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What is [E-Audit]?

Making Audits Easier

What is [E-Audit]?

EasyAudit is an audit tool.

[E-Audit] APP

No download required, simply scan with WeChat to use it.



EasyAudit's APP uses WeChat mini-programs, following the principle of "finish and go," suitable for low-frequency usage scenarios.

What features does [E-Audit] have?

- Mobile APP
- Audit Form Management
- Cloud Management
- User Management
- Audit Plan
- Results Statistics

Multi-language Support

What is [E-Audit]?



The screenshot shows a mobile application interface for 'LayerAudit' (易审核). The top status bar indicates 'WeChat', the time '20:41', and '100%' battery. The app header is blue with the title '易审核 LayerAudit' and an illustration of a hand holding a smartphone displaying the character '审'. Below the header, there are two input fields: '手机 | 请输入手机号' (Mobile | Please enter mobile number) and '验证码 | 请输入验证码' (Verification code | Please enter verification code). To the right of the verification code field is a button labeled '获取验证码' (Get verification code). At the bottom right, there is a link for '简体中文' (Simplified Chinese). A large blue button at the bottom is labeled '确认绑定' (Confirm binding).

手机 | 请输入手机号

验证码 | 请输入验证码 [获取验证码](#)

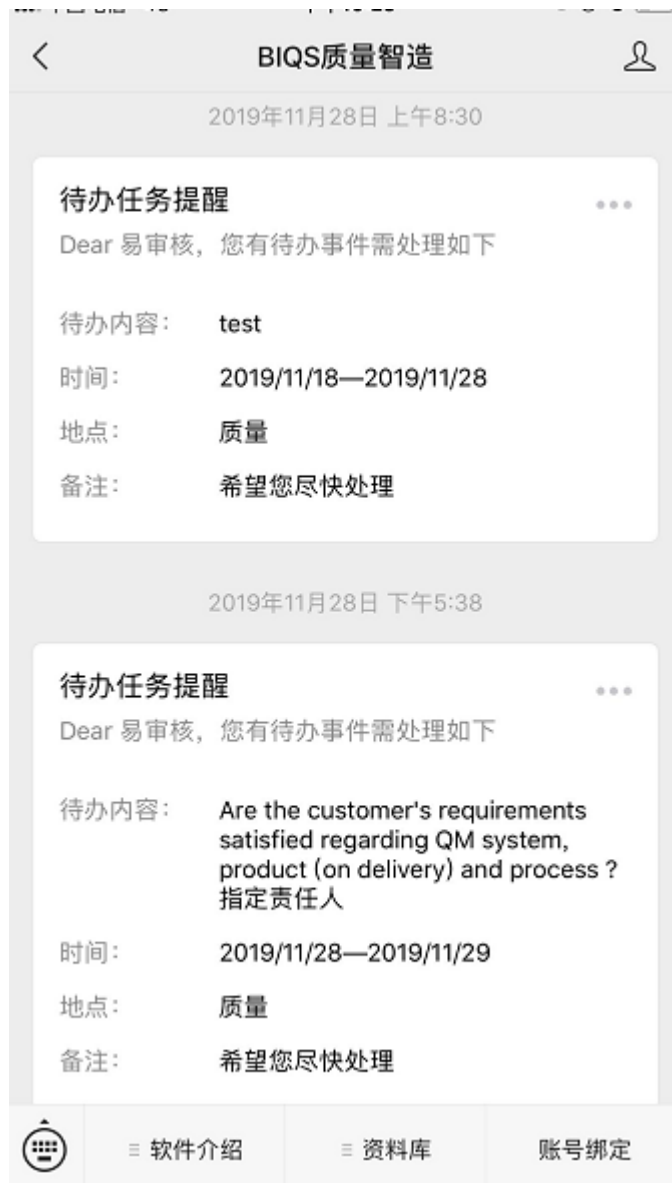
[简体中文](#)

确认绑定



WeChat Notifications

What is [E-Audit]?



Feedback

If you encounter any problems during use, please feel free to give us feedback. You can contact us via:

- Email (service#biqs.cn, replace # with @)

For Administrator

In this chapter, we will learn how to manage Layered Process Audits

Audit Form Template

Audit Plan

Audit Records

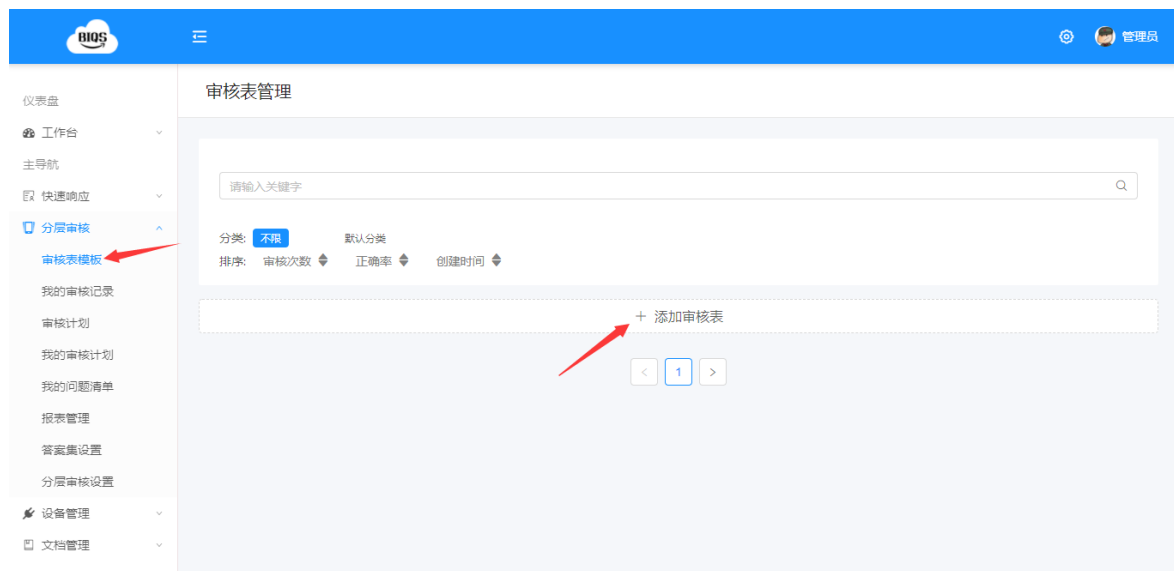
Issue List

Report Management

Audit Template

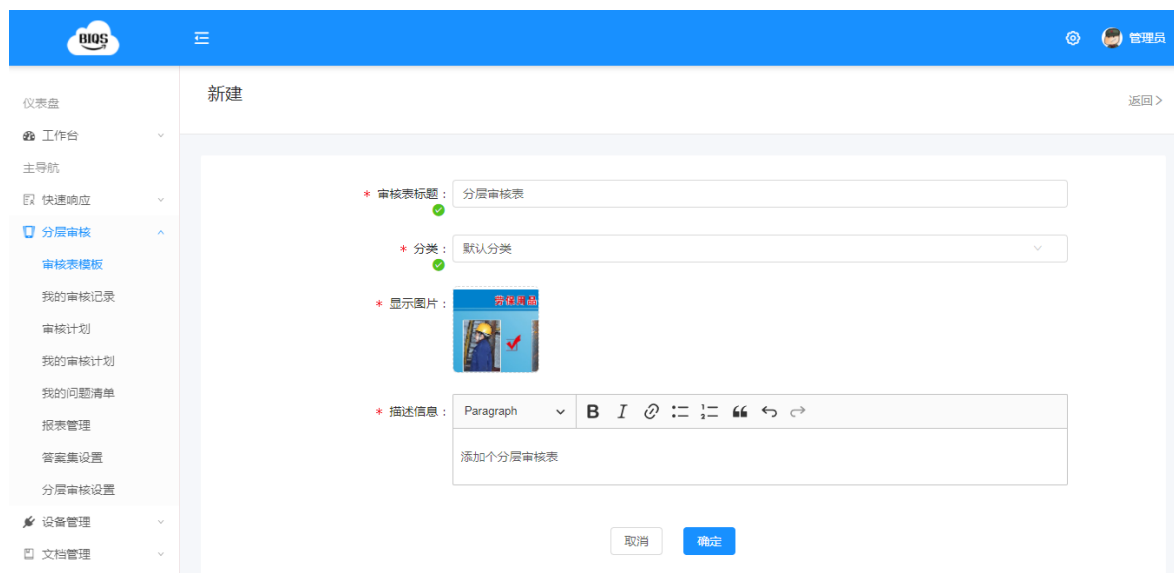
Audit Form Template Management

Enter the audit form template in the Layered Process Audit module, click Add Audit Form



