

Reassign an Officer to a Task

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Method 1 - Dispatches Panel

To reassign an officer to a task:

1. In the **Dispatches** panel, click the \mathbf{b} icon next to the dispatch to reveal assigned tasks.

	Dispatches - Caissa Fischer												
	Dispatch	spatch Work Zone Priority Dispatch		status RTA			Call Category	Location	Reported Time	Dispa			
-	CF-4	King's C	orner	High	Assigned		0.0%	-0:25:47	Security Request > Escort	Benjamin Building	9:44:39 AM	Thora	
	Officer N	Name	Desc	ription		Status		Location					
	Pickup from Bookstore 2 Unassigned Benjamin Building												
	Deliver to finance office Una					Unas	nassigned Benjamin Building						
	Feldman, Joseph Pickup from Bookstore 1			Assig	issigned Benjamin Building								
	Feldman, Joseph Pickup from Bookstore 3			Assig	ssigned Benjamin Building								
												•	
0	Start	Clear	2	Reassign	Officer							Auto-Focu	

An assigned task shown in the Dispatches panel after clicking the right arrow icon.

- 2. Click the task you wish to reassign.
- 3. Click Reassign Officer to search for an officer or right-click the task and hover your cursor over **Reassign Officer**, then click the officer's name to assign the new officer.

Method 2 - Officers Panel

To reassign an officer to a task:

1. In the **Officers** panel, click the \mathbf{k} icon next to the officer's name to reveal assigned tasks.

	Officers - Caissa Fischer											
	Team	Image	Officer	Call Sign	Status	Time Elapsed	Dispatch	Map	Last Known Location	Device		
•	Team 2		Feldman, Joseph	C-1	Assigned	00:15:56	CF-4					
	Dispatch	n Desci	ription	Task St	atus Loca	tion						
	CF-4	Picku	p from Bookstore	1 Assign	ied Ben	jamin Building						
	CF-4 Pickup from Bookstore 3 Assigned Benjamin Building											
	Team 1	9	Gorman, Joan	B-2	Available	00:16:08					•••••••••••••••••••••••••••••••••••••••	
	Team 2	٩	Smithers, Jordy	B-3	Available	14:03:31						
O	Start	Clea	r 🔰 Down	Reass	ign Officer					(Auto-Focus	

An assigned task shown in the Officers panel after clicking the right arrow icon.

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