Edit Incident Locations

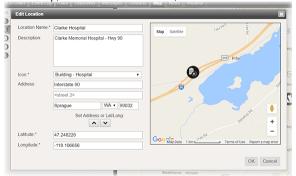During an incident, you can edit locations to the map that identify buildings, incidents, landmarks, people, vehicles, or weather to visually describe how the incident is unfolding and update participants so they can safely and successfully navigate the incident. You can also enable or disable locations to change the visibility of the location on the map.

To edit a location

1. On the *Home* page, in the list of **Active Incidents**, locate the incident and click **View**. The *Incident Dashboard* opens.
2. Click the **Map** tab.
3. On the left, in the list of locations, click the location you want to edit. Alternatively, on the map, click the icon for the location you want to edit. The location is identified in the list and its name, description and an **Edit** link appear on the map.
4. On the map, in the location details box, click **Edit**. The *Edit Location* window opens.

5. As necessary, edit the **Location Name**, **Description**, **Icon**, **Address**, or **Latitude** and **Longitude**.

   Note: If you make changes to the **Address** or the **Latitude** and **Longitude**, click the up or down arrow to update the corresponding fields.
6. Click **OK**. The *Edit Location* window closes.

To disable or enable a location

1. On the *Home* page, in the list of **Active Incidents**, locate the incident and click **View**. The *Incident Dashboard* opens.
2. Click the **Map** tab.
3. On the left, in the list of locations, click the location you want to disable or enable.
4. Take one of these actions.

If you want to...	Then...
Disable a location,	On that row, in the **Disable** column, select the checkbox.
Enable a location,	On that row, in the **Disable** column, deselect the checkbox.

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