

How to Edit, Off, or Delete System Training Tasks (Document)

Users log in to the OLISS web side , click **"SMS Management → SMS Files → SMS Training"** in order to enter the system training interface. Clicking "Status" allows filtering of valid/invalid tasks, and clicking "Edit, Off, Delete" enables corresponding operations respectively;

External File Internal File File Edit System Training

Add

Click "Status" allow filter of valid/ invalid tasks

No.	Name of Training	Number of Training Files	Completion Status	Finish Date	Creation Time	Status	Operation
1	测试213245	2	0/2		2025-07-09 09:20:59	Invalid	Edit On Delete
2	人员培训测试时	1	0/1		2025-07-08 15:16:20	Valid	Edit Off Delete
3	243546	1	0/1		2025-07-07 11:01:29	Invalid	Edit On Delete
4	21435436	1	0/1		2025-07-03 16:40:55	Valid	Edit Off Delete
5	134354	1	0/3		2025-07-02 15:20:38	Valid	Edit Off Delete
6	1214	1	0/1		2025-07-01 14:20:29	Valid	Edit Off Delete

1. Click "SMS Training" in order to enter the system training

2. Click "Edit, Off, Delete" enables corresponding operations respectively

①. Edit

Click "Edit" to enter the editing system training interface, where you can modify the training name, modify the training file, or delete the training file as needed, then click "Next" to return to the editing system training interface. After modifying or deleting the training target according to the requirements, click "Confirm" to submit the modified training task to the workbench of the relevant training target

1 Please select SMS files 2 Select Training Personnel

Name of Training *

1214

Training File *

Select Files

Batch Delete

☐	File No.	File Name	File Classification	File Classification	Attachment	Appendix	Operation
☐	44444	凭空出现	Internal File	管理手册	2.jpg		Delete

1 Total

10Total/Page

3. Where you can modify the training name, modify the training file, or delete the training file as needed, then click "Next" to return to the editing system training interface



Cancel Next

1 Please select SMS files 2 Select Training Personnel

Training User *

Select Personnel

Batch Delete

☐	Dept.	Login Account	Name	Role	Operation
☐	运营部	1516****8	王晶晶	机务主管,体系办主任,人事主管,人事主任,机务经理,采购经理,运营主管,采购主管,船长,商务经理,指导员,子管理员,人事经理,船员代...	Delete

