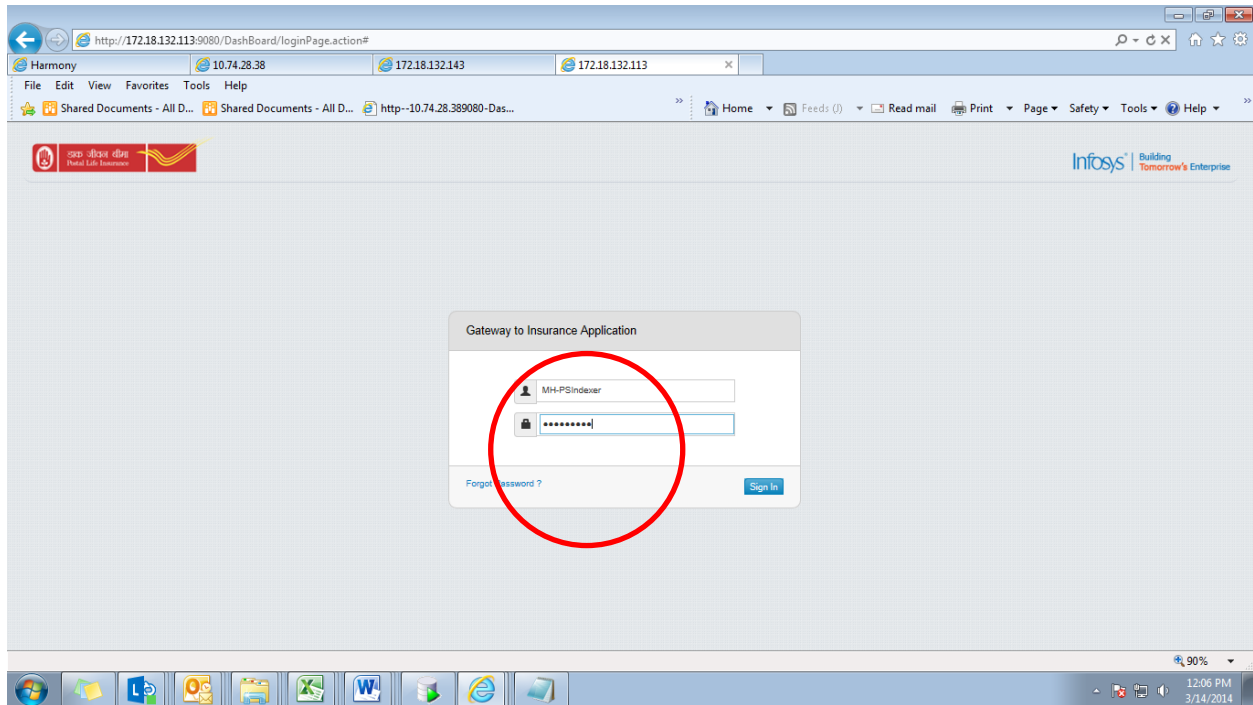## DOCUMENT OF STATUS REQUEST PROCESS
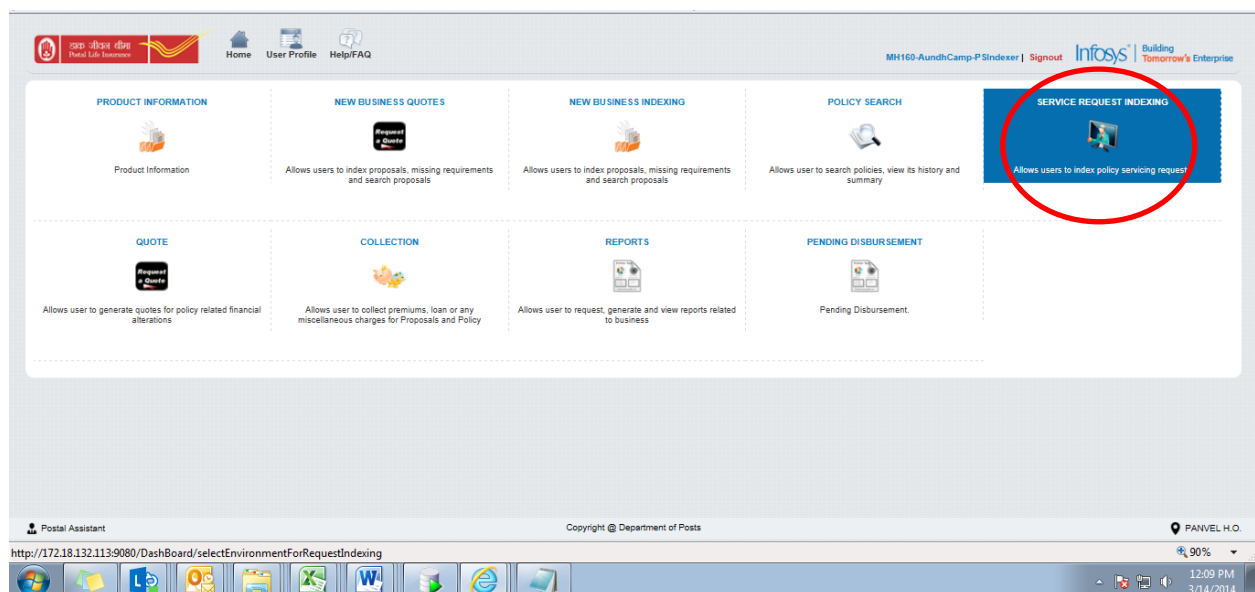
STATUS REQUEST process allows the user to track any **financial/Non-financial** request lying at any following stages i.e. Data Entry Operator, Quality checker, Approver etc.

