

# How to: Dispatch

## 11.2

February 2026

### DOCUMENT ACCESS

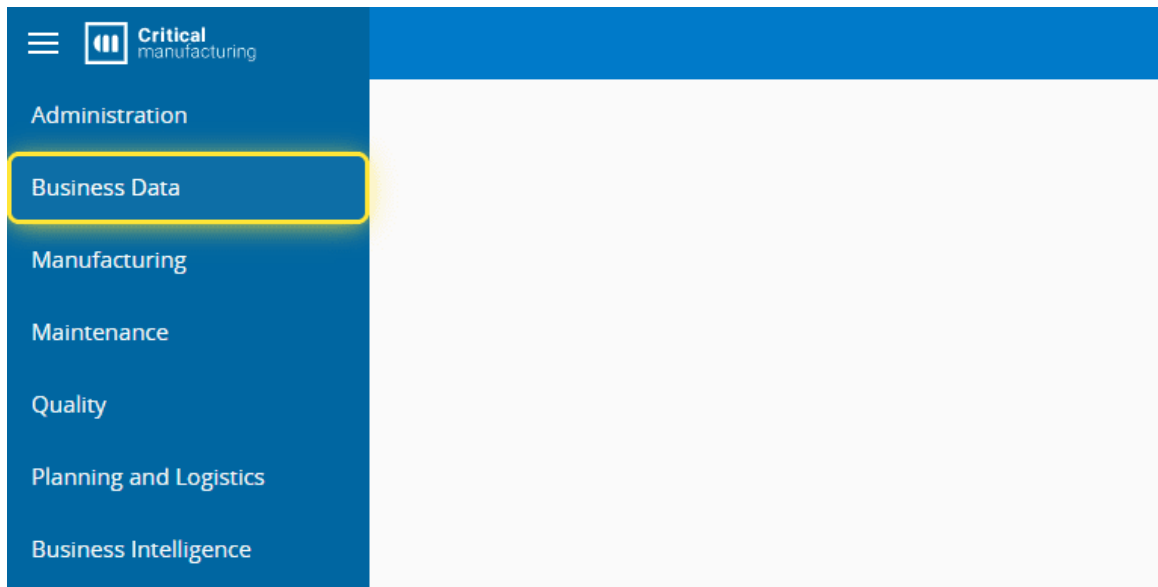
Public

### DISCLAIMER

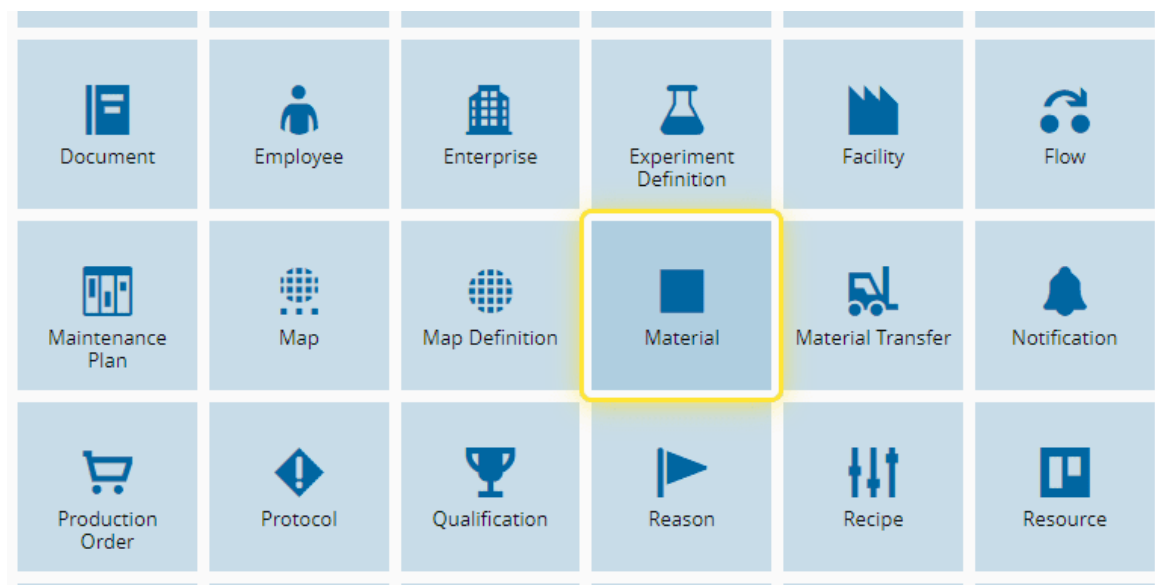
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## How to: Dispatch

