# 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.

Note: For application types that are add or update file edit, personnel with editing permissions can click the "Edit" button to enter the edit application item interface. After making and saving changes, the modified fields will generate a modification history. At the same time, after the operation is approved, it will notify previous approvers and submitter that the file has been modified.
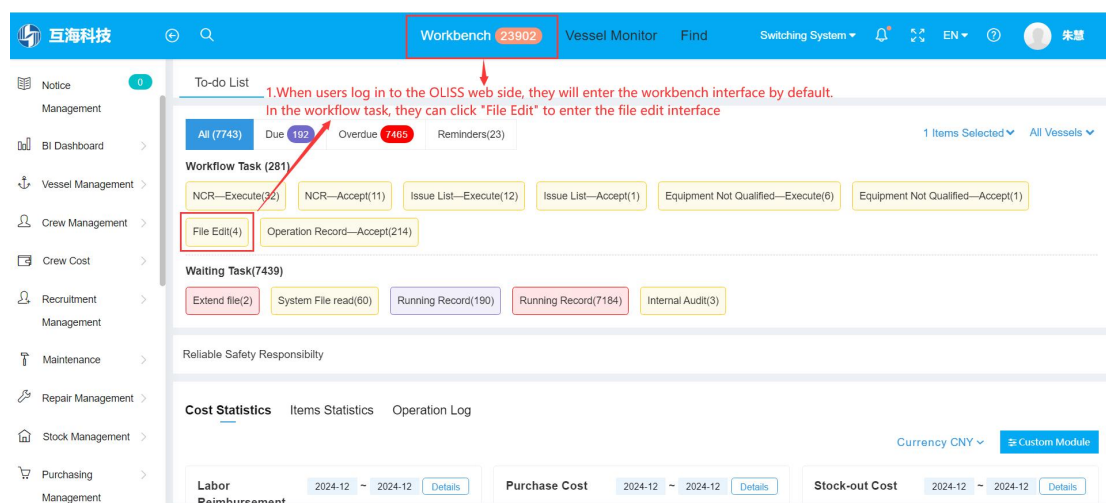
Notice Management 0

BI Dashboard

Vessel Management

Crew Management

Crew Cost

Recruitment Management

Maintenance

Repair Management

Stock Management

Purchasing Management

← File Edit

2.When there are many records in this interface, they can search for the target record through the filter bar

Application Date Range | File No./Name | Search | Reset

No.	Application No.	Type ▾	Appl.Date	Applicant
1	CF25010001	Add	2025-01-22	朱慧
2	UF24120002	Update	2024-12-16	杨蝶
3	UF24120001	Update	2024-12-16	杨芬芬
4	24060001	Invalid	2024-06-26	李昱

3.Click on the target record

4 Total | 10Total/Page ▾

File Editing Request (Approving) ⊗

File Editing Request: UF25040011 (Update)
Appl.Date: 2025-04-10

4.For application types that are add or update file edit, personnel with editing permissions can click the "Edit"

No.	File No.	File Type	File Name	Responsible Dept.	Effective Date	Edit Reason	Operation
1	GX/GLXZ37-02	Internal File	药品领用记录	人事	2025-04-10	生效日期改变	✏️

‹ ›

More | Comment | Accepted | Reject

✓ **Apply** 2025-04-10 09:13:26
　　朱慧

○ 审核 — 体系办主任 ⓘ

Expand All ▾

File Editing Req...

File Editing Request: UF25040011 (Update)
Appl.Date: 2025-04-10

No.	File No.	File Type	File Name	Respo...
1	GX/GLXZ37-02	Internal File	药品领用记录	人事

‹

✓ **Apply** 2025-04-10 09:13:26
　　朱慧

○ 审核 — 体系办主任 ⓘ

Edit Application Item

File Type *	File No.
内部文件	GX/GLXZ37-02

File Name *	Version Number
药品领用记录	Please enter

Responsible Dept.	Effective Date
人事	2025-04-10

File Classification
管理表格

File Description
Please enter
0 / 500

Edit Reason
生效日期改变
6 / 500

Upload

5.Update the fields according the need, then click "Confirm" ← Confirm | Cancel

Next step:

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.

If you click **"Accepted"**, the record will be transferred to the next approver or 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:

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▾　❔　　🧑 朱慧

| Patrol Inspection | ＞ |
| SMS Management | ∨ |

External File　　Internal File　　**File Edit**

Add　**File Edit Record Query**　　　　　　　Application Date Range　Keywords Searching　**Search** Reset

SMS Files ＞
　External Files
　Internal File
　File Edit
Audits Management
Security Check
Operation Record ＞
SMS Archive
Customs Affairs Management ＞
Vessel Incident Records

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

No.	Application No.	Type ▾	Appl.Date	Applicant	Status	Operation
1	CF25010001	Add	2025-01-22	朱慧	Finished	Export
2	CF24120002	Add	2024-12-17	潘俊杰	Rejected	Resubmit Export
3	UF24120002	Update	2024-12-16	杨蝶	Rejected	Resubmit ｜ Export
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

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