



How to: Dispatch

11.2

February 2026

DOCUMENT ACCESS

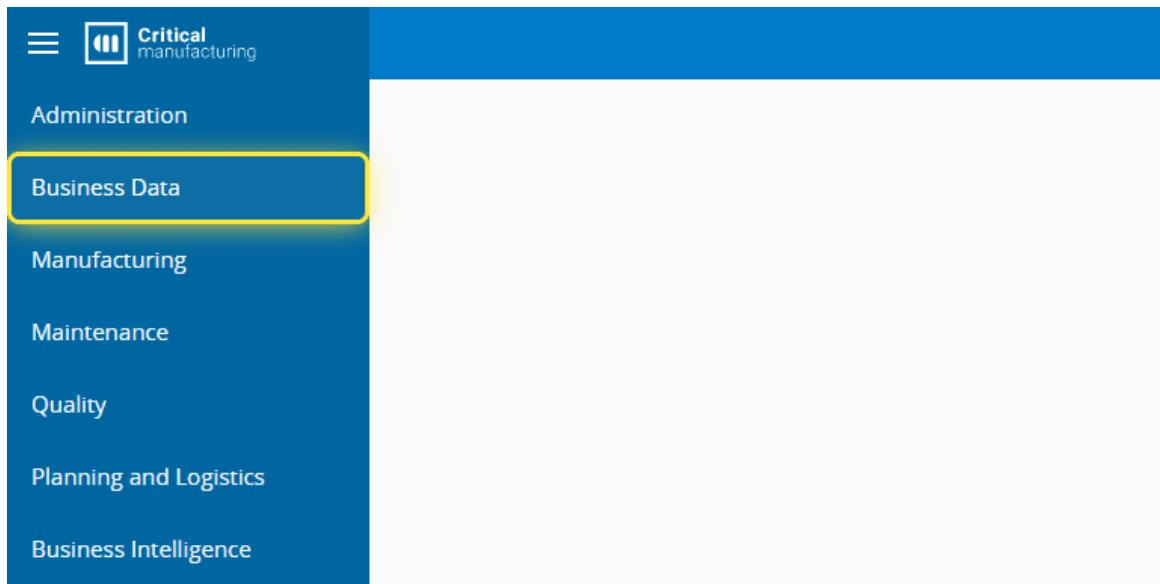
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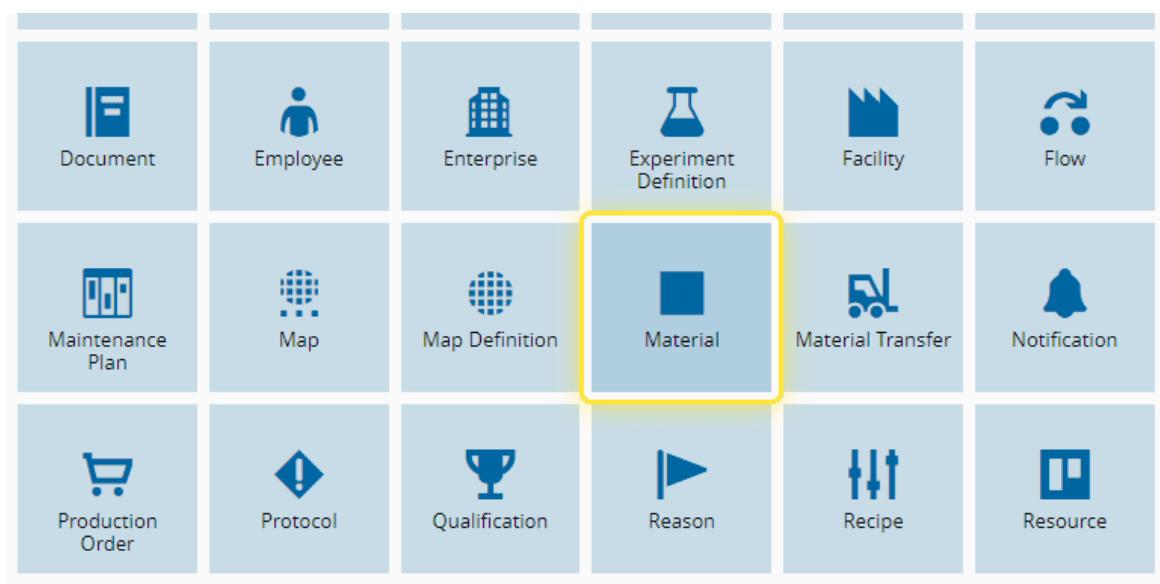
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How to: Dispatch