1. Select the Business Data menu.

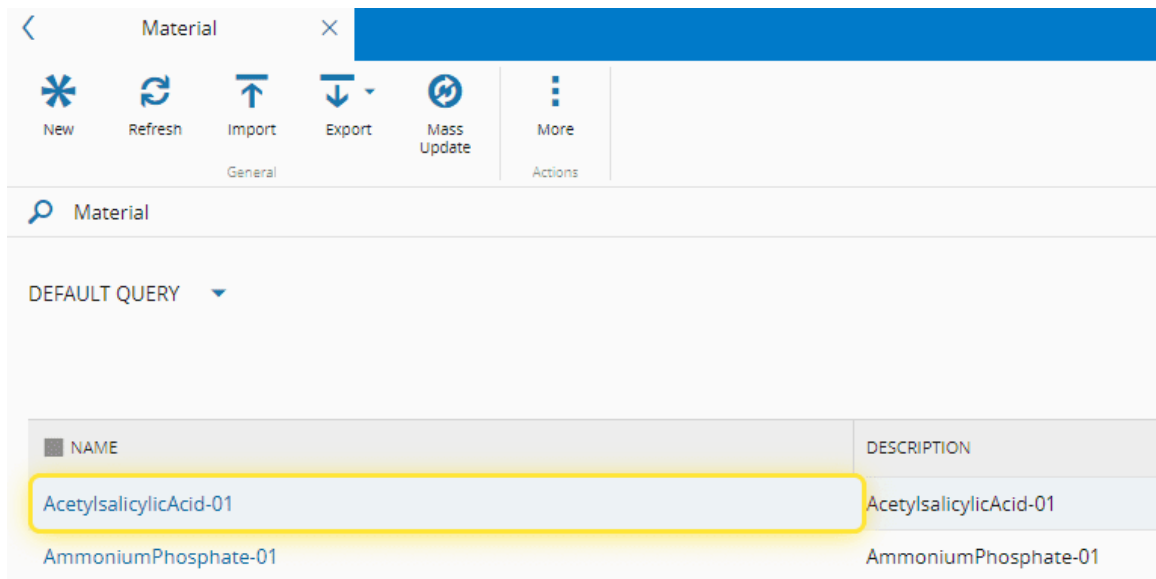


2. Select the Material entity.



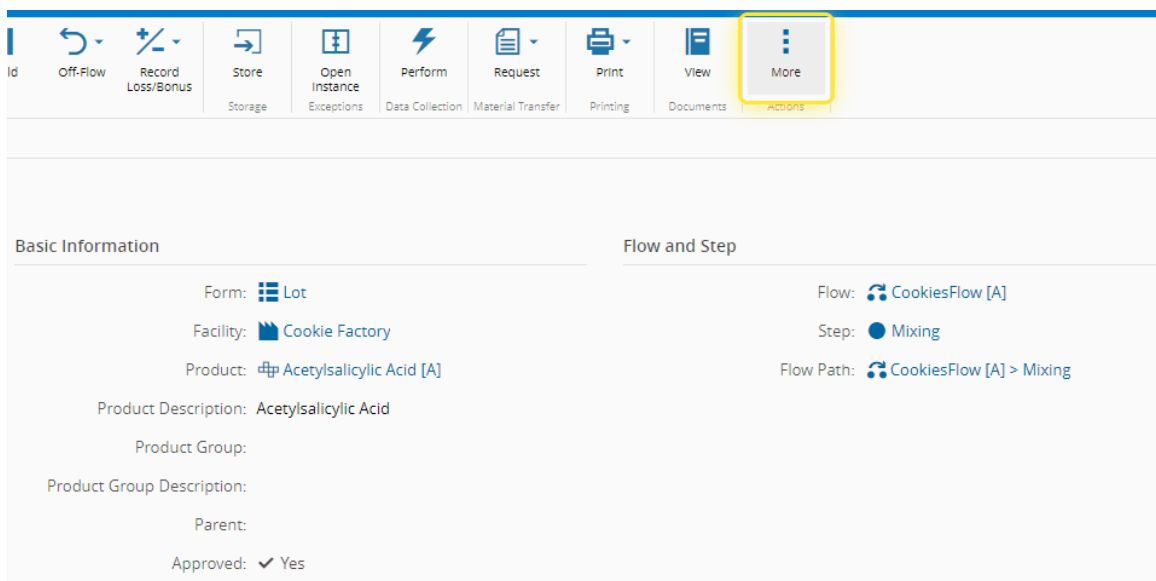
3. Select a Material.

