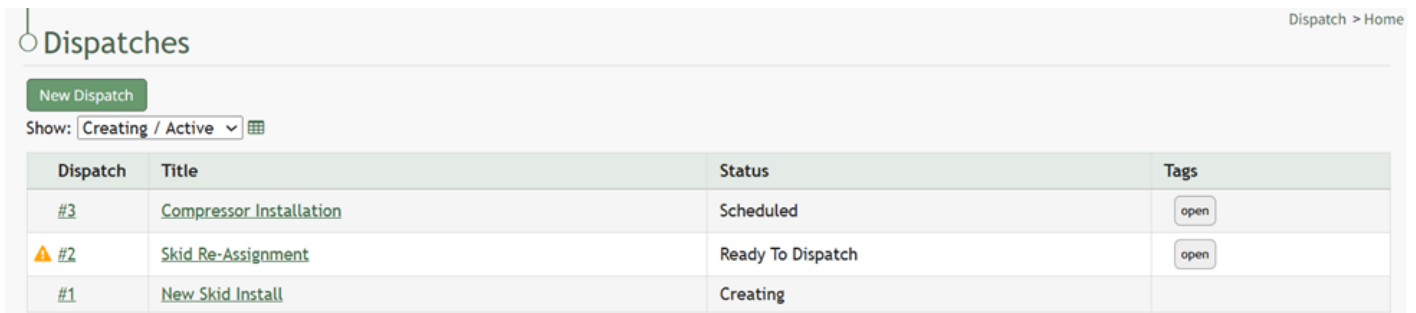


Update Waypoint Arrival/Departure Status

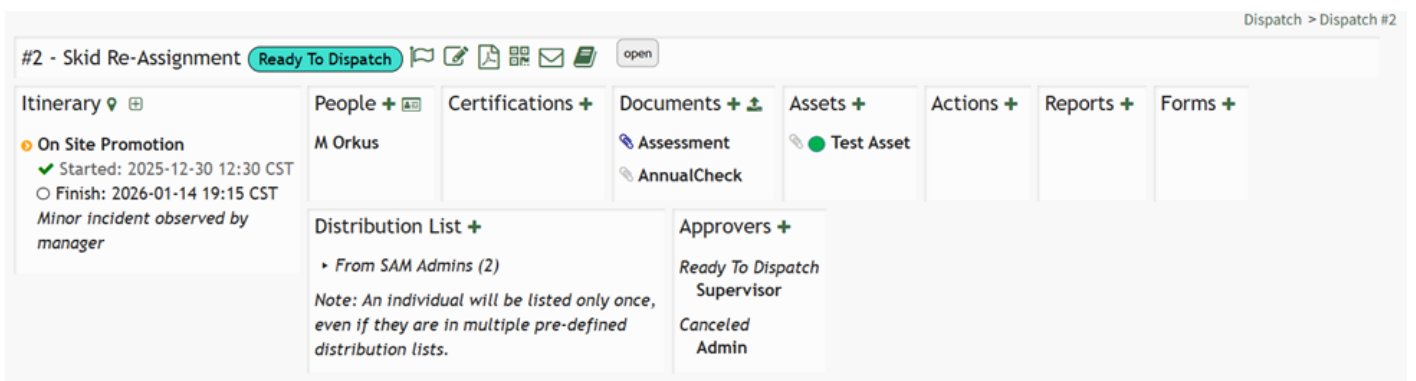
To update a waypoint with actual arrival/ departure data, go to the Home Page of the Dispatch Module. Click the ID or Title of the specific dispatch you need to indicate an incident for.



The screenshot shows the 'Dispatches' home page. At the top left is a 'New Dispatch' button. Below it is a 'Show:' dropdown menu set to 'Creating / Active'. The main content is a table with columns: Dispatch, Title, Status, and Tags. There are three rows of data.

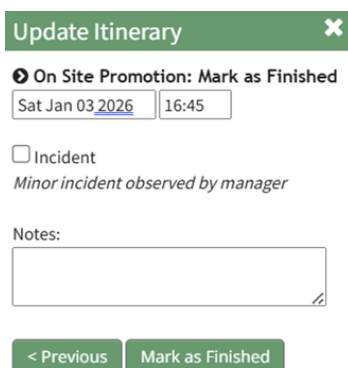
Dispatch	Title	Status	Tags
#3	Compressor Installation	Scheduled	<input type="button" value="open"/>
⚠️ #2	Skid Re-Assignment	Ready To Dispatch	<input type="button" value="open"/>
#1	New Skid Install	Creating	

This opens this dispatch details page.



The screenshot shows the details page for Dispatch #2 - Skid Re-Assignment. The status is 'Ready To Dispatch'. The page is divided into several sections: Itinerary, People, Certifications, Documents, Assets, Actions, Reports, and Forms. The Itinerary section shows 'On Site Promotion' with start and finish times and a note: 'Minor incident observed by manager'. The People section lists 'M Orkus'. The Documents section lists 'Assessment' and 'AnnualCheck'. The Assets section lists 'Test Asset'. The Distribution List section shows 'From SAM Admins (2)' and a note: 'Note: An individual will be listed only once, even if they are in multiple pre-defined distribution lists.' The Approvers section lists 'Ready To Dispatch Supervisor' and 'Canceled Admin'.

Select the flag icon on the header row to open the Update Itinerary Modal.



The screenshot shows the 'Update Itinerary' modal. It has a title bar with a close button. The main content includes: 'On Site Promotion: Mark as Finished' with a date and time input field (Sat Jan 03, 2026, 16:45); an 'Incident' checkbox with the text 'Minor incident observed by manager'; a 'Notes:' label above a text input field; and two buttons at the bottom: '< Previous' and 'Mark as Finished'.

The current time/date are automatically input into the modal but can be edited if needed. Incidents and notes can be included.

Select the "Mark as Finished" modal and a confirmation pop up states, "Waypoint status has been updated."



Revision #2

Created 2026-01-03 23:38:39 UTC by Mitzi Orkus

Updated 2026-01-08 16:05:17 UTC by Mitzi Orkus