

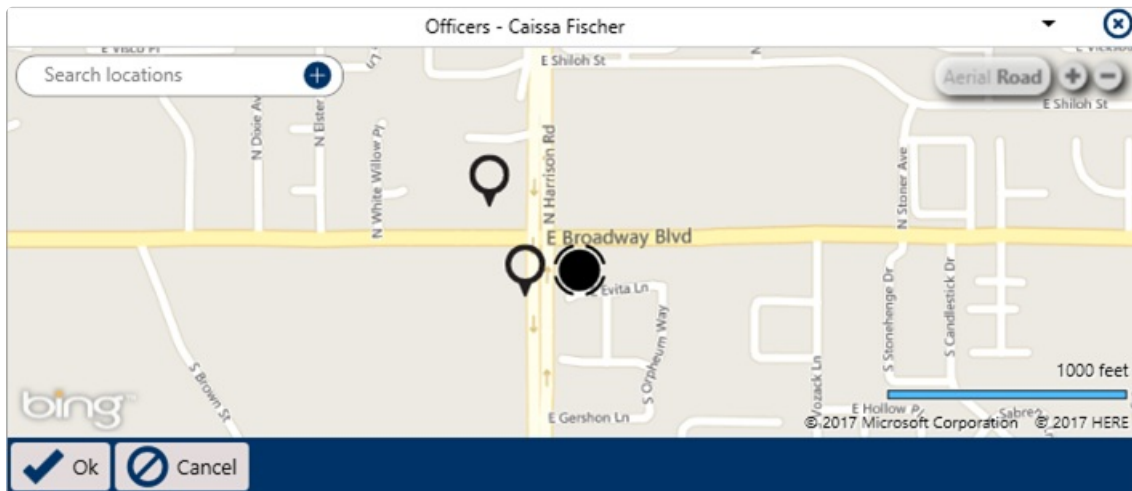
Set an Officer's Location

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Setting an officer's location will help you keep track of that officer when assigning tasks and sending officers to the scene of an activity.

To set an officer's location:

1. Click an officer's name in the **Officers** panel. To select multiple officers, hold down the **Ctrl** or **Shift** keys, then click the officers.
2. Click  **Set Location** or right-click the officer's name and select **Set Location**.
3. Click the  icon in the search field to open the map.



The map that appears after clicking the map icon.

4. Select a location using one of the following methods:
 - Enter search criteria in the **Search locations** field to find a saved location;
 - Click a pin on the map to select that location; or
 - Create a new location by clicking the  icon in the **Search locations** field, clicking a location on the map to place a pin, then entering a name in the **Location name** field (formerly the **Search location** field).



Before creating a new location, see [Quick Add Temporary Locations](#) for important information.

5. Click  **Ok** .



You can also click  **Set Location** , enter search terms in the field that appears, then click a search result to select that location.