## How to set up multi-step acceptance or no acceptance process for operation records (Document)

The user logs into the OLISS web side and clicks "SMS Management  $\rightarrow$  Operation Record  $\rightarrow$  SMS Task Setting" in order to enter the SMS Task Setting interface. When there are many records, you can quickly find the target item through filtering conditions. Click the "Edit" button on the right side of the target item to enter the edit interface. In the workflow settings window, if you need to set acceptance and multi-step acceptance, click "Add", select the role in charge (multiple selections allowed), fill in the node name and warning days, and finally click "Confirm".

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Expense Management	>	SMS 1	Task SMS	6 Task Setting			2.When there	are many record	ls, you can o	quickly find th	ie target item t	hrough filtering	conditions		
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Voyage Number		No.	File No.	Table No.	Table Name	Record Time	Vessel Name 👻	Receiving Dept	Effective Time	Upload Period 👻	P.I.C of Upload 👻	Acceptor	Operation		
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SMS Management		0	001001	001001-1	船舶SMS报告 (智能模板2.0)		LINK OCEAN 1,LINK OC EAN 14		2024-01-01	1Month 3.Click t	he "Edit" butto	机务部长 on on the right si	Edit Copy   Di	alete off	tem
SMS Files		0	0101	0101	船舶SMS检查报 告(智能模板)		LINK OCEAN 1,LINK OC EAN 14,huhaiyun,huh	体系办	2024-11-14	Irregular	船长	体系办主任	Edit Copy D	elete   Off	
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Operation		0	0101复制的	HH0101990	互海测试管理表格 (多人审批,多人 同批)		LINK OCEAN 1, LINK OC EAN 14, AMY ANGEL		2024-08-08	Irregular	船长	机务主管.机务部长.船长/ 航运主管/机务部长	Edit   Copy   De	elete   Off	
Record SMS Task		0	0101复制	0101	船舶SMS检查报 告(智能模板)		LINK OCEAN 1,LINK OC EAN 14,huhaiyun,huh	体系办	2024-11-14	Irregular	船长	体系办主任,船员培训系 统(徐处长)/2	Edit Copy D	elete   Off	
SMS Task Setting	4	0 1.Click	06101	01229 o enter the	船舶SMS报告 SMS Task S	Setting inter	LINK OCEAN 1, LINK OC EAN 14, huhai3, CAOZ		2024-01-01	Irregular	船长	总经理,海务经理	Edit   Copy   D	elete   Off	
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Management															
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egular Irregular Basic Info. Template Settings	Workflow Settings			
Step 1:Execute(Neccessary)				
Procedure 1	Role In Charge *		Warninglays *	
Step 2:Accept(Optional)				
Procedure	Role In Charge *	Node Name	Warning Days *	Operation
1	船员培训系统(徐处长) × 航运主管 ×	Please enter	15	Delete
		Add		
Dbject Role *	CC Setting *	Click "Add" to set acceptance and multiple selection to the role in charge (multiple selection).	i-step acceptance, ons allowed), fill in the n	node name and warning days
		Add		

Note: After the acceptance process is modified, the operation records that are already in the acceptance process will continue to flow according to the previous process; new tasks submitted will be transferred according to the new process after modification.

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