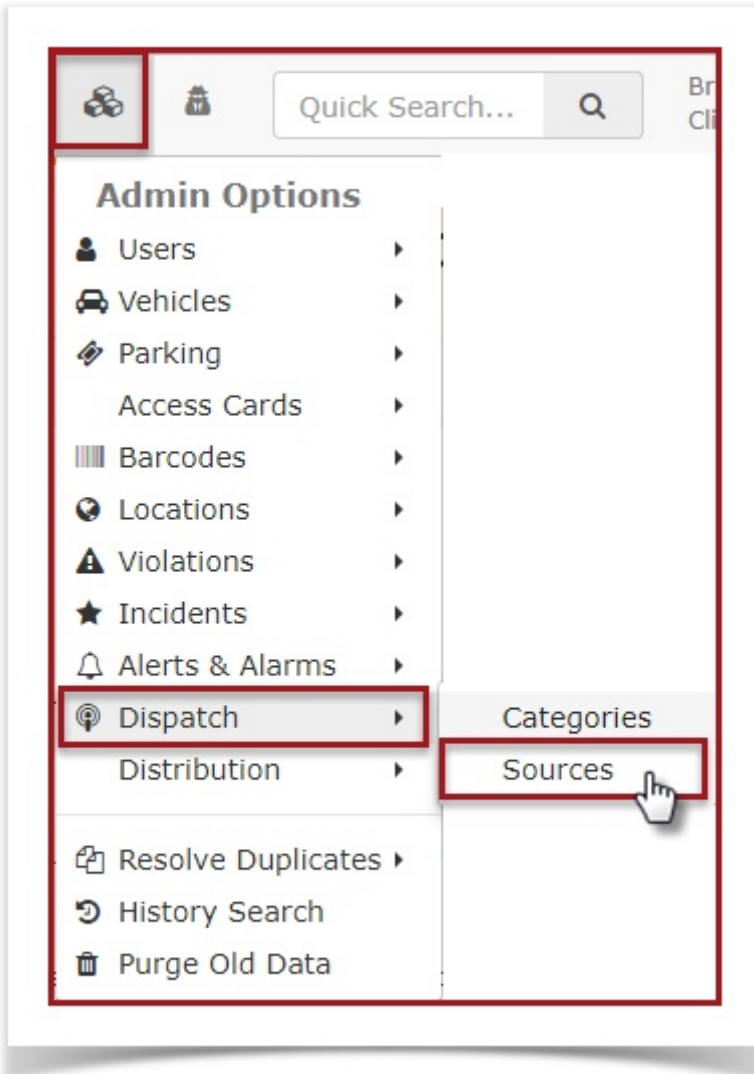


Sources - Dispatch

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> | Update | Delete |

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

Walk-In

Categories

Add/Edit Dispatch Category

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

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

tomahawku-preview.parkadmin.com says:

Are you sure?

OK

Cancel