

Create a New Officer Alert

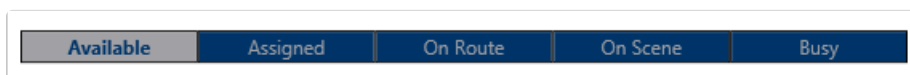
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The screenshot shows the 'New Officer Alert' form. On the left is a dark blue sidebar with a search bar at the top. Below the search bar are five sections: 'New Officer Alert' (with a trash icon), 'Available Allow 2 Minutes', 'Assigned Allow 1 Minutes', 'On Route Allow 5 Minutes', and 'On Scene Allow 10 Minutes'. Below these is a 'Busy Allow 30 Minutes' section. The main area on the right has an 'Active' toggle switch (currently on). Below it is a row of five buttons: 'Available' (highlighted), 'Assigned', 'On Route', 'On Scene', and 'Busy'. Underneath is a 'Time Allowed (Less than 24h)' section with three input fields for 'Hours', 'Minutes', and 'Seconds', each with up/down arrows. Below these are two toggle switches: 'By Location' and 'By Busy Status', both currently off.

A new Officer Alert.

To create a new officer alert:

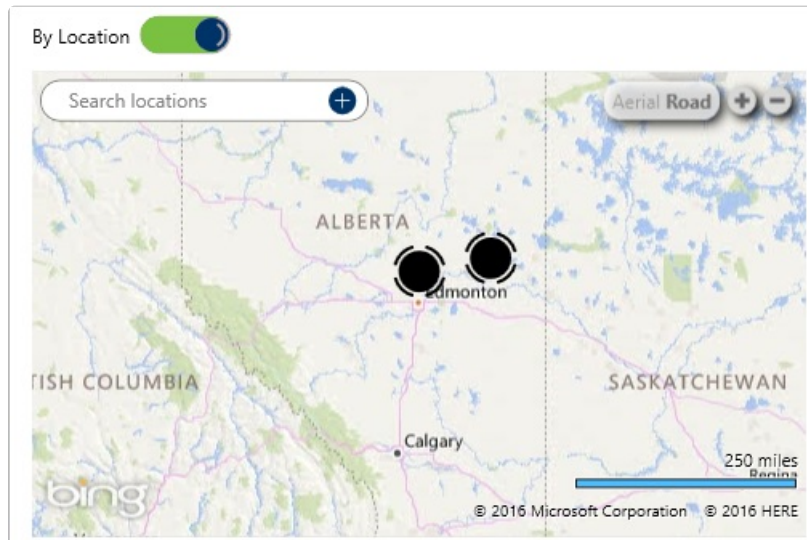
1. Click **Settings** > **Officer Alerts**.
2. Click the **Create** icon in the pane to the left.
3. If this officer alert should be inactive, click the icon under **Active**. Inactive officer alerts will appear with the icon.
4. Select the officer status you want to create the alert for.



Officer statuses.

5. Under **Time Allowed**, type or use the arrows in the **Hours**, **Minutes**, and/or **Seconds** fields to specify how long the officer can be in that state.
6. To create an officer alert for a specific location:
 - a. Click the icon next to **By Location**.
 - b. Enter the name of a previously saved location or indoor location in the **Search locations** field or click a pin on the map to select a location or indoor location.

To create a new location, click the  icon, click an area on the map, then enter the location name in the **Location Name** field.



The By Location section. The map is revealed after clicking the By Location icon.

7. To create an officer alert for a specific busy status:

- a. Ensure **Busy** is the selected status.
- b. Click the  icon next to **By Busy Status**.
- c. Select the checkboxes next to the busy statuses you want to create the officer alert for.