

Check Status (Template)

Quick Reference Guide

(Company Logo Here)

Overview

Use **Check Status** to look at the status of conditions, fees, and other supporting information to determine which milestone an IPS object is at and what is needed to move it to the next milestone in a workflow.

In this example, you will check the status of a license.

1 ▶ Select **License** → **Application** → **Lookup Licenses**.

2 ▶ Enter search criteria to locate the license. In this example, the business name is **Country Storage** and **Country Storage** is typed in the **Business Name** field and the **Search** button is clicked.

My Infor [Lookup Licenses \(LLL\)](#)

Search Criteria **2** Map

License Description

License #	<input type="text"/>	Priority	<input type="text"/>
License Type	<input type="text"/>	Business Name	Country Storage
License Category	<input type="text"/>	DBA Name	<input type="text"/>

3 ▶ Display the license by clicking the **License #** link.

My Infor [Lookup Licenses \(LLL\)](#)

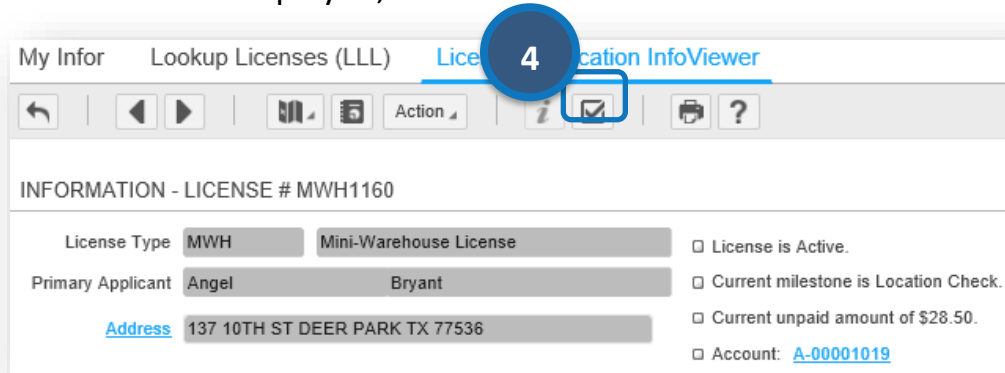
Search Criteria **Results (1 records)** Map

License #	License Type	Priority	License Category	Business Name	License Date
MWH1160	MWH			Country Storage	12/26/2018 13:21

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- 4 ► With the license displayed, click the **Check Status** button.



My Infor Lookup Licenses (LLL) License InfoViewer

INFORMATION - LICENSE # MWH1160

License Type: MWH Mini-Warehouse License

Primary Applicant: Angel Bryant

Address: 137 10TH ST DEER PARK TX 77536

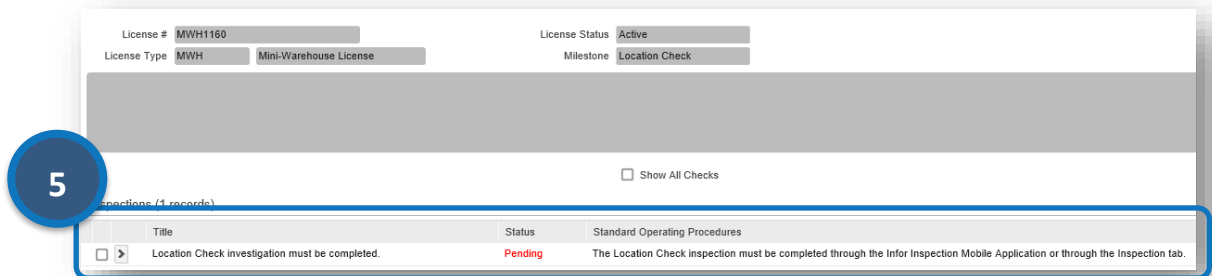
License is Active.

Current milestone is Location Check.

Current unpaid amount of \$28.50.

Account: A-00001019

- 5 ► The current status is displayed. In this example the license is at the **Location Check** milestone, with a **Pending** status. Review the Standard Operating Procedures shown to determine next steps to move to the next milestone.



License # MWH1160 License Status Active

License Type MWH Mini-Warehouse License Milestone Location Check

Show All Checks

Inspections (1 records)

Title	Status	Standard Operating Procedures
Location Check investigation must be completed.	Pending	The Location Check inspection must be completed through the Infor Inspection Mobile Application or through the Inspection tab.