

How to add SMS operation record items

Users can log in to the website of OLSaaS, and operate in "SMS Management → Operation Record → SMS Task Setting" interface according to the following steps 1-5:
(Take the regular record as an example)

1. Click in turn to enter "SMS Task Setting" interface

2. Click "Add"

Display ...	File No.	Table No.	Table Name	Record Time	Vessel Name	Reporting Dept.	First upload time	Effective Time	Upload Period (...)
0	0411	0411-01	船长轮机长大副安全生产责任制考核表		Ashore,前进号,...		-	2023-04-11	Irregular
0	20230214	23001	船员素质考核表		Ashore,前进号,...		2023-02-16	2023-02-14	1Month
1	220413	0413	疫情期间来访登记表		前进号,长胜号		-	2022-04-13	Irregular
2	220510	09001	定期培训表		前进号,长胜号		2022-05-10	2022-04-25	2Month

3. Improve the setting information of relevant operation records (items with * are required)

You can select all vessels (click "Select All"), or click "Add" to select some vessels.

Regular Irregular ← "Regular" is selected by default, which can be switched to "Irregular".

File No.*

Table No.*

Table Name*

Display No.* (The Smaller, The Closer)

Upload Period (months)(Month)*

First upload time*

Effective Time

P.I.C of Upload*

Reporting Dept. (Note: the recipient or auditor of the execution record file.)

Record Time

Warning Days*

Vessel Name* Select All

Remark

Remark

4. Set the workflow as required. If acceptance is not required, select "No Need To Approve"; If acceptance is required, you need to select the acceptance roles. You can click "Add Acceptor" to select multiple acceptance roles.

Approval Process

No Need To Approve Need To Approve

Operation Sequence	Role Name	Operation
1	Please Select	<input type="button" value="Delete"/>
Add Acceptor		

Associated SMS Files

Allow To Upload Attachment

Add Non-system File Templates

The size of a single uploaded file cannot exceed 1GB.

5. You can set associated SMS files and upload attachments, and also add non-system file templates, and finally click "Confirm".

Next Step:

After the system operation record item is added, it will be displayed in the interface of "SMS Task Setting" list;