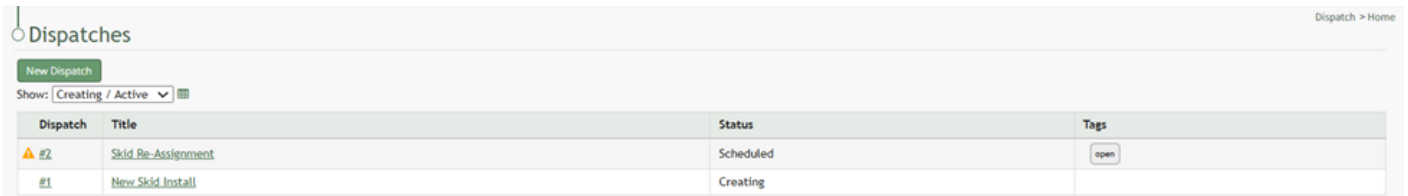


# Create a Footer for a Dispatch Distribution List

To create a footer for the dispatch distribution list, go to the Dispatch Module Home Page and click the title or dispatch number of the specific dispatch whose status you wish to change.



Dispatch	Title	Status	Tags
#2	Skid Re-Assignment	Scheduled	<input type="button" value="open"/>
#1	New Skid Install	Creating	

This opens the dispatch details page.

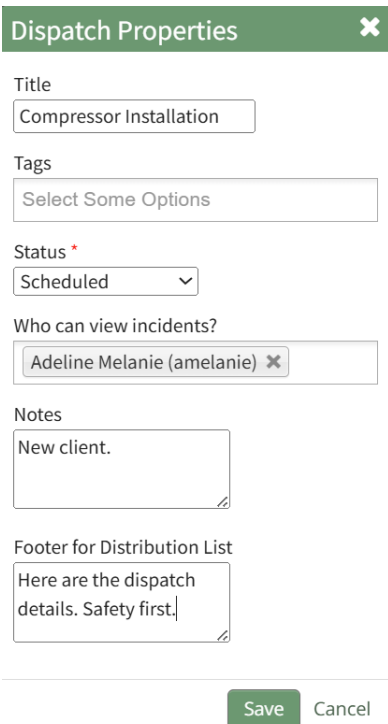


Dispatch #3 Creating

Itinerary People Certifications Documents Assets Actions Reports Forms Distribution List Approvers

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

The edit dispatch properties icon is immediately to the right of the dispatch status. Click it to open the Dispatch Properties Modal.



**Dispatch Properties** ✕

Title  
Compressor Installation

Tags  
Select Some Options

Status \*  
Scheduled

Who can view incidents?  
Adeline Melanie (amelanie) ✕

Notes  
New client.

Footer for Distribution List  
Here are the dispatch details. Safety first.

Add the desired footer for the distribution list and select “Save” returning to the specific dispatch page.

The footer will automatically be included in the message when dispatch orders are sent to the distribution list.

Send Communication Communications > Send Communication

**To:** Sending to 0 people in total  
Select Some Options

Show Advanced Options

**Subject:**  
Communication regarding dispatch #3

Attachments

**Upload Attachment:**

**KAStrack Document:**

Name	<input type="checkbox"/> Store in Documents	<input type="checkbox"/> Require Acknowledgement	<input type="checkbox"/> Require Acknowledgement at Login
dispatch_3.pdf ✕	N/A	N/A	N/A

**Message:**  
You are receiving this email because you are on the distribution list for dispatch #3  
Here are the dispatch details. Safety first!

All communications sent via KAStrack are logged

Revision #3

Created 2026-01-03 23:33:12 UTC by Mitzi Orkus

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