

# Editing a Dispatch Location

Last Modified on 09/04/2024 2:25 pm EDT

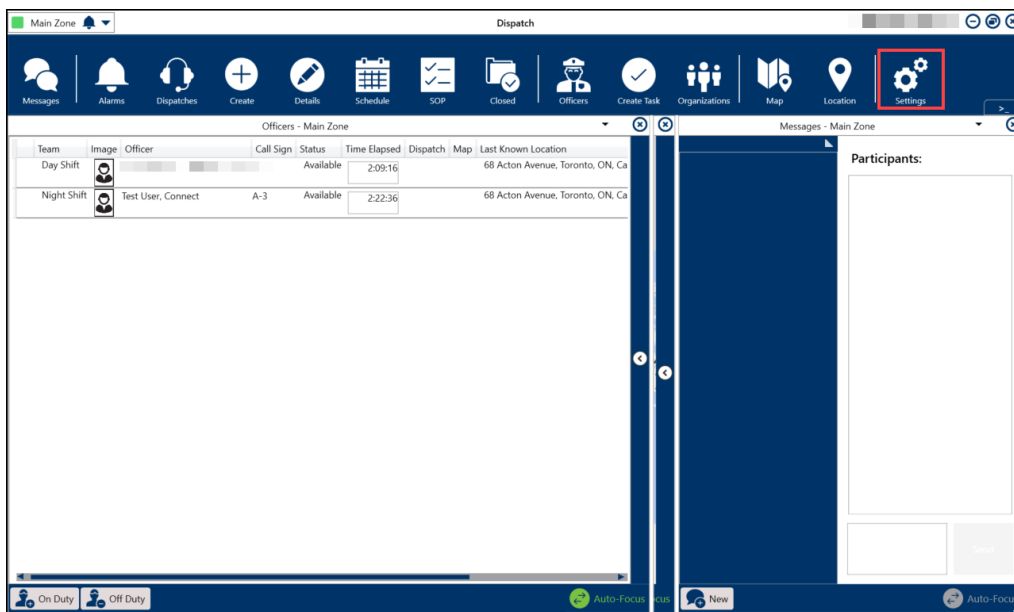
## Overview

Dispatch locations are created in Command Center through Location library objects. Its details and settings are also configured in Command Center with the exception of the following:

- Location images
- Indoor location points
- Notes
- Accessible Operational Zones
- Visual Alerts

