

# Tasks Overview

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**Tasks** are dispatch-related jobs that are completed by officers. Creating a task can be done through several different panels, including the **Create**, **Create Task**, **Officer**, or **Dispatches**. Once tasks are created, you can then [assign](#) then [dispatch](#) an officer to complete those tasks, change the task's [status](#), [suspend](#), or [clear](#) a task.



Only officers on a team authorized to work in the dispatch's work zone can be assigned to a task. To see which work zones the officer can be dispatched to, hover your cursor over his or her team in the **Officers** panel.



You can perform task-related actions in bulk by holding down the **Ctrl** or **Shift** key while clicking officers or tasks in the panels.