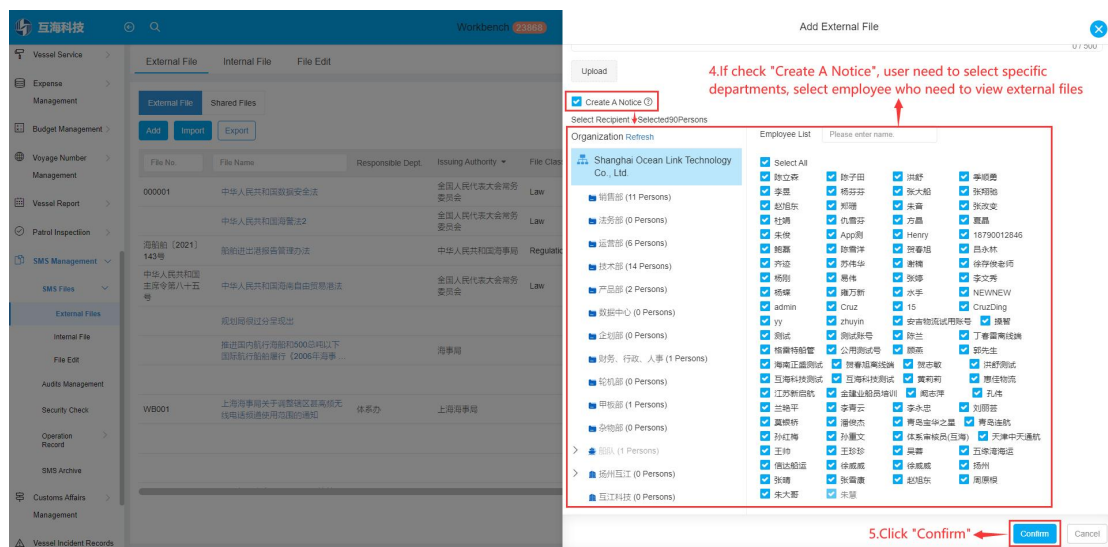
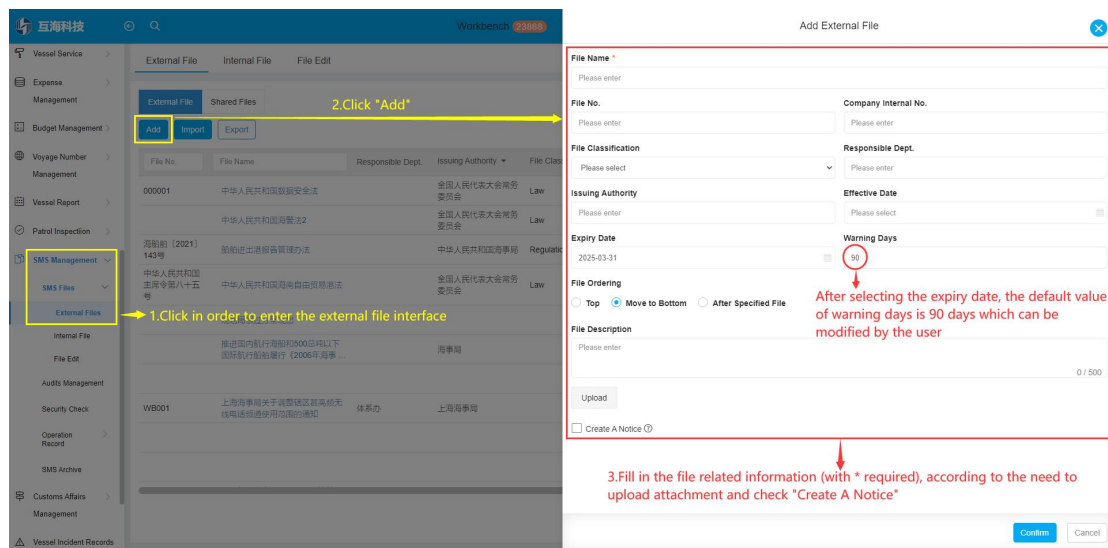


How to add SMS files (internal / external files) on the web side (Document)

User login in to the OLISS web side, click "SMS Management→SMS Files→External Files" in order to the external file interface, click "Add", in the add external file interface, fill in the file related information (with * required), according to the need to upload attachment and check "Create A Notice" (need to select specific departments, select employee who need to view external files), finally click "Confirm".(This document takes add a external file as an example)

Note: After checking "Create A Notice", the relevant information can be viewed in the notice management interface.



Note:

This document takes adding external file as an example, and the steps of adding internal files are the same.