How to approve a library order (document) on the web side

After the outbound order is submitted, according to the setting of the approval process, the documentation flows to the personnel workbench with the outbound order approval authority.

The user logs in to the HuHaitong Web terminal, and goes to the "Workbench → Process Approval → Outbound Form" interface.

You can follow steps 1-5 below to operate:

1、 Log in to the OLISS Web side, enter the Workbench interface by default. Click "Workflow Task--Stock-out Sheet"

2、 Enter the Stock-out Management interface, Quickly search for target documentation by keywords

3、 Click on the target documentation to enter the "Outlet Approval" interface

4、 Click the drop-down arrow to select " R&D Project Codin..."

5、 Users can choose "Accepted" or "Reject" operations based on the actual situation of the Stock-out Record, and can also perform "Comment"