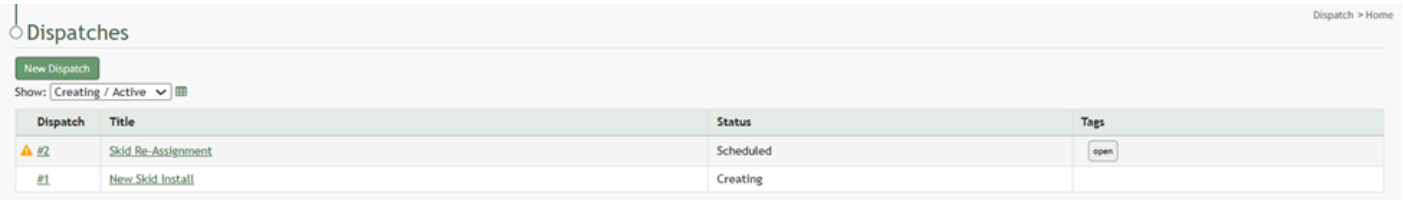
Create a Footer for a Dispatch Distribution List

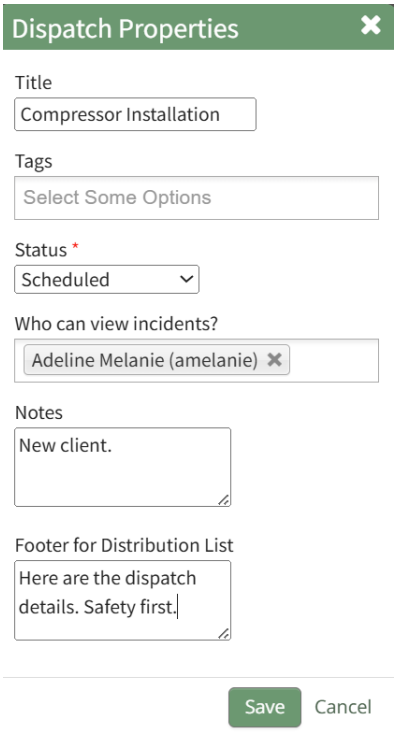
To create a footer for the dispatch distribution list, go to the Dispatch Module Home Page and click the title or dispatch number of the specific dispatch whose status you wish to change.



This opens the dispatch details page.

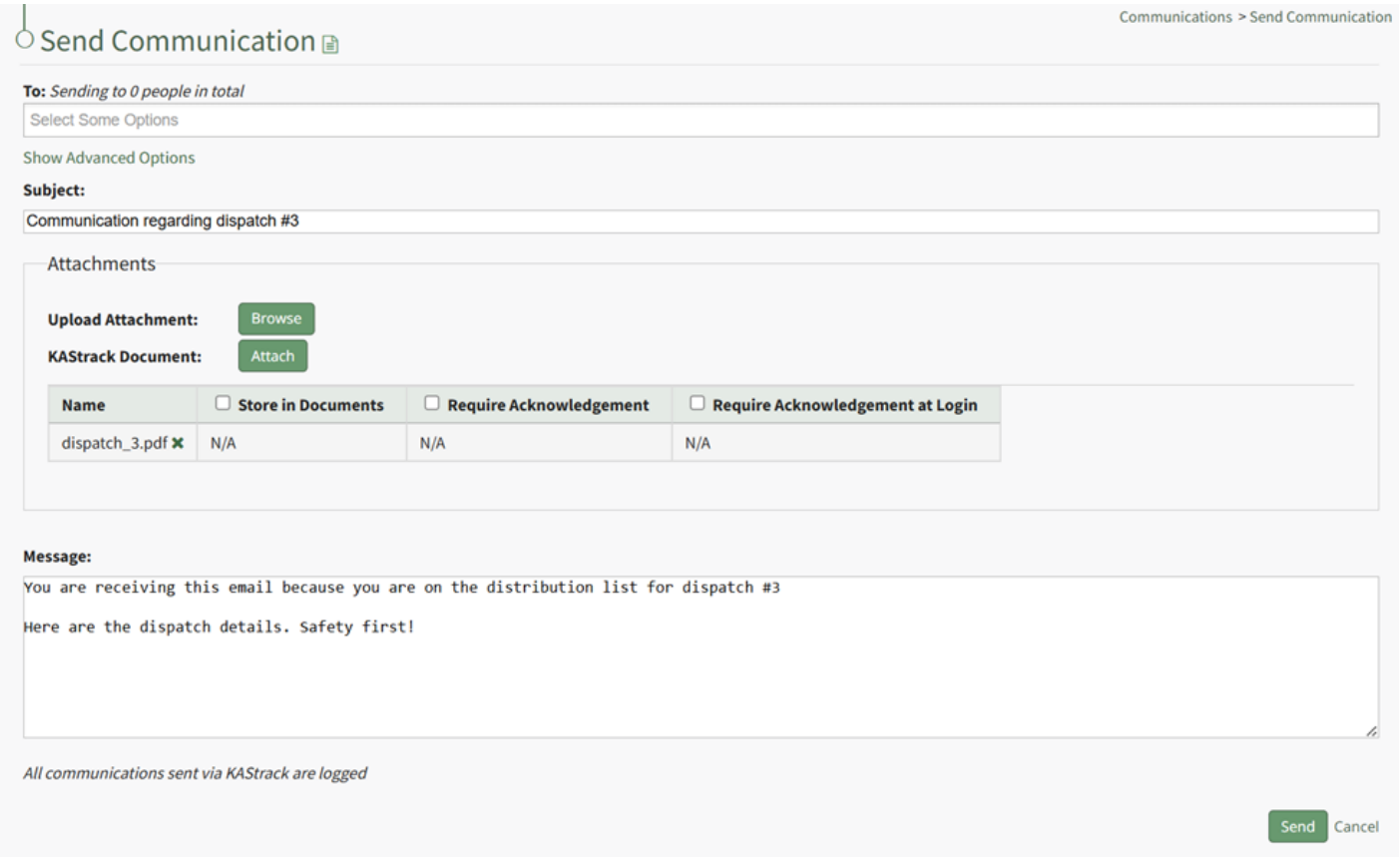


The edit dispatch properties icon is immediately to the right of the dispatch status. Click it to open the Dispatch Properties Modal.



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.



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