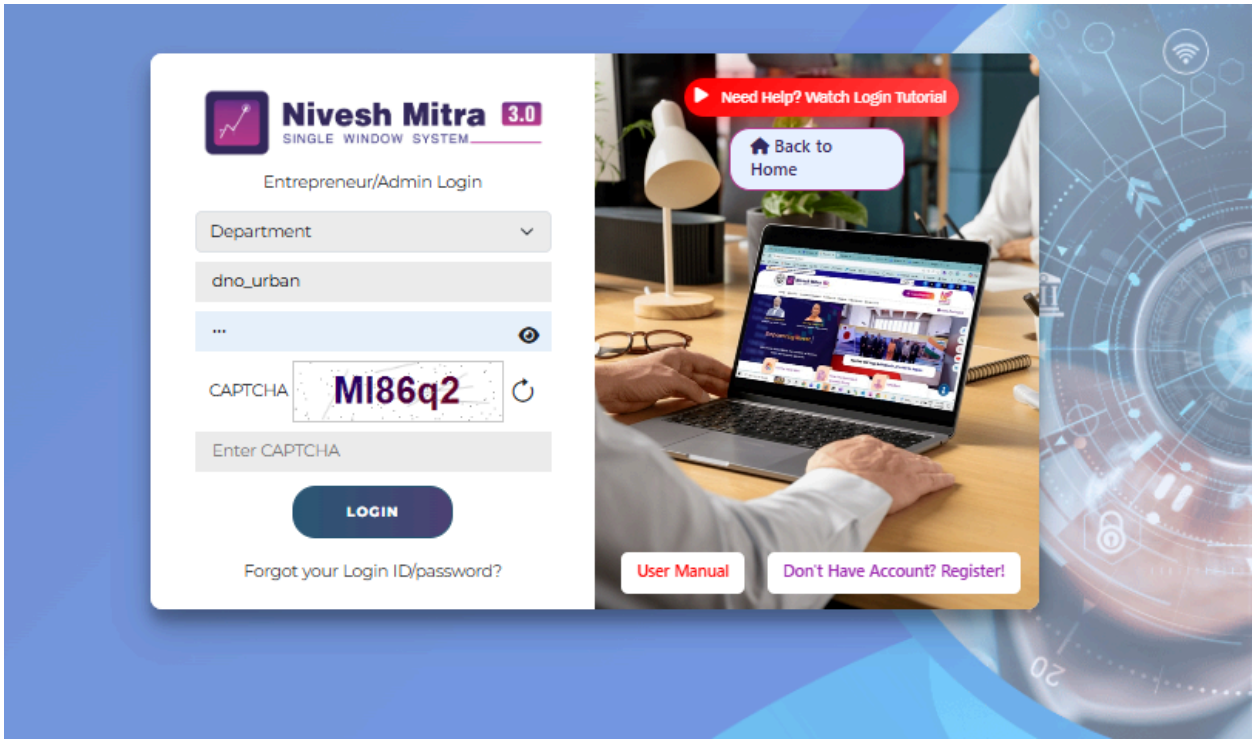
Viewing the Pending Acknowledgement Report (DNO)

This guide explains how a DNO user logs in, opens the Department wise Status Report, applies filters, and views the drill-down report of pending acknowledgements.

