

# How to add Crew Transfer(single or batch addition) (Document)

After the user logs in to the OLISS web side , they can click "Crew Transfer Order" to perform individual or batch addition operations on the Crew Transfer Order interface.

The screenshot shows the 'Crew Transfer' interface. On the left, a sidebar menu has 'Crew Transfer' highlighted. The main area features a table with columns: No., Transfer Order No./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, and Status. The table contains 7 rows of data. Above the table, there are buttons for 'Add' and 'Batch Addition', with a red arrow pointing to them and the text '2. Single or batch add operations are available'. A search bar and a 'Search' button are also present.

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	Status
1	CT-24122601 Replacement Crew	LINK OCEAN 14	Master	XIANG WEN MING 51362219*****	Chief Officer	沈雪飞 320830*****	2024-12-28	扬州港	Completed
2	OL1-CT-24121811 Sign-off Crew Only	LINK OCEAN 1	Second Officer			zhagsan 310230*****	2024-12-11	威海	Rejected
3	OL1-CT-24121810 Sign-off Crew Only	LINK OCEAN 1	Chief Engineer			涂健 4201061*****	2024-12-11	威海	Executed
4	OL1-CT-24121809 Sign-off Crew Only	LINK OCEAN 1	Carpenter			马士城 3207231*****3	2024-12-11	威海	Executed
5	OL1-CT-24121808 Sign-off Crew Only	LINK OCEAN 1	Sailor			吕水手 56	2024-12-11	威海	Executed
6	OL1-CT-24121807 Sign-off Crew Only	LINK OCEAN 1	4TH Engineer			刘立强 44148119*****	2024-12-11	威海	Executed
7	OL1-CT-24121806 Sign-off Crew Only	LINK OCEAN 1	2ND Engineer			刘金祥 45252419*****	2024-12-11	威海	Executed

## 一、 Single Addition

Click "Add", select the vessel and Rank, then click "Confirm" to enter the interface of adding crew transfer . Select the type of transfer order as needed (replacement crew/ sign-on crew only / sign-off crew only ), complete the relevant information under the selected transfer order (with \* required/optional), and click "Submit".

The screenshot shows the 'Add Crew Transfer' dialog box. It has two dropdown menus: 'Vessel \*' with 'LINK OCEAN 1' selected, and 'Rank \*' with 'Please select' shown. There are 'Confirm' and 'Cancel' buttons at the bottom. A red box highlights the dialog. A yellow arrow points to the 'Add' button in the background interface with the text '1. Click "Add"'. Another yellow arrow points to the 'Confirm' button in the dialog with the text '2. Select the Vessel and Rank, then click "Confirm"'. The background interface shows the same table as the previous screenshot.

AddCrew Transfer

Vessel Name: LINK OCEAN 1 | Rank: Third Officer

3. Select the type of transfer order as needed( replacement crew/ sign-on crew only/ sign-off crew only )

Replacement Crew | Sign-on Crew Only | Sign-off Crew Only

Sign-off Crew \*  
Please select

Crew Sign-on \*  
Please select

Concurrent Post  
Please select

Planned Sign-on/Sign-off Date \*  
Please select

Remarks  
Please enter

Sign-off Reason \*  
Expiration of Contract

Planned Sign-on/Sign-off Port \*  
Please enter

Upload

4. Complete the relevant information under the selected transfer order ( with \* required/ optional ), and click "Submit"

Submit | Cancel

## 二、 Batch Addition

Click "Batch Addition", select the vessel and click "Confirm". In the batch crew transfer interface, click "Add Crew Transfer " to select the transfer type (rotation/disembarkation only/boarding only) as needed.

Crew Transfer

1. Click "Batch Addition"

2. Select the vessel and click "Confirm"

Add Crew Transfer

Vessel \*  
LINK OCEAN 1

Confirm | Cancel

No.	Transfer Order No. Transfer Order Type	Vessel Name	Rank	Sign-off ID	Crew Name	Planned Sign-on/Sign-off Date	Planned Sign-on/Sign-off Port	Status
1	CT-24122601 Replacement Crew	LINK OCEAN 14	Master	XIANG 5136221*****8	32083019*****8	2024-12-28	扬州港	Completed
2	OL1-CT-24121811 Sign-off Crew Only	LINK OCEAN 1	Second Officer		zhangsan 31023019*****1	2024-12-11	威海	Rejected

LINK OCEAN 1 — Batch Crew Transfer

3. Click "Add Transfer Order" to select the transfer type ( replacement/ sign-off only/ sign-on only ) as needed

Add Transfer Order

Replacement  
Sign-off Only  
Sign-on Only

Boarding and Disembarkation Rank | Sign-off Crew | Current Working Info | Expiration of | Crew Sign-on | Latest Work Record | \*Planned Sign-on/Sign | \*Planned Sign-on/ Sign- | Remarks | Attachment

No search result, please change keywords to retry.

