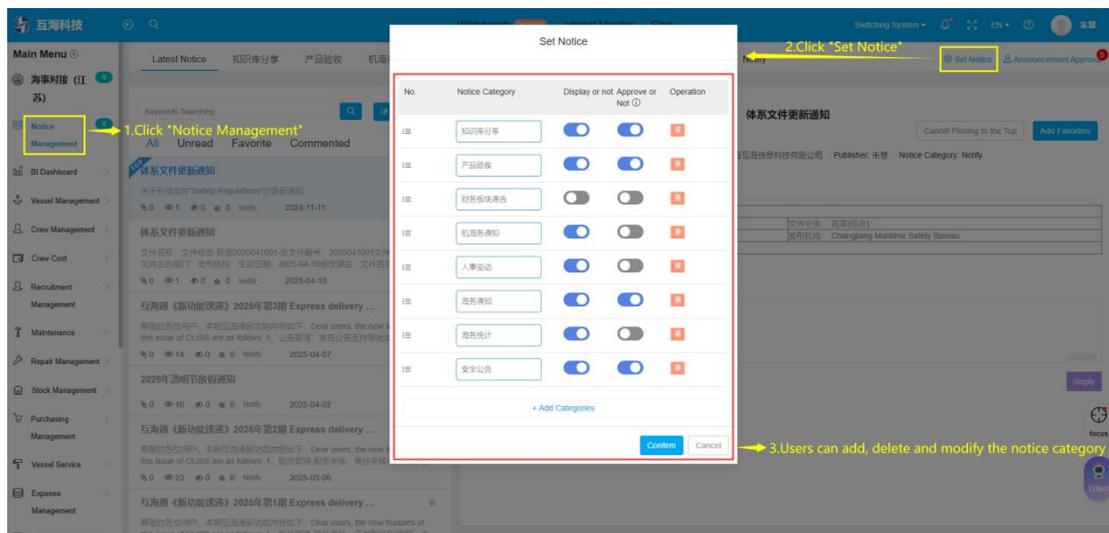


How to set the notice category on the web side (Document)

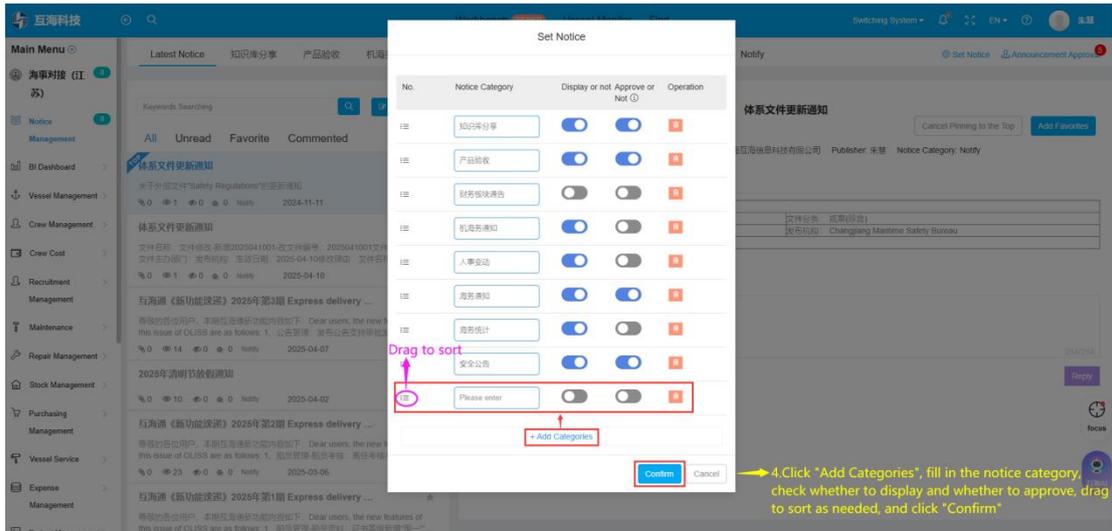
Users log in to the OLISS web side and click "Notice Management", then click "Set Notice" to pop up the set notice window. In this interface, users can add, delete and modify the notice category.



1. Add Categories

Click "Add Categories", fill in the notice category, check whether to display and whether to approve, drag to sort as needed, and click "Confirm".

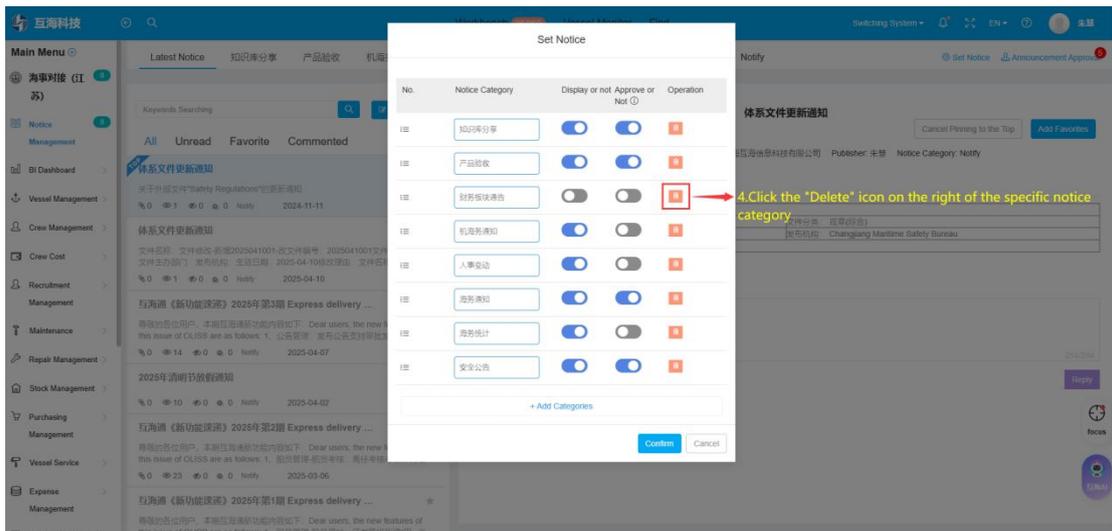
Note: If the notice category needs to be approved, and it is necessary to ensure that there is a corresponding approval process in "Workflow-Publish Notice", so that the notice under the notice category can select the corresponding approval process when published.

