

Suspend a Task

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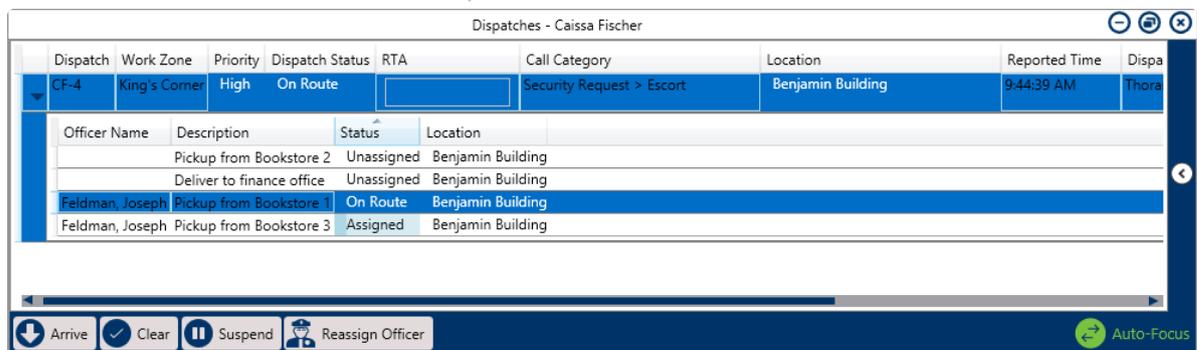
If an officer has started a task (the task status is **On Route** or **On Scene**), but must divert his or her attention away from that task to complete a more important job, you can **suspend** that task.

Suspending a task creates a duplicate task that will be automatically assigned to the officer who had initially started it. The original task will be replaced by the duplicate on the home screen, but a **record** of the original task can be viewed in the **Details** panel and will be recorded in the activity when the dispatch is closed and sent to Command Center.

Method 1 - Dispatches Panel

To suspend a task:

1. In the **Dispatches** panel, click the  icon next to the dispatch.



A started task selected in the Dispatches panel.

2. Click the task to select it.
3. Click  **Suspend** or right-click the task then click **Suspend**.

Method 2 - Officers Panel

To suspend a task:

1. In the **Officers** panel, click the  icon next to the officer's name to reveal assigned tasks.
2. Click the task to select it.

The screenshot shows the 'Officers - Caissa Fischer' panel. It contains a table with columns: Team, Image, Officer, Call Sign, Status, Time Elapsed, Dispatch, Map, Last Known Location, and Device. The first row is for Team 2, Officer Joseph Feldman, Call Sign C-1, Status On Route, Time Elapsed 00:00:59, Dispatch CF-4. Below this is a task list table with columns: Dispatch, Description, Task Status, and Location. The first task is CF-4, Pickup from Bookstore 1, On Route, Benjamin Building. The second task is CF-4, Pickup from Bookstore 3, Assigned, Benjamin Building. Below the task list are two more officer rows: Team 1, Officer Joan Gorman, Call Sign B-2, Status Available, Time Elapsed 00:21:16; and Team 2, Officer Jordy Smithers, Call Sign B-3, Status Available, Time Elapsed 14:08:39. At the bottom is a control bar with buttons: Arrive, Clear, Suspend, Down, Reassign Officer, and Auto-Focus.

Team	Image	Officer	Call Sign	Status	Time Elapsed	Dispatch	Map	Last Known Location	Device
Team 2		Feldman, Joseph	C-1	On Route	00:00:59	CF-4			

Dispatch	Description	Task Status	Location
CF-4	Pickup from Bookstore 1	On Route	Benjamin Building
CF-4	Pickup from Bookstore 3	Assigned	Benjamin Building

Team 1		Gorman, Joan	B-2	Available	00:21:16
Team 2		Smithers, Jordy	B-3	Available	14:08:39

A started task selected in the Officers panel.

3. Click  Suspend or right-click the task, then click **Suspend**.