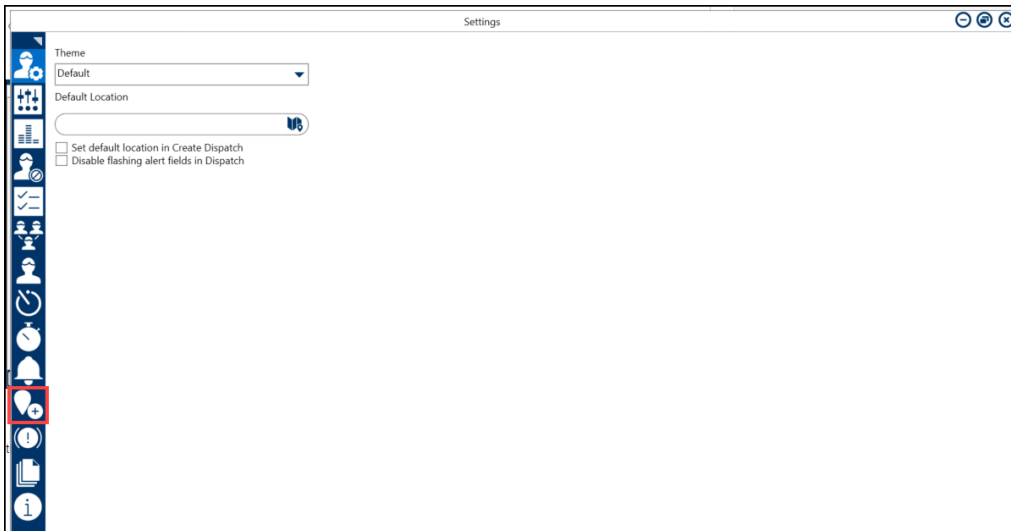
## Navigation

1. From the **Dispatch Home** screen, click the **Settings** icon.



*Settings Icon*

2. From the **Settings** screen, click the **Locations** icon.



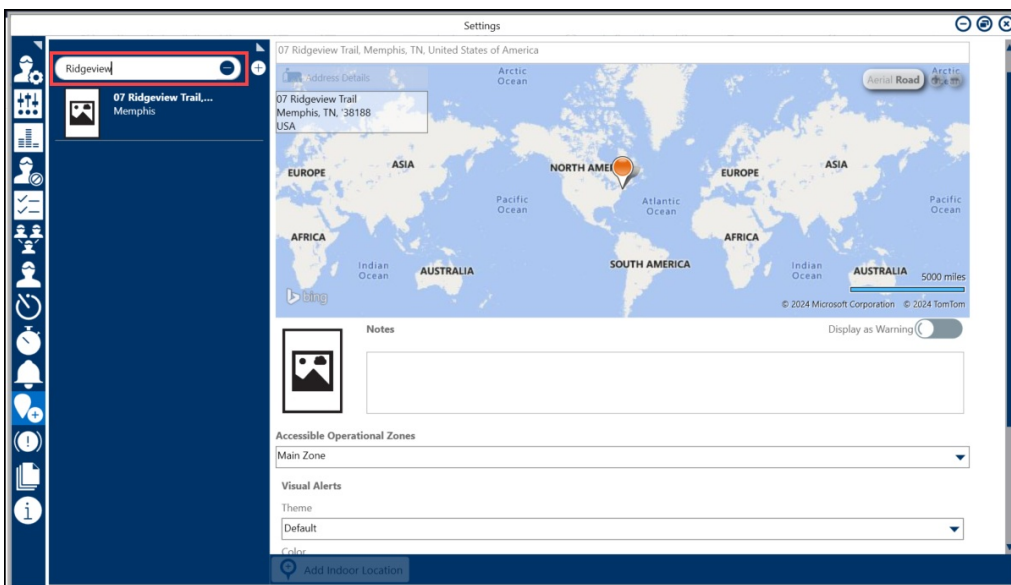
*Locations Icon*

## Editing a Dispatch Location

1. Enter the location's name or street address in the **Search** field.

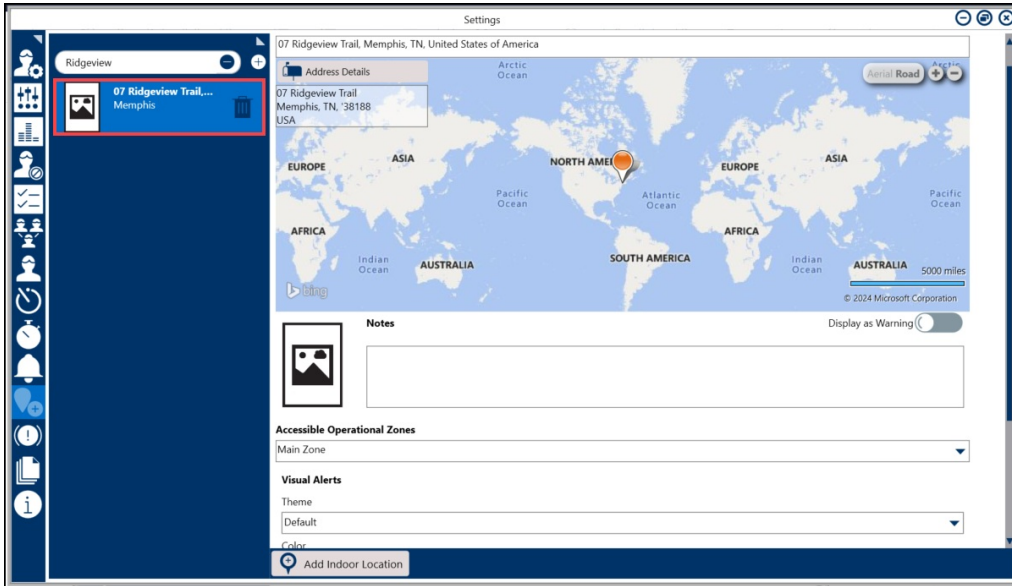
**Note:**

*Up to 250 locations are displayed in left-hand pane in the **Locations** settings. To find a specific location, use the search function.*



