

How to add appendix information of SMS files(external/internal files)

Users can log in to the website of OLSaaS, and operate in "SMS Management → External/Internal Files" interface according to the following steps 1-4:

(Take the external file as an example)

File No.	File Name	Responsible	Issuing Aut.	File Classif.	Appendix	Study Recco.	Attachment	Uploader	Effective Date	Expiration	Update Time	Operation
江苏海事局通告2022年第4号	江苏海事局辖区水域水上交通安全监督管理规定	甲板	江苏海事局	Regulation(Navigation)		Read		朱俊	2022-02-01	2027-01-31	2023-02-09 18:35:43	...
江苏海事局通告2022年第3号	江苏海事局船舶航行剩余水深管理规定	甲板	江苏海事局	Regulation(Navigation)		Read		刘鹏	2022-02-01	2027-01-31	2022-10-10 14:02:30	...
01010101	Safety Regulations		Changjiang Maritime Safety Bureau	Regulation(General)		Read		高振	2023-03-09	2024-10-16	2023-03-28 14:43:17	...
2021年第11号	辽宁海事局防治船舶污染物接收作业污染专项海洋环境管理办法	甲板	辽宁海事局	Regulation(Oil Spill Prevention)		Read		刘鹏	2022-02-01	2027-01-31	2022-12-01 15:37:57	...
上海海事局通告2021年第8号	上海海事局关于辖区沿海主要公共航道的通告	海务部	上海海事局	Regulation(Navigation)		Read		许华伟	2021-09-15		2022-10-10 15:11:47	...

Add Appendix of External File

Appx. Name*

Appx No.

File Ordering

Top After Specified File

Specified File*

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

Create A Notice?

4. Fill in the relevant information of the appendix as required(items with * are required), and support uploading attachments. You can also tick "Create A Notice" according to actual needs, and then click "Confirm".

Description:

If "Create A Notice" is selected in step 4, the notice will appear in "Notice Management" module!
To add an appendix to the internal file, please refer to the above operation steps.