Editing an Indoor Location Point
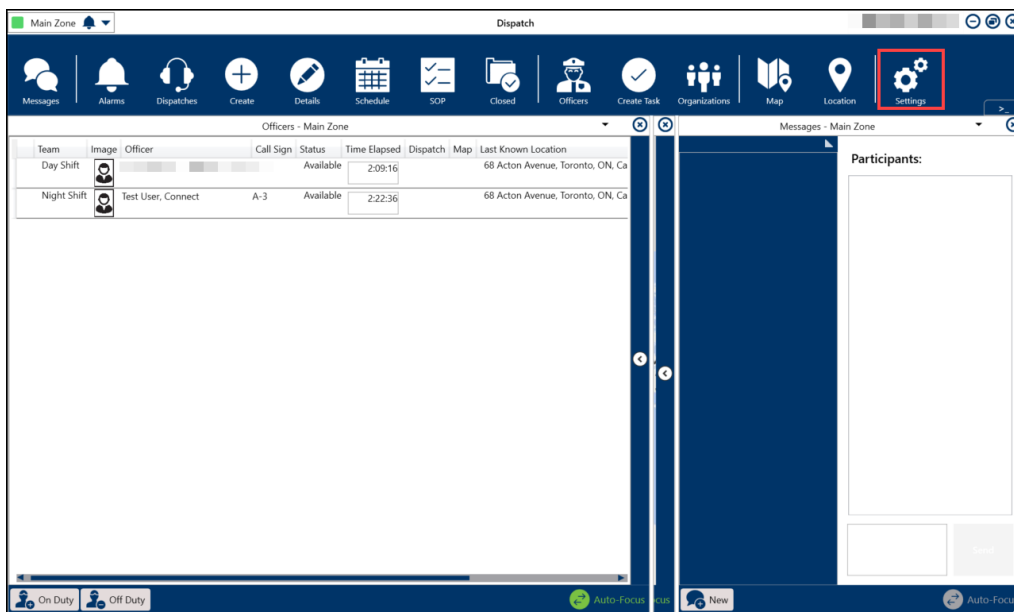
Last Modified on 09/05/2024 9:54 am EDT

Overview

A Command Center administrator can delete or edit an indoor location point including e.g., (Legal Name, Levels, Notes, Display as Warning, etc.).
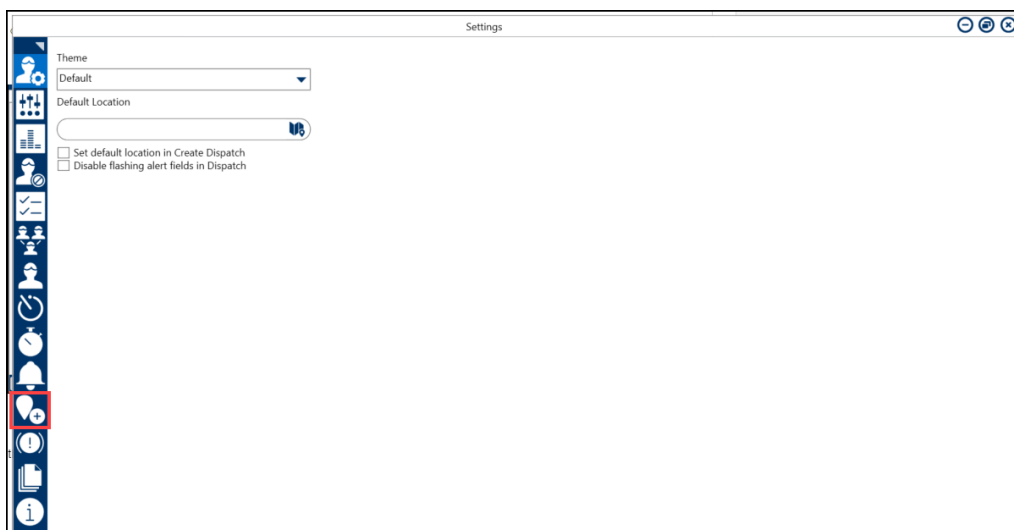
Navigation