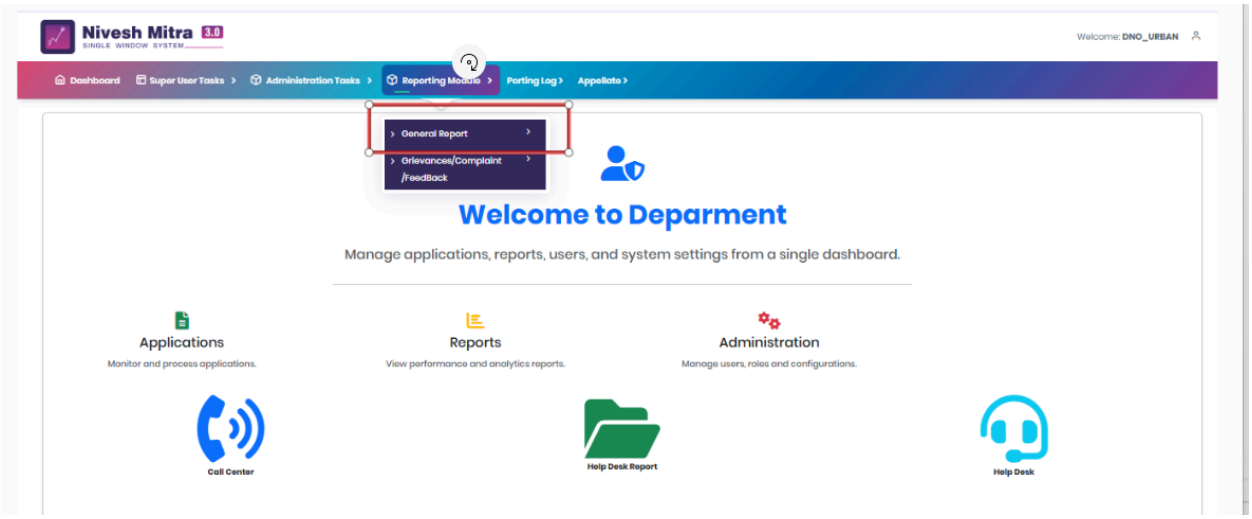
Step 1: Log in to the portal

Log in to the portal as a DNO user, selecting Department as the login type.



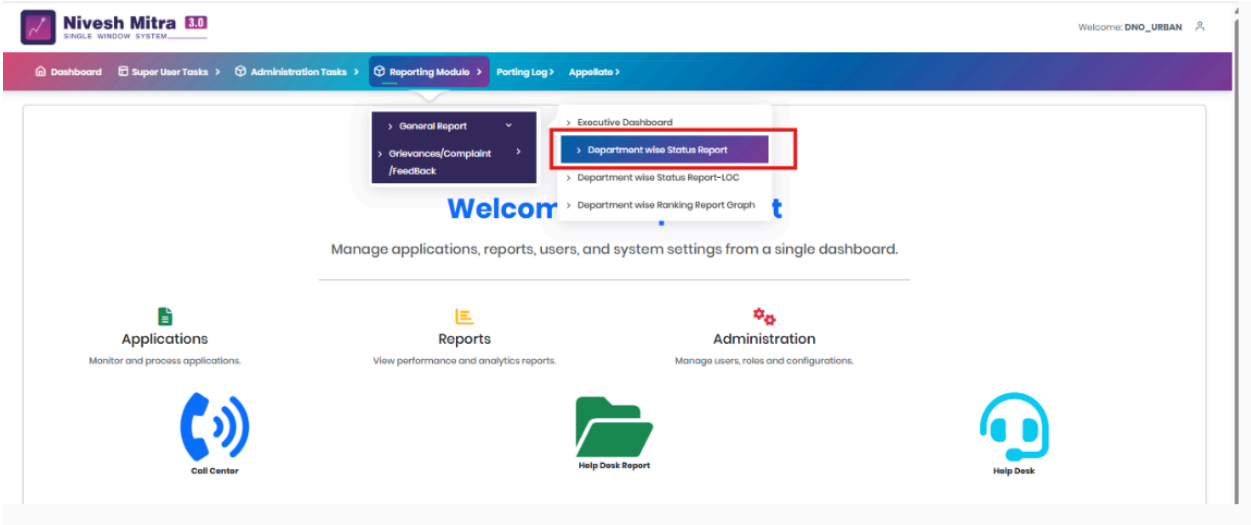
Step 2: Navigate to General Report

From the menu bar, open Reporting Module and select General Report.



