

## Tech Tip Tuesday—March 25, 2014

by David Hirsch

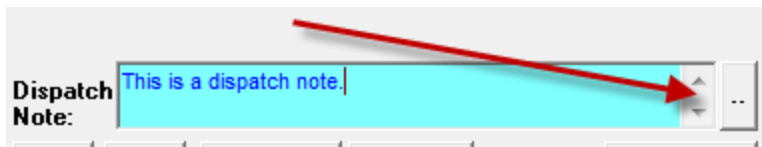
### Dispatch Notes

Dispatch Notes are notes that you can add to a trip (that a dispatcher might need to know). They are different from Trip Notes because they do not appear on Confirmations nor on Chauffeur Trip Sheets.

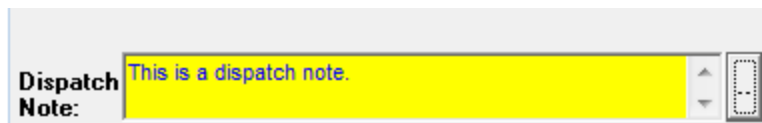
Also, they are limited in length (maximum 50 characters).

Dispatch notes appear right in the trip.

They can be color coded by clicking on the small button to the right of the note field.



That way the note will stand out.



Also, on the Dispatch Grid, there is a column for Dispatch Notes—if you can't see this column, look all the way to the right and you can drag it where you would like it to appear. (Remember to Save the Dispatch Grid after moving.) The color of the note in the column will match what you set it to in the trip.

IP	Dispatch Note	
		S
	This is a dispatch note.	S
		M
		S

Finally, if your Dispatch Grid is in "Edit Mode" (The "Edit Grid" block is checked at the lower left), you can type directly in this field without opening up the trip.

IP	Dispatch Note	
		S
	This is a dispatch note.	S
	I can type here	...
		S

