

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".

1. Click in order and default to enter the audit and implementation interface.

2. Click to switch to the audit plan interface.

3. Click "Modify Plan"

4. Select the audit type and the planned year, then click "Confirm"

Year: 2025 Audit Type: Internal Audit

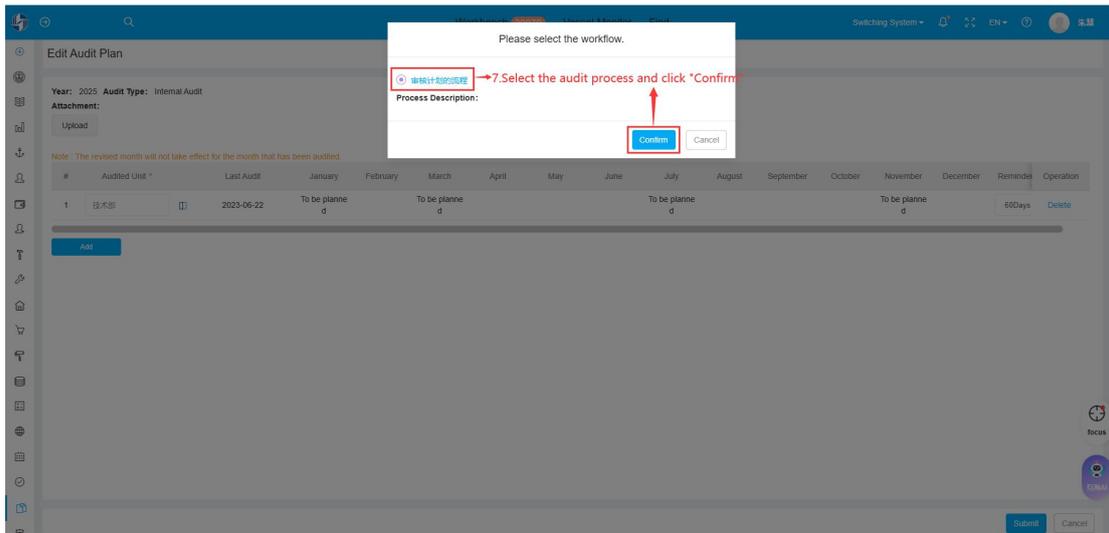
Attachment: Upload → Upload the attachment as needed

Note: The revised month will not take effect for the month that has been audited

#	Audited Unit *	Last Audit	January	February	March	April	May	June	July	August	September	October	November	December	Reminder	Operation
1	Please select	-													N/A	Delete

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

6. After adding the edit audit plan, click "Submit"



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.

