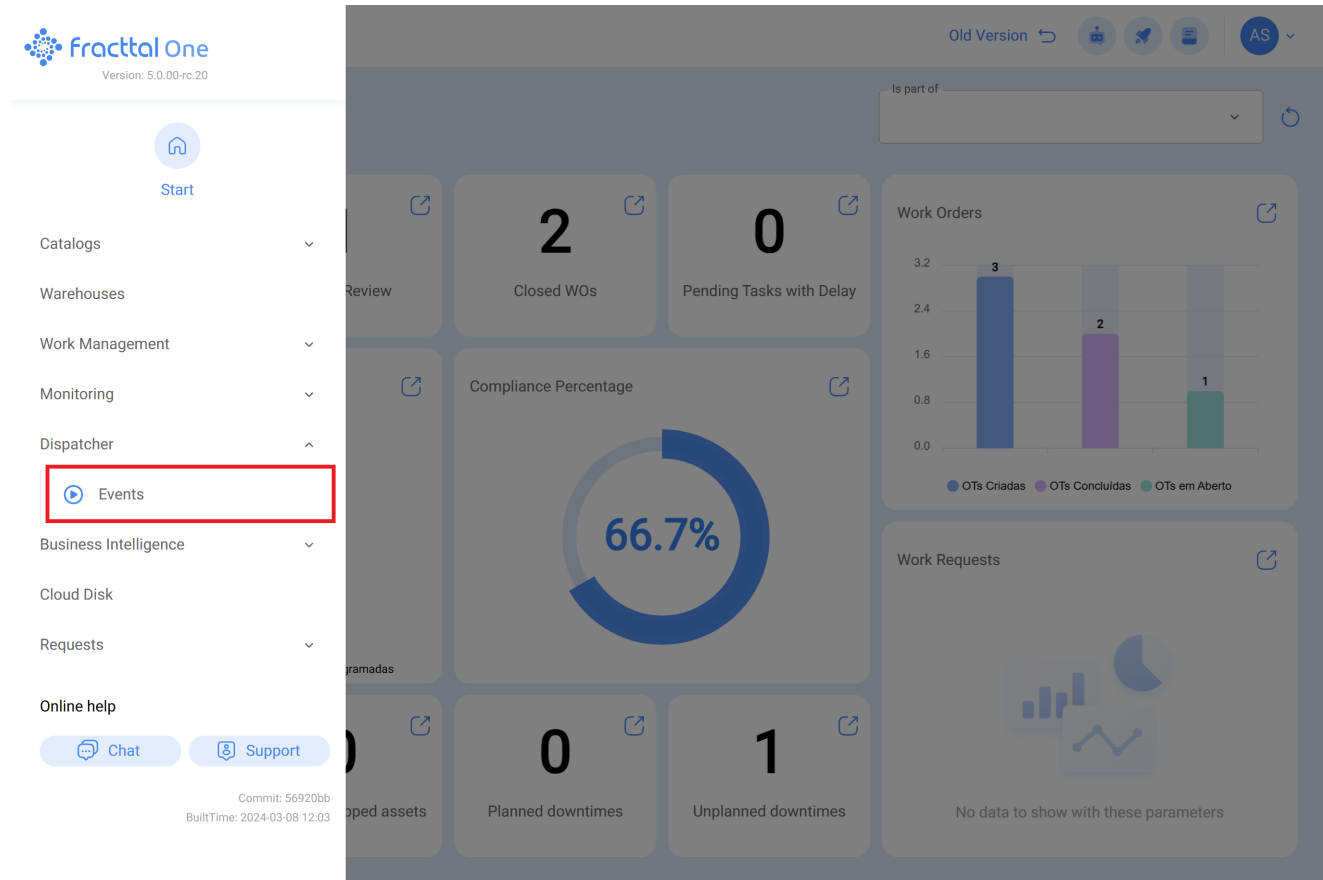


# How to create a rule in the Dispatcher?


[help2.fractal.com/hc/en-us/articles/24934742144013-How-to-create-a-rule-in-the-Dispatcher](https://help2.fractal.com/hc/en-us/articles/24934742144013-How-to-create-a-rule-in-the-Dispatcher)

To create a new rule, you must Access the Dispatcher module, then you must click on the add option, located at the bottom right corner of the window, to open a window where you can set the parameters for the rule you want to create.



	Descrição	Módulo	Sub-Módulo	Evento
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	New WO-2024	Work Management	Work Orders	New WO
<input checked="" type="checkbox"/>	New Request	Work Requests	My Work Requests	Create new Work Request

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In this window you'll find the following three tabs:

## General

Tab made up of a series of options that will allow you to choose on which module, submodule and event to establish the rule in question, and you'll also be able to add the name you want in the description field.

