



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Consent to Establish (CTE) - Revision
Tamil Nadu Pollution Control Board**



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1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

**TNSWP website
(www.tnswp.com)**

**Toll free number
and Mail Id**



Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register
on TNSWP**

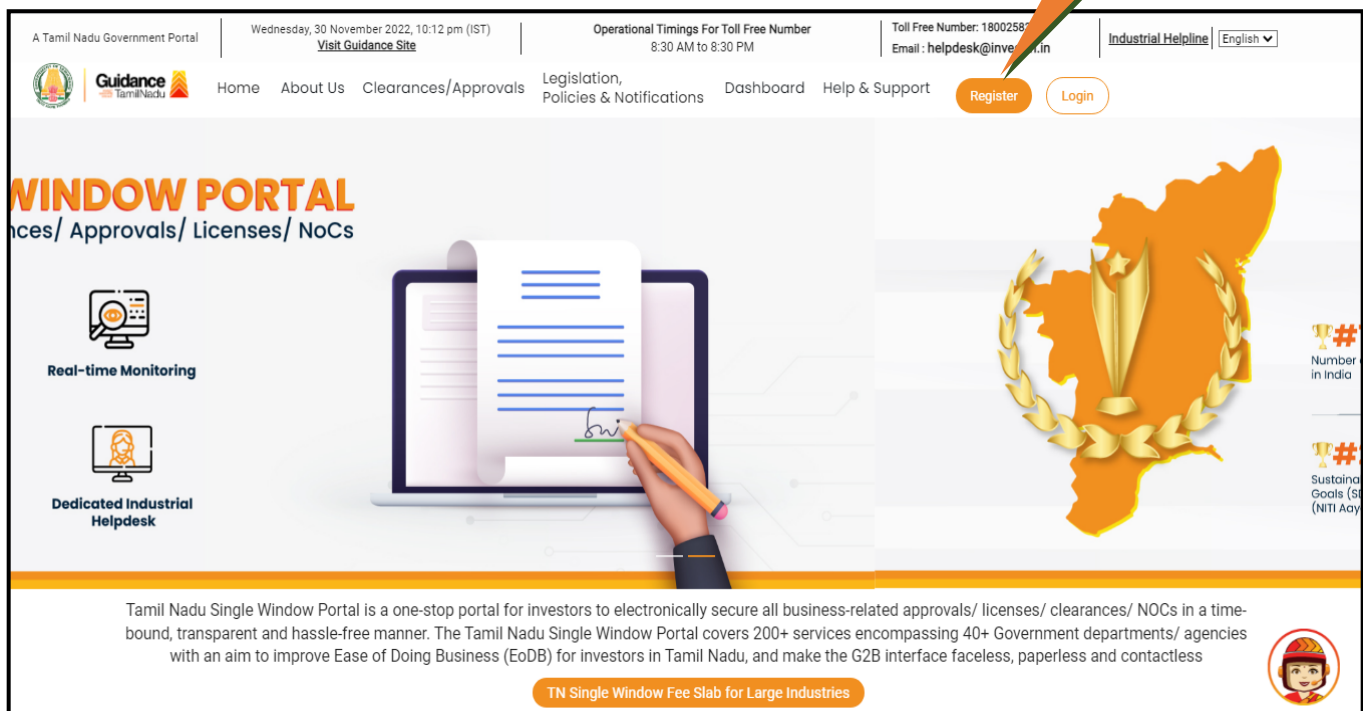


Figure 2. Register

2) New Investor Registration page will appear (Refer Figure 3 & 4)

3) Select the 'Investor' option and continue with the Registration process.

4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.

5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company
• In case of Proprietorship firm, write PAN Number of Proprietor.
• In case of Individuals, write PAN Number of Individual.
• In case of Small Enterprise, write PAN Number of Small Enterprise.

Name of Company

Figure 3. Registration Form

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

I accept the [Terms and Conditions](#)*

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- '**2-Step Verification Process**' screen will appear when the applicant clicks on 'Register' button.
 - **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the '**Verify**' button.

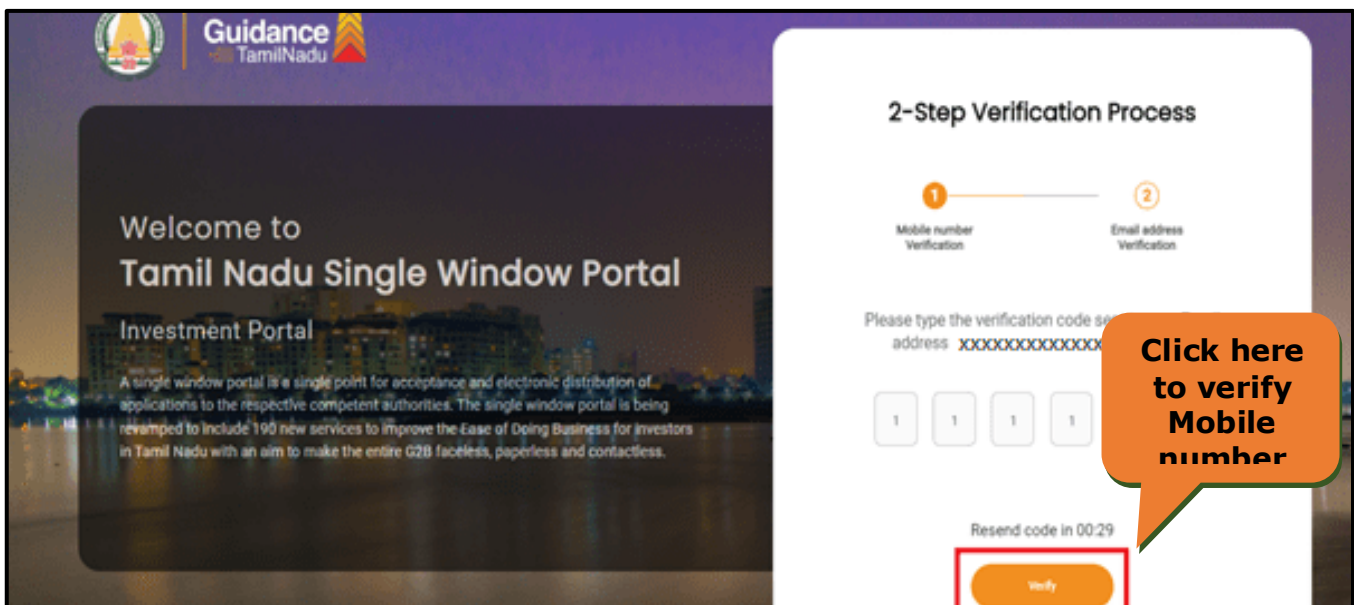


Figure 5. Mobile Number Verification

- **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the '**Verify**' button.