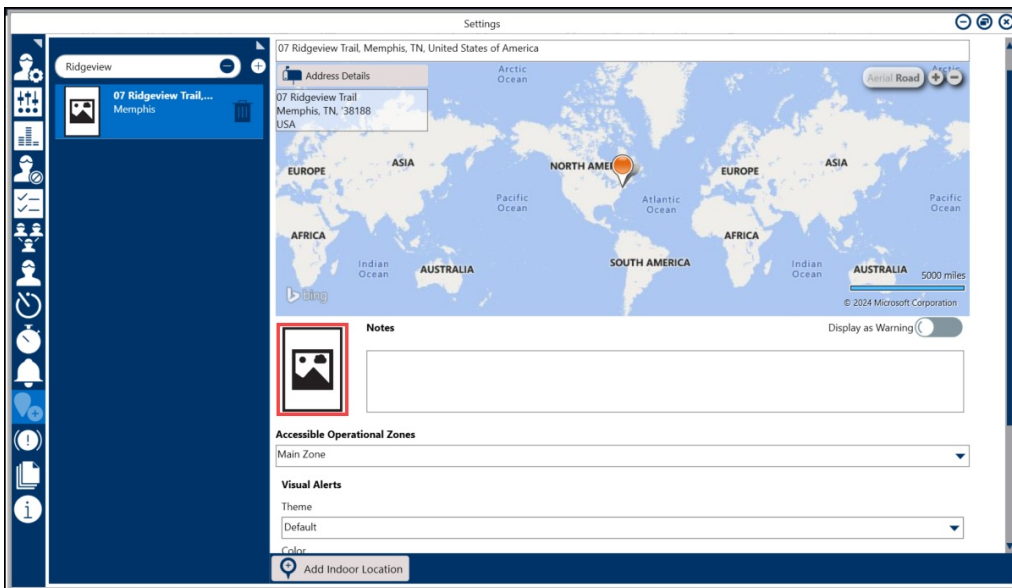
*Search Field*

2. Click the **Location**.



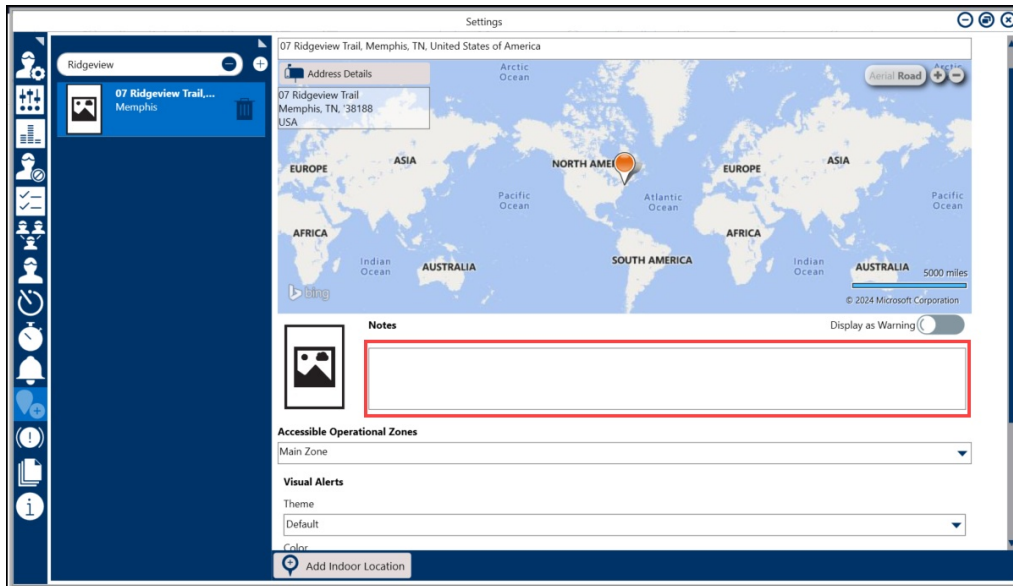
*Location*

3. From the **Locations** screen, click the **Image** icon to add an image of the location.



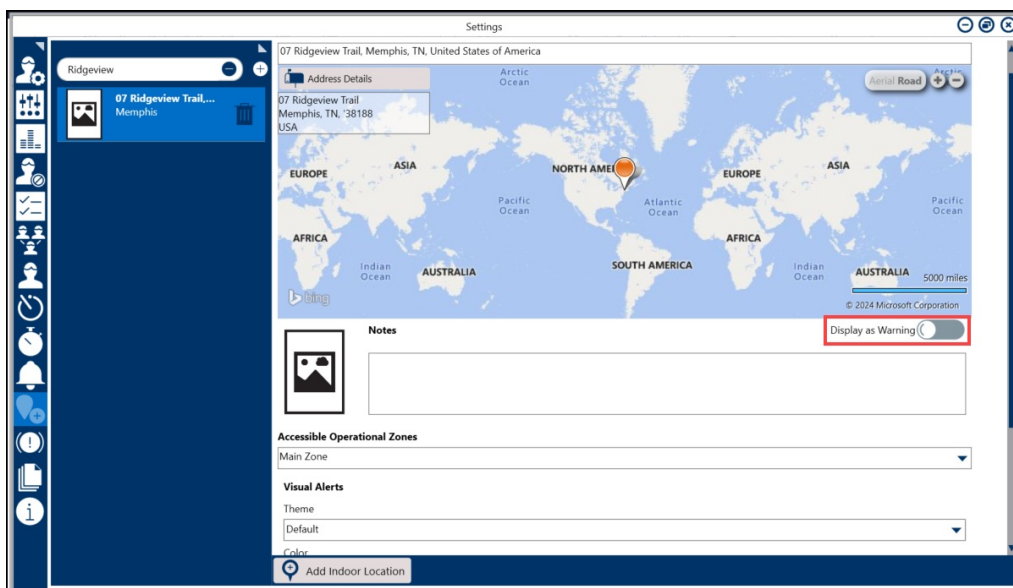
