

How to approve the notice on the web side (Document)

If the notice category is set to require approval, the notice under the category are transferred to the approval role personnel system after they are published.

After logging into the OLISS web side, users click on "Notice Management", then click "Announcement Approval" in the upper right corner to enter the approval list interface. In this interface, if there are too many documents, you can search for the target document using filtering conditions or keywords. Click any position of the target document to enter the approval interface, and according to the actual situation, click "Publish", "Released and Topped" or "Reject".

Note: If the approval personnel have editing rights, they can modify the notice title, content and recipient as needed.

The screenshot displays the OLISS web interface. At the top, there is a navigation bar with various menu items. On the left, a sidebar contains a list of management categories, with "Notice Management" highlighted. In the main content area, the "Announcement Approval" section is active, showing a list of notices. A red box highlights the "Notice Management" menu item, and another red box highlights the "Announcement Approval" button in the top right corner. A red arrow points from the "Notice Management" menu to the "Announcement Approval" button, with the text "1. Click 'Notice Management'" and "2. Click 'Announcement Approval'". Below this, a table lists several notices, including "体系文件更新通知", "2025年3月海事统计", and "测试公告发布2025.4.10.1". A red box highlights the "测试公告发布2025.4.10.1" row, and a red arrow points to it with the text "3. Click the target document to enter the approval interface". At the bottom, a "Publish Notice" section shows a table with columns for No., Title, Notice Category, Content, Submission Time, Release Date, Status, and Operation. A red box highlights the "Notice Category" column, and a red arrow points to it with the text "if there are too many documents, you can search for the target document using filtering conditions or keywords".

互海科技 Workbench 26876 Vessel Monitor Find Switching System EN 未读

Notice Management 1. Click "Notice Management"

2. Click "Announcement Approval"

体系文件更新通知

Invalidate Files: Safety Regulations

文件名称: Safety Regulations
文件编号: 01010101
生效日期: 2023-03-09
发布机构: Changjiang Maritime Safety Bureau

Reply(0) Read(1) Unread(0)

Please enter the reply content

Upload Reply

if there are too many documents, you can search for the target document using filtering conditions or keywords

No.	Title	Notice Category	Content	Submission Time	Release Date	Status	Operation
1	testing	安全公告	testing	2025-03-31		Approving	
2	体系文件更新通知	海事通知	文件名称: 长江三峡水利版...	2025-04-11		Approving	
3	测试公告发布2025.4.10.1	产品验收	测试公告发布2025.4.10.1	2025-04-10		Approving	
4	测试发布公告25040701	产品验收	啊啊啊啊啊啊啊啊啊啊...	2025-04-07		Approving	
5	测试发布公告250407	产品验收	啊啊啊啊	2025-04-07		Approving	
6	公告标题测试	产品验收	公告内容测试	2025-04-02		Approving	
7	产品验收测试	产品验收	产品验收测试公告内容	2025-04-01		Approving	

3. Click the target document to enter the approval interface

Notice Details Approving

Notice Category: Notice
 Chinese Title: 测试公告发布2025.4.10.1
 Chinese Content: 测试公告发布2025.4.10.1
 Source: 测试公告发布2025.4.10.1
 English Title: 测试公告发布2025.4.10.1

Recipient: admin

Task Progress

- Apply 2025-04-10 17:00:48
admin
- Approve—船长 2025-04-10 17:19:06
admin
- 不可编辑 — 体系主管

4. According to the actual situation, click "Publish", "Released and Topped" or "Reject"

Comment Publish Released and Topped Reject

Next step:

If the notice is published successfully, the recipient will be able to see the notice;

If you click "Reject", you can choose to return to the previous approver or applicant, and the previous approver will re-approve or the applicant will resubmit.

Notice Category: Notice
 Chinese Title: 测试公告发布2025.4.10.1
 Chinese Content: 测试公告发布2025.4.10.1
 Recipient: admin

Task Progress

- Apply 2025-04-10 17:00:48
admin
- Approve—船长 2025-04-10 17:19:06
admin
- 不可编辑 — 体系主管

4. Click "Reject"

5. You can choose to return to the previous approver or applicant, and the previous approver will re-approve or the applicant will resubmit

Comment Publish Released and Topped Reject

Reject

Back To * (Select the approved approval node and can be rejected to the submitter)
 Approve—船长

Reject Reason *
 Please enter
 0 / 500

Confirm Cancel