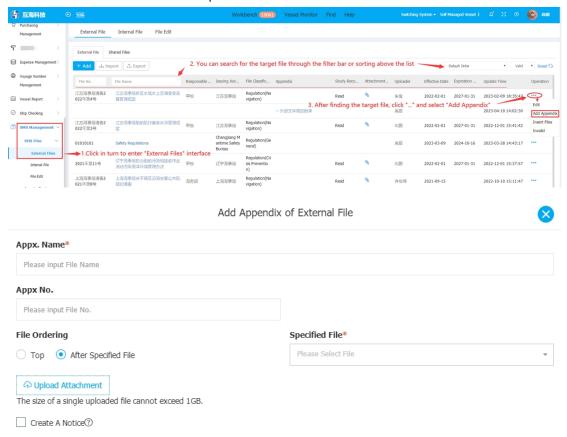
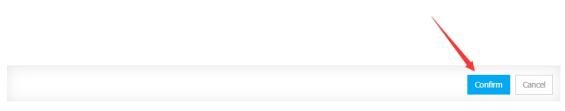
## How to add appendix information of SMS files(external/internal files)

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)



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.