

Adding a New Person Through a Dispatch

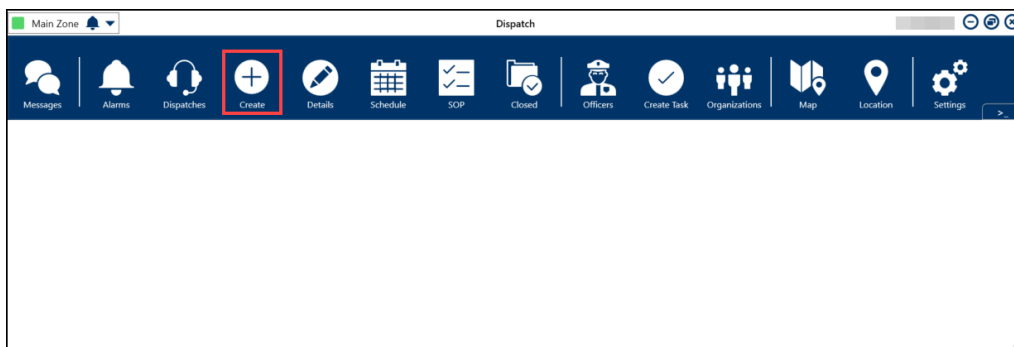
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Overview

If a user cannot find the person that they are looking for, a User can add a new person to use in the Initiated by Person field while creating a Dispatch.

Navigation

- From the **Home** screen, click on the **Create** Icon.



Create Icon

Adding a New Person Through a Dispatch

- From the **Create Dispatch** screen, click on the **Add** icon in the **Initiated by Person** field.

Create Dispatch - Main Zone

Work Zone

North Building

Template

Search templates

Call Category

Search code or category

Security Response

Construction

SRI Incident

Priority

Low

Call Source

Initiated By Person

Search persons

Contact Number

Location

Search locations

Aerial Road

Location Details

Description

Initial Notes

+ Add Officer Tasks

+ Create

+ Create & Add Details

Add Icon

- From the **Person - Quick Add** screen, enter the person's first name in the **First Name** field.

The screenshot displays the 'Create Dispatch - Main Zone' window in the Resolver application. On the left, there are several filter sections: 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Security Response), and 'SRI Incident' (Incident). The 'Priority' is set to 'Low'. The 'Call Source' is empty. The 'Initiated By Person' is empty. The 'Contact Number' is empty. The 'Location' section shows a map of North America with a search bar and a 'Aerial Road' button. A 'Person - Quick Add' modal is open in the center, with fields for 'First Name', 'Last Name', 'Gender', 'Email Address', and 'Phone Number'. The 'First Name' field is highlighted with a red box. The 'Add' button is at the bottom right of the modal. The background map shows North America, Europe, and Africa, with labels for 'Pacific Ocean' and 'Atlantic Ocean'. A scale bar indicates '10000 miles'.

First Name Field

3. Enter the person's last name in the **Last Name** field.

The screenshot shows the 'Create Dispatch - Main Zone' window. On the left, there are filters for Work Zone (North Building), Template (Search templates), Call Category (Security Response), and SRI (Incident). The main area features a map of North America and Europe. A 'Person - Quick Add' modal is open, displaying the following fields: First Name (Joan), Last Name (highlighted with a red box and a red asterisk), Gender (dropdown menu), Email Address, and Phone Number. An 'Add' button is at the bottom right of the modal. The background map shows a location pin over Europe and a scale bar for 10000 miles.

Last Name Field

4. **(Optional)** Select the person's gender from the **Gender** dropdown menu.

The screenshot shows the 'Create Dispatch - Main Zone' window. On the left, there are several dropdown menus: 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Search code or category), 'Security Response', 'Construction', 'SRI Incident', 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. On the right, there is a map showing North America, Europe, and Africa, with a search bar 'Search locations' and a 'Aerial Road' button. A 'Person - Quick Add' modal is open in the center, containing the following fields: 'First Name' (Joan), 'Last Name' (Francis), 'Gender' (dropdown menu, highlighted with a red box), 'Email Address', and 'Phone Number'. There is an 'Add' button at the bottom right of the modal. Below the modal, there is an 'Initial Notes' text area and a '+ Add Officer Tasks' button. At the bottom of the window, there are two buttons: '+ Create' and '+ Create & Add Details'.

Gender Dropdown Menu

4. **(Optional)** Enter the person's email address in the **Email Address** field.

The screenshot displays the 'Create Dispatch - Main Zone' window in the Resolver application. A 'Person - Quick Add' modal is overlaid on the map. The modal contains the following fields:

- First Name:
- Last Name:
- Gender:
- Email Address: (This field is highlighted with a red rectangular border.)
- Phone Number:

An 'Add' button is located at the bottom right of the modal. The background interface includes a map of North America, a search bar for locations, and various filters on the left side such as 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Security Response), 'SRI' (Incident), 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. At the bottom of the main window are buttons for '+ Add Officer Tasks', '+ Create', and '+ Create & Add Details'.

Email Address Field

4. **(Optional)** Enter the person's phone number in the **Phone Number** field.

The screenshot displays the 'Create Dispatch - Main Zone' window. On the left, there are several filter sections: 'Work Zone' (North Building), 'Template' (Search templates), 'Call Category' (Security Response), 'SRI' (Incident), 'Priority' (Low), 'Call Source', 'Initiated By Person' (Search persons), and 'Contact Number'. The main area features a map with a location pin over Europe. A 'Person - Quick Add' modal is overlaid on the map, containing the following fields: 'First Name' (Joan), 'Last Name' (Francis), 'Gender' (dropdown), 'Email Address', and 'Phone Number' (highlighted with a red rectangle). An 'Add' button is located at the bottom right of the modal. The bottom of the window has a dark blue bar with '+ Add Officer Tasks', '+ Create', and '+ Create & Add Details' buttons.

Phone Number Field

4. Click the **Add** button to add the person to the Dispatch.

Create Dispatch - Main Zone

Work Zone

North Building

Template

Search templates

Call Category

Search code or category

Security Response

Construction

SRI Incident

Priority

Low

Call Source

Initiated By Person

Search persons

Contact Number

Location

Search locations

Aerial Road

Map

Person - Quick Add

First Name

Joan

Last Name

Francis

Gender

Email Address

Phone Number

Add

Initial Notes

+ Add Officer Tasks

+ Create

+ Create & Add Details

Add Button