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 [Set Location] or right-click the officer's name and select **Set Location**.

3. Click the icon in the search field to open the map.
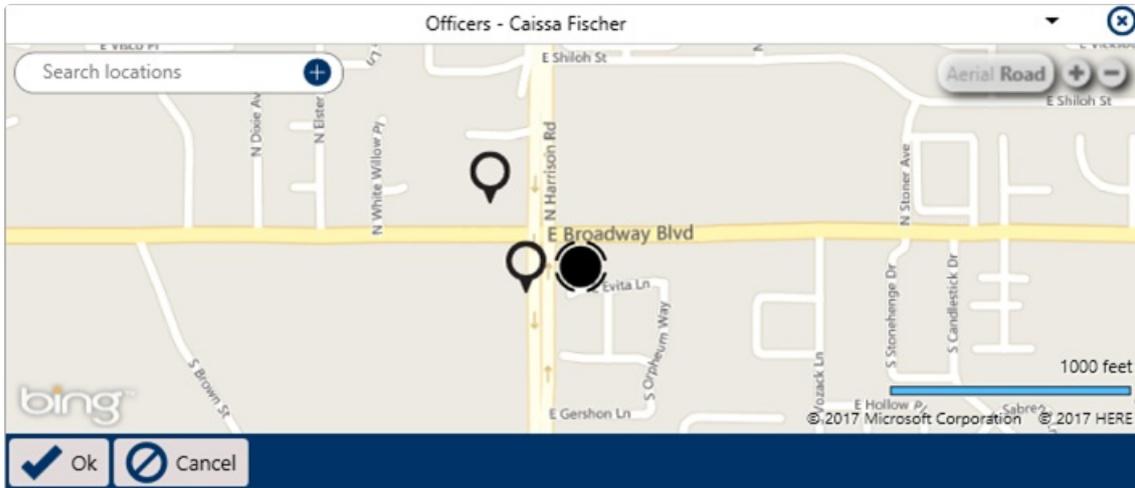
The map that appears after clicking the map icon.

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).

   > *i* Before creating a new location, see Quick Add Temporary Locations for important information.

5. Click [Ok] .

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