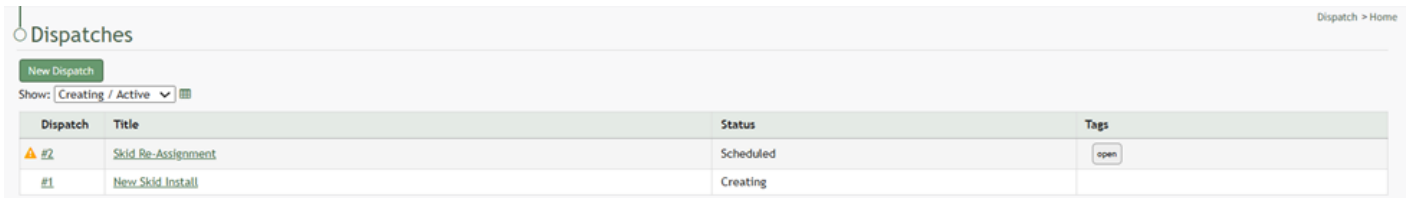


# Add Notes to a Dispatch

To add notes to a dispatch, go to the Dispatch Module Home Page and click the title or dispatch number of the specific dispatch whose status you wish to change.



The screenshot shows a web interface for managing dispatches. At the top left, there is a 'New Dispatch' button and a filter dropdown set to 'Creating / Active'. Below this is a table with columns for Dispatch, Title, Status, and Tags. Two dispatches are listed: #2 (Skid Re-Assignment, Scheduled) and #1 (New Skid Install, Creating). The #2 dispatch has an 'open' tag.

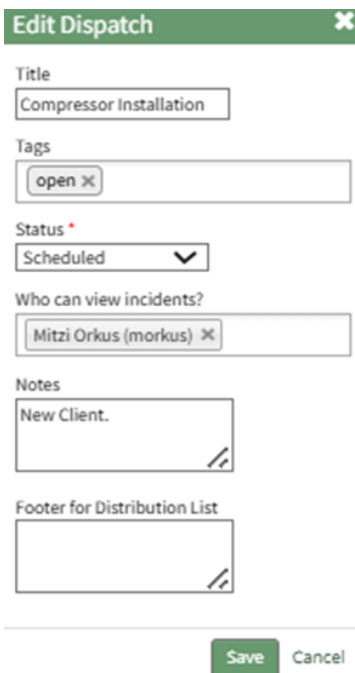
| Dispatch | Title              | Status    | Tags |
|----------|--------------------|-----------|------|
| #2       | Skid Re-Assignment | Scheduled | open |
| #1       | New Skid Install   | Creating  |      |

This opens the dispatch details page.



The screenshot shows the details page for Dispatch #3, which is in 'Creating' status. The page features a header with the dispatch number and status, followed by a row of tabs: Itinerary, People, Certifications, Documents, Assets, Actions, Reports, Forms, Distribution List, and Approvers. The Distribution List tab is active, displaying a note: 'Note: An individual will be listed only once, even if they are in multiple pre-defined distribution lists.'

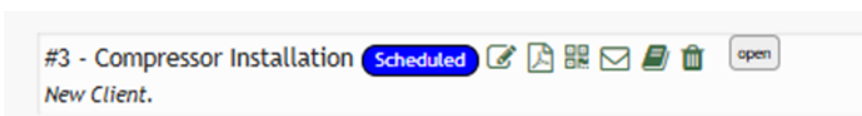
The edit dispatch icon is to the right of the dispatch status. Click the Edit Icon to open the Edit Dispatch Modal.



The screenshot shows the 'Edit Dispatch' modal. It contains several fields: Title (Compressor Installation), Tags (open), Status (Scheduled), Who can view incidents? (Mitzi Orkus), Notes (New Client.), and Footer for Distribution List. At the bottom, there are 'Save' and 'Cancel' buttons.

Add the desired notes in the text box and select "Save" returning to the specific dispatch page.

The notes added will now be visible in the header row beneath the Dispatch Number and Title.



The screenshot shows the details page for Dispatch #3 after editing. The header now displays '#3 - Compressor Installation' followed by the 'Scheduled' status and various action icons. The 'Notes' field is visible below the header, containing the text 'New Client.'

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Revision #2

Created 2026-01-03 23:30:55 UTC by Mitzi Orkus

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