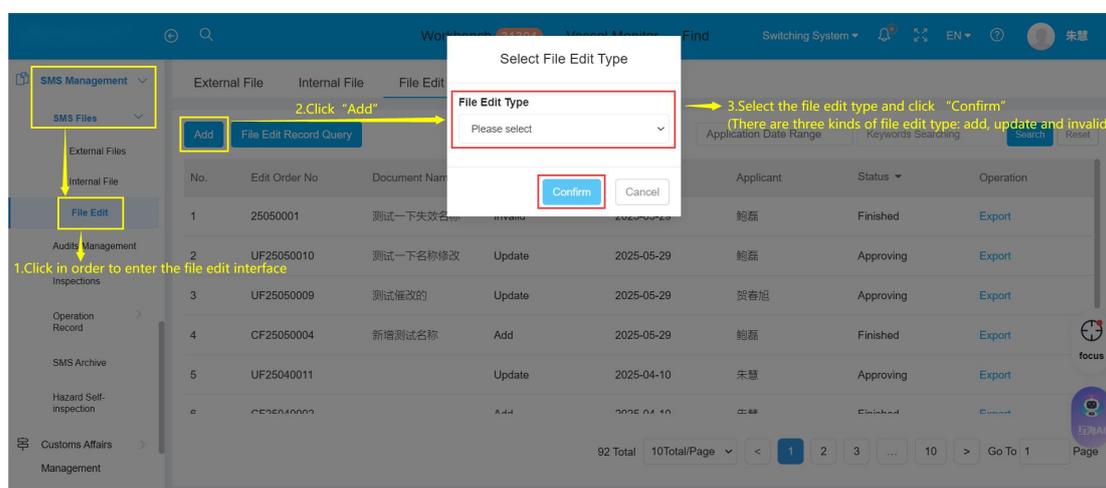


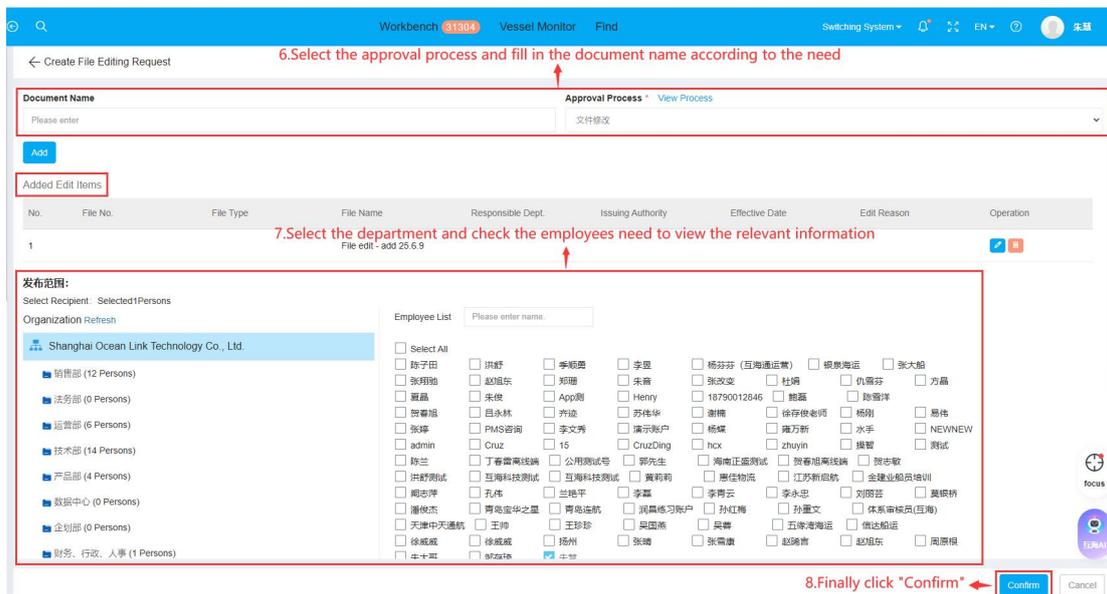
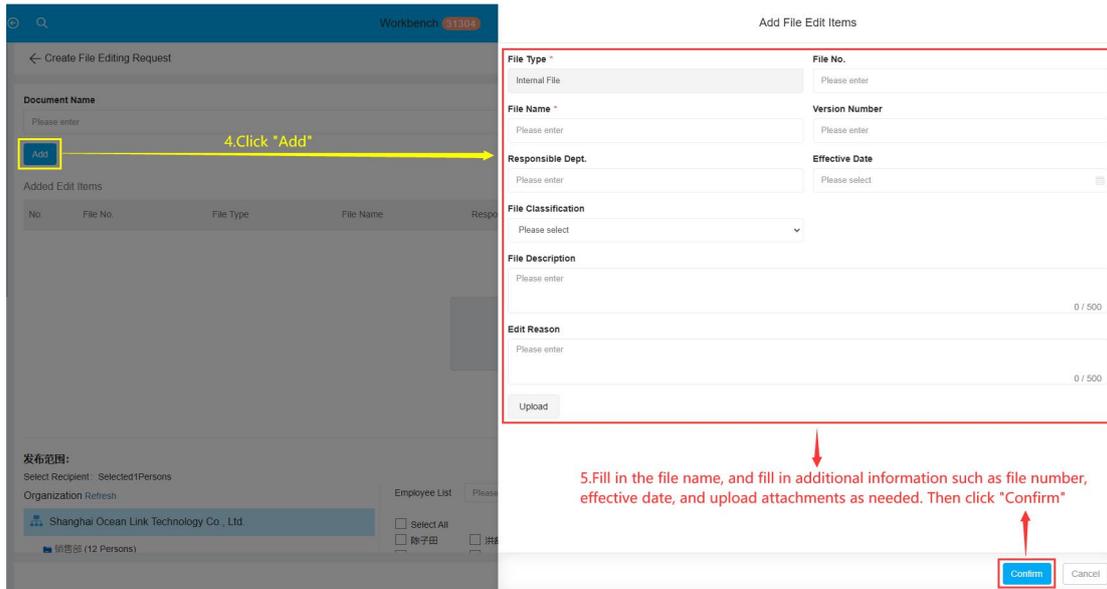
How to create SMS file edit record on the web side (Document)

