How to create SMS file edit record on the web side (Document)

User login in to the OLISS web side, click "SMS Management \rightarrow SMS Files \rightarrow File Edit" in order to enter the file edit interface, click "Add", select the file edit type and click "Confirm" to create file editing request interface (There are three kinds of file edit type: Add, Update and Invalid).

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Customs Affairs > Management					92 Total 10Tota	l/Page ~ < 1	2 3 10	> Go To 1	Page

1.Add

Click "Add" in the create file editing request interface, fill in the file name, and fill in additional information such as file number, effective date, and upload attachments as needed. Click "Confirm" then the new item automatically displayed below the added edit items, then select the approval process and fill in the document name according to the need, select the department and check the employees need to view the relevant information.Finally click "Confirm".

	Workbench (31303)		Add File Edit Items	
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2. Update

Enter the Create File Editing Request interface. In this interface, you can filter by "Crew Group" or query the target file by file type, number, and name. After clicking the "+" on the right side of the target file, modify the file information, fill in the edit reason, update content, and upload attachments as needed. After clicking "Confirm", the newly added items will be automatically displayed under the added edit items. Then select the approval process and fill in the document name according to the need, select the department and check the employees who need to view the file modification information, and click "Confirm".

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44444	凭空出现	正式部门		fanagement Manual				Yes	贺春旭		2025-03-31 20:57:08	+	
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3.Invalid

Enter the Create File Editing Request interface. In this interface, you can filter by "Crew Group" or query the target file by file type, number, and name. After clicking the "+" on the right side of the target file, fill in the edit reason as needed. After clicking "Confirm", the newly added items will be automatically displayed under the added edit items. Then select the approval process and fill in the document name according to the need, select the department and check the employees who need to view the file modification information, and click "Confirm".

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