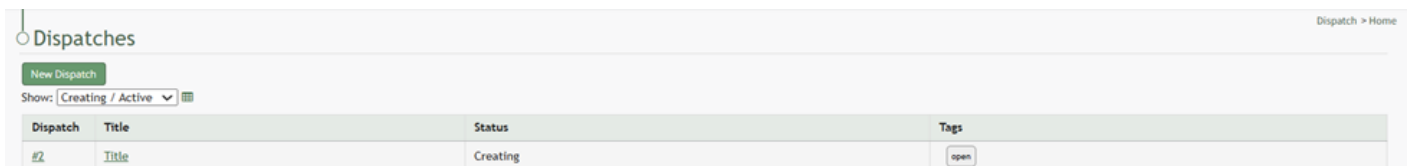


Add Distribution Lists to a Dispatch

Distribution Lists are the individuals designated to receive a PDF copy of the dispatch orders, sent through the KAStrack Communications Module. They can be pre-defined in the Dispatch Module

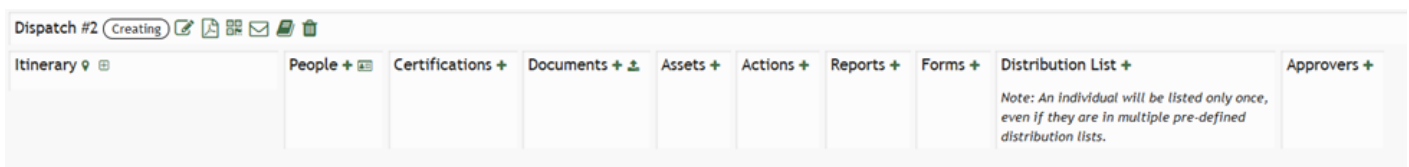
To add distribution lists to a dispatch, open the specific dispatch you wish to add a distribution list to. Go to the Dispatch Module Home Page and alter the filter view as needed. Click the Dispatch Number or Title to open the specific dispatch details page.



The screenshot shows a table titled "Dispatches" with a breadcrumb "Dispatch > Home". Below the title is a "New Dispatch" button and a "Show: Creating / Active" dropdown. The table has four columns: "Dispatch", "Title", "Status", and "Tags". A single row is visible with "Dispatch" value "#2", "Title" value "Title", "Status" value "Creating", and a "Tags" column containing an "open" button.

Dispatch	Title	Status	Tags
#2	Title	Creating	open

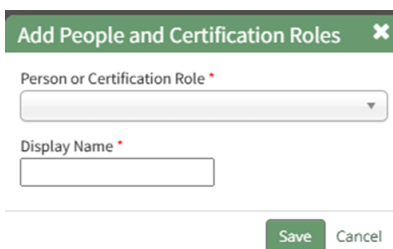
Distribution Lists can be added to a dispatch by selecting the plus sign icon to the right of the Distribution List column header.



The screenshot shows the details for "Dispatch #2" in "Creating" status. It features a horizontal menu with tabs: "Itinerary", "People", "Certifications", "Documents", "Assets", "Actions", "Reports", "Forms", "Distribution List", and "Approvers". The "Distribution List" tab is highlighted and contains a note: "Note: An Individual will be listed only once, even if they are in multiple pre-defined distribution lists."

Itinerary	People	Certifications	Documents	Assets	Actions	Reports	Forms	Distribution List	Approvers
								Note: An Individual will be listed only once, even if they are in multiple pre-defined distribution lists.	

Selecting the plus sign icon to the right of Distribution List opens the Add People and Certification Roles Modal.



The modal has a title bar "Add People and Certification Roles" with a close button. It contains two required fields: "Person or Certification Role" with a dropdown menu and "Display Name" with a text input. At the bottom are "Save" and "Cancel" buttons.

Add People and Certification Roles

Person or Certification Role *

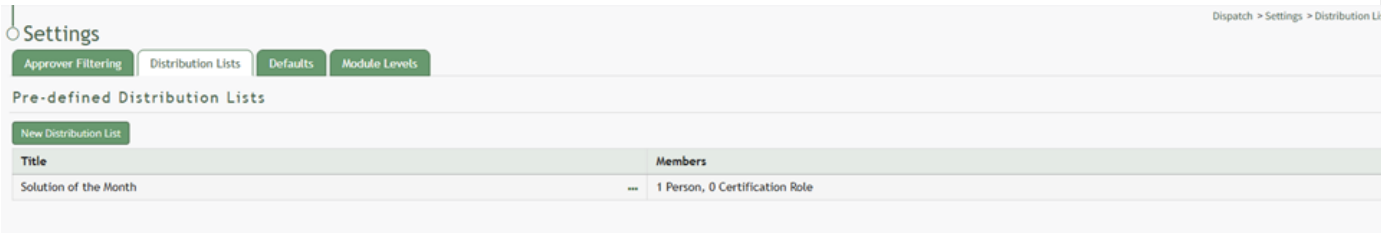
Display Name *

Save Cancel

Pre-defined distribution lists, users, and certification roles can all be selected via the dropdown menu. Pre-existing distributions lists can be created within this module.

How To: Create a Pre-Defined Distribution List

To create a new pre-defined distribution list, go to the Distribution Lists Tab on the Settings Page of the Dispatch Module.



Click the “New Distribution List” button above the Pre-Defined Distribution List Table opening the New Distribution List Modal.

New Distribution List

Title

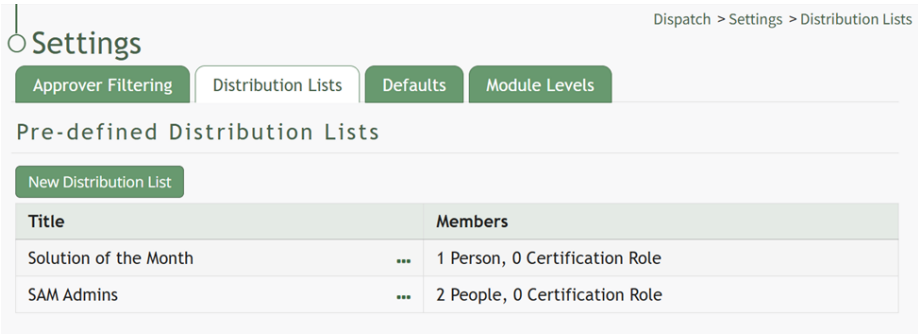
Members

Save

Cancel

Input the Title of the new distribution list. Clicking the Members field will open a dropdown menu of all Users and Certification Roles that can be added to the Distribution Lists. Multiple selections can be made.

Select the “Save” button and the new distribution list will now show in the Pre-Defined Distribution List Table.



Edit the display name if desired and select the “Save” button. The individuals on the distribution list will now show on the dispatch details page.

An individual will only be listed once even if they are in multiple pre-defined distribution lists.