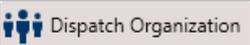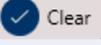# Dispatch an Organization

Last Modified on 10/01/2019 3:04 pm EDT

To dispatch an organization:

1. Click the dispatch in the **Dispatches** panel to select it.

2. Click [Dispatch Organization] to search for an available organization or right-click the dispatch, hover your cursor over **Dispatch Organization**, then select an available organization.

3. Click the ▶ icon next to the dispatch to reveal the tasks.

4. Click the organization task to select it.

5. If the organization has arrived on scene, click [Arrive] or right-click the organization task, then click **Arrive** to change the task status to **On Scene**.

6. Once the organization has cleared the scene, click [Clear] or right-click the organization task, then click **Clear**.

> ✓ If the organization never arrived on scene, click [Clear] while the task is in **Responding** status to clear the task with a **No response** status.