Three ways to set up SMS operation record (Document)

According to the different execution methods, it is divided into three ways: Smart Template, Online Editing, and Uploading Attachments. Among them, the smart template is suitable for the situation that the form content is filled in with a large text, and only the approval comment needs to be filled in the subsequent approval stage. For the situation that the number of forms is large, the content is complex and the number of rows is not fixed, it is not recommended to use the smart template. This kind of form is more suitable for online editing or uploading attachments. Because the smart template cannot increase the number of rows in the form when filling, it will affect the flexibility and efficiency of filling.

1.Smart Template

After the user logs in the the OLISS Web side, click "SMS Task Setting", then click "Add", enter the Add interface, select "regular" or "irregular" as needed, fill in the basic information (with * required), and click "Next" to set the template.

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		Add	8
Regular Irregular 3.select "regu Basic Info. Template Settings Wor	lar" or "irregular" as needed kflow Settings	4.Fill in the basic infor	mation (with * required)
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Please enter	Please enter	Please enter	0
Effective Time	Upload Period(Month) *	Record Time	Receiving Dept
2024-12-12	Please enter	Please enter	Please enter
Remarks			
Please enter			
Associated SMS Files			
Please select SMS files.			
Vessel Name * Select All Add			
			5.Click "Next" to set the template

Smart Template is divided into 2.0 and 1.0 versions:

(1) Smart Template 2.0

Select "Smart Template 2.0", without modifying the document template, directly click on the upload template (only support .docx format). Click the fill area, right-click to select the appropriate control to insert and then select properties of the field on the right. After all the field setting controls are completed, click "Next" to set the workflow.

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Regular Irregular		
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	按照上述项目,公司相关文件需要进行如下修改: {{Please enter}}	Latest Gelectable.
	修订责任人 {{Enter Signature}} 完成时间 {{Please select}}	Latest Selectable:
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After setting the workflow, click "Confirm"(Acceptor role in charge supports setting multiple at the same time, and if any one acceptance is passed, the acceptance is completed).

			Edit			
egular Irregular			10.Set the workflow (with * re	quired)		
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Step 1:Execute(Neccessary)						
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Step 2:Accept(Optional)						
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影长		✓ Notice at the time	a of initiation and after full consent.	✓ De	lete	
			Add			

11.Click "Cor	nfirm"
Back	Confirm

Note:

During the setting process of Smart Template 2.0, For multi-line text control, the

blank line below the control should be deleted and the table height should be appropriately raised. In this way, when filling in the content, if the content in the control is not enough to fill the table, it will be displayed at the set line-height; and when the content of the control is filled in more, the line will also be automatically raised.

This setting can ensure that the form can be displayed flexibly and efficiently during the filling process, regardless of whether the content is small or large. It can not only improve the aesthetics of the form, but also avoid the problem of non-standard content display caused by too many blank lines.

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	Back Next

(2) Smart Template 1.0

Before uploading the template, use "{{field name}}" to identify the required contents, such as "{{number}}". Select "Smart Template 1.0" in the execution method, click upload the set template (only supporting .docx format), the system will automatically parse the fields in the template and set the data type of each field as needed. For example, "Last Review Time" can be set to "Date Selection" type. After the setting, click "Next" to set the workflow.

Note:

(1) "{{}}" is output by the English input method;

(2) If the placeholder in the document is not correctly identified (i. e. "{{XXXX}}"), you can try to manually input again, but the placeholder is still not identified, please contact the technical personnel for processing.

	风险评价	估活动评审	报告	
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After setting the process, click "OK" (Acceptor role in charge supports setting multiple at the same time, and if any one acceptance is passed, the acceptance is completed).

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			0.44			

11.Click "Confirm

2.Online Editing

After the user logs in the the OLISS Web side, click "SMS Task Setting", then click "Add" to enter the Add interface, select "regular" or "irregular" as needed, fill in the basic information (with * required), select the associated SMS files and applicable vessels, and click "Next" to set the template.

Note: When selecting the associated system file, if the selected system file has an attachment, the attachment can be used as a template for online editing.

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Associated SMS Files If the selected SMS file comes with attachments, this attachment can be used

6.Se	elect th	he relevant SMS fil	les as needed				Please select File Grouping	~	Search Clear
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(Procedure Manua		安全管理程序文件目录(Catalog Of Safety Manageme nt Procedures)			Yes		CruzDing
		Management Manu al	SMM-2021	安全管理手册			Yes	2021-08-18	沈雪飞
		Management Form	LW9.27.4	甲板部安全设施检查表			Yes		杨芬芬
		Management Form	LW16.1.3	安全生产标准化管理综合评价与改进报告			Yes		沈雪飞

4 Total 10Total/Page 🗸



		Add	
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Remarks			
Please enter			
Associated SMS Files			
Please select SMS files.			
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Vessel Name * 🗌 Select All 🛛 Add			
Vessel	Initial Upload Date 😢	Deadline 🙆	Operation
LINK OCEAN 1	2024-12-12	Please select	Delete
		8.Afte	er selecting the applicable vessels, click "Next"

You can choose the attachment of the associated system file as the template for online editing, or you can upload the file as the template (support Word, Excel, PPT format files), and click "Next" to set up the workflow.

