


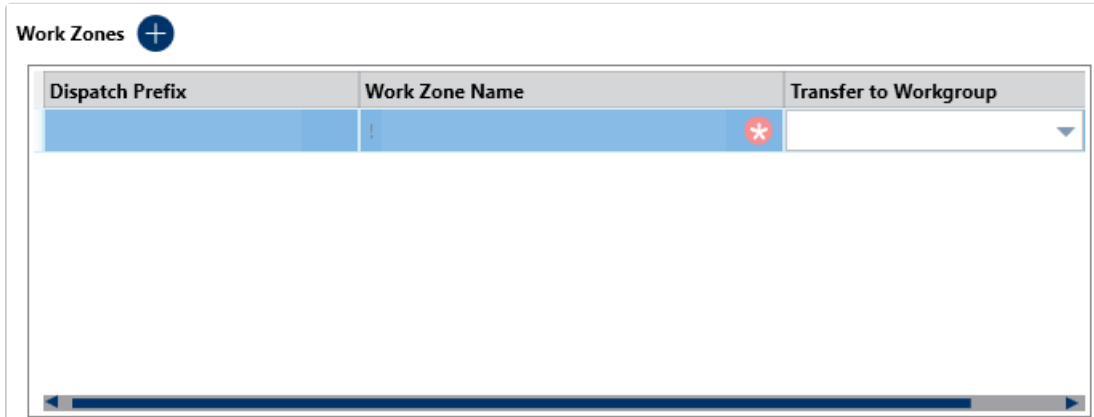


Create Operational Zones, Work Zones & Teams

Last Modified on 10/01/2019 3:00 pm EDT


To create an operational zone, work zone, and/or teams:

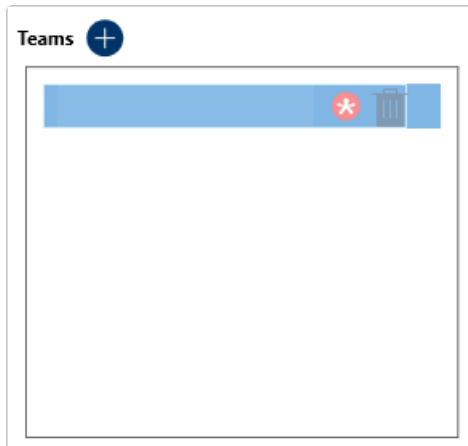
1. Click **Settings** >  **Work Zones & Teams**.
2. Click the  **Create** icon in the pane to the left.
3. Enter the name of operational zone (e.g. "South Campus") in the **Operational Zone Name** field. By default, this field is pre-populated with **New Op Zone**.
4. **Optional:** Enter a prefix in the **Dispatch Prefix** field (e.g. "SouCam").
5. Click the  icon next to **Work Zones**.



The screenshot shows a table titled "Work Zones" with a plus icon in the top left corner. The table has three columns: "Dispatch Prefix", "Work Zone Name", and "Transfer to Workgroup". The "Work Zone Name" column contains a red asterisk icon, indicating a new entry. The "Transfer to Workgroup" column contains a dropdown menu.

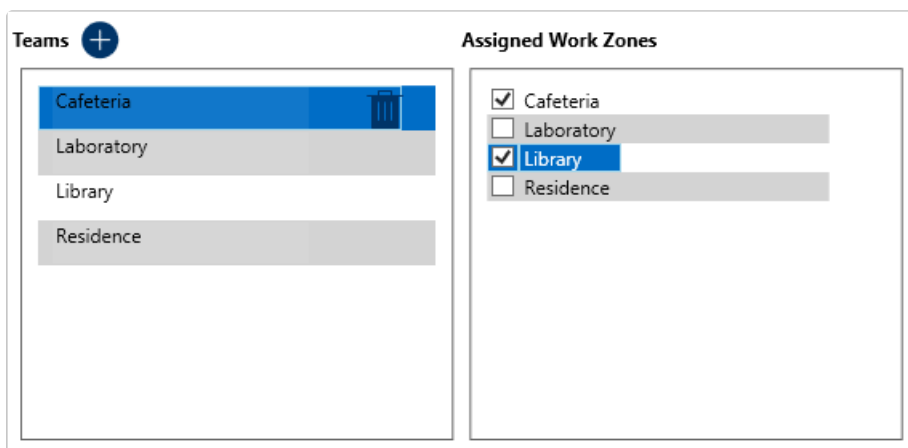
A new work zone.

6. **Optional:** Click the **Dispatch Prefix** field to enter a dispatch prefix for the work zone. This prefix will appear on any dispatches occurring in this work zone. If this field is left blank, all dispatches in the work zone will use the operational zone prefix entered in the **Dispatch Prefix** field. If no operational zone prefix was entered, each dispatch will be assigned a numerical value only.
7. Click the **Work Zone Name** field and enter a name (e.g. "Cafeteria").
8. Select a business unit from the **Transfer to Workgroup** dropdown. This selection will determine which user has permission to view the dispatch once it's closed and moved to [Command Center](#) as an activity.
9. Repeat steps 5-8 to create additional work zones as needed.
10. Click the  icon next to **Teams**.



A new team.

11. Click the field under **Teams** and enter a name (e.g. "CAF Team").
12. Select the zone(s) the new team will have access to by clicking the team to select it under **Teams** then selecting the checkboxes next to the zones under **Assigned Work Zones**. For example, the Cafeteria team will need to have access to the cafeteria, but because officers from this team occasionally work in the library, you would select the Cafeteria and Library checkboxes.




The Assigned Work Zones for a selected team. In this case, the Cafeteria team has been assigned the Cafeteria and Library work zones.

13. **Optional:** If you want to create a visual alert for a team:
 - a. Select **Default**, **Classic**, **High Contrast**, or **Resolver Theme** from the **Theme** dropdown menu.



Ensure the visual alert theme matches the theme selected in the **User Settings**, otherwise you won't be able to see your changes.

- b. Select a color from the **Color** dropdown menu. If you don't want to display a color, select  **Transparent** from the color picker.
 - c. Select the **Bold**, **Italic**, **Underline**, and/or **Strikethrough** checkboxes to add

more font styles.

Visual Alerts - Teams

Theme
Default

Color
[Color Selection]

Bold
 Italic
 Underline
 Strikethrough

Preview

A visual alert for a team.

14. Repeat steps 10-13 to assign more teams as needed.