

Create a Scheduled Dispatch

Last Modified on 09/12/2025 2:10 pm EDT

Overview

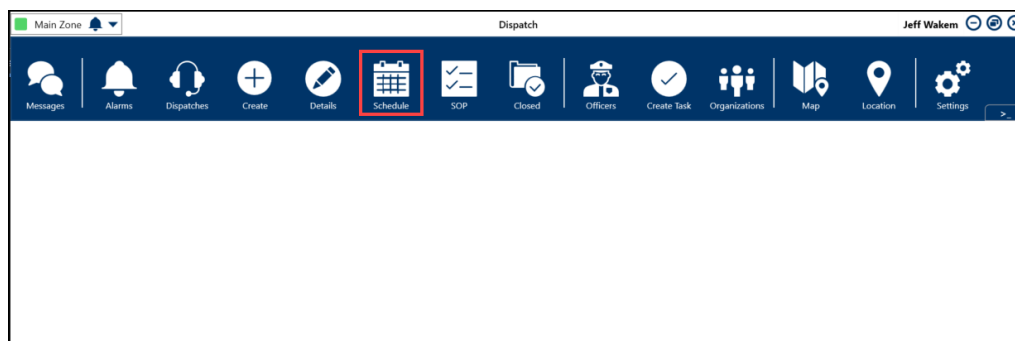
Scheduled Dispatches allows user to create a schedule for a Dispatch that needs to occur on a regular basis (e.g., Daily Patrols, Door Lock Checks, etc.).

Scheduled Dispatches can be viewed within the Daily, Weekly, and Monthly screen found within the Scheduled Dispatch panel.

Daily, Weekly, Monthly Icons

Navigation

1. From the **Home** screen, click on the **Schedule** Icon.



Schedule Icon

2. From the **Schedule Dispatch** panel, click the **Create** icon next to the **Search** field.

Schedule Dispatch - Main Zone

Search

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time
Start Time: 4/1/2025 3:00PM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
None
Daily
Weekly
Monthly
Yearly

Enabled ☒

Schedule Dispatch
[Field]
Work Zone: [Dropdown]
Template: [Search templates]
Call Category: [Search code or category]

Resolver Inc
1200-10025 102A Ave NW,
Edmonton, Alberta, Canada, T5J 5E8

Map showing North America, Europe, Asia, South America, Africa, and Antarctica. A location pin is placed in North America.

Create Icon

Creating a Scheduled Dispatch

1. From the **Scheduled Dispatch** screen, enter a start date in the **Start Time** field or click the **Calendar** icon and select a **Date** from the **Calendar** pop-up.

Schedule Dispatch - Main Zone

Search

New Dispatch
Location : Resolver Inc
Start Time : 4/3/2025 12:00:00 AM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time
Start Time: 4/3/2025 12:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
None
Daily
Weekly
Monthly
Yearly

Enabled ☒

Schedule Dispatch
[Field]
Work Zone: [Dropdown]
Template: [Search templates]
Call Category: [Search code or category]

Search locations [Field] [Aerial Road] [Map]

Map showing North America, Europe, Asia, South America, Africa, and Antarctica. A location pin is placed in North America.

Start Time Field

2. Enter a start time in the **Start Time** field or use the **Increase**, **Decrease**, or **Select** buttons to select a start time.

The screenshot shows the 'Schedule Dispatch - Main Zone' window. On the left is a sidebar with a search bar and a list of dispatches. The main area has a 'Schedule Time' section with a date picker set to 4/3/2025 and a time picker set to 12:00AM. The 'Time Zone' dropdown is open, showing '(UTC-05:00) Eastern Time (US & Canada)'. To the right, there's a 'Recurrence' section with radio buttons for None, Daily, Weekly, Monthly, and Yearly. Below that is an 'Enabled' toggle switch. Further down are fields for 'Schedule Dispatch', 'Work Zone', 'Template', and 'Call Category'. On the right side of the window is a map of the world with a location pin over Africa.

Start Time Field

- Click the **Time Zone** field and select a time zone from the dropdown menu.

This screenshot is similar to the previous one, but the 'Time Zone' dropdown menu is now closed and the selected time zone, '(UTC-05:00) Eastern Time (US & Canada)', is visible in the dropdown box. The 'Start Time' field now shows '6:00PM'.