Create New Layered Process Audit Form

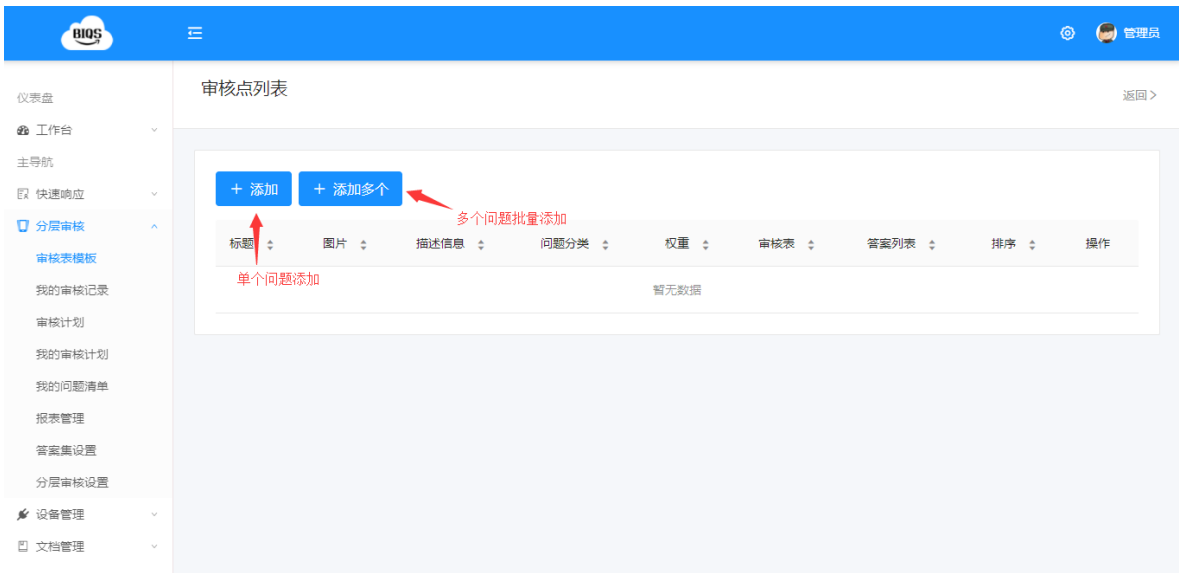
1. Fill in the audit form title for easy identification
2. Select the category of the audit form for easy management
3. Upload images for visual identification
4. Enter description information



After adding, it will automatically jump to the interface for adding audit inspection points

Add Audit Point List

You can add issues one by one Support batch adding of multiple issues



Add Multiple Audit Points at Once

1. Batch copy and paste multiple issue points to be audited
2. Select the answer set
3. Select the issue category
4. Save and complete



Congratulations, you have completed adding the audit form template!

Audit plan

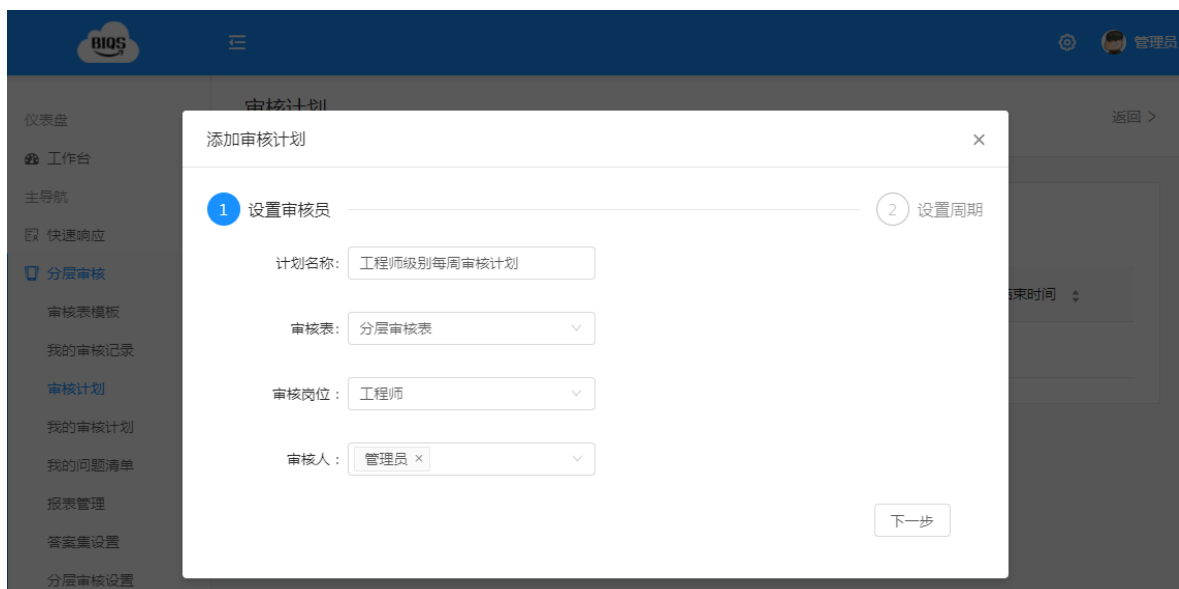
Add the corresponding audit plan for the audit form template



Click Add Audit Plan

Step 1: Set Auditor

1. Fill in the plan name for easy identification
2. Select the plan for the corresponding audit form
3. Select the audit position
4. Select the auditor



Step 2: Set Cycle

1. Select cycle: supports monthly or weekly

Audit plan

1. Select cycle: supports monthly or weekly
2. Select which day in the cycle to repeat: directly select the corresponding date
3. Set flexible days: days before and after the selected date are not considered overdue, audits can still be conducted
4. Time range: the audit plan is valid within the specified time range

