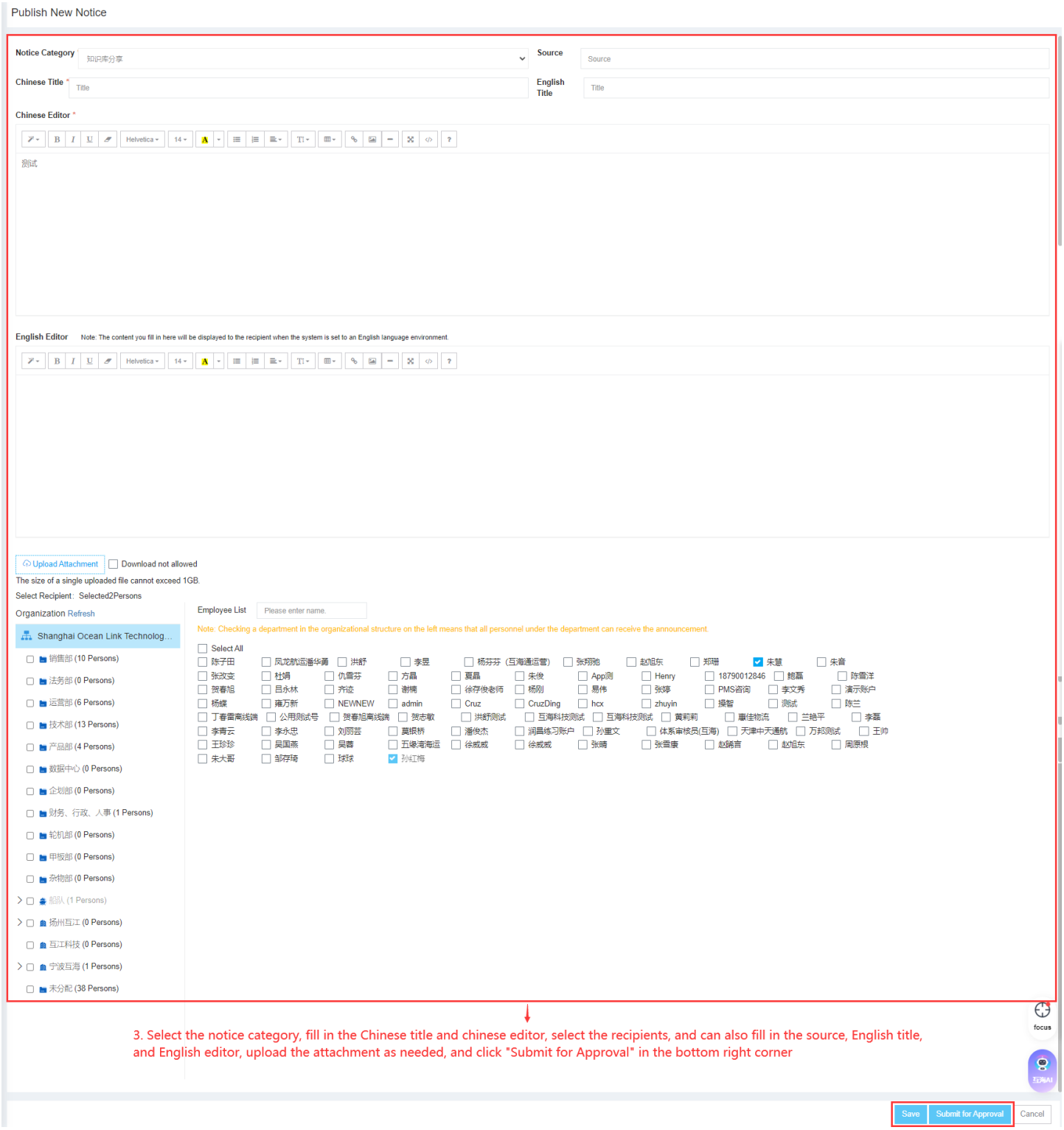
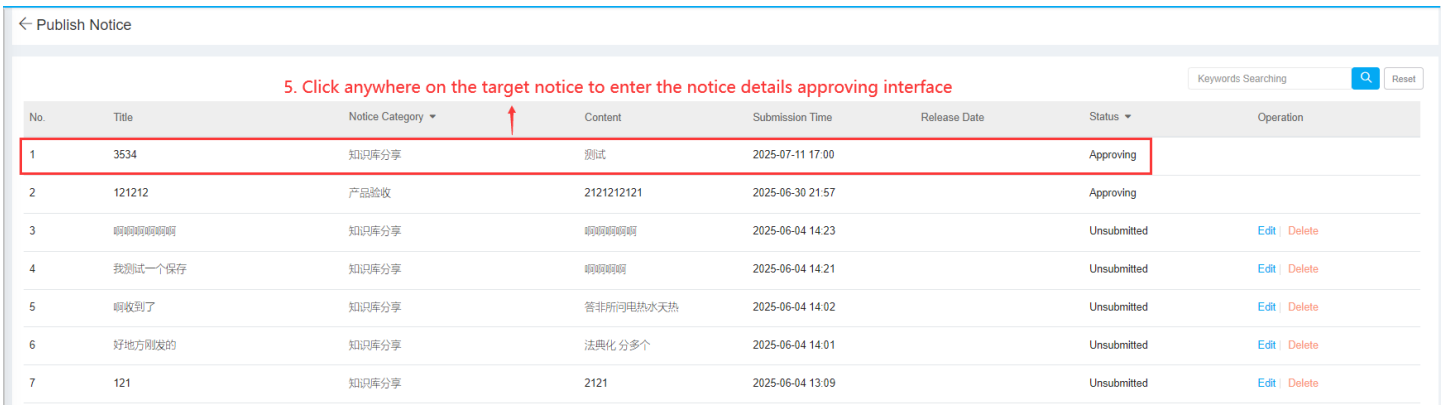
How to publish a new notice on the web side (Document)

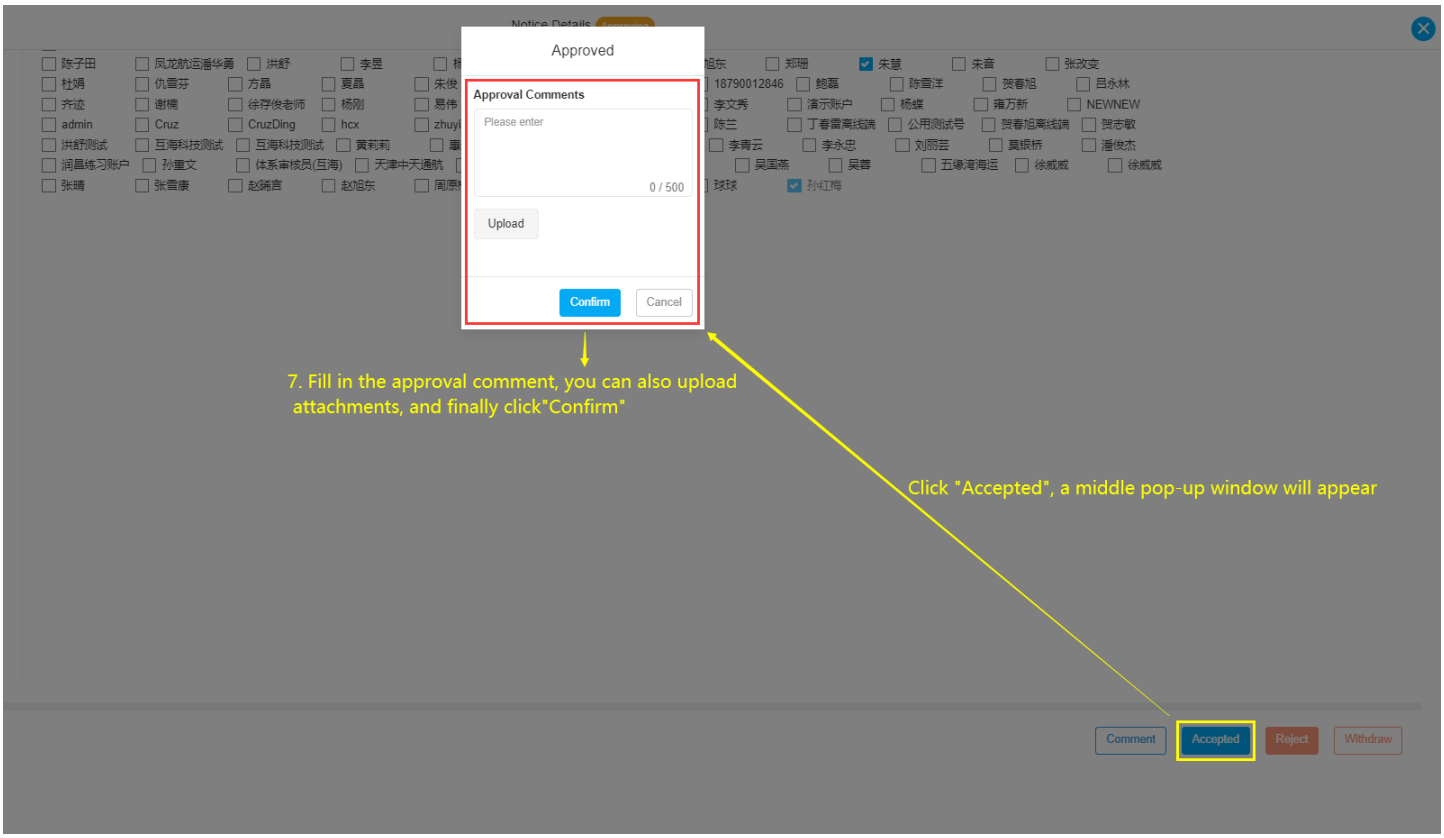
Users log into the OLISS web side, click on "Notice Management", then click "Publish Notice" to enter the publish new notice interface. In this interface, select the notice category, fill in the Chinese title and Chinese editor , select the recipients, and can also fill in the