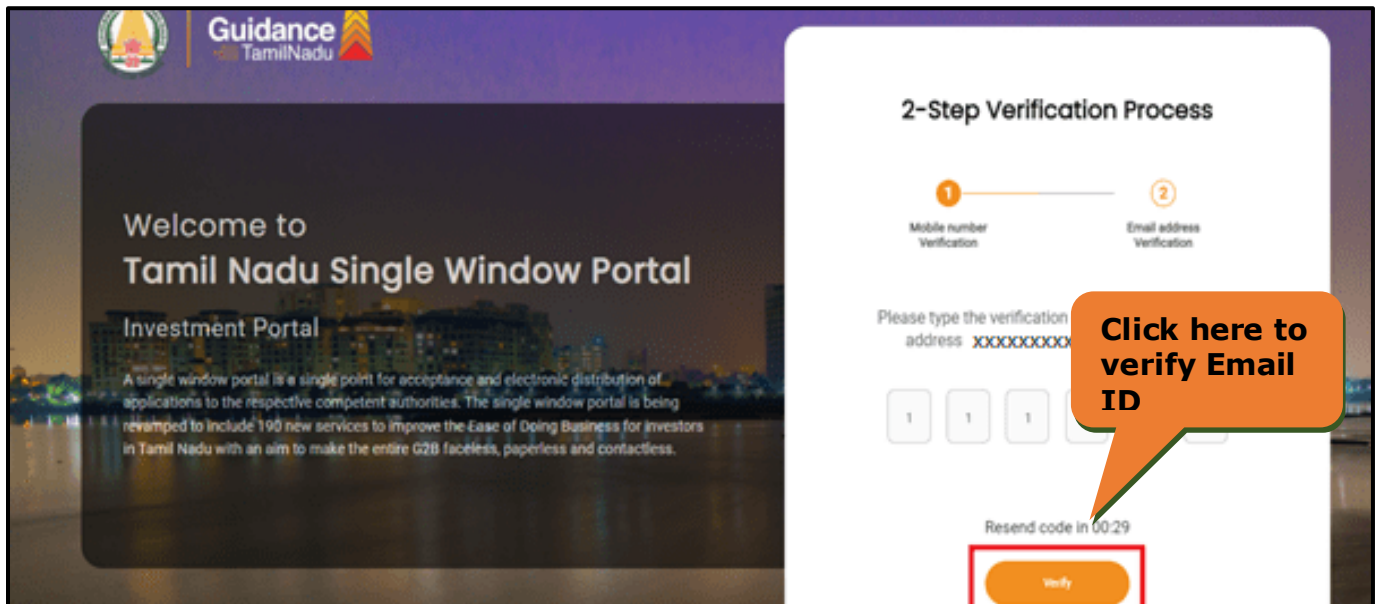


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

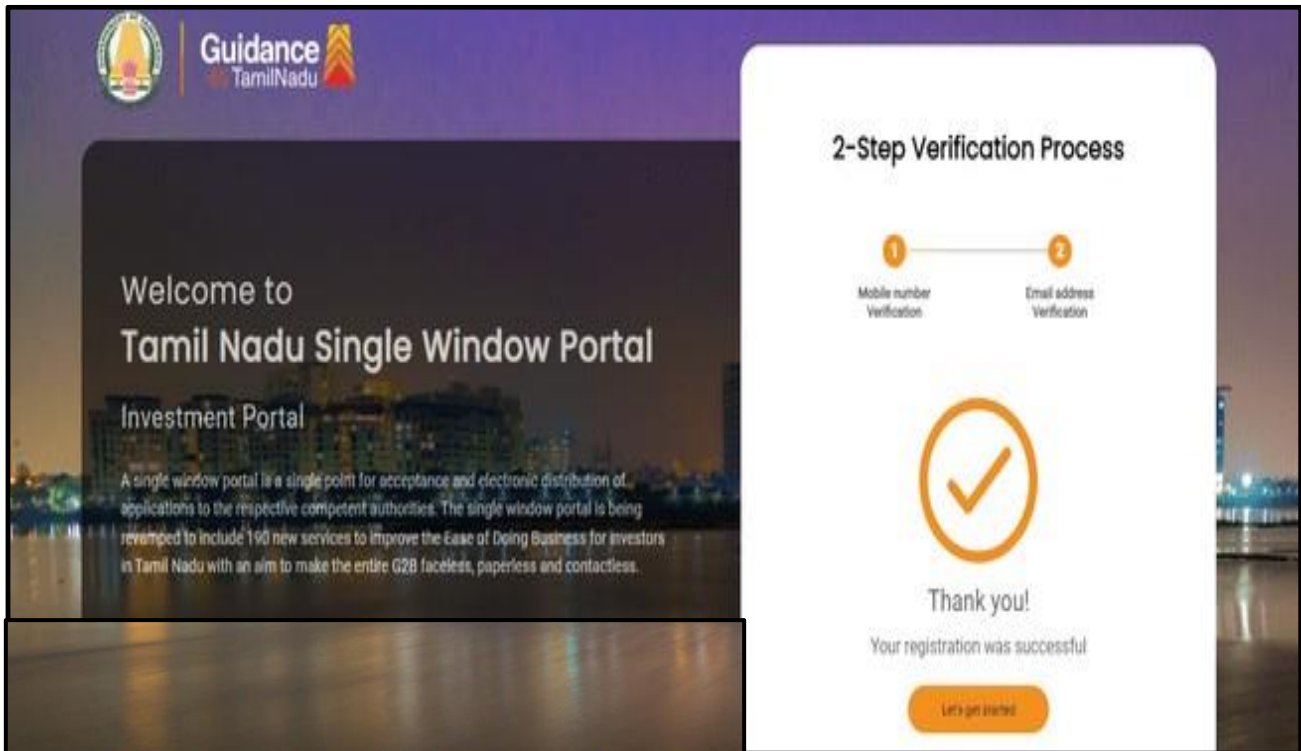



Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

Login to TNSWP



The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements: 'A Tamil Nadu Government Portal', 'Wednesday, 30 November 2022, 10:11 pm (IST)', 'Operational Timings For Toll Free Number 8:30 AM to 8:30 PM', 'Toll Free Number: 18002583878', 'Email: helpdesk@investtn.in', and 'Industrial Helpline | English'. Below the navigation bar, there is a main header with the 'Guidance TamilNadu' logo and navigation links: 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. Two buttons, 'Register' and 'Login', are visible in the header. The main content area features a large orange map of Tamil Nadu on the left and a central banner with the text 'TAMIL NADU Leading the Nation'. Below the banner, there are two rows of achievement statistics, each with a trophy icon and a rank: '#1' and '#2'. The '#1' row includes: 'Number of Factories in India', 'Number of Operational SEZs in India', 'Governance & Political Stability (N-SIPI 2019)', 'International and Domestic Tourist Arrivals', and 'Best Performing State (India Today State of the State Award 2018, 2019 & 2020)'. The '#2' row includes: 'Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)', 'Second Largest Economy in India', 'Best Governed State (Public Affairs Index 2020)', 'Job Creation Under IBPS Scheme', and 'Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom of the page, there is a footer with the text: 'Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless'. A small cartoon character icon is located in the bottom right corner of the footer. A callout box with the text 'Login to TNSWP' points to the 'Login' button in the header.

Figure 8. Login

5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.

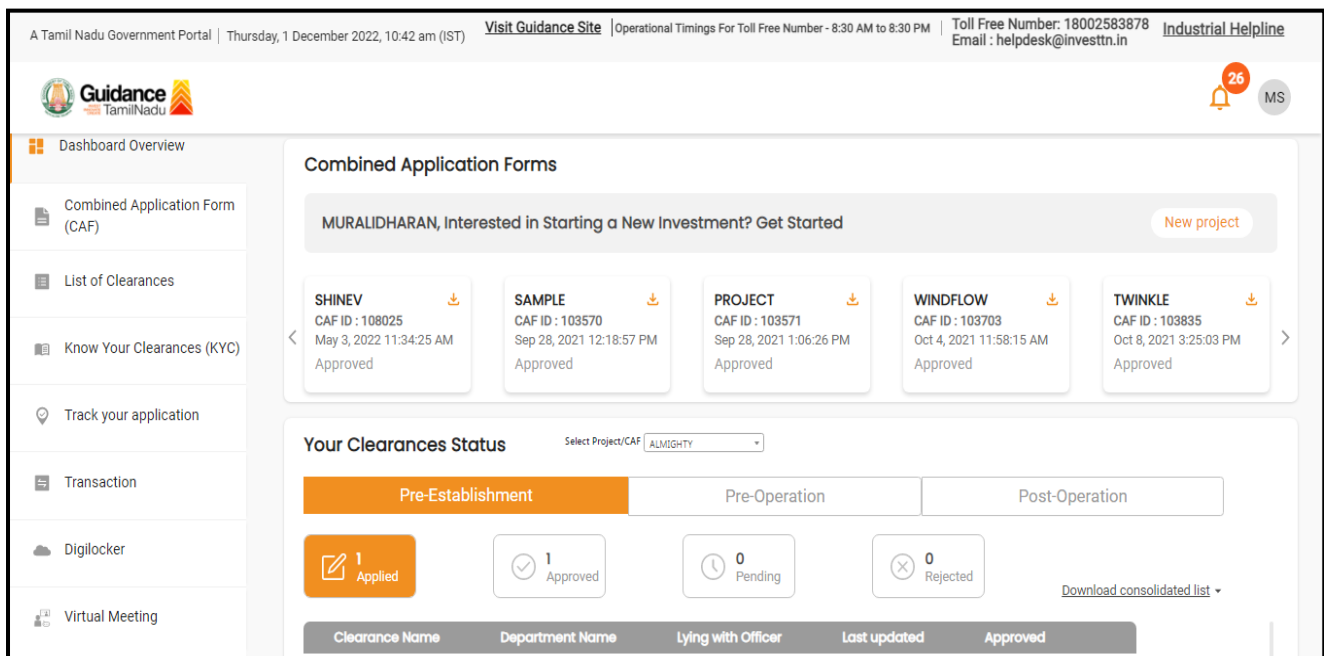


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.

