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.
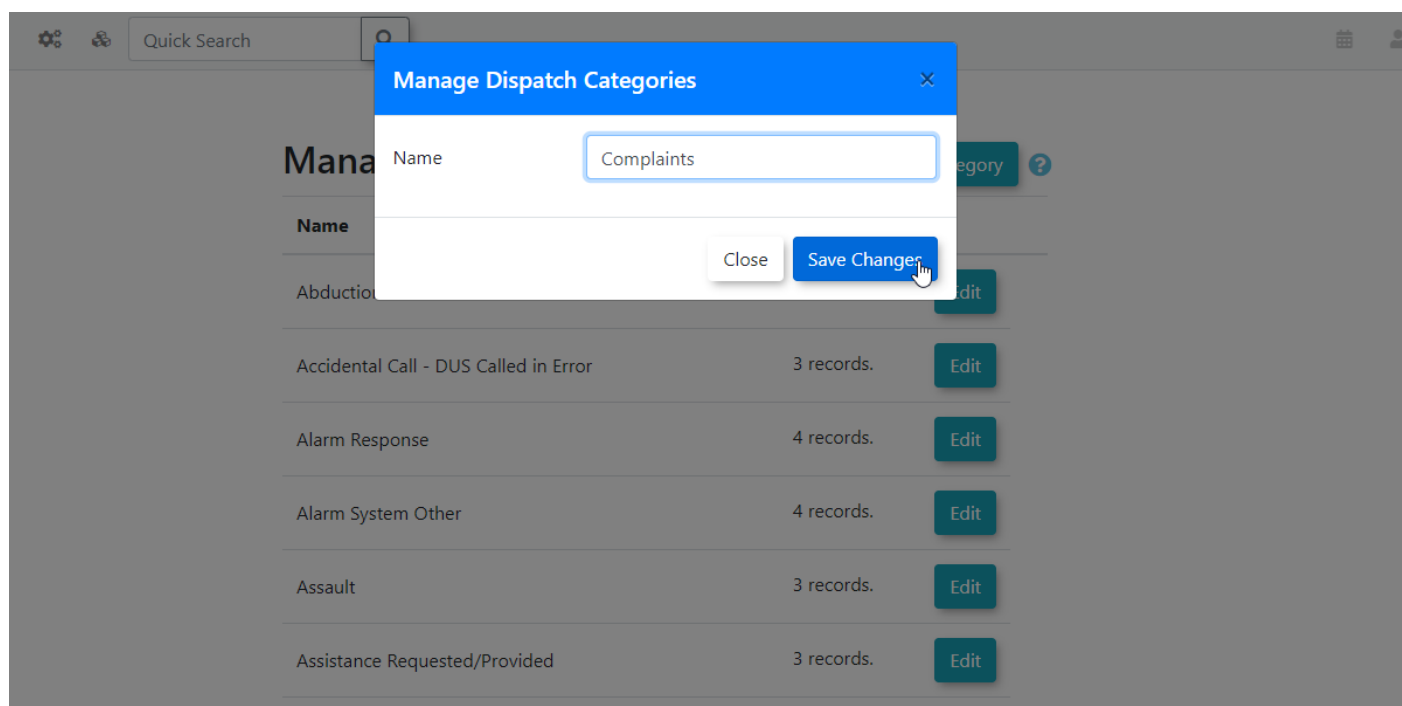
Edit Categories

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.

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.

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

Revision #2
Created 22 May 2024 08:20:51
Updated 11 September 2024 13:40:49