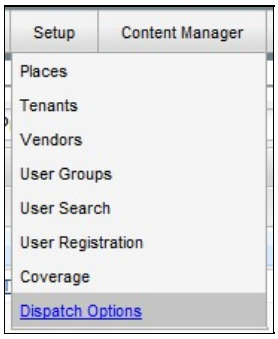
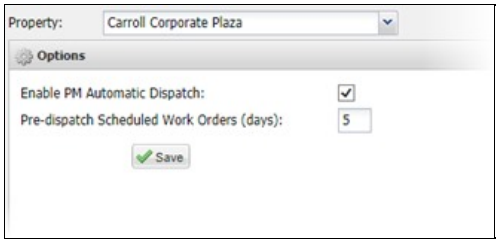
PM Work Order Dispatch Options

Control Panel > Setup > Dispatch Options

PM Work Order Dispatch Options:

Configuring your Preventive Maintenance (PM) dispatch options allows users 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. Hover over Setup and click on **Dispatch Options**.



2. In the Filter section, click the **Property** field and select the desired property from the drop-down list.
3. To enable automatic dispatching, click the **PM Automatic Dispatch** checkbox if it is not currently checked (unchecking this box will disable automatic dispatching for the selected property).
4. Users 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.
5. Click **Save**.