

ECE DISPATCH™ USER GUIDE

Thanks for signing up for Dispatch™! Here's a quick and easy guide to help you get started.

For assistance, contact institutionsupport@ece.org.

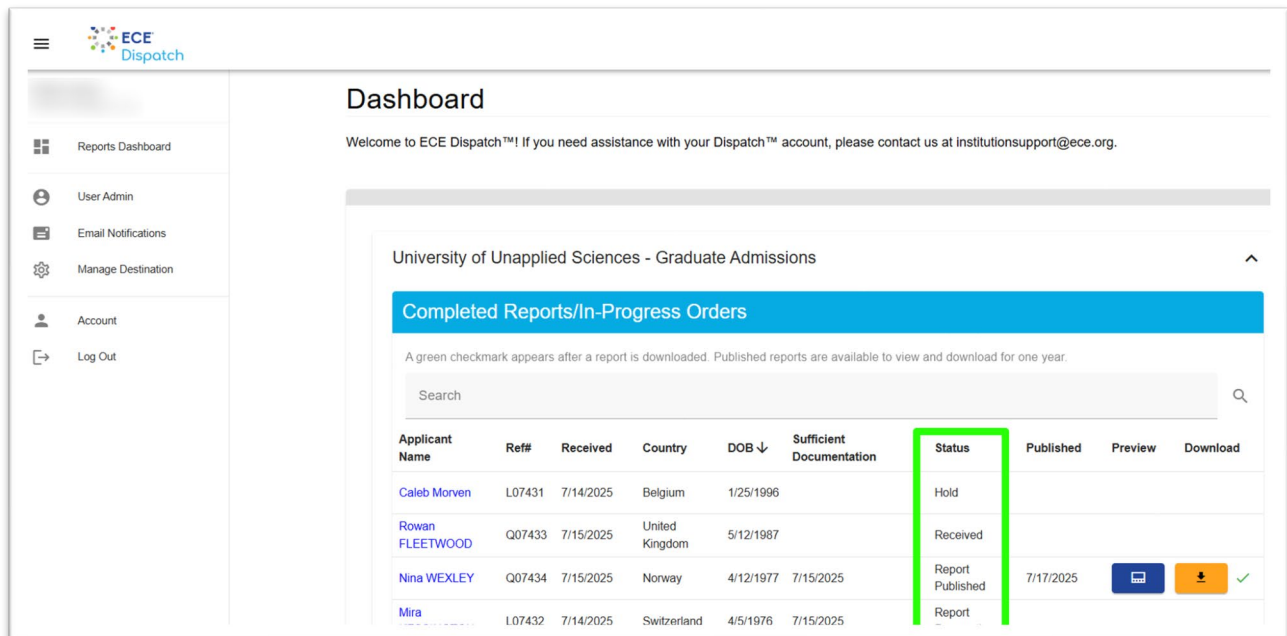
Getting Started




Dispatch™ Login: <https://dispatch.ece.org/login>



Log in using your email address as your username and the password you selected during account creation.

ECE Dispatch™ Account Dashboard



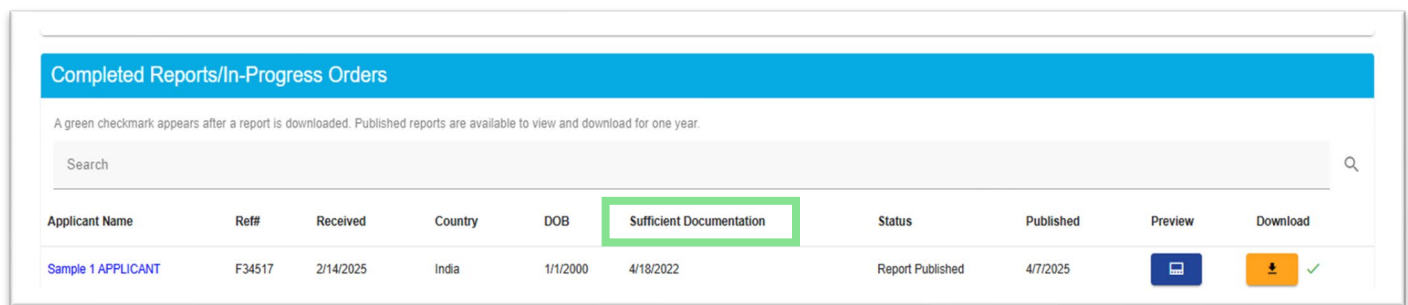
Applicant Name	Ref#	Received	Country	DOB ↓	Sufficient Documentation	Status	Published	Preview	Download
Caleb Morven	L07431	7/14/2025	Belgium	1/25/1996		Hold			
Rowan FLEETWOOD	Q07433	7/15/2025	United Kingdom	5/12/1987		Received			
Nina WEXLEY	Q07434	7/15/2025	Norway	4/12/1977	7/15/2025	Report Published	7/17/2025		
Mira	L07432	7/14/2025	Switzerland	4/5/1976	7/15/2025	Report			

