

Editing an Indoor Location Point

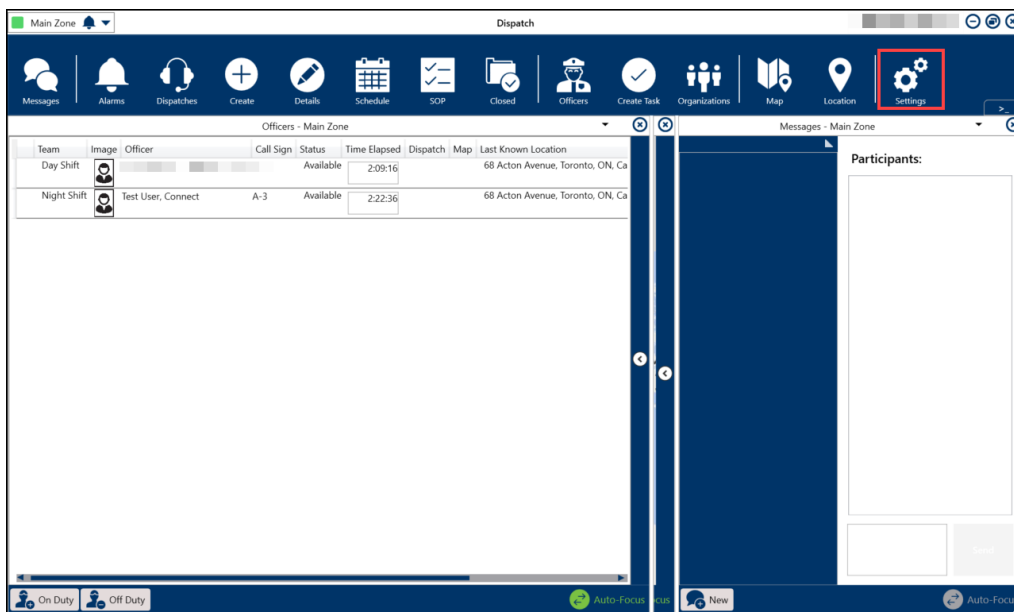
Last Modified on 09/05/2024 9:54 am EDT

Overview

A Command Center administrator can delete or edit an indoor location point including e.g., (Legal Name, Levels, Notes, Display as Warning, etc.).