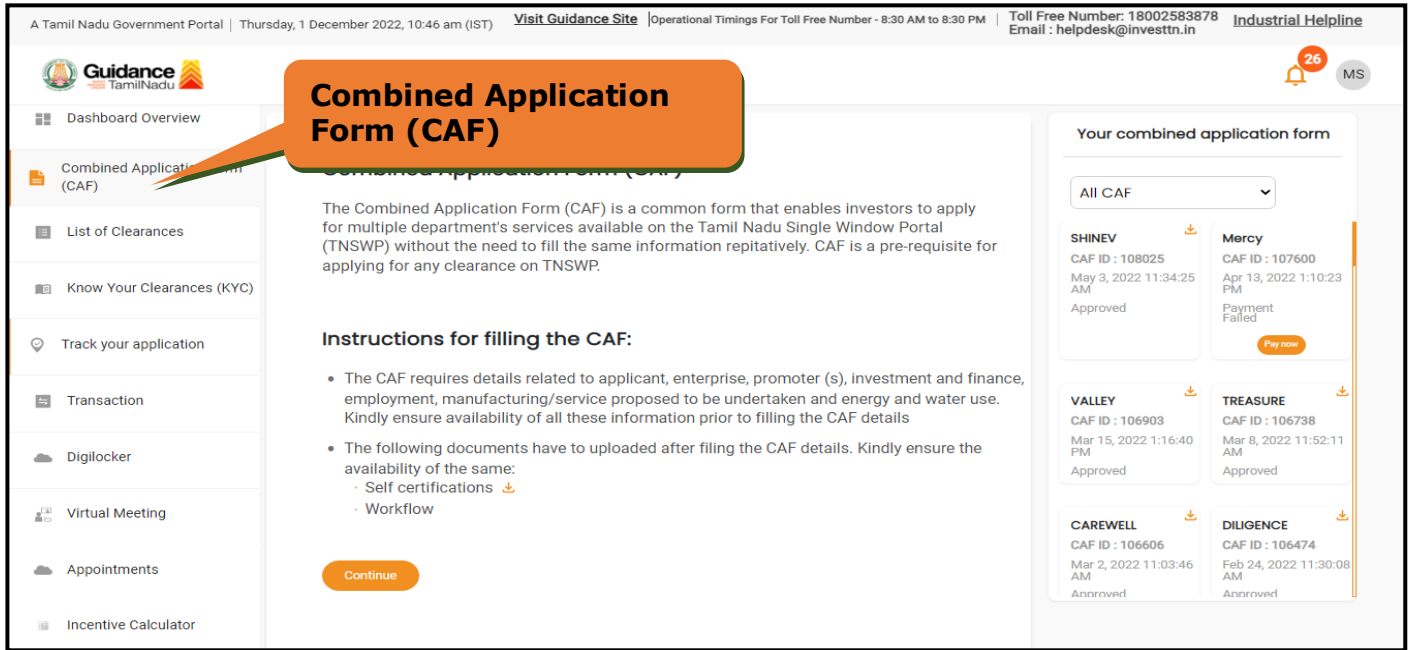


Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

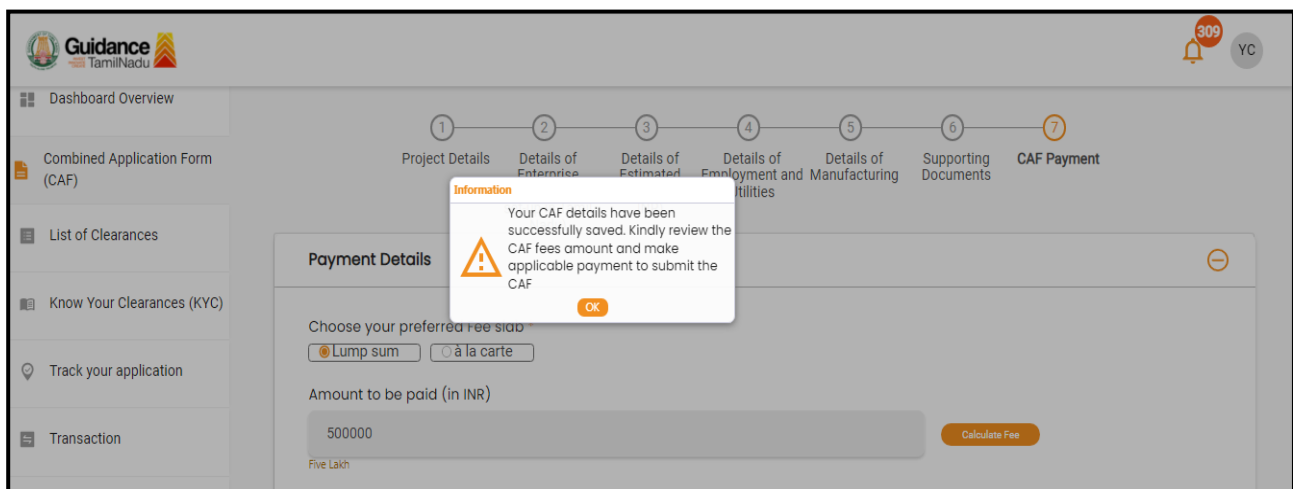


Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Consent to Establish (CTE) -Revision

Click on "List of Clearances"

List of Clearances

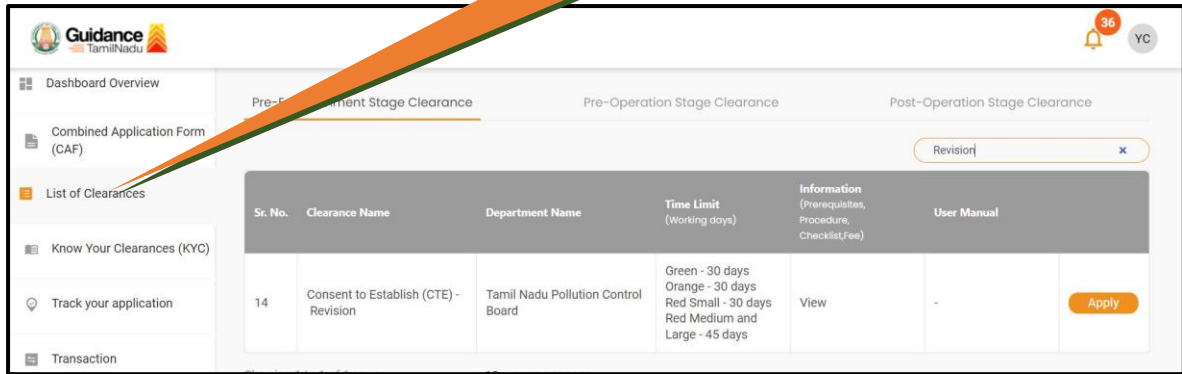


Figure 13. List of Clearances

1. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

2. Select 'Pre- Establishment Stage Clearance' and find the clearance 'Consent to Establish (CTE) - Extension' by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

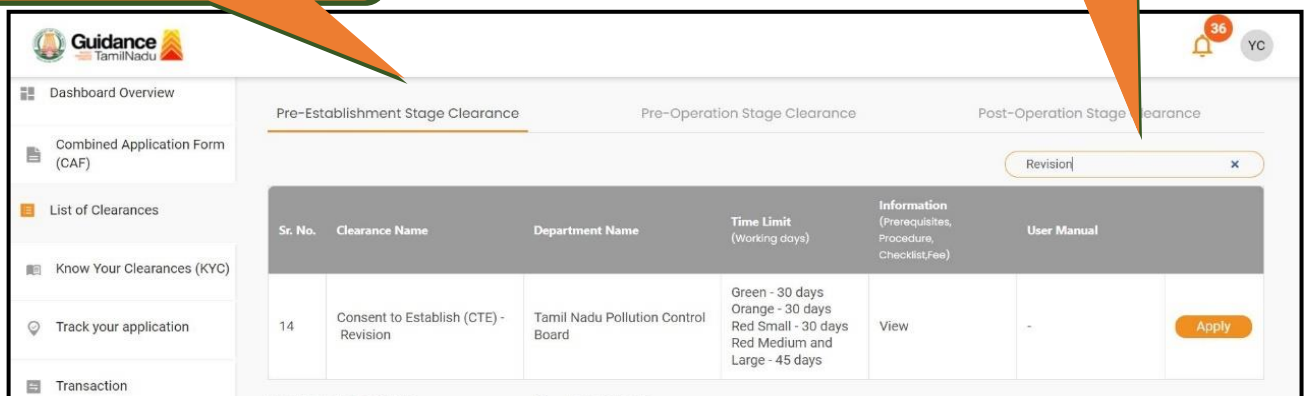


Figure 14. Search for Clearance

3. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
4. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
5. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

Apply for Clearance

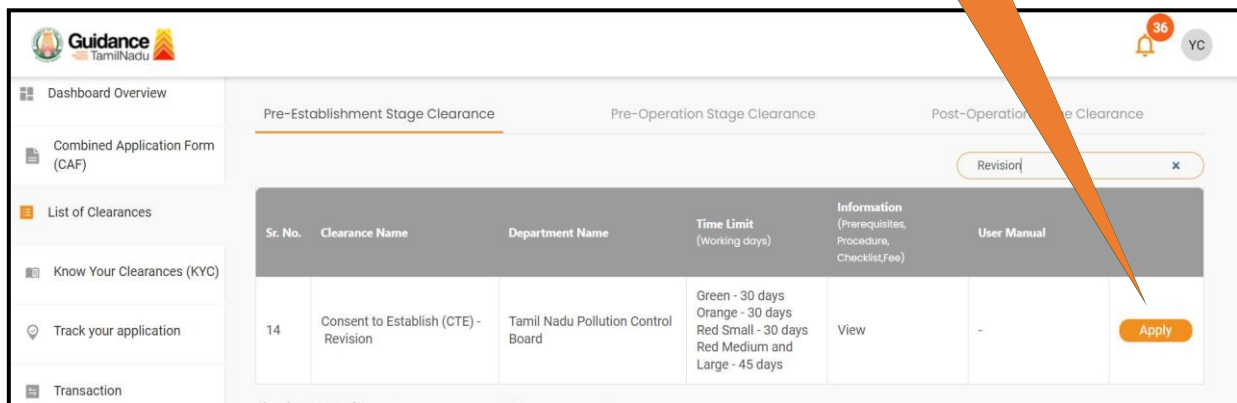


Figure 15. Apply for Clearance

1) Select **PROJECT / CAF** from the drop-down menu.