If you have access to multiple departments/divisions, click the expanding arrow to access the department/division you need.



Completed Reports/In-Progress Orders

View submitted applications, along with the ECE® reference number, order status, and the publication date (when an order has been published and is ready to view and download). Use the ECE® reference number or the applicant's name to search for an individual.



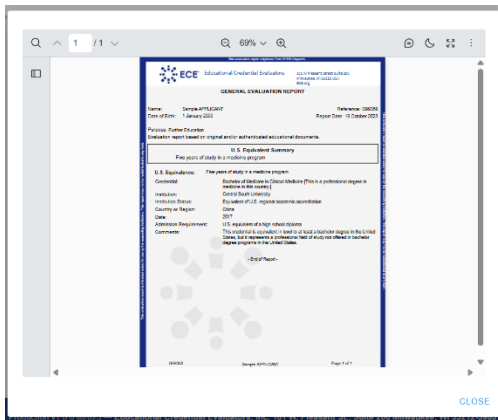
Sufficient Documentation is the date ECE received all required components to begin the evaluation.

Dispatch™ Report Statuses

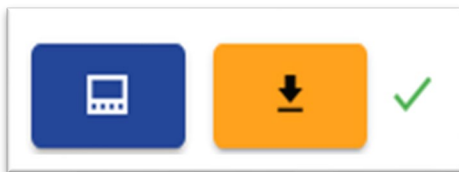
Status	Description
Received	We have received a new application. Documents are under review.
Hold	The report is on hold for additional documents.
Report Preparation	The report is in progress.
Report Published	The report is complete and published in Dispatch™.
Copy Published	A previously prepared ECE® report has been published in Dispatch™.
Revision Published	A revised evaluation report has been published in Dispatch™.
Cancelled	ECE canceled the report because we did not receive the required documents within 6 months or the customer initiated the cancellation.

How to View and Download a Report

Reports are delivered as a PDF and include color copies of the documents used to prepare the report.



Click the "PREVIEW" button to display the expanded view of the completed report.



Click the "DOWNLOAD" button to start the download process. This will open your default browser as a new window, where you can download the report. A green checkmark appears after a report is downloaded. Published reports are available to view and download for one year.

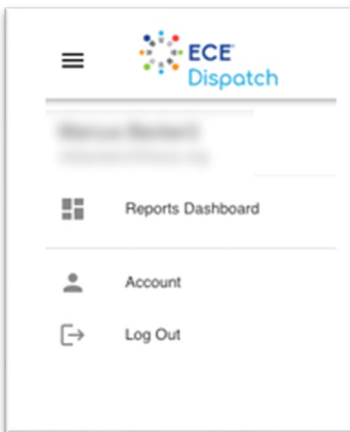


The download button is typically found at the top of your browser window. The icon may be displayed differently depending on the browser you are using. Reports with large files may take a few minutes to fully load.

Sidebar Menu and Functionalities

A Dispatch™ user does not have administrative privileges, only the ability to view reports. If a user requires administrative privileges for additional account functionalities, they should contact the current administrator of the account or reach out to ECE for assistance.

All Users:

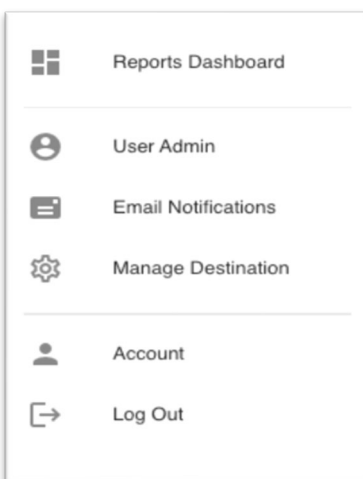


[Reports Dashboard](#): Return to the main dashboard.