Time Zone Field

Note:

If the Dispatch occurs in another time zone, you must select that time zone from the Time Zone field or adjust the Start Time field to reflect the desired time zone.

- Select an option from the Recurrence field by clicking on the corresponding radio button:
 - **None:** The Dispatch will not reoccur.
 - **Daily:** The Dispatch is scheduled to reoccur daily.
 - **Weekly:** The Dispatch is scheduled to reoccur weekly.
 - **Monthly:** The Dispatch is scheduled to reoccur monthly.
 - **Yearly:** The Dispatch is scheduled to reoccur yearly.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☒ None
☐ Daily
☐ Weekly
☐ Monthly
☐ Yearly

Enabled ☒ **Delete when schedule ends** ☒

Schedule Dispatch

Work Zone

Template

Call Category

Map
Search locations: **Aerial Road**
 Map showing North America, Europe, South America, and Africa. Scale: 10000 miles. © 2025 Microsoft Corporation © 2025 TomTom

Recurrence Field

5. If you selected Daily, Weekly, Monthly, or Yearly from the **Recurrence** field the Recurrence Range and Recurrence sections will appear with the following fields:

◦ **Recurrence Range:**

- **No End:** The Dispatch will continue to reoccur indefinitely.
- **End After:** The Dispatch will reoccur a specific number of times. Enter the number of reoccurrences in the **Occurrences** field or use the **Increase** and **Decrease** buttons to set the number of occurrences.
- **End By:** The Dispatch will reoccur until it reaches a specific date and time. Enter a date of select it from the **Calendar** pop-up. Enter a time or use the **Increase**, **Decrease**, or **Select** buttons to select a time.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☒ Daily
☐ Weekly
☐ Monthly
☐ Yearly

Recurrence Range
☐ No End
☐ End After
☒ End By

Recurrence
☒ Every 1 Day
☐ Every weekday (Mon-Fri)

Enabled ☒ **Delete when schedule ends** ☒

Schedule Dispatch

Work Zone

Template

Call Category

Map
Search locations: **Aerial Road**
 Map showing North America, Europe, South America, and Africa. Scale: 10000 miles. © 2025 Microsoft Corporation © 2025 TomTom

Recurrence Range Field

◦ **Recurrence (Daily):**

- **Every:** Using the **Increase** and **Decrease** buttons, select the number of days the Dispatch will reoccur.
- **Every weekday (Mon - Fri):** The Dispatch will reoccur every day of the week.

The screenshot shows the 'Schedule Dispatch - Main Zone' window. On the left, there's a sidebar with a search bar and a list of dispatches. The main area is divided into several sections. The 'Recurrence' section is highlighted with a red box. It contains the following options:

- ☐ Every
- ☒ Every weekday (Mon-Fri)

Below the 'Recurrence' section, there are fields for 'Schedule Dispatch', 'Work Zone', 'Template', and 'Call Category'. To the right of these fields is a map showing the world with a location pin in Europe. The map is labeled with 'Search locations' and 'Aerial Road'.

Recurrence (Daily)

◦ **Recurrence (Weekly):**

- **Recur every:** Using the **Increase** and **Decrease** buttons, select the number of weeks the Dispatch will reoccur and select which days of the week the Dispatch will reoccur by clicking on the corresponding checkbox.

The screenshot shows the 'Schedule Dispatch - Main Zone' window. On the left, there's a sidebar with a search bar and a list of dispatches. The main area is divided into several sections. The 'Recurrence' section is highlighted with a red box. It contains the following options:

- ☐ Every
- ☒ Every weekday (Mon-Fri)

Below the 'Recurrence' section, there are fields for 'Schedule Dispatch', 'Work Zone', 'Template', and 'Call Category'. To the right of these fields is a map showing the world with a location pin in Europe. The map is labeled with 'Search locations' and 'Aerial Road'.

Recurrence (Weekly)

◦ **Recurrence (Monthly):**

- **Day Statement:** Click the radio button and use the **Increase** and **Decrease** buttons to select the number of days the Dispatch will occur and the number of months the Dispatch will reoccur.
- **The Statement:** Click the radio button and create a Statement by selecting options from the dropdown menus (e.g., The First Monday of every 2 months).

