

How to copy the SMS task setting (Document)

Users log in to the web terminal and click "SMS Management→Operation Record→SMS Task Setting" in order to enter the SMS Task Setting interface. Users can query the target record through filter conditions or keyword search, and click "Copy" on the right side of the target record to enter the Add-Basic Info. interface. In this interface, click to switch "Regular / Irregular", modify the basic information (with * required), click "Next" to enter the Template Settings interface, click "Change the template", update the data type for each field according to the need, and click "Next". In the Workflow Settings interface, after modifying the workflow information as needed, click "Confirm".

2.Query the target record through filter conditions or keyword search

1.Click in order to enter the SMS Task Setting interface

3.Click "Copy"

No.	File No.	Table No.	Table Name	Record Time	Vessel Name	Receiving Dept	Effective Time	Upload Period	P.L.C of Upload	Acceptor	Operation
0	000	cx003-01	新聘和转岗岸基人员培训记录表		LINK OCEAN 1		2024-11-01	1Month	船长	船员培训系统 (徐处长) / 航运主管	Edit Copy Delete Off
0	000-复制3	cx003-01	新聘和转岗岸基人员培训记录表		LINK OCEAN 1		2024-11-01	1Month	船长	船员培训系统 (徐处长) / 航运主管	Edit Copy Delete Off
0	001001	001001-1	船舶SMS报告 (智能模板2.0)		LINK OCEAN 1, LINK OCEAN 14		2024-01-01	1Month	船长	机务部长	Edit Copy Delete Off
0	0101	0101	船舶SMS检查报告 (智能模板)		LINK OCEAN 1, LINK OCEAN 14, Juhaiyun, hu...	体系办	2024-11-14	Irregular	船长	体系办主任	Edit Copy Delete Off
0	0101	0101	互海测试管理表格 (多人审批, 多人同批)		LINK OCEAN 1, LINK OCEAN 14, AMY ANGEL		2024-08-08	Irregular	船长	机务主管, 机务部长, 船长 / 航运主管 / 机务部长	Edit Copy Delete Off
0	0101-复制的	HF0101990	互海测试管理表格 (多人审批, 多人同批)		LINK OCEAN 1, LINK OCEAN 14, AMY ANGEL		2024-08-08	Irregular	船长	机务主管, 机务部长, 船长 / 航运主管 / 机务部长	Edit Copy Delete Off
0	0101-复制	0101	船舶SMS检查报告 (智能模板)		LINK OCEAN 1, LINK OCEAN 14, Juhaiyun, hu...	体系办	2024-11-14	Irregular	船长	体系办主任, 船员培训系统 (徐处长) / 2	Edit Copy Delete Off
0	06101	01229	船舶SMS报告		LINK OCEAN 1, LINK OCEAN 14, Junhui3, CAOZ...		2024-01-01	Irregular	船长	总经理, 海务经理	Edit Copy Delete Off
0	091101	091101	excel091101		LINK OCEAN 1		2024-09-11	1Month	OO	船长	Edit Copy Delete Off
0	1010101	1010101	测试智能模板01	每月	LINK OCEAN 1, CAOZhi 766	船员部	2024-01-01	1Month	船长	指定人员	Edit Copy Delete Off

Add

Regular Irregular

4.Click to switch "Regular / Irregular"

Basic Info Template Settings Workflow Settings

File No. * 1010101 Table No. * 1010101 Table Name * 测试智能模板01 No. * (The Smaller, The Closer) 0

Effective Time 2024-01-01 Upload Period(Month) * 1 Record Time 每月 Receiving Dept 船员部

Remarks Please enter

Associated SMS Files Please select SMS files

Vessel Name * ☐ Select All Add

Vessel	Initial Upload Date	Deadline	Operation
LINK OCEAN 1	2024-01-15	2024-09-30	Delete
CAOZhi 766	2024-07-02	Please select	Delete

5.Modify the basic information (with * required)

6.Click "Next"

Next

7.Click "Change the template" to change the template type and file

8.Update the data type for each field according to the need

9.Click "Next"

Execution Method: Smart Template1.0

Change the template

download the template

Default to Last Entry

Please set the data type for each field.

Field Name	Field Type
船舶名称	船舶选择
填写人	单行文本
报告时间	日期选择
主持人	单行文本
时间	日期选择
地点	单行文本
复查类别	单选
大副	单行文本
二副	单行文本

Output Format

Settings Options

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Next

10.Modify the workflow information as needed

11.Click "Confirm"

Step 1:Execute(Necessary)

Procedure	Role In Charge *	Warning Days *
1	船长	15

Step 2:Accept(Optional)

Procedure	Role In Charge *	Node Name	Warning Days *	Operation
1	指定人员	Please enter	15	Delete

Add

Back

Confirm