User login in to the OLISS web side, click “**SMS Management**→**SMS Files**→**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).



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".



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".

Workbench 61384 Vessel Monitor Find Switching System EN 朱斌

← Create File Editing Request

Document Name: Please enter

Approval Process: Please select

File List: Selected (0)

4. Users can filter by "Crew Group" or query the target file by file type, number, and name

Please select File No. File Name Search Clear

File No.	File Name	Responsible Dept.	Issuing Authority	File Classification	Crew Group	Appx No.	Attachment	Uploader	Update Time	Operation
44444	凭空出现	正式部门		Management Manual			Yes	贺春旭	2025-03-31 20:57:08	+
TZ12345	测试	安全部		Emergency Manual			Yes	贺志敬	2025-05-14 15:08:05	+
2025041001	文件修改-新增2025041001-改			Other Files			N/A	朱慧	2025-04-10 10:48:00	+
	Folder Name(Test)			Management Form			Yes	赵晓言	2025-03-07 10:43:26	+
				Management Form			-Appendix Name(Tes t)	赵晓言	2025-03-07 10:40:59	+

654 Total 10Total/Page < 1 2 3 ... 86 > Go To 1 Page

发布范围:
Select Recipient: Selected 1 Persons
Organization Refresh

Shanghai Ocean Link Technology Co., Ltd.

销售部 (10 Persons)

Employee List: Please enter name

Confirm Cancel

Workbench 61384 Add File Edit Items

← Create File Editing Request

Document Name: Please enter

File List: Selected (0)

File No.: 2025041001

File Name: 文件修改-新增2025041001-改

Version Number: 2025041001-改

Responsible Dept.: Please enter

Effective Date: 2025-04-10

File Classification: 其他文件

File Description: 测试文件修改-新增 9 / 500

Edit Reason: Please enter 0 / 500

Update Content:

7. Then click "Confirm"

6. Modify the file information, fill in the edit reason, update content, and upload attachments as needed

Confirm Cancel

Workbench 61384 Vessel Monitor Find Switching System EN 朱斌

← Create File Editing Request

8. Select the approval process and fill in the document name according to the need

Document Name: Please enter

Approval Process: 文件修改 View Process

File List: Selected (1)

