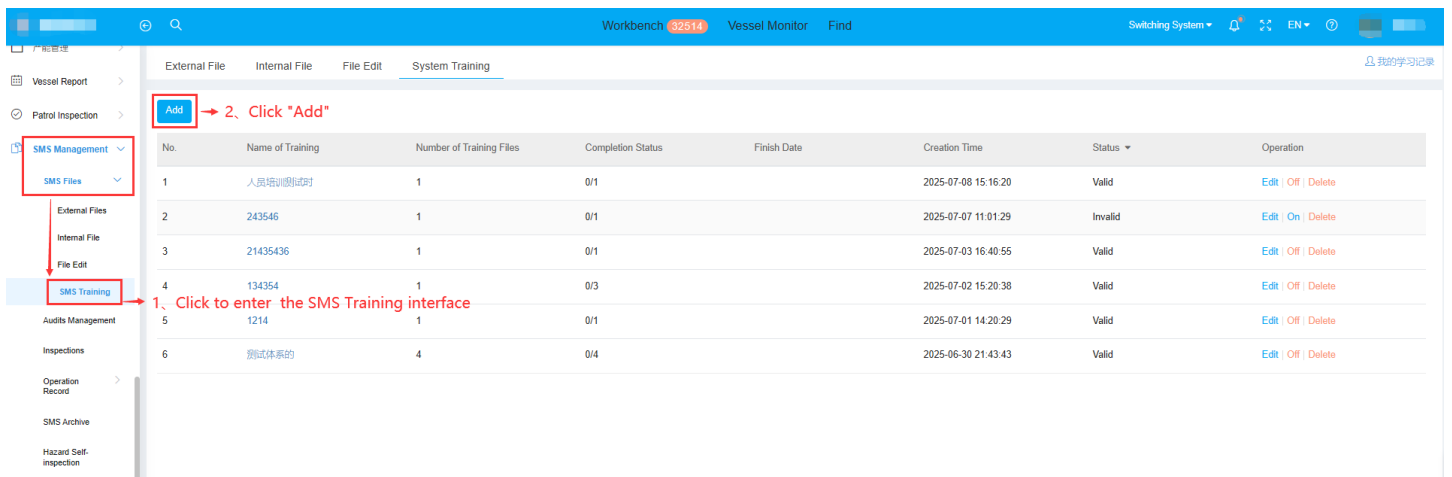


# How to Add a New System Training Task (Document)

Users log in to the OLISS Web side, click to enter the **"SMS Management → SMS Files → SMS Training"** interface in turn. Click "Add", and on the new system training interface, fill in the training name, click "Select Files", a pop-up window for selecting system documents will appear on the right. In this pop-up window, check the target document and then click "Confirm", return to the new interface, check the system document, click "Next", click "Select Target", a pop-up window will appear on the right, check the training target in this pop-up window, then click "Confirm", return to the new interface, check the training target, click "Confirm", after submission, this training task will appear in the system learning section of the relevant personnel's workbench.



The screenshot displays the OLISS Web interface. On the left sidebar, the navigation menu includes "SMS Management" and "SMS Files". A red box highlights the "SMS Management" menu item, with a red arrow pointing to the "SMS Training" option. Another red box highlights the "Add" button in the top left of the main content area, with a red arrow pointing to it and the text "2. Click 'Add'". The main content area shows a table of training tasks with the following data:

No.	Name of Training	Number of Training Files	Completion Status	Finish Date	Creation Time	Status	Operation
1	人员培训测试时	1	0/1		2025-07-08 15:16:20	Valid	Edit   Off   Delete
2	243546	1	0/1		2025-07-07 11:01:29	Invalid	Edit   On   Delete
3	21435436	1	0/1		2025-07-03 16:40:55	Valid	Edit   Off   Delete
4	134354	1	0/3		2025-07-02 15:20:38	Valid	Edit   Off   Delete
5	1214	1	0/1		2025-07-01 14:20:29	Valid	Edit   Off   Delete
6	测试体系的	4	0/4		2025-06-30 21:43:43	Valid	Edit   Off   Delete

3、

Workbench 92514

新增体系培训

1 Please select SMS files. 2 Select Training Personnel

Name of Training \* → 3. Fill in the training name

测试213245

Training File \* 4. Click "Select Files"

Select Files Batch Delete

File No.	File Name	File Classification
<input type="checkbox"/>		

Please select SMS files.

