

How to synchronize SMS files to publish notice on the web side (Document)

When the Ministry of Communications / Maritime Safety Administration and other relevant departments issued and updated relevant files, in order to facilitate the shipping company to organize employees to learn, OLISS launched the function of "synchronize SMS files to publish notice", which makes internal learning more convenient.

After logging in to the OLISS web side, click "SMS Management→SMS Files→External Files" in order to enter the external file interface, and check "Create A Notice" when adding or editing. After selecting specific departments, check the employees who need to view relevant external files, and finally click "Confirm". (The following document is an example of adding the external file.)

Note: 1. The relevant information should be filled in before click "Confirm". 2.After the SMS file is synchronized, you can view the relevant information in the notice management interface.

The screenshot displays the OLISS web interface. On the left sidebar, the navigation menu includes 'Expense Management', 'Budget Management', 'Voyage Number Management', 'Vessel Report', 'Patrol Inspection', 'SMS Management', 'Internal File', 'File Edit', 'Audits Management', 'Security Check', 'Operation Record', 'SMS Archive', 'Customs Affairs Management', and 'Vessel Incident Records'. Under 'SMS Management', 'SMS Files' is expanded, and 'External Files' is selected. A yellow box highlights 'External Files' with the annotation '1. Click in order to enter the external file interface'. A yellow arrow points to the 'Add' button in the 'External File' section with the annotation '2. Click "Add"'. The main area shows a table of files with columns: File No., File Name, Responsible Dept., Issuing Authority, and File Class. The table contains several rows of data, including file numbers like 2025年第10号, 123456, 110, 142号, 234, 001, and 1417. On the right, the 'Add External File' modal is open. It contains several input fields: 'File Name *', 'File No.', 'Company Internal No.', 'File Classification', 'Responsible Dept.', 'Issuing Authority', 'Effective Date', 'Expiry Date', 'Warning Days', 'File Ordering' (with options Top, Move to Bottom, After Specified File), and 'File Description'. A red box highlights the 'File Name *' field with the annotation '3. Fill in the file name, according to the actual need to fill in the file number, etc and upload the attachment'. At the bottom of the modal, there is an 'Upload' button and a checkbox for 'Create A Notice'. At the bottom of the entire interface, there are 'Confirm' and 'Cancel' buttons.

互海科技 Workbench 23688

External File Internal File File Edit

External File Shared Files

Upload

Create A Notice

Select Recipient: Selected 30 Persons

Organization Refresh

Shanghai Ocean Link Technology Co., Ltd.

Employee List Please enter name:

Select All

张立辉 陈子田 洪舒 李明德

李慧 杨祥祥 张大超 张翔路

赵旭东 郑瑾 朱茜 张改变

杜娟 仇露芬 方晶 甄晶

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熊磊 陈海洋 贺春浩 岳永林

尹志 苏伟华 张博 法律部老师

杨刚 曹伟 张娜 李文杰

杨斌 魏万新 水丰 NEWING

admin Cruz 15 CruzDing

yy zhuyin 安富物流试用账号 摸蟹

测试 测试账号 陈兰 丁春霖杨晓

杨震特勤室 公用测试号 熊磊 郭先生

海南正盛测试 张春福杨晓 张忠敬 洪舒测试

轮机部 (0 Persons)

互海科技测试 互海科技测试 黄莉莉 廖佳物流

江苏新宙航 互海科技测试 周志坤 孔伟

甲板部 (1 Persons)

王超平 李海云 李永忠 刘明华

孙红梅 潘俊杰 青岛安华之星 青岛通航

孙红梅 孙明文 体系审核员(巨海) 天津中天通航

王帅 王珍珍 吴攀 五峰海运

德达船运 徐威威 徐威威 扬州

张晴 张露露 赵旭东 南康根

朱文斐 朱慧

6. Click "Confirm"

Confirm Cancel