

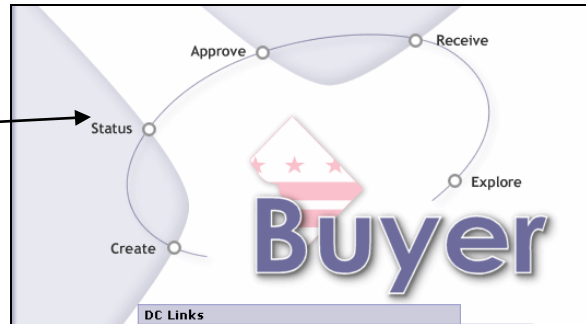
# HOW TO

## Check Status of a Requisition

Version ST100.v1

**Purpose:** To determine the current status of a requisition in PASS.

Log into PASS and click Status on the Swoosh screen.



From the Status screen, locate the requisition and current status.

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.

Requests in progress: 441

Type	ID	Date Created	Status	Title	Total
<input type="checkbox"/>	U060446	Mon, 7 Jul, 2008	Composing	Untitled Requisition	\$18,800USD
<input type="checkbox"/>	U060051	Thu, 26 Jun, 2008	Approved	Timesheet Form: Hall, Ken (6/28/2008)	33.00 Hours
<input type="checkbox"/>	U0401364	Thu, 26 Jun, 2008	Denied	Untitled Requisition1	\$2,424,800USD
<input type="checkbox"/>	U060048	Thu, 26 Jun, 2008	Denied	Timesheet Form: Hall, Ken (6/12/2008)	39.00 Hours

OR

Select the Status Label to view all Requisitions with a particular Status.

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.

Requests in progress: 441

Type	ID	Date Created	Status	Title
<input type="checkbox"/>	PWR207	Wed, 21 Jul, 2004	Approved	null - Harper, James
<input type="checkbox"/>	UM600066	Wed, 14 May, 2008	Approved	Scenario 59.2 - Boschert
<input type="checkbox"/>	UM600065	Wed, 14 May, 2008	Approved	Scenario 59 - Boschert
<input type="checkbox"/>	PWR208	Thu, 29 Jul, 2004	Approved	null - Allison, Jeffery
<input type="checkbox"/>	PWR209	Thu, 29 Jul, 2004	Approved	TOO - Al-Alami, Allam
<input type="checkbox"/>	PWR210	Thu, 5 Aug, 2004	Approved	null - Falah, Khaled

### Requisition Status Types:

- Composing
- Submitted
- Denied
- Ordered
- Canceled