1. Select the Business Data menu.

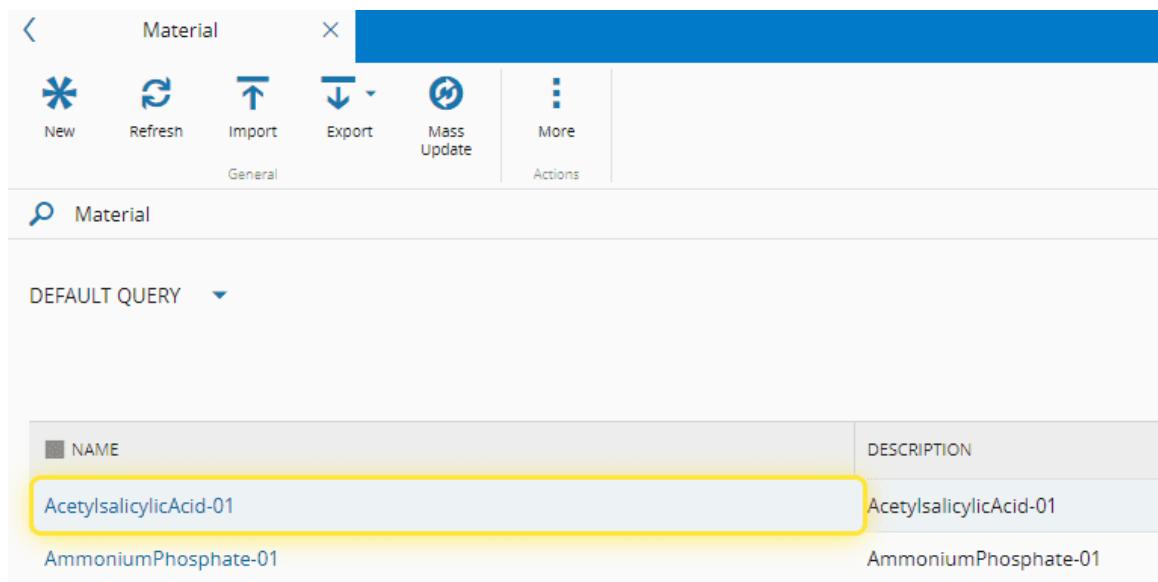


2. Select the Material entity.



3. Select a Material.

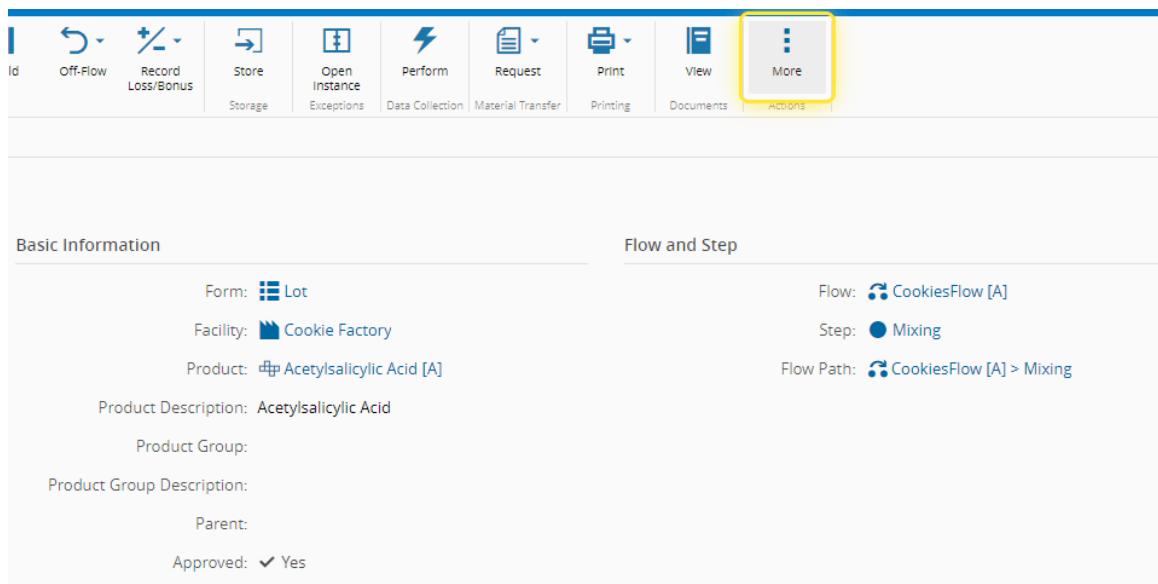
The material selection can be done this way, or through Step or Resource View.



