

How to view, edit or delete file grouping on the web side (Document)

Users log in to the OLISS web side, click "SMS Management→SMS Files→Internal File" in order to enter the internal file interface, and click "File grouping". In the file grouping interface, for the created file groups, click "Edit / Delete" to perform corresponding operations.

The screenshot shows the OLISS web interface. On the left, the navigation menu is visible, with 'SMS Management' expanded to show 'SMS Files' and 'Internal File'. A yellow box highlights 'Internal File' with an arrow pointing to the text '1. Click in order to enter the internal file interface'. Another yellow box highlights 'File Grouping' in the top navigation bar with an arrow pointing to the text '2. Click "File grouping"'. The main content area shows a 'File Grouping' modal window with a table of existing file groups. The table has columns for Group Name, Applicable Vessels, Groups Qty, and Operation. The 'Operation' column contains 'Edit | Delete' links for each row. A red box highlights these links, with an arrow pointing to the text '3. For the created file groups, click "Edit / Delete" to perform corresponding operations'.

Group Name	Applicable Vessels	Groups Qty	Operation
滚装船通用体系	huhai3	2	Edit Delete
液化气船通用体系	LINK OCEAN 1	2	Edit Delete
散货船通用体系	LINK OCEAN 1	7	Edit Delete
油化船安全管理体系	LINK OCEAN 14	1	Edit Delete

In the edit system file group interface, you can modify the relevant information (such as group name, applicable vessels, associated files, etc.) as needed. After the modification, click "Confirm".

The screenshot shows the 'Edit System File Group' modal window. The form contains the following fields and controls:

- Group Name ***: A text input field containing '滚装船通用体系'.
- Group Remark**: A text input field with the placeholder 'Please enter'.
- Applicable Vessels**: A dropdown menu with 'huhai3' selected, and an 'Add' button.
- Associated Files**: A table with columns for File Classification, File No., File Name, Responsible Dept., Appendix, Effective Date, Update Time, and Group Name. Two rows are visible, both with checked checkboxes in the first column.
- Buttons**: 'Attachment', 'Linked', 'Default Order', 'Search', and 'Clear' buttons are located above the table.
- Footer**: A 'Confirm' button and a 'Cancel' button are located at the bottom right. A red arrow points to the 'Confirm' button with the text '5. After the modification, click "Confirm"'. A red box highlights the 'Confirm' button.

4. Modify the relevant information (such as group name, applicable vessels, associated files, etc.) as needed

If you click the "Delete" key, the system will jump out of the prompt box and click "OK" to delete the file group.

互海科技 Workbench (23873) File Grouping

Management External File Internal File File Edit Add File Group

Management Add Import Export

File No. File Name

file20240801 内部文件202408

GX/GLXZ37-02 药品领用记录

GX/GLXZ37-01 船舶药品清单

测试 初始化测试

SYQL/SM03 潘俊杰的测试0626

Applicable Vessels Groups Operation

huha3	2	Edit Delete
LINK OCEAN 1	2	Edit Delete
LINK OCEAN 1	7	Edit Delete
LINK OCEAN 14	1	Edit Delete

Are you sure to delete this group?

Cancel Ok

If you click the "Delete" key, the system will jump out of the prompt box and click "OK" to delete the file group