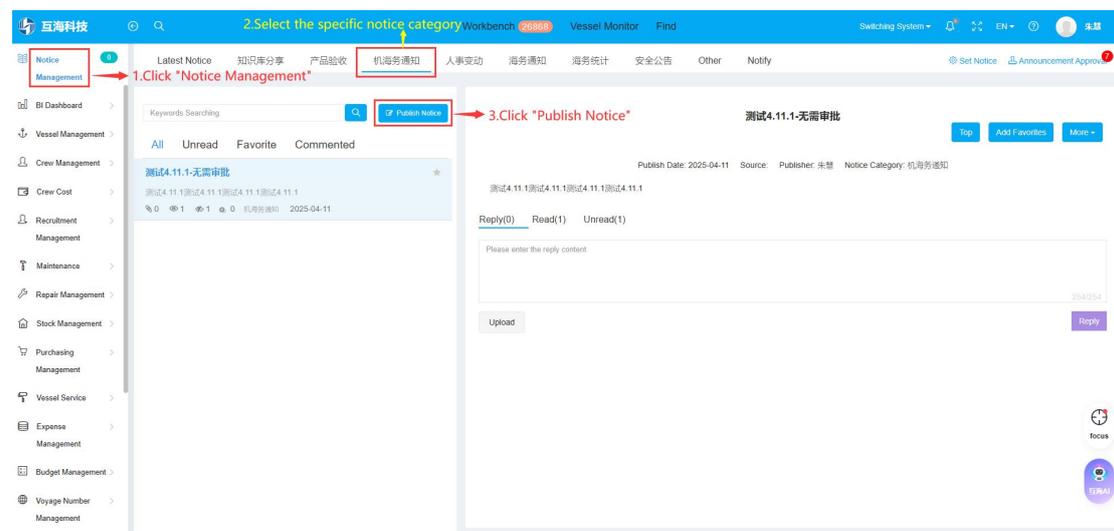


# How to publish a new notice on the web side (Document)

The user logs into the OLISS web side, clicks on "Notice Management", selects the specific notice category from the top options, then clicks "Publish Notice" to enter the publish new notice interface. In this interface, default notice category is displayed, fill in the notice title and content, upload the attachment as needed, select the recipients, and click "Publish" or "Released and Topped" at the bottom right (if there is an approval process, click "Submit for Approval", choose the approval process, then click "Confirm").

**Note:** When you click "Notice Management", (if you do not select the specific notice category in the upper left corner), click "Publish Notice" to enter the interface of publish new notice. In this interface, the notice category is not default, so you need to select the notice category. The other operation steps are the same.



Publish New Notice

Notice Category: 机海务通知 Source: Source

Chinese Title: Title English Title: Title

Chinese Editor

English Editor Note: The content you fill in here will be displayed to the recipient when the system is set to an English language environment.

4.Fill in the notice title and content, upload the attachment as needed, select the recipients, and click "Publish" or "Released and Topped"

Publish Released and Topped Cancel

互海科技 Switching System EN 朱斌

Main Menu 海事对接 (1) 苏) Notice Management BI Dashboard Vessel Management Crew Management Crew Cost Recruitment Management Maintenance Repair Management Stock Management Purchasing Management Vessel Service Expense Management

Publish New Notice

Notice Category: 产品验收 Chinese Title: Test Chinese Editor: test English Editor: test

Please select the workflow.

- 产品专用
- 发布公文通用流程
- 公告审批-一个角色

Process Description:

Confirm Cancel

4'.If there is an approval process, click "Submit for Approval", choose the approval process, then click "Confirm"

Save Submit for Approval Cancel

### Next step:

If there is an approval process, the notice will be transferred to the approval personnel system; if there is no approval process, the notice will be released directly and the recipient can check the content of the notice.