

Create a Dispatch

Last Modified on 09/22/2025 9:53 am EDT

Dispatches can be created from the app using templates. When you create a new dispatch, you're automatically assigned to any tasks added to the template, along with a general **Respond and Assist** task. Dispatchers can view and manage these records through the desktop application.

To create a new dispatch:

1. Tap **Create Dispatch** from the dashboard.

Create Dispatch Screen

2. Tap the **Template** field, then tap an option to select it.
3. Tap the **Search Locations** field to enter search terms, then tap a result to select it.
4. Tap the **Work Zone** field, then tap an option to select it.
5. Tap **Create Dispatch**.

Any tasks added to the template, along with a **Respond and Assist** task will appear in the **Tasks** area of the app once the dispatch is successfully created.