

CLASS INFORMATION

Title: Local Dispatch II

Date: Wednesday, March 24, 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 II

Topic #1 Setting Service Times

- Time for the Crew to leave or time to arrive
- Using Dispatch Status a method to communicate crew times
- Using the grid to research Setting service times

Topic #2 Assigning Crews

- Hourly Crew available times
- Setting Crew availability in the Personnel record
- Searching for available Crew
- Assigning Multiple Crew members

Topic #3 Assigning Equipment

- Searching for available equipment
- Assigning multiple pieces of equipment
- Equipment Availability

Topic #4 Processing Work Tickets

- Dispatch Status
- A work Ticket for every service?
- Cancelled Services Process