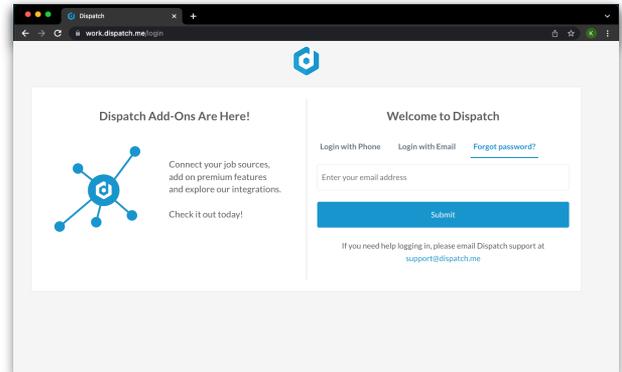


Step 1: Login

Visit Work.Dispatch.Me in a Web Browser

- Click on the Forgot Password tab
- Enter email address that received the invitation
- Click Submit
- You'll be sent a reset password email, use this to create your password
- Login with your email and new password

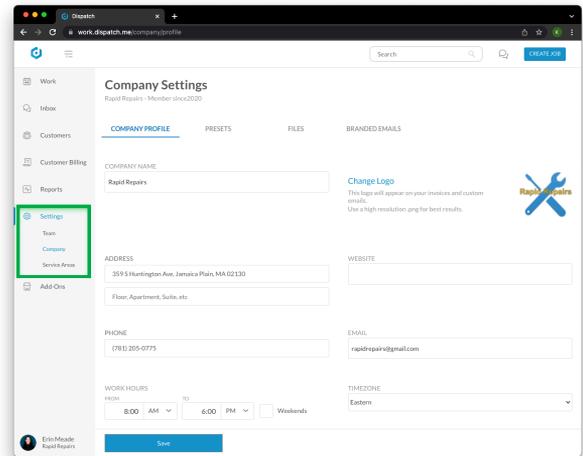


Step 2: Check Company Settings

Click on **Settings** from the menu on the left, Then click **Company** underneath settings.

Review info and add other details for your business:

- Company Name
- Address
- Phone number
- Timezone
- Company hours
- Add your website and logo!
- Save any changes



Step 3: Add Team Members

Click on **Team** underneath settings
Then, click Create User

- Add name, contact method, timezone and role
- Click Save
- The user will be sent an invitation to Dispatch

Roles:

Dispatcher: should be able to see the entire schedule
Technician: should only see their own schedule

We recommend that Dispatcher profiles include email address and tech profiles include cellphone number.

