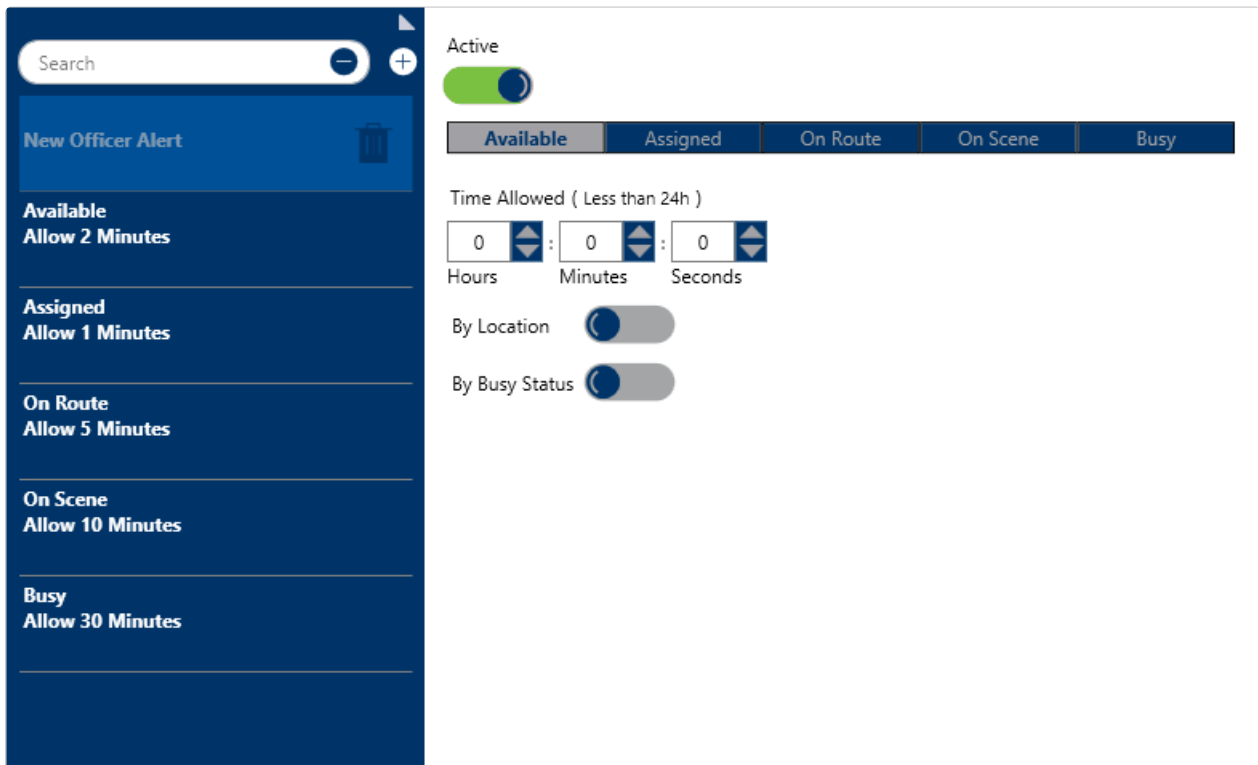






# Create a New Officer Alert

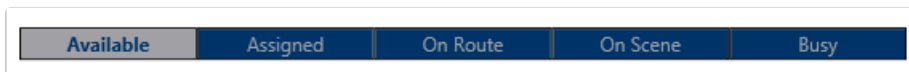
Last Modified on 10/01/2019 3:04 pm EDT





*A new Officer Alert.*


## To create a new officer alert:

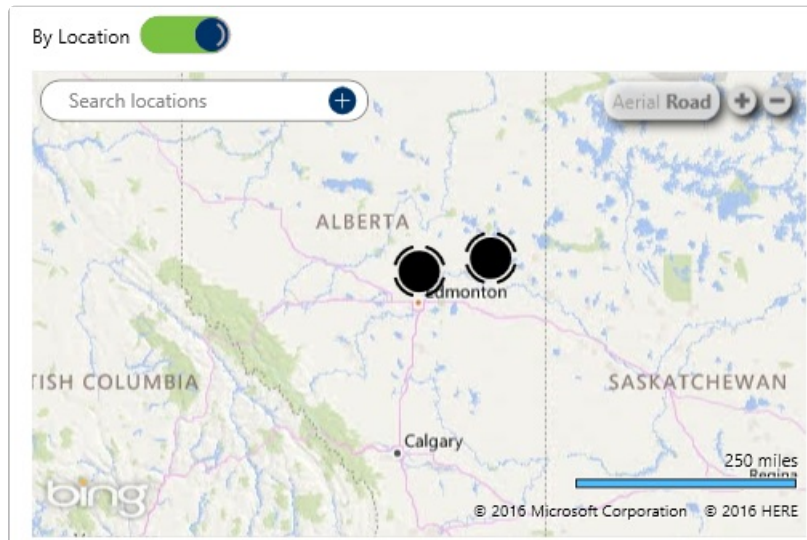
1. Click **Settings** >  **Officer Alerts**.
2. Click the  **Create** icon in the pane to the left.
3. If this officer alert should be inactive, click the  icon under **Active**. Inactive officer alerts will appear with the  icon.
4. Select the officer status you want to create the alert for.



*Officer statuses.*


5. Under **Time Allowed**, type or use the  arrows in the **Hours**, **Minutes**, and/or **Seconds** fields to specify how long the officer can be in that state.
6. To create an officer alert for a specific location:
  - a. Click the  icon next to **By Location**.
  - b. Enter the name of a previously saved location or indoor location in the **Search locations** field or click a pin on the map to select a location or indoor location.

To create a new location, click the  icon, click an area on the map, then enter the location name in the **Location Name** field.



*The By Location section. The map is revealed after clicking the By Location icon.*

7. To create an officer alert for a specific busy status:

- a. Ensure **Busy** is the selected status.
- b. Click the  icon next to **By Busy Status**.
- c. Select the checkboxes next to the busy statuses you want to create the officer alert for.