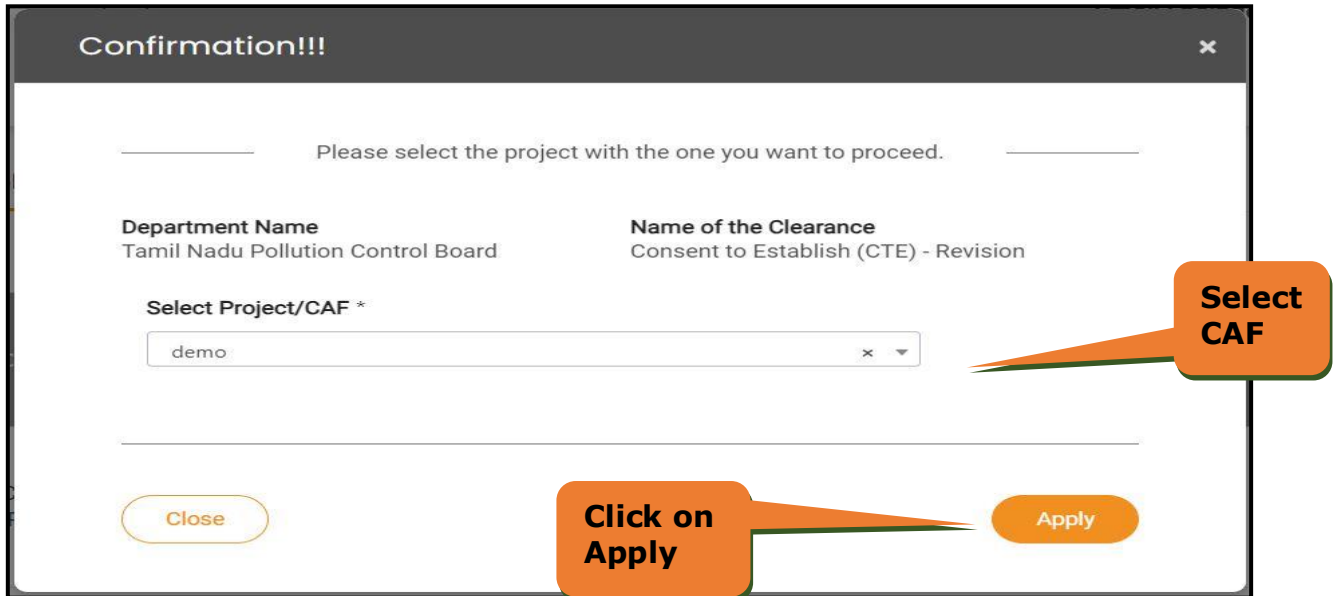


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Pollution Control Board for Registration for CTE Revision

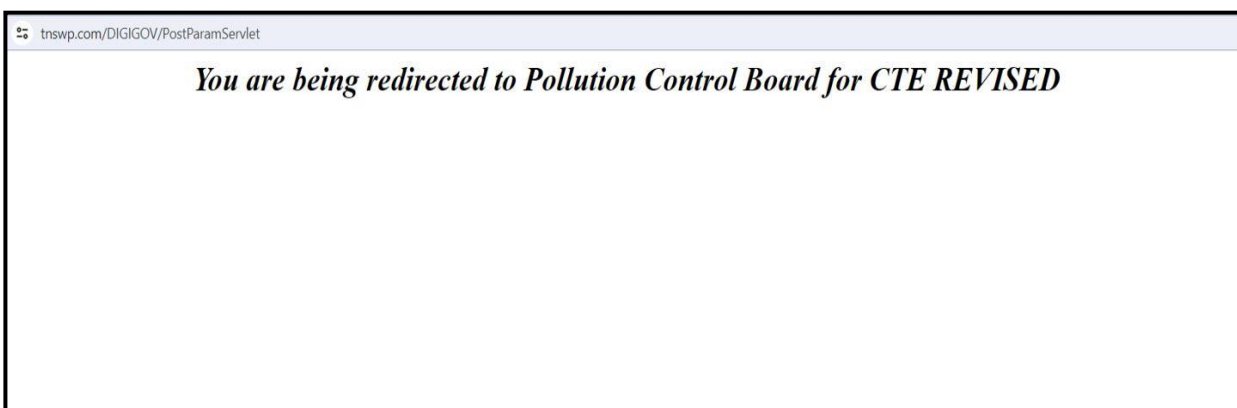



Figure 17. Pollution Control Board for Registration for CTE Revision


3) Enter all the mandatory Consent to Establish (CTE) Revision



Tamil Nadu
State Pollution Control Board


Online Consent Management & Monitoring System

Ministry of Environment, Forest and Climate Change
Government of India



Home
FAQs
Environment Act & Rules
Guidelines
Notices
Contact Us
Help Desk

The Pollution Control Board has been established as a regulatory authority for implementing various pollution control laws. The board is committed to provide pollution free environment to the people of state. The Board has undertaken various studies of underground water, solid and air to take remedial steps to control pollution.



Industry not registered with this name, district , address and caf no.

INDUSTRY

Fields marked * are mandatory

Industry Details
Occupier Details

Industry Name *	<input type="text" value="liuytr"/> (max 250 characters)
Industry Location-Postal Address *	<input type="text" value="11, liuyt, olikuyt, kj, ERODE"/>
Pin Code *	<input type="text" value="638459"/>
Revenue District *	<input type="text" value="Erode"/>
Taluk *	<input type="text" value="Not Selected"/>
Village *	<input type="text" value=""/>
SF No of the Industry location/Plot No in case of Govt Industrial Estates:	<input type="text" value=""/>
Local Body Type *	<input type="text" value="Not Selected"/>
Local Body *	<input type="text" value=""/>
Category *	<input type="text" value="Not Selected"/>
Industry Type *	<input type="text" value=""/>
Industry Status *	<input type="text" value="Operational"/>
Date of Commissioning *	<input type="text" value="17/08/2023"/> <small>e.g. dd/mm/yyyy</small>
Industry Registration/License No.:	<input type="text" value=""/> <small>(Max 50 char)</small>
Latest Gross fixed Assets-cost with out Depreciation (Rs in Lakhs) *	<input type="text" value=""/> <small>As On :</small> <input type="text" value="17/08/2023"/>
Plant & Machinery cost without Depreciation(Rs in Lakhs) *	<input type="text" value=""/> <small>As On :</small> <input type="text" value="17/08/2023"/>
Scale of Industry *	<input type="text" value=""/>
Ownership of Industry:	<input type="text" value="Individual"/>
Landline Phone Number with code :	<input type="text" value="9092653218"/>
Fax No. With Code :	<input type="text" value=""/>
e-mail Address :	<input type="text" value="kdw@gmail.com"/> <small>e.g. xyz@abc.com</small>
Jurisdiction Office:	<input type="text" value=""/>

Send us your feedback and suggestions

The screenshot shows a web application interface for registering an industry. The top navigation bar includes links for HOME, FAQ, ENVIRONMENT ACT & RULES, GUIDELINES, INFORMATION, CONTACT US, DASHBOARD, and Help Desk. The main content area features a header with a tree image and a message: "Industry not registered with this name, district, address and caf no." Below this is a form titled "INDUSTRY" with two tabs: "Industry Details" and "Occupier Details". The "Industry Details" tab is active, showing fields for Registered Office Address, Pin Code, Occupier Name, Designation, Nationality, Phone No. With Code, Fax No. With Code, Mobile No., e-mail Address, Hint Question, and Your Answer. A captcha field is also present with the code "846872". At the bottom of the form, there are radio buttons for "Do you want to send login Credential in mail?" (yes/no) and a "Save" button. An orange callout box with a white border points to the "Save" button, containing the text "Click on 'Save'".

