




Right-Click Functions

Last Modified on 10/01/2019 3:04 pm EDT

Right-clicking various components in the **Dispatches** and **Officers** panel will allow you perform certain functions, such as dispatch an officer or organization, change the status of a task, or rearrange tasks. The table below summarizes the available right-click functions.

COMPONENT	NAME	FUNCTION	HOW TO PERFORM
DISPATCHES PANEL	Arrive All	Changes the status of all started officer or organization tasks within a selected dispatch to On Scene .	Right-click the dispatch in the Dispatches panel > click Arrive All .
	Clear All	Changes the status of all officer and organization tasks within a selected dispatch to Cleared .	Right-click the dispatch in the Dispatches panel > click Clear All .
	Close	Closes a Cleared or New dispatch with no outstanding tasks.	Right-click the Cleared dispatch in the Dispatches panel > click Close .
	Dispatch Officer	Dispatches an officer and assigns that officer to a non-specific task with a Respond and assist description.	Right-click the dispatch in the Dispatches panel > hover your cursor over Dispatch Officer > click the name of the officer.
	Dispatch Organization	Dispatches an organization and creates an organization task.	Right-click the dispatch in the Dispatches panel > hover your cursor over Dispatch Organization > click the name of the organization.
OFFICERS PANEL	Arrive	Changes an officer task status from On Route to On Scene .	Click the  icon next to the officer in the Officers panel > right-click the officer task > click Arrive .
	Clear	Changes the officer task status from Unassigned, Assigned, On Route, or On Scene to Cleared .	Click the  icon next to the office in the Officers panel > right-click the officer task > click Clear .

COMPONENT	NAME	FUNCTION	HOW TO PERFORM
	Down	Moves an Assigned task down one row in the officer's tasks.	Click the  icon next to the officer in the Officers panel > right-click the officer task > click Down .
	Start	Changes an officer's status from Assigned to On Route .	Click the  icon in the Officers panel > right-click the officer task > click Start .
	Suspend	Suspends a started task and creates a duplicate task that is automatically assigned to the originally assigned officer.	Click the  icon in the Officers panel > right-click the officer task > click Suspend .
	Up	Moves an Assigned task up one row in the officer's tasks.	Click  icon next to the officer in the Officers panel > right-click the officer task > click Up .
	Off Duty	Takes an officer off duty.	Right-click the officer in the Officers panel > click Off Duty .
	Reset Alert	Resets an officer's clock to 0:00:00 in the Time Elapsed column.	Right-click the officer in the Officers panel > click Reset Alert .
	Set State	Changes the officer's current status (e.g. Available, Busy, Break, etc.).	Right-click the officer in the Officers panel > hover your cursor over Set State > click a status to select it.