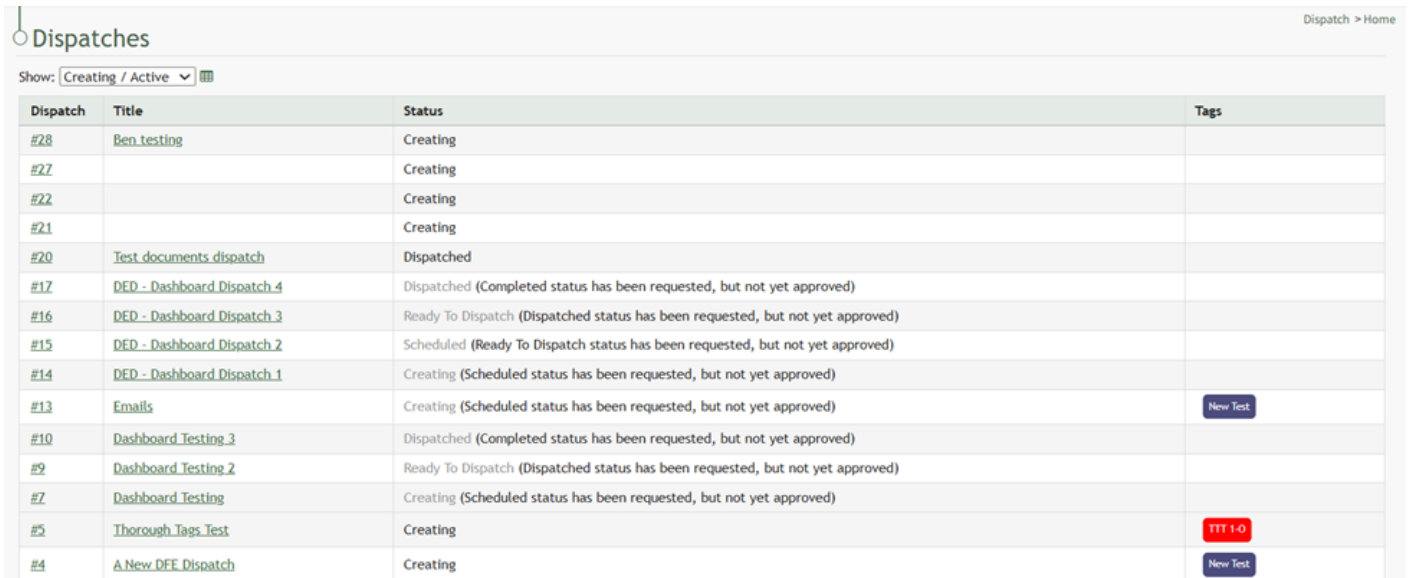


Dispatch Home Page

The Dispatch Home Page contains the Dispatch Table, which displays the dispatch's number, title, status, and any tags attached.

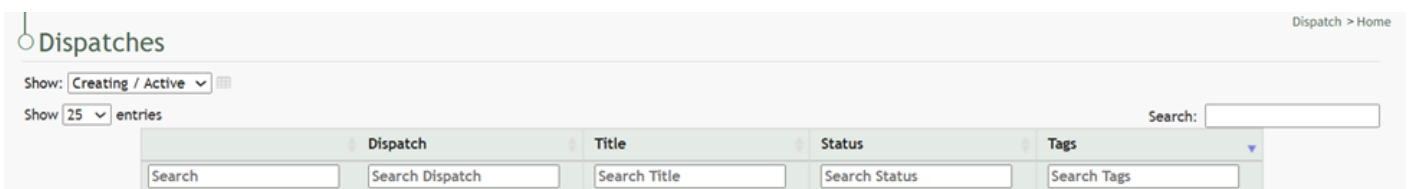


The screenshot shows the 'Dispatches' page with a table of dispatches. The table has columns for Dispatch, Title, Status, and Tags. The status column includes detailed notes for some entries. There are also 'New Test' buttons in the Tags column for some rows.

Dispatch	Title	Status	Tags
#28	Ben_testing	Creating	
#27		Creating	
#22		Creating	
#21		Creating	
#20	Test documents dispatch	Dispatched	
#17	DED - Dashboard Dispatch 4	Dispatched (Completed status has been requested, but not yet approved)	
#16	DED - Dashboard Dispatch 3	Ready To Dispatch (Dispatched status has been requested, but not yet approved)	
#15	DED - Dashboard Dispatch 2	Scheduled (Ready To Dispatch status has been requested, but not yet approved)	
#14	DED - Dashboard Dispatch 1	Creating (Scheduled status has been requested, but not yet approved)	
#13	Emails	Creating (Scheduled status has been requested, but not yet approved)	New Test
#10	Dashboard Testing 3	Dispatched (Completed status has been requested, but not yet approved)	
#9	Dashboard Testing 2	Ready To Dispatch (Dispatched status has been requested, but not yet approved)	
#7	Dashboard Testing	Creating (Scheduled status has been requested, but not yet approved)	
#5	Thorough Tags Test	Creating	TTT 1-0
#4	A New DFE Dispatch	Creating	New Test

Dispatches shown on the Home Page Table can be filtered by status: all, creating, scheduled, ready to dispatch, dispatched, completed, canceled, and archived.

The spreadsheet icon converts the home page to a datatable, where columns can be sorted alphabetically and searched for easy of use.



The screenshot shows the 'Dispatches' page with a search interface. The table has columns for Dispatch, Title, Status, and Tags. There are search boxes for each column and a 'Search' button. The 'Show' dropdown is set to '25' entries.

Dispatch	Title	Status	Tags
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refresh the page to revert back to the original table view.

Show: Creating / Active

Dispatch	Title	Status	Tags
#28	Ben_testing	Creating	
#27		Creating	
#22		Creating	
#21		Creating	
#20	Test documents dispatch	Dispatched	
#17	DED - Dashboard Dispatch 4	Dispatched (Completed status has been requested, but not yet approved)	
#16	DED - Dashboard Dispatch 3	Ready To Dispatch (Dispatched status has been requested, but not yet approved)	
#15	DED - Dashboard Dispatch 2	Scheduled (Ready To Dispatch status has been requested, but not yet approved)	
#14	DED - Dashboard Dispatch 1	Creating (Scheduled status has been requested, but not yet approved)	
#13	Emails	Creating (Scheduled status has been requested, but not yet approved)	New Test
#10	Dashboard Testing 3	Dispatched (Completed status has been requested, but not yet approved)	
#9	Dashboard Testing 2	Ready To Dispatch (Dispatched status has been requested, but not yet approved)	
#7	Dashboard Testing	Creating (Scheduled status has been requested, but not yet approved)	
#5	Thorough Tags Test	Creating	TTT 1-0
#4	A New DFE Dispatch	Creating	New Test

Clicking the dispatch number or title will lead to the specified dispatch details page.

The dispatch status is grey when the dispatch is pending approval.

Revision #3

Created 2025-12-30 00:26:27 UTC by Mitzi Orkus

Updated 2026-01-09 21:15:08 UTC by Rob Clay