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

Settings Icon

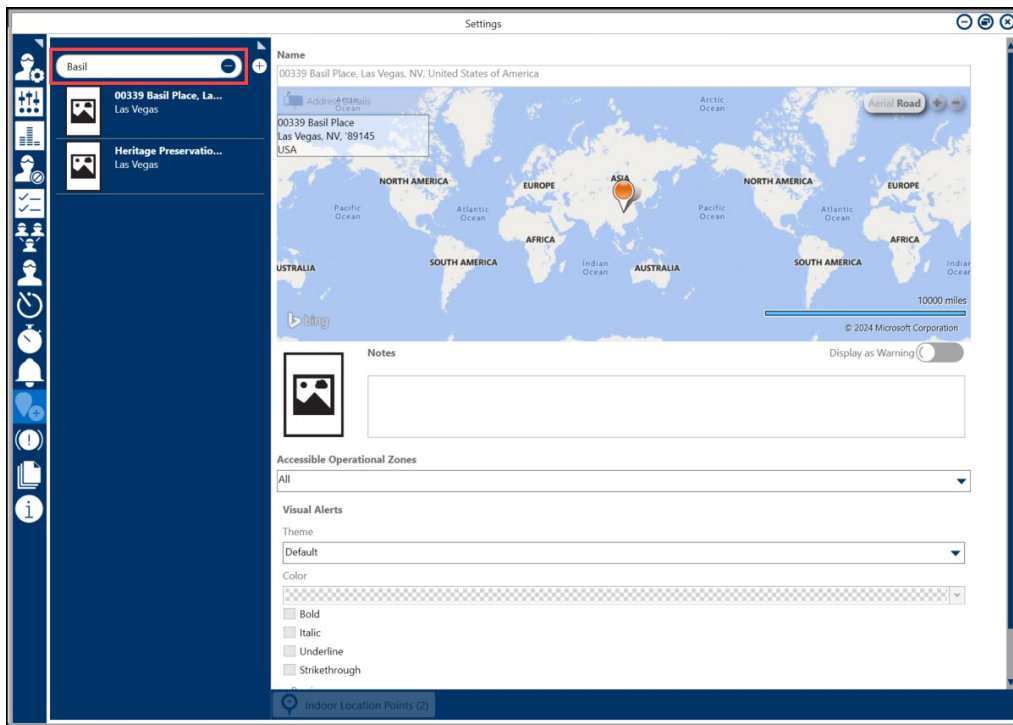2. From the **Settings** screen, click the **Locations** icon.

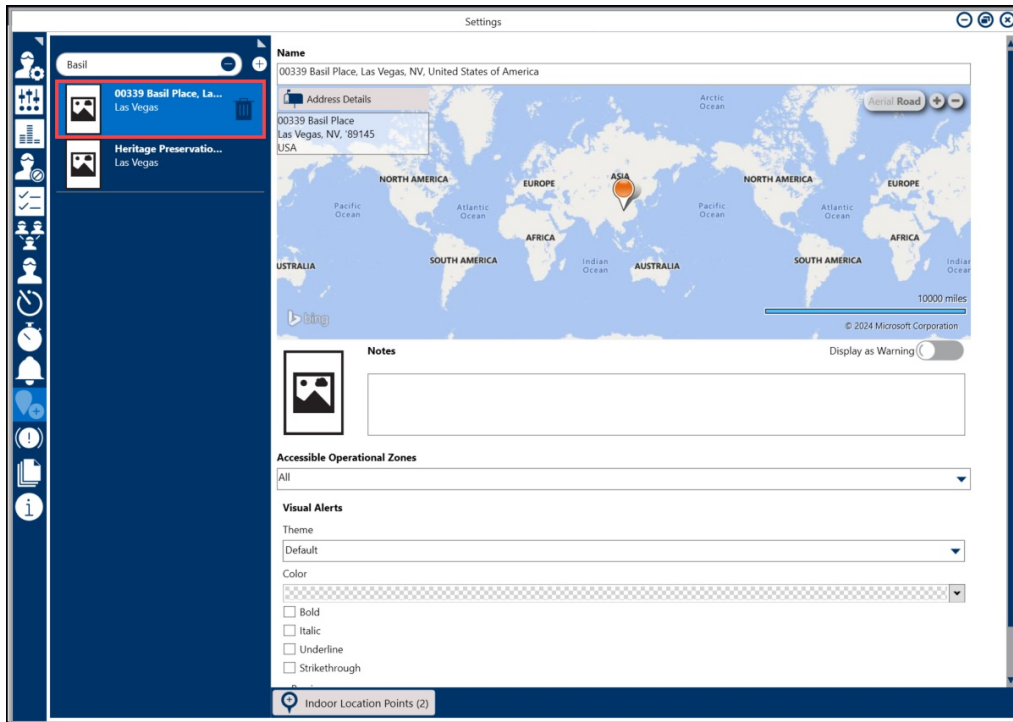3. Enter the location's name or street address in the **Search** field.

