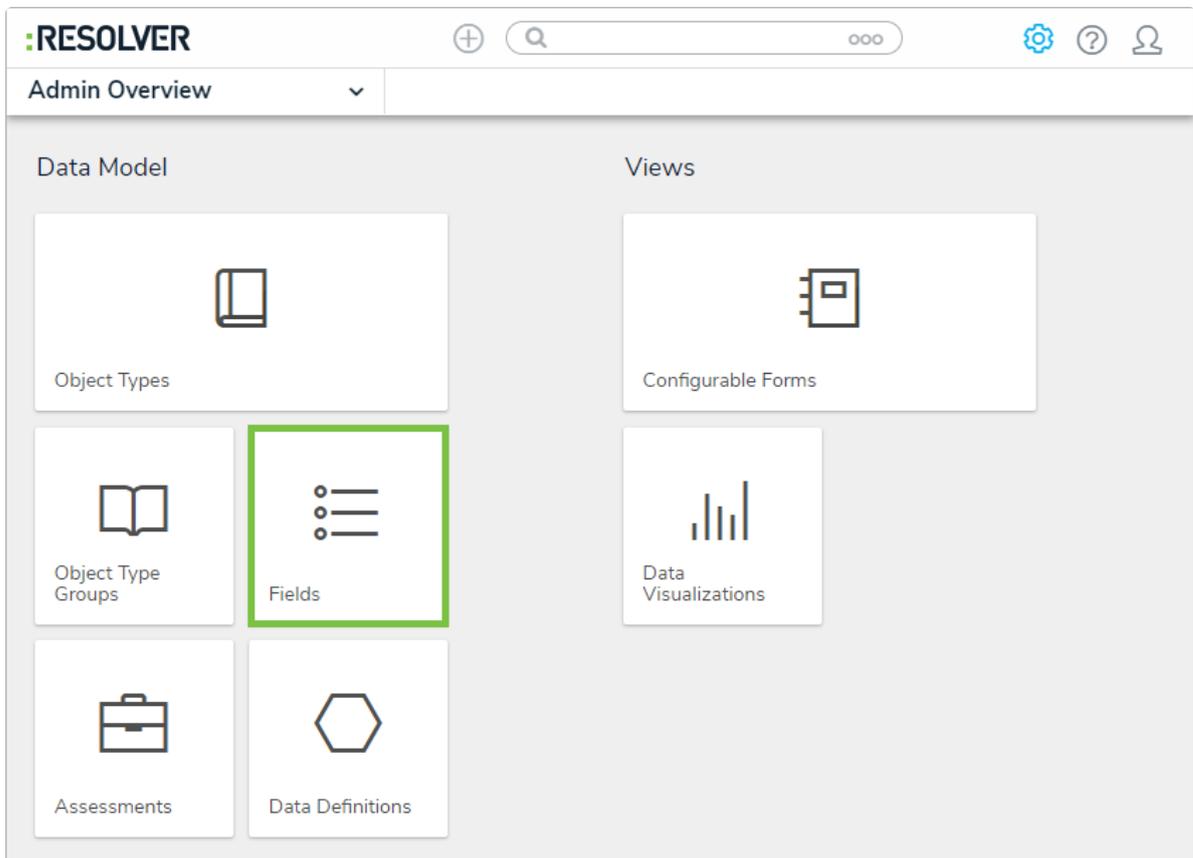# Add Call Signs

Last Modified on 05/20/2021 6:23 pm EDT

Call signs are the codes assigned to an officer once they have been brought on to a shift and are used as an effective means to identify a certain officer. While assigned to officers in Dispatch, the available call signs are created in the **Admin** section of Core.
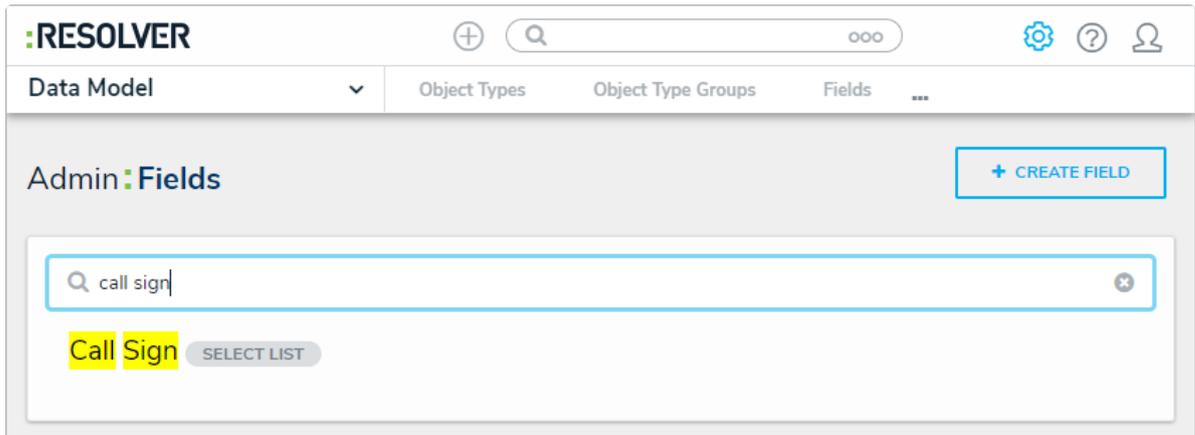
To create a new call sign:

1. Log into an account with administrator privileges enabled for your app.

2. Click the ⚙ icon in the top bar to display the **Admin** section. If the ⚙ icon is not visible, your account does not have administrative privileges enabled.