The screenshot shows a web form interface. At the top left, there is a hamburger menu icon and the text 'Dispatcher'. At the top right, there is a 'Old Version' link with a back arrow, four social media icons (WhatsApp, Telegram, Facebook, Messenger), and a user profile icon labeled 'AS'. Below the top bar, there is a back arrow icon and a 'Save' button with a floppy disk icon. The main content area is divided into two columns. The left column contains a toggle switch labeled 'Enabled' which is turned on, and a 'Required Information' section with a warning icon and a list of four items: 'Description can't be blank', 'Module can't be blank', 'Submodule can't be blank', and 'Event can't be blank'. Below this is a 'Details' section with three tabs: 'General' (selected), 'Terms', and 'Actions'. The right column contains a form with four fields: 'Module' (dropdown), 'Submodule' (dropdown), 'Event' (dropdown), and 'Description' (text area). A red border highlights these four fields. The 'Description' field has a red error message below it that says 'Description can't be blank'.

You should consider that once you've completed the information in the general tab, you'll need to click the save option to access the following Conditions and Actions tabs.

Pending tasks

Save

Enabled

Information  
You have pending changes to save!

Details

- General
- Terms
- Actions

Module  
Work Management

Submodule  
Pending Tasks

Event  
Pending tasks or with delay

Description  
Pending tasks

**Note:** To see the possible combinations that can be made to generate a rule, see the section **“What kind of rules can you create?”**

## Conditions:

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Tab where you can indicate whether said rule will be subject to conditions. If the rule has a condition, it must be added by clicking the add button at the bottom of the window.

New WO Save

Enabled

Details

- General
- Terms
- Actions

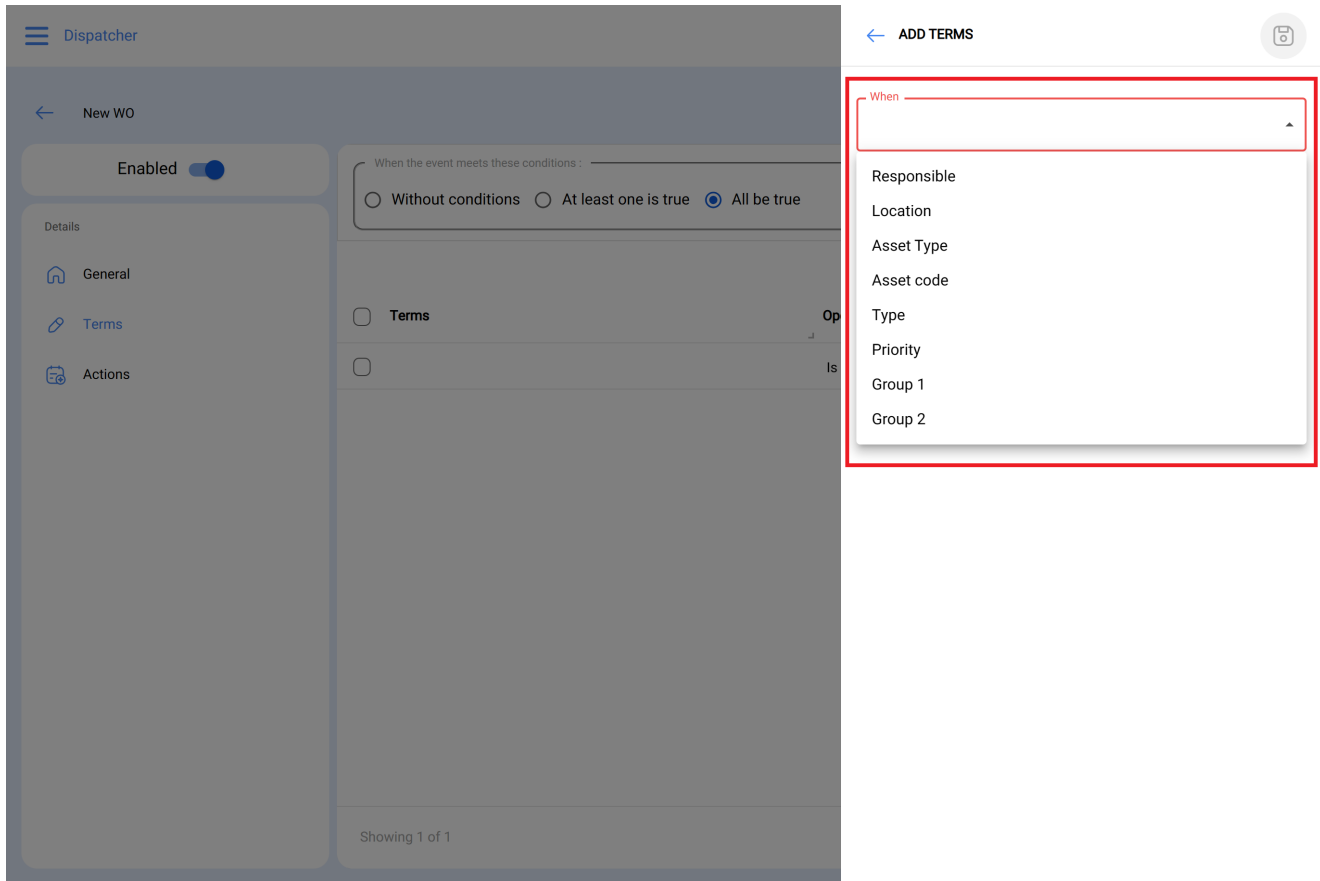
When the event meets these conditions :