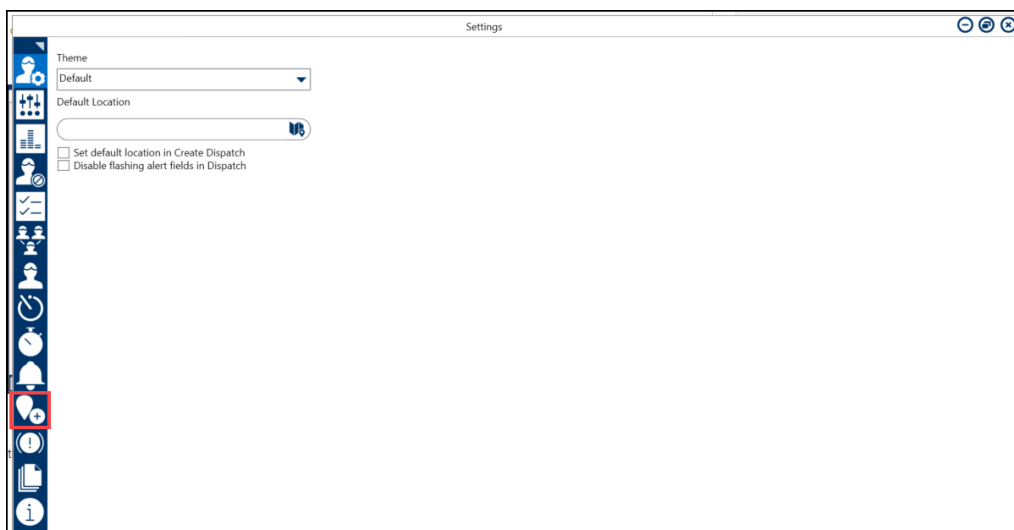
Navigation

1. From the **Dispatch Home** screen, click the **Settings** icon.



Settings Icon

2. From the **Settings** screen, click the **Locations** icon.

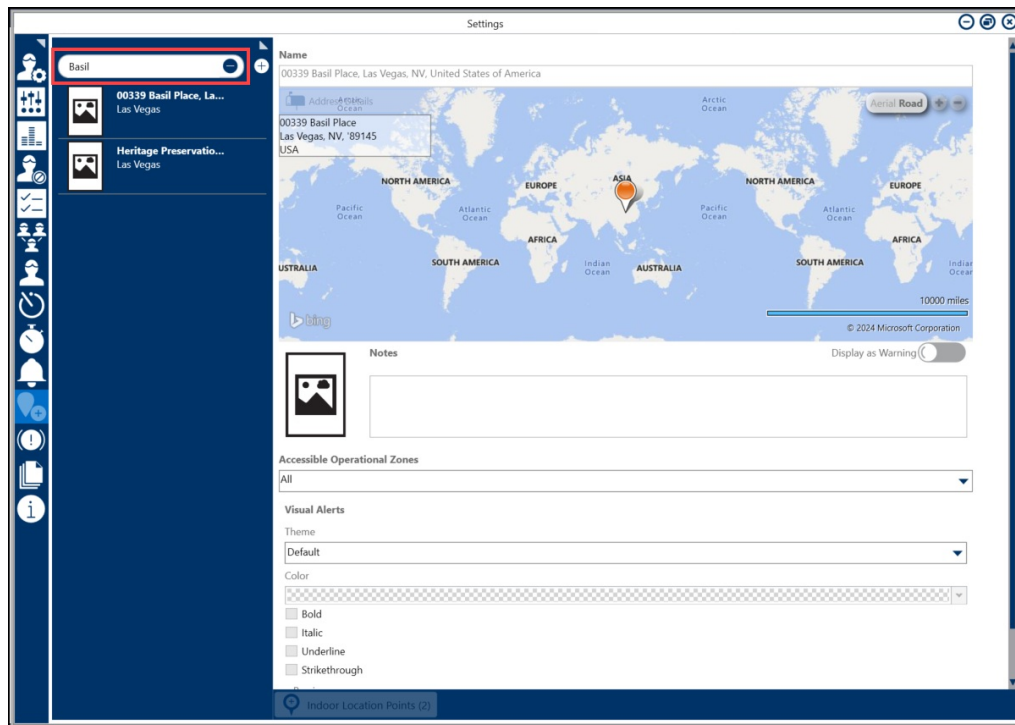


Locations Icon

3. Enter the location's name or street address in the **Search** field.

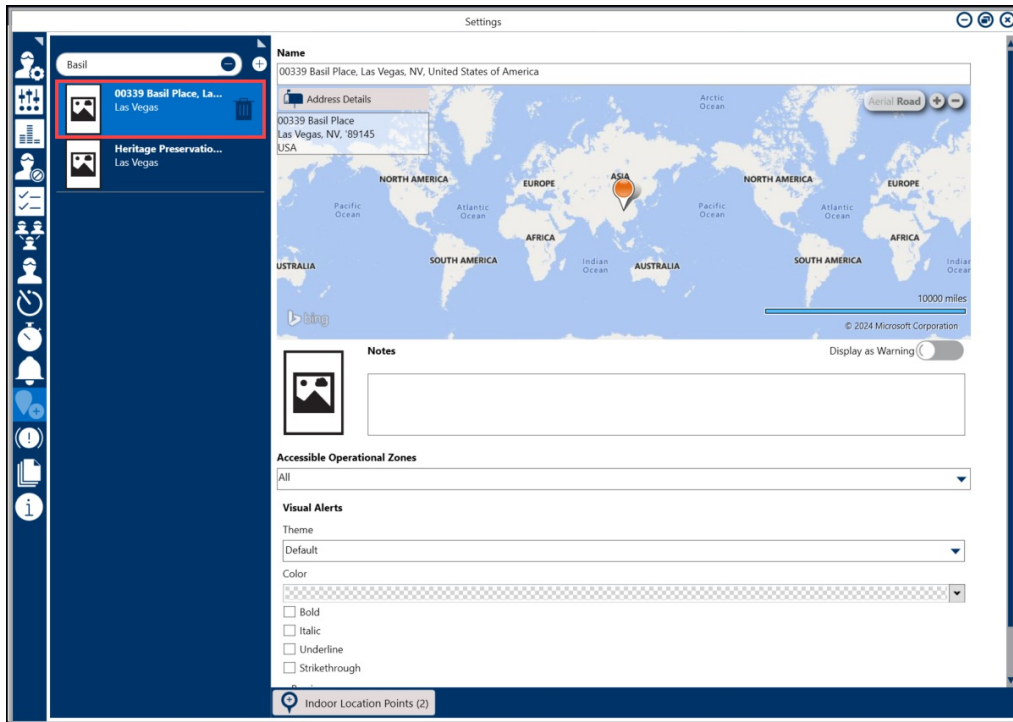
Note:

