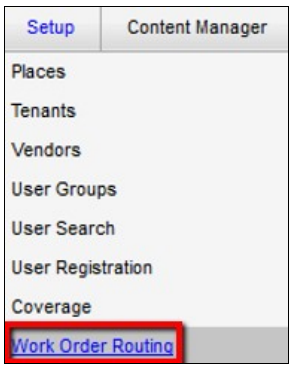
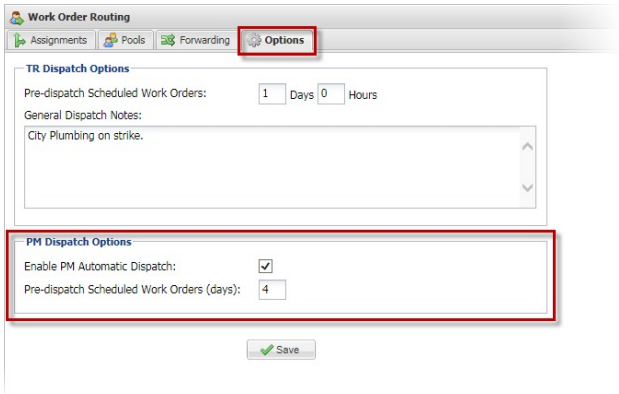
PM Work Order Dispatch Options

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**.