仪表盘

工作台

主导航

快速响应

分层审核

审核表模板

我的审核记录

审核计划

我的审核计划

我的问题清单

报表管理

答案集设置

分层审核设置

添加审核计划

1 设置审核员

2 设置周期

周期：

周

重复：

☐ 星期一

☐ 星期二

☐ 星期三

☒ 星期四

☐ 星期五

☐ 星期六

☐ 星期日

向前弹性天数：

2

向后弹性天数：

2

时间范围：

2018-06-07 ~ 2018-07-07

上一步

保存

Level 2 Audit Plan Addition

主导航

审核计划设置

添加审核计划

计划名称：

二层审核

审核表：

预成型车间 × 快检室 × 骨架构处理车间 ×

审核员：

宋立辉 × 王伟杰 × 周谢华 ×

审核周期(天)：

1

时间范围：

2019-03-05 ~ 2019-03-31

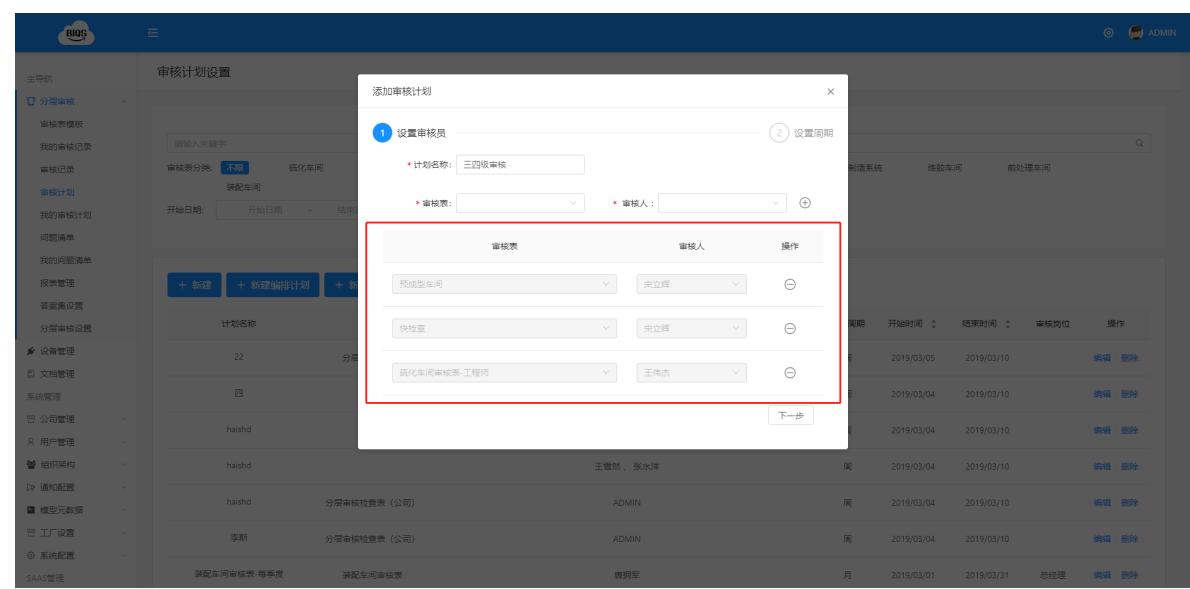
工作日：

五天工作日

日期	预成型车间	快检室	骨架构处理车间
2019-3-5	宋立辉		
2019-3-6		王伟杰	
2019-3-7			周谢华
2019-3-8	宋立辉		
2019-3-9			
2019-3-10			
2019-3-11		王伟杰	
2019-3-12			周谢华
2019-3-13	宋立辉		
2019-3-14			

保存

Level 3 and 4 Audit Plan Addition



The corresponding audit plan will be generated on the user's mobile device



Congratulations, you have completed adding the audit plan!

Audit Record

Web-based Audit Record Query

管理员

仪表盘

工作台

主导航

快速响应

分层审核

审核表模板

我的审核记录

审核计划

我的审核计划

我的问题清单

报表管理

答案集设置

分层审核设置

设备管理

文档管理

我的审核记录

审核员	审核表	状态	开始时间	结束时间	正确率	操作
123	审核人员用自己手机即可完成审核	已完成	2018/04/11 14:34:21	2018/04/11 17:02:19	88	不符合项 删除
123	Bumah第一张审核表	已完成	2018/04/11 17:03:56	2018/04/11 17:04:08	50	不符合项 删除
123	卫生打扫		2018/04/11 17:48:37	1970/01/01 08:00:00	0	不符合项 删除
123	Bumah第一张审核表		2018/04/12 11:49:51	1970/01/01 08:00:00	0	不符合项 删除
测试TEST	卫生打扫	已完成	2018/04/12 14:02:03	2018/04/12 17:09:19	0	不符合项 删除
管理员	审核人员用自己手机即可完成审核	已完成	2018/04/14 20:03:28	2018/04/14 20:04:30	42	不符合项 删除
管理员	审核人员用自己手机即可完成审核		2018/04/15 11:00:43	1970/01/01 08:00:00	0	不符合项 删除
管理员	审核人员用自己手机即可完成审核		2018/04/16 09:29:19	1970/01/01 08:00:00	0	不符合项 删除

Issue List

Computer-based Issue List

Divided into Issues I Found and Issues I Handle

Issues I Found

Issue description Urgency level Assigned responsible person Enter due date Confirm if the improvement evidence submitted by the responsible person is valid Close the issue

BIOS

≡

⚙️

👤 管理员

仪表盘

🏠 工作台

📖 主导航

📄 快速响应

📁 分层审核

🔧 设备管理

📄 文档管理

🔧 系统管理

👤 用户管理

🏠 组织架构

📄 通知配置

📄 模型元数据

⚙️ 系统配置

我的问题清单

我负责的问题

24

我发现的问题

48

全部 未指定责任人 处理中 待批准 已关闭

555555555555

第一条的comments

预期完成时间

2018/04/05

✓

指定责任人

管理员

✓

行动计划

管理员

✓

待批准

管理员

4

已关闭

2018/04/19

33333344444

第2条的comments

预期完成时间

2018/04/09

✓

指定责任人

测试TEST

✓

行动计划

测试TEST

✓

待批准

管理员

4

已关闭

2018/04/19

Issues I Handle

Submit action plan Let the auditor close the issue

BIOS

≡

⚙️

👤 管理员

仪表盘

🏠 工作台

📖 主导航

📄 快速响应

📁 分层审核

🔧 设备管理

📄 文档管理

🔧 系统管理

👤 用户管理

🏠 组织架构

📄 通知配置

📄 模型元数据

我负责的问题

我负责的问题

24

我发现的问题

48

全部 未指定责任人 处理中 待批准 已关闭

555555555555

第一条的comments

预期完成时间

2018/04/05

✓

指定责任人

管理员

✓

行动计划

管理员

✓

待批准

管理员

4

已关闭

2018/04/19

1第一条1112222222

44444

预期完成时间

2018/09/07

✓

指定责任人

管理员

2

行动计划

提交方案

3

待批准

4

已关闭

本文档使用MinDoc构建- 15 -

TIPS: Every change in issue status will send email notification to relevant personnel (assigned responsible person, submit action plan, issue closed, etc.)

Congratulations, you have learned issue point tracking and management!

