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.
Step 3.
Access your PIDX account and switch to the “Moderator” mailbox.

Step 4.
In the left sidebar menu, select the 'Mailbox' option and choose the form you want to moderate.
Step 5.
Review the form and decide whether to Approve or Reject it.
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.
Step 5.2
If you Approve the form, as a next moderation step, you can Assign the code.
Step 6.
After the form has been approved and the code has been assigned, select the 'SEND' button.
Step 7.
After all the Moderation steps are completed, switch to the ‘Publisher’ mailbox.

Step 8.
Proceed to the Publisher mailbox and choose the form that requires action from the Publisher’s side.
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.

Step 10.
Once the document has been completed, the sender will receive a notification.
Step 11.
As a moderator, you can manage all new PIDX Product Code Request forms in your mailbox.

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