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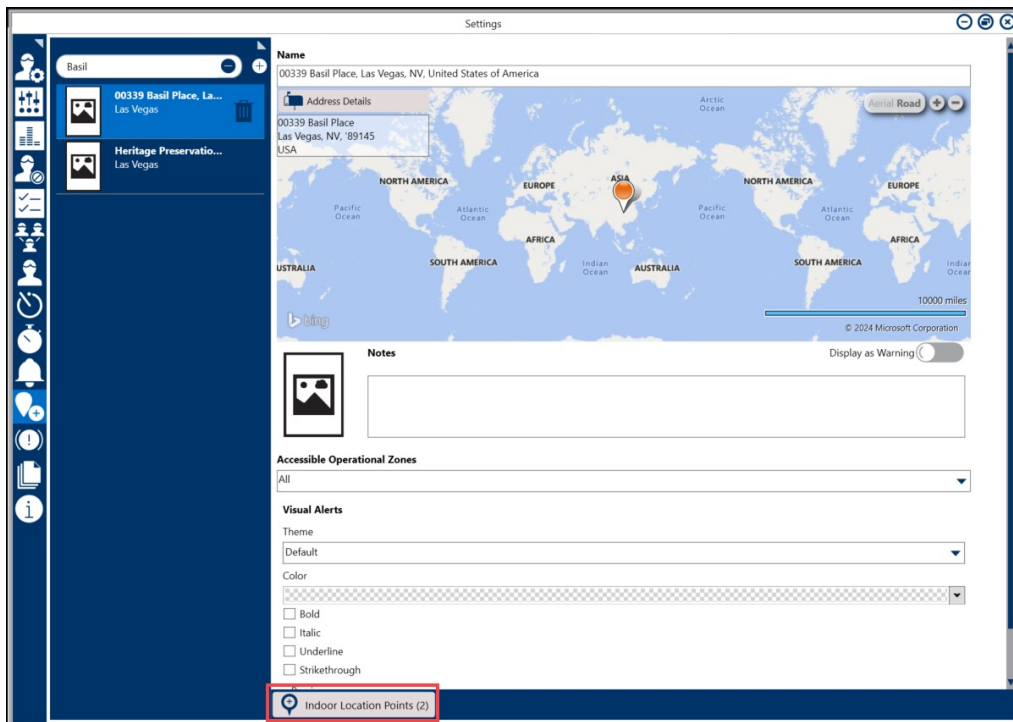

