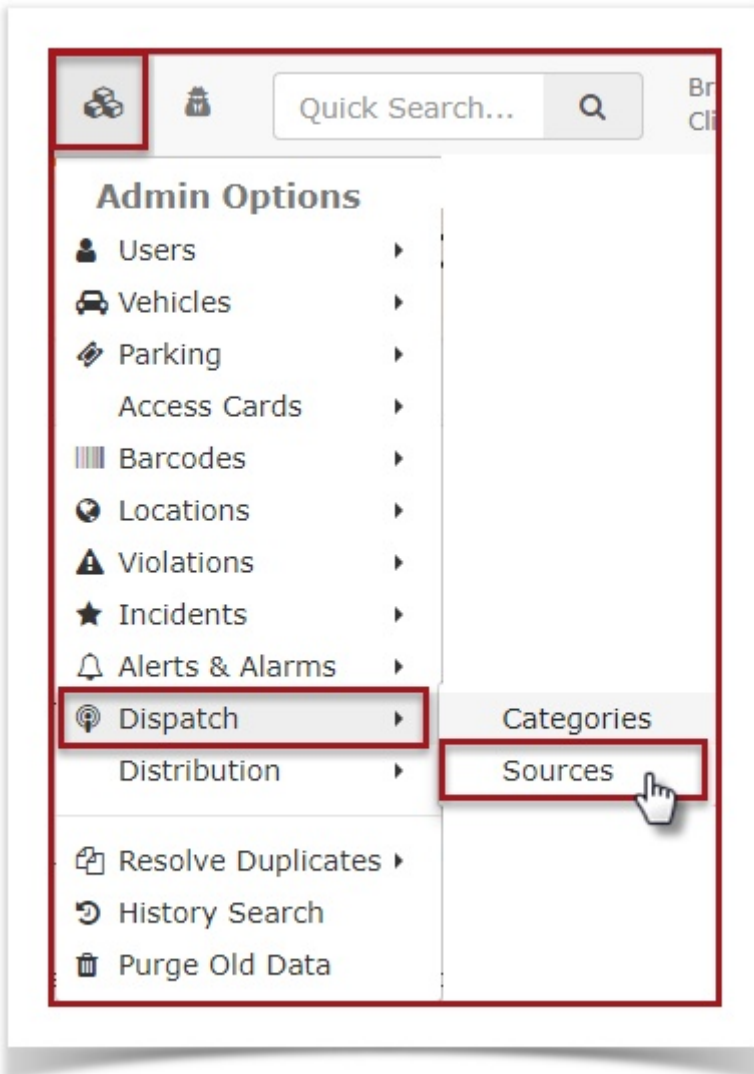


Dispatch Configuration

- [Sources - Dispatch](#)
- [Dispatch Categories](#)
- [Dispatch Setup](#)

Sources - Dispatch

1. Click **Admin Options**, **Dispatch** and **Sources**.



2. The **Dispatch Category Link Administration** page will display. From here, you can add, edit, and/or delete **Source Names**, and **Categories** as needed.

Dispatch Category Link Administration

Source Name	Categories Add/Edit Dispatch Category		
Walk-In	<div style="border: 1px solid #ccc; padding: 2px;"> Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault </div>	Update	Delete
Phone	<div style="border: 1px solid #ccc; padding: 2px;"> Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault </div>	Update	Delete
Patrol Handheld	<div style="border: 1px solid #ccc; padding: 2px;"> Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault </div>	Update	Delete
Alarm System	<div style="border: 1px solid #ccc; padding: 2px;"> Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault </div>	Update	Delete
System Alert	<div style="border: 1px solid #ccc; padding: 2px;"> Fire Report Fire System </div>		

3. To **add** a new source:

- Scroll to the bottom of the **Dispatch Category Link Administration** page. Select the blank text box and type in the name of your new source.
- Select the categories that should be linked to this source from the connected drop-down menu.
- *Note: If you want to select all categories when you create this new source, you may left-click on the first category in the list (which will show up highlighted in blue once selected) and scroll down to select all.*
- Click on Insert New to add your new source, and the selected category links.

Text Message

Abduction
Accidental Call - DUS Called in Error
Alarm Response
Alarm System Other
Assault

Update Delete

Insert New

Click Insert New to add

Type the name of your new **source** in the textbox

Select the **categories** to be linked

Note: Click "Insert New" button will add new source and selected category links.

4. To **edit** a source:

- Choose the source you wish to edit from the list of sources (found on the **Dispatch Category Link Administration** page).
- Make the desired changes to the textbox (source name) and categories selected, then click **Update** to save.

Dispatch Category Link Administration

Source Name

Walk-In

Select the source you wish to edit, make your desired changes, then click **Update**

Categories [Add/Edit Dispatch Category](#)

Abduction
Accidental Call - DUS Called in Error
Alarm Response
Alarm System Other
Assault

Update Delete

Phone

Abduction
Accidental Call - DUS Called in Error
Alarm Response
Alarm System Other
Assault

Update Delete

Patrol Handheld

Abduction
Accidental Call - DUS Called in Error
Alarm Response
Alarm System Other
Assault

Update Delete

5. To **delete** a source:

- Find the source you wish to delete in the list of sources, then click the **Delete** button, found on the right-hand side of the page.

