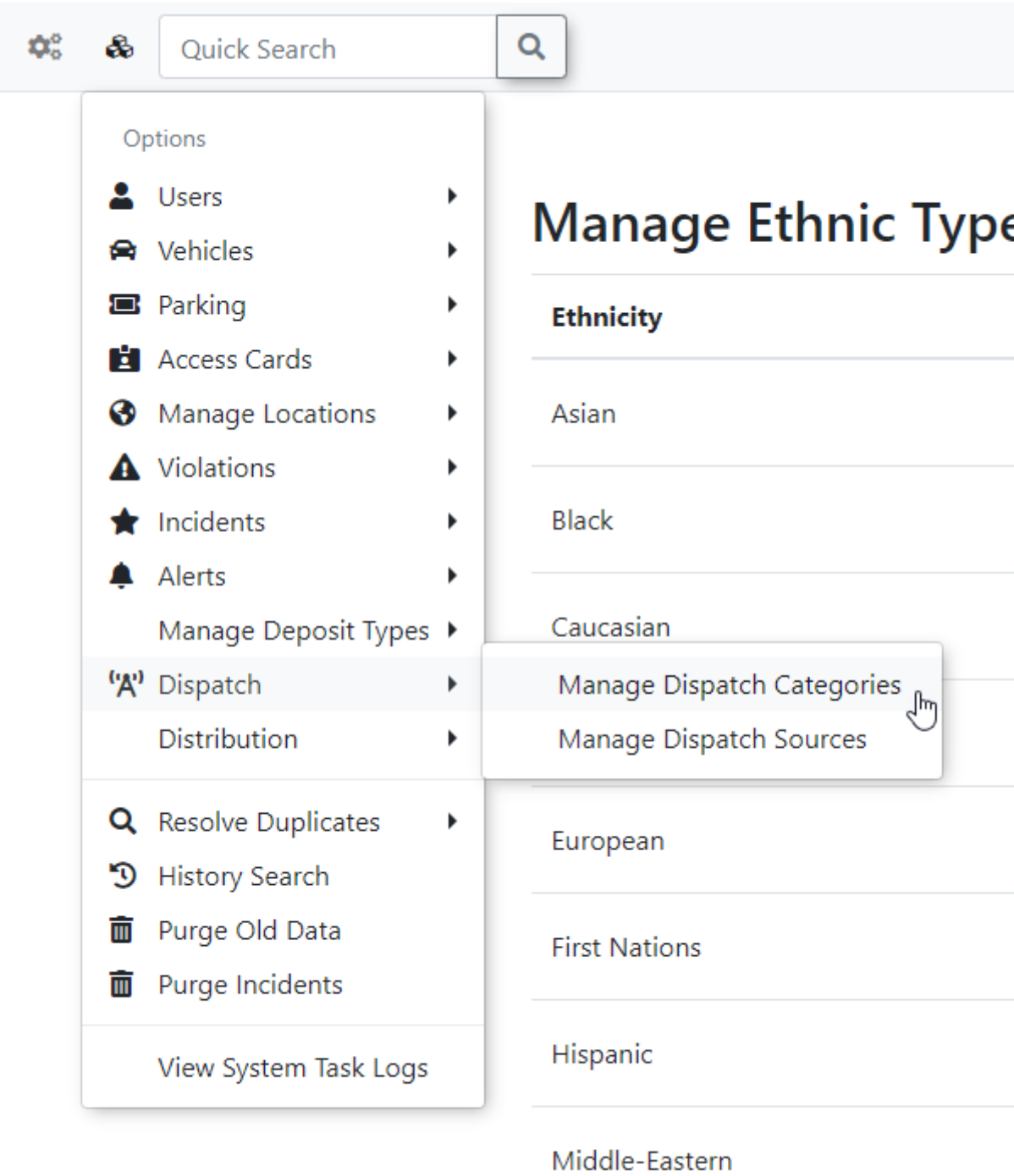


Dispatch Categories

Navigating to Dispatch Categories

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

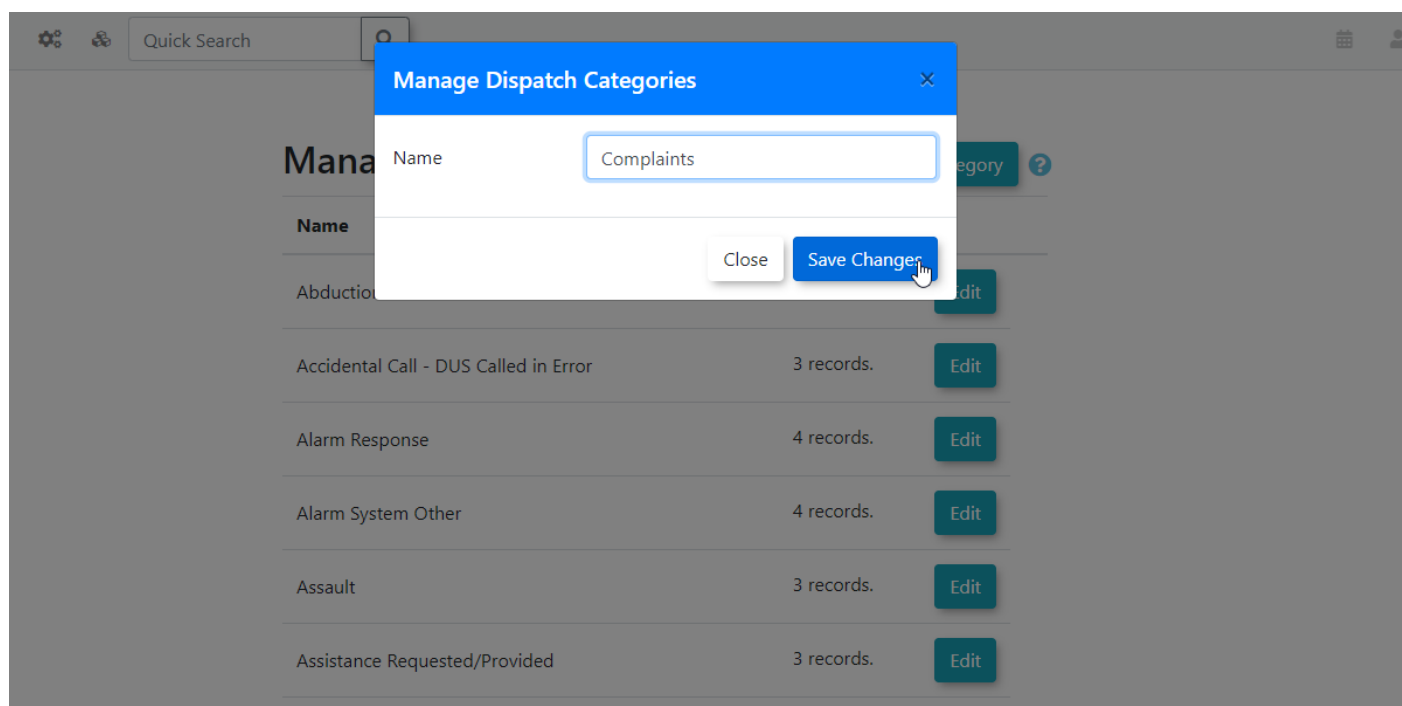


You will be redirected to the **Dispatch Categories Administration** page. It will display a list of all categories currently in your system. From this page, you may add/edit/remove a **Category**.

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.

<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	
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Property Reports	3 records.	Edit	
RES. SECURITY Patrol	3 records.	Edit	
Robbery	Delete	Edit	
Security/Alarms	4 records.	Edit	
Sexual Offences	3 records.	Edit	

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