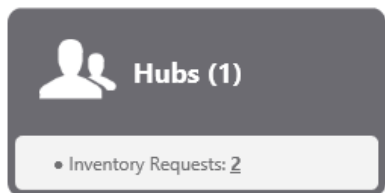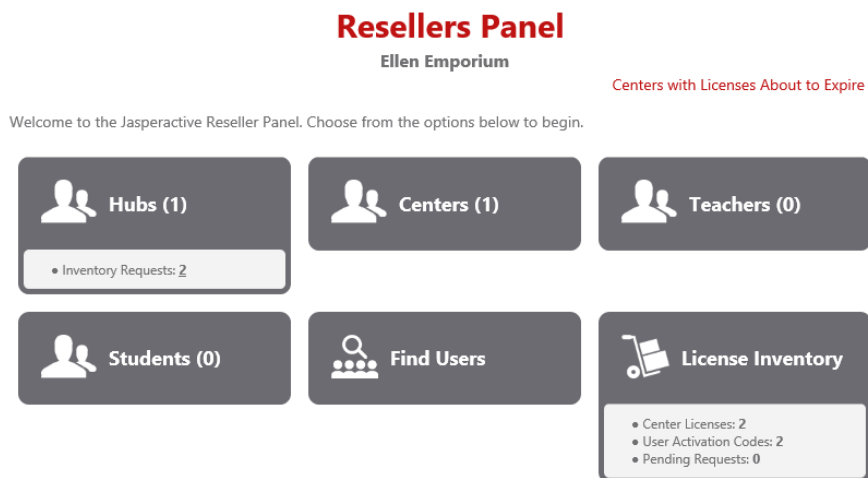# Approving Pending Inventory Requests

This document explains how to approve pending inventory requests from the Jasperactive administrator panel when you are logged in as a Distributor Admin, Reseller Admin, or Hub Admin.

When an Inventory Requests link displays in one or more of the options in your administrator panel, you can click the link to fulfill the pending inventory request.

To fulfill a pending inventory request, perform the following steps.

Step 1:   Log in to Jasperactive. If necessary, select the appropriate administrator role from the Role drop-down menu to view the administrator panel associated with your administrator account.

Step 2:   In the administrator panel option box, click the **Inventory Requests** number link. The search results table appears and lists the entities with pending inventory requests.

Step 3:   Click the number link in the **Inventory Requests** column. The Approve Inventory window appears.

To edit the number of licenses, click in the **Quantity** field and adjust the quantity as needed.

Step 4:   Click **Approve Inventory** to approve the inventory request. A notification bar appears, indicating the request has been approved. The person who submitted the request will receive a confirmation email that the request has been approved.

To exit the page without approving the inventory request, click **Cancel**.

If there are multiple requests pending, the next pending request will display in the Approve Inventory window. You can approve the next request or exit the page.

Step 5:   Click the **Home Page** icon to refresh and redisplay the administrator panel.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.

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