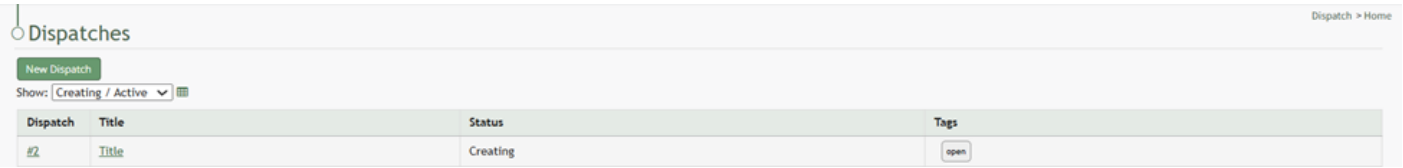
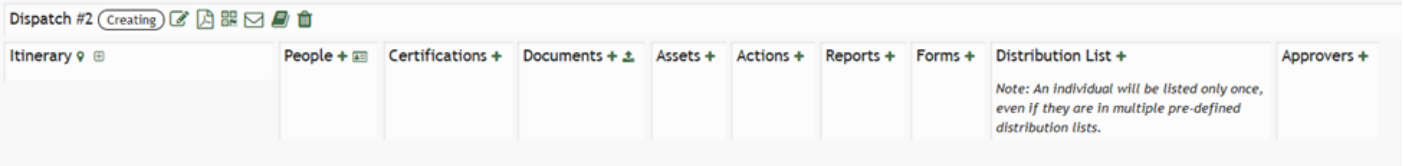
Add Assets to a Dispatch

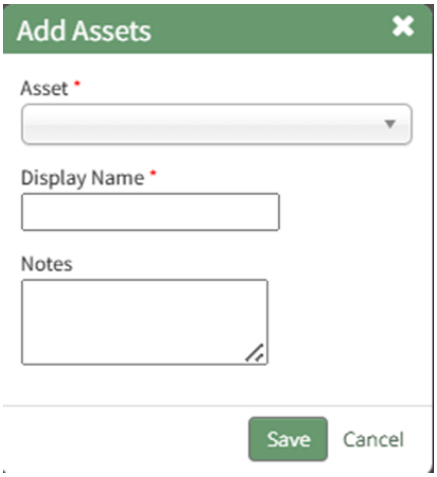
To add assets to a dispatch, open the specific dispatch you wish to. Go to the Dispatch Module Home Page and alter the filter view as needed. Click the Dispatch Number or Title to open the specific dispatch details page.



Assets can be added to a dispatch by selecting the plus sign icon to the right of the Assets column header.



Selecting the plus sign icon opens the Add Assets Modal.



Select the asset you wish to add to the dispatch from the dropdown menu. Edit the display name if desired. Include any notes relevant to the asset and select the “Save” button.

The asset will now show on the Dispatch Details Page.

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