- A confirmation pop-up will appear. Click **OK** to confirm the delete, or click **Cancel** to return to previous page.

Dispatch Category Link Administration

Source Name	Categories	Add/Edit Dispatch Category	
Walk-In	Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault	Update	Delete
Phone	Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault	Update	Delete
Patrol Handheld	Abduction Accidental Call - DUS Called in Error Alarm Response Alarm System Other Assault	Update	Delete

Select the source you wish to delete, then click **Delete**

tomahawku-preview.parkadmin.com says:


Are you sure?


[OK](#)[Cancel](#)

Dispatch Categories


Navigating to Dispatch Categories

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







Quick Search




Options




Users




Vehicles




Parking




Access Cards




Manage Locations



Violations




Incidents




Alerts

Manage Deposit Types




Dispatch


Distribution




Resolve Duplicates



History Search



Purge Old Data



Purge Incidents

View System Task Logs

Manage Ethnic Type

Ethnicity

Asian

Black

Caucasian

Manage Dispatch Categories

Manage Dispatch Sources

European

First Nations

Hispanic

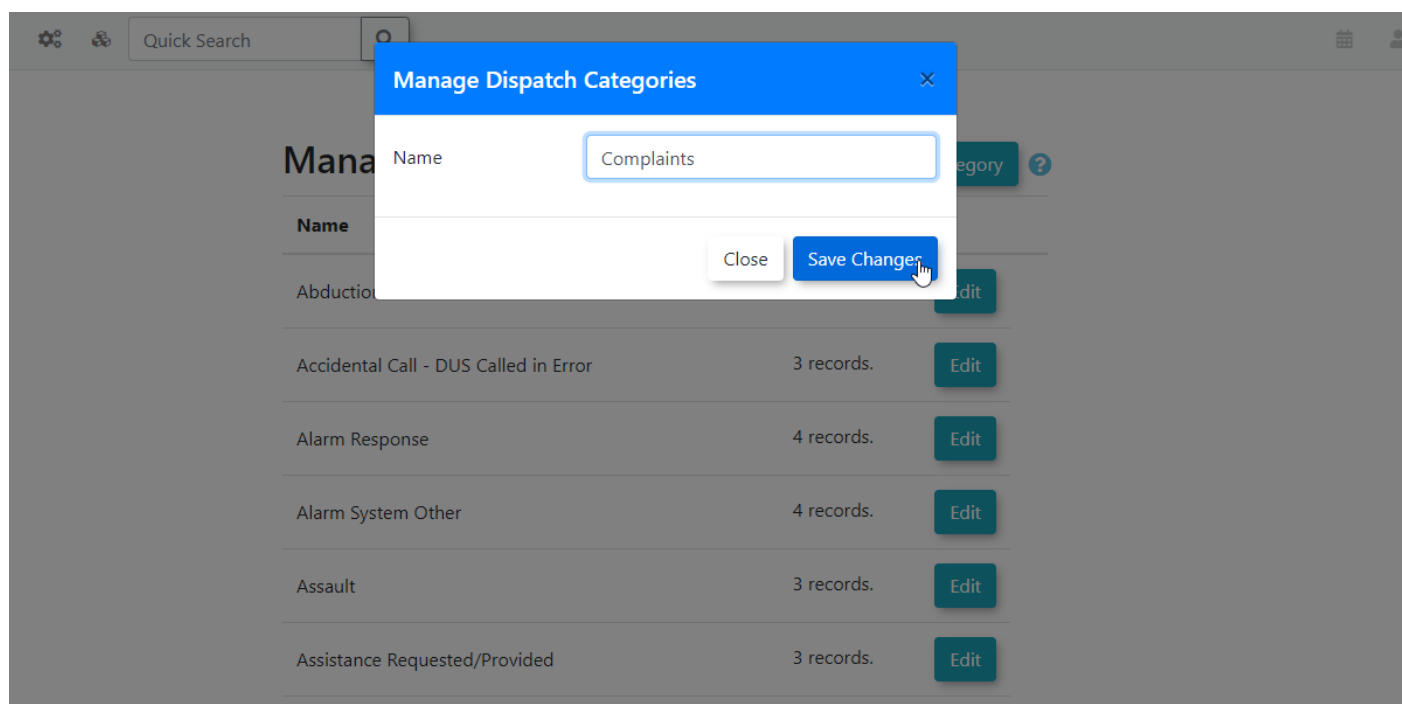
Middle-Eastern

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.

   Quick Search 					
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.

   Quick Search 					
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			

Dispatch Setup

- [Dispatch Categories](#)
- [Sources - Dispatch](#)