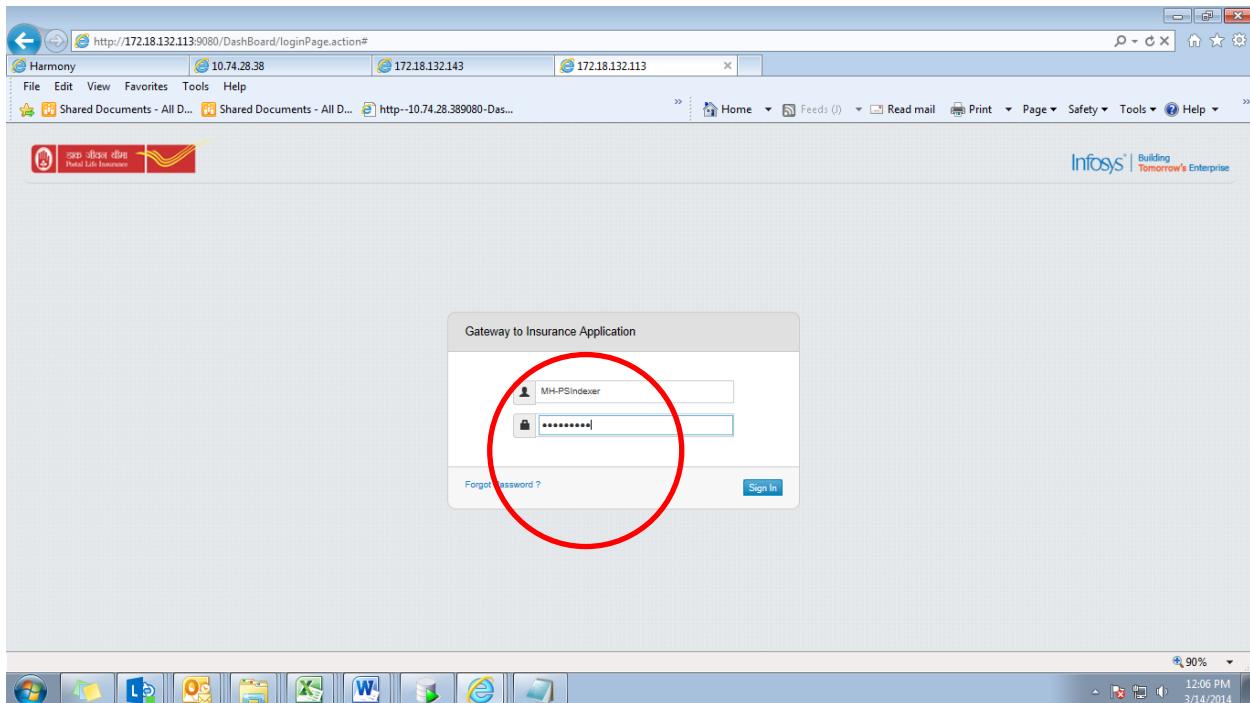


DOCUMENT OF STATUS REQUEST PROCESS

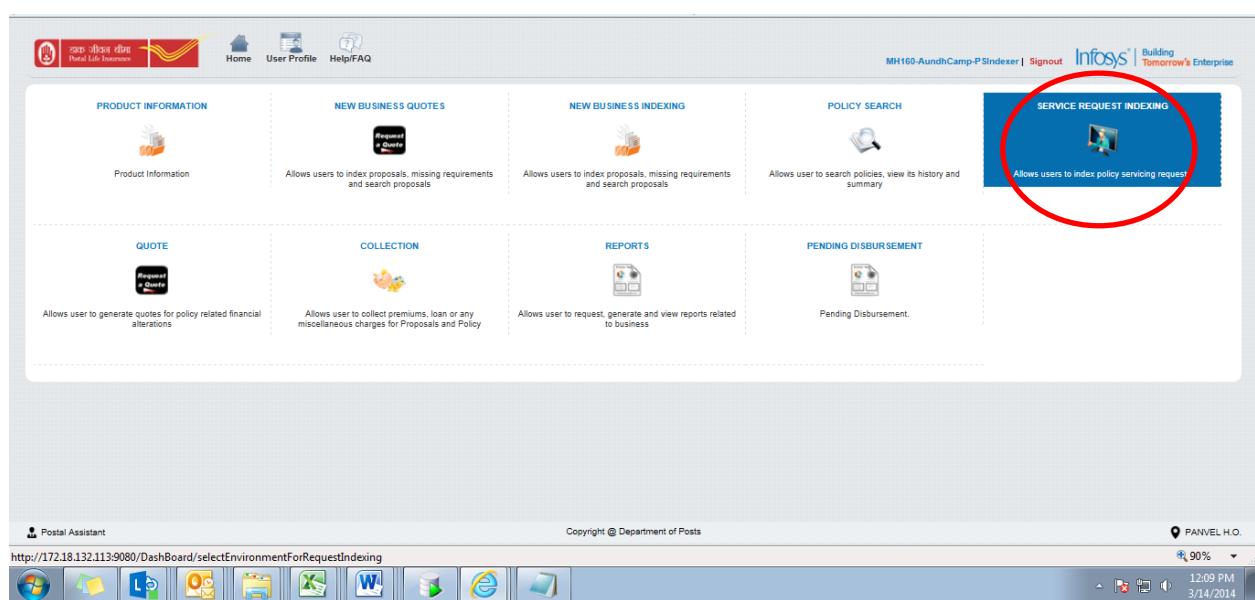
STATUS REQUEST process allows the user to track any **financial/Non-financial** request lying at any following stages i.e. Data Entry Operator, Quality checker, Approver etc.

