



Configure Closed Dispatches

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Once a dispatch is closed, the information is transferred to Command Center as an activity object. Additionally, closed dispatches are kept in the **Closed Dispatches** panel, where they're stored for a pre-configured amount of time. These settings let you specify how many days the closed dispatches will remain in the panel.

To change the number of days closed dispatches are retained:

1. Click **Settings** >  **System Settings**.
2. Type or use the  arrows under **Closed Dispatches** to select the number of days a closed dispatch will be retained in Dispatch.