Figure 18. Consent to Establish (CTE) Revision

Application Submitted

- 1) The applicant has completed the application form. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**

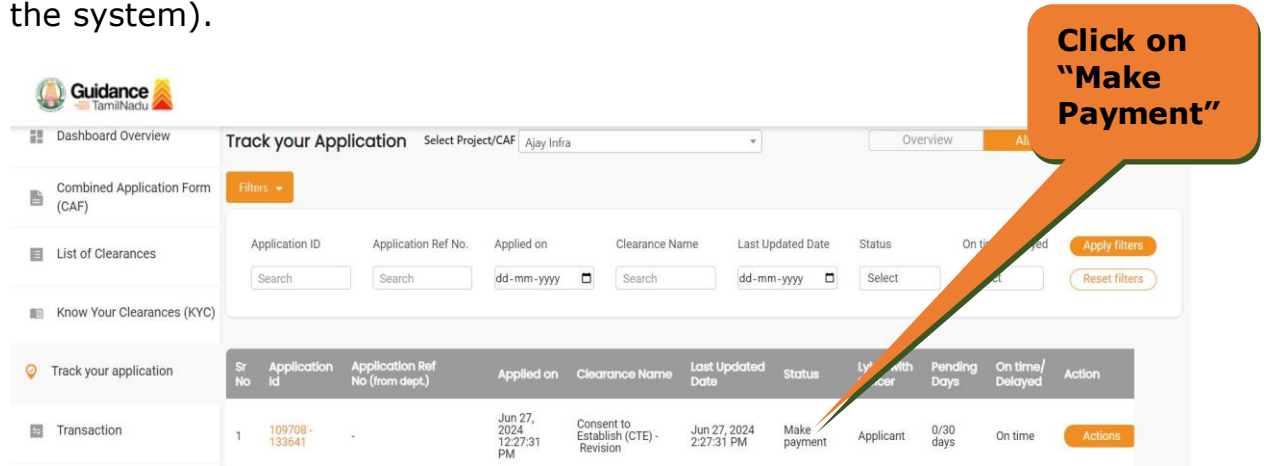
The screenshot displays the "Track your Application" dashboard. At the top, there is a navigation bar with "Dashboard Overview" and "Track your Application" (selected). A dropdown menu shows "Select Project/CAF" with "Ajay Infra" selected. There are buttons for "Overview" and "All Details". Below this is a "Filters" section with search boxes for "Application ID", "Application Ref No.", "Applied on", "Clearance Name", and "Last Updated Date", along with "Status" and "On time/ Delayed" dropdowns. A table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Under Process	Applicant	0/30 days	On time	Actions

Figure 19. Under Process

Payment Process

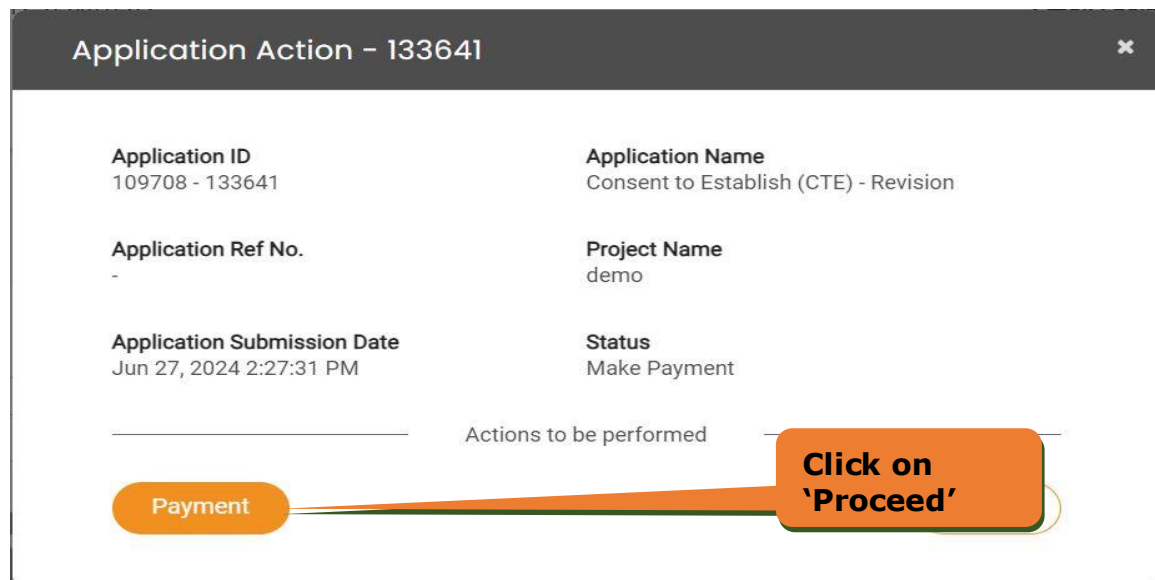
- The applicant will pay the requested fees (Auto generated by the system).



The screenshot shows the 'Track your Application' interface. A callout bubble with the text 'Click on "Make Payment"' points to the 'Make payment' button in the table below.

Sr No	Application id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Ly with	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Make payment	Applicant	0/30 days	On time	Actions

Figure 20. Make Payment



The screenshot shows the 'Application Action - 133641' modal window. It displays the following details:

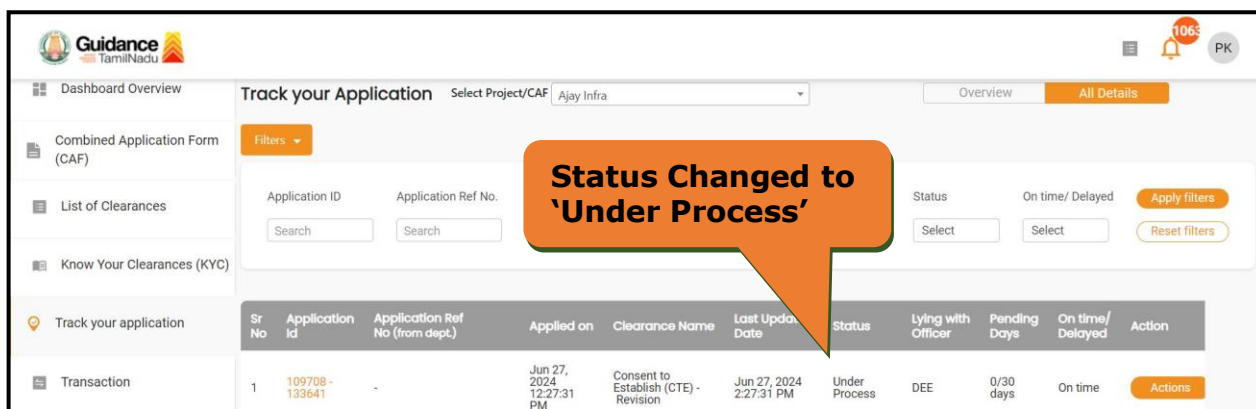
- Application ID:** 109708 - 133641
- Application Name:** Consent to Establish (CTE) - Revision
- Application Ref No.:** -
- Project Name:** demo
- Application Submission Date:** Jun 27, 2024 2:27:31 PM
- Status:** Make Payment

Below the details, there is a section titled 'Actions to be performed' containing a 'Payment' button. An orange callout bubble with the text 'Click on "Proceed"' points to the 'Payment' button.

Figure 21. Click on 'Proceed'

Application Submitted

After payment is completed the application forward to DEE, the DEE Scrutinize application for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



The screenshot shows the 'Track your Application' interface. A callout box highlights the status change to 'Under Process'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Under Process	DEE	0/30 days	On time	Actions

Figure 22. Status of the Application

8. Query Clarification

- 1) After submitting the application to the Tamil Nadu Pollution Control Board, the DEE reviews the application and if there are any clarifications required, the DEE would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

4) Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

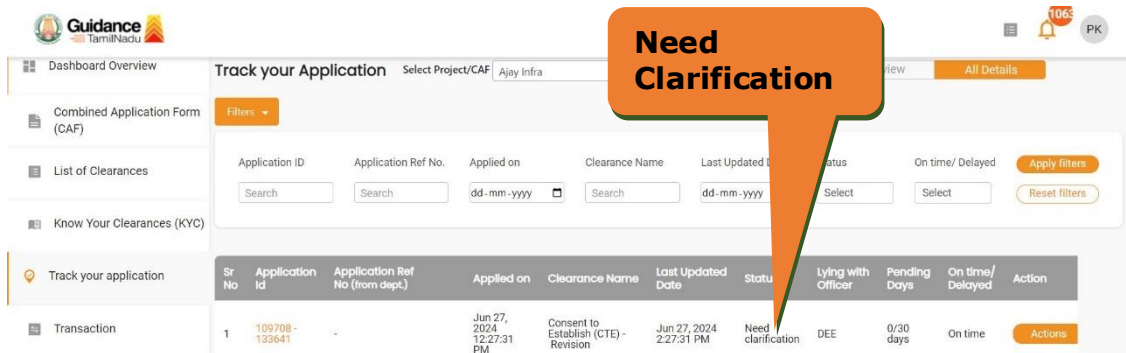


Figure 23. Need Clarification

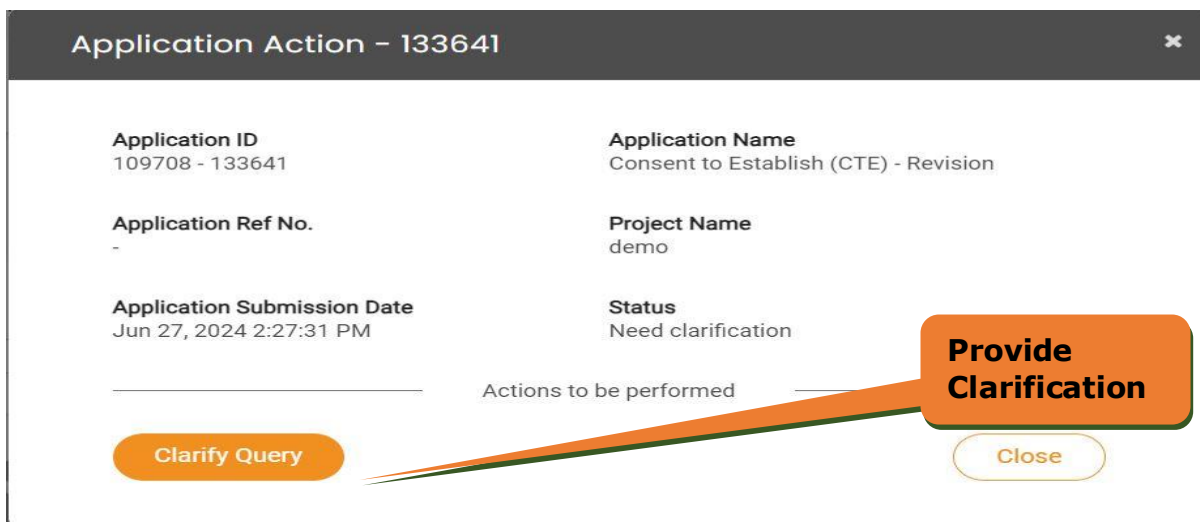


Figure 24. Provide Clarification

- 5) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

9. Inspection Schedule

- a. The DEE schedules the date of appointment for Inspection to be done for the specified institution (Refer Figure 25).
- b. The inspection date scheduled by the department is intimated to the user(Refer Figure 26)

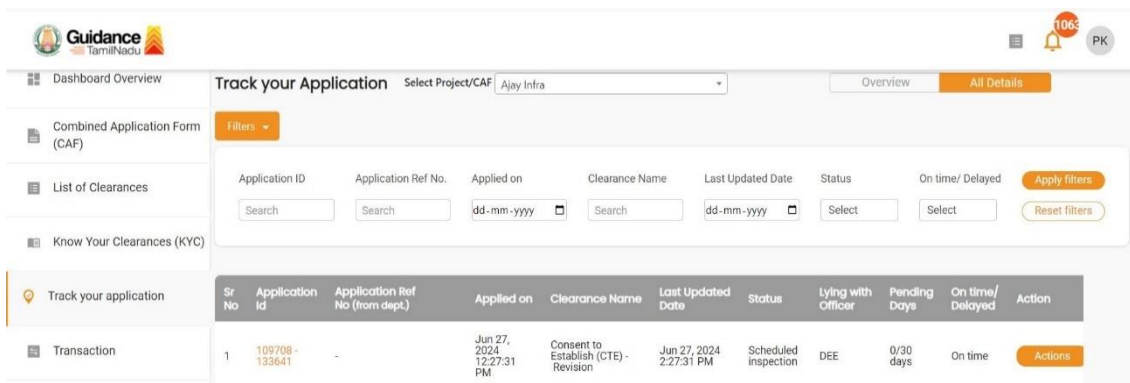


Figure 25. Status changed to 'Inspection scheduled'

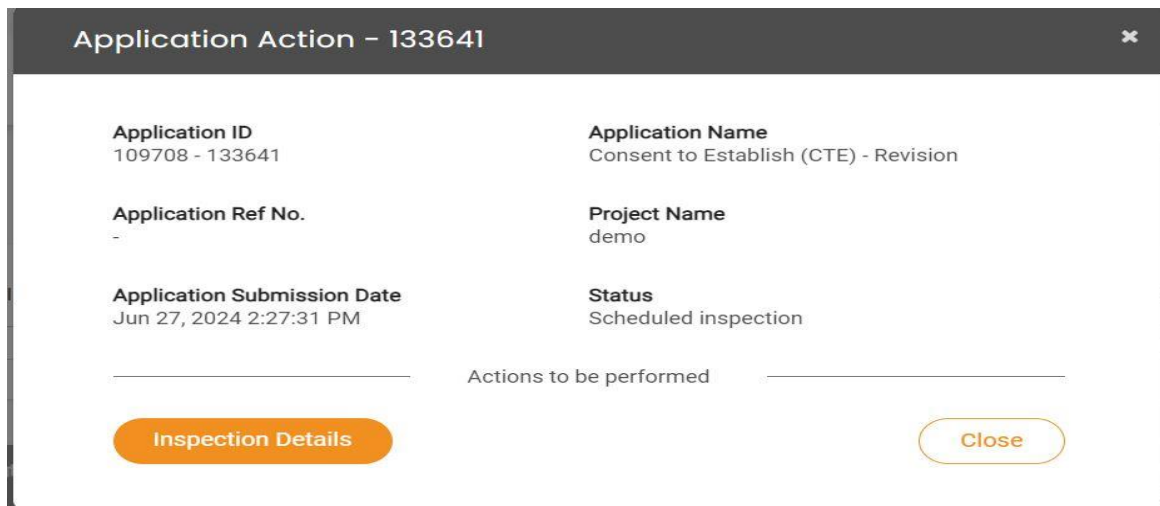
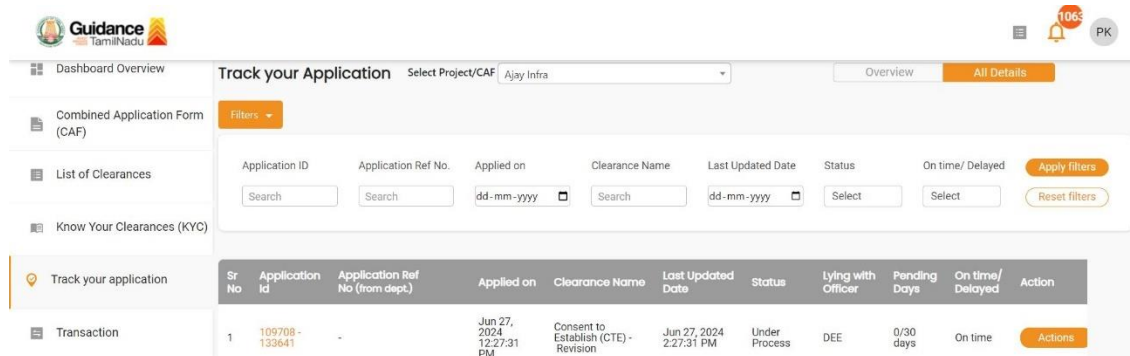


Figure 26. Details of Scheduled Inspection

Application Submitted

After the Inspection gets completed, the application is forwarded to DEE. The DEE Scrutinizes the application, if need any clarification the DEE raises the query. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



The screenshot shows the 'Track your Application' interface. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area displays a table of applications with the following data:

Sr No	Application Id	Application Ref No (from depts)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Under Process	DEE	0/30 days	On time	Actions

Figure 27. Status of the Application

10. Query Clarification

- 8) After submitting the application to the Tamil Nadu Pollution Control Board, the DEE reviews the application and if there are any clarifications required, the DEE would raise a query to the applicant.
- 9) Applicants would receive an alert message through Registered SMS/Email.
- 10) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 11) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

Dashboard Overview | Track your Application | Select Project/CAF: Ajay Infra

Filters: Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, On time/ Delayed

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Need clarification	DEE	0/30 days	On time	Actions

Figure 28. Need Clarification

Application Action - 133641

Application ID: 109708 - 133641
Application Name: Consent to Establish (CTE) - Revision

Application Ref No.: -
Project Name: demo

Application Submission Date: Jun 27, 2024 2:27:31 PM
Status: Need clarification

Actions to be performed

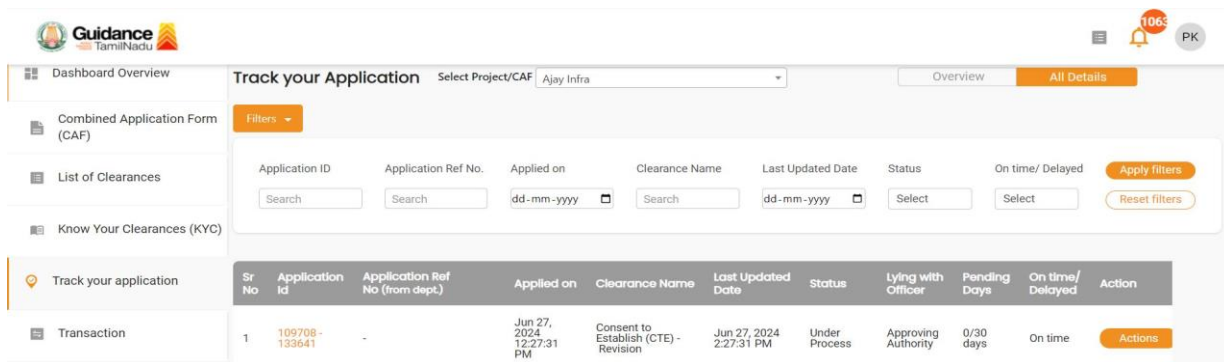
Buttons: Clarify Query, Close

Figure 29. Provide Clarification

- 12) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 13) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 14) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