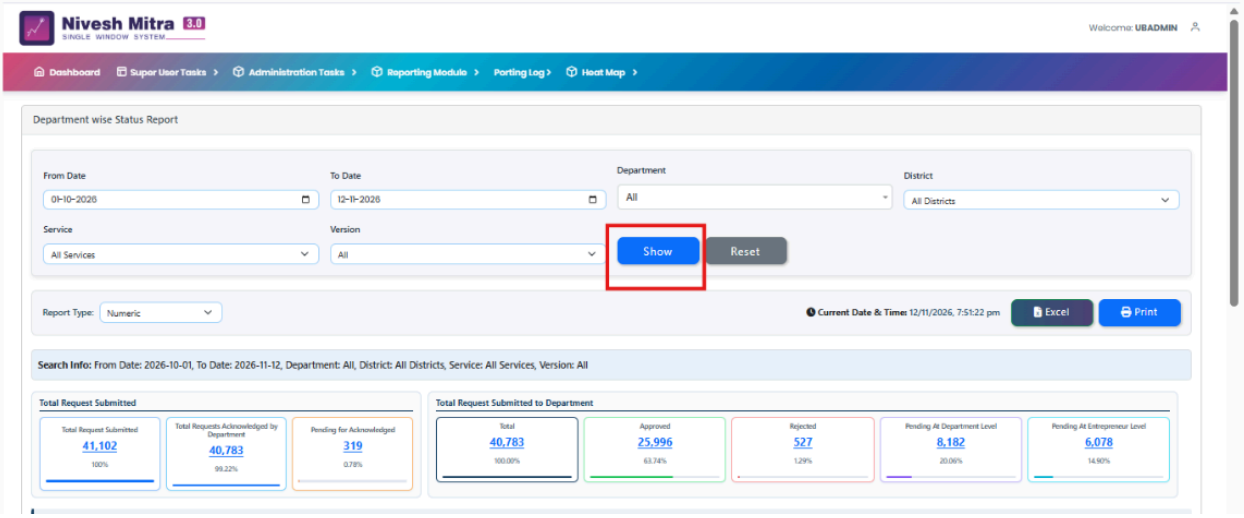
Step 3: Open the Department wise Status Report

From the General Report submenu, select Department wise Status Report.



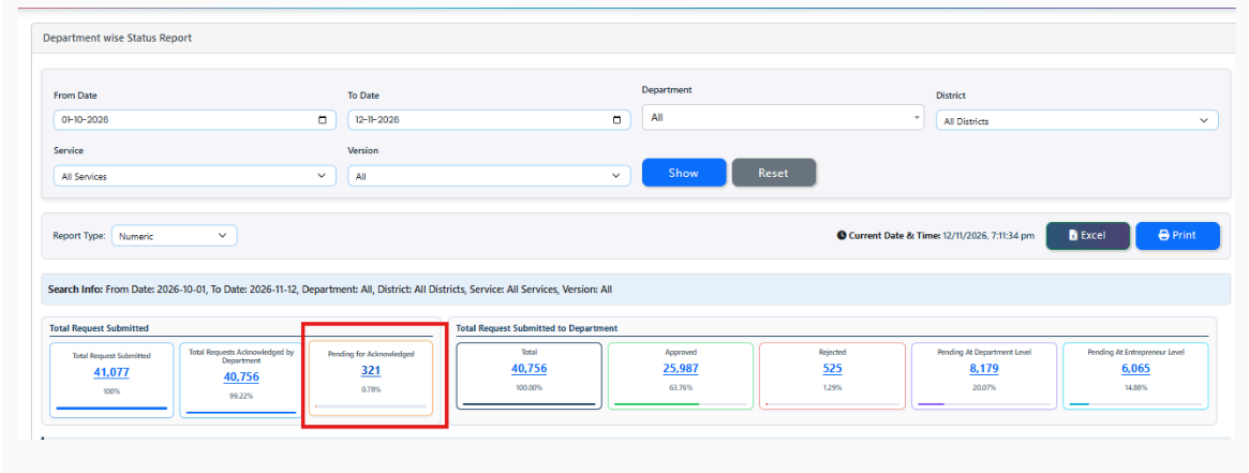
Step 4: Select the filters and click Show

Set the filters you need: From Date, To Date, Department, Service, and Version (3.0, 2.0, or All). Then click Show to display the report.



