

## How to switch the tree view of internal files in the web system (document)

After the user logs in to the OLISS Web side, click on "Internal File". In the internal file interface, it is displayed in a list view by default. Clicking can switch to a tree view. Clicking on the left folder can view the internal files under the corresponding category, or search for the corresponding files by searching for file names and file numbers.

互海科技 Workbench (19600) Vessel AIS Find Switching System EN 朱慧

SMS Management External File Internal File File Edit

Add Import Export File Grouping

List View List View Tree View

Default Order Valid Reset

File No.	File Name	Responsible Dept.	File Classification	Appendix	All Groups	Stud	Operation
	安全管理程序文件目录(Catalog Of Safety Management Procedures)		Procedure Manua			Unre	...
SP0201-01	风险管控和安全隐患排查治理程序(Risk Control And Potential Risk Ident...		Procedure Manua				...
SP0201-02	附录-风险识别及评估报告(Risk Identification And Assessment Report)		Procedure Manua		散货船通用体系		...
SP0301-03	船舶管理协议签订程序(Ship Management Agreement Signed Procedure)		Procedure Manua		散货船通用体系		...
SP0401-04	SMS监控程序(SMS Monitoring Procedure)		Procedure Manua				...
SP0501-05	船长定期评审SMS程序(Master's Periodical Review On SMS Procedure)		Procedure Manua		散货船通用体系		...

850 Total 10Total/Page 1 2 3 ... 85 Go To 3 Page

互海科技 Workbench (19600) Vessel AIS Find Switching System EN 朱慧

SMS Management External File Internal File File Edit

Please enter File Name/File No. File Info. Operation Record Tree View

Add More File Grouping

- Controlled Files
- Management Manual
- Duty Manual
  - SYQL/SM03-潘俊杰的测试0626
  - CZB/02-台风小结表
  - SMD-2021-安全管理职责(岸基)
  - SMD-3-1-组织结构图及替代人员
  - SMD-3-AD01-公司总经理

3. Click on the folder on the left to view internal files under the corresponding category

4. You can also search for corresponding files by retrieving the file name or file number

Please select the directory file on the left.