How to view and copy shared files on the web side (Document)

Users log in to the OLISS web side, click "SMS Management \rightarrow SMS Files \rightarrow External Files" in order to enter the external file interface, click to "Shared Files" interface, can find the target sharing file through the filter bar above the list, click "..." on the right side of the target file, select "Copy", in the copy external file interface, fill in the information such as the responsible department, company internal number and etc (with * required), and finally click "Confirm".

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Note:

After the shared file is successfully copied, the copied file will appear in the external file interface.As illustrated in following figure:

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SMS Management		110	交通运输部海事局关于印发《海事 行政复议工作规定》的通知	海务	中华人民共和国海事局	Regulation		Read	8	洪舒			
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External Files	1	交办海(2024) 67号	交通运输部办公厅关于印发《内河 运输船舶重大事故隐患判定标准		海事局	Regulation(Vessel)		Unread	8	朱慧	2024-12-15		
File Edit	I	海政法〔2022〕 142号	关于印发(直局海事系统"双随机、 一公开"监管实施办法)的通知		中华人民共和国海事局	Regulation(General)		Read	8	朱慧	2023-01-01		
Audits Management		234	中华人民共和国海商法		全国人大	Law		Unread	0	1925	1993-07-01		
Security Check	L	001	扬州海事局通告							酒俊杰			
Operation > Record	L	江苏海事局通告 2022年第4号	江苏海事局桥区水域水上交通安全 监督管理规定	江苏海事局	江苏海事局	Regulation(Navigation)		Unread	8	朱慧	2022-02-01	2027-01-	
SMS Archive	L						外部文件增加附录			朱慧			
Customs Affairs	1	967 157	江苏海事局船舶航行富余水深管理	田町	计式消毒员	Regulation/Navigation)		Unread	8	4.9	2022-02-01	2027-01-	
Management	5							180 Total 10Total/P	ige 🗸 <	2 3	18 >	Go To 1	Page