

# Dispatch Categories

## Navigating to Dispatch Categories

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

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar includes a settings icon, a user icon, a 'Quick Search' input field, and a search icon. A dropdown menu is open from the user icon, listing various options. The 'Dispatch' option is highlighted, and a sub-menu is visible showing 'Manage Dispatch Categories' and 'Manage Dispatch Sources'. The 'Manage Dispatch Categories' option is being clicked by a mouse cursor. The main content area displays the 'Manage Ethnic Type' page, which 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**

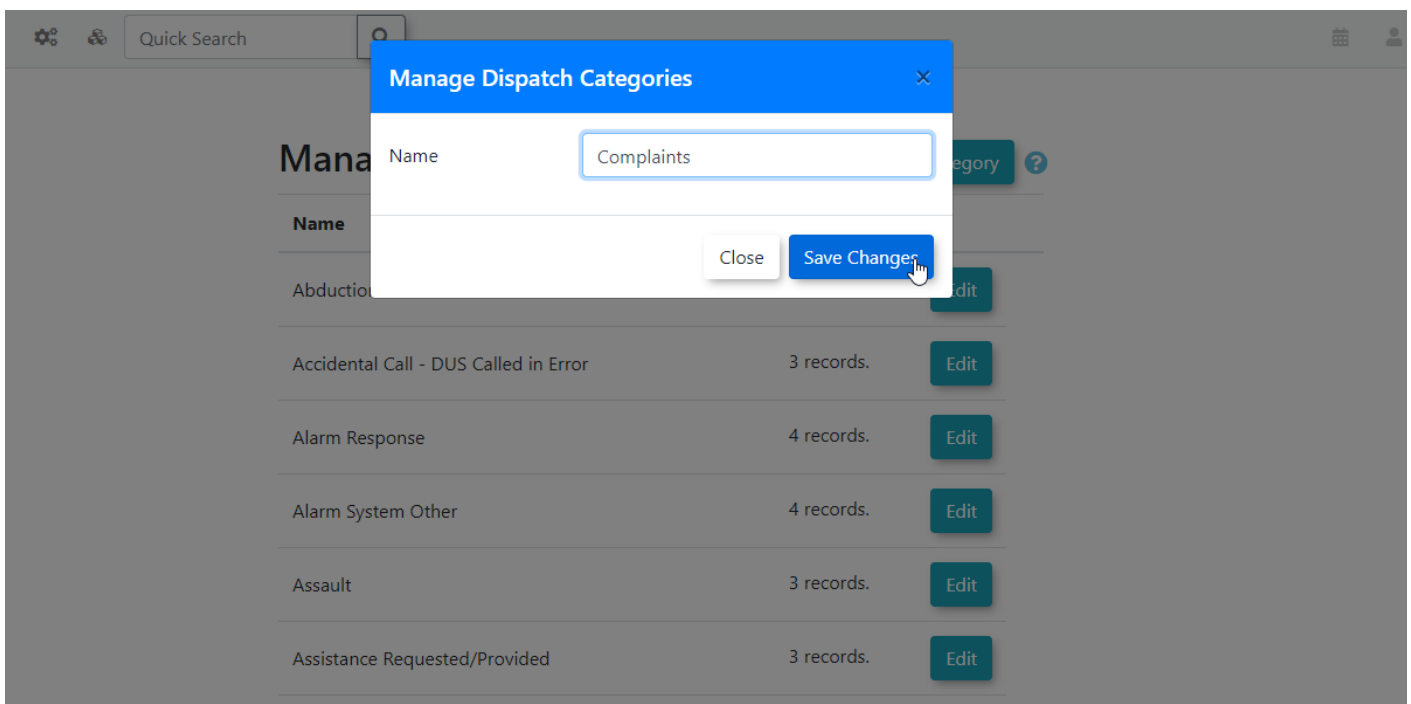
- Asian
- Black
- Caucasian
- Manage Dispatch Categories**
- Manage Dispatch Sources
- European
- First Nations
- Hispanic
- Middle-Eastern

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.

<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	
Security/Alarms	4 records.	Edit	
Sexual Offences	3 records.	Edit	

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