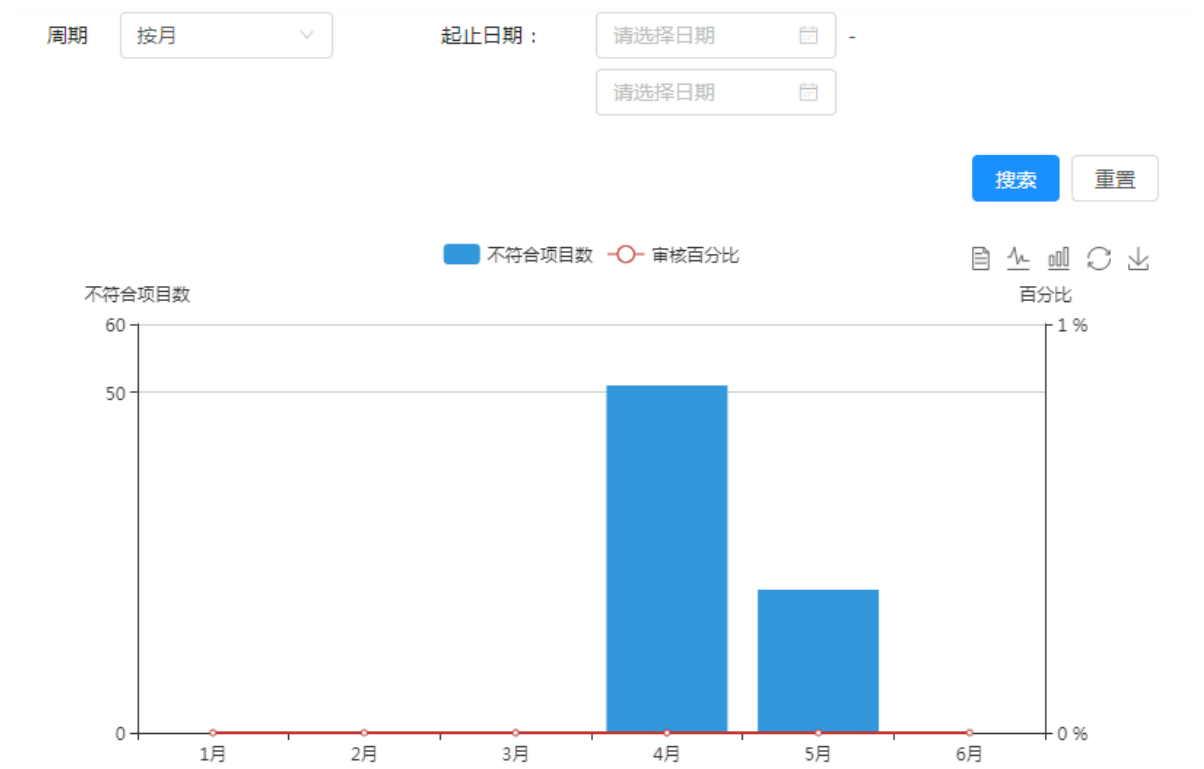
Report

Report Management

Currently several commonly used reports have been developed, and customized reports can also be developed according to customer needs

- Audit Completion Rate Issue Closure Rate Auditing Department Report Responsible Department Report Issue Classification

