

## **Editing a Dispatch Location**

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

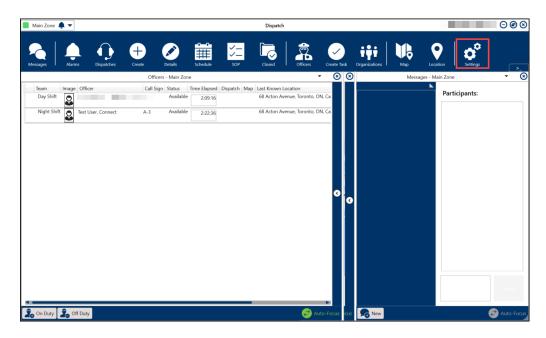
# Overview

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.



	Settings	$\bigcirc \odot \otimes$
	Theme	
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±±	Default Location	
	Set default location in Create Dispatch	
Ĩø	Disable flashing alert fields in Dispatch	
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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 <i>settings. To find a specific location, use the search function.* 

		Settings	$\bigcirc \bigcirc \oslash$
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		Notes         Displey as Warning           Accessible Operational Zones           Main Zone           Visual Alerts           Theme           Default	
		Color Add Indoor Location	

Search Field

2. Click the **Location**.



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Location

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

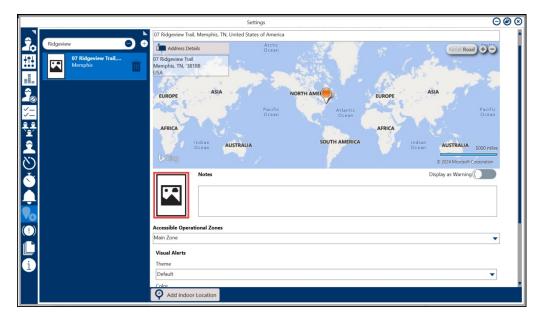


Image Icon

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



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Notes Field

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

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Display as Warning Toggle Switch

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).



	Settings	008
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	Notes     Display as Warning       Image: Strike Operational Zones       Main Zone       Visual Alerts       Theme       Default       Color       Bold       Italic       Underline       Strikethrough       Preview       Source: LICCATIONS	

Accessible Operational Zones Dropdown

- 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



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THE REAL PROPERTY AND A DESCRIPTION OF A	Accessible Operational Zones Main Zone Visual Alerts	

#### 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**.

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1		Main Zone Visual Alerts Theme	<b>&gt;</b>



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



more font styles to the visual alert.

	Settings	$\odot \odot \otimes$
Ridgeview Crail Print Constraint Constra	Name           Of Ridgeview Trail. Memphis, TN. United States of America           Address Details         Arctic           Of Ridgeview Trail.           DY Ridgeview Trail.           Remphis, TN, 38188           SA           Pacific           Ocean           Pacific           Ocean           Attantic           Ocean           Africa           Africa           Africa           Africa           Indian           Lindian	C C C C C C C C C C C C C C C C C C C
	2020 Microsoft Corporation     Display as Warning     Display as Warning	

Style Checkboxes