Recurrence (Monthly)

◦ **Recurrence (Yearly):**

- **Recur Every:** Using the Increase and Decrease buttons selected the number of years the Dispatch should reoccur.
- **On Statement:** Click the radio button and select the Month (from the dropdown menu) and Day (using the Increase and Decrease buttons) that the Dispatch is scheduled to reoccur.
- **On The Statement:** Click the radio button and create a Statement by selecting options from the dropdown menus (e.g., On the First Monday of January).

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☐ Monthly
☒ Yearly
 Recur every: 1 year(s)
☒ On: January 2 of January
☐ on the: First Sunday of January

Delete when schedule ends ☒

Recurrence Range
☒ No End
☐ End After: 1 occurrences
☐ End By: 4/14/2025 9:00AM

Enabled ☒

Schedule Dispatch

Work Zone

Template

Call Category

Map
 Search locations:
 Map showing North America, Europe, Africa, Asia, and Australia.

Recurrence (Yearly)

- Click the **Delete when schedule ends** toggle switch to automatically delete the Dispatch schedule when the schedule reaches the last recurrence. By default, the **Delete when schedule ends** toggle switch is active.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☐ Monthly
☒ Yearly
 Recur every: 1 year(s)
☒ On: January 2 of January
☐ on the: First Sunday of January

Delete when schedule ends ☒

Recurrence Range
☒ No End
☐ End After: 1 occurrences
☐ End By: 4/14/2025 9:00AM

Enabled ☒

Schedule Dispatch

Work Zone

Template

Call Category

Map
 Search locations:
 Map showing North America, Europe, Africa, Asia, and Australia.

Delete when schedule ends Toggle Switch

- Enter a Schedule Dispatch Name in the **Schedule Dispatch** field. The Schedule Dispatch Name is used to identify the Dispatch throughout the system.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly
 Day: 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch *

Work Zone *

Template
Search templates

Call Category
Search code or category

Priority *

Call Source

Initiated By Person
Search persons

Contact Number

Delete when schedule ends ☒
 Recurrence Range: ☒ No End
☐ End After 1 occurrences
☐ End By 4/7/2025 12:00AM

Search locations + * Aerial Road +

Map showing continents: NORTH AMERICA, SOUTH AMERICA, EUROPE, AFRICA, ASIA, AUSTRALIA. Oceans: Atlantic Ocean, Indian Ocean. Scale: 5000 miles. © 2025 Microsoft Corporation © 2025 TomTom

Schedule Dispatch Field

- Click the **Work Zone** field and select a Work Zone from the dropdown menu. The Work Zone is the location the Dispatch is taking place (e.g., Cafeteria).

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
 Recurrence: ☒ Day 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/7/2025 12:00AM

Enabled ☒

Schedule Dispatch
 Door Check
 Work Zone

Template
 Search templates

Call Category
 Search code or category

Priority

Call Source

Initiated By Person
 Search persons

Contact Number

Default callsign:

Description

Initial Notes

Work Zone Field

9. **(Optional)** Enter a Template Name in the **Template** field and select a Template from the dropdown menu. Templates can be used to automatically fill out the Call Category, Priority, and Call Source Fields if previously setup by an Administrator.

The screenshot shows the 'Schedule Dispatch - Main Zone' window. On the left sidebar, there are icons for 'New Dispatch', 'Calendar', and 'Patrol - Door Check'. The 'Patrol - Door Check' section is expanded, showing details for a location 'Resolver Inc' with a start time of 4/1/2025 3:00:00 PM and an end time of 4/11/2025 3:00:00 PM. The main form area contains several sections: 'Schedule Time' (Start Time: 4/4/2025 9:00AM, Time Zone: (UTC-05:00) Eastern Time (US & Canada)), 'Recurrence' (Day: 7, of every 1 month(s)), 'Enabled' (toggle on), 'Schedule Dispatch' (Door Check), 'Work Zone' (GG), 'Template' (highlighted with a red box, containing a search icon and 'Search templates'), 'Call Category' (Search code or category), 'Priority' (dropdown), 'Call Source' (dropdown), 'Initiated By Person' (Search persons), 'Contact Number' (text field), and 'Default callsign' (dropdown). On the right, there are options for 'Recurrence' (None, Daily, Weekly, Monthly, Yearly), 'Delete when schedule ends' (toggle on), 'Recurrence Range' (No End, End After, End By), and a world map with a search bar and 'Aerial Road' button.