Audit Completion Rate Statistics



Issue Closure Rate Statistics

周期

按月

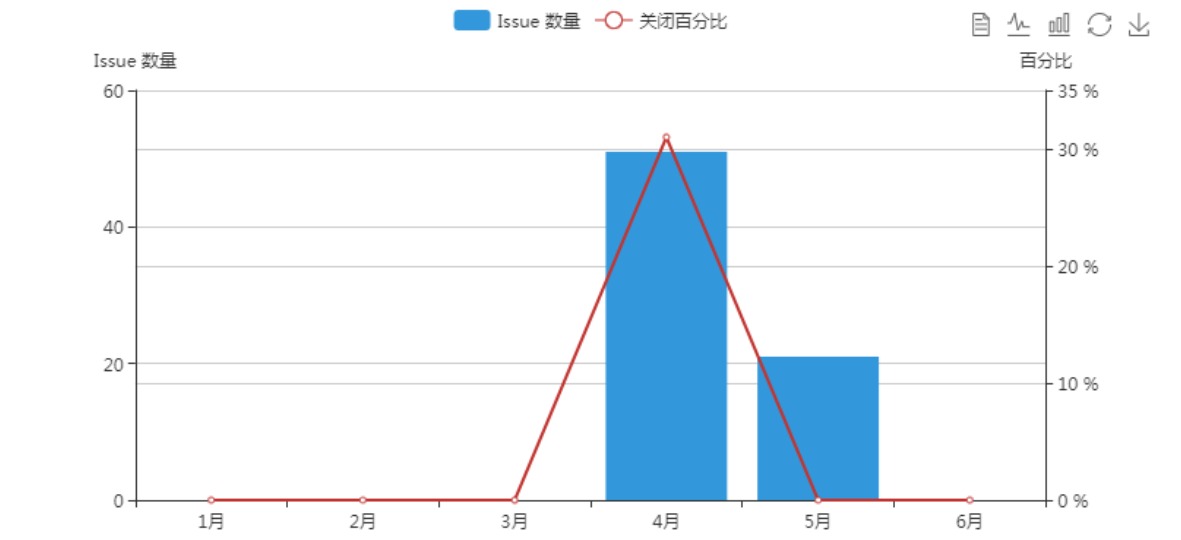
起止日期：

请选择日期

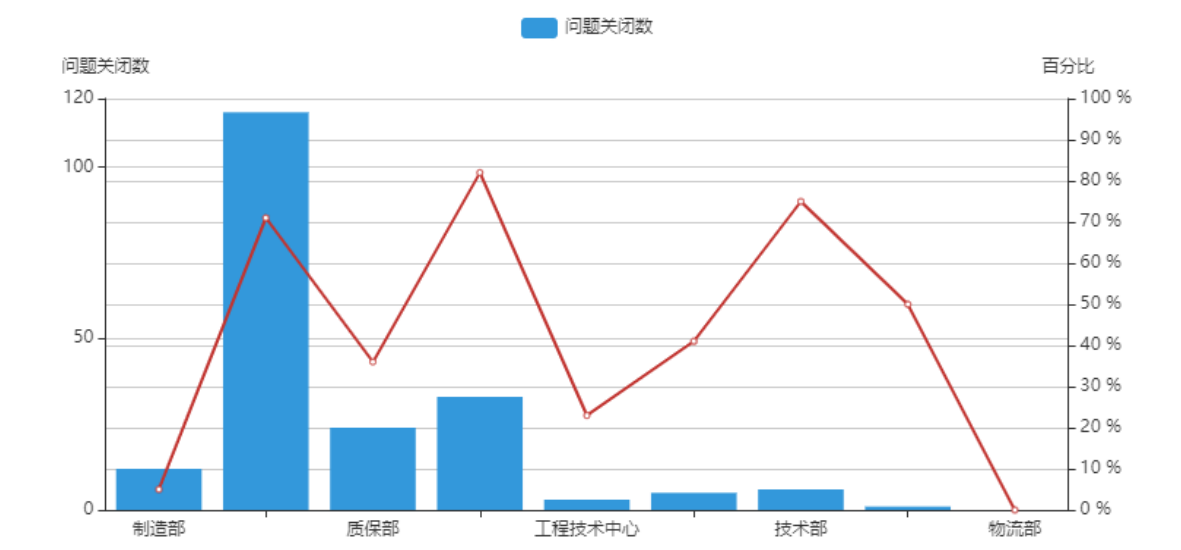
请选择日期

搜索

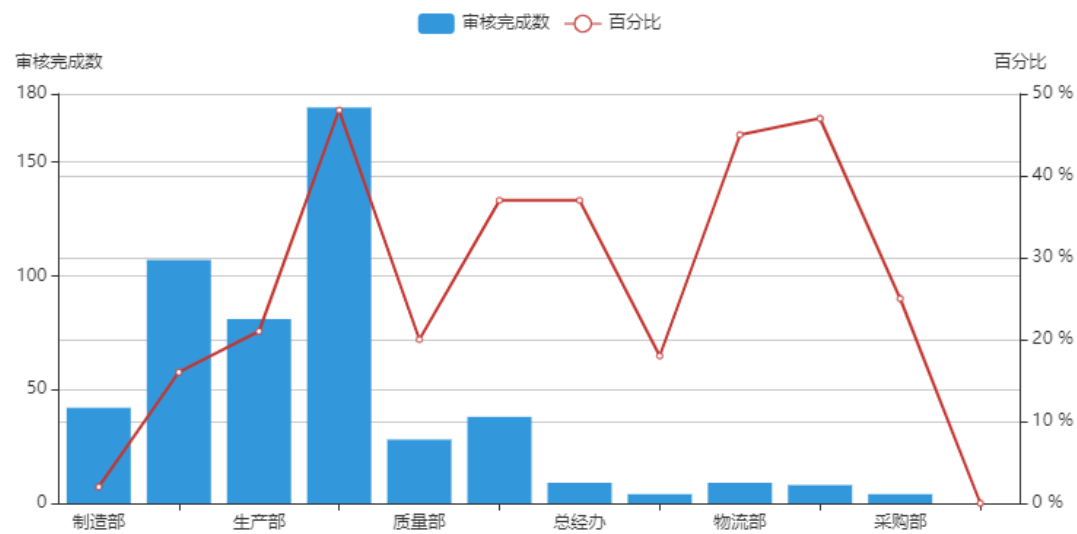
重置



Responsible Department Statistics

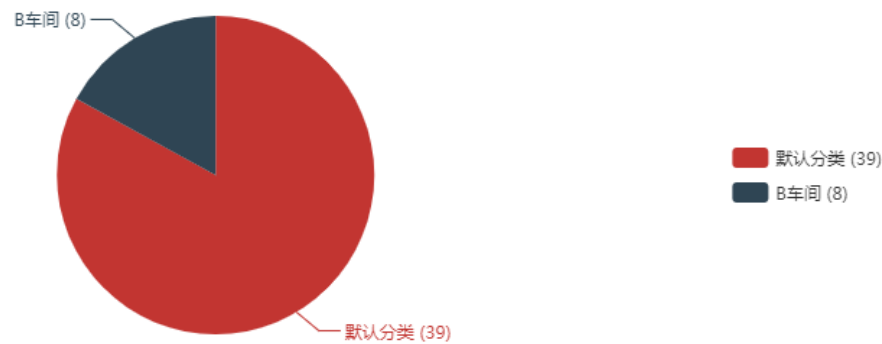


Auditing Department Statistics

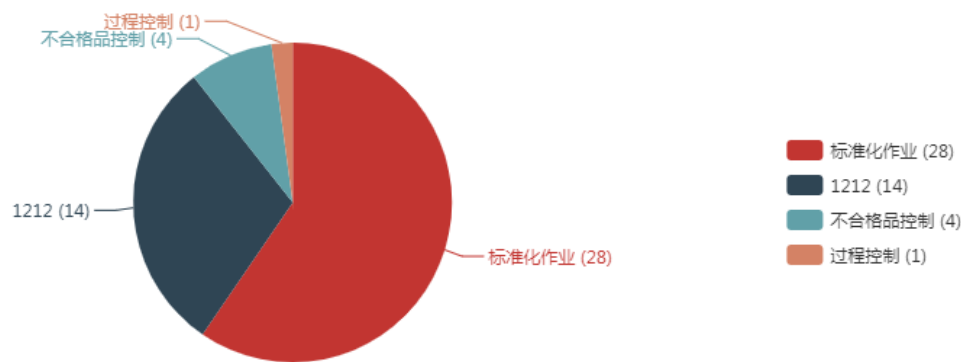


Issue Classification Statistics

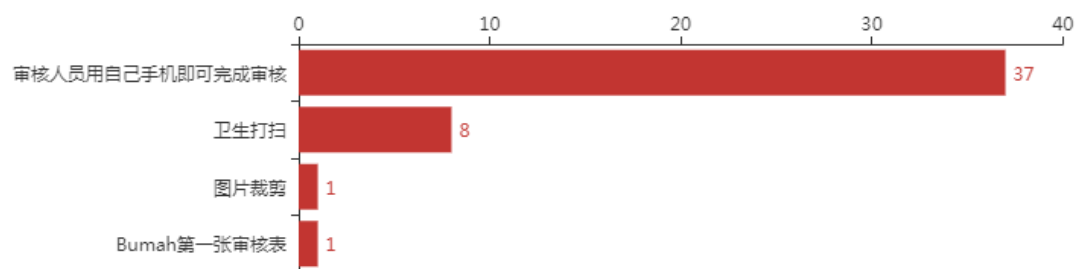
审核表分类统计



问题分类统计



审核表TOP10



Settings

Layered Process Audit Settings

Other setting options for Layered Process Audit software

Audit Form Classification Issue Point Classification Answer Set Configuration Must be on-site to scan and audit

Audit Form Classification

The classification of audit forms facilitates management. Audit forms can be classified by workshop or by product, arbitrarily set according to company needs.

Issue Point Classification

When adding audit form issue points, classify the issue points, such as: nonconforming product management, standardized operations, quality focus areas, etc. This helps understand which aspects of the enterprise are weak through final data statistics.

Answer Set Configuration

Can be arbitrarily added, such as Yes/No, Conforming/Non-conforming, etc.

On-site Audit

Can set that auditors must be on-site to scan and audit. This prevents auditors from having mobile audit tools but completing audit tasks directly in the office without going to the site.

