Edit or Delete an Officer Alert

To edit or delete an officer alert:

1. Click **Settings >** Officer Alerts.

2. Locate the officer alert you want to edit or delete or enter search terms, such as the officer alert location or status, into the **Search** field, then click to select that alert.

3. To edit the alert, make any changes to the **Status**, **Time Allowed**, **By Location**, or **By Busy Status** fields.

4. To deactivate the officer alert, click the icon under **Active**. Inactive officer alerts will appear with the icon.

5. To delete the officer alert, click the icon then click **Yes** to confirm.