source, English title, 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);

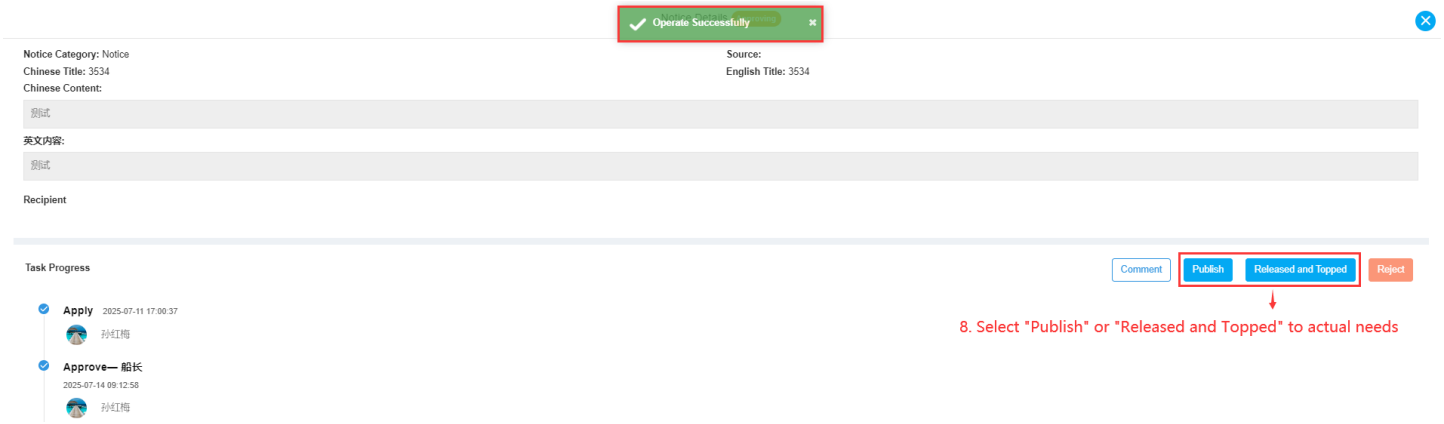


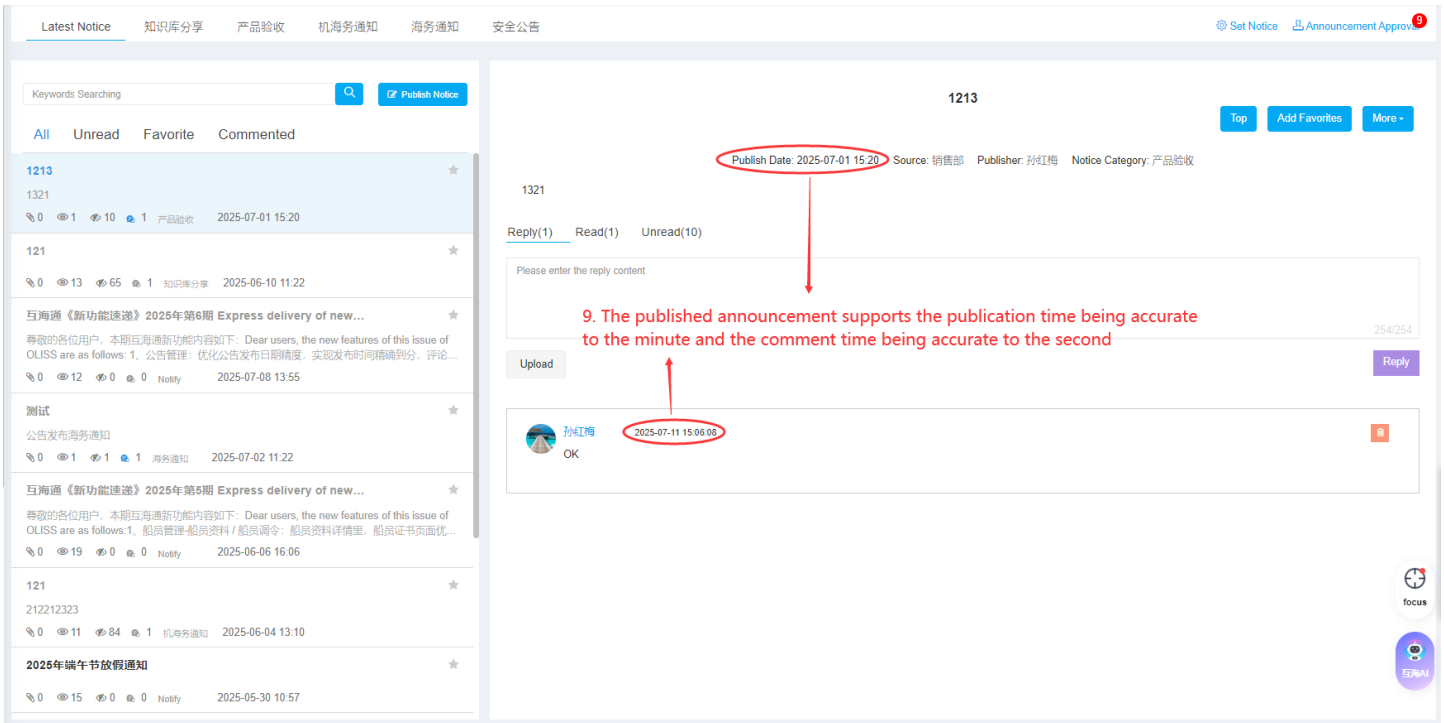
After submit for approval, click on "Announcement Approval" in the top right corner to enter the publish notice interface. On this interface, click anywhere on the target notice to enter the notice details approving interface, where corresponding operations such as "Accepted", "Reject", or "Withdraw"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



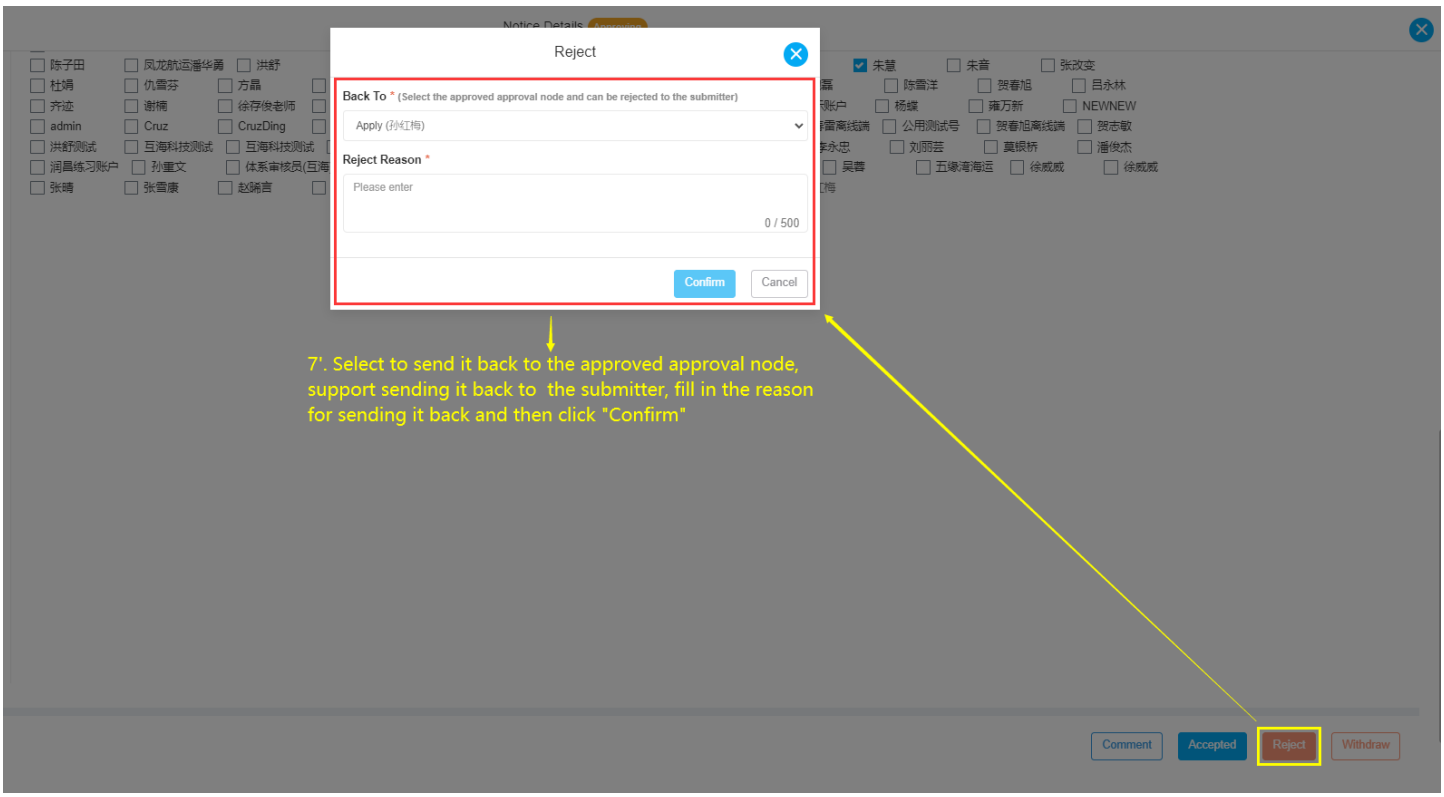
A. Click "Accepted", a middle pop-up window will appear, fill in the approval comment, you can also upload attachments, and finally click "Confirm". After the operation is successful, select "Publish" or "Publish and Pin" according to the actual situation. The recipient can view the content of the announcement.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