## 1、 Replacement

When selecting "Replacement", after selecting the crew members to disembark in batches, click "Confirm" to switch the transfer order type "Replacement / Sign-off Only" in batches, select the reason for the transfer order, the crew members to board the vessel, the expected boarding/disembarkation date, fill in the expected boarding and disembarkation port, transfer order remarks, choose whether to upload attachments, and finally click "Submit".

## LINK OCEAN 1—Batch Rotation

Select crews(Crews with existing transfer orders do not appear in the optional list.)

Select All

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Confirm

Cancel

4、 Select the crew members to disembark in batches, click "Confirm"

LINK OCEAN 1 — Batch Crew Transfer

Add Transfer Order

No.	Transfer Order Ty...	Boarding and Disembarkation Rank	Sign-off Crew	Current Working Info	Expiration of	Crew Sign-on	Latest Work Record	*Planned Sign-on/Sign	*Planned Sign-on/ Sign-c	Remarks	Attachment
1	<input type="text" value="Replacemer"/> <input checked="" type="text" value="Replacement"/> <input type="text" value="Sign-off Only"/>	4TH Engineer	徐菲菲 ①	Sign-on Date: 2022-07-31 On Board: 906Days	Expiration of	<input type="text"/>		Please select	Please enter	Please enter	Upload
2	<input type="text" value="Replacemer"/>	Second Officer ②	张三 ①	Sign-on Date: 2024-12-01 On Board: 52.5Days	Expiration of	<input type="text"/>		Please select	Please enter	Please enter	Upload

5、 Switch the transfer order type "Replacement/ Sign-off Only" in batches, select the reason for the transfer order, the crew members to board the vessel, the expected boarding / disembarkation date, fill in the expected boarding and disembarkation port, transfer order remarks, choose whether to upload attachments , and finally click "Submit"

Submit

Cancel

## 2、 Sign-off Only

When selecting "Sign-off Only", after selecting the crew members to disembark in batches, click "Confirm" to switch the batch transfer order type "Replacement / Sign-off Only", select the reason for the transfer order, and the expected boarding/disembarkation date. Fill in the expected disembarkation port and transfer order remarks as needed, choose whether to upload attachments, and finally click "Submit".

## LINK OCEAN 1——Batch Sign-off

Select crews(Crews with existing transfer orders do not appear in the optional list.)

Select All

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Confirm

Cancel

4、 Select the crew members to disembark in batches, click "Confirm"

### LINK OCEAN 1 — Batch Crew Transfer

Add Transfer Order

No.	Transfer Order Ty...	Boarding and Disembarkation Rank	Sign-off Crew	Current Working Info	Expiration of	Crew Sign-on	Latest Work Record	*Planned Sign-on/Sign	*Planned Sign-on/ Sign-t	Remarks	Attachment
1	<input type="button" value="Sign-off Only"/> <input type="button" value="Replacement"/> <input type="button" value="Sign-off Only"/>	4TH Engineer	徐菲菲 ①	Sign-on Date: 2022-07-31 On Board: 906Days	Expiration of			Please select	Please enter	Please enter	Upload
2	<input type="button" value="Sign-off Only"/>	Second Officer ②	张三 ①	Sign-on Date: 2024-12-01 On Board: 52.5Days	Expiration of			Please select	Please enter	Please enter	Upload

5、 Switch the batch transfer order type "Replacement/ Sign-off Only", select the reason for the transfer order, and the expected boarding/ disembarkation date. Fill in the expected disembarkation port and transfer order remarks as needed, choose whether to upload attachments, and finally click "Submit"

Submit

Cancel

### 3、 Sign-on Only

When selecting "Sign-on Only", you can batch select the onboard and off position, onboard crew, estimated onboard/off date, fill in the expected onboard and off port, transfer order remarks, choose whether to upload attachments as needed, and finally click "Submit".

Add Transfer Order

No.	Transfer Order Ty...	Boarding and Disembarkation Rank	Sign-off Crew	Current Working Info	Expiration of	Crew Sign-on	Latest Work Record	*Planned Sign-on/Sign	*Planned Sign-on/ Sign-t	Remarks	Attachment
1	Sign-on Or	Please select						Please select	Please enter	Please enter	Upload

↓  
4" You can batch select the onboard and off position, onboard crew, estimated onboard/ off date, fill in the expected onboard and off port, transfer order remarks, choose whether to upload attachments as needed, and finally click "Submit"

Submit Cancel

Next step:

After the crew transfer is submitted, according to the approval process node, the documentation is transferred to the personnel workbench with the crew transfer order approval authority.