

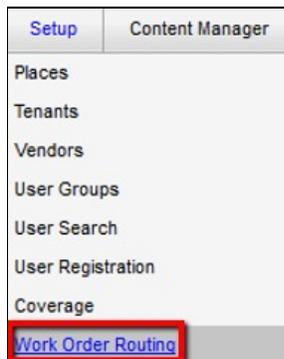
Adding Dispatch Notes

[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.



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