Search Field

4. Click the **Location**.

Location

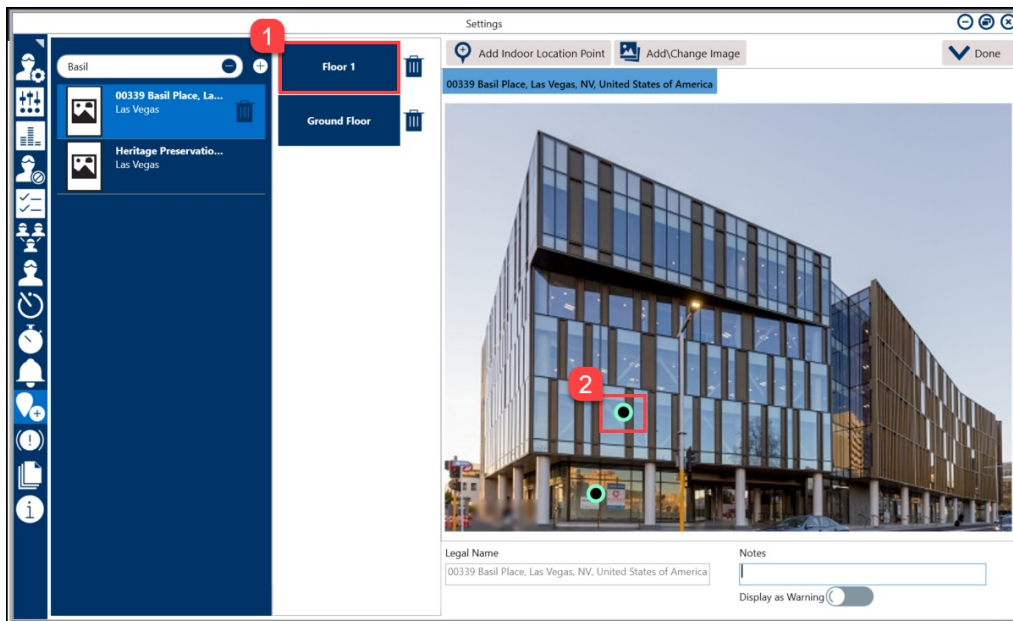## Editing an Indoor Location Point

1. From the *Locations* screen, click **Indoor Location Points** button.
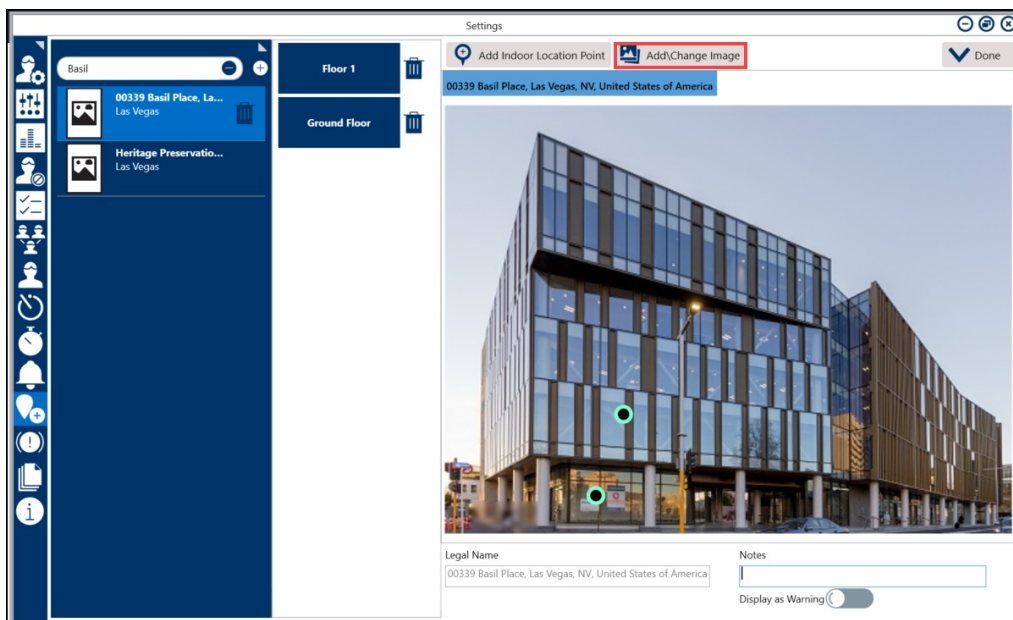

Indoor Location Points Button

2. From the Indoor Location Point screen, select the location point to edit by clicking the **Location Name (1)** or **Location Pin (2)**. For information on creating new indoor location

