

Section 7.5: Creating Scheduled Events

It may be necessary for the dispatcher to add pre-planned events into the CAD; these include events such as standbys, vehicle maintenance, building tours, etc.

Follow the instructions listed below to add pre-scheduled events:

1. Open the Call Taking module.
2. Select the New Name button. Type one of the following depending on the situation and select it.
 - a. Building tour
 - b. Vehicle maintenance
 - c. Athletics
 - d. The first letters of the requesting group
 - e. Or “?” if a search does not reveal a match
3. Select the date of the event on the calendar.
4. Select Add Trip on the right-hand side of the module.
5. Input the location of the event into the Pick-up facility.
 - a. For vehicle maintenance input Transportation Center.
 - b. If it is not an existing facility, enter the address manually.
6. Add comments as necessary in the “Dispatch Comments” box.
7. Enter the time the unit needs to arrive at the event into the “Appointment” field.
8. Enter a time 1 hour before the arrival time of the unit into the Pick-up box.
9. For dedicated standbys type “46”, and for non-dedicated standbys type “47” into the “Nature” field, then press tab.
10. Select save on the right-hand side of the module to complete your work.

Note that building tours and vehicle maintenance should always be canceled in open work and not assigned to a unit.