

CLASS INFORMATION

Title: Local Dispatch I

Date: Monday, March 22, 2010

Time: 3:00 p.m. (MDT)

To join this webcast click on the following **LiveMeeting** icon:



Note: Option is also available through the MoversSuite homepage at www.moverssuite.com.

If you have not accessed a Live Meeting recently, then please allow yourself a minimum of 15 minutes prior to the class start time to ensure that your environment is available for viewing the class.

Once you are logged in, use the following to access this training session:

MeetingID = MSTRAIN1

Entry code = MS%Train1

Please note that the audio portion of the meeting will come through your PC and all users will be muted.

CLASS OUTLINE

Local Dispatch Session I

Topic #1 Adding Local Services

- Adding New Orders in Local Dispatch Center
- Refresh
- Go To Order
- Service Branch
- Service Dates
- Adding a Service from Order Information
- Adding a Service from Local Dispatch Center

Topic #2 Working in the Dispatch Center Grid

- Edit Service
- Cancel Service
- Order Details
- Customizing the Grid

Topic #3 Working with Day Notes

- Adding Day Notes
- Displaying Day Notes

(continued on next page)

Topic #4 Requested Services Button

- Viewing service requests
- Declining Service Requests
- Editing Service Requests
- Clearing Service Requests from Requested Services