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egular Irregular			
Basic Info. Template Setting	gs Workflow Settings	Tips: If template setup is skipped, execution can only be completed by uploar	ding attachments
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		Add Click to change or download th	e template
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After setting the workflow, finally click "Confirm"(Acceptor role in charge supports setting multiple at the same time, and if any one acceptance is passed, the acceptance is completed).

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Step 2:Accept(Optional)	
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3.Uploading Attachments

After the user logs in the the OLISS Web side, click "SMS Task Setting", then click "Add" to enter the Add interface, select "regular" or "irregular" as needed, fill in the basic information (with * required), and click "Next" to set the template.

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Audits Management										
Security Check	No. File No.	Table No. Table Name	Record Time Vessel Name * R	eceiving Dept Effective Time	Upload Perio F	P.I.C of U Operation				
Operation Record	0 000	新時和特內序 cx003-01 人员职责熟悉 录表	F島 影记 LINK OCEAN 1	2020-11-09	1Month f	船长 Edit Delete Off				
SMS Task	0 001001	001001-1 船舶SMS报告 (智能模板2	告 LINK OCEAN 2.0)	2024-01-01	1Month	船长 Edit Delete Off				
SMS Task Setting	1.Click "SMS Task Se 0 0101	tting" 船舶SMS检查 0101 告(智能模板)	查报 LINK OCEAN 体	·系办 2024-11-14	Irregular	船长 Edit Delete Off				
SMS Archive	0 0101	HH0101990 互海測试管理 格	里表 LINK OCEAN 1	2024-08-08	Irregular	船长 Edit Delete Off				
Customs Affairs >	0 06101	01229 船舶SMS报信	告 LINK OCEAN	2024-01-01	Irregular f	船长 Edit Delete Off				
A Vessel Incident Records	0 091101	091101 excel091101	LINK OCEAN 1	2024-09-11	1Month 3	采购专员 Edit Delete Off				
Address Book										
요 E-Signature >			650	Total 10Total/Page ~ < 1	2 3	65 > Go To 1 Page				
Add Regular Irregular or "irregular" as needed 4.Fill in the basic information (with * required)										
Basic Info. Temp	Basic Info. Template Settings Workflow Settings									
File No. *										
Fiedoe enter		Table No. *	Table Name *	0	No. * (The Smalle	er,The Closer)				
		Table No. * Please enter	Table Name * Please enter		No. * (The Smalle	ar, The Closer)				
Effective Time		Table No. * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Record Time Please enter		No. * (The Smalle 0 Receiving Dept	er, The Closer)				
Effective Time 2024-12-12		Table No. * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Record Time Please enter		No. * (The Smalle 0 Receiving Dept Please enter	ar, The Closer)				
Effective Time 2024-12-12 Remarks Please enter		Table No. * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Record Time Please enter		No. * (The Smalle 0 Receiving Dept Please enter	sr, The Closer)				
Effective Time 2024-12-12 Remarks Please enter		Table No, * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Record Time Please enter		No.* (The Smalle 0 Receiving Dept Please enter	sr,The Closer)				
Effective Time 2024-12-12 Remarks Please enter Associated SMS Files Please select SMS files Vessel Name * _ Select A	Mi Add	Table No. * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Record Time Please enter		No. * (The Smalle 0 Receiving Dept Please enter	sr, The Closer)				
Effective Time 2024-12-12 Remarks Please enter Associated SMS Files Please select SMS files. Vessel Name * Select A	MI Add	Table No. * Please enter Upload Period(Month) * Please enter	Table Name * Please enter Please enter		No. * (The Smalle 0 Receiving Dept Please enter	sr,The Closer)				

Due to the method of uploading attachments, directly skip the template Settings and click "Next" to set the workflow.

asic Info.	Template Settings Workflow Settings	Tips: If template setup is skipped, execution can only be completed by uploading attachm
	Execution Method: Smart Template2.0 ~	Execution Method: Online Editing SMS Files
		File Name Operation
	11	N/A
	Please unload the template first. It supports DOCX	Non-System Document Template
	format.	Upload
	Click or Drag The File Here to Upload	Supports Word, Excel, and PPT Format Files
Tips:		

After setting the workflow, finally click "Confirm"(Acceptor role in charge supports setting multiple at the same time, and if any one acceptance is passed, the acceptance is completed).

Edit 7.Set the workflow (with * required)								
Basic Info. Template Settin	Igs Workflow Settings							
Procedure	Role In Charge *		Field Permissions		Warninĝiays *			
1	船长		All Read-Only All Editable Custom		15			
Step 2:Accept(Optional)								
Procedure	Role In Charge *	Node Name	Field Permissions		Warning Days *	Operation		
3	机等部长 ×	Please enter	All Read-Only All Editable Custom		15	Delete		
	+		Add					
Acceptor role in charge supports setting multiple at the same time, somet or Nue: C Rue: C								
总船长		✓ Notice at the time	e of initiation and after full consent.	· ✓ Delete				
			Add					

8.Click "Co	onfirm"
	+
	Confirm