Application Submitted

If the query is satisfied with proper document the application gets forwarded to the Approving Authority. The application is submitted successfully to the DEE for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



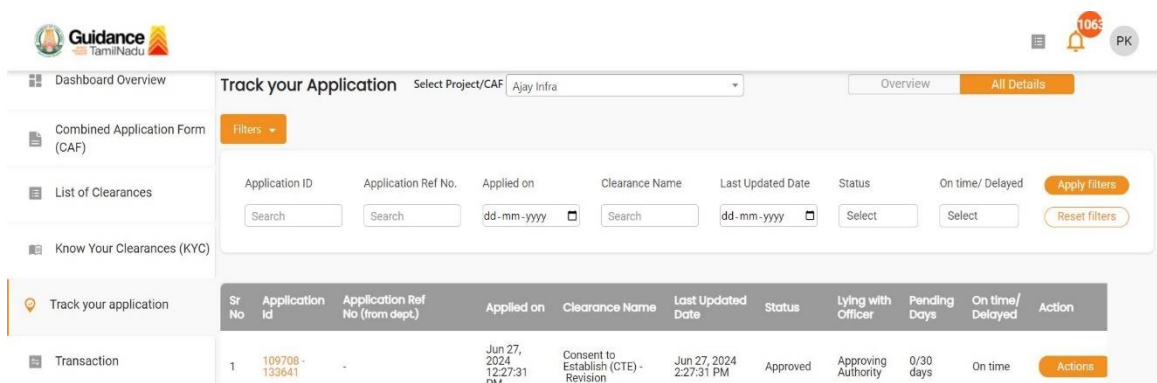
The screenshot shows the 'Track your Application' interface. The 'Select Project/CAF' dropdown is set to 'Ajay Infra'. The application status is 'Under Process'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Under Process	Approving Authority	0/30 days	On time	Actions

Figure 30. Under Process

Issue Provisional approval letter

- 1) Scrutinize the application will generate and provide the provisional approval letter for Approving Authority and forward the application to AEE/AE.



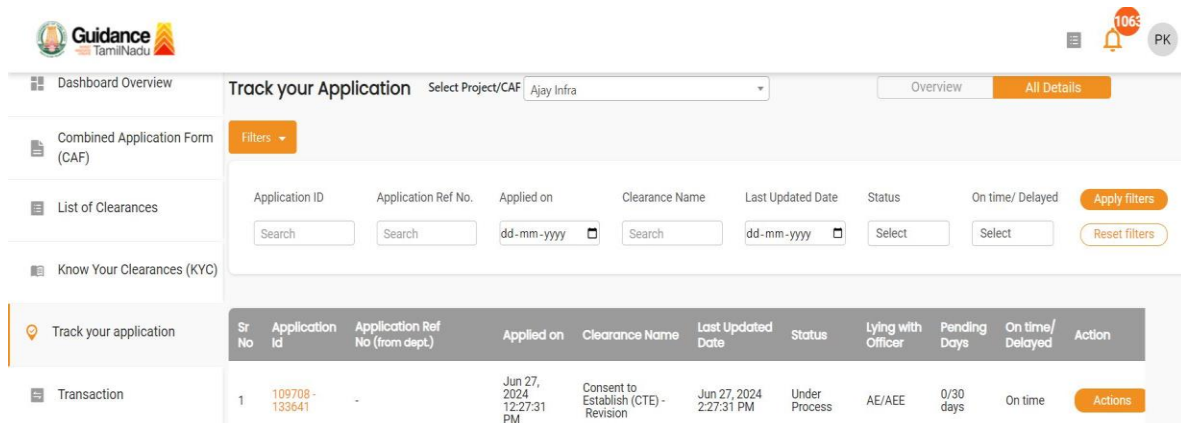
The screenshot shows the 'Track your Application' interface. The 'Select Project/CAF' dropdown is set to 'Ajay Infra'. The application status is 'Approved'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Approved	Approving Authority	0/30 days	On time	Actions

Figure 31. Issue Provisional approval letter

Application Submitted

- 2) The Approving Authority will review the provisional approval letter and forward it to the AEE/AE. The AEE/AE could review the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Under Process	AE/AEE	0/30 days	On time	Actions

Figure 32. Under Process

11. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

• Track your application– Overview Option

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

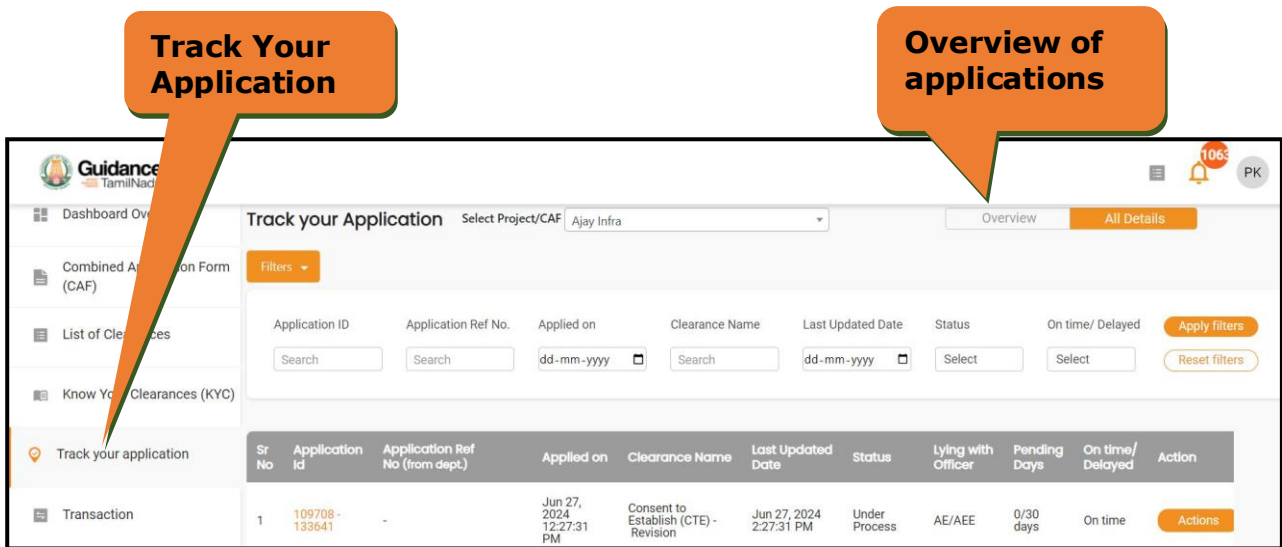


Figure 33. Track Your Application

- **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

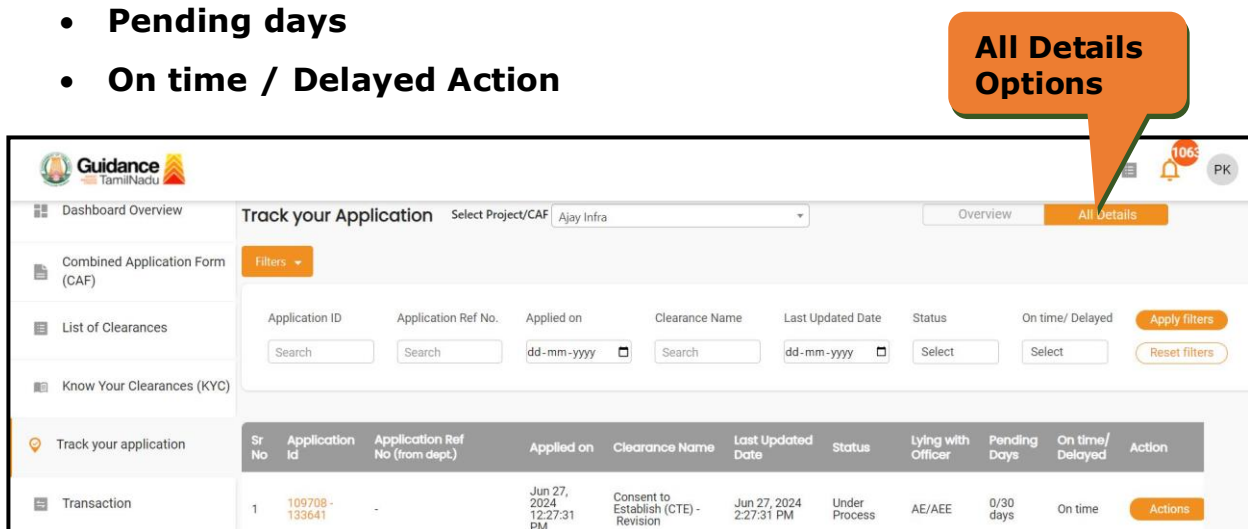


Figure 34. ‘All Details’ tab

Prepare Consent Order

AEE/AE scrutinizes the application. If the provided documents and details are satisfactory, AEE/AE will prepare and generate the consent order and forward to the Issuing Authority.