*Image Icon*

4. Enter notes about the location in the **Notes** field.



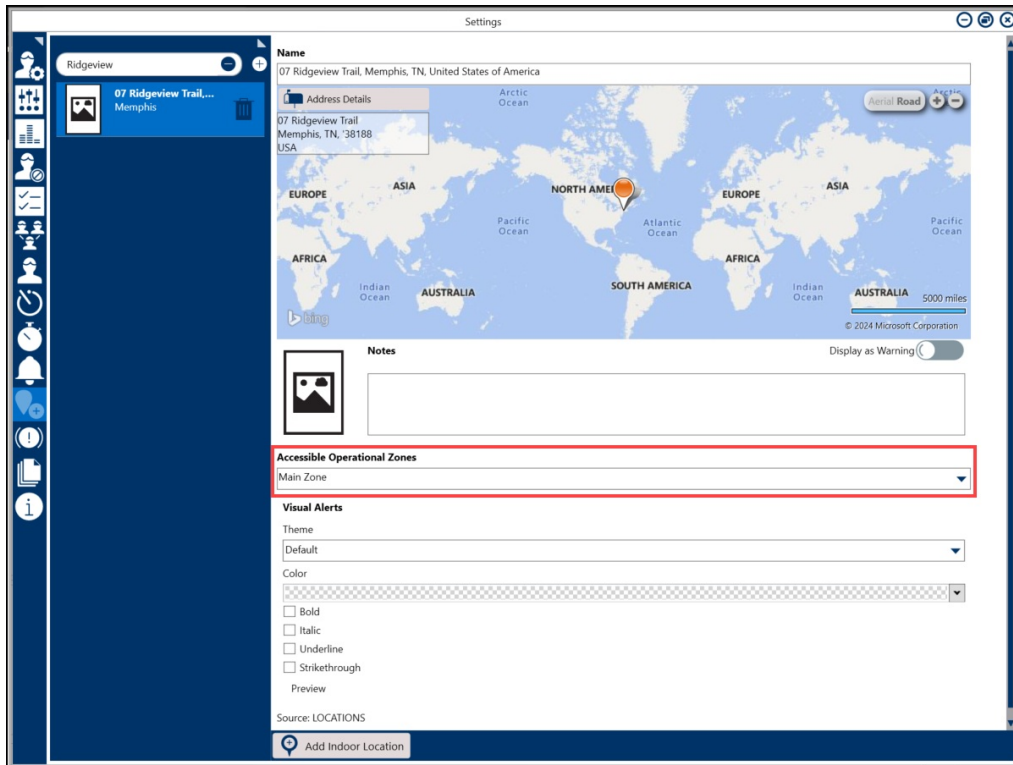
*Notes Field*

5. If you want these notes to display as a warning when a dispatch is created, click the **Display as Warning** toggle switch.



