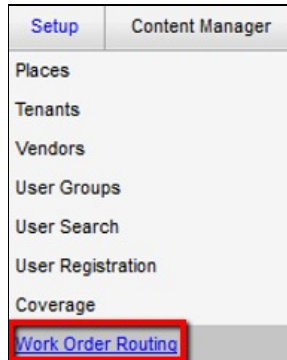


TR Work Order Dispatch Options

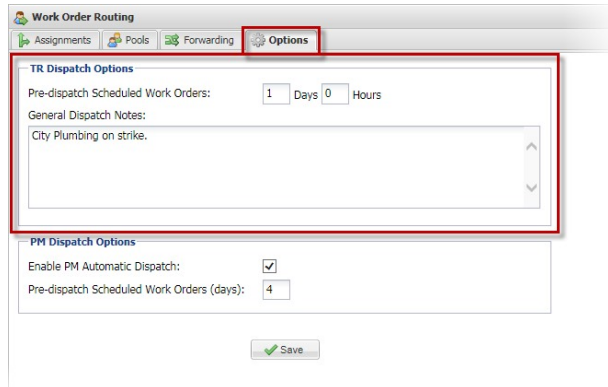
[Control Panel](#) > [Setup](#) > [Work Order Routing](#) > [Options Tab](#)

TR Work Order Dispatch Options:

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



2. Select the applicable property from the drop-down list.
3. Under the **Options** tab, use the **TR Dispatch Options** section to indicate how many days and hours in advance that scheduled work orders should be dispatched.
4. Click on **Save**.

A screenshot of the 'Work Order Routing' application window. The 'Options' tab is selected and highlighted with a red box. The 'TR Dispatch Options' section is also highlighted with a red box. It contains a 'Pre-dispatch Scheduled Work Orders' field with a value of '1' Days and '0' Hours. Below this is a 'General Dispatch Notes' text area containing the text 'City Plumbing on strike.' The 'PM Dispatch Options' section is visible below, with 'Enable PM Automatic Dispatch' checked and 'Pre-dispatch Scheduled Work Orders (days)' set to '4'. A 'Save' button is located at the bottom of the form.