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	Source
Chinese Title	• Ovince
Title	Title Title
Chinese Editor *	
ℤ ▼ B I 里 𝒴 Helvetica ▼ 14	
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.
Image: U Image: U	
The size of a single uploaded file cannot exceed Select Recipient: Selected2Persons Organization Refresh	IGB. Employee List Please enter name. Note: Checking a department in the organizational structure on the left means that all personnel under the department can receive the announcement.
Shanghai Ocean Link Technolog	Select All
〇 🎽 销售部 (10 Persons)	
 LSA部 (0 Persons) 	□ JUCG □ UNJ □ JULIA J ULIA J JULIA □ JULIA
〇 🔚 运营部 (6 Persons)	□ 杨续 原万所 NEWNEW admin Cruz CruzDing] hrx □ http://m
 b 技术部 (13 Persons) 	
一 > 产品部 (4 Persons)	□ 王珍珍 □ 具属薬 □ 具幣 □ 五線市報道 □ 徐成成 □ 徐成成 □ 张娟 □ 张娟奏 □ 赵娟首 □ 赵娟吉 □ 赵娟子 □ 周原根
数据中心 (0 Persons)	
企划部 (0 Persons)	
🗆 🖿 财务、行政、人事 (1 Persons)	
 	
□ ■ 甲板部 (0 Persons)	
二 会物部 (0 Persons)	
▶ 🔲 🌲 船队 (1 Persons)	
> 🗆 🏨 扬州互江 (0 Persons)	
回 血 互江科技 (0 Persons)	
>□ ● 宁波互海 (1 Persons)	
□ ► 未公司 (38 Percone)	
一 一 木万田G (Jo rersons)	
3. 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 Engl	ish editor, upload the attachment as needed, and click "Submit for Approval" in the bottom right corner
	Save Submit for Approval Cancel

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.



← Publish Notice									
	5. Click anywhere on the target notice to enter the notice details approving interface						Keywords Searching	Q Reset	
No.	Title	Notice Category 👻	Content	Submission Time	Release Date	Status 💌	Operation		
1	3534	知识库分享	测试	2025-07-11 17:00		Approving			
2	121212	产品验收	2121212121	2025-06-30 21:57		Approving			
3	តទៀតទៀតទៀតទៀតទៀត ទៀ	知识库分享	a fizializia fizializia fizi	2025-06-04 14:23		Unsubmitted	Edit Delete		
4	我测试一个保存	知识库分享	05050505	2025-06-04 14:21		Unsubmitted	Edit Delete		
5	啊收到了	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 Approving	
○ 除于田 ① 见龙航运器华通 〕 并终 ● 枯坊着 ① 小石石 ③ 一 方花 ③ 街橋 ④ 谷存快急伤 ● admin ② Cruz ③ CruzDing ③ ■ 并结别就式 ● 玉厚料技别试 ● 河昌体习粉户 ④ 孙重文 ● 体系神技员压填 ● 铁铸 ● 张雪康 ● 赵翊吉 ○ ○ 11 ○	Reject Image: Control (Select the approved approval node and can be rejected to the submitter) Apply (2H18) Image: Control (Control (Contro) (Control (Control (Control (Control (Contro) (Control (Control (★ # ● 予次定 # ● 第万所 ● 日本林 # ● 第万所 ● PENMEW 用例试号 ● 双番短期技師 ● 決定取 別野玉 ● 算供所 ● 僅依杰 ● 五嗓用描述 ● 徐成成 ● 徐成成 ● 徐成成 ● 五嗓用描述 ● 徐成成 ● 徐成成
	Notice Details (Rejected)	8
Notice Category: Notice Chinese Title: 3534 Chinese Content:	Source: English Title: 3534	
英文内容:		
· 我与此		
Task Progress Apply 2025-07-11 17:00:37		Comment Re edit Dekte
 かび時 Approve— 船氏 2025-07-14 (9:42:26) が近時 が近時 のの が近時 のの が近時 		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".

