# Create a New Dispatch User

Dispatch users are users who can access the Dispatch application through Command Center. To grant access, a Command Center user account must be created for each Dispatch user, in addition to a Person object.

### To create a Dispatch user:

1. Log into an administrator user account for your app.

2. Create a new Command Center user account by following the instructions in the Create a New Command Center User article.

3. Add the user to the **Dispatch Users** group by following the instructions in the Add a User to a User Group article.
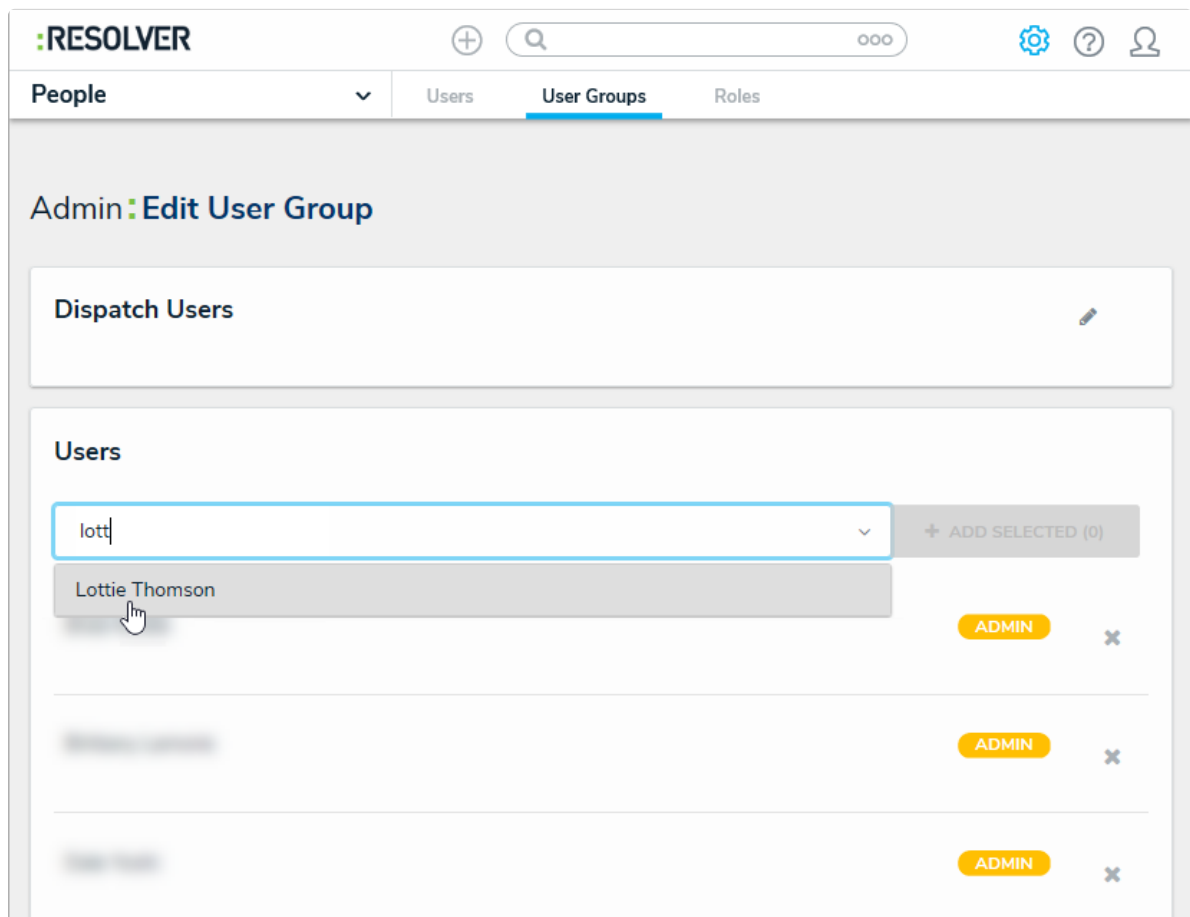


*Adding a user to the Dispatch Users user group.*

> ℹ️ Users who are logged in at the time they're added to a user group will need to log out then log back in before the changes are applied.

