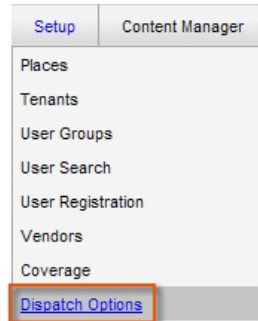






# Preventive Maintenance Work Orders

[Control Panel](#) > [Setup](#) > [Dispatch Options](#)



## 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.

### 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, it could be turned on when the Chief Engineer is going on vacation so that assigned work orders would be dispatched in their absence.

#### Note:

- This option does not eliminate the need to monitor the Home Page. If a Work Order is not assigned, or it is not assigned to someone using an electronic device or email, 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 some management issues. Turning on this feature does not eliminate the need to continue to manage your ready 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.