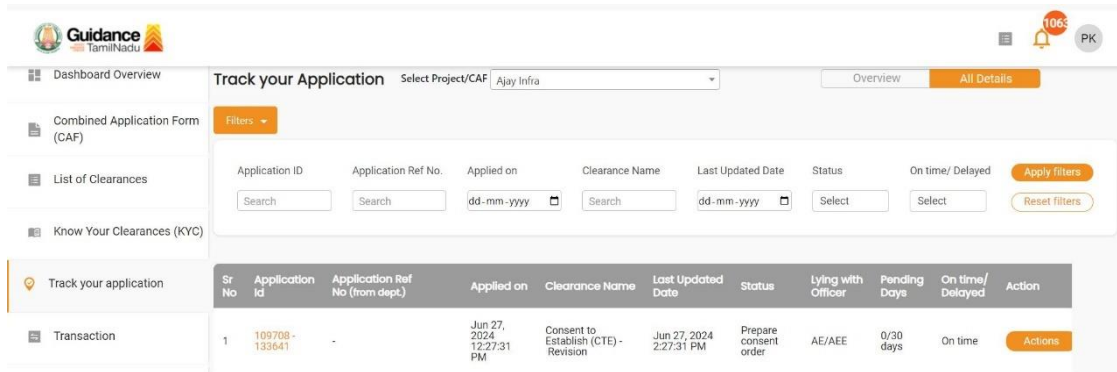


Figure 35. 'Prepare consent order'

12. Application Processing

- 1) The District Section Head scrutinizes and reviews the application and updates the status as **"Approved or Rejected"**

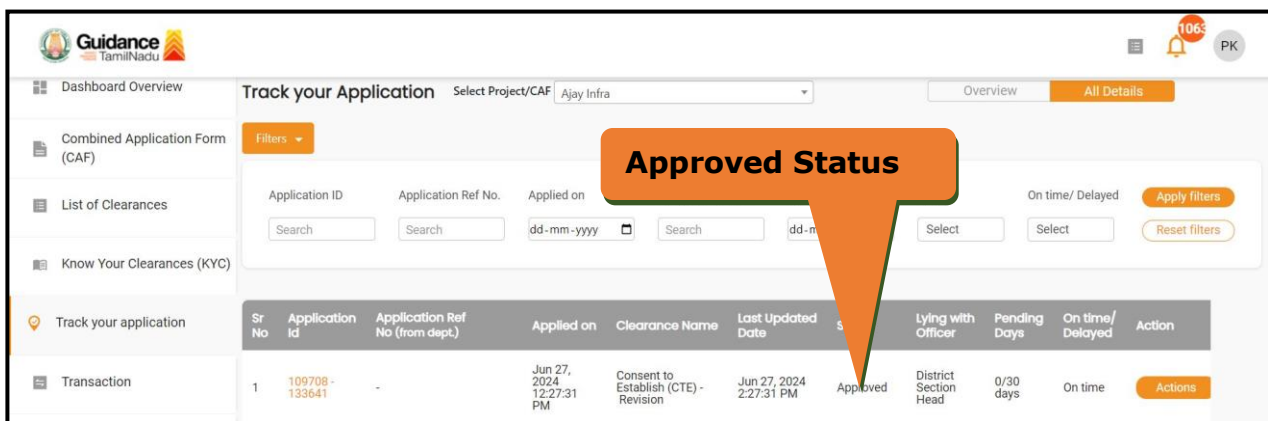
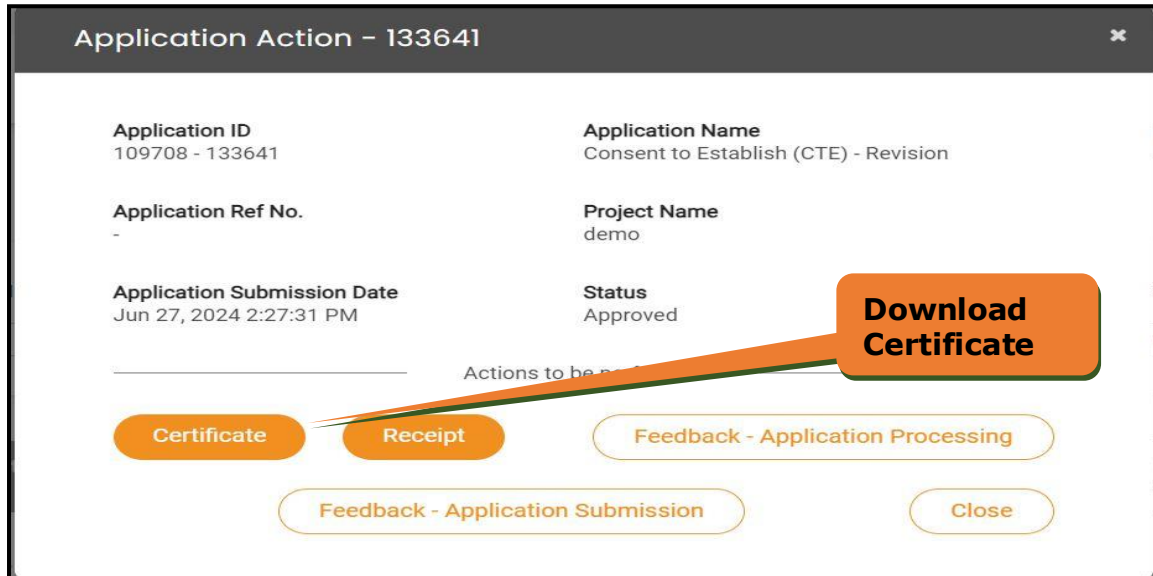


Figure 36. Application Processed

- 2) If the application is '**Approved**' by the District Section Head, the applicant can download the Approval Certificate under **Track your application** – > **Action button** -> **Download Certificate** (Refer Figure 37)



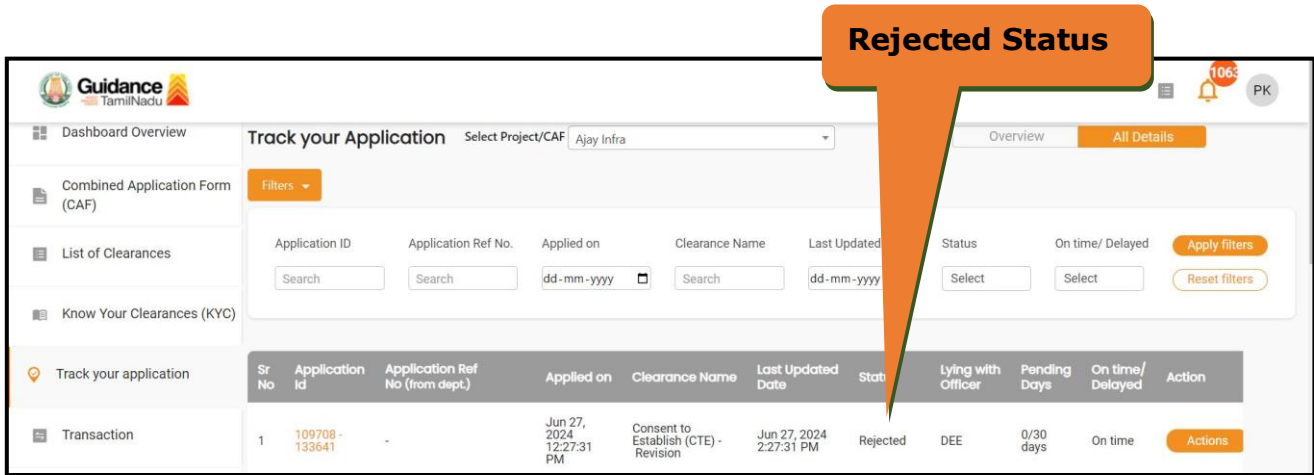
The screenshot displays a web interface titled "Application Action - 133641". It contains the following details:

Application ID 109708 - 133641	Application Name Consent to Establish (CTE) - Revision
Application Ref No. -	Project Name demo
Application Submission Date Jun 27, 2024 2:27:31 PM	Status Approved

Below the details, there is a section for "Actions to be performed" with several buttons: "Certificate", "Receipt", "Feedback - Application Processing", "Feedback - Application Submission", and "Close". A callout box labeled "Download Certificate" points to the "Certificate" button.

Figure 37. Download Certificate

3) If the application is '**Rejected**' by the DEE, the applicant can view the rejection remarks under the Actions Tab by the DEE. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 38)



The screenshot shows the 'Track your Application' page. The application status is 'Rejected'. An orange callout box labeled 'Rejected Status' points to the 'Rejected' status in the table.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 27, 2024 12:27:31 PM	Consent to Establish (CTE) - Revision	Jun 27, 2024 2:27:31 PM	Rejected	DEE	0/30 days	On time	Actions

Figure 38. Rejected Status