NAME	DESCRIPTION
AcetylsalicylicAcid-01	AcetylsalicylicAcid-01
AmmoniumPhosphate-01	AmmoniumPhosphate-01

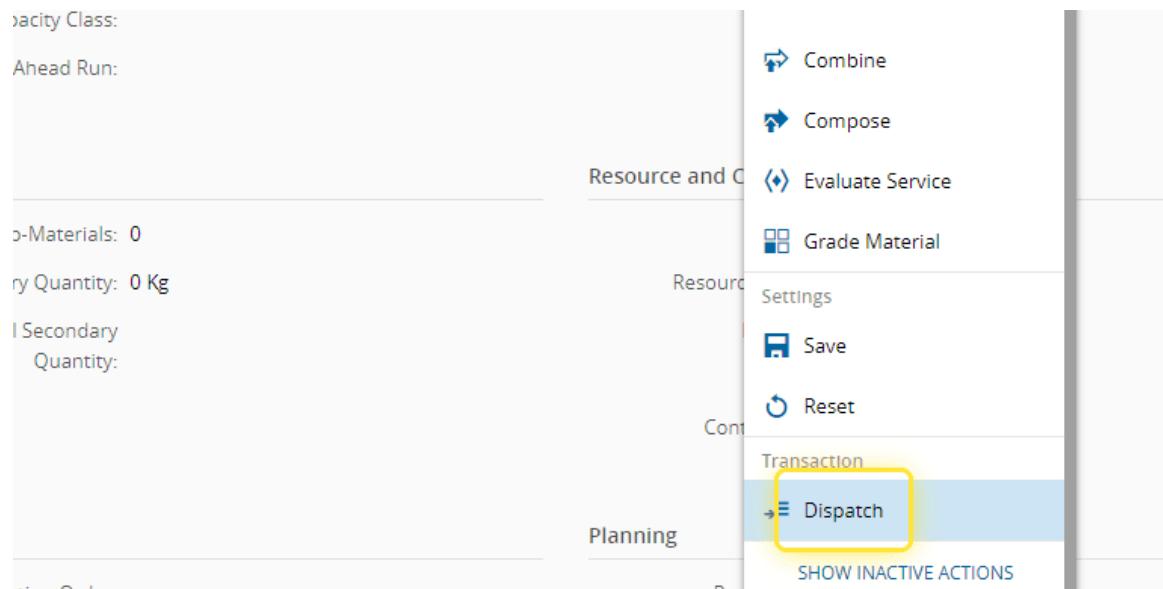
4. Select the More button.

Depending on the configurations of the Step, the Dispatch operation button can be either on the upper section, along with the other options, or it can be in More.

