

Create a New Dispatch User

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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

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Dispatch Users							1
Users							
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Lottie Thomson						ADMIN	×
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						ADMIN	×

Adding a user to the Dispatch Users user group.



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.**

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An activity in the Library application.

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

Resolver.

Create Person						
Create a New Person						
Photo	First Name					
Drag images here or click to select	Lottie					
	Last Name					
	Thomson					
Gender	Email 1					
Select one						
Dispatch User	Phone Number 1					
lottie	×					
Lottie Thomson						
2	CREATE					
	CANCEL					

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.