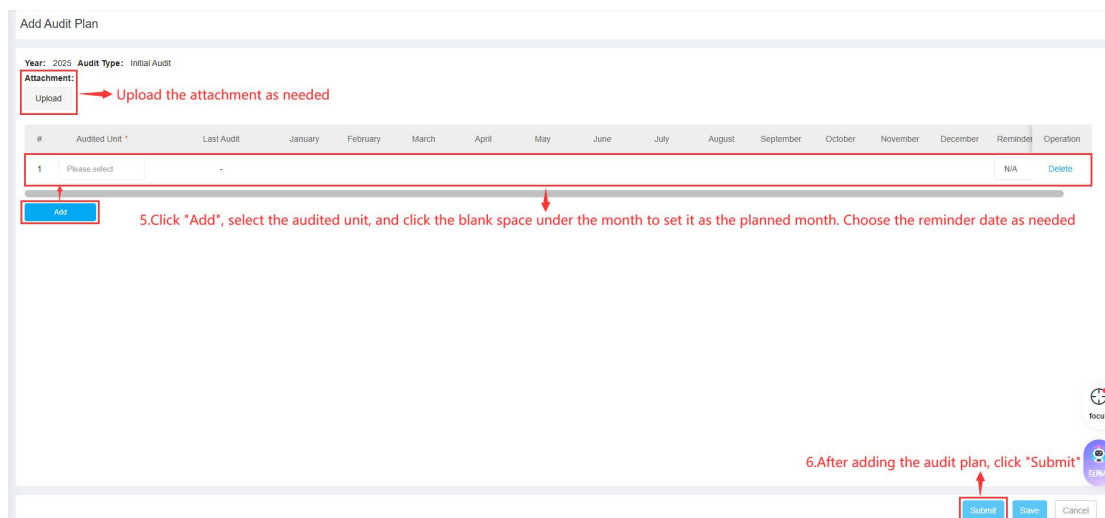
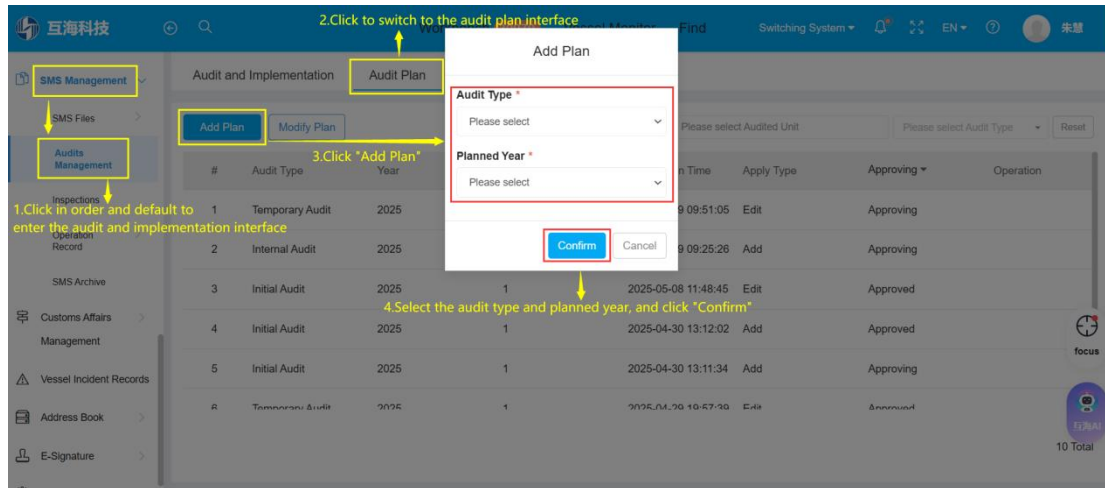
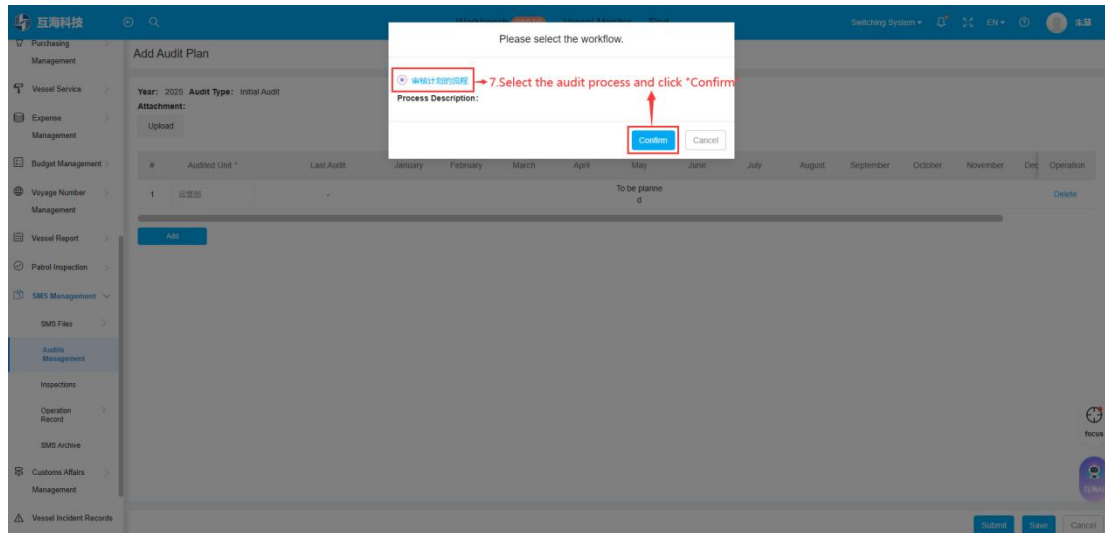


## How to add the audit plan on the web side (Document)

The user logs into the OLISS web side and clicks on "SMS Management-Audits Management". By default, they enter the audit and implementation interface, then click to switch to the audit plan interface. Click "Add Plan", select the audit type and planned year, and click "Confirm". In the add audit plan interface, click "Add", select the audited unit, and click the blank space under the month to set it as the planned month. Choose the reminder date as needed. After adding the audit plan, click "Submit". Select the audit process and click "Confirm".





### Next step:

After the add audit plan is submitted, the status of the document changes to "Approving" and is transferred to the workbench of the personnel with approval authority to wait for approval.

