

How to view the operation record of internal files

Users can log in to the website of OLSaaS, and operate in "SMS Management → SMS Files → Internal File" interface according to the following steps 1-4:

1. Click in turn to enter "Internal File" interface

2. When you enter the internal file interface for the first time, "List View" will be displayed by default. Click the drop-down arrow and select "Tree View".

3. You can find the target file through key information. You need to manually switch to "Operation Record", and the regular/irregular operation records of Accepting, Accepted and Failed will be displayed in this interface.

4. Click the target file with the mouse, and the interface on the right will pop up (the system will enter "File Info" by default, and need to manually switch to "Operation Record")

File No.	File Name	Responsible	File Classifica...	Appendix	All Grouping	Study Recor...	Attachment	Uploader	Effective Date	Update Time	Operation
230410	船舶疫情防控管理系列	航运部	Emergency Manual				集装箱安全管理...	互海科技-高银	2021-08-10	2023-04-10 17:27:47	...
2023042501	Internal audit, Effectiveness evaluation	SMS Office	Management Manual				散装船安全管理体系	Unread	2022-02-15	2023-04-26 13:28:39	...

Table Name / NO.	Upload Period (...)	Vessel Name	Monthly/Occurren...	P.I.C of Upload	Upload Date	Approver of Upl...	Approved Date	Status
船员素质考核表/23001	1	岸基	2023-05	互海科技-高银	2023-04-26			未通过
船员素质考核表/23001	1	岸基	2023-04	互海科技-高银	2023-04-06			未通过
船员素质考核表/23001	1	岸基	2023-03	互海科技-高银	2023-02-21		2023-03-07	已验收
船员素质考核表/23001	1	岸基	2023-02	互海科技-高银	2023-02-14		2023-03-07	已验收