How to view and copy shared files

Users can log in to the website of OLSaaS, and operate in "SMS Management \rightarrow SMS Files \rightarrow External Files" interface according to the following steps 1-4:

Management					Workbench (8934) Ve	essel Monitor Fin	d Help				₽° × 0 ≦	🏺 5%科技-高级
	External File	Internal File	File Edit									
			2.Switch to "Share	ed Files" inter	ace.							
Expense Management >	External File S											
Voyage Number >			u can find the targ		through the filter b	ar above the list	View file	s updated within	three months	5 Update Date	e in Reverse Order 🔹	Valid • Reset
Vessel Report		File Name			File Classificati Appendix		Study Record	Attachment 👻	Effective Date	Expiration Date	Update Time	Operation
Ship Checking	海政法〔2022〕142 号	监管实施办法》		海事局	ral)		Unread	Ø	2023-01-01		2023-03-29 13:51:23	Сору
SMS Management ~	沪海通航(2022)1 91号	通安全管理规划		T140140-04140	Regulation(Navi gation)		Unread	Ø	2023-01-01	2027-12-31	2023-03-29 13:44:54	Сору
SMS Files V	沪海危防〔2023〕7 号	关于印发水上》 理办法的通知	枝化天然气加注作业 安全管	上海海事局	Regulation(Crisis Prevention)		Unread	Ø	2023-02-01	2028-01-31	2023-03-29 13:38:10	Сору
External Files			表体危险货物运输货主(码 En # Standard State nal Files Interface		Regulation(Crisis Prevention)		Unread	8	2023-02-01	2028-01-31	2023-03-29 13:30:51	Сору
Internal File	上海海事局通告202 2年第7号	关于进一步加强 交通管理的通信	星长江口及其附近水域船舶	上海海事局	Regulation(Navi gation)		Unread	4. After findi	2023-02-01	2026-01-31	Copy [*] on the rig 2023-03-29 13:27:30	Copy
File Edit	與時船舶【2022】7 3号		書港船舶管理办法	河北海事局	Regulation(Vess el)		Unread	0	2023-02-01	2028-01-31	2023-03-29 13:24:16	Сору
					.,							
Í.												
		Markh	onch 002		loccol Mon	itor E	ind	Holp				
			6									
			C	opy Exi	ternal File				$\mathbf{\otimes}$			
Filo	Name: 关	工印绘数	生活休在险合	を生まれ	File Classif	ication · D	equiptio	n/Cricic				
							legulatio					
	(主 (码头)	高质量选	謝机制管理	办法的	Prevention)							
通知												
File	No.: 沪海危	适防〔20 2	23] 5 号		Issuing Au	ithority:	上海海事	局				
Effe	ctive Date:	: 2023-0	2-01		Expiration Date: 2028-01-31							
Res	ponsible D	ept.			Company Internal No.					Attach		
										Auden		
XTT//												
\$开"										Ø		
Wai	rning Days											
交										Ø		
)									C		
90	,											
	,											
	Ordering				Specified F	ile*				Ø		
管 File	Ordering				-					Ø		
管 File	Ordering	fter Spec	ified File		-	F ile* 局船舶航行室	全条例	3				
管 File	Ordering	lfter Spec	ified File		-		全条例	3	•	Ø		
管 File (码 File I	Ordering		ified File		-		全条例	3	: -			
管 File	Ordering Top		ified File		-		全条例	3				
管 File (码 File I	Ordering Top		ified File		-		全条例	3		Ø		
管 File (码 File I	Ordering Top		ified File		-		全条例	3	* *	Ø		
管 File (码 File I	Ordering Top		ified File		-		全条例	3	•	Ø		
E管 File (码 File I	Ordering Top		ified File		-		? 全条例	3		Ø		
管 File (码 File I 舶 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Ordering Top A Description	ce3		forma	长江海事馬	副船舶航行委		K	*	Ø		
File C	Ordering Top A Description Comple	ce? te rele	evant in	forma	-	副船舶航行委		K		O O		
File C	Ordering Top A Description	ce? te rele	evant in	forma	长江海事馬	副船舶航行委	I,			I I I I I I I I I I I I I I I I I I I		
File C	Ordering Top A Description Comple	ce? te rele	evant in	forma	长江海事馬	副船舶航行委		Car		O O		

Description: After the shared system materials are copied successfully, the copied files will appear in the external file interface! As shown below:

External File Si	hared Files											
+ Add 🕁 Import 🖾 Export										Default Order	• Valid	• Reset G
File No.	File Name	Responsible	Issuing Aut	File Classific	Appendix	Study Reco	Attachment	Uploader	Effective Date	Expiration	Update Time	Operation
江苏海事局通告2 022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	甲板	江苏海事局	Regulation(Cr ew)		Read	8	互海科技-高 银	2022-02-01		2023-04-20 18:11:51	
20230221	扬州海事局船舶航行安全条例	航运部	扬州海事局	Regulation(Ve ssel)		Unread	0	互海科技·高 银	2020-08-08	2025-08-07	2023-02-21 16:25:59	
江苏海事局通告2 022年第3号	江苏海事局船舶航行富余水深管理规 定	甲板	江苏海事局	Regulation(Na vigation)				互海科技-高 银	2022-02-01		2023-02-21 16:11:28	
20230222	长江海事局船舶航行安全条例 🔶 S	pecified File	• 长江海事局	Regulation(Ve ssel)		Unread	8	互海科技·高 银	2021-01-01	2025-12-31	2023-02-22 09:51:29	
沪海危防〔202 3〕5 号	关于印发散装液体危险货物运输货主 (码头)高质量远船机制管理办法…	Files co	pied from	Regulation(Cri sis Preventio shared files		Unread	0	互海科技•高 银	2023-02-01	2028-01-31	2023-04-24 16:37:45	