*Up to 250 locations are displayed in left-hand pane in the **Locations** settings. To find a specific location, use the search function.*



Search Field

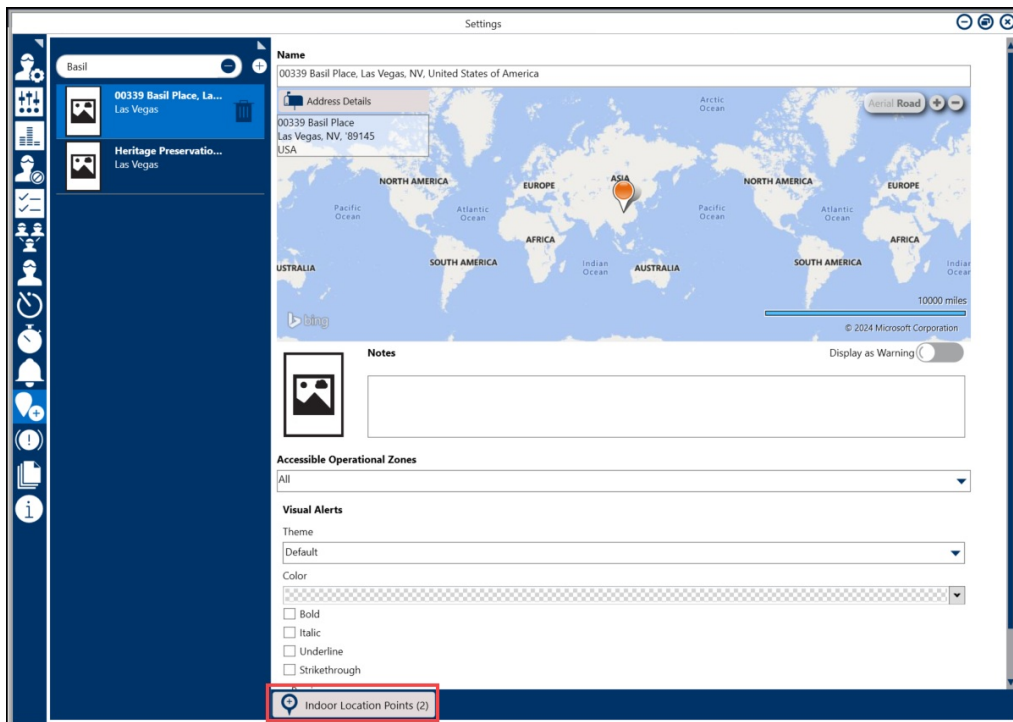
4. Click the **Location**.



Location

Editing an Indoor Location Point

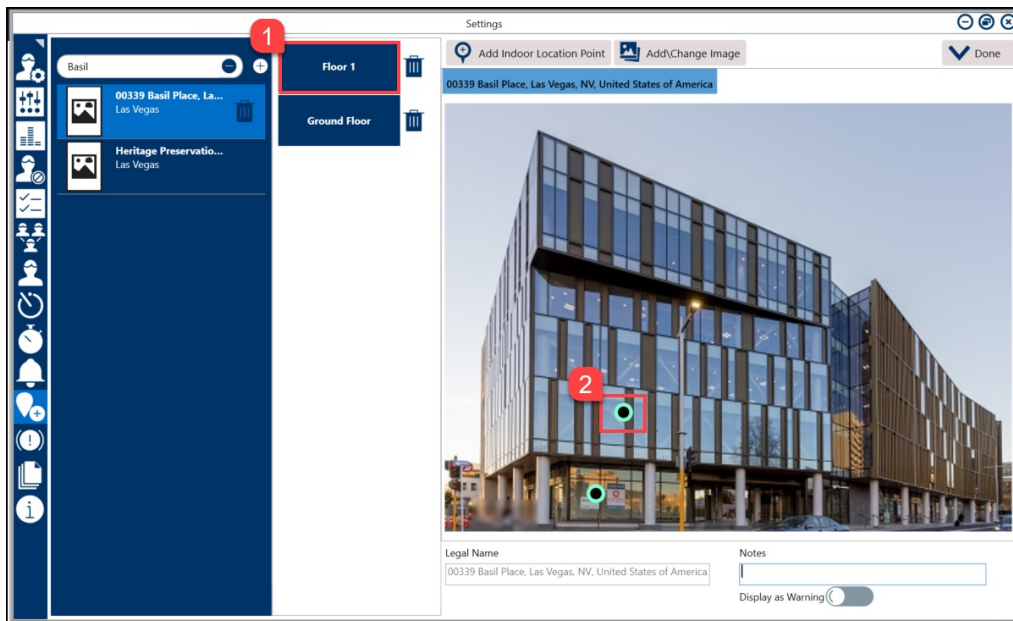
1. From the **Locations** screen, click **Indoor Location Points** button.



