## Adding Dispatch Notes

Control Panel > Setup > Work Order Routing > Assignments Tab

Adding Dispatch Notes:

Dispatch notes are designed to help staff members communicate important information to each other to help them in the course of their day. These are internal notes that are displayed when dispatching work orders in Axis Portal; they are not dispatched with the work orders.

1. Go to Control Panel > Setup > Work Order Routing.



- 2. Click on the Property field and select the desired property from the drop-down menu.
- 3. Locate the request type which requires a dispatch note, then click on the Add Note icon ( beside it. The Set Dispatch Notes pop-up is now displayed.

Property: Hillview Towers					
law Work Order Routing					
👍 Assignments 🔗 Pools	SS Fo	orwarding 🤯 Options			
Building: All	~	Property level routing is ON			
Request Type		Monday - Friday 8:00 AM - 5:00 PM	Monday - Fi 5:00 PM - 1		
Electrical		Joe Samson	Kathy Smith		
Elevator		George Martinez			
Fax Machines		Sheila Jackson	Sheila Jacks		
Furniture - Add/Change/Delete	2	Maria Agapito			
Housekeeping		Waterford Janitorial Services			
HVAC - After Hours	200	George Martinez	Joe Samson		
HVAC - General					

- 4. Enter the dispatch notes.
- 5. Click on Save.

🛃 Set Dispatch Notes	×
Dispatch Notes:	
1	

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Save 🗸	X Cancel	