

Change the Dispatch Status

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

Dispatches

New Dispatch

Show: Creating / Active

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

This opens the dispatch details page.

Dispatch #3 Creating

Itinerary

People

Certifications

Documents

Assets

Actions

Reports

Forms

Distribution List

Approvers

Select the edit dispatch properties icon immediately to the right of the dispatch status to open the Dispatch Properties Modal.

Dispatch Properties

Title

Tags

Select Some Options

Status

Creating

Who can view incidents?

Select Some Options

Notes

Footer for Distribution List

Save

Cancel

Select the desired dispatch status from the dropdown menu and select “Save” and return to the specific dispatch page.