

How to approve the SMS file edit form

Users can log in to the website of OLSaaS, and operate in "Workbench → To-do List → Workflow Task → Approve" interface according to the following steps 1-3:

Step 1: Log in to the website of OLSaaS, and enter the workbench interface by default, and click "Workflow Task → Approve → File Edit (To Be Approved)".

Step 2: Click on the file edit form to be approved, and the lower interface will pop up.

Step 3: Click separately to perform corresponding operations

File Edit Application: UF23040004 (Modify)
Apply Date: 2023-04-25

No.	File No.	File Type	File Name	Responsible Dept.	Effective Date	Edit Reason
1	2023042501	Internal	内部审核、有效性评价	SMS Office	2022-02-15	

File Info.
File Name: 内部审核、有效性评价
File No.: 2023042501
File Classification: 管理手册
Responsible Dept.: SMS Office
Effective Date: 2022-02-15
Expiration Date:
File Description:

File Details Table:

File No.	File Name	Responsible ...	File Classifica...	Approval
230410	船舶疫情防控管理条例	航运部	Emergency Manual	
2023042501	内部审核、有效性评价	SMS Office	Management Manual	

Next Step:

If it is approved, the file will be in a state of "Finished" in the file modification interface, and the related internal files will be automatically updated according to the modified contents;

If it is rejected, the file will be in a state of "Rejected" in the file modification interface, and the user can re-create the document.

Description:

This document is based on the document with the type of "Modify", and the operation methods of other types of "Add" and "Invalid" are the same.