

## How to top the notice on the web side (Document)

Users log in to the OLISS web side, click "Notice Management" to enter the Notice management interface. Select the notice to be pinned, and click "Top".

The image displays two screenshots of the OLISS web interface, illustrating the steps to pin and unpin a notice.

**Top Screenshot (Pinning a Notice):**

- Step 1:** Click to enter the Notice management interface. The "Notice Management" link in the left sidebar is highlighted with a red box and an arrow.
- Step 2:** Select the notice to be pinned. A notice titled "体系文件更新通知" (System File Update Notice) is highlighted with a red box. An arrow points to the "Top" button in the top right corner of the notice details panel.
- Step 3:** Click "Top". The "Top" button is highlighted with a red box and an arrow.

**Bottom Screenshot (Unpinning a Notice):**

- Step 1:** The pinned notice "体系文件更新通知" is highlighted with a red box. An arrow points to the "Top" button in the top right corner of the notice details panel.
- Step 2:** Click to unpin the notice. The "Cancel Pinning to the Top" button is highlighted with a red box and an arrow.