4. Click the Resolver logo (or your company logo, if configured) at the top-left of the page to leave the admin settings.

5. Click the dropdown menu at the top-left of the page **> Library**.

6. Click the **People** tab **> Add Person.**
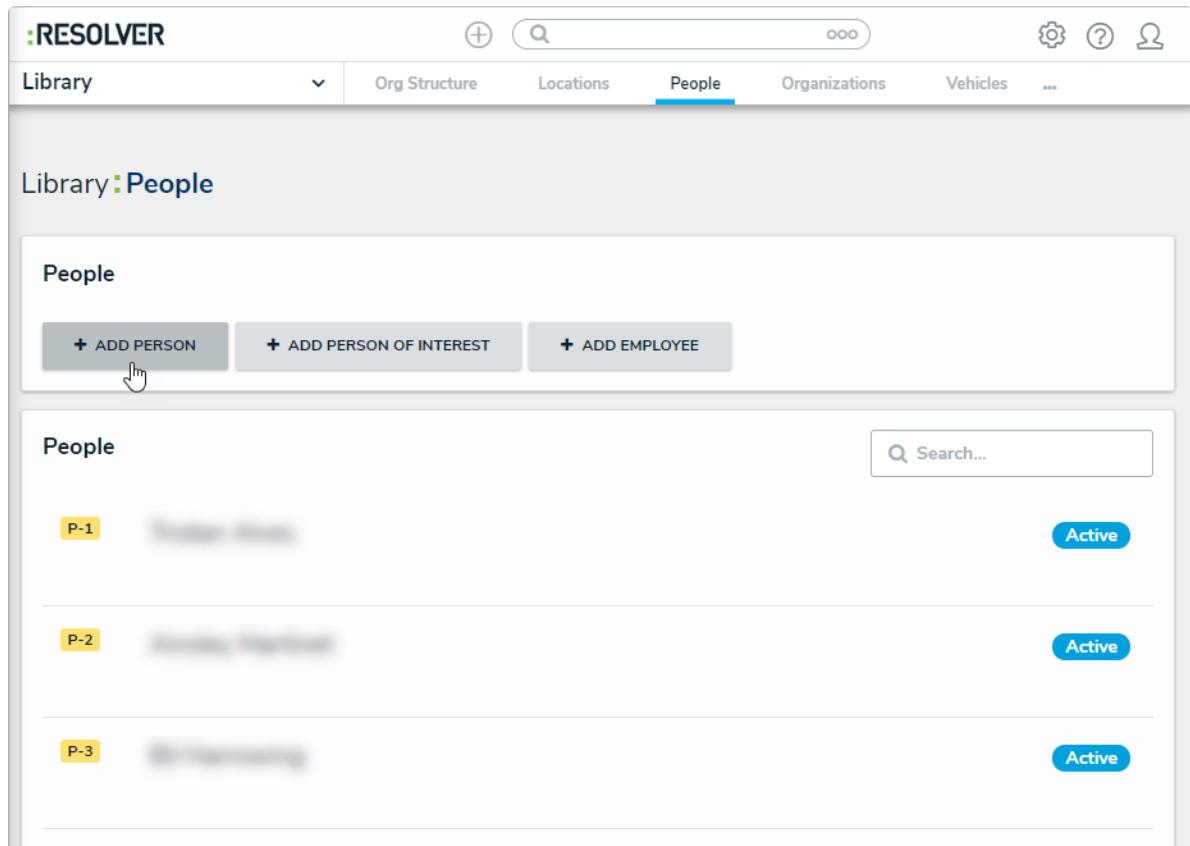


*An activity in the Library application.*

7. Enter the user's name in the **First Name** and **Last Name** fields.

8. Begin typing the user's name in the **Dispatch User** field, then select it from the results. If the user isn't appearing in the results, ensure they've been added to the **Dispatch Users** group by following the instructions in the Add a User to a User Group article.

*Creating a new Person record.*

9. Complete other additional fields as required.
10. Click **Create** to save the object.

After the Command Center user account and Person object is created, a Dispatch administrator will need to complete additional configurations, but note that it may take 10 minutes or more before the user appears in Dispatch. See the Configure a New Dispatch User article in the **Dispatch Administrator's Guide** for more information.