

Assign and Dispatch Work Orders

Assign and Dispatch Work Orders:

Work orders must be assigned and dispatched in order for work to begin. On demand work orders can be assigned when they are created. Scheduled work orders can be assigned when the Schedule is created. Work orders that are not assigned can be assigned from the work order lists.

Note:

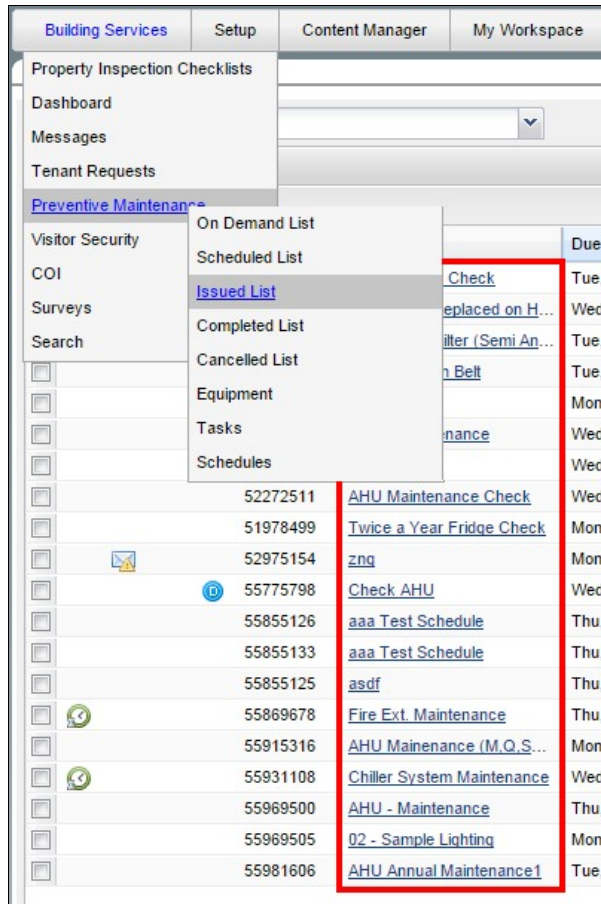
- Users can also reassign and/or reissue work orders by following the directions below.

Work orders that have already been assigned and dispatched can be found in the Issued List.

Unless users want to dispatch a work order early, work orders that have been assigned to an employee or vendor will be automatically dispatched if automatic dispatching has been enabled.

To assign and dispatch a work order, follow the steps outlined below:

1. Locate the work order that needs to be assigned and/or dispatched. Users can use the list filters to assist with the search.
2. Click on the work order's title to open the Work Order Details screen.



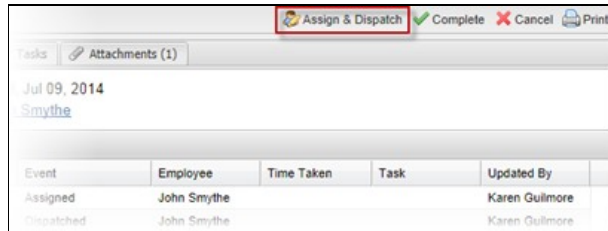
The screenshot displays a software interface with a navigation menu on the left and a main content area. The navigation menu includes options like 'Building Services', 'Setup', 'Content Manager', and 'My Workspace'. A dropdown menu is open over the 'Preventive Maintenance' section, listing various work order lists: 'On Demand List', 'Scheduled List', 'Issued List', 'Completed List', 'Cancelled List', 'Equipment', 'Tasks', and 'Schedules'. The 'Issued List' is highlighted. The main content area shows a table of work orders with columns for ID, title, and due date. A red box highlights the 'Issued List' dropdown and the corresponding work order entries in the table.

ID	Title	Due
52272511	AHU Maintenance Check	Wed
51978499	Twice a Year Fridge Check	Mon
52975154	zng	Mon
55775798	Check AHU	Wed
55855126	aaa Test Schedule	Thu
55855133	aaa Test Schedule	Thu
55855125	asdf	Thu
55869678	Fire Ext. Maintenance	Thu
55915316	AHU Maintenance (M.Q.S...	Mon
55931108	Chiller System Maintenance	Wed
55969500	AHU - Maintenance	Thu
55969505	02 - Sample Lighting	Mon
55981606	AHU Annual Maintenance1	Tue

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.