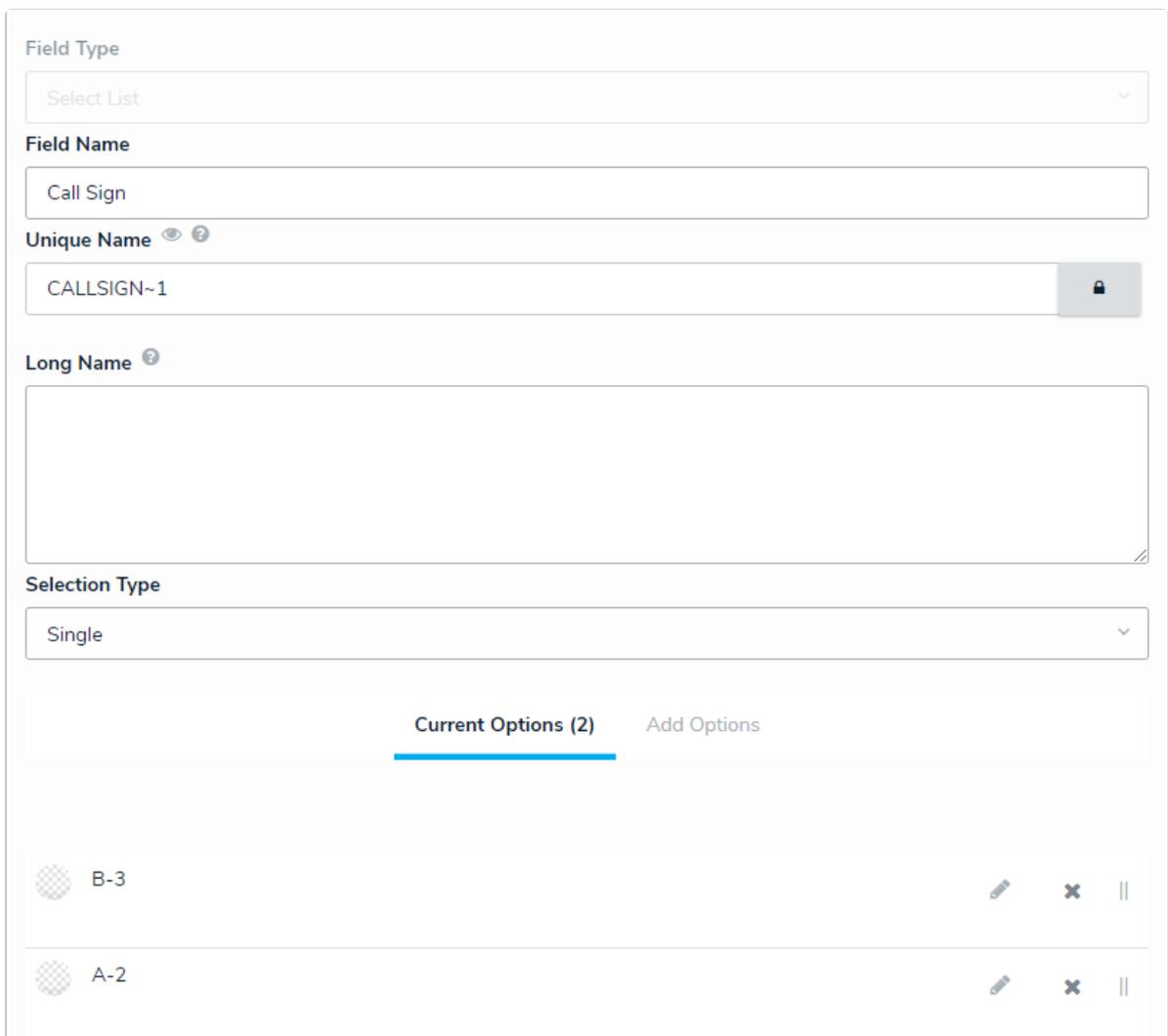3. Click **Fields** in the **Data Model** section.

The Fields option on the Admin page.

4. Search for call sign in the **Search** field.

Searching for Call Sign.

5. Click **Call Sign** to open the **Editing Field** form.

The Editing Field form.

6. In the **Add Options** tab, add as many call signs as desired in the **Field Options** field, one call sign per line.

7. Click **+ Add Options**.

The Add Options tab.

> ℹ️ Once the new call signs have been added, it can take up to an hour for them to appear in Dispatch.