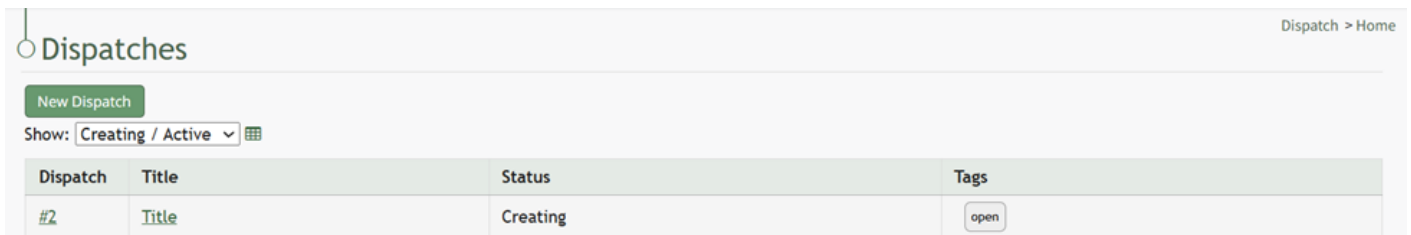
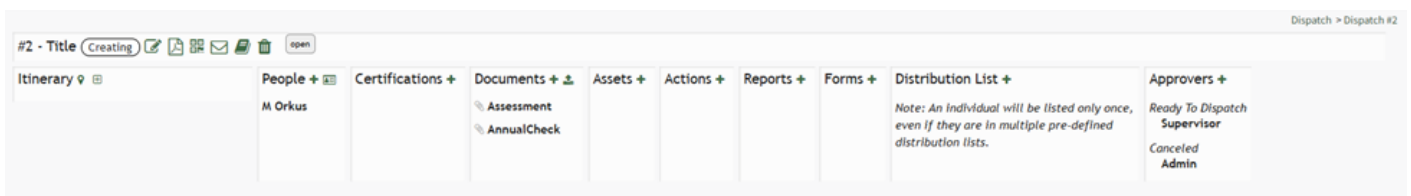


Add an Activity to a Dispatch Itinerary

To add an activity to the dispatch itinerary, go to the Home Page of the Dispatch Module. Click the ID or Title of the specific dispatch you wish to add an activity to.



This opens the Dispatch Details Page.



Select the plus sign box icon to the right of the Itinerary header, opening the Add Activity Modal.

The screenshot shows the 'Add Activity' modal form. It has a green header with the title 'Add Activity' and a close button. The form contains the following fields: 'Title' (required, text input), 'Expected Start date' (required, date input with a dropdown menu and a 'CST' time zone selector with a pencil icon), 'Expected Finish date' (required, date input with a dropdown menu and a 'CST' time zone selector with a pencil icon), and 'Notes' (text area). At the bottom, there are 'Save' and 'Cancel' buttons.

Input the new activity title, expected start and finish dates, as well as any relevant activity note.

Selecting the pencil icon will allow you to edit time zones as needed.

Select "Save" and the Activity now shows on the Dispatch Details Page.

Itinerary

● Skid Removal

● Start: 2026-01-01 00:00 EDT

● Finish: 2026-01-02 00:00 EDT

Take down and removal.

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