Please select File No. File Name Search Clear

File No.	File Name	Responsible Dept.	Issuing Authority	File Classification	Crew Group	Appx No.	Attachment	Uploader	Update Time	Operation
44444	凭空出现	正式部门		Management Manual			Yes	贺春旭	2025-03-31 20:57:08	+
TZ12345	测试	安全部		Emergency Manual			Yes	贺志敬	2025-05-14 15:08:05	+
2025041001	文件修改-新增2025041001-改			Other Files			N/A	朱慧	2025-04-10 10:48:00	Added
	Folder Name(Test)			Management Form			Yes	赵晓言	2025-03-07 10:43:26	+
				Management Form			-Appendix Name(Tes t)	赵晓言	2025-03-07 10:40:59	+

654 Total 10Total/Page < 1 2 3 ... 86 > Go To 1 Page

9. Select the department and check the employees who need to view the file modification information

发布范围:
Select Recipient: Selected 1 Persons
Organization Refresh

Shanghai Ocean Link Technology Co., Ltd.

销售部 (10 Persons)

Employee List: Please enter name

Confirm Cancel

10. Finally click "Confirm"

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".

The screenshot shows the 'Create File Editing Request' interface. At the top, there is a search bar with 'Please enter' and a 'Please select' dropdown for 'Approval Process'. Below this is a 'File List' section with a 'Selected (0)' indicator. A red box highlights the search bar with the text: "4.Users can filter by 'Crew Group' or query the target file by file type, number, and name". The search bar contains 'Please select', 'File No.', 'File Name', 'Search', and 'Clear' buttons. Below the search bar is a table with columns: File No., File Name, Responsible Dept., Issuing Authority, File Classification, Crew Group (highlighted with a red box), Apprx No., Attachment, Uploader, Update Time, and Operation. The table contains several rows of file information. A red box highlights the '+' button in the 'Operation' column of the row with File No. 'file20240801' and the text: "5.Click the '+' on the right side of the target file". Below the table is a pagination bar showing '854 Total', '10 Total/Page', and page numbers '1', '2', '3', '86', and 'Page'. At the bottom, there is a '发布范围:' section with 'Select Recipient: Selected 1 Persons' and 'Organization Refresh' button. Below this is a list of organizations, including 'Shanghai Ocean Link Technology Co., Ltd.' and '销售部 (10 Persons)'. There is also an 'Employee List' section with 'Please enter name' and a list of employees with checkboxes. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

The screenshot shows the 'Add File Edit Items' interface. It is a form with several fields: 'File Type *' (Internal File), 'File No.' (file20240801), 'File Name *' (内部文件20240801), 'Version Number' (Please enter), 'Responsible Dept.' (Please enter), 'Effective Date' (Please select), 'File Classification' (Please select), 'File Description' (Please enter, 0 / 500), and 'Edit Reason' (Please enter, 0 / 500). A red box highlights the 'Edit Reason' field with the text: "6.Fill in the edit reason as needed. After clicking 'Confirm'". At the bottom right, there are 'Confirm' and 'Cancel' buttons.

← Create File Editing Request

7. Select the approval process and fill in the document name according to the need

Document Name Approval Process View Process

File List Selected (1)

File No.	File Name	Responsible Dept.	Issuing Authority	File Classification	Crew Group	Appx No.	Attachment	Uploader	Update Time	Operation
	内部文件新增						Yes	赵晓言	2025-03-07 10:20:12	+
	插入文件测试						Yes	赵晓言	2025-03-07 10:15:50	+
file20240801	内部文件20240801						Yes	杨焜	2025-01-15 11:57:29	Added
GX/GLXZ37-02	药品领用记录	人事		Management Form	液化气船通用体系		Yes	朱俊	2024-06-19 11:10:55	+
GX/GLXZ37-01	船舶药品清单	人事		Management Form	液化气船通用体系		Yes	朱俊	2024-06-19 11:10:09	+

8. Select the department and check the employees who need to view the file modification information

发布范围: Select Recipient: Selected 1 Persons Organization Refresh

Employee List

Select All

陈子田 洪舒 李昱 杨芬芬 (互海通运营) 程泉海运 张翔驰 赵旭东

郑琳 朱音 张改莹 林强 仇雪芬 齐磊 廖磊 朱俊

9. Finally click "Confirm"