How to modify the audit plan on the web side (Document)

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

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	Accellanced In		Annalis Diana	Modif	y Plan						
SMS Management V	Audit and in	npiementation	Audit Plan	Audit Type *							
SMS Files	Add Plan	Modify Plan		Please select	~	Please selec	t Audited Unit			Type - Re	
Audits Management	# A	3.Click "M Audit Type	odify Plan" _{Year}	Planned Year *	~	n Time	Apply Type	Status 🔻		Operation	
1.Click in order and	1 Ir	nitial Audit	2025			3 15:39:01	Add	Approving			
Operation Record	2 T	Temporary Audit	2025		Confirm Cancel	9 09:51:05	Edit	Approving			
SMS Archive	3 Ir	nternal Audit	2025 4.Select ti	1 he audit type and t	2025-0 he planned year.	15-09 09:25:26 then click "C	Add onfirm	Approving			
宅 Customs Affairs > Management	4 Ir	nitial Audit	2025	1	2025-0	15-08 11:48:45	Edit	Approved			\bigcirc
A Vessel Incident Records	5 Ir	nitial Audit	2025	1	2025-0	14-30 13:12:02	Add	Approved			focus
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~											
Edit Audit Plan											
Year: 2025 Audit Type: Interna Attachment: Upload Upload	a Audit	as needed									
Note : The revised month will not ta	ke effect for the month that I	has been audited.									
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5.Click *Add*, choose the audited unit, and click the blank space under the month to set that month as the planned month. Choose the reminder date as needed											
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Next step:

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

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Main Menu		Audit and Imp	lementation Audit Plan							
③ 海事对接 (訂	ľ	Add Plan	Modify Plan				2025 V Please select A	udited Unit	Please select Audit Type	* Reset
Management		#	Audit Type	Year	Number of Audited Department	Submission Time	Apply Type	Status	Operation	Approving"
Dr. Bl Darbhoard	L	1	Internal Audit	2025	1	2025-05-13 16:21:02	Edit	Approving		
Vessel Management >		2	Initial Audit	2025	1	2025-05-13 15:39:01	Add	Approving		
Crew Management	L	3	Temporary Audit	2025	1	2025-05-09 09:51:05	Edit	Approving		
Crew Cost		4	Internal Audit	2025	1	2025-05-09 09:25:26	Add	Approving		
Q. Remitment		5	Initial Audit	2025	1	2025-05-08 11:48:45	Edit	Approved		
Management		6	Initial Audit	2025	1	2025-04-30 13:12:02	Add	Approved		
1 Maintenance		7	Initial Audit	2025	1	2025-04-30 13:11:34	Add	Approving		
B Repair Management >		8	Temporary Audit	2025	1	2025-04-29 19:57:39	Edit	Approved		
Stock Management >		9	Temporary Audit	2025	t	2025-04-29 19:55:42	Edit	Approved		
ີ Purchasing > Management		10	Internal Audit	2025	i	2025-04-29 19:50:40	Edit	Rejected	Delete	focus
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