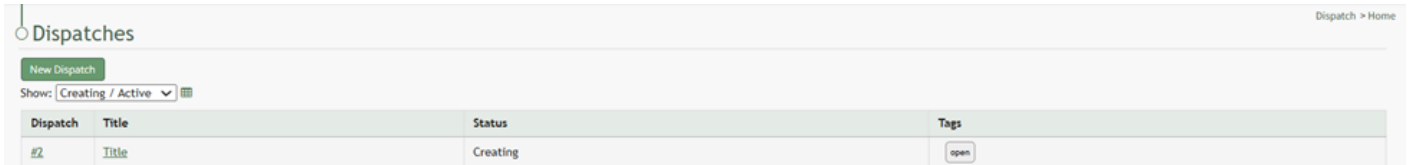


# Add Approvers to a Dispatch

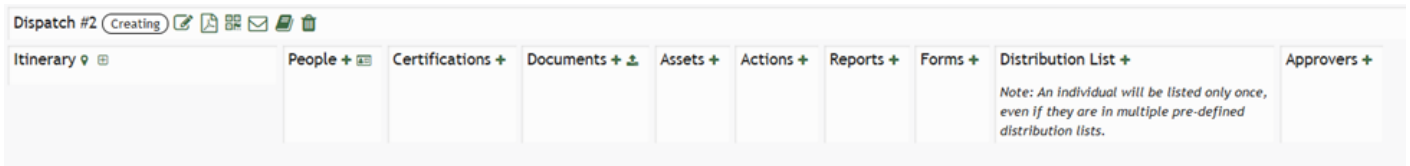
To add approvers to a dispatch, open the specific dispatch you wish to add approvers to. Go to the Dispatch Module Home Page and alter the filter view as needed. Click the Dispatch Number or Title to open the specific dispatch details page.



The screenshot shows the 'Dispatches' page with a table containing one entry. The table has columns for Dispatch, Title, Status, and Tags. The entry has Dispatch #2, Title, Status 'Creating', and a Tag 'open'.

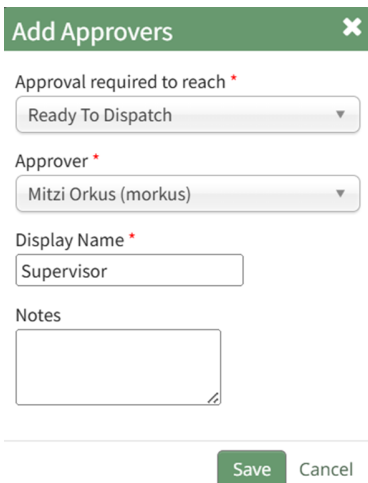
Dispatch	Title	Status	Tags
#2	Title	Creating	open

Approval can be required for any dispatch status change (Scheduled, Ready to Dispatch, Dispatched, Completed, Canceled, and Archived). Approvers can be added to a dispatch by selecting the plus sign icon to the right of the People column header.



The screenshot shows the details for 'Dispatch #2' in 'Creating' status. It features a navigation bar with various icons and a list of tabs: Itinerary, People, Certifications, Documents, Assets, Actions, Reports, Forms, Distribution List, and Approvers. The Approvers tab is highlighted with a plus sign icon.

Selecting the plus sign icon to the right of Approvers opens the Add Approvers Modal.

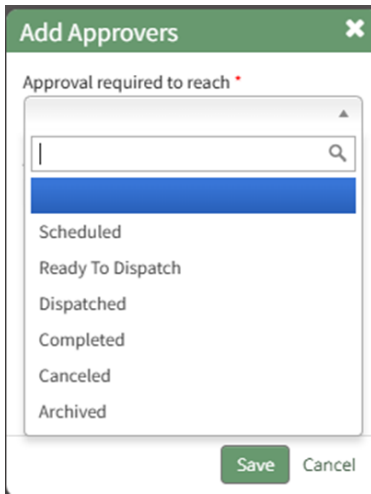


The 'Add Approvers' modal contains the following fields:

- Approval required to reach \*: Ready To Dispatch (dropdown)
- Approver \*: Mitzi Orkus (morkus) (dropdown)
- Display Name \*: Supervisor (text input)
- Notes (text area)

Buttons: Save, Cancel

The first dropdown menu opens to dispatch statuses.



Select what part of the dispatch process needs approval.

Use the second dropdown menu to select the user or role that needs to approve the status change.

Edit the display name if desired and select the "Save" button.

The approvers and the status their approval is required to reach are now displayed on the Dispatch Details Page.

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Revision #2

Created 2026-01-03 23:28:24 UTC by Mitzi Orkus

Updated 2026-01-08 15:27:58 UTC by Mitzi Orkus