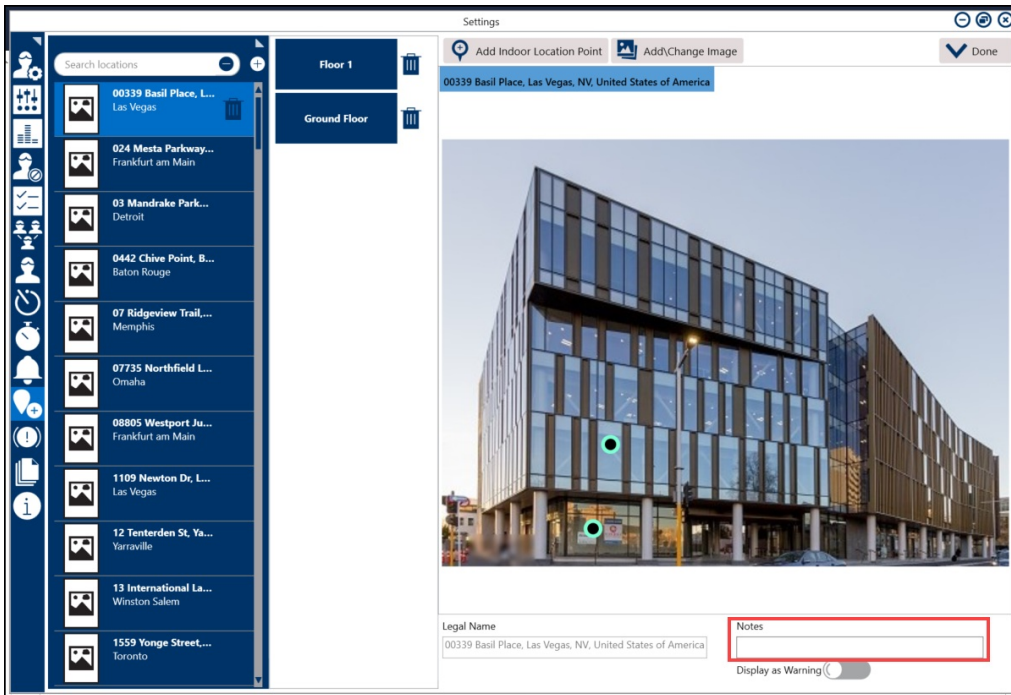points, see the Create a New Indoor Location Point article.

Location Name or Location Pin

3. Drag and drop a **Location Pin** to reposition an **Indoor Location Point** on the image.
4. Click **Add/Change Image** button to upload a new image of the location point from the connected PC.
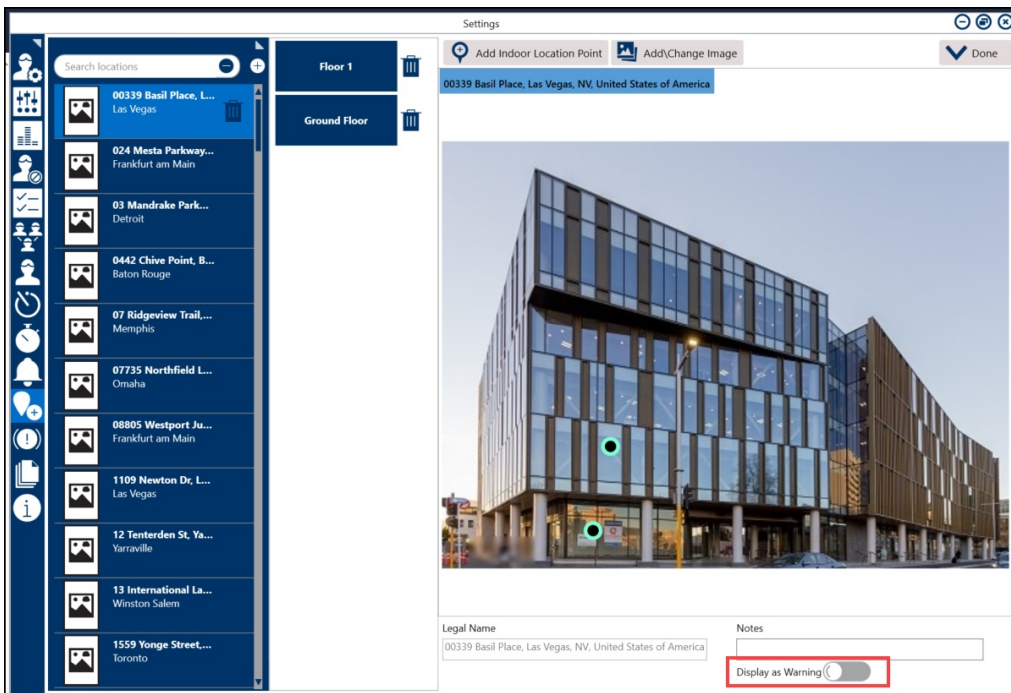

Add/Change Image Button

5. Make any changes or add notes about the location in the **Notes** field.

Notes Field

6. Select the **Display as Warning** toggle switch to display the information in the **Notes** field as a warning when a dispatch is created.

Display as Warning Toggle Switch