View Rationale using My Rationale Forms

Step	Description
1.	In aSAP, click **Applications**
2.	Click **My Rationale Forms (MOH Assessor)**. The My Rational Forms table displays sorted by **Name ↑**. My Rationale Forms (MOH Assessor) 	Name ↑	Application Type	Created On ↓	Customer	NHI
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EMS Portal Section ID: 3377	Housing Modification	23/10/2019 1:33 PM		
EMS Portal Section ID: 3374	Equipment	23/10/2019 12:41 PM			
3.	Click the required EMS Portal Section ID. Example: **EMS Portal Section ID: 3377**
4.	The Confirmation of Customer Services Request Details page displays **Confirmation of Customer and Service Request Details** Assessor Section ID: 3377 NHI Number: GF Funding Type: Disability Support Service **EMS Portal Information** First Name: C Middle Name: Last Name: H Date of Birth: 07/03/19 Gender: Female Ethnicity: NZ European Primary Disability Type: Physical Type of Home: Private Ownership Residency Status: Citizen Residency (Other): **Service Request Information**
5.	To Edit a Service Request Existing Service Requests for this Rationale | Application Number	Summary	Funder	Application Type	Application Sub Type	Application Complexity	Customer	Assessor	Case Owner	Assessor Default Branch	Urgent Delivery	Current Owner	Status
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APP000799	GFE2739- Housing Modifications - Basic	MOH	Housing Modification	Basic		C	M	M	Waitemata DHB - Older Adults and Home Health Service North	No	Coordinator	Solution Revie	 a. Click **Service Request Information** or scroll to the Service Request section b. Click the Service Request number (Example: **APP000799**) or click ⌄ at the end of the Application line and click **Open Service Request** **Note**: If the Service Request has already been submitted, the Service Request can be viewed by clicking **View Service Request** c. The Edit Service Request page displays. Edit the fields as required. Save and submit the Service Request