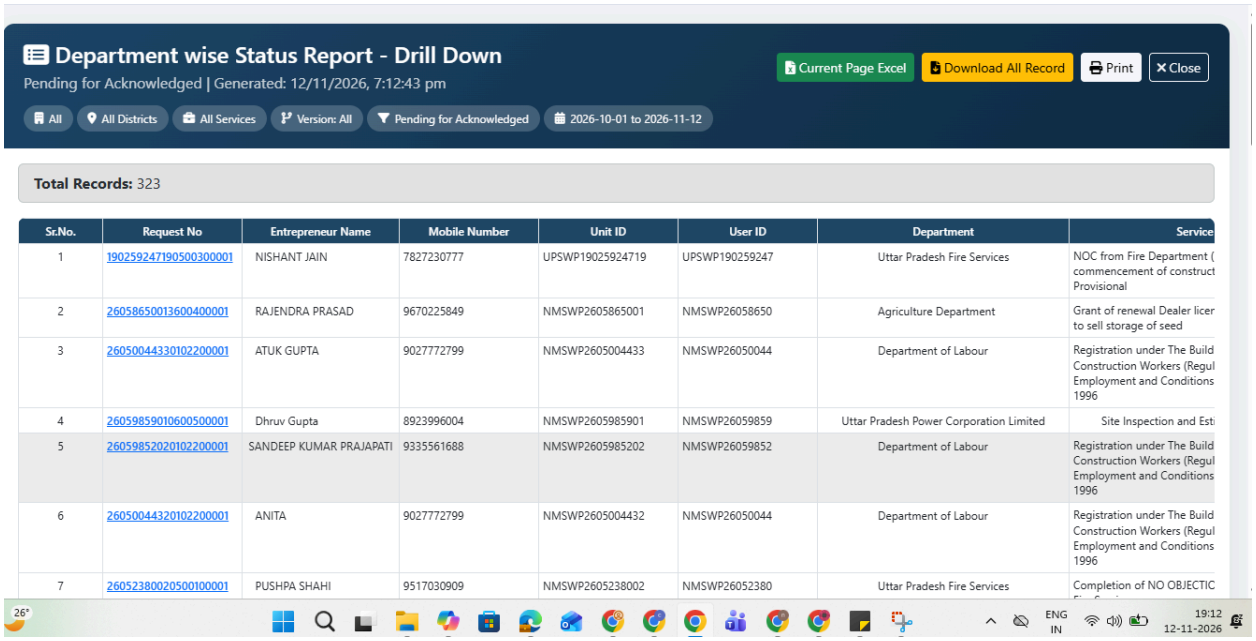
Step 5: Click the Pending for Acknowledged card

In the report summary, click the number on the Pending for Acknowledged card.



Step 6: View the drill-down report

The Drill Down report lists the records behind the number shown on the card. Use Current Page Excel, Download All Record, or Print to download or print the report.



Sr.No.	Request No	Entrepreneur Name	Mobile Number	Unit ID	User ID	Department	Service
1	19025924719050030000l	NISHANT JAIN	7827230777	UPSWP19025924719	UPSWP190259247	Uttar Pradesh Fire Services	NOC from Fire Department (commencement of construct Provisional
2	26058650013600400001	RAJENDRA PRASAD	9670225849	NMSWP2605865001	NMSWP26058650	Agriculture Department	Grant of renewal Dealer licer to sell storage of seed
3	26050044330102200001	ATUK GUPTA	9027772799	NMSWP2605004433	NMSWP26050044	Department of Labour	Registration under The Build Construction Workers (Regul Employment and Conditions 1996
4	26059859010600500001	Dhruv Gupta	8923996004	NMSWP2605985901	NMSWP26059859	Uttar Pradesh Power Corporation Limited	Site Inspection and Esti
5	26059852020102200001	SANDEEP KUMAR PRAJAPATI	9335561688	NMSWP2605985202	NMSWP26059852	Department of Labour	Registration under The Build Construction Workers (Regul Employment and Conditions 1996
6	26050044320102200001	ANITA	9027772799	NMSWP2605004432	NMSWP26050044	Department of Labour	Registration under The Build Construction Workers (Regul Employment and Conditions 1996
7	26052380020500100001	PUSHPA SHAHI	9517030909	NMSWP2605238002	NMSWP26052380	Uttar Pradesh Fire Services	Completion of NO OBJECTIC