Site Status Updates Pending Approval

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Pathway: *Accounts > Site Status Updates Pending Approval*

The Site Status Pending Approval screen provides a second level review to complete a status change to a site. Use this screen to **approve** or **reject** changes to an active, vacation hold, or inactive status.

Permissions

The following permission is required to access and use the Site Status Updates Pending Approval screen:

Permission ID	Permission Name
227	Site Status Updates Pending Approval

Fields and Descriptions

Filters	
Field	**Description**
Division	Filter the pending approvals by division.
Columns	
Field	**Description**
Site ID	The unique identification number for the site.
Name	Displays the name of the site the status change applies to.
Address	Displays the address of the site the change applies to.

Current Status	Displays the site's current status.
Effective Date	Displays the date the status change takes effect.
New Status	The new status to be applied upon approval of the status change.
User	The user that created the site status change.
Note	Displays any notes added by the user who made the status change.
Approve	Select the green check to approve the status change.
Reject	Select the reject option to keep the current status in effect.