[Account](#): Update account information and view Terms & Conditions.

[Log Out](#): End your session.

Administrators Only:



[User Admin](#): Add, edit, or deactivate user accounts.

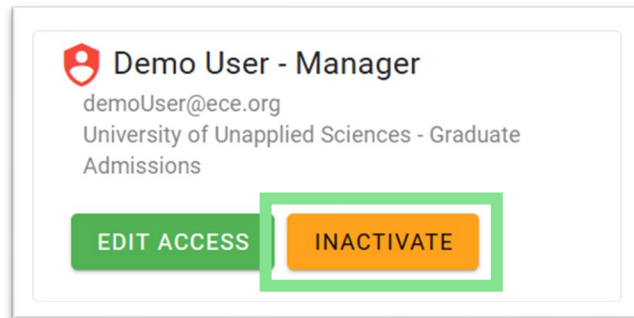
[Email Notifications](#): Manage email alerts for all users.

[Manage Destination](#): Update delivery details such as institution name, department, or address.

User Admin

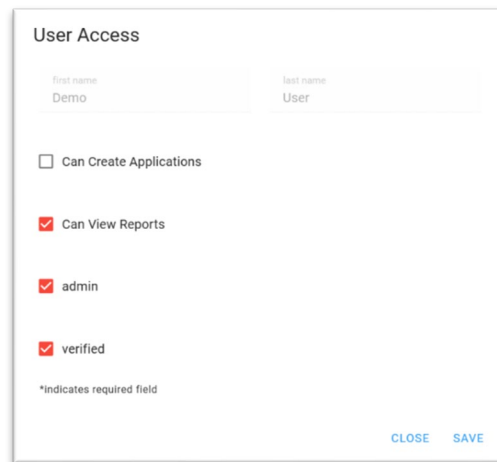
How to deactivate a user's account

Click the "INACTIVATE" button.



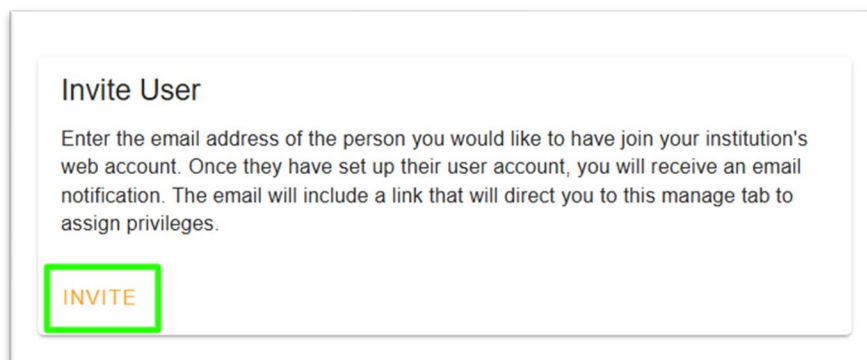
How to allow a user to view reports or make a user an administrator

Click the "EDIT ACCESS" button. An admin must verify a new user before they are added to the account.

