

Web 端如何编辑、删除体系文件（内、外部文件）（文档）

用户登录互海通 Web 端，在体系管理-体系文（步骤 1）件，默认为“外部文件”，点击可以切换到“内部文件”（步骤 2，内外部文件编辑或删除操作步骤一致），点击任一条文件后面的“编辑”或“删除”键可对文件进行编辑修改或删除操作（步骤 3-5）。

The screenshot shows a web interface for managing system files. At the top, there are tabs for '外部文件' (External Files) and '内部文件' (Internal Files). A red box highlights the '内部文件' tab with the annotation '2、可切换内、外部文件（操作步骤一致）'. Below the tabs is a search bar and a table of files. The table has columns for '文件编号' (File ID), '文件名称' (File Name), '主管部门' (Department), '附录' (Appendix), '有无附件' (Attachments), '上传者' (Uploader), '生效日期' (Effective Date), '更新时间' (Update Time), and '操作' (Actions). A red box highlights the '操作' column for the first row, with the annotation '3、分别点击“编辑”或“删除”键'. On the left sidebar, there is a menu with '体系管理' (System Management) and '体系文件' (System Files) highlighted by a red box with the annotation '1、依次点击进入'. The table lists various files such as '受控文件', '管理手册', and '须知手册'.

点击“编辑”键进入“文件编辑”界面，按需求至少填入必填项信息或更换附件后点击“确定”，则文件编辑成功（步骤 3-6）。

The screenshot shows the '文件编辑' (File Edit) form. At the top, there is a title bar '文件编辑' and a close button. The form contains several input fields: '文件名称*' (File Name*) with the value '总目录', '文件编号' (File ID) with '000', '文件分类' (File Category) with '受控文件', '主管部门' (Department) with '体系办', and '排序号' (Order Number). A red box highlights these fields with the annotation '4、按需求填入相关信息(带*为必填项)'. Below these fields is a '生效日期' (Effective Date) field and a '文件描述' (File Description) text area. At the bottom left, there is a section for attachments with '上传附件' (Upload Attachment) and '全部删除' (Delete All) buttons. Two files are listed: '%2802%29CX...' (223 KB) and 'WFJQCX1203...' (14.9 KB). A red box highlights this section with the annotation '5、根据需求上传附件、或删除附件'. At the bottom right, there are '确定' (Confirm) and '取消' (Cancel) buttons. A red box highlights the '确定' button with the annotation '6、点击“确定”'.

点击“删除”键进入“删除文件确认”界面，点击“确定”则可删除文件（步骤 3、7）。

体系办

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确定要删除吗?

取消

7、

确定