

How to group SMS files on the web side (Document)

Users can group internal files within the OLISS system.

User login into the OLISS web side, click **"SMS Management→SMS Files→Internal File"** in order to enter the internal file interface, then click "File Grouping", click "Add File Group" in the file grouping interface into the add system file group interface, fill in the group name and remark information in the interface, select the applicable vessels (select all or individual vessels), check the associated files (select all or individual vessels), check the associated files, click "Confirm" can successfully create the system file group (for the existing group, can click "Edit" to modify). After adding the system file groups, you can filter the groups in the internal file interface, and export the corresponding system files according to the selected group.

1. Click in order to enter the internal file interface

2. Click "File Grouping"

3. Click "Add File Group"

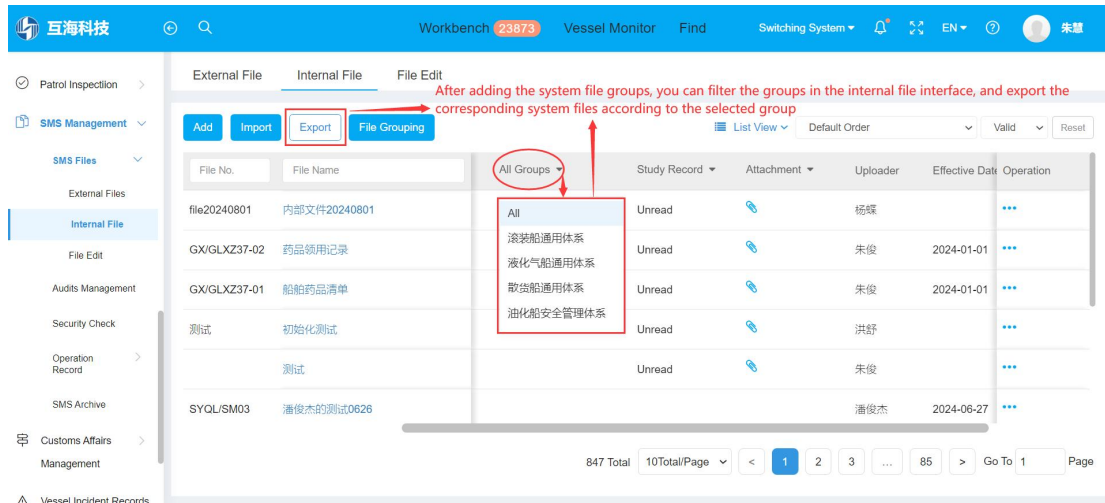
4. Fill in the group name and remark information in the interface, select the applicable vessels (select all or individual vessels), check the associated files

5. Click "Confirm" can successfully create the system file group

For the existing group, can click "Edit" to modify

Group Name	Applicable Vessels	Groups Qty	Operation
滚装船通用体系	huhai3	2	Edit Delete
液化气船通用体系	LINK OCEAN 1	2	Edit Delete
散货船通用体系	LINK OCEAN 1	7	Edit Delete
油化船安全管理体系	LINK OCEAN 14	1	Edit Delete

File Classification	File No.	File Name	Responsible Dept.	Appendix	Effective Date	Update Time	Group Name
<input checked="" type="checkbox"/>	file20240801	内部文件20240801				2025-01-15 11:57:29	
<input checked="" type="checkbox"/>	Management Form	测试	初始化测试			2024-06-07 11:10:35	
<input type="checkbox"/>		测试				2024-06-28 15:33:20	
<input type="checkbox"/>	Duty Manual	SYQL/SM03	潘俊杰的测试0626		2024-06-27	2024-08-16 14:45:22	
<input type="checkbox"/>	3338944000	文件修改单				2024-05-14 11:06:08	



If the user switches to the "Tree View" interface, it can also group the system files. In the internal file tree view interface, click "File Grouping" in the left interface, and the subsequent steps are consistent. As illustrated in following figure:

