

WORK INSTRUCTIONS HOW TO PROCESS A NEW PIDX PRODUCT CODE REQUEST

Step 1. Access the login page: https://app.docstudio.com/auth/login

Step 2.

Enter your PIDX account email and password, using the PIDX administrative credentials.

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Work Instructions: How to Process a New PIDX Product Code Request Document ID: 04-966-20-50-2023

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Step 3.

Access your PIDX account and switch to the "Moderator" mailbox.

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Step 4.

In the left sidebar menu, select the 'Mailbox' option and choose the form you want to moderate

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Step 5.

Review the form and decide whether to Approve or Reject it.

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т 				PS Form applicant 8177654EP-9416-4026-84ED-997ECB9F1D80							
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Step 5.1

If you reject the form, provide a reason for the rejection in the comment field. The person who requested this form will see the comment with the cancellation reason.

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Step 5.2

If you Approve the form, as a next moderation step, you can Assign the code.

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Step 6.

After the form has been approved and the code has been assigned, select the 'SEND' button.

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2	Message Please fill the form to add new PIDX code			
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	3-Moderator Be sure that all fields a filled correct. After at this envelope. 4 - Publisher			
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Step 7.

After all the Moderation steps are completed, switch to the 'Publisher' mailbox.

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			New label						
			New PIDX Code Request Form						
					*				
				Publishing date: • Date and time 4					
				New PIDX Codes Request Form					
			Code TEST CODE A one to three character alphanumeric product code	e assigned by the Doverstream Subcommittee					
			*Product definition Test						

Step 8.

Proceed to the Publisher mailbox and choose the form that requires action from the Publisher's side.

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Step 9.

As a Publisher, update the date of publication of the code on the PIDX website and select the 'SEND' button to complete the document flow process.

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Step 10.

Once the document has been completed, the sender will receive a notification.

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Step 11.

As a moderator, you can manage all new PIDX Product Code Request forms in your mailbox.

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If you encounter any challenges while managing a new PIDX Product Code Request forms, please do not hesitate to reach out for assistance.

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