

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 → Operation Record → 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".

2. When there are many records, you can quickly find the target item through filtering conditions

3. Click the "Edit" button on the right side of the target item

1. Click in order to enter the SMS Task Setting interface

No.	File No.	Table No.	Table Name	Record Time	Vessel Name	Receiving Dept	Effective Time	Upload Period	P.I.C of Upload	Acceptor	Operation
0	000	cx003-01	新聘和轮伙岸基人员取证记录表		LINK OCEAN 1		2024-11-01	Irregular	船长	船长	船长
0	000-复印件3	cx003-01	新聘和轮伙岸基人员取证记录表		LINK OCEAN 1		2024-11-01	Irregular	船长	船长	船长
0	001001	001001-1	船舶SMS报告 (智能模板2.0)		LINK OCEAN 1, LINK OCEAN 14	Juhaiyun.huh...	2024-01-01	1Month	船长	船长	船长
0	0101	0101	船舶SMS检查报告 (智能模板)		LINK OCEAN 1, LINK OCEAN 14	Juhaiyun.huh... 体系办	2024-11-14	Irregular	船长	体系办主任	体系办主任
0	0101	HH0101990	互海测试管理表格 (多人审批, 多人同社)		LINK OCEAN 1, LINK OCEAN 14	AMY ANGEL	2024-08-08	Irregular	船长	船长	船长
0	0101-复印件的	HH0101990	互海测试管理表格 (多人审批, 多人同社)		LINK OCEAN 1, LINK OCEAN 14	Juhaiyun.huh...	2024-08-08	Irregular	船长	船长	船长
0	0101-复制	0101	船舶SMS检查报告 (智能模板)		LINK OCEAN 1, LINK OCEAN 14	Juhaiyun.huh... 体系办	2024-11-14	Irregular	船长	体系办主任	体系办主任
0	06101	01229	船舶SMS报告		LINK OCEAN 1, LINK OCEAN 14	Juhaiyun.huh... CAQZ...	2024-01-01	Irregular	船长	船长	船长
0	091101	091101	excel091101		LINK OCEAN 1		2024-09-11	1Month	CO	船长	船长
0	1010101	1010101	测试智能模板01	每月	LINK OCEAN 1, CAQZ-HI 766	船员部	2024-01-01	1Month	船长	船长	船长

Edit ✕

Regular Irregular

Basic Info. Template Settings **Workflow Settings**

Step 1:Execute(Necessary)

Procedure	Role In Charge *	Warning Days *
1	船长	60

Step 2:Accept(Optional)

Procedure	Role In Charge *	Node Name	Warning Days *	Operation
1	船长培训考核 (船长) 航运主管	Please enter	15	Delete

Add

CC Object

CC Role * CC Setting * **4.Click "Add" to set acceptance and multi-step acceptance, select the role in charge (multiple selections allowed), fill in the node name and warning days**

Add

5.Finally click "Confirm" Back Confirm

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.