

# Dispatch Categories

## Navigating to Dispatch Categories

To get to this page, click on **Admin Options**, hover over **Dispatch**, then click **Categories**.

The screenshot displays a software interface with a top navigation bar and a main content area. The top bar includes a settings icon, a group of three people icon, a 'Quick Search' input field with a magnifying glass icon, and a search button. A dropdown menu is open from the group of three people icon, listing various options: Users, Vehicles, Parking, Access Cards, Manage Locations, Violations, Incidents, Alerts, Manage Deposit Types, 'A' Dispatch, Distribution, Resolve Duplicates, History Search, Purge Old Data, Purge Incidents, and View System Task Logs. The 'A' Dispatch option is highlighted, and a sub-menu is visible, showing 'Manage Dispatch Categories' and 'Manage Dispatch Sources'. A hand cursor is pointing at 'Manage Dispatch Categories'. The main content area is titled 'Manage Ethnic Type' and lists various ethnicities: Asian, Black, Caucasian, European, First Nations, Hispanic, and Middle-Eastern.

Options

- Users
- Vehicles
- Parking
- Access Cards
- Manage Locations
- Violations
- Incidents
- Alerts
- Manage Deposit Types
- 'A' Dispatch
- Distribution
- Resolve Duplicates
- History Search
- Purge Old Data
- Purge Incidents
- View System Task Logs

Manage Ethnic Type

Ethnicity

- Asian
- Black
- Caucasian
- European
- First Nations
- Hispanic
- Middle-Eastern

Manage Dispatch Categories

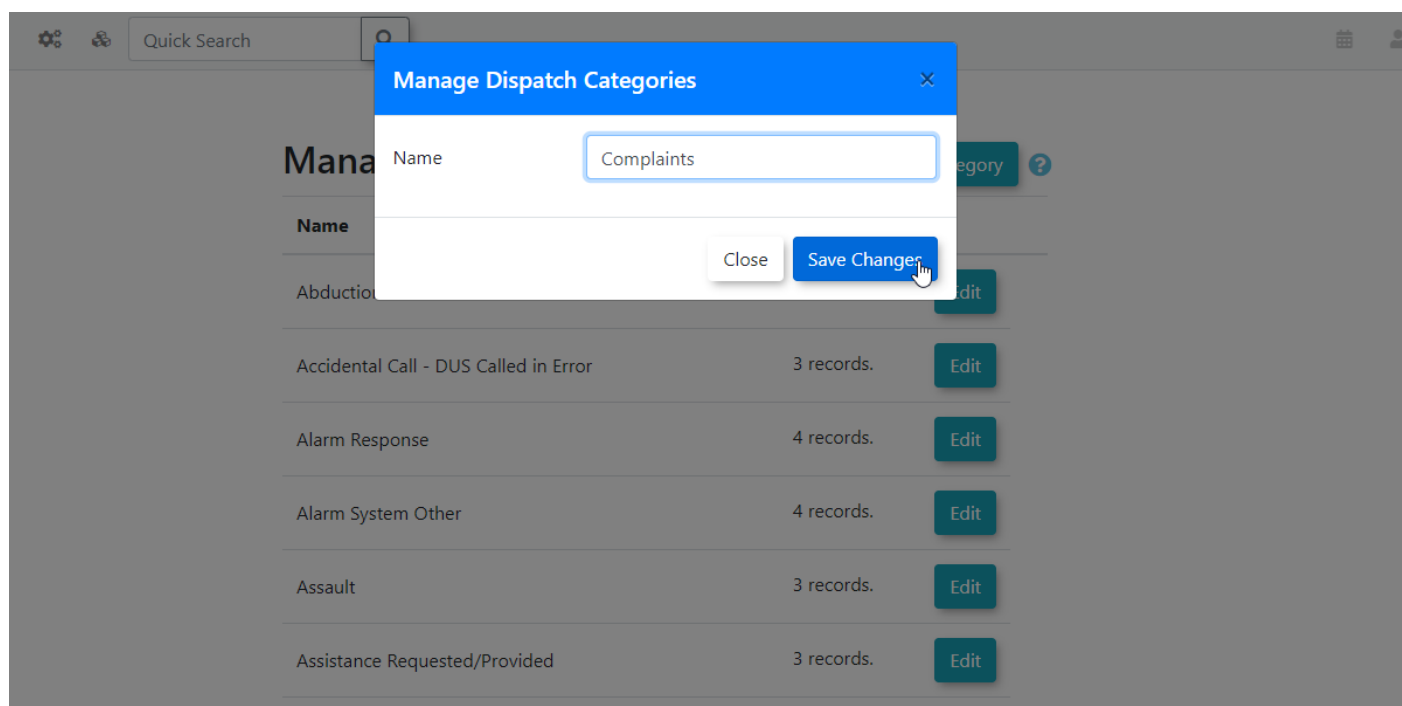
Manage Dispatch Sources

You will be redirected to the **Dispatch Categories Administration** page. It will display a list of all categories currently in your system. From this page, you may add/edit/remove a **Category**.

# Managing Dispatch Categories

## Adding Categories

To add a new dispatch category click on **Add Dispatch Category**. A new modal window will appear allowing you to type your category name. Click **Save Changes** when you are finished.



### Edit Categories

To edit dispatch categories click the **Edit** button next to the category name. This will bring up a modal window similar to the one seen when adding categories. Click **Save Changes** when you are finished editing the category.

<div><div><div></div><div></div><div></div></div><div>Quick Search</div><div></div></div>			
People Alert	1 record.	Edit	
Personal Safety Reports	3 records.	Edit	
Persons Check	3 records.	Edit	
Plate Alert	1 record.	Edit	
Property Reports	3 records.	Edit	
RES. SECURITY Patrol	3 records.	Edit	
Robbery	Delete	Edit	
Security/Alarms	4 records.	Edit	
Sexual Offences	3 records.	Edit	

Editing dispatch categories that are being used will update them across the entire system.

### Delete Categories

To delete a dispatch category simply click the **Delete** button next to the category name. Keep in mind you will not be able to delete categories that are being used.

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Robbery	Delete	Edit	
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Revision #2

Created 22 May 2024 08:20:51

Updated 5 June 2025 10:04:17