Chief Engineer, Apprentice Chief Engineer, 2ND Engineer, Apprentice 2ND Engineer, 3RD Engineer, 4TH Engineer, Apprentice 4TH Engineer, Engineer, Electrical Engineer, Commissar, Electrician, Bosun, Senior Sailor, Sailor, Able Bodied, Apprentice Sailor, Chief Cook, Steward, NO.1 Motorman, Senior Motorman, Motorman, Carpenter, Fitter, Assembler, Doctor, Electro-technical Officer, GMDSS first class radio officer, GMDSS general operator, Safety Officer, Dustman, Fishing Workers, Fishing Chief, Sea Commander, Information Officer, Refrigerating mechanic, Superintendent Engineer, Machinist, Shore-based depart., Crew	申请-海洋勇士执行-CO验收	Copy Edit Delete

2 Total 100Total/Page

Add Crew Transfer Process

3. Fill in the relevant information (with * required) as needed

Workflow Name * **Priority Level ***

Applicable Vessel * All → Applicable Vessel support checking all, or click "Add" to add one or more Vessel

Applicable Rank * All → Applicable Rank supports checking all, or click "Add" to add one or more Rank

Remarks
 0 / 500

Step 1: Approve (Optional)
Approve node(Optional): Used to approve the crew transfer order, review the qualifications of the crew on board, and refuse the approval if it is deemed inappropriate.

Procedure	Role In Charge *	Node Name	Editable Or Not *	Warning Days *	Operation
<input type="button" value="Add"/> → Click to add an approval steps					

Step 2: Execute (Necessary)
Execute node(Necessary):Used for the execution of the crew transfer, upload some information of the offline crew handover, and return it if there is a problem during the execution.

Procedure	Role In Charge *	Node Name	Upload Attachment	WarningDays *
1	<input type="text" value="Please Select"/>	<input type="text" value="Please enter"/>	<input type="text" value="Not Required"/>	15

You can set whrther attachments must be uploaded

Step 3: Accept node(Optional)
Accept node(Optional) : This step is used to check and accept the information entered and uploaded attachments. If any problem exists, you can return and retry.

Procedure	Role In Charge *	Node Name	Warning Days *	Operation
<input type="button" value="Add"/> → Click to add acceptance steps				

CC Object

CC Role *	CC Setting *	Operation
<input type="button" value="Add"/> → Click to ad CC recipients		

4. Click " Confirm "