

## How to approve the audit plan on the web side (Document)

After the added or modified audit plan is submitted, the document is transferred to the workbench of the person with approval authority.

When users log in to the OLISS web side, default to enter the workbench interface. Click on "Audit Management-Approve" under workflow task. In the Audit Plan-Approve interface, if there are many documents, you can filter target document by year or the audited unit. Click anywhere on the target document to enter the approval interface, and then click "Accepted" or "Reject" as needed.

The image shows two screenshots of the OLISS web interface. The top screenshot displays the 'Workbench' interface with various task categories. A red box highlights the 'Workbench (30969)' tab, with an arrow pointing to it and the annotation '1. When users log in to the OLISS web side, default to enter the workbench interface'. Another red box highlights the 'Audit Management-Approve(3)' task under 'Workflow Task', with an arrow pointing to it and the annotation '2. Click on "Audit Management-Approve" under workflow task'. The bottom screenshot shows the 'Audit Plan-Approve' interface. A red box highlights the filter options '2025' and 'Please select Audited Unit', with an arrow pointing to it and the annotation '3. If there are many documents, you can filter target document by year or the audited unit'. Another red box highlights the third row of the audit plan table, with an arrow pointing to it and the annotation '4. Click anywhere on the target document'. The table contains the following data:

#	Audit Type	Year	Number of Audited Dep...	Submission Time	Apply Type	Status
1	Temporary Audit	2025	1	2025-05-09 09:51:05	Edit	Approving
2	Internal Audit	2025	1	2025-05-09 09:25:26	Add	Approving
3	Initial Audit	2025	1	2025-04-30 13:11:34	Add	Approving



Year: 2025 Audit Type: Initial Audit

#	Audited Unit *	Last Audit	January	February	March	April	May	June	July	August	September	Operation
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1	销售部	2024-08-29					To be planned					
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Task Progress

**Apply** 2025-04-30 13:11:34

朱慧

**Approve—机务部长**

2025-05-08 13:56:36

朱慧

**Approve—总船长**

5.Click "Accepted" or "Reject" as needed