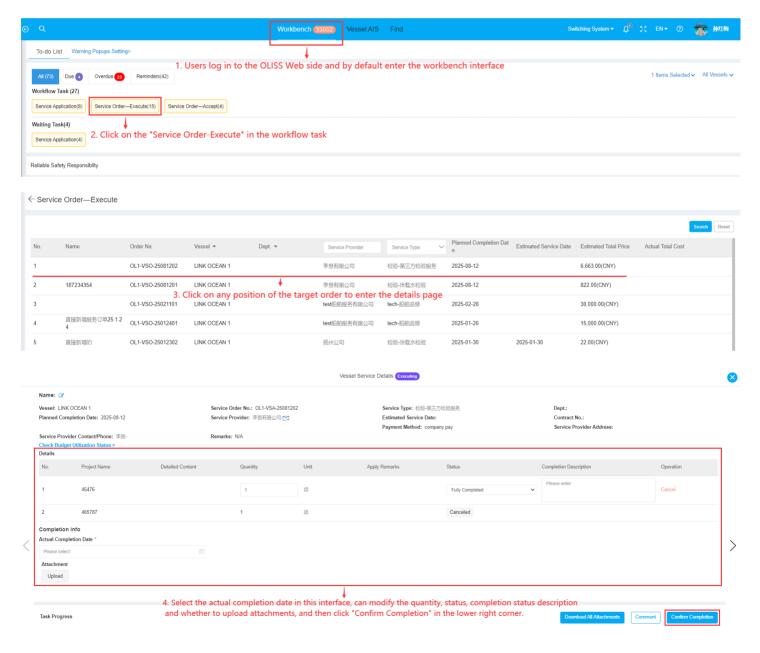# How to execute service order (document)

   After the service order is submitted, the documentation is routed to the workbench of the executing role personnel according to the approval process node. This stage is used to fill in the completion status of the service project by the supplier.

 Users log in to the OLISS Web end and by default enters the workbench interface, click on the "Service Order-Execution" in the workflow task , enter the execution interface, click on any position of the target order to enter the details page , select the actual completion date in this interface, can modify the quantity, status, completion status description and whether to upload attachments, and then click " Confirm Completion " in the lower right corner .

Next Step:

After the service order is completed, the documentation will be transferred to the workbench of the acceptance role personnel according to the approval process node.