How to deal with the Waiting Task of oil inspection on the web platform

According to the oil inspection plan that has been set and selected inspection date,the Waiting Tasks of oil inspection on Dashboard are generally overdue or due.

Take the following due oil inspection task as an example.

Users can log in to the website of OLISS, and operate in interface of"**Workbench→Waiting Task→ Oil Inspection**"according to the following steps 1-5:

Next step:
① If you click "Submit", according to the set of oil inspection plan, the documentation will automatically flow to the workbench of the person with execution authority.
②If you click "Save", the documentation can be edited next time and can be queried on the "Oil Inspection" interface.