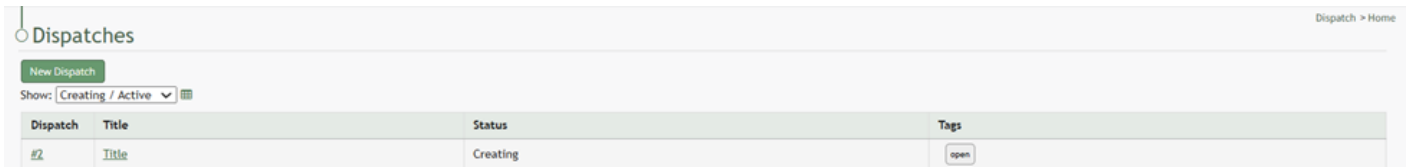
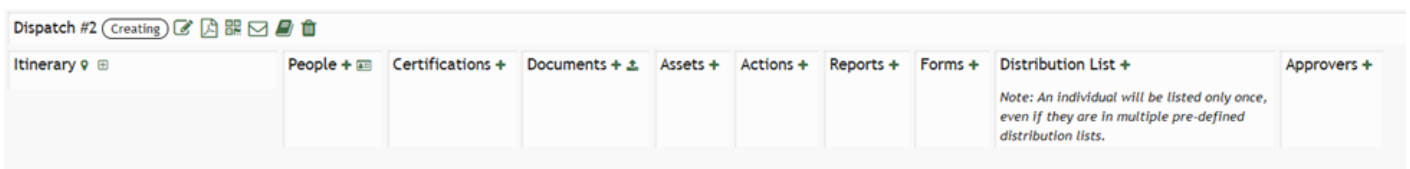


# Add Forms to a Dispatch

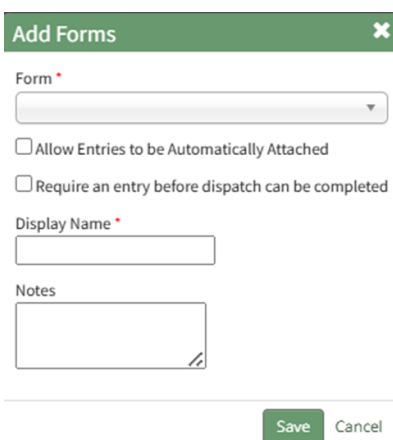
To add forms to a dispatch, open the specific dispatch you wish to add forms to. Go to the Dispatch Module Home Page and alter the filter view as needed. Click the Dispatch Number or Title to open the specific dispatch details page.



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



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

A screenshot of the 'Add Forms' modal. It has a green header with a close button. The form includes a 'Form' dropdown menu, two checkboxes: 'Allow Entries to be Automatically Attached' and 'Require an entry before dispatch can be completed', a 'Display Name' text input field, and a 'Notes' text area. At the bottom, there are 'Save' and 'Cancel' buttons.

Select the form you wish to add to the dispatch from the dropdown menu.

Select the “Allow Entries to be Automatically Attached” if you would like the entries on this form to be linked to the Dispatch Details Page.

Select the “Require an entry before dispatch can be completed” checkbox if you would like to require that a form entry is submitted before the dispatch can be marked as completed.

Edit the display name if desired. Include any notes relevant to the report and select the “Save” button.

The form will now show on the Dispatch Details Page.

Revision #2

Created 2026-01-03 23:30:07 UTC by Mitzi Orkus

Updated 2026-01-08 15:23:44 UTC by Mitzi Orkus