

Tenant Request Work Orders

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

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 Scheduled Work Order Dispatch options or for individual work orders via Dispatch Options on the work order.