Indoor Location Points Button

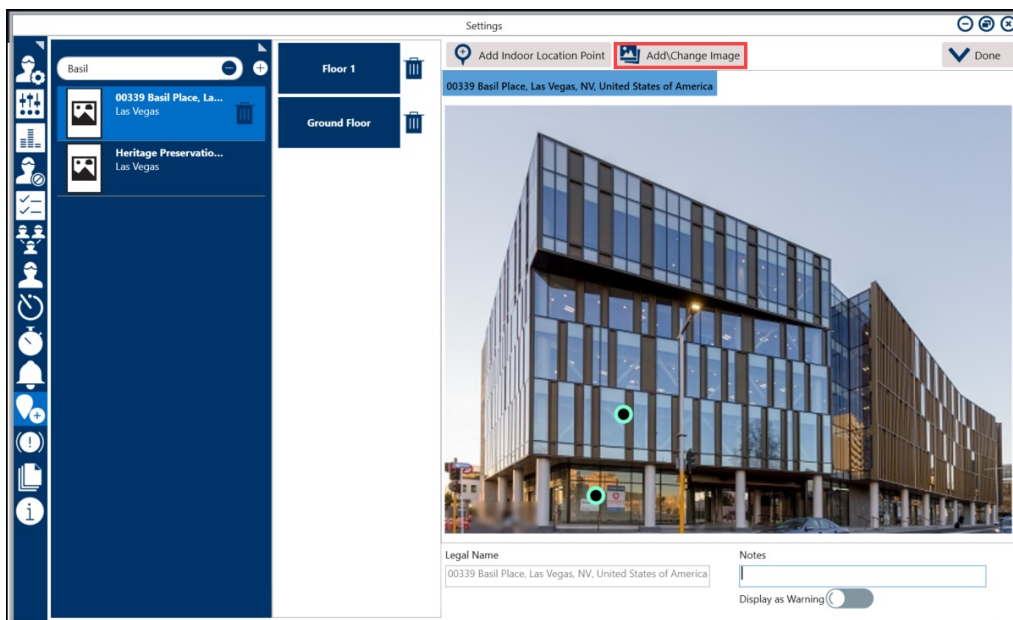
2. From the Indoor Location Point screen, select the location point to edit by clicking the **Location Name (1)** or **Location Pin (2)**. For information on creating new indoor location

points, see the [Create a New Indoor Location Point](#) article.



