

# **Editing an Indoor Location Point**

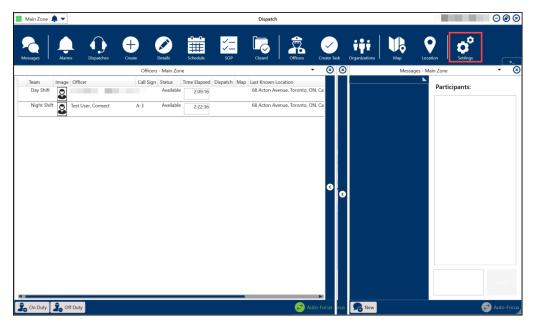
Last Modified on 09/05/2024 9:54 am EDT

# 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.





#### 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 <i>settings. To find a specific location, use the search function.* 

	Settings	$\bigcirc \bigcirc \oslash$
Point     00339 Basil       Use Vegas       Use Vegas       Use Vegas	Settings Name D0339 Basil Place, Las Vegas, NV, United States of America D0339 Basil Place, Las Vegas, NV, United States of America D0339 Basil Place Las Vegas, NV, 18945 USA NORTH AMERICA EUROPE Partice Pa	
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Search Field

4. Click the **Location**.



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		P Indoor Location Points (2)	

Location

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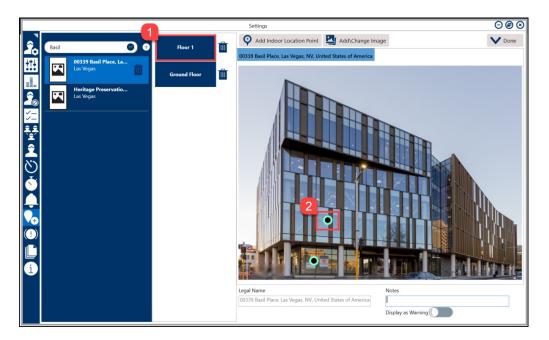
- $\bigcirc \bigcirc \otimes$ Settings 0 00339 Basil Place, Las Vegas, NV, United States of America Address Details Road + -9 Basil Place legas, NV, '89145 Ĵ. Display as Wa mina Notes ٠ sible Operational Zones All Visual Alerts Theme Default -Color • Bold Italic Underline Indoor Location Points (2)
- 1. From the *Locations* screen, click **Indoor Location Points** button.



 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

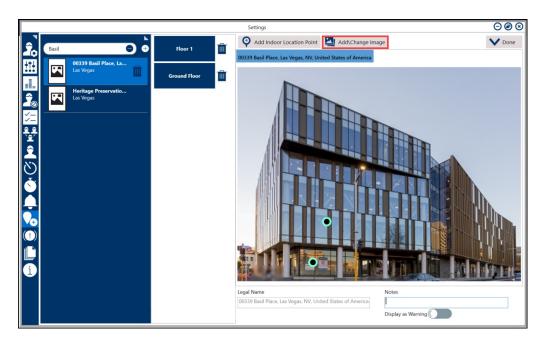


points, see the Create a New Indoor Location Point article.



Location Name or Location Pin

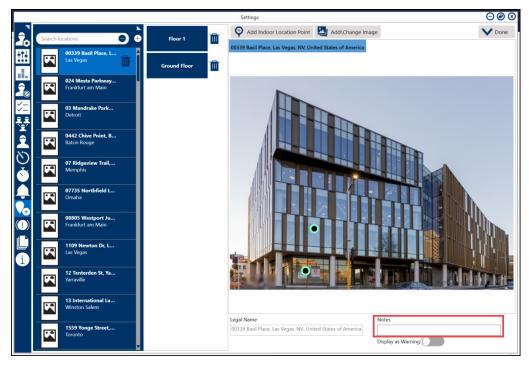
- 3. Drag and drop a Location Pin to reposition an Indoor Location Point on the image.
- 4. Click **Add/Change Image** button to upload a new image of the location point from the connected PC.



Add/Change Image Button

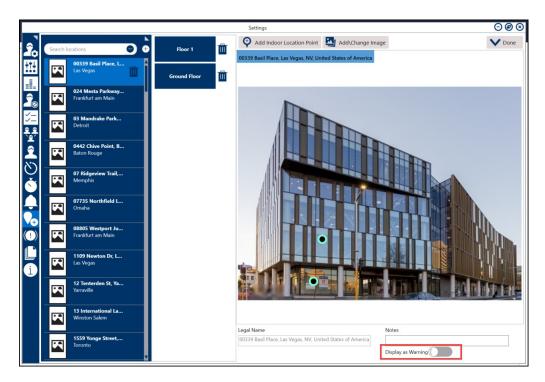
5. Make any changes or add notes about the location in the **Notes** field.





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