

# How to add SMS operation record items on the web side (Document)

The users log into the OLISS web side and click "SMS Management → Operation Record → SMS Task Setting" in order to enter the SMS Task Setting interface (this document demonstrates operations using regular as an example).

In the SMS Task Setting interface, users click "Add" to navigate to the add interface: by default, it is set as regular; you can switch to irregular. Fill in the file number, table number, table name, sequence number, upload period, select the effective time, and fill in the record time and receiving department as needed. You can also fill in remarks and associated SMS files (marked with \* are mandatory). Then click "Next" to enter the template settings interface: there are three methods for template settings: smart template (2.0 and 1.0), online editing, and uploading attachments; if using the attachment upload method, directly skip the template settings and click "Next" to the workflow settings interface. Set the process: select the role in charge, warning days, and other relevant information (marked with \* are mandatory), after setting up the process, click "Confirm" (the acceptance person can set multiple roles simultaneously, and the process is considered completed once any one of them passes).

The screenshot displays the OLISS web interface. The top navigation bar includes '互海科技', 'Workbench 25821', 'Vessel Monitor', 'Find', 'Switching System', and user information '朱基'. The left sidebar shows a navigation tree with 'SMS Management' expanded, and 'SMS Task Setting' selected. The main content area is titled 'SMS Task Setting' and features a table of SMS tasks. The table has the following columns: No., File No., Table No., Table Name, Record Time, Vessel Name, Receiving Dept, Effective Time, Upload Period, P.I.C of Upload, and Operation. The table contains several rows of data, including tasks for 'LINK OCEAN 1' and 'LINK OCEAN 14'. The 'Add' button is highlighted with a red box and labeled '2. Click \*Add\*'. A red arrow points from the 'SMS Task Setting' option in the sidebar to the 'Add' button, labeled '1. Click in order to enter the SMS Task Setting interface.'

Add ✕

Regular Irregular → By default, it is set as regular, you can switch to irregular

3.Fill in the file number, table number, table name, sequence number, upload period, select the effective time, and fill in the record time and receiving department as needed. You can also fill in remarks and associated SMS files (marked with \* are mandatory) ↑

Basic Info. Template Settings Workflow Settings

File No. *	Table No. *	Table Name *	No. * (The Smaller,The Closer)
Please enter	Please enter	Please enter	0
Effective Time	Upload Period(Month) *	Record Time	Receiving Dept
2025-04-07	Please enter	Please enter	Please enter
Remarks			
Please enter			
Associated SMS Files			
Please select SMS files.			
Vessel Name <input type="checkbox"/> Select All <input type="checkbox"/> Add <span style="margin-left: 10px;">→ Users can check "Select All" or click "Add" to select partial vessel</span>			
Vessel	Initial Upload Date <a href="#">🔗</a>	Deadline <a href="#">🔗</a>	Operation
LINK OCEAN 1	Please select	Please select	Delete

4.Then click "Next" ← Next

Add ✕

Regular Irregular

Basic Info. Template Settings Workflow Settings

Tips: If template setup is skipped, execution can only be completed by uploading attachments.

Execution Method: Smart Template2.0

↑

Please upload the template first. It supports DOCX format.

Click or Drag The File Here to Upload

Execution Method: Online Editing

SMS Files

File Name	Operation
N/A	

Non-System Document Template

Upload

Supports Word, Excel, and PPT Format Files

Tips:  
1. Please upload a docx format file after Word 2007 version.

5.There are three methods for template settings: smart template (2.0 and 1.0), online editing, and uploading attachments; if using the attachment upload method, directly skip the template settings and click "Next" ← Back Next

Add ✕

Regular Irregular

6.Select the role in charge, warning days, and other relevant information (marked with \* are mandatory) ↑

Basic Info. Template Settings Workflow Settings

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	<input type="checkbox"/> 船员培训系统 (船长) × <input type="checkbox"/> 船员管理-头登 ×	Please enter	15	Delete

The acceptance person can set multiple roles simultaneously, and the process is considered completed once any one of them passes Add

CC Object

CC Role *	CC Setting *	Operation
		Add

7.After setting up the process, click "Confirm" ← Back Confirm

### Next step:

After the system operation record item is added, it will be displayed in the SMS Task Setting list interface;

- ① If the new item is regular operation record, the new item is in the "To Be Uploaded" state, and there will be an execution task in "Workbench-Waiting tasks-Running"

Record";

← Operation Record Execution → Click "Workbench-Waiting tasks-Running Record" in order to enter this interface

Regular(155) Irregular(17) Returns irregularly 2

Please select a vessel. Select Recipient Department Please select the execution status Please enter keywords. Search Reset

The new item is in the "To Be Uploaded" state

Table No./Name	Record Time	Upload Period(...)	P.I.C of Upload	Acceptor	Receiving Dept	Vessel Name	Month	Status	Operation
001001-1 / 船舶SMS报告 (智能模板2.0)		1	船长	机务部长		LINK OCEAN 14	2025-04	To Be Uploaded	Upload
001001-1 / 船舶SMS报告 (智能模板2.0)		1	船长	机务部长		LINK OCEAN 1	2025-04	To Be Uploaded	Upload
GX/GLXZ37-01 / 船舶药品清单		1	船长	指定人员		LINK OCEAN 14	2025-04	To Be Uploaded	Upload
GX/GLXZ37-01 / 船舶药品清单		1	船长	指定人员		LINK OCEAN 1	2025-04	To Be Uploaded	Upload
cz01-01 / 船长考核表		1	CO	指定人员,海务经理		Shore-based	2025-04	To Be Uploaded	Upload
YQXZ012-01 / 船舶安全活动白记录-	月度(船长)	1	船长	体系办主任	NSM办	Shore-based	2025-04	To Be Uploaded	Upload

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② If the new item is irregular operation record, switch to the "SMS Task-Irregular-Add Record" interface. Click on "Execution Record" after adding the new item, and complete the relevant information in the execution interface. After clicking "Save", a task will be generated and appear in the "SMS Task-Irregular" interface. At the same time, there will be an execution task listed under "Workbench-Waiting tasks-Running Record".

← Operation Record Execution → Click "Workbench-Waiting tasks-Running Record" in order to enter this interface

Regular(158) Irregular(21) Returns irregularly 2

Please select a vessel. Select Recipient Department Please select the execution status Please enter keywords. Search Reset

The new item is in the "To Be Submitted" status

Switch to "Irregular" interface

Table No./Name	Record Time	P.I.C of Upload	Acceptor	Receiving Dept	Vessel Name	Occurrence ...	Upload Date	Status	Operation
cx003-01 / 新聘和转岗岸基人员职责熟悉记录表		船长	船员培训系统 (徐处长) /...		LINK OCEAN 1	2025-04-08	2025-04-08	To Be Submitted	Submit
cx003-01 / 新聘和转岗岸基人员职责熟悉记录表		船长	船员培训系统 (徐处长) /...		LINK OCEAN 1	2025-04-08	2025-04-08	To Be Submitted	Submit
cx003-01 / 新聘和转岗岸基人员职责熟悉记录表		船长	船员培训系统 (徐处长) /...		LINK OCEAN 1	2025-04-08	2025-04-08	To Be Submitted	Submit

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