Clear a Task

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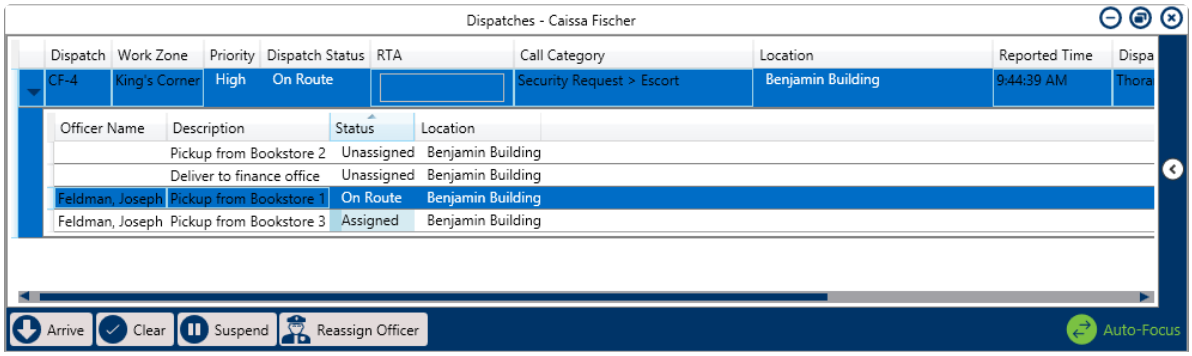
Once a task is created, you **cannot** edit or delete it. To remove the task from the home screen, the task must first be cleared then closed.

Method 1 – Dispatches Panel

To clear a task:

1. In the **Dispatches** panel, click the ▸ icon next to the dispatch that contains tasks.



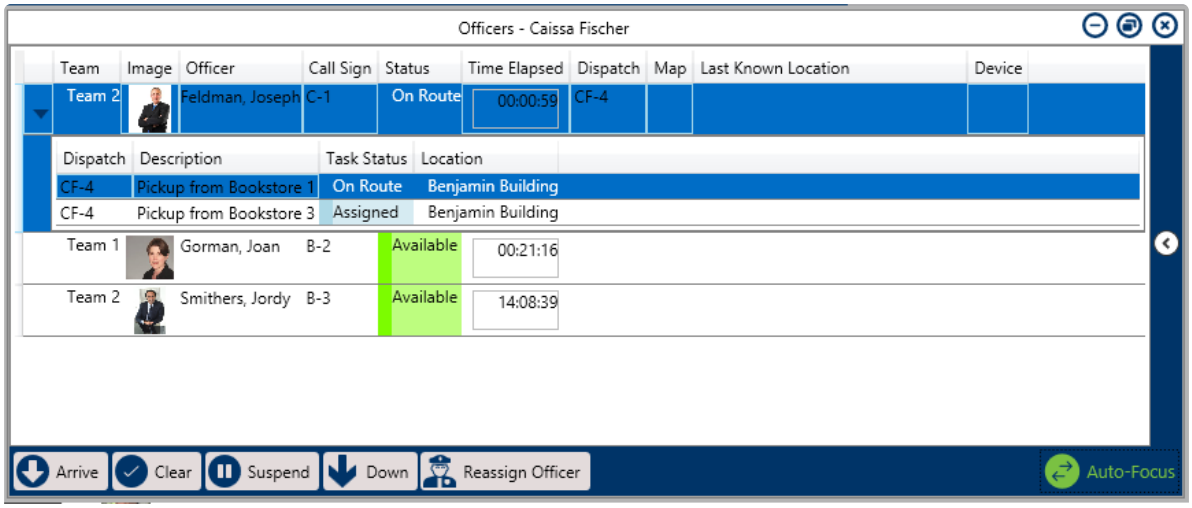
Tasks shown in the Dispatches panel after clicking the right-arrow icon.

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

Method 2 – Officers Panel

To clear a task:

1. In the **Officers** panel, click the ▸ icon next to the dispatch that contains tasks.



Tasks shown in the Officers panel after clicking the right-arrow icon.

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