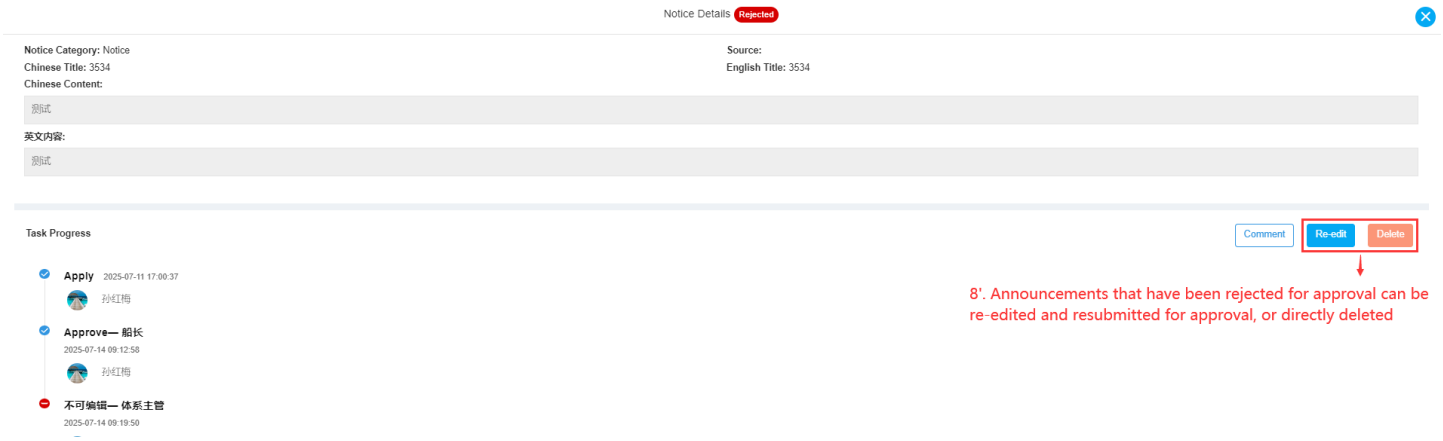

Approved
Approval Comments
Please enter
0 / 500
Upload
Confirm
Cancel
7. Fill in the approval comment, you can also upload attachments, and finally click"Confirm"
Click "Accepted", a middle pop-up window will appear
Comment
Accepted
Reject
Withdraw


Operate Successfully
Notice Category: Notice
Chinese Title: 3534
Chinese Content:
测试
Source:
English Title: 3534
英文内容:
测试
Recipient
Task Progress
