7. What are the different document statuses (Received, Pending, etc.), and what is the definition for each of them? *List updated on 9-18-07*

DMS Document Status

Status	Status Meaning
Draft	Manufacturer uploaded the document (not submitted to the workflow). Manufacturer may modify it.
Pending	Manufacturer submitted the document to the workflow. The document is waiting to be reviewed.
Received **	ARB staff received the document and found correct the file name, metadata, and file location. Document not reviewed at this point. ARB staff can still request additional information from manufacturer later.
InProcess	ARB staff is reviewing/processing the document.
InfoNeeded	ARB staff sent a request for additional information to the manufacturer.
Reviewed **	ARB staff finished reviewing the document.
Approved	ARB staff completed processing the document – the request and document(s) were approved (i.e. EO/letter signed).
Rejected	ARB staff completed processing the document – the request and document(s) were rejected.

Note:

** These status values are also used as the final status of document types that do not require approval by ARB staff.