Template Field

- Enter a Call Category Name or Code in the **Call Category** field and select a Call Category from the dropdown menu. The Call Category can automatically fill out the **Call Subcategory** and **Priority** fields, depending how it is setup.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/17/2025 10:41AM

Enabled ☒

Schedule Dispatch
 Door Check
 Work Zone: GG
 Template: Search templates
Call Category
 Search code or category
 Priority
 Call Source
 Initiated By Person: Search persons
 Contact Number
 Default callsign:

Map
 Search locations
 Aerial Road
 NORTH AMERICA, SOUTH AMERICA, EUROPE, ASIA, AFRICA, ANTARCTICA, Atlantic Ocean, Indian Ocean, 10000 miles
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Description
 Initial Notes

Call Category Field

11. **(Optional)** If the two **Call Subcategory** fields are not automatically populated when selecting a Call Category, select a Call Subcategory from the dropdown menus. The Call Category will change according to the last Call Subcategory selected.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
None
Daily
Weekly
Monthly
Yearly

Recurrence Range
Delete when schedule ends
No End
End After: 1 occurrences
End By: 4/17/2025 10:41AM

Recurrence
Day: 7 of every 1 month(s)
The: First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Security Response

Call Subcategory
Security Response

Priority
[Dropdown]

Call Source
[Dropdown]

Initiated By Person
Search persons

Contact Number
[Text Field]

Default callsign
[Dropdown]

Description
[Text Field]

Initial Notes
[Text Field]

Call Subcategory Dropdown Menus

12. Select a Dispatch priority from the **Priority** dropdown menu (High, Low, Medium). The Priority field may already be filled out if you are using a Template or after selecting a Call Category.

Schedule Dispatch - Main Zone

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After: 1 occurrence(s)
☐ End By: 4/17/2025 10:41AM

Enabled ☒

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Construction

Priority

Call Source

Initiated By Person
Search persons

Contact Number

Default callsign

Description

Initial Notes

Priority Dropdown Menu

- (Optional)** Select a Call Source from the **Call Source** dropdown menu (e.g., Alarm, Phone Call, etc.). The Call Source is the original source for the Dispatch call.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
 Recurrence: ☒ Day 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
 Door Check
 Work Zone: GG
 Template: Search templates
 Call Category: Construction
 Security Response: Security Response
 Construction
 Priority: Medium
Call Source
 Initiated By Person: Search persons
 Contact Number
 Default callsign:

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/17/2025 10:41AM

Map
 Search locations
 Aerial Road
 NORTH AMERICA, SOUTH AMERICA, EUROPE, ASIA, AFRICA, ANTARCTICA, Atlantic Ocean, Indian Ocean, 10000 miles
 © 2025 Microsoft Corporation © 2025 TomTom

Description
 Initial Notes

Call Source Dropdown Menu

14. **(Optional)** Enter a Username in the **Initiated by Person** and select a user from the dropdown menu. The Initiated by Person is the person who provided the initial Dispatch information.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After: 1 occurrences
☐ End By: 4/17/2025 10:41AM

Enabled ☒

Schedule Dispatch
 Door Check

Work Zone
 GG

Template
 Search templates

Call Category
 Construction

Security Response
 Construction

Priority
 Medium

Call Source

Initiated By Person
 Search persons

Contact Number

Default callsign:

Map
 Search locations
 Aerial Road
 NORTH AMERICA, SOUTH AMERICA, EUROPE, ASIA, AFRICA, ANTARCTICA, Atlantic Ocean, Indian Ocean, 10000 miles
 © 2025 Microsoft Corporation © 2025 TomTom

Description

Initial Notes

Initiated by Person Field

15. **(Optional)** Enter the phone number of the person who initially provided the Dispatch information in the **Contact Number** field.