PROCESS:

Login with correct **MH-PSIndexer** credentials and password.

The PSWD Homepage should be displayed>> Click on "**Service Request Indexing**" icon.

The Service Request Indexing screen should be displayed >> Select request type as **"Status request"** >> Enter **policy number:= AM-140393-CS** >> Enter **proposal number:= PSASS0000014351** for the respective policy number on which status request check is to be performed >> and click on **"Next"** button
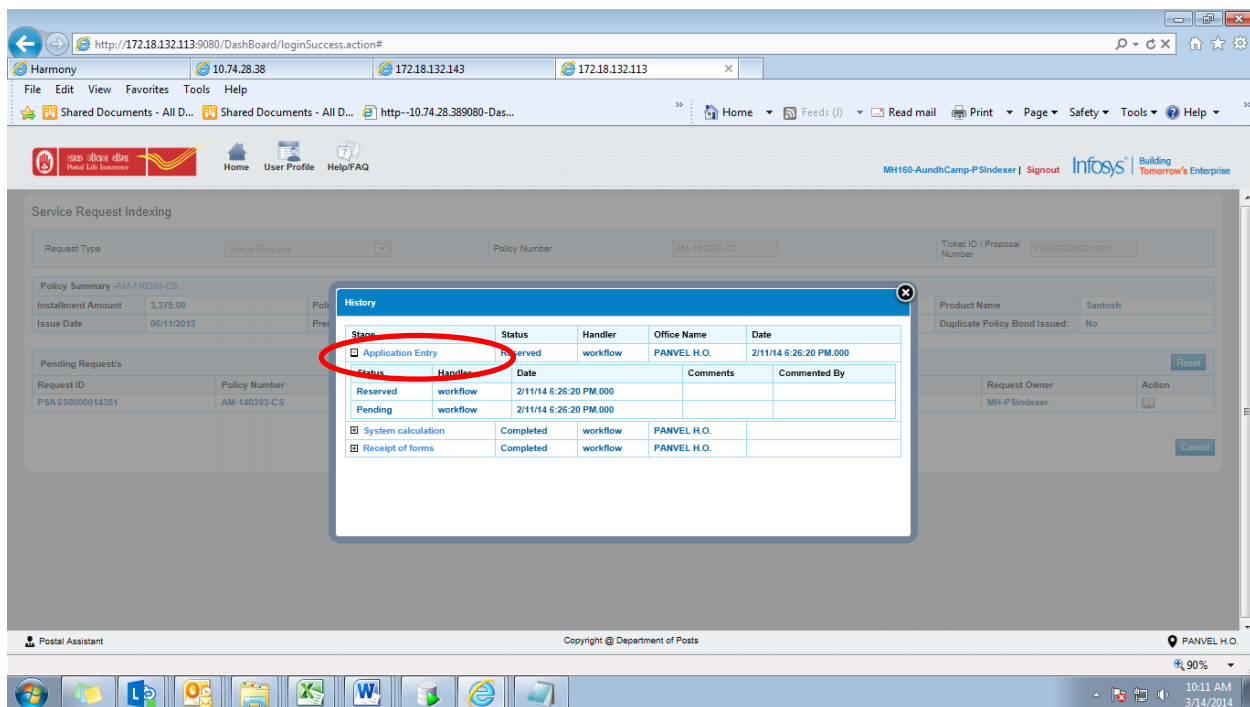