Without conditions  At least one is true  All be true

No data to show with these parameters

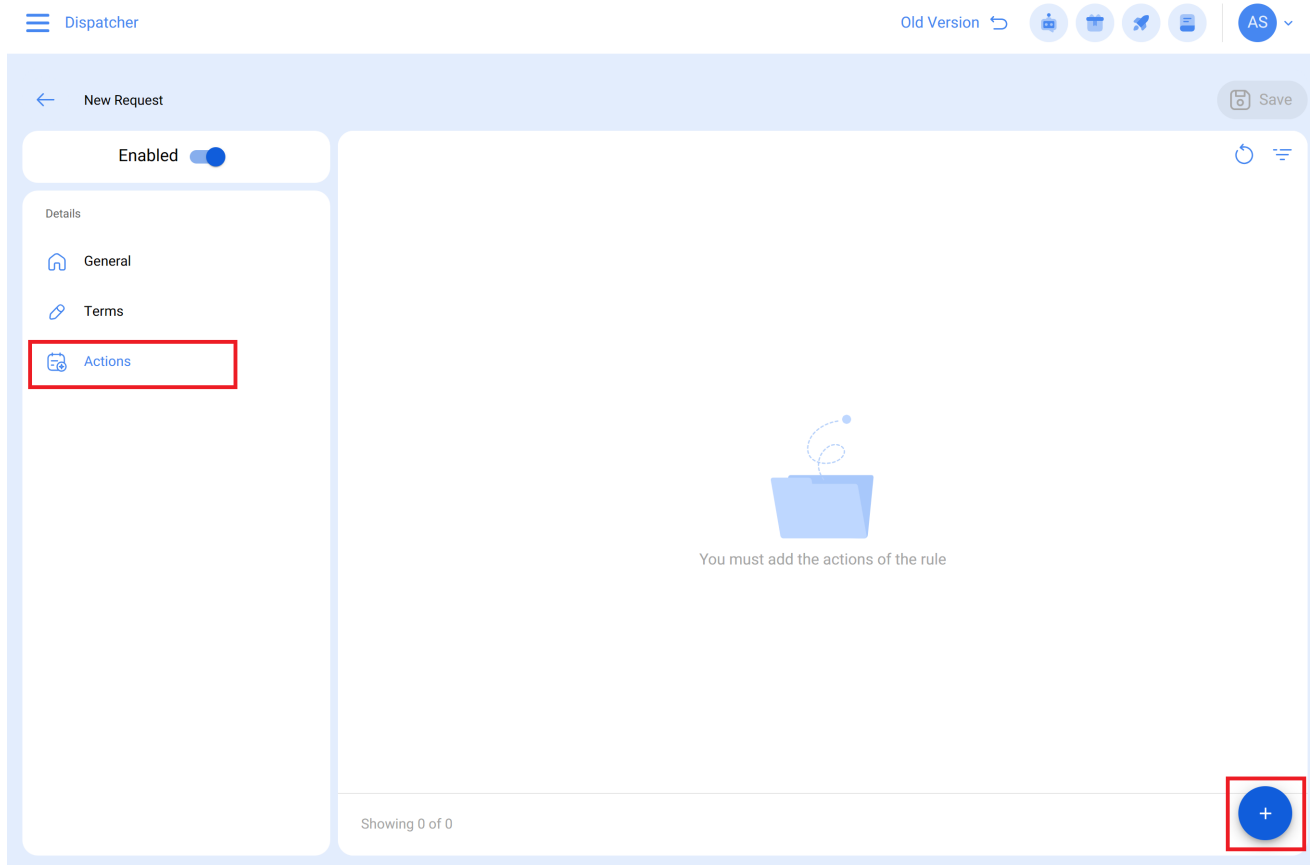
Showing 0 of 0 +

Once clicked, a new window will emerge where the available conditions must be added based on the module and the previous options established.

