

Appointment Booking Enquiry

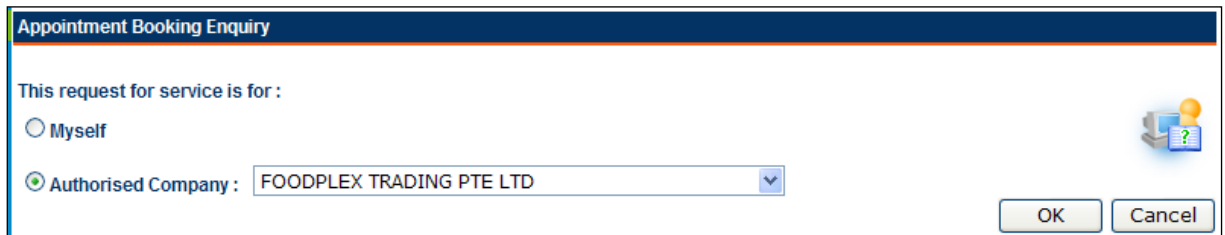
This function allows you to query for status of your inspection appointment booking.

Pre-Requisites

- You must login to Inspection & Laboratory e-Services using either your SingPass ID or Personal Account.
- You must have successfully saved a draft inspection appointment booking or submitted an inspection appointment booking.

How to Enquire Appointment Booking Status

- Go to **My Applications** → **Appointment Booking Enquiry** on the navigation menu bar. The following screen will be displayed.
- This screen determines whether you are requesting for service for yourself or on behalf of the company.

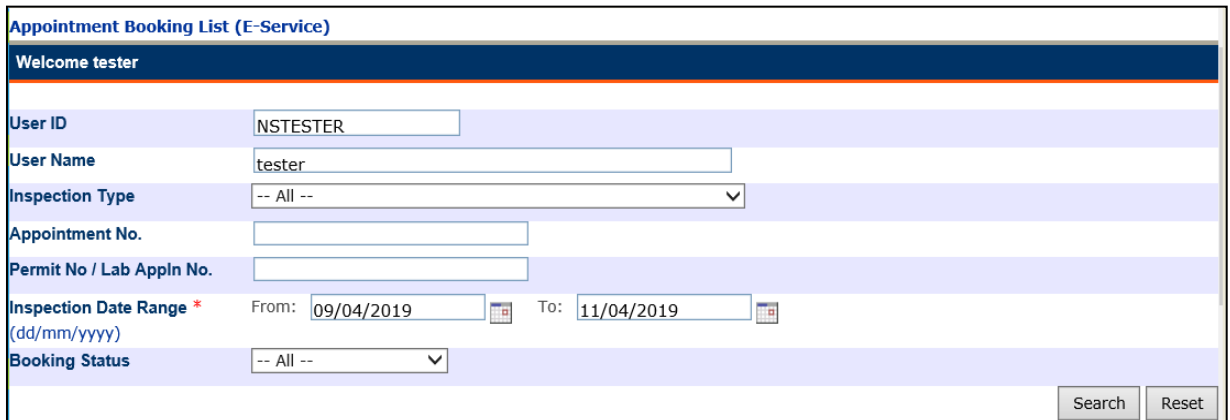


The screenshot shows the 'Appointment Booking Enquiry' window. It contains the following elements:

- Title bar: Appointment Booking Enquiry
- Text: This request for service is for :
- Radio button: Myself
- Radio button: Authorised Company : FOODPLEX TRADING PTE LTD (selected)
- Dropdown arrow next to the company name.
- Help icon (lightbulb with question mark) on the right.
- Buttons: OK and Cancel.

Figure 1: Service Representative Selection

- Click on **OK** to display the following **Appointment Booking Enquiry** screen.



The screenshot shows the 'Appointment Booking List (E-Service)' window. It contains the following elements:

- Title bar: Appointment Booking List (E-Service)
- Text: Welcome tester
- User ID: NSTESTER
- User Name: tester
- Inspection Type: -- All --
- Appointment No.:
- Permit No / Lab Appln No.:
- Inspection Date Range *: From: 09/04/2019 To: 11/04/2019 (dd/mm/yyyy)
- Booking Status: -- All --
- Buttons: Search and Reset.

Figure 2: Appointment Booking Enquiry

- Fill in the required details to enquire on the submitted inspection booking request and click on **Search**. Records meeting the search criteria will be displayed.

Appointment Booking List (E-Service)

Welcome tester

User ID: NSTESTER

User Name: tester

Inspection Type: -- All --

Appointment No.:

Permit No / Lab Appln No.:

Inspection Date Range * From: 09/04/2019 To: 11/04/2019 (dd/mm/yyyy)

Booking Status: -- All --

Search Reset

5 record(s) found.

S/N	Appointment No.	Permit No/ Lab Application No	Inspection Type	Date & Time of Inspection	Inspection Location	Booking Status	Creator Name	Date Created	Inspection Result
1	EIIS19C000002	IG9C160328Y	Import Inspection of Meat & Fish	10/04/19	GNC BLK53, ANG MO KIO AVE 3, #B2-17, S569933	Cancelled	tester	28/03/2019 - 11:04:46	
2	EII019C000008	18EA000035	Import Inspection of Dragon Fish	11/04/19 11:11	Air Freight Centre (CAPQ)	Rejected	tester	28/03/2019 - 18:44:46	
3	EIXP19C000012		Export Inspection of Vet Health Certificate	10/04/19	HENG GUAN POULTRY INDUSTRIES PTE LTD BLK32, SENOKO CRESCENT, S758280	Pending	tester	29/03/2019 - 09:57:15	
4	EIXO19D0000001	191A000154	Export Inspection of Dragon Fish	11/04/19 11:11	GUARDIAN HEALTH AND BEAUTY BLK1, JELEBU ROAD, #B2-01/02, S677743	Pending	tester	05/04/2019 - 17:11:51	
5	EIIS19D0000002	CA9C937309D	Import Inspection of Meat & Fish	11/04/19	GUARDIAN HEALTH AND BEAUTY BLK1, JELEBU ROAD, #B2-01/02, S677743	Approved	tester	05/04/2019 - 17:18:22	

Remarks: *Please check with officer for detailed inspection results

Figure 3: Appointment Booking Enquiry Result