For Users

In this chapter, we will learn the basic operations on the mobile device

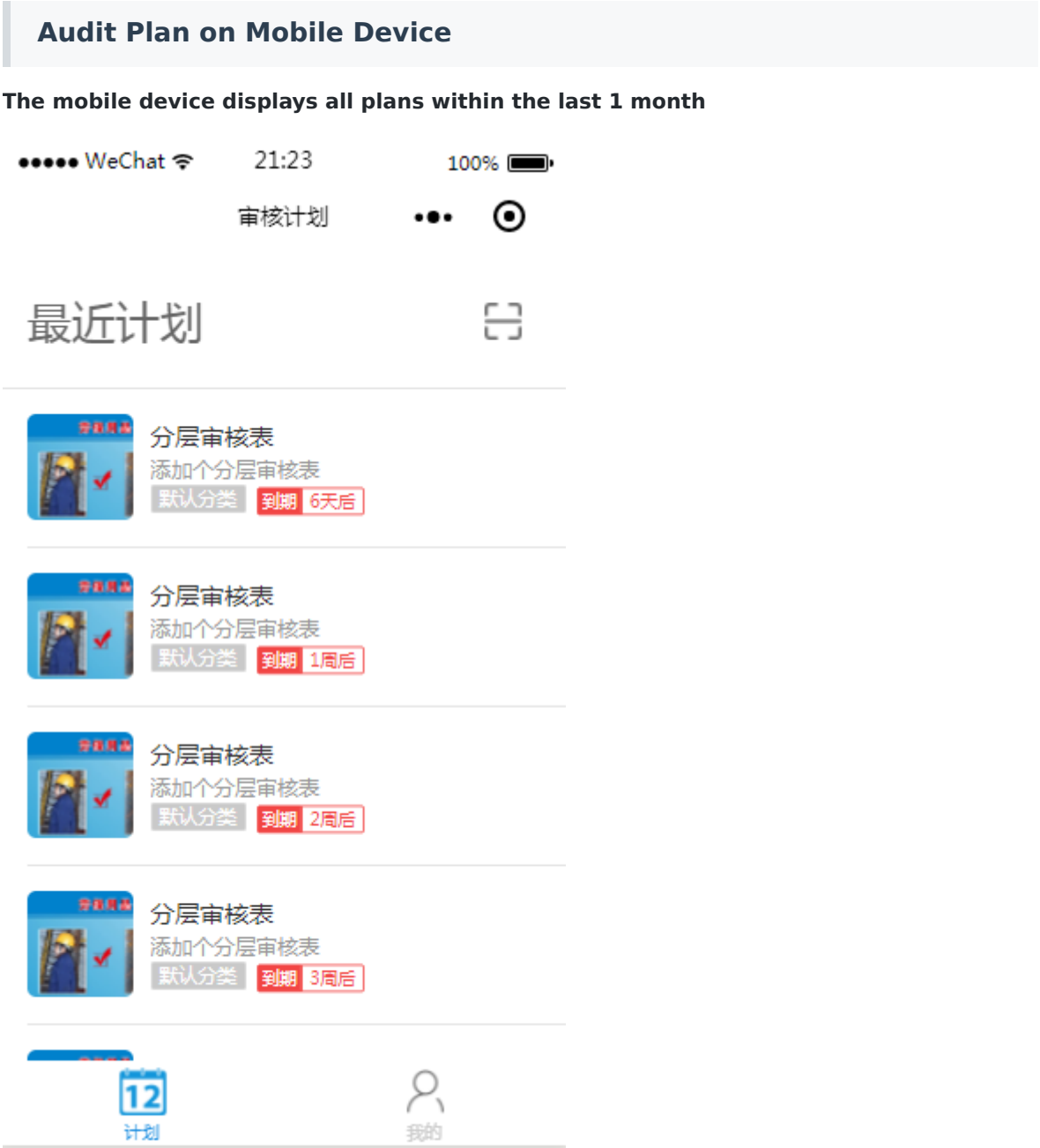
Audit Plan

Audit Records

Issue List

Expired Plan

Audit Plan



Based on the floating range of audit dates set in the backend, it will prompt that the current date cannot start auditing



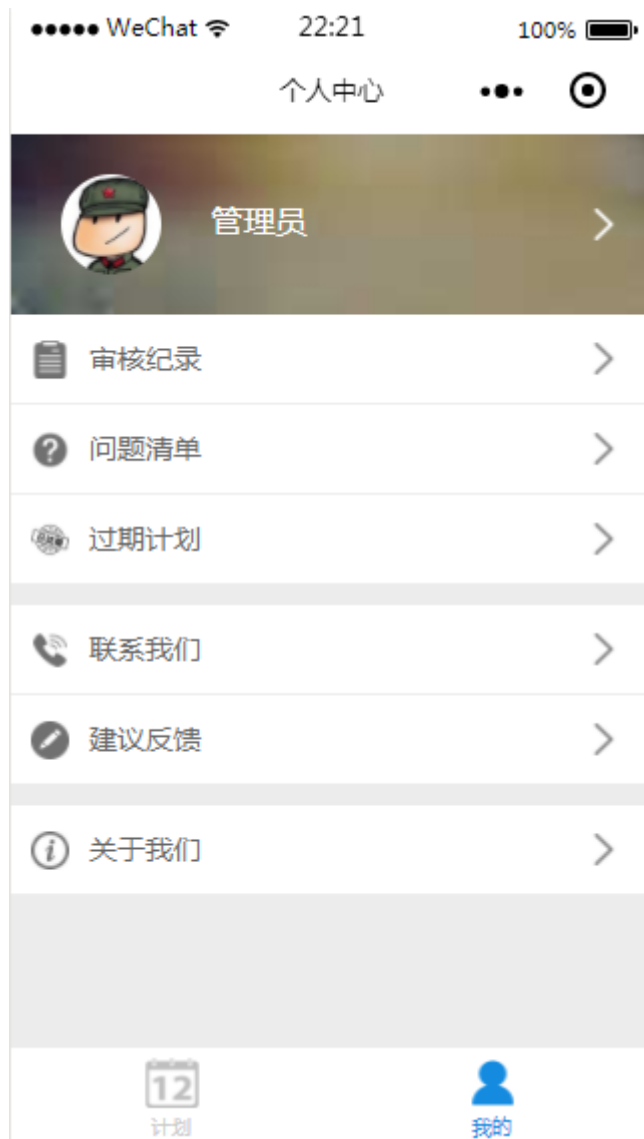
The mobile device prompts that the time has not arrived yet, and auditing cannot be conducted temporarily to prevent completing all audit plans at once



Audit Record

Mobile-based Audit Record Query

Go to Personal Center on the mobile device -> Audit Records



Audit Record Page Features

Query nonconforming items Delete audit records Statistics on audit quantity Display audit time

Incomplete audits show red “Temporarily Saved,” completed audits show green with compliance rate percentage

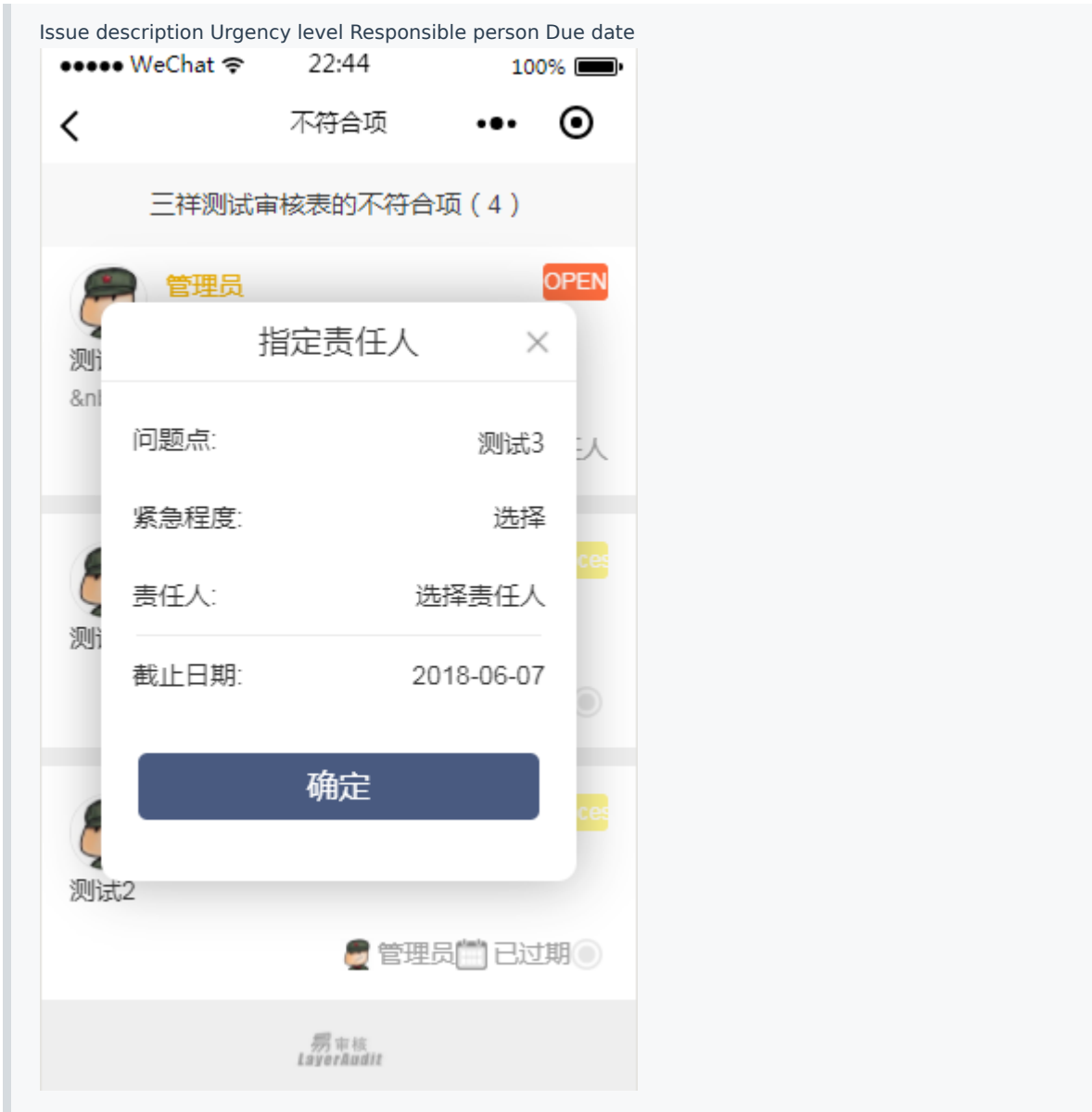


Nonconforming Items for a Certain Audit Form

Issue status	Issue level	Assigned responsible person
--------------	-------------	-----------------------------



Assign Responsible Person



Congratulations, you have learned how to assign issue points to responsible persons after auditing

Issue List

Mobile-based Issue List

Divided into Issues I Found and Issues I Handle

Issues I Found

Issue description

Urgency level

Assigned responsible person

Enter due date

Confirm if the improvement evidence submitted by the responsible person is valid

Close the issue

●●●●● WeChat

22:48

100%

<

问题清单

...

