

Clear a Task

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Once a task is created, you **cannot** edit or delete it. To remove the task from the home screen, the task must first be cleared then closed.

Method 1 - Dispatches Panel

To clear a task:

1. In the **Dispatches** panel, click the _ icon next to the dispatch that contains tasks.

C	Dispatch	Work Zo	ne Priority	Dispatch S	Status	RTA		Call Category	Location	Reported Time	Disp
C	CF-4	King's Co	rner High	On Route	2			Security Request > Escort	Benjamin Building	9:44:39 AM	Tho
Ī	Officer N	lame	Description		Status	5	Location				
		F	ickup from E	ookstore 2	Unas	signed	Benjamin Build	ding			
		[Deliver to fina	ince office	Unas	signed	Benjamin Buik	ding			
	Feldman	Joseph F	Pickup from E	ookstore 1	On R	loute	Benjamin Buik	ding			
	Feldman	Joseph F	Pickup from E	ookstore 3	Assig	gned	Benjamin Buik	ding			

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

- 2. Click the task to select it.
- 3. Click Oclear or right-click the task, then click **Clear**.

Method 2 - Officers Panel

To clear a task:

1. In the **Officers** panel, click the $\$ icon next to the dispatch that contains tasks.

						Officers - Caiss	a Fischer				$\bigcirc \bigcirc \bigotimes$
	Team	Image	Officer	Call Sign	Status	Time Elapsed	Dispatch	Map	Last Known Location	Device	
•	Team 2	à	Feldman, Joseph	C-1	On Route	00:00:59	CF-4				
	Dispatch	Descr	ription	Task St	atus Locat	tion					
	CF-4	Picku	p from Bookstore	1 On Ro	ute Benj	amin Building					
	CF-4	Picku	p from Bookstore	3 Assign	ied Benj	amin Building					
	Team 1	9	Gorman, Joan	B-2	Available	00:21:16					3
	Team 2	٥	Smithers, Jordy	B-3	Available	14:08:39					
0	Arrive	Cle	ar 🕕 Suspen	d 🔰 D	own 😰	Reassign Office	er				Auto-Focus

Tasks shown in the Officers panel after clicking the right-arrow icon.

- 2. Click the task to select it.
- 3. Click Oclear or right-click the task, then click **Clear**.