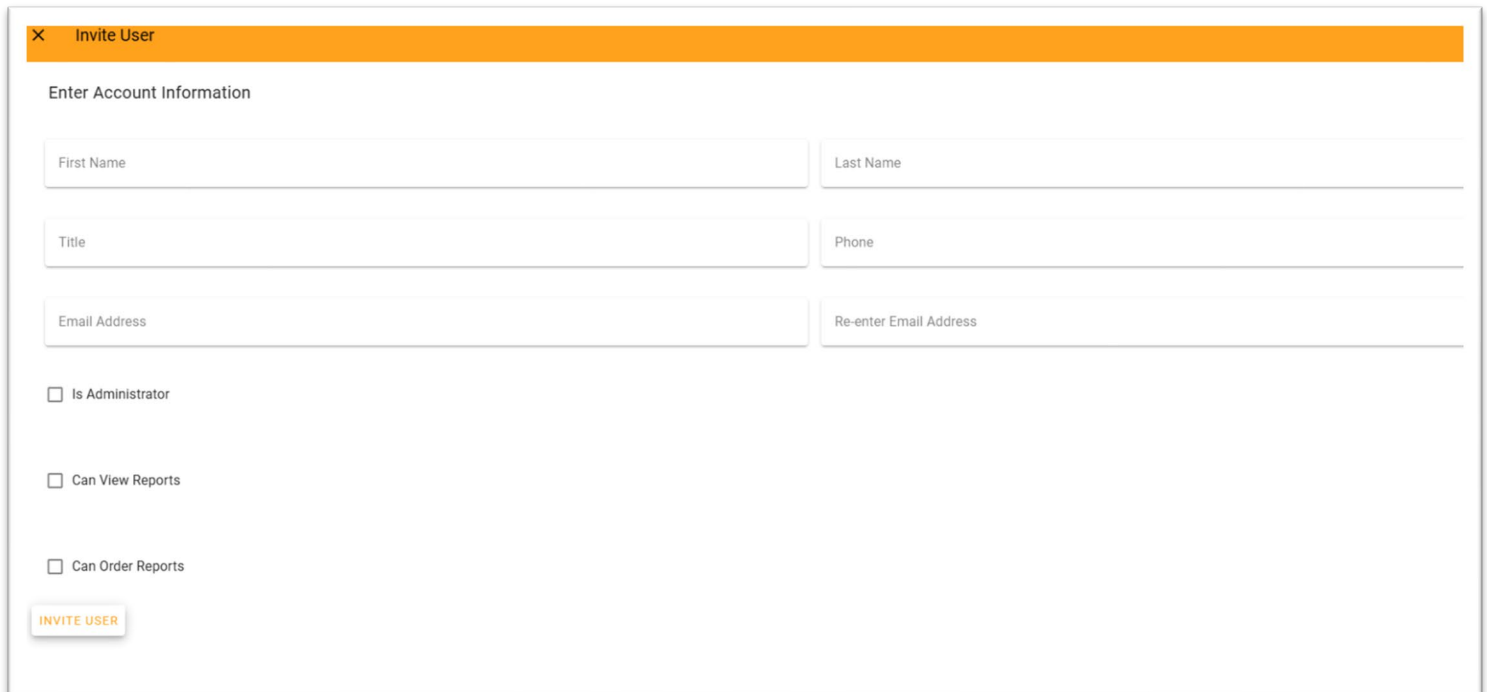


How to invite a user to create an account

Click the "INVITE" button at the bottom of the page.



Complete the form and select the new user’s access to the account. Click “INVITE USER” button. The new user will receive an email with a link to create an account.

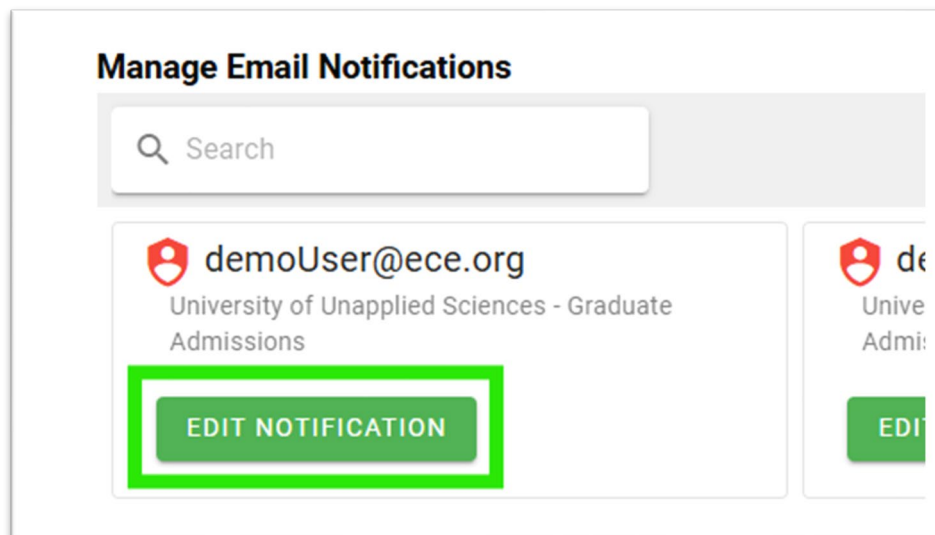


The screenshot shows a web form titled "Invite User" with a close button (X) in the top left corner. The form is titled "Enter Account Information" and contains several input fields: "First Name", "Last Name", "Title", "Phone", "Email Address", and "Re-enter Email Address". Below the input fields are three checkboxes: "Is Administrator", "Can View Reports", and "Can Order Reports". At the bottom left of the form is a button labeled "INVITE USER".