Search

New Dispatch

Location : Resolver Inc

Start Time : 4/4/2025 9:00:00 AM

End Time : No End

Patrol - Door Check

Location : Resolver Inc

Start Time : 4/1/2025 3:00:00 PM

End Time : 4/11/2025 3:00:00 PM

Enabled ✓

Schedule Dispatch - Main Zone

Schedule Time

Start Time 4/4/2025 9:00AM

Time Zone (UTC-05:00) Eastern Time (US & Canada)

Recurrence

None

Daily

Weekly

Monthly

Yearly

Recurrence Range

No End

End After 1 occurrences

End By 4/17/2025 10:41AM

Recurrence

Day 7 of every 1 month(s)

The First Sunday of every 1 month(s)

Enabled

Schedule Dispatch

Door Check

Work Zone GG

Template Search templates

Call Category Construction

Security Response Construction

Priority Medium

Call Source

Initiated By Person Search persons

Contact Number

Default callsign:

Search locations

Aerial Road

NORTH AMERICA

EUROPE

ASIA

SOUTH AMERICA

AFRICA

ANTARCTICA

AUSTRALIA

10000 miles

© 2025 Microsoft Corporation © 2025 TomTom

Description

Initial Notes

Add Officer Tasks

Contact Number Field

16. Select a callsign from the **Default Callsign** dropdown menu. A Call Sign is a unique identifier for an Officer and brings the selected Officer on duty.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After: 1 occurrences
☐ End By: 4/17/2025 10:41AM

Recurrence
☒ Day: 7 of every 1 month(s)
☐ The: First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
 Door Check
 Work Zone: GG
 Template: Search templates
 Call Category: Construction
 Security Response
 Construction
 Priority: Medium
 Call Source
 Initiated By Person: Search persons
 Contact Number
Default callsign:

Map
 Search locations
 Aerial Road
 NORTH AMERICA, EUROPE, ASIA, SOUTH AMERICA, AFRICA, AUSTRALIA, ANTARCTICA
 10000 miles
 © 2025 Microsoft Corporation © 2025 TomTom

Description
 Initial Notes

Add Officer Tasks

Default Callsign Dropdown Menu

17. Enter a Location Name in the **Search Location** field and select the location from the dropdown menu. Users can also click on a Pin on the Map to select that specific location.

Schedule Dispatch - Main Zone

Search

New Dispatch
Location : Resolver Inc
Start Time : 4/4/2025 9:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/11/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☒ Day 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Construction
Security Response
Construction

Priority
Medium

Call Source

Initiated By Person
Search persons

Contact Number

Default callsign

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Delete when schedule ends ☒

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/17/2025 10:41AM

Resolver ☒ ☒ Aerial Road

EUROPE

AFRICA

Description

Initial Notes

Search Location Field

18. **(Optional)** To add a new location please see the [Adding a New Location](#) section.
19. **(Optional)** To select an Indoor location please see the [Selecting an Indoor Location](#) section.
20. **(Optional)** Enter a description outlining the details of the Dispatch in the **Description** field.

Schedule Dispatch - Main Zone

Search

New Dispatch
Location : Resolver Inc.
Start Time : 4/8/2025 8:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc.
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time
Start Time: 4/8/2025 8:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/18/2025 8:00AM

Delete when schedule ends

Recurrence
☒ Day 1 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Construction

Security Response
Construction

Priority
Medium

Call Source

Initiated By Person
Search persons

Contact Number

Default callsign:

Resolver Inc.
111 Peter St.
Toronto, ON, Canada, M5V 2H1

Description

Initial Notes

Description Field

21. **(Optional)** Enter any notes about the Dispatch in the **Initial Notes** field. Information entered in this field will generate an initial message in the [dispatch conversation](#).

Schedule Dispatch - Main Zone

Search

New Dispatch
Location : Resolver Inc.
Start Time : 4/8/2025 8:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc.
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time

Start Time
4/8/2025 8:00AM

Time Zone
(UTC-05:00) Eastern Time (US & Canada)

Recurrence
☒ Day 1 of every 1 month(s)
☐ The First Sunday of every 1 month(s)
☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Recurrence Range
☒ No End
☐ End After 1 occurrences
☐ End By 4/18/2025 8:00AM

Delete when schedule ends

Enabled ☒

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Construction

Security Response

Construction

Priority
Medium

Call Source

Initiated By Person
Search persons

Contact Number

Default callsign:

Resolver Inc.
111 Peter St.
Toronto, ON, Canada, M5V 2H1

5000 miles

Description
Check all outside doors to ensure that they are securely locked.

