

# 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.

1. Click "SMS Management→SMS Archive"

2. Click "Configure Archive Categories" in the system archiving settings interface

3. Enter the configure archive categories interface, which can add new archive category, edit, delete and add subtype

No.	Category Name *	Category Name(EN)	Used quantity	Operation
				<a href="#">Add New Archive Category</a>
	ISM/NISM安全管理体系		0	<a href="#">Add Subtype</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
	总则	General Principles	2	<a href="#">Edit</a>   <a href="#">Delete</a>
	安全和环境保护方针	Safety and Environme...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	公司的责任和权力	Company's Responsi...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	指定人员	Designated personnel	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	船长的责任和权力	Captain's Responsibil...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	资源和人员	Resources and perso...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	船上操作方案的制定	Development of onbo...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	应急准备	Emergency preparedn...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	不符合规定的情况、事故和险情的...	Report and analysis o...	0	<a href="#">Edit</a>   <a href="#">Delete</a>
	船舶和设备的维护	Maintenance of ships ...	1	<a href="#">Edit</a>   <a href="#">Delete</a>

### (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.

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Budget Management

Voyage Number Management

Vessel Report

Patrol Inspection

SMS Management

SMS Files

Audits Management

Safety and Hidden Dangers

Operation Record

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Customs Affairs Management

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ISM/NSM安全管理体系

General Principles

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Company's Responsibilities an...

Designated personnel

Captain's Responsibilities and ...

Resources and personnel

Development of onboard oper...

Emergency preparedness

Report and analysis of non co...

Maintenance of ships and equi...

File

Internal audit, effectiveness ev...

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设备维修保养

检验检测

QMS质量管理体系

Add

Configure Archive Categories

Quick Create

2.Click "Add" in the system archiving settings interface

	Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Effective Date	Last Edited Date	Operation
<input type="checkbox"/>	船舶证书	111	N/A	N/A	1	2024-10-01	2024-09-19 17:21:46	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	设备清单001	001	船舶和设备维护	潘俊杰的测试0724	4	2024-06-21	2024-07-31 20:42:39	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	保养计划及执行情况	保养001	通导设备的维护保养...	N/A	5	2024-06-01	2024-06-18 10:40:42	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	06船员管理	0601	船长及船员聘用程序(...	N/A	3	2024-01-01	2024-06-17 11:34:15	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	08	1	新聘及转岗人员熟悉...	N/A	2	2024-08-01	2024-08-20 17:19:06	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	主机吊缸	20240703	机务主管	N/A	1	2024-07-03	2024-07-03 10:17:14	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	测试	12	N/A	N/A	3	2024-11-01	2024-11-28 16:29:35	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	2	12313	N/A	N/A	3	2024-11-01	2024-11-28 16:30:00	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	maintain	6	船舶及设备维护管理...	N/A	1	2025-01-06	2025-01-06 13:54:46	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	运行记录的	33333	N/A	N/A	15	2024-06-05	2024-07-02 11:54:19	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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1.Click "SMS Management→SMS Archive" in order

3.Fill in the archiving information (with \* required)

System Archiving Settings

Archive Information

Archive Name \*  
Please enter

Archive Number \*  
Please enter

Archive Category \*  
Please select

Archiving Department \*  
Please enter

Effective Date \*  
Please select

Document Basis

Please select files

4.Select the document basis (associated SMS files)

Associated Functionality

Please select a function

5.Select associated functions (from which functional area to file materials)

6. Click "Confirm"

Confirm

Cancel

Summary of System Archiving System Archiving Settings

[Add](#) [Configure Archive Categories](#) [Quick Create](#)

<input type="checkbox"/>	Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Effective Date	Last Edited Date	Operation
<input type="checkbox"/>	maintain	6	船舶及设备维护管理...	N/A	1	2025-01-06	2025-01-06 13:54:46	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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

Maintenance of ships and eq...

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### (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.

Summary of System Archiving System Archiving Settings

1. Click "Quick Create"

[Add](#) [Configure Archive Categories](#) [Quick Create](#)

<input type="checkbox"/>	Archive Name	Archive Number	Associated Files	Associated Appendix	Assoc	Operation
<input type="checkbox"/>	船舶证书	111	N/A	N/A	1	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	设备清单001	001	船舶和设备维护	潘俊杰的测试0724	4	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	保养计划及执行情况	保养001	通导设备的维护保养...	N/A	5	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	06船员管理	0601	船长及船员聘用程序...	N/A	3	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	08	1	新聘及转岗人员熟悉...	N/A	2	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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Management

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← Quickly Create System - based Archived File

Tip: After ticking the operation record form, the archived file will be automatically created based on the form, and the execution records related to this operation record form will be automatically summarized.

