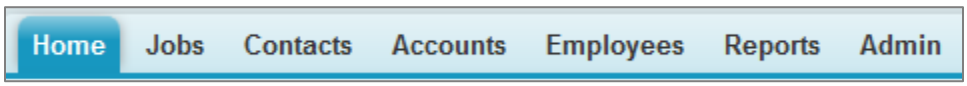
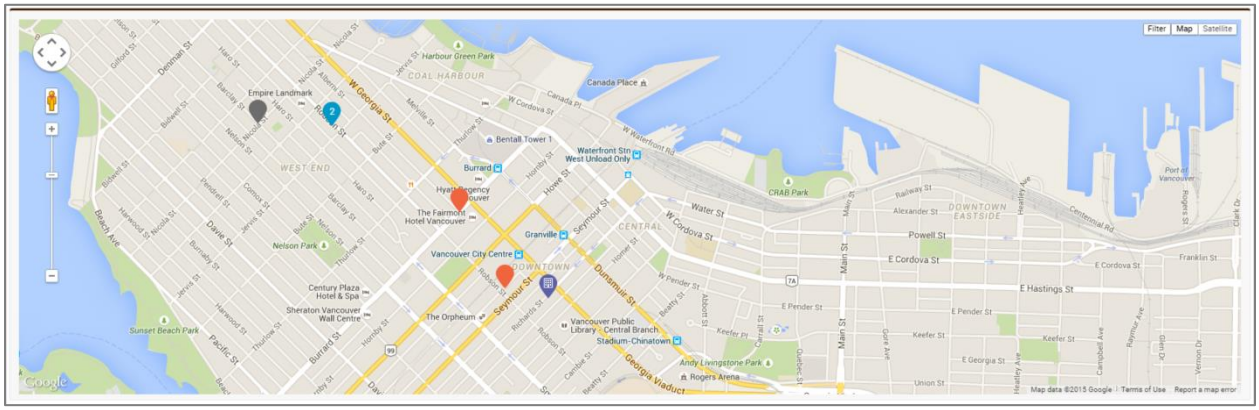
How To: Schedule an Employee for Dispatch

This tutorial will demonstrate how to best assign an available employee for dispatch to a job site.



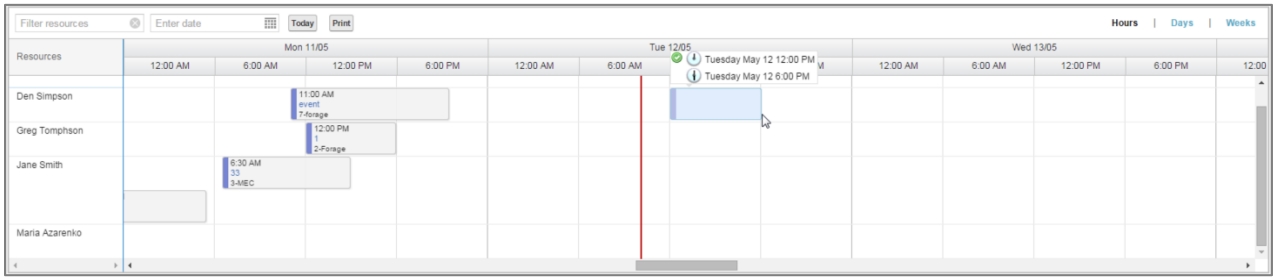
1. Log in to the JobCheck Web Desktop as any user.
2. Click on the *Dispatch* tab from the primary navigation bar.
    - Jobs that have not been visited will appear red on the map.
    - Below the map is a calendar view for all employees.



Legend:

- Unscheduled location pin
- Home office location pin
- Scheduled location pin (currently unattended)
- Scheduled location pin (currently attended by two)

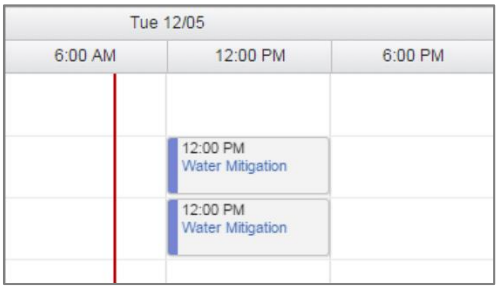
3. Click on the pin for the job you would like to schedule/dispatch for.
4. From the calendar, scroll to find an available employee.



5. Click and drag your mouse across the desired time-slot to assign the employee a period of time on the schedule to visit the selected site.
    - If the employee is a JobCheck user, they will receive a notification via the JobCheck app that a new event has been assigned to them and their mobile calendar will be updated with the new event.
    - If the employee is not a JobCheck user, the employee will have to be notified of the assignment via traditional means (phone, text, email) or can be delivered a printed schedule (see section below).

Note: Dispatch allows for double-booking; this function allows the dispatcher to re-route employees from one job site to another if an emergency job comes in that requires their expertise.

6. The calendar will now show this time-slot as 'scheduled' for the selected employee.



7. If the event needs to be rescheduled, simply drag the event to a new time.

Employees must be scheduled and "dispatched" individually, currently, there is no functionality to group employees for dispatch together (i.e. 'a crew').

Print an Employee Schedule

An employee schedule can be printed by days, weeks or month for a single employee or multiple employees. To print the schedule, simply click the *Print* button from the *Schedule* tab in the job, select the time range and desired employees and click *Print*.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.