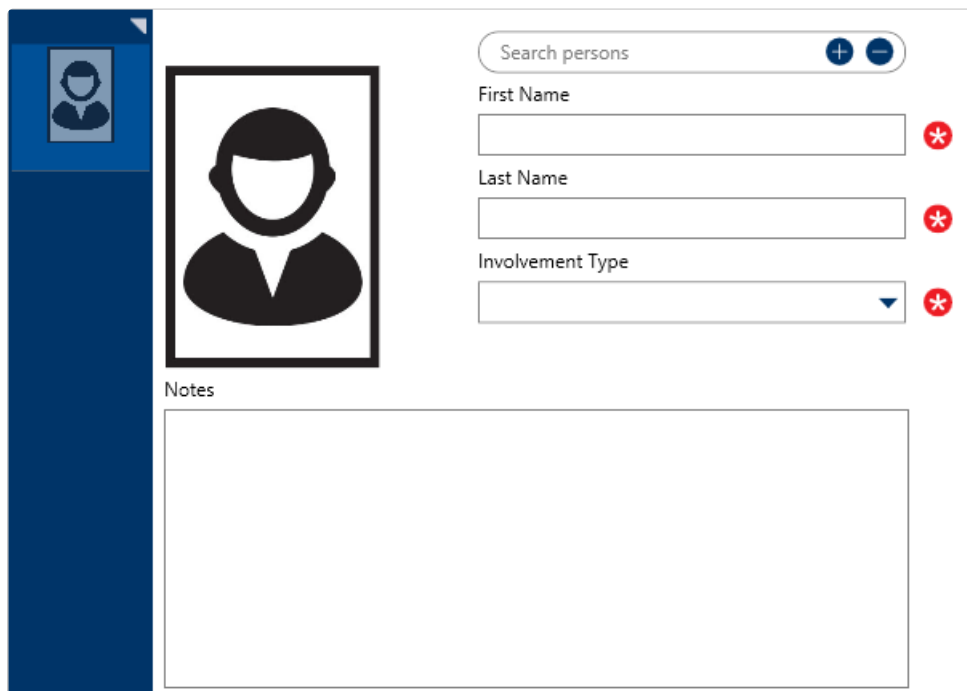


Create a Person Log

Last Modified on 08/20/2025 9:45 am EDT



A blank Person log.

To create a person log:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click  **Details**.
2. Click  **Person Log**.
3. Click the  icon in the pane to the left.
4. **Optional:** To **Quick Add** a person record:
 - a. Click the  icon in the **Search persons** field.
 - b. Enter the person's name in **First Name** and **Last Name** fields.
 - c. Enter additional information about the person the **Gender**, **Email Address**, and **Phone Number** fields.
 - d. Click **Add**.
5. Enter the name of the person in the **First Name** and **Last Name** fields. If you selected a previously saved record in step 4 or quick added a person record, skip this step.
6. Select the involvement type from the **Involvement Type** dropdown.
7. **Optional:** Enter any notes about the person in the **Notes** field.
8. **Optional:** To add an image of the person:
 - a. Click the  icon.

- b. Click **Find** to locate and open the image from your computer.
- c. Click **Save** to save the image to the log.