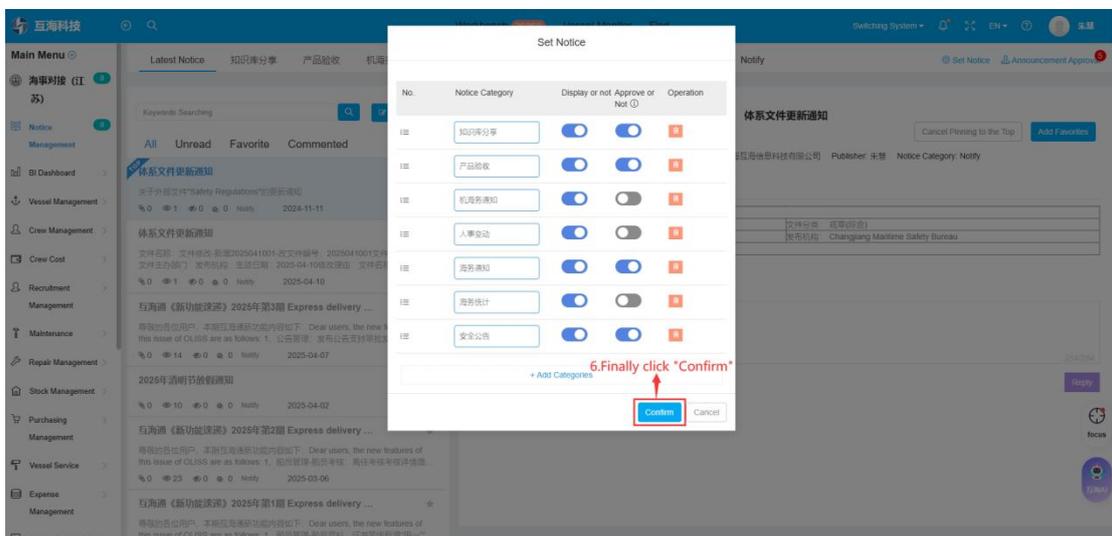
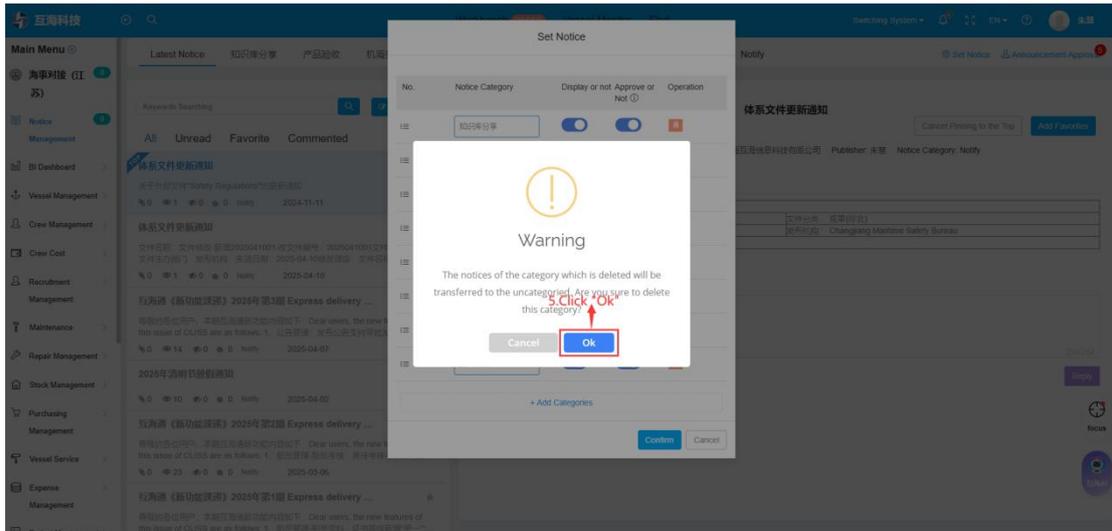


2. Delete the category

Click the "Delete" icon on the right of the specific notice category, and click "Ok" again to delete the category. Finally click "Confirm".

Note: Once deleted, all notices under this category will be transferred to the Other category.





3. Modify the category

According to the need, modify the name of the corresponding notice category, whether to display it, whether to approve it and adjust the sort, and click "Confirm".