External File Internal File

Default Order Reset

<input type="checkbox"/>	File No.	File Name	File Classification	Attachment	Appendix
<input type="checkbox"/>	2025年第1号公告	中华人民共和国海事局关于发布《海上浮动设施检验规则（2025）》的公告	规章(船检)	海上浮动设施检验规则.pdf	
<input type="checkbox"/>	110	交通运输部海事局关于印发《海事行政复议工作规定》的通知	法规	交通运输部海事局关于印...	
<input type="checkbox"/>	江苏海事局通告（2023）14号	江苏海事局通告（2023）14号	规章(船舶)	江苏海事局航运公司安全...	
<input type="checkbox"/>	交办海（2024）67号	交通运输部办公厅关于印发《内河运输船舶重大事故隐患判定标准》的通知	规章(船舶)	交通运输部办公厅关于印...	
<input type="checkbox"/>	230410	关于印发散装液体危险货物运输货主（码头）高原型选船机制管理办法的通知	规章(危防)	12 关于印发散装液体危...	
<input type="checkbox"/>	海政法（2022）142号	关于印发《直属海事系统“双随机、一公开”监管实施办法》的通知	规章(综合)	15 关于印发《直属海事...	
<input type="checkbox"/>	234	中华人民共和国海商法	法律	中华人民共和国海商法.d...	
<input type="checkbox"/>	江苏海事局通告2022年第4号	江苏海事局桥区水域水上交通安全监督管理规定	规章(通航)	江苏海事局桥区水域水上...	
<input checked="" type="checkbox"/>	交办海（2021）49号	海船船员培训大纲（2021版）	规章(船员)	海船船员培训大纲（202...	
<input checked="" type="checkbox"/>	测试157	江苏海事局船舶航行富余水深管理规定	规章(通航)	江苏海事局船舶航行富余...	

46 Total 10Total/Page < 1 2 3 4 5 > Go To 1 Page

5. Check the target document and then click "Confirm"

Confirm Cancel

新增体系培训

1 Please select SMS files. 2 Select Training Personnel

Name of Training \*

测试213245

Training File \*

Select Files Batch Delete

<input checked="" type="checkbox"/>	File No.	File Name	File Classification	File Classification	Attachment	Appendix	Operation
<input checked="" type="checkbox"/>	交办海（2021）49号	海船船员培训大纲（2021版）	External File	规章(船员)	海船船员培训大纲（2021版）.doc		Delete
<input checked="" type="checkbox"/>	测试157	江苏海事局船舶航行富余水深管理规定	External File	规章(通航)	江苏海事局船舶航行富余水深管理规...		Delete

2 Total 10Total/Page

6. Check the system document, click "Next"

Cancel Next

Workbench 32514

Select Training Personnel

1 Please select SMS files 2 Select Training Personnel

Training User \* 7. Click "Select Personnel"

Select Personnel Batch Delete

<input type="checkbox"/>	Dept.	Login Account	Name	Role
<input type="checkbox"/>	技术部	153888*****	App测	CO, 总船长, 总经理, App审核专用角色, 维护保养
<input type="checkbox"/>		1515*****7	Cruz	船舶管理系统超级管理员, 机务主管, 采购经理, 采购主管, 船舶管理, 机务副经理, 船员...
<input type="checkbox"/>	运营部	1516*****8	王晶晶	机务主管, 体系办主任, 人事主管, 人事主任, 机务经理, 采购经理, 运营主管, 采购主管, ...
<input type="checkbox"/>	技术部	18790*****6	1879*****6	测试账号, 测试权限, 所有权
<input type="checkbox"/>	新海1号(赵旭东)	18180*****6	admin	CO
<input type="checkbox"/>		1515*****5	CruzDing	船舶管理系统超级管理员, 机务主管, 体系办主任, 人事主管, 人事主任, 机务经理, 运营...
<input type="checkbox"/>		测试权限	hcx	测试权限
<input type="checkbox"/>	技术部	18918*****6	Henry	船舶管理系统超级管理员, 机务主管, 体系办主任, 人事主管, 人事主任, 机务经理, 运营...
<input checked="" type="checkbox"/>	宁波互海	1896*****5	NEWNEW	机务主管, 体系办主任, 人事主管, 人事主任, 机务经理, 采购经理, 运营...
<input checked="" type="checkbox"/>	产品部	PmsTest	PMS咨询	PMS咨询

94 Total 10Total/Page < 1 2 3 ... 10 > Go To 1 Page

8. Check the training target in this pop-up window, then click "Confirm"

Confirm Cancel

新增体系培训

1 Please select SMS files 2 Select Training Personnel

Training User \*

Select Personnel Batch Delete

<input type="checkbox"/>	Dept.	Login Account	Name	Role	Operation
<input checked="" type="checkbox"/>	产品部	PmsTest	PMS咨询	PMS咨询	Delete
<input type="checkbox"/>	宁波互海	18964*****5	NEWNEW	机务主管, 体系办主任, 人事主管, 人事主任, 机务经理, 采购经理, 运营主管, 采购主管, 船长, 老轨, 商务经理, 轮机长, 驾驶员, 船员经理, 大...	Delete

2 Total 10Total/Page

9. Check the training target, click "Confirm"

Cancel Back Confirm

Login Account

Name

PmsTes

18964\*\*



提交后培训对象将收到学习任务，确定提交吗？

Cancel

Ok



10、 After submission, this training task will appear in the system learning section of the relevant personnel's workbench