The Request should flow in the "**Pending request**" section for which the status has to be tracked.

For e.g. User has to check **Assignment and Nomination request** status.
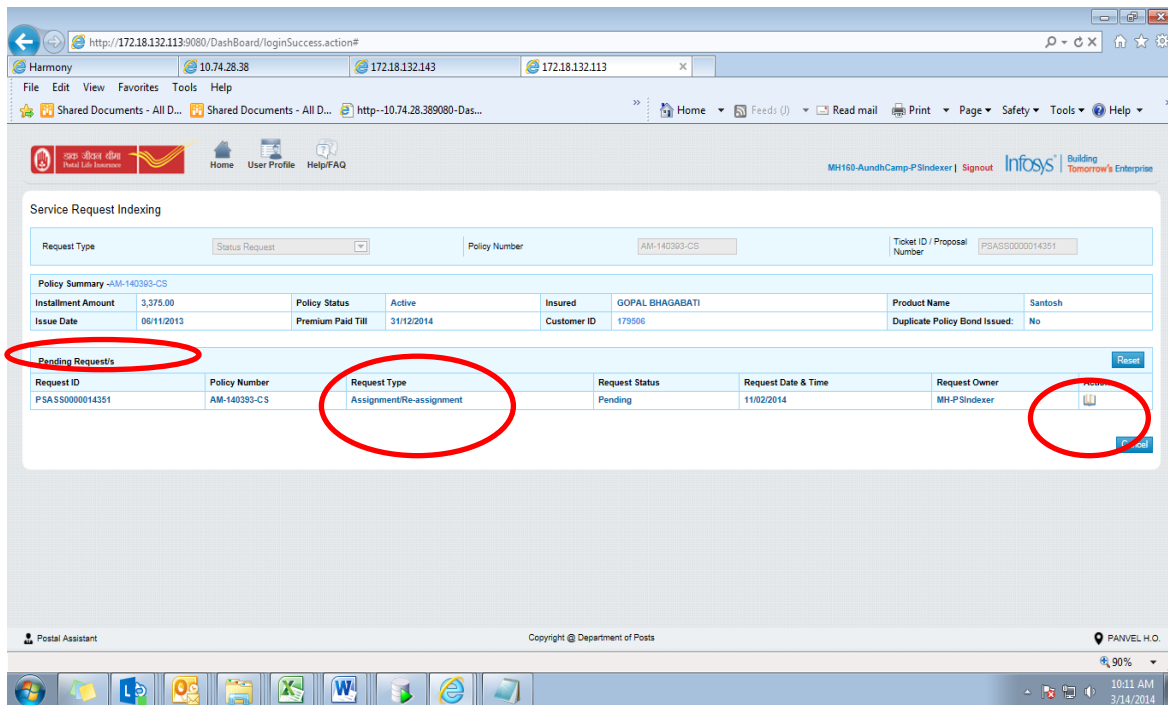
Click on the file of "**Action**" column corresponding to the proposal id >> user will be able to view the stage at which the request is lying.

Actual result-User should be able to see the request lying at the respective stage.