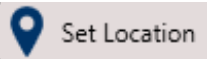



## Set an Officer's Location

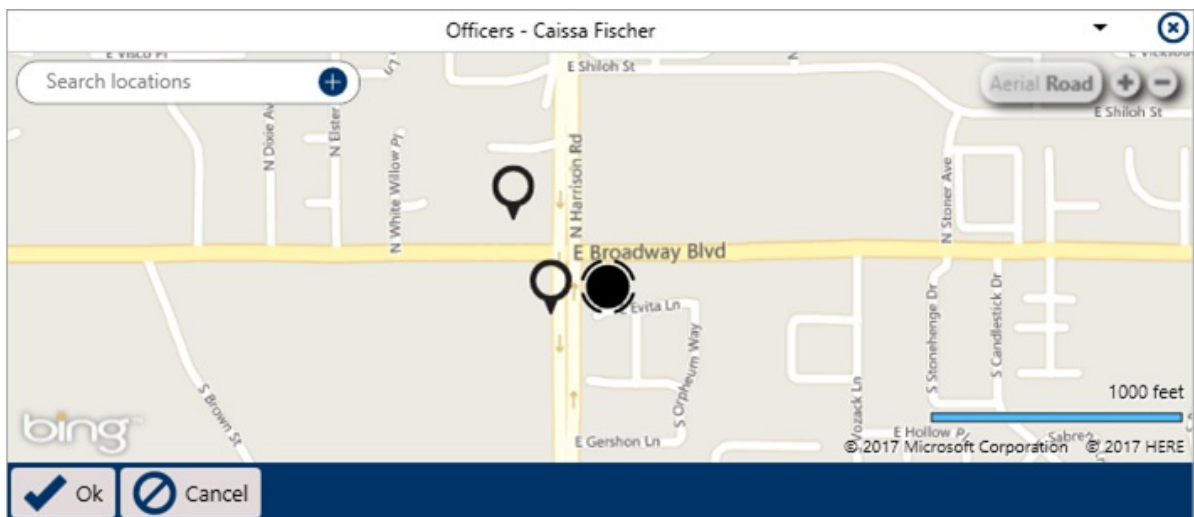
Setting an officer's location will help you keep track of that officer when assigning tasks and sending officers to the scene of an activity.

### To set an officer's location:


1. Click an officer's name in the **Officers** panel. To select multiple officers, hold down the **Ctrl** or **Shift** keys, then click the officers.

2. Click  or right-click the officer's name and select **Set Location**.

3. Click the  icon in the search field to open the map.

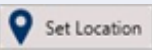


*The map that appears after clicking the map icon.*

4. Select a location using one of the following methods:
  - Enter search criteria in the **Search locations** field to find a saved location;
  - Click a pin on the map to select that location; or
  - Create a new location by clicking the  icon in the **Search locations** field, clicking a location on the map to place a pin, then entering a name in the **Location name** field (formerly the **Search location** field).

Before creating a new location, see [Quick Add Temporary Locations](#) for important information.

5. Click .

✓ You can also click , enter search terms in the field that appears, then click a search result to select that location.

# :RESOLVER

