

Dispatch Entries

Dispatch Entries

Purpose and when to use this record

Record a dispatched call or activity with its time, unit/officer context, location, disposition, and narrative.

At a glance

- **Identify it by: Label.**
- **Check its business context: Dispatcher, Agency, and Officer.**
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on dispatch entries. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Dispatcher**, and **Officer** records ready first. Those selections determine where this Dispatch Entry belongs and which later screens can find it.

Find and review dispatch entries

Mon, Aug 10, 2026

Search Here

Search For...

My site > Law Enforcement

Create New Dispatch Entry

Dispatch Entry List

« First Previous Page 1 of 1 Next Last »

Select Officer

All

Select Source of Complaint

All

Select Tally

All

Start Date: Click to select

End Date: Click to select

Apply Filters

Clear All Filters

There are no Dispatch Entries in the system matching the current filters.

The Dispatch Entries list screen in the Brisk documentation demo.

Use the Dispatch Entries list to find the correct record before opening or changing it. Compare **Dispatcher**, **Agency**, **Officer**, and **Shift Date**. Records with similar names or numbers can still belong to different **Dispatcher**, **Agency**, and **Officer**.

Open the Dispatch Entry whose **Dispatcher**, **Agency**, **Officer**, and **Shift Date** match the task. If it is missing, clear the list filters and recheck the identifying information shown on the screen rather than creating a replacement immediately.

Create a Dispatch Entry

Mon, Aug 10, 2026

Search Here

Search For...

My site > Law Enforcement > Dispatch Entry List > New Dispatch Entry

Save Cancel < Previous Next > Start New Dispatch Entry

Dispatch Entry

Dispatcher

docdemo_support_developer

Officer

Shift Date

08/10/2026

Label

Created by

Last modified by

Deleted at

Custom fields

0

Time Received	Time Arrived	Time Completed	Source of Complaint	Memo	Incident Number	Delete
Add Row						

Definition	Count	Delete
Add Row		

The Dispatch Entries create screen in the Brisk documentation demo.

Create a Dispatch Entry only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Dispatcher**, **Agency**, and **Officer**.
2. Enter the required identifying and operational values: **Dispatcher**, **Officer**, and **Shift Date**.
3. Review **Label** against the source document or approved setup decision.
4. Save the Dispatch Entry, then confirm **Label** on its detail page before continuing.

After saving: Verify **Dispatcher**, **Agency**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Delete a Dispatch Entry

Delete this Dispatch Entry only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Dispatch Activities**, and **Dispatch Tallies**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Label**. After confirmation, return to the Dispatch Entries list and make sure only the intended Dispatch Entry was removed.

Review Dispatch Entry details

Use the detail page as the shared record of what this Dispatch Entry currently means. Verify **Dispatcher**, **Agency**, **Officer**, and **Shift Date** before relying on it for a decision.

Follow **Dispatcher**, **Agency**, and **Officer** to determine whether the issue is on this Dispatch Entry or on one of those linked records.

Next check: Verify **Dispatcher**, **Agency**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Edit an existing Dispatch Entry

Edit this Dispatch Entry to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Dispatcher**, **Agency**, and **Officer** with the supporting document or approved request.
2. Recheck the identifying information shown on the screen. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
3. Save the change, return to the list, and confirm that the Dispatch Entry now appears under the expected **Label**.

After the change: Verify **Dispatcher**, **Agency**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Fields and business rules

Brisk stores 5 user-relevant fields for this Dispatch Entry, including 3 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Dispatcher	Yes	Sets the dispatcher for this log entry.
Agency	No	Sets the agency for this dispatch entry.
Officer	Yes	Sets the officer for this log entry.
Shift Date	Yes	The calendar date of this shift. If shift carries into a 2nd day, please use the first/starting day.
Label	No	Optionally set a label for this dispatch entry.

What happens next

Verify **Dispatcher**, **Agency**, and **Officer** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Dispatcher**, **Officer**, and **Shift Date** and any message beside the field. A required related record may also be inactive or unavailable to

your role.

- **The values look right but the result is wrong:** Open **Dispatcher**, **Agency**, and **Officer** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.
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