🎯

我发现的 (48)

我负责的 (24)



管理员

3周前

测试1

责任人

OPEN



管理员

3周前

测试3

责任人

OPEN



管理员

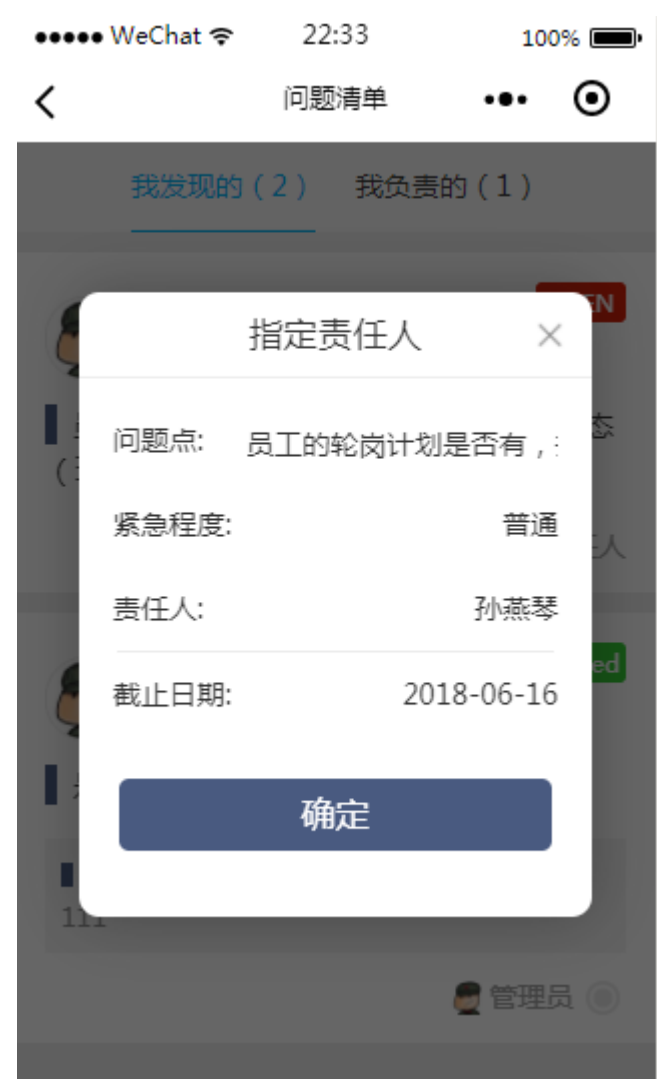
3周前

测试3

责任人

OPEN

Assign Responsible Person



Issues I Handle

Submit action plan Let the auditor close the issue



Action Plan Approval



Submit Action Plan





TIPS: Every change in issue status will send email notification to relevant personnel (assigned responsible person, submit action plan, issue closed, etc.)

Congratulations, you have learned issue point tracking and management!

Expired Plans

Mobile-based Query for Expired Plans

The mobile device will list expired plans and their quantities

●●●●● WeChat 22:57 100%

< 过期的计划 ...

过 过期计划

您共错过了 104 个计划

审核人员用自己手机即可完成审核	1月前
审核人员用自己手机即可完成审核	1月前
图片裁剪	1月前
审核人员用自己手机即可完成审核	1月前
图片裁剪	1月前
图片裁剪	1月前
审核人员用自己手机即可完成审核	1月前

Enter Expired Reason



Mobile-based Audit

Mobile-based Audit

Mobile Audit Interface

WeChat

16:05

100%

<

分层审核表

1

是否按照规定使用安全劳保设备/用品?

A

Yes

B

No

图片证据

审核发现

请输入审核发现

提交

001/12

Anroid Application

In this chapter, we will learn the basic operations on the mobile device

Audit Plan

Android Device Audit

Audit Records

Issue List

Expired Plan

Audit Record

Android-based Audit Record Query

Go to Personal Center on the Android device -> Audit Records



Audit Record Page Features

Query nonconforming items Delete audit records Statistics on audit quantity Display audit time

Incomplete audits show red “Temporarily Saved,” completed audits show green with compliance rate percentage

← 返回 审核记录		
审 审核记录 你共完成了32个审核		
演示批量导入	暂存	28分钟前
VDA审核	暂存	1月前
VDA审核	暂存	1月前
VDA审核	暂存	2月前
演示批量导入	83%	5天前
演示批量导入	100%	6天前
演示批量导入	100%	1月前
Bumah内审表	100%	2月前
Bumah内审表	80%	2月前

Congratulations, you have learned how to query audit records

Expired Plans

Android-based Query for Expired Plans

Android will list expired plans and their quantities



Issue List

Issue List for a Certain Audit Form

Issue status

Issue level

Assigned responsible person

← 返回

问题清单

我发现的 (83)

我负责的 (44)

筛选



易审核 5天前

PROCESS

If there are deviations from quality requirements, are failure analyses carried out and corrective actions implemented effectively ? (Quality loop)

审核评语：
123

演示批量导入 责任人：易审核  已过期



易审核 4月前

PROCESS

UV Main Cure 是使用两款LED阵列，以隧道灯的方式进行Curing。LOCITE 3196 规格书上仅要求 >2000mj/cm^2,但实际上天马的设置能量远超过这个要求。365nm >3600mj (>4000)+ 405nm >8000mj.(>9000), Side cure 使用8颗385nm UV LED 能量也 >8000mj, 实测90xx, 8978mj。

审核评语：

Assign Responsible Person

Click the assign responsible person interface, the system will pop up the assign responsible person interface. Enter the following to assign the issue responsible person

Issue descriptionUrgency levelResponsible personDue date

指定责任人

×

现场看的8.4" Aging 前未做Flicker, 但后续天马回复所有Garmin产品皆会在module线尾电测同步进行Flicker调整。

紧急程度：

请选择

责任人：

请选择

截至日期：

请选择

保存

Close Issue

In [Issues I Handle], click Action Plan, and the following interface will pop up to enter the action plan to close the issue.

更新改善证据

×

问题点:If there are deviations from quality r...

