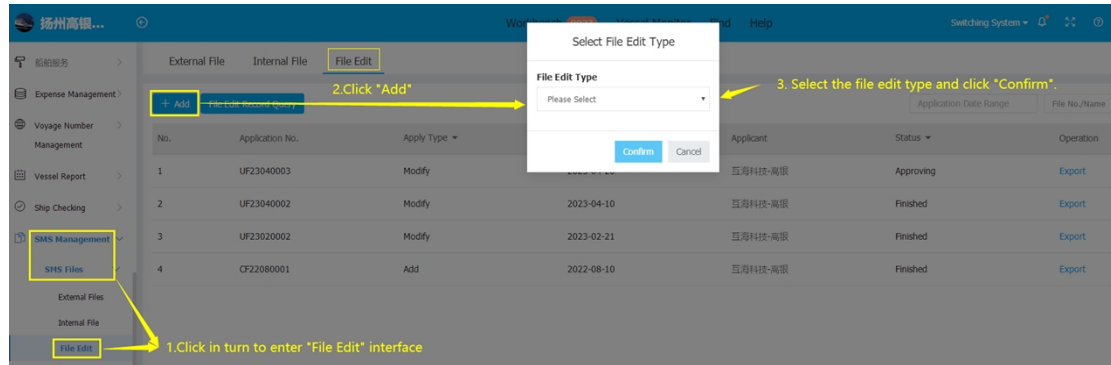# How to create SMS file editing request

Users can log in to the website of OLSaaS, and operate in"SMS Management → SMS Files → File Edit" interface according to the following steps 1-10:

(The application types of file edit include: add,modify,invalid. This document takes the "modify" type as an example.)

Add File Edit Items

File Type*

Internal File

File No.

2023.02.21

File Name*

内部审核、有效性评价

Responsible Dept.

体系办

Effective Date

2021-01-01

File Classification

管理手册

File Description

6.Modify the information according to the requirements, fill in the reasons for modification or upload attachments.

0 / 500

Edit Reason

0 / 500

⬆ Upload Attachment

The size of a single uploaded file cannot exceed 1GB.

7. Click "Confirm" ➜ Confirm   Cancel

File Classification ▼	File No.	File Name	Search	Clear

File No.	File Name	Responsible Dept.	Issuing Authority	File Classification	Appx No.	Attachment	Uploader	Update Time	Operation
230410	船舶疫情防控管理条例	航运部		应急手册		N/A	互海科技-高银	2023-04-10 17:27:47	+
2023.02.21	内部审核、有效性评价	体系办		管理手册		N/A	互海科技-高银	2023-02-21 16:36:39	Added

Added Edit Items **8. The edit items that have been added will appear here. At this time, you can edit or delete again and continue to add edit items.**

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

Workflow*

Please Select Workflow   ⊙

Workflow Remark

9. Select the "Workflow"

10. Click "Confirm" ⟶ Confirm Cancel

External File   Internal File   **File Edit**

+ Add   File Edit Record Query

After the file editing request is submitted, the status of "Approving" will be displayed in the list interface, and users can export it according to their needs.

Application Date Range   File No./Name   🔍 Reset ↻

No.	Application No.	Apply Type ▼	Apply Date	Applicant	Status ▼	Operation
1	UF23040004	Modify	2023-04-25	互海科技-高银	Approving	Export
2	UF23040003	Modify	2023-04-20	互海科技-高银	Approving	Export

Next Step：

After the file editing request is generated,the document will be transfered to the workbench of relevant approval role according to the workflow node.