

Adding a Location Through a Dispatch

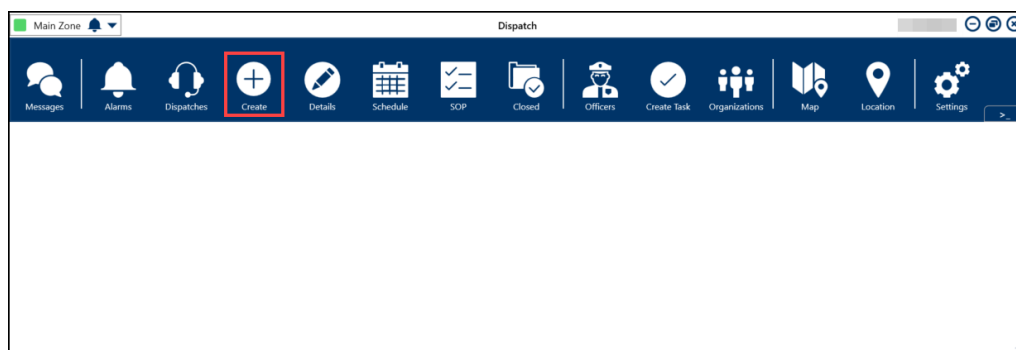
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Overview

If the desired location cannot be found, a User can add a new location to the system while create a Dispatch. You will not be able to create temporary locations unless you have the appropriate permissions in your profile.

Navigation

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



Create Icon

Adding a New Location Through a Dispatch

1. Clicking the **Add** Icon in the **Search Location** field.

Add Icon

2. Click a location on the Map.

Map

- Enter the location name in the **Location Name** field.

Schedule Dispatch - Main Zone

Search

New Dispatch
Location :
Start Time : 4/4/2025 9:00:00 AM
End Time : No End

Patrol - Door Check
Location : Resolver Inc
Start Time : 4/1/2025 3:00:00 PM
End Time : 4/11/2025 3:00:00 PM
Enabled ✓

Schedule Time
Start Time: 4/4/2025 9:00AM
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Recurrence
None
Daily
Weekly
Monthly
Yearly

Recurrence Range
No End
End After: 1 occurrences
End By: 4/17/2025 10:41AM

Recurrence
Day: 7 of every 1 month(s)
The First Sunday of every 1 month(s)

Enabled ✓

Schedule Dispatch
Door Check

Work Zone
GG

Template
Search templates

Call Category
Construction
Security Response
Construction

Priority
Medium

Call Source

Location Name (highlighted with red box)

316 Dussault Ave,
Winnipeg, MB, Canada, R2J 1N7

Winnipeg

Please enter a name for the location

Description

Location Name Field