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

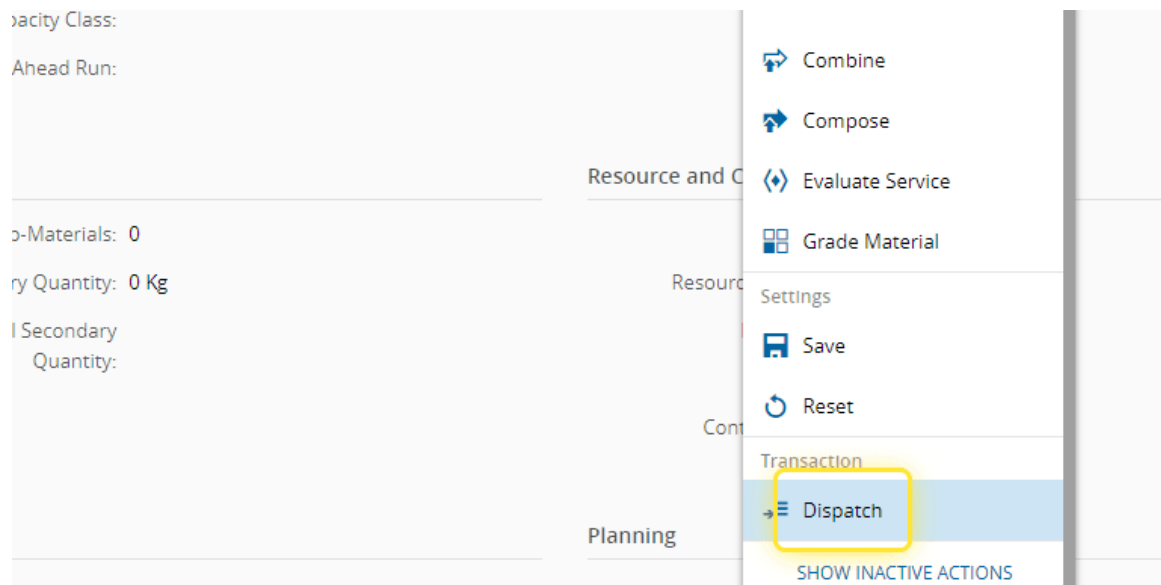


#### 4. Select the More button.

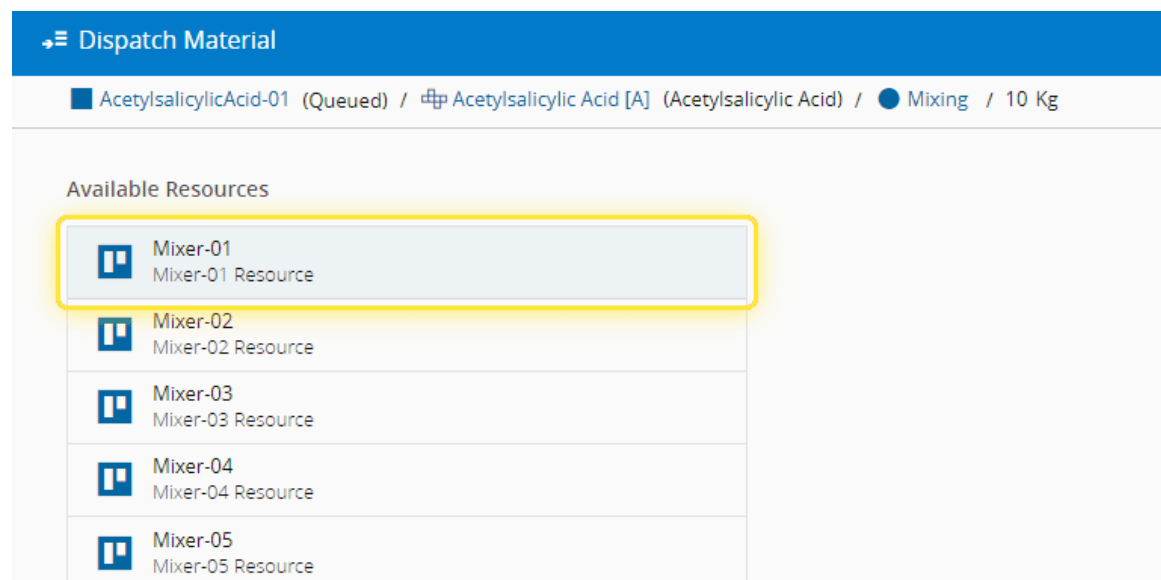
Depending on the configurations of the Step, the Dispatch operation button can be either on the upper section, along with the other options, or it can be in More.



#### 5. Select the Dispatch operation.



6. Select the Resource to dispatch the Material to.



7. Select the Dispatch button.

Administration

Business Data

Manufacturing

Maintenance

Quality

Planning and Logistics

Business Intelligence

Automation

Data Platform

Apps

OMP100-CA

AcetylsalicylicAcid-01

Dispatch Material

AcetylsalicylicAcid-01 (Queued) / 10kg 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

Resource Details

Name: Mixer-01

Description: Mixer-01 Resource

Area: Cookie Manufacturing

Priority: 2

Material(s) Dispatched: 0

Material(s) In Process: 0

Running Mode:

Service: Mixing

State: Standby

Resource Order

Queue Order: Last

Comments:

Cancel

Dispatch

Restrictions: No Split Or Merge Restrictions

Current Inspection Order Desc

Order No.

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