


Quick Add Temporary Locations

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Locations are generally created and edited by your Dispatch administrator; however, as a dispatcher, you may have the ability to quick add **temporary** locations through the **Create Dispatch** and **Dispatch Details** panels by:

- Clicking the  icon in the locations field, placing a pin on the map, then entering a name for the location; or
- Entering search terms and selecting a global address from the map in the search results (if enabled by an administrator).

To create these temporary locations, the **Allow add Locations on the Fly** option must be selected in your user profile by an administrator.