Email Notifications

How to edit email notifications

Click the “EDIT NOTIFICATION” button. Choose which notifications you would like to receive via email.



The screenshot shows a "Manage Email Notifications" interface. At the top is a search bar with a magnifying glass icon and the word "Search". Below the search bar is a list of notification entries. The first entry is for "demoUser@ece.org" with the affiliation "University of Unapplied Sciences - Graduate Admissions". A green box highlights the "EDIT NOTIFICATION" button for this entry. To the right, another entry is partially visible for "Unive Admi:" with an "EDI" button.

User Email Notification

Email Address
demoUser2@ece.org

Application Received

Hold

Sufficient Documentation

Info Needed

Report Complete

Cancelled

*Indicates required field

[CLOSE](#) [SAVE](#)

Application Received: A new application has been submitted and successfully received by ECE.

Hold: The report is on hold while we wait for additional information.

Sufficient Documentation: ECE has received all necessary items to begin the evaluation.

Info Needed: Additional information has been requested.

Report Complete: Alerts user that a report is available. Includes the status of Report Published, Copy Published, or Revision Published.

Cancelled: ECE canceled the report because we did not receive the required documents within 6 months, or the customer initiated the cancellation

IMPORTANT: To ensure that your department/division is notified when a report is ready to view and download, have at least one user with the “Report Complete” notification enabled.

How to add a general email address (for notifications only)

The administrator of the account can also add a general email address solely for receiving notifications of published reports. This general email address is not a Dispatch™ user and cannot view reports (unless an active user account was previously created using the same email address).

Add New Email

A general email address ensures delivery. If not already provided, add here:

Email

ADD EMAIL

Manage Destination

How to update account information

Complete the form to make changes in institution name, department, or delivery address.

Update Division/Department for University of Unapplied Sciences - University of Unapplied Sciences

Report Delivery Method

Note: Please contact institutionsupport@ece.org to change Report Delivery Method.

Report Delivery Method
Online and Hard Copy

Enter Institutional Information

Institution/Organization Name
University of Unapplied Sciences

Division/Department Name
Graduate Admissions

Enter Mailing Address

Provide the mailing address for delivery of ECE® Reports

Address
101 W Pleasant St

Address 2

Address 3

City
Milwaukee

State
Wisconsin

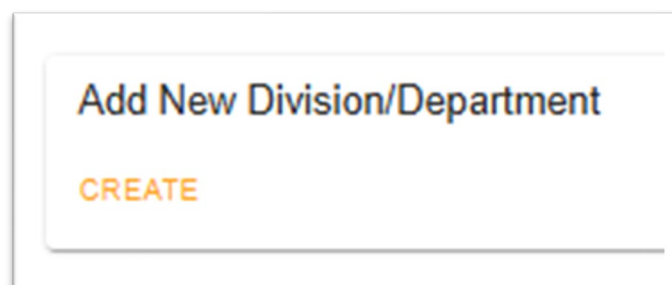
Zip/Postal Code
53212

Country
United States

SUBMIT

How to add a new division/department

Click on the box on the right side of the screen.



Fill out the form and click “SAVE.” ECE will be notified and will grant the requester access to the new division/department.

Add New Division/Department

Enter Institutional Information

<input type="text" value="Institution/Organization Name"/> University of Unapplied Scien	<input type="text" value="Division/Department Name"/>
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Enter Mailing Address

Provide the mailing address for delivery of ECE ® Reports

<input type="text" value="Address"/>	
<input type="text" value="Address 2"/>	<input type="text" value="Address 3"/>
<input type="text" value="City"/>	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="State"/>
<input type="text" value="Zip/Postal Code"/>	<input style="background-color: #f0f0f0; border: 1px solid #ccc;" type="text" value="Country"/>

*indicates required field

[CLOSE](#)