

## Dispatches Overview

A dispatch is an activity that requires the attention and assistance of an officer(s) and/or organization(s). Records of these activities can be created as calls come in, as a [scheduled dispatch](#), or when [Connect](#) logs an event.

This chapter outlines how to create a dispatch and record its location, priority, and description. See the following chapters for more information on additional functions available once a dispatch has been created.

The screenshot shows the 'Create Dispatch' interface. The title bar reads 'Create Dispatch - Caissa Fischer'. The interface is divided into two main sections: a left sidebar and a right main area.

**Left Sidebar:**

- Work Zone:** A dropdown menu with a red asterisk icon to its right.
- Template:** A search box labeled 'Search templates' with a blue minus icon to its right.
- Call Category:** A search box labeled 'Search code or category' with a blue minus icon to its right.
- Three empty dropdown menus, each with a red asterisk icon to its right.
- Priority:** A dropdown menu with a red asterisk icon to its right.
- Call Source:** A dropdown menu.
- Initiated By Person:** A search box labeled 'Search persons' with blue plus and minus icons to its right.
- Contact Number:** An empty text input field.

**Right Main Area:**

- Location:** A map view with a search box labeled 'Search locations' and a blue plus icon to its right. The map shows a street grid with 'Aerial Road' and 'E Evita Ln' visible. A scale bar indicates '500 feet'. The Bing logo and copyright information '© 2017 Microsoft Corporation © 2017 HERE' are visible at the bottom of the map.
- Description:** A large empty text area.
- Initial Notes:** A large empty text area.
- + Add Officer Tasks:** A button with a blue plus icon.

**Bottom Bar:** A dark blue bar containing a large blue plus icon and the text 'Create'.

*A blank Create Dispatch panel.*