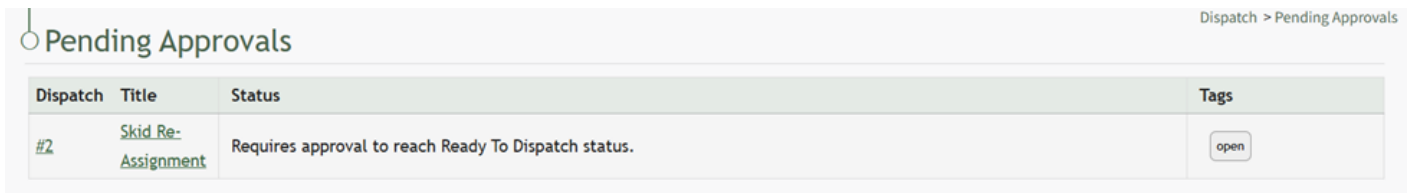
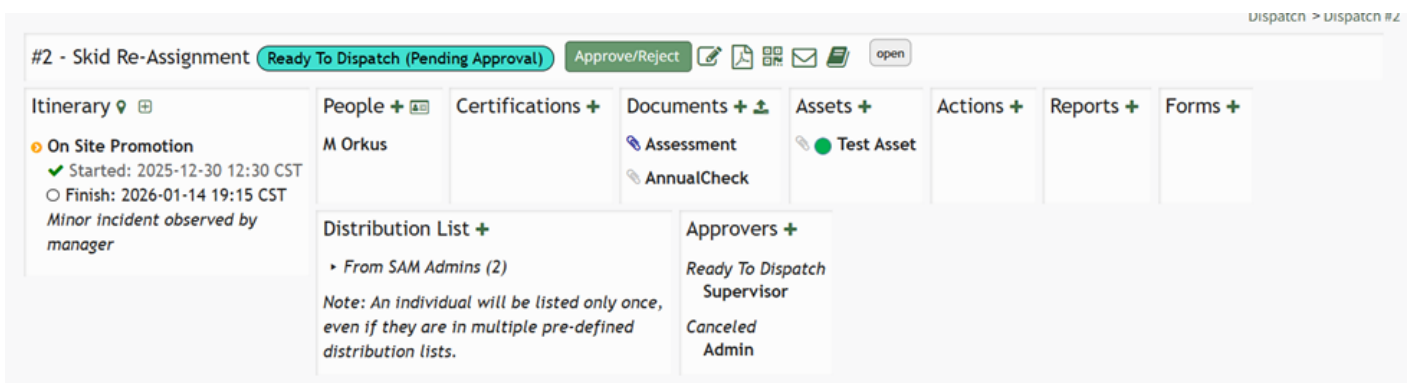


# Approve / Reject a Pending Dispatch Status Change

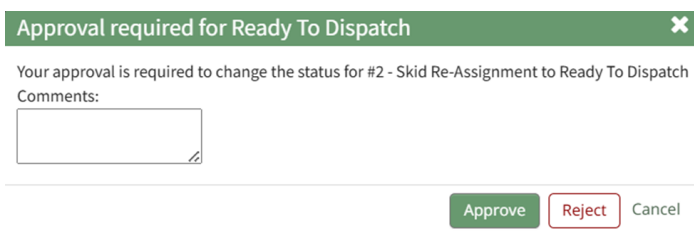
To approve or reject a dispatch status change, go to the Pending Approvals Page in the Dispatch Module.



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



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.

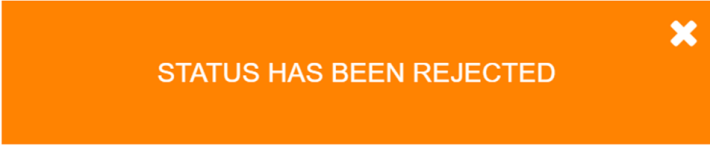


Input any comments relevant to approval / rejection and select the appropriate button.

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.

A screenshot of a software interface for a dispatch task. The title bar shows "#2 - Skid Re-Assignment" with a "Scheduled" status and several icons. Below the title bar, there are several tabs: "Itinerary", "People", "Certifications", "Documents", "Assets", "Actions", "Reports", and "Forms". The "Itinerary" tab is active, showing "On Site Promotion" with a green checkmark, a start time of "2025-12-30 12:30 CST", and a finish time of "2026-01-14 19:15 CST". Below this, it says "Minor incident observed by manager". The "People" tab shows "M Orkus". The "Documents" tab shows "Assessment" and "AnnualCheck". The "Assets" tab shows "Test Asset". The "Distribution List" section shows "From SAM Admins (2)" and a note: "Note: An individual will be listed only once, even if they are in multiple pre-defined distribution lists." The "Approvers" section shows "Ready To Dispatch Supervisor" and "Canceled Admin".

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