How to publish a new notice on the web side (Document)

Users log into the OLISS web side, click on "Notice Management", then click "Publish Notice" to enter the publish new notice interface. In this interface, select the notice category, fill in the Chinese title and Chinese editor, select the recipients, and can also fill in the source, English title, and English editor, upload the attachment as needed, and click "Submit for Approval" in the bottom right corner (if there is no approval process, click "Publish" or "Publish and Topped" in the bottom right corner to directly publish the announcement, and the recipients can view the announcement content);



Publish New Notice

Notice Category 知识库分享	Source Source
Chinese Title Title	English Title Title
Chinese Editor *	
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测试	
English Editor Note: The content you fill in here w	II be displayed to the recipient when the system is set to an English language environment.
Upload Attachment Download not allo The size of a single uploaded file cannot exceed Select Recipient: Selected2Persons Organization Refresh Shanghai Ocean Link Technolog	
	Select All
□ ■ 销售部 (10 Persons)	○ 陈子田 □ 凤龙桃运播华勇 □ 洪舒 □ 李昱 □ 杨芬芬 (互海圏运営) □ 狄羽驰 □ 赵旭东 □ 郑珊 2 朱崑 □ 朱音 □ 张玟变 □ 杜娟 □ 仇雪芬 □ 方晶 □ 夏晶 □ 朱俊 □ App测 □ Henry □ 18790012846 □ 館碼 □ 防雪洋
L L L L L L L L L L L L L L L L L L L	□ 預書指 □ 目永林 □ 齐态 □ 謝摘 □ 谷存後老师 □ 杨刚 □ 易作 □ 张序 □ PMS咨询 □ 李文秀 □ 滝示秋中
运营部 (6 Persons)	─ 杨蝶
 技术部 (13 Persons)	□ 李涛云 □ 李永忠 □ 刘阴芸 □ 冀银桥 □ 潘俊杰 □ 润晶体习账户 □ 孙重文 □ 体系审核员(互海) □ 天津中天通航 □ 万邦则试 □ 王帅
一) 产品部 (4 Persons)	 □ 王珍珍 □ 吴鼎燕 □ 吴蓉 □ 五塚湾海道 □ 谷城成 □ 张靖 □ 张雪康 □ 赵昭吉 □ 赵昭东 □ 周原根 □ 朱大哥 □ 邹好场 □ 採求 ☑ 孙江海 △ 孙江海 ○ 谷城成 □ 张靖 □ 张雪康 □ 赵昭吉 □ 赵昭东 □ 周原根 □ 朱大哥 □ 邹万场 □ 坂球 ☑ 公 ☑ 小江海 ○ 谷城成 □ 谷城成 □ 张靖 □ 张靖 □ 秋満康 □ 赵昭东 □ 周原根 □ 朱大哥 □ 邹万场 □ 坂球 ☑ 公 ○ 松成 □ 谷城成 □ 张靖 □ 张靖 □ 秋満康 □ 秋時 □ 秋時
D b据中心 (0 Persons)	
企划部 (0 Persons)	
🗆 늘 财务、行政、人事 (1 Persons)	
 1	
□ ■ 甲板部 (0 Persons)	
一 > 杂物部 (0 Persons)	
> □ 🌲 船队 (1 Persons)	
> 🗋 🏚 扬州互江 (0 Persons)	
 血 互江科技 (0 Persons) 	
> □ ▲ 宁波互海 (1 Persons)	
二 本分配 (38 Persons)	
/	E
	the notice category, fill in the Chinese title and chinese editor, select the recipients, and can also fill in the source, English title, ish editor, upload the attachment as needed, and click "Submit for Approval" in the bottom right corner
and Eng	ish editor, upidad the attachment as needed, and click Submit for Approval in the bottom right corner
	58
	Save Submit for Approval Cancel
	Same Same to Approva

After submit for approval, click on "Announcement Approval" in the top right corner to enter the publish notice interface. On this interface, click anywhere on the target notice to enter the notice details approving interface, where corresponding operations such as "Accepted", "Reject", or "Withdraw" can be performed based on the actual approval results.



No. Title 1 3534 2 121212	5. Click anywhere on							
1 3534		5. Click anywhere on the target notice to enter the notice details approving interface						
	Notice Category 👻	Content	Submission Time	Release Date	Status 💌	Operation		
2 121212	知识库分享	测试	2025-07-11 17:00		Approving			
	产品验收	2121212121	2025-06-30 21:57		Approving			
3 454545454545	知识库分享		2025-06-04 14:23		Unsubmitted	Edit Delete		
4 我测试一个保ィ	存知识库分享		2025-06-04 14:21		Unsubmitted	Edit Delete		
5 呵收到了	知识库分享	答非所问电热水天	热 2025-06-04 14:02		Unsubmitted	Edit Delete		
6 好地方刚发的	知识库分享	法典化 分多个	2025-06-04 14:01		Unsubmitted	Edit Delete		
7 121	知识库分享	2121	2025-06-04 13:09		Unsubmitted	Edit Delete		



A. Click "Accepted", a middle pop-up window will appear, fill in the approval comment, you can also upload attachments, and finally click "Confirm". After the operation is successful, select "Publish" or "Publish and Pin" according to the actual situation. The recipient can view the content of the announcement. The published announcement supports the publication time being accurate to the minute and the comment time being accurate to the second.



B. Click "Reject", a middle pop-up window will appear, select to send it back to the approved approval node, support sending it back to the submitter, fill in the reason for sending it back and then click "Confirm", the approval of this announcement will be rejected, the announcement with rejected approval can be re-edited and resubmitted for approval, or directly deleted.

	Notice Details (Annuine)	
suj	Back Io* (Select the approved approval node and can be rejected to the submitter) Apply (分红粉)	□ 朱音 □ 张政变 防衛洋 □ 贺暮旭 □ 吕永林
	Notice Details Rejected	8
Notice Category: Notice Chinese Title: 3534 Chinese Content: 影响式	Source: English Title: 3534	
英文内容:		
爱知		
Task Progress		Comment Re-edit Delete
 Apply 2025-07-11 17:00:37 → 利工時 Approve-船长 2025-07-14 09:12:58 → 利工時 → 不可能 → 小工時 		8'. Announcements that have been rejected for approval can be re-edited and resubmitted for approval, or directly deleted

C. Click "Withdraw", a middle pop-up window will appear, and follow-up requires selecting "Withdraw and Edit " or "Withdraw and Delete".

