

Edit Users and Certification Roles Available as Dispatch Approvers

To edit the users and certification roles that are available via dropdown menu as dispatch approvers, open the Approver Filtering Tab of the Settings Page in the Dispatch Module.

Settings Dispatch > Settings > Approver Filtering

Approver Filtering Distribution Lists Defaults Module Levels

Approver Filtering

Overall Module Approval Permissions
Only the selected users and/or certification roles will be shown in the options when choosing approvers for a dispatch.
If a certification role is chosen here, the role as well as the individual users will be shown.
Any statuses left blank will show all users and certification roles.

Scheduled
Select Some Options

Ready To Dispatch
Mitzi Orkus (morkus) ✕

Dispatched
Select Some Options

Completed
Select Some Options

Canceled
Mitzi Orkus (morkus) ✕

Archived
Mitzi Orkus (morkus) ✕

Save Cancel

Click below the status to open the dropdown menu. Add People or Certification Roles as desired. If certification roles are selected, both the role and the users associated with it will be shown on the dropdown menu.

If the status is left blank, all users and certification roles will show on the dropdown menu.

Select the “Save” button when finished and a popup will confirm that the filter was saved.



The filter will remain this way until altered.

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