

Adding a New Person Through a Dispatch

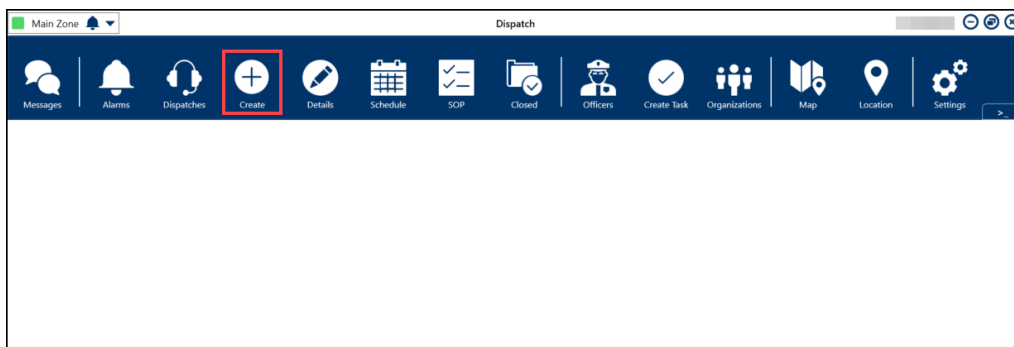
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Overview

If a user cannot find the person that they are looking for, a User can add a new person to use in the Initiated by Person field while creating a Dispatch.

Navigation

- From the **Home** screen, click on the **Create** Icon.



Create Icon

Adding a New Person Through a Dispatch

- From the **Create Dispatch** screen, click on the **Add** icon in the **Initiated by Person** field.

Create Dispatch - Main Zone

Work Zone

North Building

Template

Search templates

Call Category

Search code or category

Security Response

Construction

SRI Incident

Priority

Low

Call Source

Initiated By Person

Search persons

Contact Number

Location

Search locations

Aerial Road

Location Details

Description

Initial Notes

+ Add Officer Tasks

+ Create

+ Create & Add Details

Add Icon

- From the **Person - Quick Add** screen, enter the person's first name in the **First Name** field.

The screenshot displays the 'Create Dispatch - Main Zone' window. On the left, there are filters for Work Zone (North Building), Template (Search templates), Call Category (Search code or category), Security Response, Construction, SRI Incident, Priority (Low), Call Source, Initiated By Person (Search persons), and Contact Number. The main area features a map of North America with a search bar and a 'Person - Quick Add' modal. The modal contains the following fields: First Name (highlighted with a red box), Last Name, Gender (dropdown), Email Address, and Phone Number. An 'Add' button is at the bottom right of the modal. The background map shows North America, Europe, and Africa, with a scale bar indicating 10000 miles.

First Name Field

3. Enter the person's last name in the **Last Name** field.

The screenshot shows the 'Create Dispatch - Main Zone' window. On the left, there are several filter sections: 'Work Zone' with a dropdown set to 'North Building'; 'Template' with a search bar; 'Call Category' with a dropdown set to 'Security Response'; and 'Priority' with a dropdown set to 'Low'. The main area features a map of the world with a location pin over Europe. A 'Person - Quick Add' modal is centered on the screen. It contains the following fields: 'First Name' (filled with 'Joan'), 'Last Name' (empty, highlighted with a red box and a red asterisk icon), 'Gender' (dropdown menu), 'Email Address' (empty), and 'Phone Number' (empty). An 'Add' button is at the bottom right of the modal. Below the modal, there is an 'Initial Notes' text area and a '+ Add Officer Tasks' button. At the very bottom, there are two large buttons: '+ Create' and '+ Create & Add Details'.

Last Name Field

4. **(Optional)** Select the person's gender from the **Gender** dropdown menu.

The screenshot shows the 'Create Dispatch - Main Zone' interface. On the left, there are several dropdown menus: 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Search code or category), 'Security Response', 'Construction', 'SRI Incident', 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. On the right, there is a map showing North America, Europe, and Africa, with a search bar 'Search locations' and a 'Aerial Road' button. A 'Person - Quick Add' modal is open in the center, containing the following fields: 'First Name' (Joan), 'Last Name' (Francis), 'Gender' (dropdown menu, highlighted with a red box), 'Email Address', and 'Phone Number'. An 'Add' button is at the bottom right of the modal. Below the modal, there is an 'Initial Notes' text area and a '+ Add Officer Tasks' button. At the bottom of the window, there are two buttons: '+ Create' and '+ Create & Add Details'.

Gender Dropdown Menu

4. **(Optional)** Enter the person's email address in the **Email Address** field.

The screenshot shows the 'Create Dispatch - Main Zone' window. On the left, there are several dropdown menus and search fields for 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Search code or category), 'Security Response', 'Construction', 'SRI Incident', 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. On the right, there is a map showing North America, Europe, and Africa, with a search bar for 'Search locations' and a 'Aerial Road' button. A 'Person - Quick Add' modal is open in the center, containing the following fields: 'First Name' (Joan), 'Last Name' (Francis), 'Gender' (dropdown), 'Email Address' (highlighted with a red border), and 'Phone Number' (empty). An 'Add' button is at the bottom right of the modal. Below the modal, there is an 'Initial Notes' text area and a '+ Add Officer Tasks' button. At the bottom of the window, there are two buttons: '+ Create' and '+ Create & Add Details'.

Email Address Field

4. **(Optional)** Enter the person's phone number in the **Phone Number** field.

The screenshot displays the 'Create Dispatch - Main Zone' window. On the left, there are several filter sections: 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Security Response), 'SRI' (Incident), 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. The main area features a map with a location pin over Europe. A 'Person - Quick Add' modal is overlaid on the map, containing the following fields: 'First Name' (Joan), 'Last Name' (Francis), 'Gender' (dropdown), 'Email Address', and 'Phone Number' (highlighted with a red rectangle). An 'Add' button is located at the bottom right of the modal. The bottom of the window has a blue bar with '+ Add Officer Tasks', '+ Create', and '+ Create & Add Details' buttons.

Phone Number Field

4. Click the **Add** button to add the person to the Dispatch.

Create Dispatch - Main Zone

Work Zone

North Building

Template

Search templates

Call Category

Search code or category

Security Response

Construction

SRI Incident

Priority

Low

Call Source

Initiated By Person

Search persons

Contact Number

Location

Search locations

Aerial Road

NORTH AMERICA

Pacific Ocean

Atlantic Ocean

EUROPE

AFRICA

10000 miles

025 TomTom

Person - Quick Add

First Name

Joan

Last Name

Francis

Gender

Email Address

Phone Number

Add

Initial Notes

+ Add Officer Tasks

+ Create

+ Create & Add Details

Add Button