

Scheduled Dispatches Overview

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Scheduled dispatches are dispatches that are expected to occur in the future. You can view exactly when upcoming dispatches are scheduled by viewing the **Daily**, **Weekly**, and **Monthly** calendars in the **Schedule Dispatch** panel.

Once a scheduled dispatch is created, it will appear in the **Dispatches** panel at the specified date and time. Scheduled dispatches can be scheduled to occur once or recur daily, weekly, or monthly.

The screenshot shows the 'Schedule Dispatch - Caissa Fischer' window. On the left sidebar, there's a search bar and a list of dispatches: 'Daily Escort' at Benko Building (2/2/2017 11:13:46 AM) and 'Daily Patrols' at Benjamin Building (2/2/2017 11:13:00 AM). The main form has the following fields:

- Schedule Time:** Start Time (2/2/2017 11:13AM), Time Zone ((UTC-07:00) Mountain Time (US & Canada)), Recurrence (None selected).
- Schedule Dispatch:** Daily Escort
- Work Zone:** Bishop Brownstone
- Template:** Search templates
- Call Category:** Courier\Delivery
- RQE2:** Courier\Delivery
- Priority:** Medium
- Call Source:** (empty)

A map on the right shows the location of Benko Building at 9505 East Broadway Boulevard, Tucson, Arizona, United States, 85748. The map includes a scale bar for 500 feet and a description field.

The Schedule Dispatch panel displaying a previously saved scheduled dispatch.