

How to publish a new notice

Users can log in to the website of OLSaaS, and operate in "Notice Management" interface according to the following steps 1-5:

The screenshot displays the OLSaaS web interface for managing notices. The top navigation bar includes the company logo '高银海运', a user profile 'Workbench 416', and links for 'Vessel Monitor', 'Find', and 'Help'. The main menu on the left lists 'Notice Management', 'Vessel Management', and 'Crew Management'. The central panel shows a 'Latest Notice' tab selected, with sub-tabs for 'Maritime Notice', 'System Notice', 'Shipping News', and 'Notify'. A search bar and an 'Announce' button are visible. A red box highlights the 'Announce' button, with an arrow pointing to it and the text '2. Switch the notice category according to the demand and then click "Announce"'. Below this, the 'Publish New Notice' form is shown. The 'Notice Category' dropdown is set to 'Maritime Notice', with a red circle around it and an arrow pointing to it and the text '3. After selecting the notice category at step 2, it will be automatically displayed here.'. The form includes a 'Title' field, a rich text editor with a toolbar, and a 'Please Enter the Content...' area. A red box highlights the content area with the text '3. Improve the title, source and notice content as required, and upload attachments and tick whether "Download not allowed" as needed.'. Below the content area, there is an 'Upload Attachment' button and a checkbox for '附件禁止下载'. A note states 'If you choose "Download not allowed", the attachments can only be previewed'. The 'Select Recipient' section shows a tree view of the organization structure, including '扬州高银海运公司', '客服部 (1人)', and '销售部 (1人)'. An 'Employee List' table is shown with columns for 'Select All', '高一', and '高领'. The '高一' and '高领' rows have checkboxes checked, with a red box around them and an arrow pointing to them and the text '4. Tick the notice recipient'. At the bottom right, a 'Publish' button is highlighted with a red box and an arrow pointing to it and the text '5. Click "Publish"'. The 'Cancel' button is also visible next to it.