Initial Notes

Initial Notes Field

22. Click the **Add** icon next to Add Officer Tasks.

Schedule Dispatch - Main Zone

Search

New Dispatch
Location : Resolver Inc.
Start Time : 4/8/2025 8:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled

Schedule Time

Start Time

Time Zone

Recurrence

☐ None
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

☒ Delete when schedule ends

Recurrence Range
☒ No End
☐ End After
☐ End By

Recurrence

☒ Day of every month(s)
☐ The Sunday of every month(s)

Search

New Dispatch
Location : Resolver Inc.
Start Time : 4/8/2025 8:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled

Enabled

Schedule Dispatch

Door Check

Work Zone

Template

Call Category

Security Response

Priority

Call Source

Initiated By Person

Contact Number

Default callsign:

Description

Check all outside doors to ensure that they are securely locked.

Initial Notes

Map

Add Icon

23. Enter an officer task description in The **Task Description** field.

Schedule Dispatch - Main Zone

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence: ☒ Day 1 of every 1 month(s) ☐ The First Sunday of every 1 month(s)

Enabled: ☒

Schedule Dispatch: Door Check

Work Zone: GG

Template: Search templates

Call Category: Construction

Security Response: Security Response

Construction: Construction

Priority: Medium

Call Source:

Initiated By Person: Search persons

Contact Number:

Default callsign:

Dispatch Tasks

Task Description:

+ Add Officer Tasks

Resolver Inc.
111 Peter St.
Toronto, ON, Canada, M5V 2H1

Check all outside doors to ensure that they are securely locked.

Task Description Field

24. Once all the required fields have been entered, the scheduled dispatch will be automatically saved by the application.

Adding a New Location

You will not be able to create temporary locations unless you have the appropriate permissions in your profile.

1. Clicking the **Add** Icon in the **Search Location** field.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
 Recurrence: ☒ Day 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
 Door Check

Work Zone
 GG

Template
 Search templates

Call Category
 Construction
 Security Response
 Construction

Priority
 Medium

Call Source

Map
 Search locations: [Red Box]
 Aerial Road
 Winnipeg
 100 miles

Description

Add Icon

2. Click a location on the Map.

Schedule Dispatch - Main Zone

Schedule Time
 Start Time: 4/4/2025 9:00AM
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
 Recurrence: ☒ Day 7 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Enabled ☒

Schedule Dispatch
 Door Check

Work Zone
 GG

Template
 Search templates

Call Category
 Construction
 Security Response
 Construction

Priority
 Medium

Call Source

Map
 Location Name: 316 Dussault Ave., Winnipeg, MB, Canada, R2J 1N7
 Aerial Road
 Winnipeg
 100 miles
 Please enter a name for the location

Description

Map

- Enter the location name in the **Location Name** field.

Location Name Field

Note:

Before creating a new location, see the [Quick Add Temporary Locations](#) for important information.

Selecting an Indoor Location From the Search Location Field:

- Enter search criteria in the **Search Locations** field, then select the indoor location from the [search results](#).

Schedule Dispatch - Main Zone
🔍 📅

New Dispatch
Location : Main Floor
Start Time : 4/8/2025 8:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/1/2025 3:00:00 PM
Enabled ✔️

Time Zone
(UTC-05:00) Eastern Time (US & Canada)

