



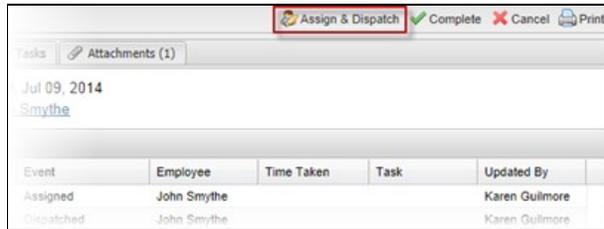




3. In the top-right corner of the details screen, click **Assign & Dispatch**.

**Note:**

- The exact options available to users in the Assign & Dispatch interface will vary depending on the number and type of work orders selected.



4. In the window that opens, use the Assign To drop-down list to assign (if currently unassigned) or re-assign the work order.
5. Select "Do not dispatch at this time" if the work order only needs to be assigned, but not dispatched.
6. Select "Dispatch immediately" if the work order needs to be dispatched.
7. Click **Save** to save your changes. This will also dispatch the work order if "Dispatch immediately" was selected.