Apply 2025-07-11 17:00:37
孙红梅
Approve— 船长
2025-07-14 09:12:58
孙红梅
Comment
Publish
Released and Topped
Reject
8. Select "Publish" or "Released and Topped" to actual needs

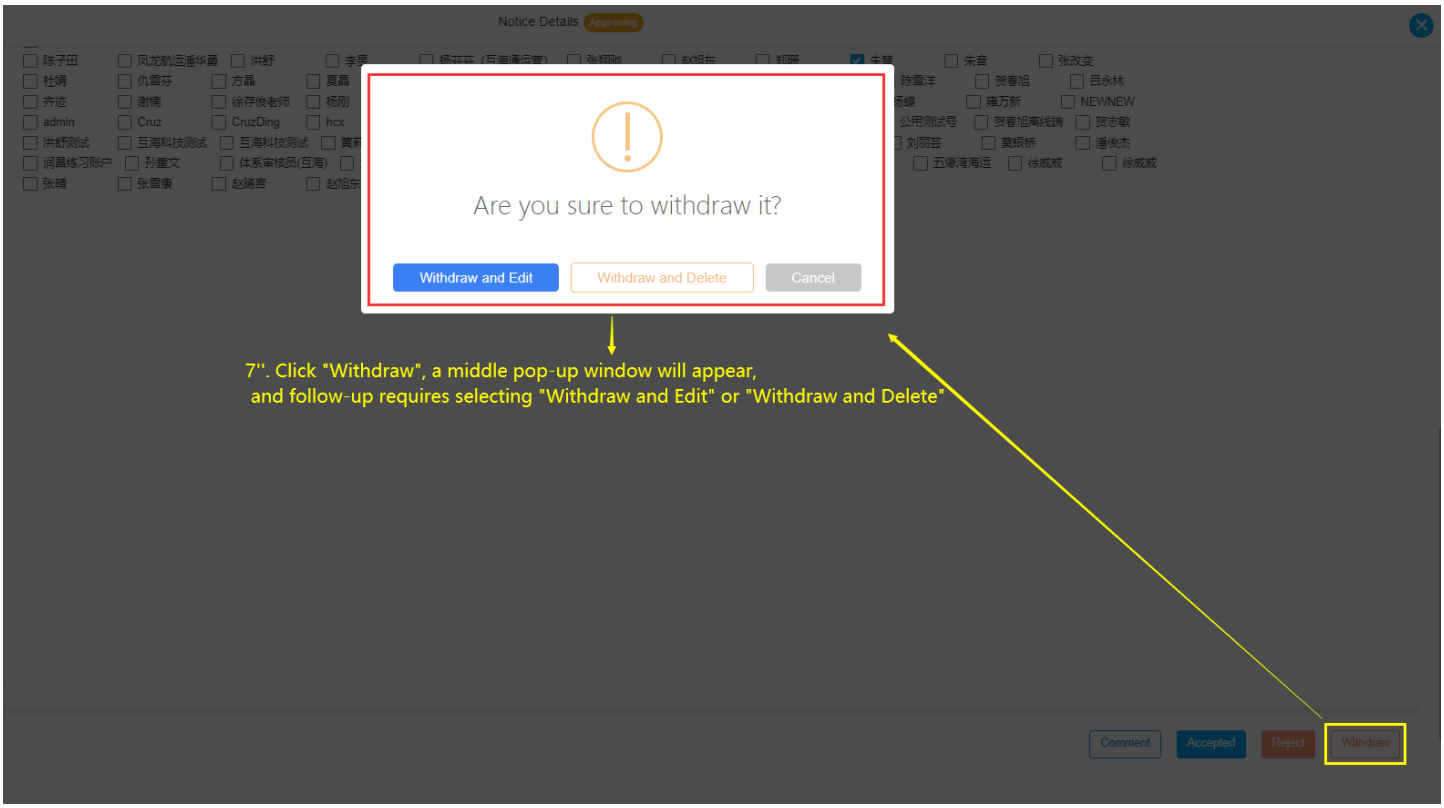

Latest Notice
知识库分享
产品验收
机海务通知
海务通知
安全公告
Set Notice
Announcement Approve
Keywords Searching
Publish Notice
All
Unread
Favorite
Commented
1213
1321
2025-07-01 15:20
121
2025-06-10 11:22
互海通《新功能速递》2025年第6期 Express delivery of new...
2025-07-08 13:55
测试
公告发布海务通知
2025-07-02 11:22
互海通《新功能速递》2025年第5期 Express delivery of new...
2025-06-06 16:06
121
212212323
2025-06-04 13:10
2025年端午节放假通知
2025-05-30 10:57
1213
Top
Add Favorites
More
Publish Date: 2025-07-01 15:20
Source: 销售部
Publisher: 孙红梅
Notice Category: 产品验收
1321
Reply(1)
Read(1)
Unread(10)
Please enter the reply content
9. The published announcement supports the publication time being accurate to the minute and the comment time being accurate to the second
Upload
Reply
孙红梅
2025-07-11 15:06:06
OK
focus
互海AI

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.





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


Notice Details
Approving
Are you sure to withdraw it?
Withdraw and Edit
Withdraw and Delete
Cancel
7''. Click "Withdraw", a middle pop-up window will appear,
and follow-up requires selecting "Withdraw and Edit" or "Withdraw and Delete"
Comment
Accepted
Reject
Withdraw