☐ Weekly
☒ Monthly
☐ Yearly

☒ No End
☐ End After
☐ End By

1 occurrences
4/18/2025 8:00AM

Recurrence
☒ Day 1 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

Schedule Dispatch

Door Check

Work Zone

GG

Template

Call Category

Construction

Security Response

Construction

Priority

Medium

Call Source

Main Floor

✖️ Aerial Road

Main Floor
 > Main Floor
Main Floor Carpet One Floor & Home
 1224 S Main St Royal Oak MI 48067
Main Floor
 Calle Via Poeta Antonio Machado (Ur Fontpineda) 28 Pallejà Catal
Main Floor Covering
 46937 Van Dyke Ave Utica MI 48317-4379
Main Floor Carpets
 645 South Railway Street Medicine Hat AB T1A 2V8
Mane Floor Salon
 2955 Biddle Ave Wyandotte MI 48192
Floor & Furniture Restoration Company
 632 E Main St Little Falls NY 13365
Main Floor Bodenbeschichtungssysteme
 Busfortshof 20 Gladbeck North Rhine-Westphalia 45968
AirCon Next to Beach Costa Adeje WiFi Heated Pool
 10 Avenida de España Adeje Canary Islands 38660
Sunshine Floor Supplies Inc
 1957 Main St Bridgeport CT 06604
Main
 Main Lander Wyoming 82520

Initiated By Person

Contact Number

Default callsign:

Initial Notes

Dispatch Tasks

Task Description

Make sure to check all Bay Doors.

+ Add Officer Tasks

Search Locations Field

From the Map:

1. Click on a **Pin** on the **Map** that has an Indoor location.

Schedule Dispatch - Main Zone

New Dispatch
 Location : -
 Start Time : 4/8/2025 8:00:00 AM
 End Time : No End

Patrol - Door Check
 Location : Resolver Inc
 Start Time : 4/1/2025 3:00:00 PM
 End Time : 4/11/2025 3:00:00 PM
 Enabled ✔

Time Zone
 [UTC-05:00] Eastern Time (US & Canada) ▼

Recurrence
☒ Day 1 of every 1 month(s)
☐ The First Sunday of every 1 month(s)

☐ Weekly
☒ Monthly
☐ Yearly

☒ No End
☐ End After
☐ End By

1 occurrences
 4/18/2025 8:00AM

Enabled ✔

Schedule Dispatch
 Door Check

Work Zone
 GG

Template

Call Category
 Construction

Security Response
 Construction

Priority
 Medium

Call Source

Initiated By Person

Contact Number

Default callsign:

Description
 Check all outside doors to ensure that they are securely locked.

Initial Notes

Dispatch Tasks
 Task Description
 Make sure to check all Bay Doors.

+ Add Officer Tasks

Pin Location

2. Click the **Indoor Location Point** link at the bottom of the **Map**.

Schedule Dispatch - Main Zone

Search
+

New Dispatch

Location : -

Start Time : 4/8/2025 8:00:00 AM

End Time : No End

Patrol - Door Check

Location : Resolver Inc

Start Time : 4/1/2025 3:00:00 PM

End Time : 4/11/2025 3:00:00 PM

Enabled ✔

Time Zone

(UTC-05:00) Eastern Time (US & Canada) ▼

☐ Weekly
☒ Monthly
☐ Yearly

☒ No End
☐ End After
☐ End By

Recurrence

☒ Day
☐ The

1
 First

of every

1

month(s)

Sunday

of every

1

month(s)

Enabled ✔

Schedule Dispatch

Door Check

Work Zone

GG ▼

Template

Search templates

Call Category

Construction

Security Response

Construction

Priority

Medium ▼

Call Source

Initiated By Person

Search persons

Contact Number

Default callsign:

Dispatch Tasks

Task Description

Make sure to check all Bay Doors.

+ Add Officer Tasks

The image shows a map of West Africa with several circular markers indicating indoor location points. A red box highlights one of these points, which is labeled 'Indoor Location Points (1)'. The map includes labels for countries such as Mauritania, Mali, Niger, Chad, Guinea, Nigeria, Cameroon, Gabon, Democratic Republic of the Congo, and Angola. A scale bar indicates 2500 miles.

Indoor Location Point Link

3. An image of the Indoor Location will appear over the Map.

Indoor Location

- Click the Teal pin to open an indoor location.



Teal Pin

- Double-click the image to place a temporary pin to select the indoor location and indicate the exact location of the dispatch.



Temporary Pin

- Temporary pins appear as a Red pin for dispatchers when viewing the indoor location through the **Map** panel (the color of the icon is determined by the dispatch's priority color, if any).



