

VIEWING AND CHANGING YOUR Dispatches

From your Atrieve account, you can view, shorten or cancel an accepted dispatch. There is also an option to view a map of the site to help with navigation.

To view dispatching information:

[Log in](#) to your Atrieve account:

MyInfo > Time & Attendance > View or Change

Click on the *ID No.* hyperlink to access your dispatch

Dispatches

Date Range To

ID No	Start Date	End Date	Location(s)	Extra Time Type	Absent Employee	Dispatch Units	Abs
561125	15-Sep-2023	15-Sep-2023	Bayview Elementary (Nut & Scent Free Site)		No Absent, Teacher	1.0	

To shorten or cancel a dispatch:

Once you've selected your dispatch record, you will see the option to shorten or cancel your dispatch. Choose the applicable option.

Note: you cannot edit or cancel an absence once the approval cutoff time has passed.

Dispatch Details

Date	Position	Location	Start	End	Hours/FTE
Friday 15-Sep-2023	Teacher Teaching On Call	Bayview Elementary (Nut & Scent Free Site)	08:45	14:25	1.0

If you are unable to cancel a dispatch, please email absencedispatch@sd68.bc.ca as soon as possible to request cancellation. An unavailability entry will not cancel a dispatch.

To view driving directions and map:

You will also see a *view map* option (as depicted above), from here, you can find the address of the site you are dispatched to, as well as plan your route by entering your address as the starting location. Choose *update* to see your results.

Location: Bayview Elementary (Nut & Scent Free Site)

Map: [View Map 140 VIEW STREET NANAIMO BC](#)

View Directions: [Driving Directions](#)

Modify the address below to change the starting location for driving directions, then click update.

Address:

City: