

Adding a Location Through a Dispatch

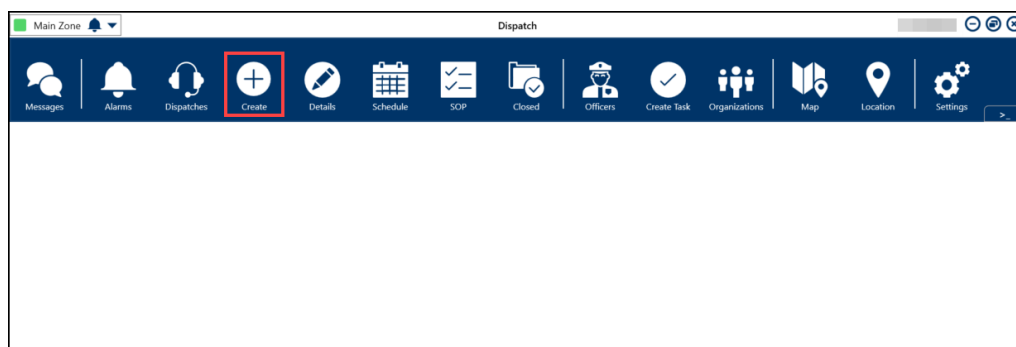
Last Modified on 04/14/2025 3:35 pm EDT

Overview

If the desired location cannot be found, a User can add a new location to the system while create a Dispatch. You will not be able to create temporary locations unless you have the appropriate permissions in your profile.

Navigation

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



Create Icon

Adding a New Location Through a Dispatch

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
None
Daily
Weekly
Monthly
Yearly

Delete when schedule ends
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
Priority: Medium
Call Source:

Map
Search locations: [Red Box]
Winnipeg
100 miles
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Description
[Empty Field]

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
None
Daily
Weekly
Monthly
Yearly

Delete when schedule ends
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
Priority: Medium
Call Source:

Map
Location Name: 316 Dussault Ave., Winnipeg, MB, Canada, R2J 1N7
Please enter a name for the location
Winnipeg
100 miles
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Description
[Empty Field]

Map

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

Schedule Dispatch - Main Zone

Search

New Dispatch
Location :
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 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

Location Name (Required field)

316 Dussault Ave,
Winnipeg, MB, Canada, R2J 1N7

Winnipeg

Please enter a name for the location

Description

Location Name Field