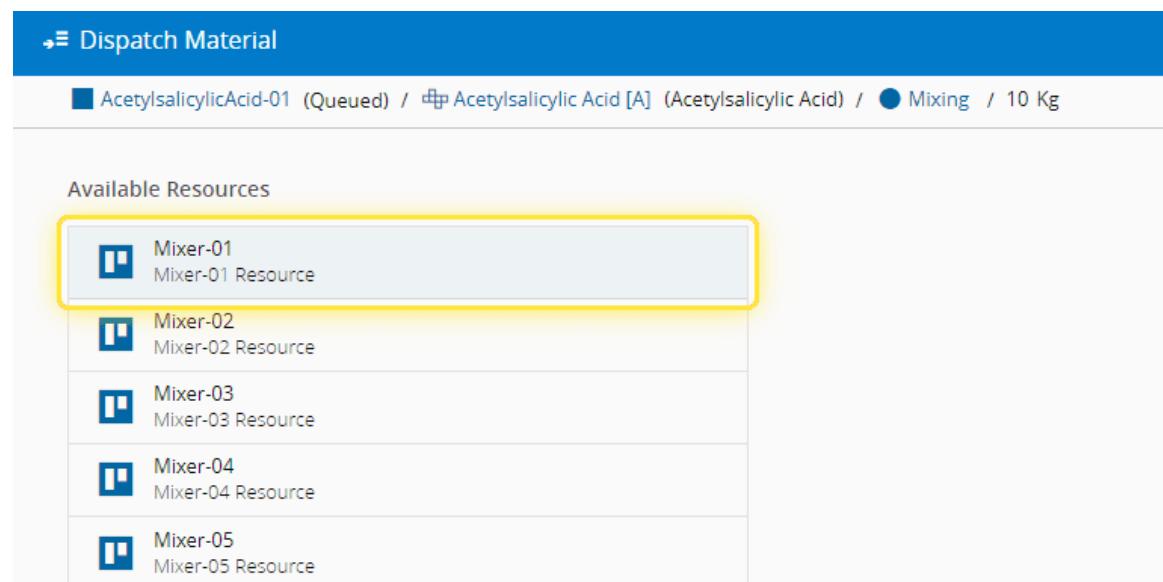


Basic Information	Flow and Step
Form: Lot	Flow: CookiesFlow [A]
Facility: Cookie Factory	Step: Mixing
Product: Acetylsalicylic Acid [A]	Flow Path: CookiesFlow [A] > Mixing
Product Description: Acetylsalicylic Acid	
Product Group:	
Product Group Description:	
Parent:	
Approved: Yes	

5. Select the Dispatch operation.



6. Select the Resource to dispatch the Material to.



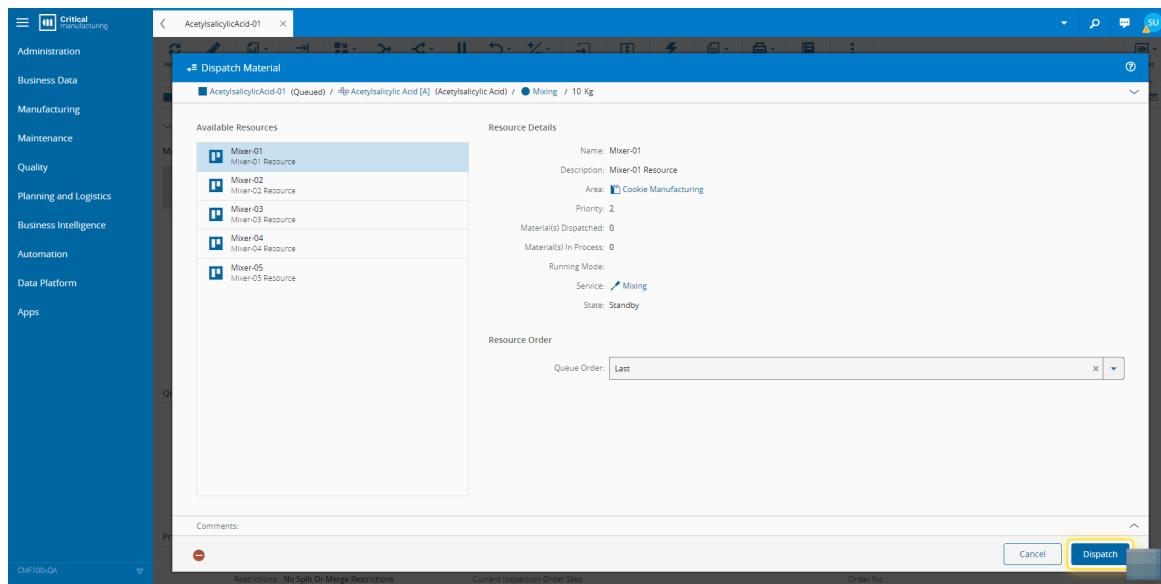
Dispatch Material

AcetylsalicylicAcid-01 (Queued) / Acetylsalicylic Acid [A] (Acetylsalicylic Acid) / Mixing / 10 Kg

Available Resources

 Mixer-01	Mixer-01 Resource
 Mixer-02	Mixer-02 Resource
 Mixer-03	Mixer-03 Resource
 Mixer-04	Mixer-04 Resource
 Mixer-05	Mixer-05 Resource

7. Select the Dispatch button.





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