# How to add appendix information of SMS files (internal / external files) on the web side (Document)

Users login in to the OLISS web side, click **"SMS Management→SMS Files→External Files"** to enter the external file interface, can find the target file through the list filter bar or sorting, click **"…"** on the right side of the target file, select "Add Appendix", enter the add appendix of external file interface, fill in the appendix name, according to actual needs fill in the appendix number, upload the attachment (with * required), or check "Create A Notice" (If check, the notice management module will publish the notice), and finally click "Confirm".(This document takes external files as an example)
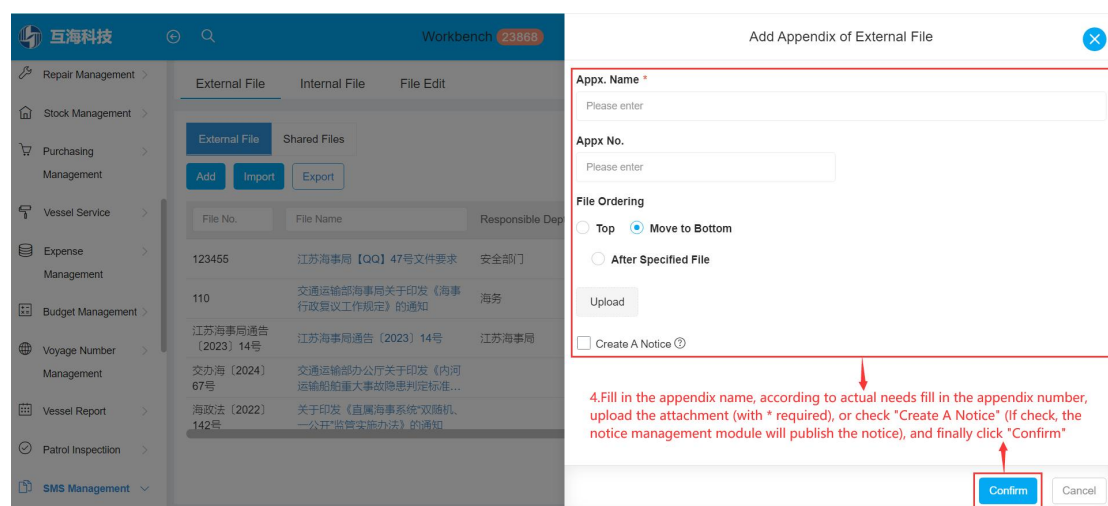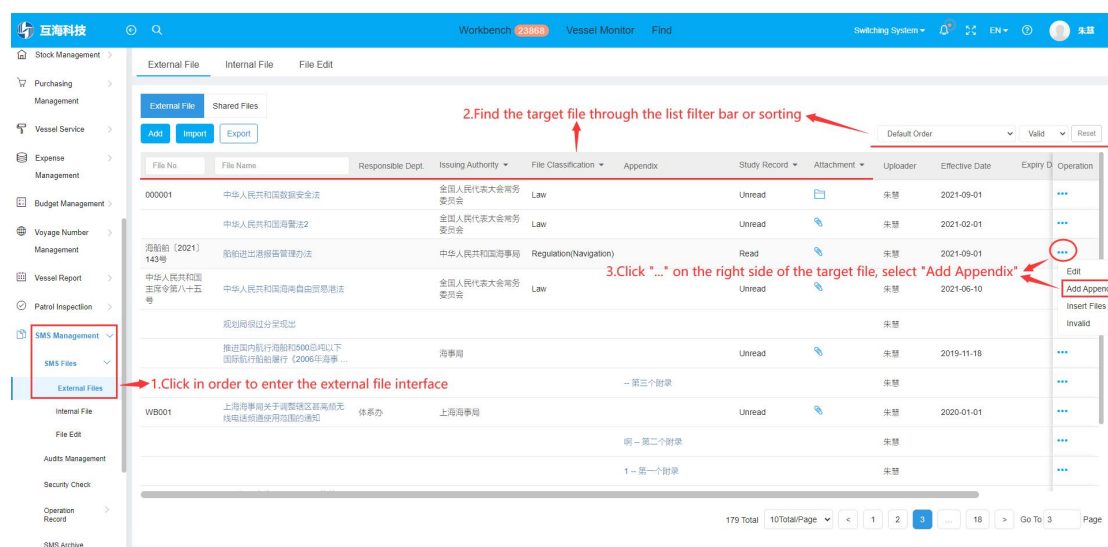
Note:

Add an appendix to the internal file, please refer to the above steps.