改善证据

图片证据

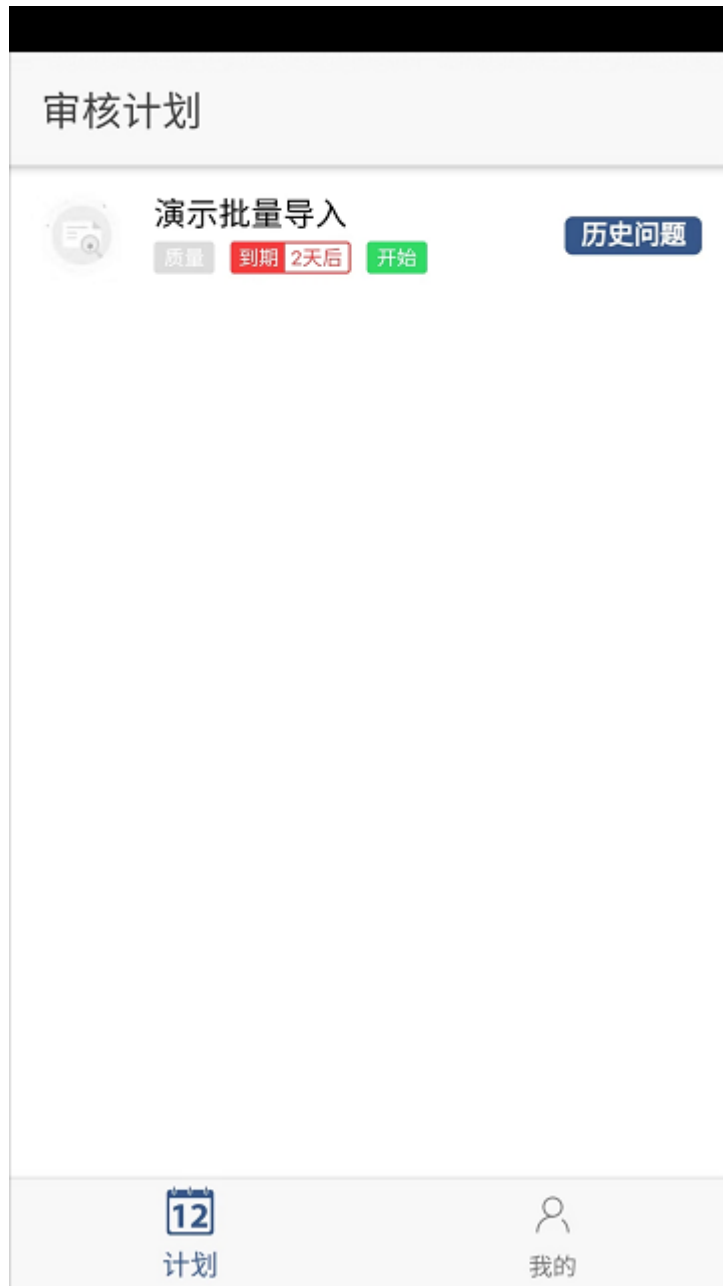
+

保存

Audit Plan

Audit Plan on Android

Android displays all plans within the last 1 month



According to the audit team settings by the backend administrator, the list of auditors present will pop up before the audit for the user to select for attendance

← 返回 选择出勤审核员

☐

Justin

☐

易审核

提交

After selection is complete, if within the audit time range, start auditing

Android Audit

Android Audit

Android Audit Interface

If a nonconforming item is selected, a window for inputting audit findings will pop up, requiring input of findings. The small triangle in the upper right corner can be clicked to select pre-set common input phrases

The screenshot displays the '演示批量导入' (Demo Batch Import) screen of the Android Audit application. A modal window titled '输入审核发现' (Input Audit Findings) is open, featuring a text input field with a dropdown arrow in the top right corner and a '提交' (Submit) button. The background interface includes a navigation bar with a back arrow and the text '返回 演示批量导入'. Below the modal, a list of items is visible, with the first item being 'Are the customer's requirements satisfied regarding QM system, product (on delivery) and process ?'. At the bottom of the screen, there is a status bar showing '提交' (Submit), a red 'X' icon with the number '1', a green checkmark icon with the number '0', and a grid icon with '1/6'.

Swipe right to enter the next issue point

After clicking the bottom right corner, the overall status of the issue audit will pop up. Red means there are nonconforming items after auditing, green means conforming items after auditing, gray

means not yet audited

← 返回 演示批量导入

B	N	☐
C	NC	☐
D	N/A	☐

图片证据

+

提交 ✖ 1 ✔ 0 2/6

Are the customer's requirements satisfied regarding QM system, product (on delivery) and process ?

Is customer support ensured ?

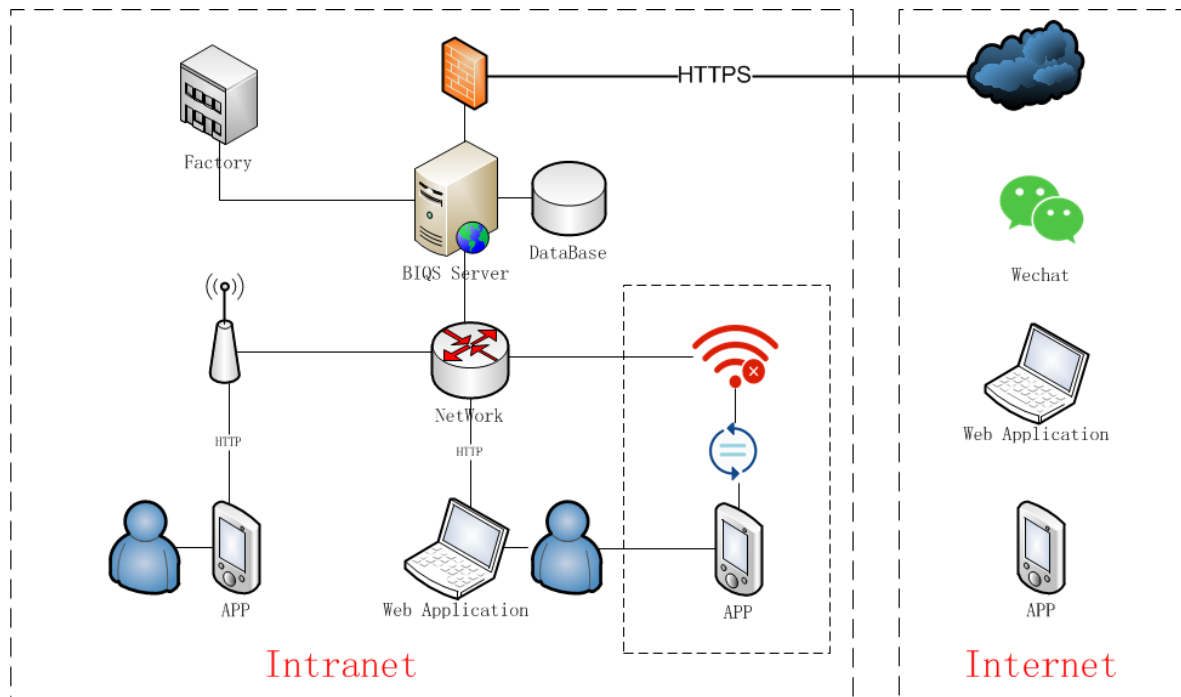
Is the supply of parts ensured ?

If there are deviations from quality requirements, are failure analyses carried out and corrective actions implemented effectively ? (Quality loop)

Is there a process which ensures that analysis of defective parts is carried out ?

Deployment Options

Supports Multiple Deployment Options



1. Enterprise Private Deployment

Preparation Work

1. WeChat Mini Program [Free Registration Process](#)
2. Domain name, determine the deployment domain name and resolve it to the corresponding deployment server public IP address (SSL certificate application required)
3. SSL Certificate [Free Application Address](#)
4. System Requirements
 - (Recommended) CentOS 7.x version, open ports 22, 80, 443 to external network
 - (Alternative) Or Windows Server 2012 and above, open ports 80, 443, 3389 to external network

2. If the enterprise has no network, synchronize audit results

3. Cloud Deployment (WeChat Mini Program Supported)