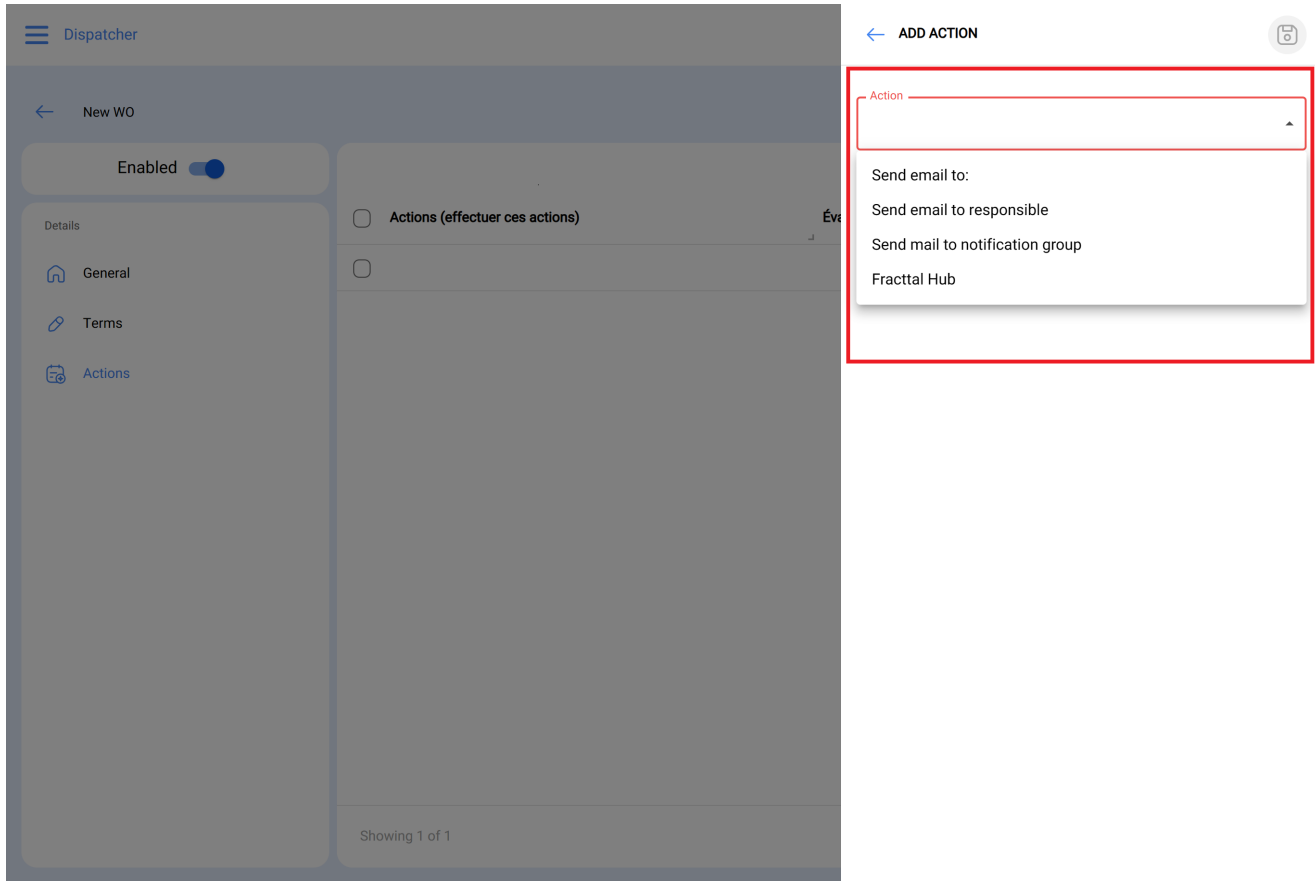


## Actions:

In this tab you'll be able to add the actions that must be performed on the platform after the rule is fulfilled. For example, you can choose which email or email group to send notifications to. To add these actions, you need to click the add button at the bottom right corner of the screen:



Then, the system will show a new window where you can add the available actions, which must be based on the module you're working on.



**Note:** After making any kind of edit, make sure to save your changes to implement them.