

# Dispatch Anywhere Desktop

The basics of receiving and assigning jobs



## + CREATE JOB

Select the Create Job button from the tool bar

Create Job

## ≡+ STACK JOBS

Drag and Drop the Job to a driver already on a job

A number will now appear next to the driver indicating how many jobs they have assigned

## ✓ ASSIGN JOB

Select a job, then select the Assign button and select a driver

Option 2: Drag and Drop the Job to a driver or driver to Job

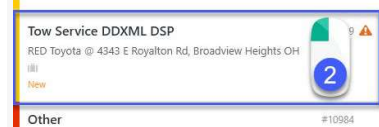


Option 3: Right click a job and select Assign from the drop down

## ✎ JOB DETAILS

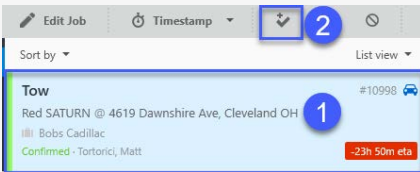
Option 1: Select a job then Edit button from the tool bar

Option 2: Double click the selected job

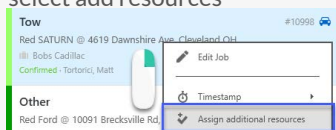


## +✓ ADD RESOURCES

Option 1: Select an assigned job then the add resources button

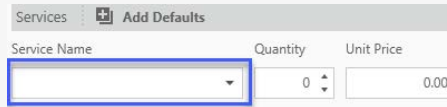


Option 2: Right click an assigned job and select add resources



## + ADD SERVICES

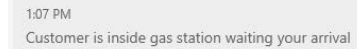
Open Job Details and under services use the drop box to select your service.



Enter the quantity or unit price and then + to add the service

## > MESSAGE DRIVERS

Open an assigned job details page, on the right of vehicle information type your message



Select send

## ● DRIVER STATUS

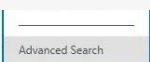
- Driver Available
- Driver Off Duty
- Driver Assigned Job
- Driver On Call

## 🔍 SEARCH A JOB

On the top toolbar type the job number and search



For Advanced search (by additional details or dates), select **Search Jobs** and then **Advanced Search**



## 📄 TAKE PAYMENT

From the Job Details screen Select the Take Payment Icon

or

From the Dispatch Screen select a job then the Take Payment icon from the tool bar

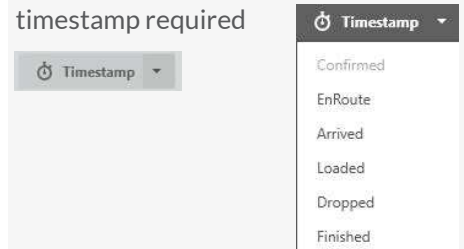
Enter the Payment details and select Take Payment

## 🕒 TIMESTAMP

From the Job Details screen Select the Timestamp Icon

or

Select a job then the Timestamp icon from the tool bar and select the timestamp required



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