Getting Started: Setup via Computer



First time logging in: Login with phone number, enter your cellphone number and then click 'Submit'

You will recieve a 4-digit verification code via text message, which you then enter into Dispatch to login.

You'll do this every time, so there's no need to remember a username or password!

2 Initial Profile Setup

Click on Settings, then Team

Click on your name & the edit box will appear (right side)

- Add a photo, so the insured knows who to expect.
- Add a short bio for a personal touch! The insured will be able to see this.
- Select your timezone
- Click Save

Q₁ Inbox	Create User Oreate Group			Adjuster
\ \				Dispatcher Both
(f) Customers Nan	10	Role	Phone	PHONE (617) 604-0227
🗐 Customer Billing Amy	Adjuster (me)	Both	(617) 604-3227	DMAL
Rea ts				TECHNICIAN BIO (APPROVED)
Settings				Industry professional for over 10 years.
Team				PASSWORD
Company				Change
Service Areas				TIMEZONE
Add-Ons				TECHNICHNODOR
				#6F0101
				ADDRESS
				350 S Huntington Ave, Jamaica Plain, MA 02130
				Floor, Apertment, Suite, etc.

You're all set!

You'll use your phone number to login to your mobile app, Dispatch Manager the same way.



Dispatch Manager Productivity

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Dispatch Manager app should be used to let the insured know when you're on the way to an appointment and to update the claim from the field.







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