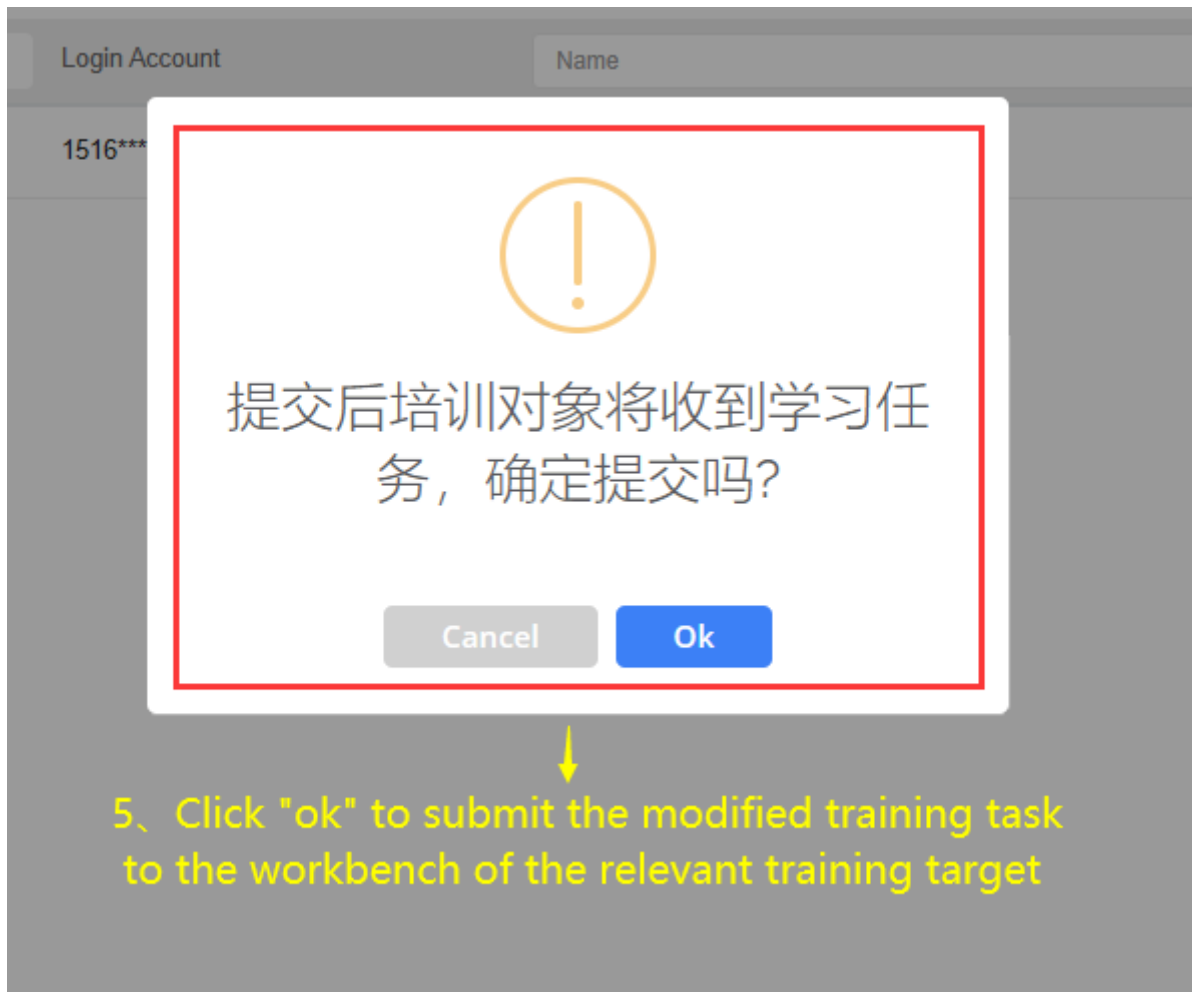
1 Total

10Total/Page

4. After modifying or deleting the training target according to the requirements, click "Confirm"



Cancel Back Confirm



②. Off

Click "Off", a middle pop-up window will appear. Click "OK" to close this learning task;

The screenshot shows the 'System Training' tab in a software interface. It contains a table with training tasks. A confirmation dialog box is overlaid on the table, asking: 'When disabled, the learning tasks will be closed. Do you confirm to disable it?'. The dialog has 'Cancel' and 'Ok' buttons. A yellow arrow points from the 'Ok' button to the text below: '4. Click "OK" to close this learning tasks'. Another yellow arrow points from the 'Off' button in the 'Operation' column of the last row to the text above: '3. Click "Off", a middle pop-up window will appear'.

No.	Name of Training	Number of Training Files	Completion Status	Finish Date	Creation Time	Status	Operation
1	测试213245	2	0/2		2025-07-09 09:20:59	Invalid	Edit On Delete
2	人员培训测试时	1			2025-07-08 15:16:20	Valid	Edit Off Delete
3	243546	1			2025-07-07 11:01:29	Invalid	Edit On Delete
4	21435436	1			2025-07-03 16:40:55	Valid	Edit Off Delete
5	134354	1			2025-07-02 15:20:38	Valid	Edit Off Delete
6	1214	1			2025-07-01 14:20:29	Valid	Edit Off Delete

③. Delete

Click "Delete", a confirmation dialog will pop up, click "OK" to delete this training task.

External FileInternal FileFile EditSystem Training

我的学习记录

Add

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6	1214	1			2025-07-01 14:20:29	Valid	Edit Off Delete

!

Are you sure to delete?

Cancel

Ok

3'. Click "Delete", a confirmation dialog will pop up

4'. Click "ok" to delete this training task