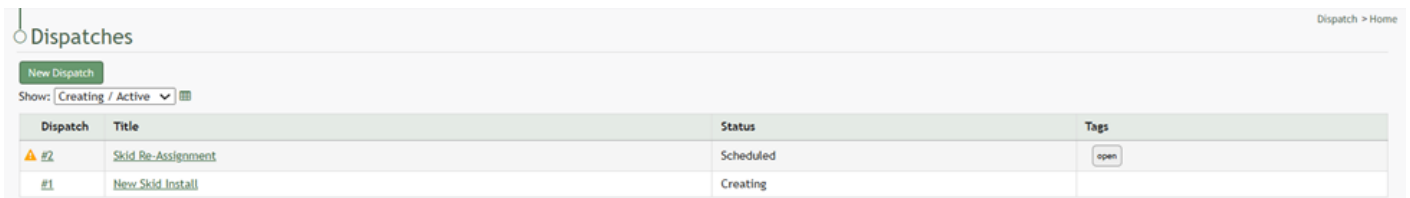


Show Individual Form Entries on a Dispatch

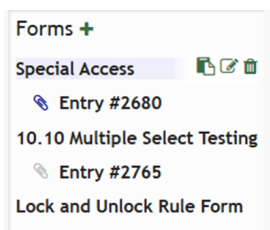
To show individual form entries on a dispatch, go to the Home Page of the Dispatch Module. Click the ID or Title of the specific dispatch you want form entries to be visible on.



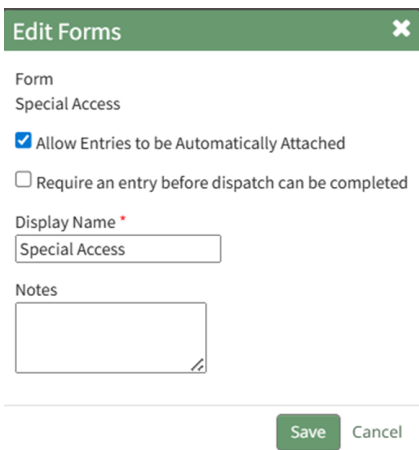
The screenshot shows the 'Dispatches' module interface. At the top, there is a 'New Dispatch' button and a 'Show:' dropdown menu set to 'Creating / Active'. Below this is a table with columns for 'Dispatch', 'Title', 'Status', and 'Tags'. The table contains two rows: one with Dispatch ID '#2', Title 'Skid Re-Assignment', Status 'Scheduled', and a tag 'open'; and another with Dispatch ID '#1', Title 'New Skid Install', Status 'Creating', and no tags.

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

This opens the specified dispatch's details page. Hover your cursor over the form whose entries you want to be visible, and three icons show.



Select the Edit Attachment Icon to the right of the form title, opening the Edit Forms Modal.



The screenshot shows the 'Edit Forms' modal window. It has a title bar with 'Edit Forms' and a close button. The form contains the following fields and options: 'Form' (Special Access), a checked checkbox for 'Allow Entries to be Automatically Attached', an unchecked checkbox for 'Require an entry before dispatch can be completed', a 'Display Name' field with the value 'Special Access', and a 'Notes' text area. At the bottom, there are 'Save' and 'Cancel' buttons.

Select the "Allow Entries to be Automatically Attached" checkbox, and individual form entries will be included on the dispatch.

Selecting the PDF icon to the right of the entry opens the PDF with the entry's information.

Revision #2

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