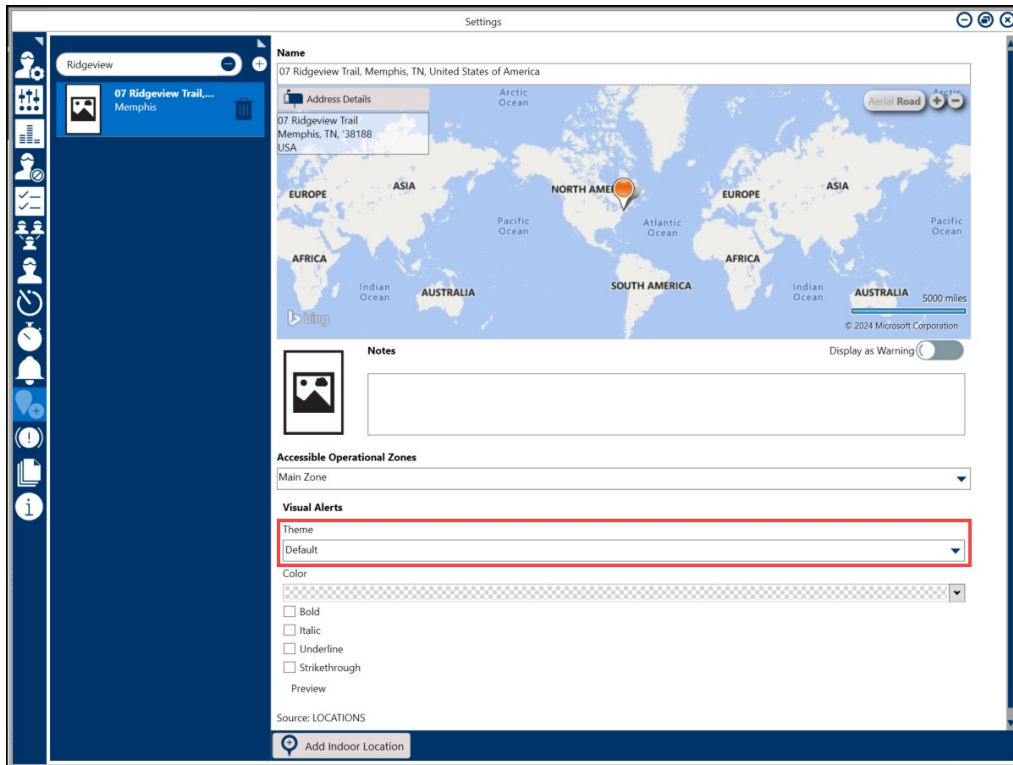
*Display as Warning Toggle Switch*

6. To limit this location to a specific **operational zone**, use the **Accessible Operational Zones** dropdown menu to select one or more operational zones. This location will only be visible in the selected operational zone(s).



