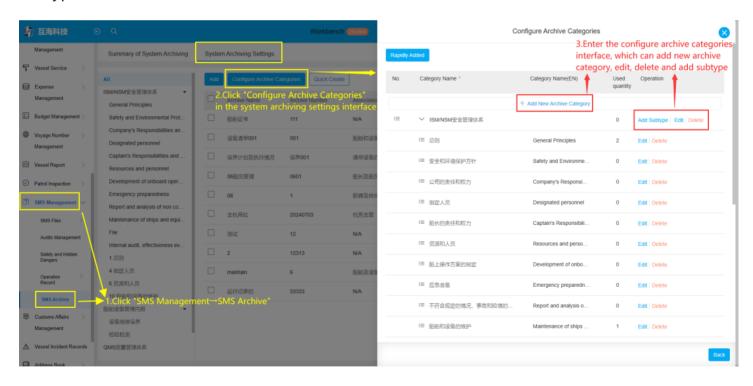
How to set up and summarize system archiving on the web side (Document)

The SMS archive function needs to be set up first (configure archive categories, associated SMS files, and functionality). After the configuration is completed, the archive information can be viewed on the summary of system archiving interface.

1. System Archiving Settings

(1) Configure Archive Categories

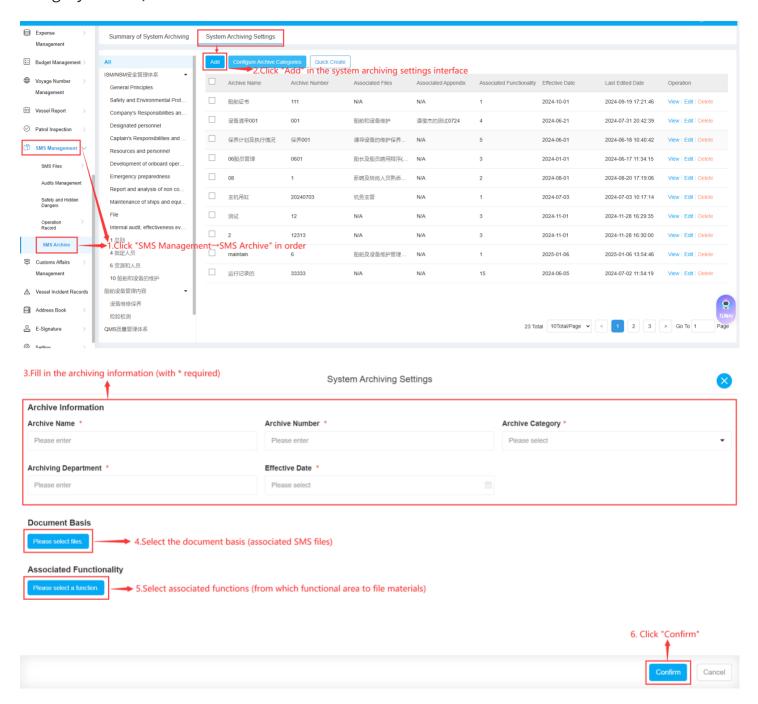
After logging in to the OLISS web side, users click "SMS Management→SMS Archive", click "Configure Archive Categories" in the system archiving settings interface, and enter the configure archive categories interface, which can add new archive category, edit, delete and add subtype.

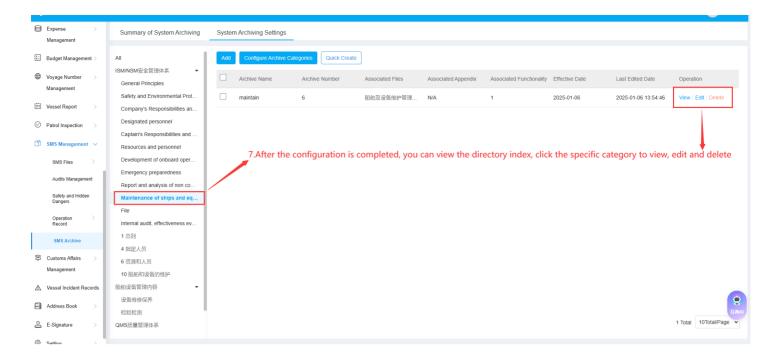


(2) System Archiving Settings

After the archiving category is configured, click "Add" in the system archiving settings interface, enter the system archiving settings interface, fill in the archiving information (with * required), select the document basis (associated SMS files) and associated functions (from which functional area to file materials), and then click "Confirm".

After the configuration is completed, you can view the directory index, click the specific category to view, edit and delete.

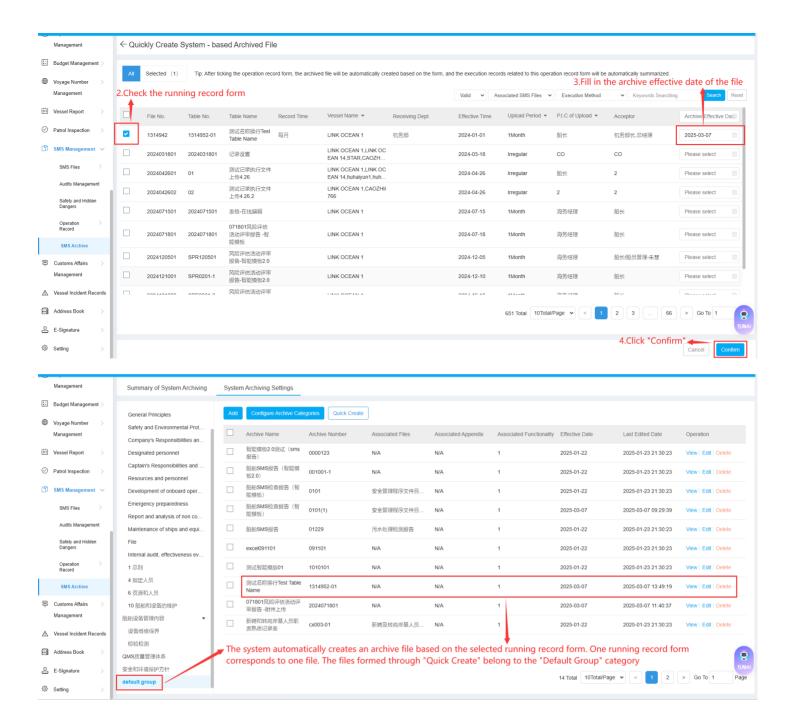




(3) Quickly Create

Support "Quick Create" archive function. After users click "Quick Create", check the running record form, fill in the archive effective date of the file, and click "Confirm". The system automatically creates an archive file based on the selected running record form. One running record form corresponds to one file. The files formed through "Quick Create" belong to the "Default Group" category, and the files will automatically summarize the execution records related to the running record form.





2. Summary of System Archiving

After the system archiving setting is completed, you can view the index of the catalogue in the summary of system archiving interface; click the specific category to view the archiving information under the category; click "archive name" to view and export the archiving details; click the number of documents in the specific month to view the archiving details under the month.

Note: For the archiving results, the system is currently refreshed once in 2 hours. If you need to view the real-time results, you can click "Manual Summary" to conduct the real-time refresh.

