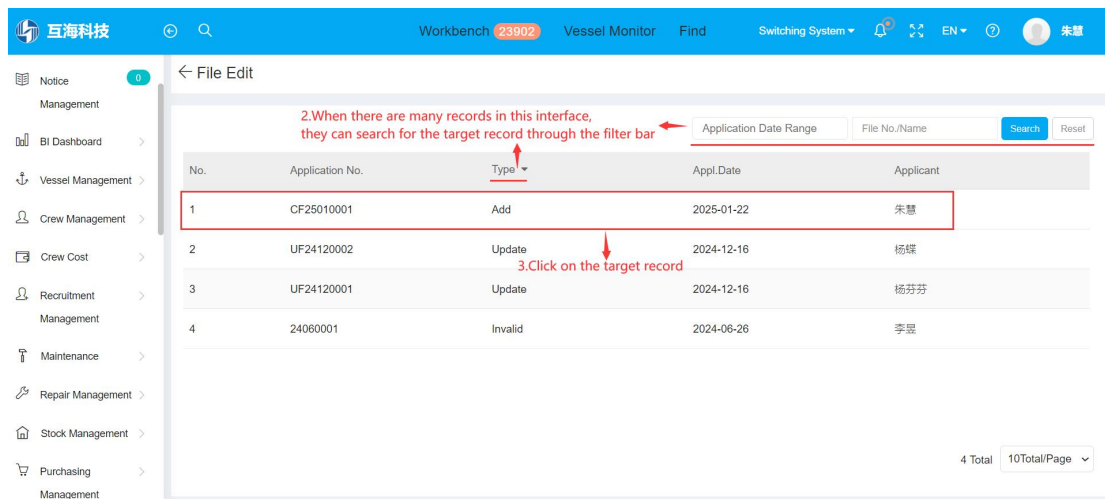
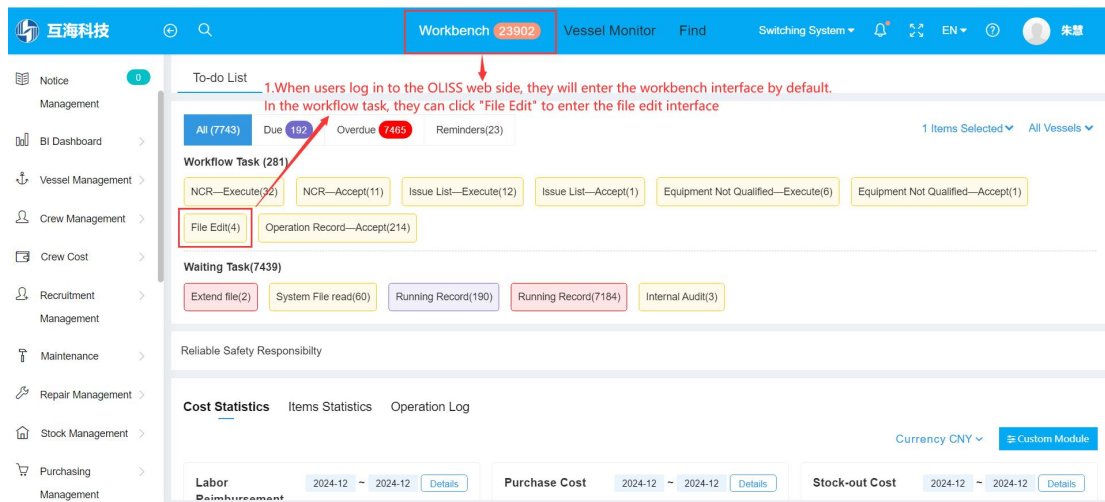


How to approve the SMS file edit record on the web side

(Document)

When users log in to the OLISS web side, they will enter the workbench interface by default. In the workflow task, they can click "File Edit" to enter the file edit interface. When there are many records in this interface, they can search for the target record through the filter bar, and then click on the target record to enter the file editing request approval interface. According to the actual situation, they can click "Accepted" or "Reject", and also support "Comment" or "More" operation.



File Editing Request Approving ✕

File Editing Request: CF25010001 Add
Appl.Date: 2025-01-22

No.	File No.	File Type	File Name	Responsible Dept.	Effective Date	Edit Reason
1	2025012201	Internal File	内部文件2025.1.22.1			

<

More
Comment
Accepted
Reject

>

● **Apply** 2025-01-22 15:27:36

朱慧

○ 审核 — 体系办主任 ①

4. According to the actual situation, they can click "Accepted" or "Reject", and also support "Comment" or "More" operation

Expand All

If you click "Reject", return to any approval node and to the author:

- 1) If returned to the author, the record status is "Rejected".
- 2) If returned to any approval node that has passed, the record will be transferred to the workbench of the relevant approval personnel.

Next step:

If the approval is passed, the record will become **"Finished"** in the file edit interface, and the associated internal files will be automatically updated according to the modified content; meanwhile, the SMS file update notice will show in the **"Notice Management → Latest Notice"** interface, as shown in the figure below:

互海科技
Workbench (2390)
Vessel Monitor
Find
Switching System
EN
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Notice Management

Latest Notice

知识库分享 海事通知 人事变动 安全公告 Other Notify

体系文件更新通知

文件名称: 内部文件2025.1.22.1 文件编号: 2025012201 文件分类: 发布机构: 生效日...
 0 1 0 0 0 Other 2025-01-22

体系文件更新通知

文件名称: 2222 文件编号: 文件分类: 主办部门: 发布机构: 生效日期:

Re-edit
Top
Add Favorites

Publish Date: 2025-01-22 Source: Shanghai Ocean Link Technology Co., Ltd. Publisher: 朱慧

Add Files: 内部文件2025.1.22.1 → Click to view the modified file content

文件名称:	内部文件2025.1.22.1	文件分类:	
文件编号:	2025012201	发布机构:	
生效日期:		生效日期:	
修改理由:			

审批记录:
 申请人: 朱慧 2025-01-22
 审批人: 朱慧 2025-01-22
 审批意见:
 审批人: 朱慧 2025-01-22
 审批意见:

Reply(0)
Read(1)
Unread(0)

If the approval is rejected, the record becomes "Rejected" in the file edit interface, and the user can resubmit the record.

互海科技

Workbench 23900

Vessel Monitor

Find

Switching System

EN

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Patrol Inspection

SMS Management

SMS Files

External Files

Internal File

File Edit

Audits Management

Security Check

Operation Record

SMS Archive

Customs Affairs Management

Vessel Incident Records

External FileInternal FileFile Edit

AddFile Edit Record Query

Application Date RangeKeywords SearchingSearchReset

No.

Application No.

Type

Appl.Date

Applicant

Status

Operation

1

CF25010001

Add

2025-01-22

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Finished

Export

2

CF24120002

Add

2024-12-17

潘俊杰

Rejected

ResubmitExport

3

UF24120002

Update

2024-12-16

杨蝶

Rejected

ResubmitExport

4

UF24120001

Update

2024-12-16

杨芬芬

Approving

Export

5

UF24080002

Update

2024-08-16

潘俊杰

Finished

Export

6

CF24070001

Add

2024-07-03

李昱

Finished

Export

84 Total

10Total/Page

<

1

2

3

...

9

>

Go To

1

Page

If the approval is rejected, the record becomes "Rejected" in the file edit interface, and the user can resubmit the record