

README for Dispatch Templates

You only need this information is you are creating a dispatch

You have opened the Dispatch Templates folder. Here are three “versions” of the template you need to use (doc, odt or rtf). You basically “fill in” the information when you have completed your dispatch. This is what people will download to as the “dispatch” or the instructions telling them what to do.

When filled out, this must be included in your “E Folder”

For full instructions on making a Dispatch, go to the top table on the [Medical Facilities Web Page](#) and click on “How to Create a Dispatch”.