View Request Status

(on this page)
How to: Use the request filters

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1. In the **submissions table** in your **My Requests section** on your Profile page, you can filter the table to find specific submissions that you want to view by **ID number** or **Form name** (both of which are provided in a notification email that you receive from itl-noreply@colorado.edu).
   - By default, the table lists all submissions by Submission Date in reverse-chronological order. You can optionally click/tap any of the column headers (Submission ID, Form, Submission Date, Deadline, Last Updated, or Status) to sort by that column header instead. You can click a column header again to sort it in reverse order.
   - You can filter the table using the **Search** input field at the top of the table. The Search input field will accept and search by an ID or Form name.
   - You can also use the **Status** dropdown list (at the far-right end of the Search input field) to optionally filter by any of the available Status values, which include:
     - Submitted
     - Under Review
     - Accepted
     - Quoted
     - Payment Pending
     - Payment Complete
     - In Process
     - Delayed
     - Ready for Pickup
     - Completed
     - Canceled



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