2. Check the running record form

3. Fill in the archive effective date of the file

4. Click "Confirm"

File No.	Table No.	Table Name	Record Time	Vessel Name	Receiving Dept	Effective Time	Upload Period	P.I.C of Upload	Acceptor	Archive Effective Date
1314942	1314952-01	测试名称执行Test Table Name	每月	LINK OCEAN 1	机务部	2024-01-01	1Month	船长	机务部长,总经理	2025-03-07
2024031801	2024031801	记录设置		LINK OCEAN 1, LINK OCEAN 14, STAR, CAOZH...		2024-03-18	Irregular	CO	CO	Please select
2024042601	01	测试记录执行文件上传4.26		LINK OCEAN 1, LINK OCEAN 14, huhaiyun1, huh...		2024-04-26	Irregular	船长	2	Please select
2024042602	02	测试记录执行文件上传4.26.2		LINK OCEAN 1, CAOZHII 766		2024-04-26	Irregular	2	2	Please select
2024071501	2024071501	表格-在线编辑		LINK OCEAN 1		2024-07-15	1Month	海务经理	船长	Please select
2024071801	2024071801	071801风险评估活动评审报告-智能模板		LINK OCEAN 1		2024-07-18	1Month	海务经理	船长	Please select
2024120501	SPR120501	风险评估活动评审报告-智能模板2.0		LINK OCEAN 1		2024-12-05	1Month	海务经理	船长/船员管理-朱慧	Please select
2024121001	SPR0201-1	风险评估活动评审报告-智能模板2.0		LINK OCEAN 1		2024-12-10	1Month	海务经理	船长	Please select
2024121001	SPR0201-1	风险评估活动评审报告-智能模板2.0		LINK OCEAN 1		2024-12-10	1Month	海务经理	船长	Please select

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Cancel Confirm

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Add Configure Archive Categories Quick Create

Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Effective Date	Last Edited Date	Operation
智能模板2.0测试 (sms 报告)	0000123	N/A	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
船舶SMS报告 (智能模板2.0)	001001-1	N/A	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
船舶SMS检查报告 (智能模板)	0101	安全管理程序文件目...	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
船舶SMS检查报告 (智能模板)	0101(1)	安全管理程序文件目...	N/A	1	2025-03-07	2025-03-07 09:29:39	View   Edit   Delete
船舶SMS报告	01229	污水处理检测报告	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
excel091101	091101	N/A	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
测试智能模板01	1010101	N/A	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete
测试名称执行Test Table Name	1314952-01	N/A	N/A	1	2025-03-07	2025-03-07 13:49:19	View   Edit   Delete
071801风险评估活动评审报告-附件上传	2024071801	N/A	N/A	1	2025-03-07	2025-03-07 11:40:37	View   Edit   Delete
新聘和转岗岸基人员职责熟悉记录表	cx003-01	新聘及转岗岸基人员...	N/A	1	2025-01-22	2025-01-23 21:30:23	View   Edit   Delete

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

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default group

## 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.

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E-Signature >

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Report and analysis of non co...

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检验检测

QMS质量管理体系

安全和环境保护方针

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

The archiving results up to 2025-01-06 12:04:34 are as follows, and you can click [Manual Summary](#) to do it immediately.

2024

☒ First Half Year

☐ Second Half Year

Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Number Of Archived Files	2024.1	2024.2
maintain	6	船舶及设备维护管理...	N/A	1	613	0	1

1 Total 10Total/Page

1.Click "SMS Management→SMS Archive" in order

2.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

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The archiving results up to 2025-01-06 12:04:34 are as follows, and you can click [Manual Summary](#) to do it immediately.

2024

☒ First Half Year

☐ Second Half Year

Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Number Of Archived Files	2024.1	2024.2
maintain	6	船舶及设备维护管理...	N/A	1	613	0	1

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3.Click "archive name"

Archive Details

Archive Information

Archive Name: maintain

Archive Number: 6

Archive Category: /Maintenance of ships and equipment

Archiving Department: engine department

Effective Date: 2025-01-06

Associated File Basis: 船舶及设备维护管理程序(Ships And Equipment Maintenance Procedure) , 船舶设备及维护保养目录(Ships And Equipment Maintenance Instructions) , 第10章 船舶和设备的维护(Maintenance Of The Ship And Equipment)

Archived Content

Maintain

All

Please select date.

#	Name	No.	Vessel Name	Upload Date	Executor	Acceptor	Status
1	ce	P24120205025	LINK OCEAN 1	2024-12-02	鲍磊	贺春旭	Accepted
2	【起动机】一般维护	M240900312	LINK OCEAN 1	2024-09-14	李青云	李青云	Accepted
3	【起动机】一般维护	M240800365	LINK OCEAN 1	2024-08-19	黄莉莉	朱俊	Accepted
4	【起动机】一般维护	M240800364	LINK OCEAN 1	2024-08-19	黄莉莉	朱俊	Accepted

4.You can view and export the archiving details in this interface

Export

Cancel

Budget Management >

Voyage Number Management >

Vessel Report >

Patrol Inspection >

SMS Management >

SMS Files >

Audits Management >

Security Check >

Operation Record >

SMS Archive

Customs Affairs Management >

Vessel Incident Records >

Address Book >

E-Signature >

Summary of System Archiving

System Archiving Settings

The archiving results up to 2025-01-06 12:04:34 are as follows, and you can click [Manual Summary](#) to do it immediately.

2024

☒First Half Year

☐Second Half Year

Archive Name	Archive Number	Associated Files	Associated Appendix	Associated Functionality	Number Of Archived Files	2024.1	2024.2
maintain	6	船舶及设备维护管理...	N/A	1	613	0	1

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Safety and Environmental Protection

Company's Responsibilities and ...

Designated personnel

Captain's Responsibilities and ...

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设备维修保养

5. Click the number of documents in the specific month to view the archiving details under the month

Archive Details

Archive Information

Archive Name: maintainArchive Number: 6Archive Category: /Maintenance of ships and equipment

Archived Content

All2025-04

Maintain

#	Name	No.	Vessel Name	Upload Date	Executor	Acceptor	Status
1	火灾报警系统（感烟、感温探测器）	P25021900661	LINK OCEAN 1	2025-02-19	CruzDing	洪都	Accepted

1 Total50Total/Page

6. Archive details for the month can be veiw and exported in this interface

Export

Cancel