

The Options Tab

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About Scheduled Dispatch Options:

The scheduled work order dispatch option provides an opportunity for scheduled work orders to be automatically dispatched ahead of the due date and time.

TR Work Orders:

TR Work Orders can be set to dispatch a specific number of hours ahead of the requested date and time. [Work Order Routing](#) must also be set in order for the system to dispatch these work orders. Axis Portal allows future dated work orders to be dispatched up to 30 days in advance. This can be configured for the entire property via [TR Work Order Dispatch Options](#) or for individual work orders via dispatch options on the work order.

PM Work Orders:

This optional feature allows work orders to be set to dispatch on a particular day prior to their due date, up to 30 days in advance. You can assign and issue work orders in one step, so you may not have a need for this feature. Your property may also find it useful as a temporary solution; for example, if work orders are usually manually dispatched, it could be turned on when the Chief Engineer is going on vacation, so that assigned work orders would be dispatched in their absence.

This can be set up on a property level under the [PM Work Order Dispatch Options](#) or on schedules by editing the schedule's base task.

Note:

- This option does not eliminate the need to monitor the [Scheduled List](#). If a work order is not assigned or it is not assigned to someone using an electronic device or e-mail, it will not dispatch.

Auto dispatching of PM work orders will only occur if the work order is assigned to someone with an electronic device. If it is assigned to no one, assigned to someone with a printer, or assigned to the wrong person, this will cause management issues. Turning on this feature does not eliminate the need to continue to manage your [Issued List](#) on a regular basis.

Note:

- Setting your property to dispatch all work orders 30 days in advance could needlessly overload your mobile devices with daily and weekly work orders.
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