

CLASS INFORMATION

Title: Local Dispatch I

Date: Tuesday, March 23, 2010

Time: 1:00 p.m. (MDT)

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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

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Topic #4 Requested Services Button

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