

Add Reports to a Dispatch

To add reports to a dispatch, open the specific dispatch you wish to add reports 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.

Dispatches				Dispatch > Home
New Dispatch				
Show: Creating / Active				
Dispatch	Title	Status	Tags	
#2	Title	Creating	open	

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

Dispatch #2 Creating     									
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 Reports opens the Add Reports Modal.

Add Reports

Report *

Display Name *

Notes

Save

Cancel

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

The report will now show on the Dispatch Details Page.

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