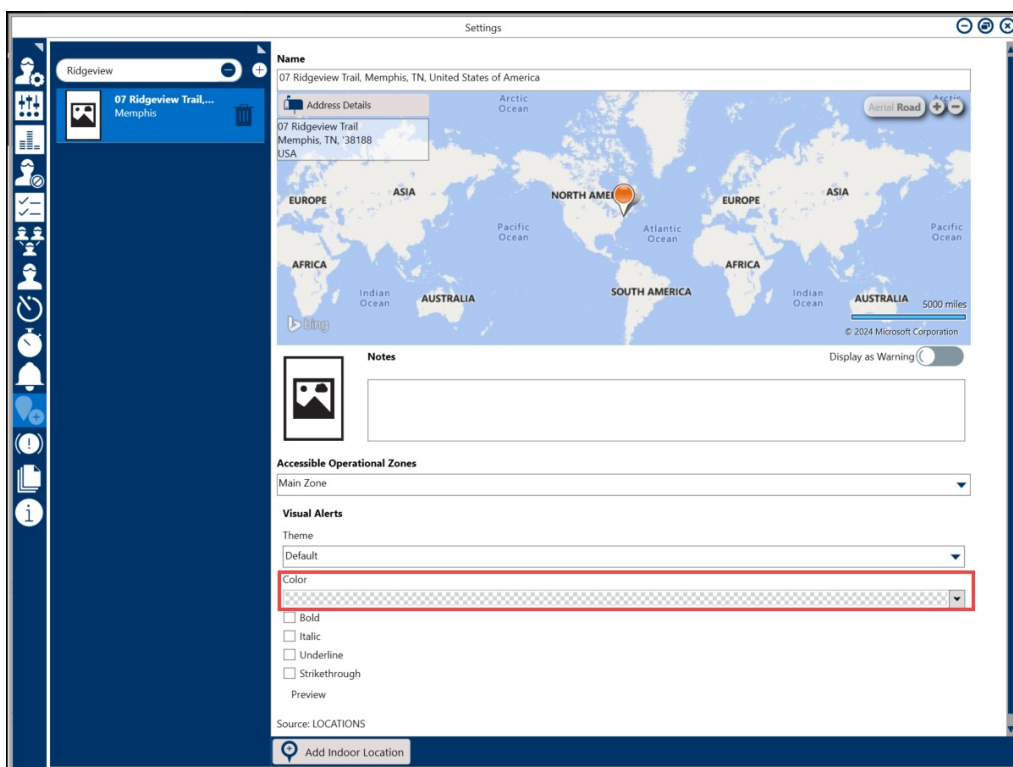
*Accessible Operational Zones Dropdown*

7. To create a visual alert for a location, select a visual alert option from the **Theme** dropdown menu. Ensure the visual alert theme matches the theme selected in **User Settings**, otherwise you won't be able to see your changes.
  - **Default**
  - **Classic**
  - **High Contrast**
  - **Resolver Theme**



*Theme Dropdown Menu*

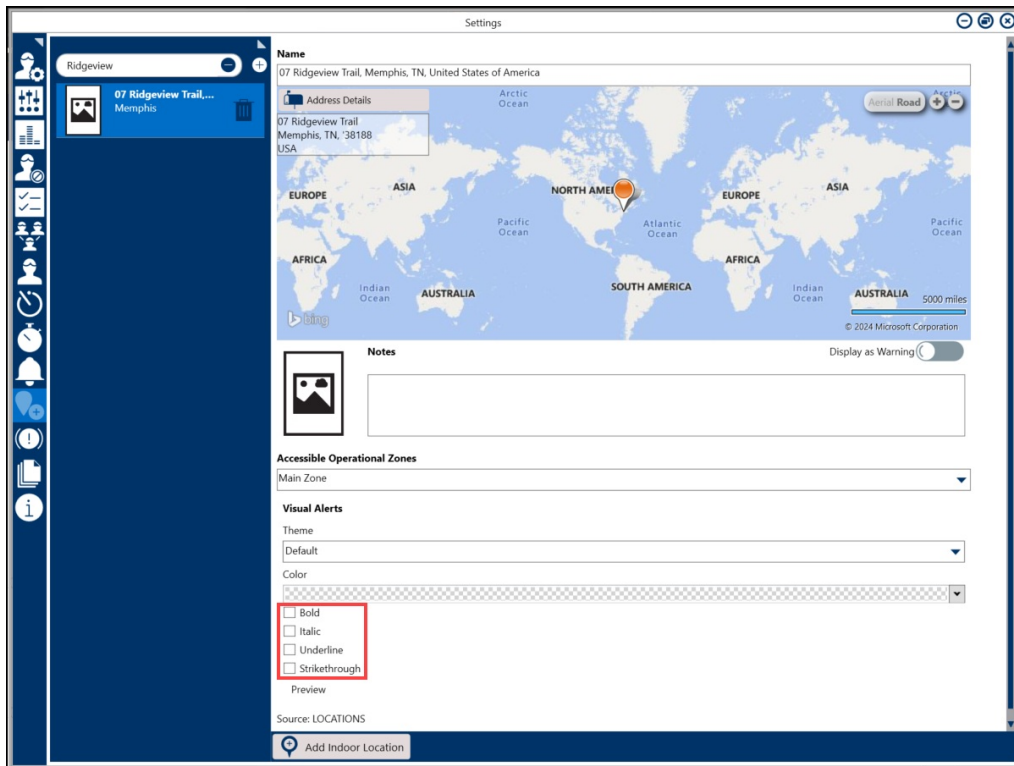
8. Select a color for the visual alert from the **Color** dropdown menu. If you don't want to display a color, select **Transparent**.



*Color Dropdown Menu*

9. Select the **Bold**, **Italic**, **Underline**, and/or **Strikethrough** checkboxes if you want to add

more font styles to the visual alert.



*Style Checkboxes*