

Assign an Officer to a Task


Assigning an officer means that you're appointing an officer to complete a specific, dispatch-related job. An officer may be assigned multiple tasks, but only one of his or her assigned tasks may have an **On Route** or **On Scene** status at one time.

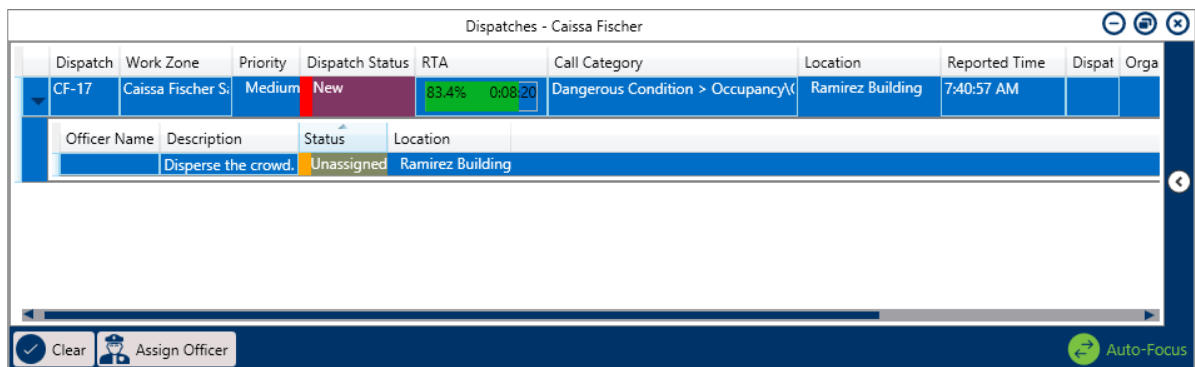


Only officers on a team authorized to work in the dispatch's work zone can be assigned to a task. To see which work zones the officer can be dispatched to, hover your cursor over his or her team in the **Officers** panel.

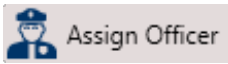
Method 1 – Dispatches Panel

To assign an officer to a task:

1. [Create a task](#).
2. In the **Dispatches** panel, click the  icon next to the dispatch that contains unassigned tasks.




Unassigned tasks shown in the Dispatches panel after clicking the right-arrow icon.

3. Click the task to select it.
4. Click  to search for an officer or right-click the task and hover your cursor over **Assign Officer**, then click the officer's name to assign that officer.

Method 2 – Officers Panel

To assign an officer to a task:

1. [Create a task](#).
2. In the **Dispatches** panel, click the  icon next to the dispatch that contains unassigned tasks.
3. Click and drag the officer's name from the **Officers** panel to the task then release.

