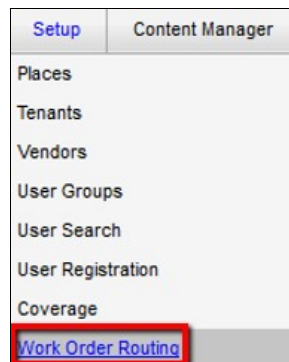


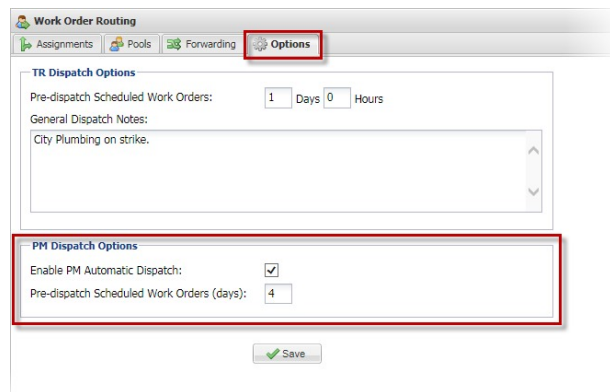
PM Work Order Dispatch Options

Configuring your Preventive Maintenance (PM) dispatch options allows you to enable automatic dispatching for PM work orders on a per-property basis. Follow the steps below to enable, update, or disable automatic dispatching.

1. Go to **Control Panel > Setup > Work Order Routing**.



2. Click on the **Options** tab, and select the desired property from the drop-down list.
3. In the **PM Dispatch Options** section:
 - To enable automatic dispatching, click the **Enable PM Automatic Dispatch** checkbox, if it is not currently checked (unchecking this box will disable automatic dispatching for the selected property).
 - You can modify the **Pre-dispatch Scheduled Work Orders (days)** field to select the number of days before the due date that the system should attempt automatic dispatching.
4. Click on **Save**.

A screenshot of the 'Work Order Routing' configuration page. The page has a header with 'Work Order Routing' and a sub-header with 'Assignments', 'Pools', 'Forwarding', and 'Options'. The 'Options' tab is selected and highlighted with a red box. Below the tabs, there are two sections: 'TR Dispatch Options' and 'PM Dispatch Options'. The 'PM Dispatch Options' section is highlighted with a red box. It contains two fields: 'Enable PM Automatic Dispatch' with a checked checkbox, and 'Pre-dispatch Scheduled Work Orders (days)' with a value of 4. At the bottom of the page, there is a 'Save' button.