

# View the Scheduled Dispatch Calendars

Last Modified on 10/01/2019 3:04 pm EDT

The **Scheduled Dispatch** panel contains three different calendars for viewing scheduled Dispatches. The **Daily Calendar** displays an hourly list of any scheduled dispatches for a selected day, the **Weekly Calendar** displays a list of any scheduled dispatches for a selected week, and the **Monthly Calendar** displays a list of any scheduled dispatches for a selected month for the current year or future years.

The Monthly Calendar in the Schedule Dispatch panel. Clicking on an entry in the calendar will display the general details of the scheduled dispatch in the window to the bottom left.

## To view a calendar of scheduled dispatches:

1. Click  **Schedule** in the ribbon.
2. Click  **Daily Calendar**,  **Weekly Calendar**, or  **Monthly Calendar**.
3. Select a date from the calendar to the left.
4. If necessary, scroll down to locate the hour you want to view.
5. Click an entry in the calendar to view the frequency and description of the scheduled dispatch.
6. Double-click the entry to view or edit the details of the scheduled dispatch.