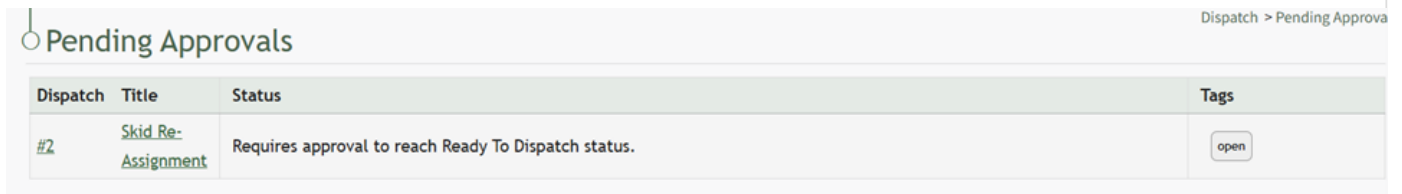


# Dispatch Pending Approvals Page

The Pending Approval Page houses the Pending Approvals Table, which includes any dispatch whose status change is pending until approved.

## How To: Approve a Pending Dispatch Status Change

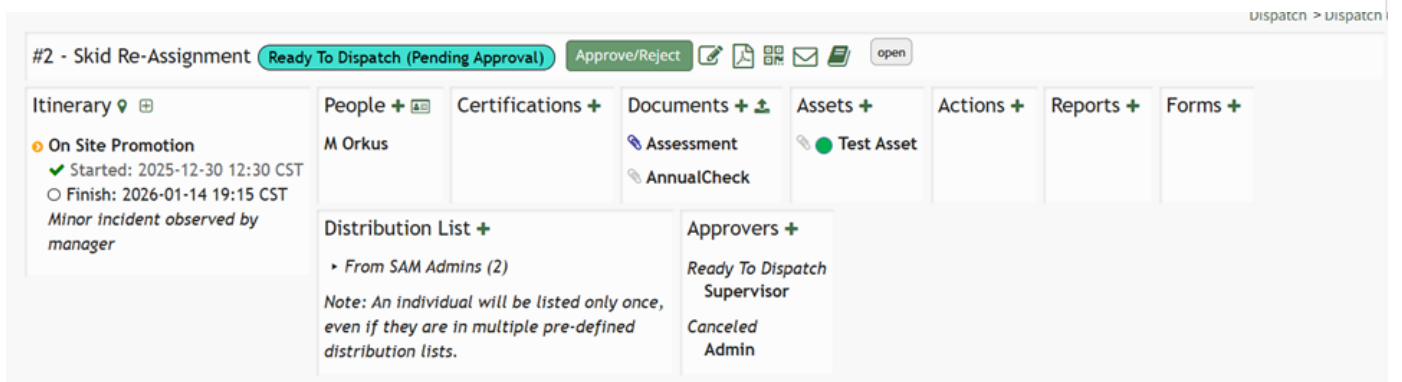
To approve or reject a dispatch status change, go to the Pending Approvals Page in the Dispatch Module.



Dispatch > Pending Approvals

Dispatch	Title	Status	Tags
#2	Skid Re-Assignment	Requires approval to reach Ready To Dispatch status.	open

Click the dispatch number or title of the dispatch whose status is pending approval, opening the Dispatch Details Page.



#2 - Skid Re-Assignment **Ready To Dispatch (Pending Approval)** Approve/Reject open

Itinerary **On Site Promotion**  
Started: 2025-12-30 12:30 CST  
Finish: 2026-01-14 19:15 CST  
Minor incident observed by manager

People **M Orkus**

Certifications

Documents **Assessment**  
**AnnualCheck**

Assets **Test Asset**

Actions

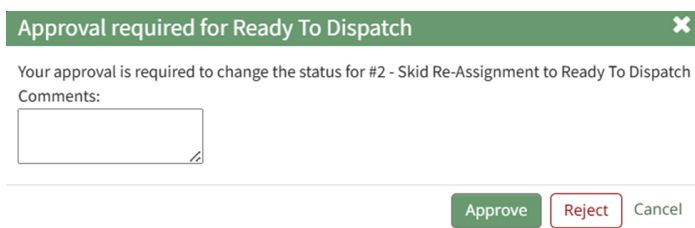
Reports

Forms

Distribution List **From SAM Admins (2)**  
Note: An individual will be listed only once, even if they are in multiple pre-defined distribution lists.

Approvers **Ready To Dispatch Supervisor**  
**Canceled Admin**

An Approve/Reject button now shows to the right of the dispatch number and title. Click the "Approve/Reject" button opening the Approval Required Modal.



Approval required for Ready To Dispatch

Your approval is required to change the status for #2 - Skid Re-Assignment to Ready To Dispatch

Comments:

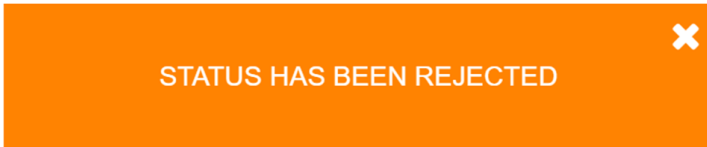
Approve Reject Cancel

Input any comments relevant to approval / rejection and select the appropriate button.

If you approve the status change, a confirmation pop up states, "Status has been approved," and the new status shows on the Dispatch Details Page.



If you rejected the status, a confirmation pop up states, "Status has been rejected."



The Dispatch Details Page reverts back to the previous status and the dispatch no longer shows on the pending approval page until another attempt to change the status.

#2 - Skid Re-Assignment **Scheduled**

Itinerary

On Site Promotion  
✔ Started: 2025-12-30 12:30 CST  
○ Finish: 2026-01-14 19:15 CST  
*Minor incident observed by manager*

People M Orkus

Certifications

Documents Assessment  
AnnualCheck

Assets Test Asset

Actions

Reports

Forms

Distribution List   
► From SAM Admins (2)  
*Note: An individual will be listed only once, even if they are in multiple pre-defined distribution lists.*

Approvers   
Ready To Dispatch Supervisor  
Canceled Admin

Pending Approvals Dispatch > Pending Approvals

Dispatch	Title	Status	Tags
#2	<a href="#">Skid Re-Assignment</a>	Requires approval to reach Ready To Dispatch status.	<input type="button" value="open"/>

The pending approval page is read only, with the exception of the dispatch number and title are clickable links that will open the specific dispatch's details page.

Revision #3

Created 2025-12-30 00:26:47 UTC by Mitzi Orkus

Updated 2026-01-22 21:00:58 UTC by Mitzi Orkus