## How to view the study record of SMS files (internal /external files) on the web side (Document)

Users log in the OLISS web side and click "SMS Management $\rightarrow$ SMS Files $\rightarrow$ External Files" to enter the external file interface. They can query the target file through the filter bar above the list, click the name of the target file, and enter the file details interface. Move the mouse to the attachment icon in the interface, click "Online Reading", open the new page, display the content of the file on the left, and display the study record on the right, to record the browsing times and reading time of current users and others of the company respectively.

Moving the mouse over the reading box on the right, a floating button appears; clicking it allows you to zoom in or out of the viewing area. (This document takes external files as an example)

|                          | 0    | ) Q                     |                                      |                         | Workbench (2000) Vessel Monitor Find Swe |                        |                          |                    |              | thing System + 🗘 💢 EN + 🕐 🍈 🗱 |                |           |           |
|--------------------------|------|-------------------------|--------------------------------------|-------------------------|--|------------------------|--------------------------|--------------------|--------------|-------------------------------|----------------|-----------|-----------|
| Stock Management         | 2    | External File           | Internal File File Edit              |                         |  |                        |                          |                    |              |                               |                |           |           |
| Purchasing<br>Management |      | External File           | Shared Files                         |                         |  |                        |                          |                    |              |                               |                |           |           |
| Vessel Service           |      | Add Import              | Export                               | 2.Query t               | he target file thro                      | ough the filter ba     | r above the list 🛻       |                    |              | Default Orde                  | ır             | ♥ Valid   | ♥ Reset   |
| Expense<br>Management    |      | File No.                | File Name                            | Responsible Dept.       | Issuing Authority 👻                      | File Classification +  | Appendix                 | Study Record 💌     | Attachment 👻 | Uploader                      | Effective Date | Expiry D  | Operation |
| Budget Managemer         | nt > | 000001                  | 中华人民共和国数据安全法                         |                         | 金国人民代表大会常务<br>委员会                        | Law                    |                          | Unread             | 8            | 朱慧                            | 2021-09-01     |           |           |
| D Voyage Number          |      |                         | 中华人民共和国海暨法2                          |                         | 全国人民代表大会常务<br>委员会                        | Law                    |                          | Unread             | 8            | 朱慧                            | 2021-02-01     |           |           |
| Management               |      | 词册册(2021)<br>143号       | 船舶进出港級告管理办法                          | 3 Click the na          | 中华人民共和国海事局                               | Regulation(Navigation) | e file details interface | Read               | 0            | 朱慧                            | 2021-09-01     |           |           |
| Vessel Report            | ×    | 中华人民共和国<br>主席令第八十五<br>号 | 中华人民共和国海南自由贸易港法                      | S. CHER THE H           | 全国人民代表大会常务<br>委员会                        | Law                    | e ne details internet    | Unread             | 0            | 朱慧                            | 2021-06-10     |           |           |
| Patrol Inspection        | ×.   | -                       | 驱到局限过分呈现出                            |                         |  |                        |                          |                    |              | 生華                            |                |           |           |
| SMS Management           | ~    |                         | 推进国内航行海船和500总吨以下<br>国际航行船舶履行(2006年海事 |                         | 海事局                                      |                        |                          | Unread             | 8            | 朱慧                            | 2019-11-18     |           |           |
| External File            |      |                         |                                      |                         |  |                        | - 第三个附录                  |                    |              | 朱慧                            |                |           |           |
| Internal File            | -6   | WB001                   | 上海海事局关于调整错区甚高频无<br>找由该感谢年用态面的语知      | AI THE Interface<br>体系办 | 上海海亭局                                    |                        |                          | Unread             | 0            | 朱慧                            | 2020-01-01     |           |           |
| File Edit                | - 1  |                         |                                      |                         |  |                        | 啊 - 第二个附录                |                    |              | 朱慧                            |                |           |           |
| Audits Manageme          | nt   |                         |                                      |                         |  |                        | 1-第一个附录                  |                    |              | 4日                            |                |           |           |
| Security Check           |      |                         |                                      |                         |  |                        |                          |                    |              | (1000)                        |                |           |           |
| Operation<br>Record      |      |                         |                                      |                         |  |                        | 1                        | 79 Total 10Total/P | age v <      | 1 2 3                         | 18             | > Go To 3 | Page      |
| SMS Archive              |      |                         |                                      |                         |  |                        |                          |                    |              |                               |                |           |           |



## Note:

For the study record of the internal documents, please refer to the above operation steps.