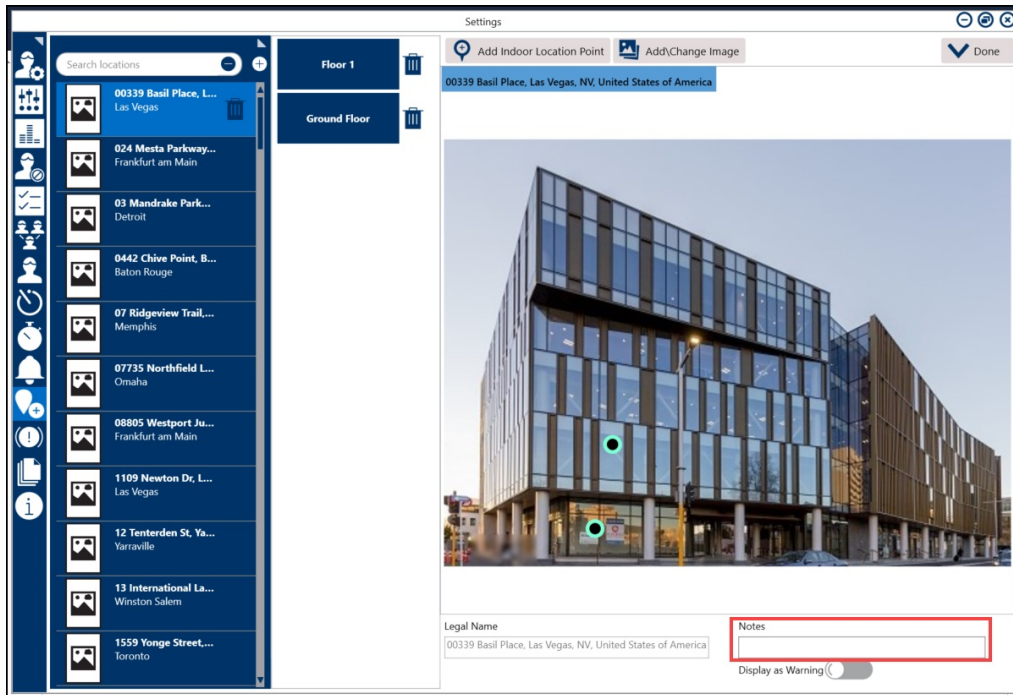
Location Name or Location Pin

3. Drag and drop a **Location Pin** to reposition an **Indoor Location Point** on the image.
4. Click **Add/Change Image** button to upload a new image of the location point from the connected PC.



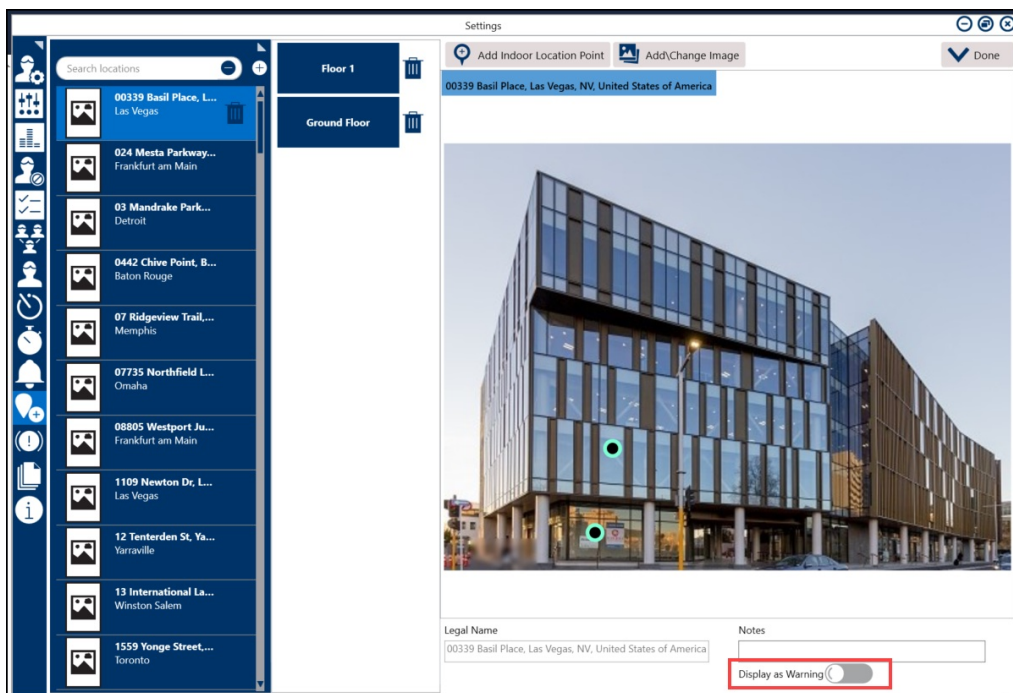
Add/Change Image Button

5. Make any changes or add notes about the location in the **Notes** field.



Notes Field

6. Select the **Display as Warning** toggle switch to display the information in the **Notes** field as a warning when a dispatch is created.



Display as Warning Toggle Switch