Attach an Image to a Task

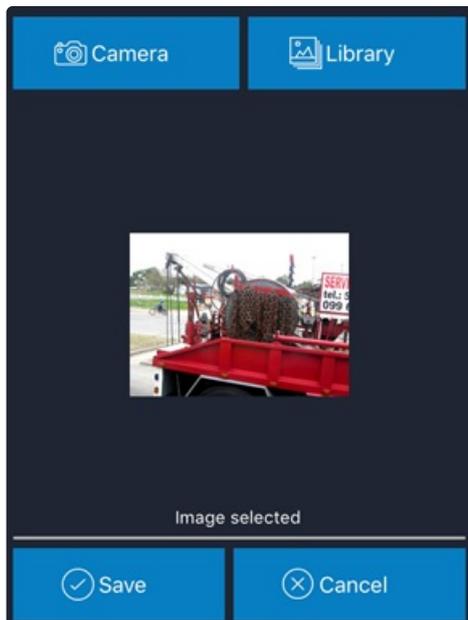Last Modified on 08/05/2020 4:32 pm EDT

Through the **Media** section of a task, you can attach and save an image to the dispatch by selecting an image from your device's photo album or by taking a photo with your phone.

> *i* When uploading images, ensure your mobile device has a good Wi-Fi or data connection as a poor connection will delay or prevent a successful upload.

To attach an image to a task:

1. Tap the task's description to open **Dispatch Details**.

2. Tap **Actions > Media > Add**.

3. To upload an image:

   - Tap **Camera** to take a photo with your phone's camera; or

   - Tap **Library** to select an image from your phone's photo album.

An attached image.

> *i* Any photos taken via Officer Mobile will be saved to the dispatch, but the image will **not** be saved in your phone's photo gallery.

4. Tap **Save**.

Once an image is uploaded and saved, it can't be modified or deleted through Officer Mobile. If needed, a dispatcher can delete an image in Dispatch.