PROCESS:

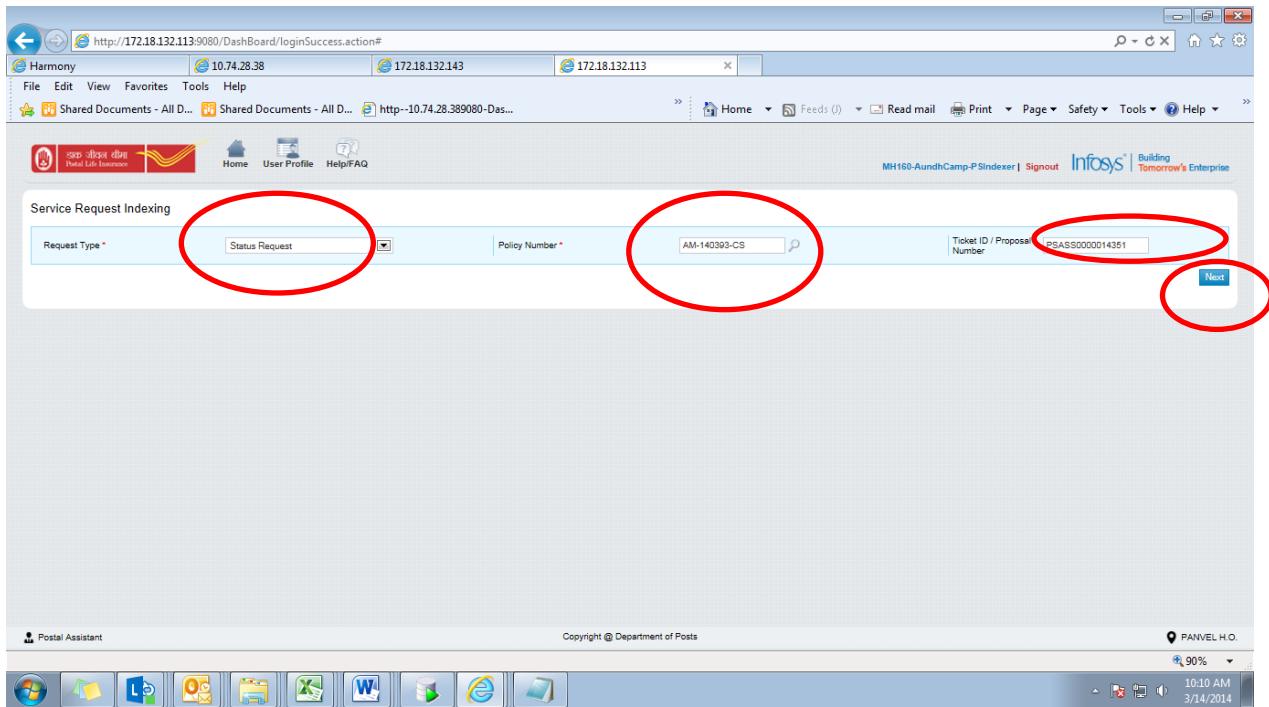
Login with correct **MH-PSIndexer** credentials and password.



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.

Service Request Indexing

Request ID	Policy Number	Request Type	Request Status	Request Date & Time	Request Owner
PSASS0000014351	AM-14039-CS	Assignment/Re-assignment	Pending	11/02/2014	MH-P-Sindexer

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.

Service Request Indexing

Stage	Status	Handler	Office Name	Date
Application Entry	Reserved	workflow	PANVEL H.O.	2/11/14 6:26:20 PM.000
Reserve	workflow			2/11/14 6:26:20 PM.000
Pending	workflow			2/11/14 6:26:20 PM.000
System calculation	Completed	workflow	PANVEL H.O.	
Receipt of forms	Completed	workflow	PANVEL H.O.	

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