

## View & Manage Tasks in the Organizations Panel

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The **Organizations** panel provides a list of available organizations as well summarizes all tasks assigned to those organizations.

|                    |            | Organization                       | ıs - Caissa Fischer |                   | $\bigcirc \odot \otimes$ |
|--------------------|------------|------------------------------------|---------------------|-------------------|--------------------------|
|                    |            |                                    | Sea                 | rch organizations | •                        |
|                    | Image      | Organization Name                  | Organization Numbe  | r                 |                          |
|                    | \$         | Fire and Rescue                    | (9099)              |                   |                          |
|                    | \$         | Metro Transit Police               | (5872)              |                   |                          |
| -                  | - <b>-</b> | Ambulance                          | (5174)              |                   |                          |
|                    | Dispa      | atch Location                      | Task Status         |                   |                          |
|                    | CF-20      | CF-20 Ramirez Building Responding  |                     |                   |                          |
| -                  | - 😂        | Metropolitan Police (4578)         |                     |                   |                          |
|                    | Dispa      | atch Location                      | Task Status         |                   |                          |
|                    | CF-18      | CF-18 Benjamin Building Responding |                     |                   |                          |
|                    |            |                                    |                     |                   |                          |
|                    |            |                                    |                     |                   |                          |
| Arrive Clear Clear |            |                                    |                     |                   |                          |

The Organizations panel displaying organization tasks and a list of available organizations.

## To view and manage tasks in the Organizations panel:

- 1. Click **Organizations** in the ribbon.
- 2. Click the \_ icon next to an organization's name to reveal any tasks.
- 3. Click the organization task to select it.
- If the organization has arrived on scene, click Arrive to change the task status to On Scene.
- 5. Once the organization has cleared the scene, click  $\bigcirc$   $_{Clear}$  to clear the task.

If the organization never arrived on scene, click Clear while the task is in **Responding status** to clear the task with a **No response** status.