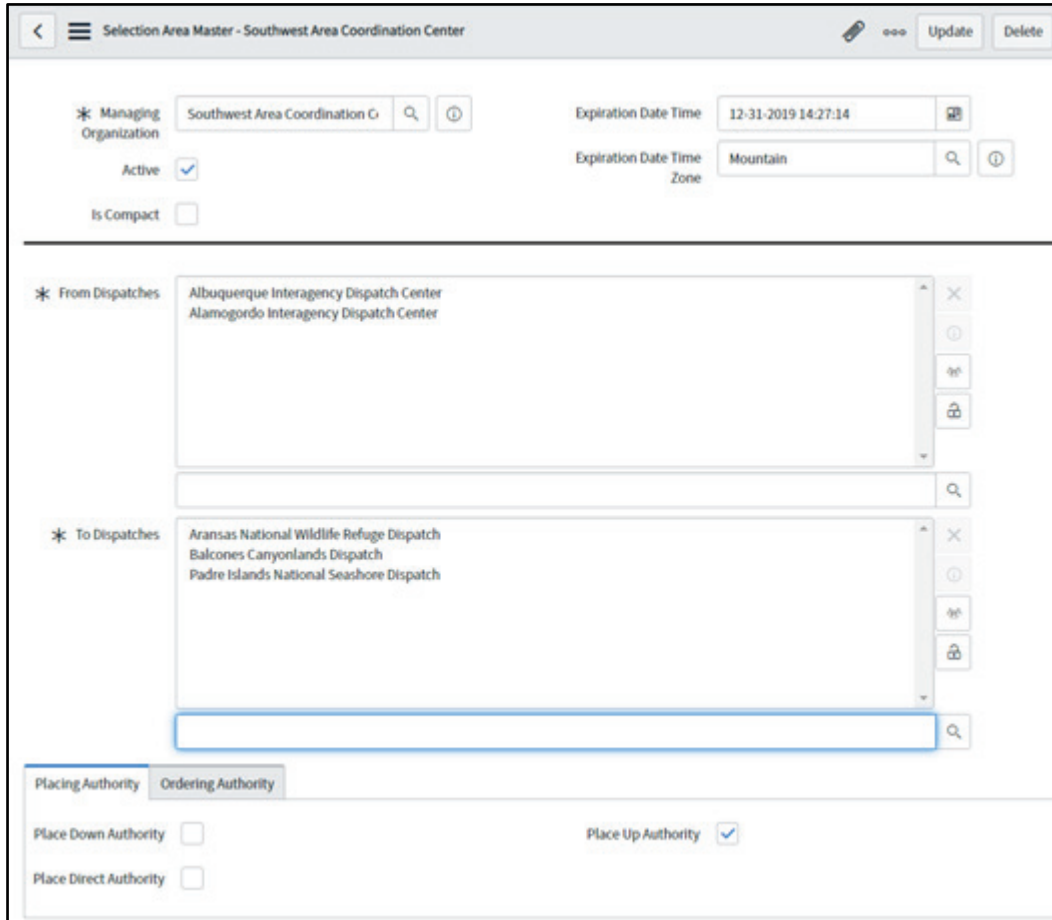


Creating a New Selection Area Master

A dispatch manager with the role of selection area manager can create selection area masters. Selection area managers can only create selection areas for their subordinate centers. Selection area masters allow selection area managers to create selection areas from one or more subordinate dispatch centers to many other dispatch centers in one step.

- 1 To create a selection area master, choose the **Selection Area Master** module in the application navigator and click **New** to open the Selection Area Master: New Record screen.

The screenshot shows a completed selection area master form.



- 2 Click the **Search** icon in the **Managing Organization*** field to bring up a searchable list of parent dispatch units for which you are a dispatch manager. Click on a desired unit to select it.
This field defaults to your current managing organization.
- 3 To make a selection area inactive, click in the **Active** checkbox to remove the checkmark.
*Removing the checkmark means you have created the selection area but have not yet made it active. You can return at a later time and click the **Active** checkbox to make it active.*
- 4 Click in the **Is Compact** checkbox to indicate that a selection area is part of a compact. Then select the appropriate item in the **Compact** field that appears.



- 5 Select the expiration date and time zone.
 - a Click the **Calendar** icon in the **Expiration Date** field, set the date, and clicking the green checkmark.
 - b Enter the **Expiration Date Time Zone (TZ)**.
- 6 Select the **From Dispatches** for which you are creating the selection area.
 - a Click the **Lock** icon to open the list.
 - b Click the **Search** icon to find the appropriate dispatch centers or type in the search field to perform a type-ahead search.
 - c Click on the organization to add it to the list.
 - d Repeat Steps b and c as needed.
 - e When done, click the **Lock** icon to save your changes.
- 7 Follow the same procedure as in Step 2 to select the **To Dispatches** that will be part of the resulting selection areas.

Note: The example in the screenshot creates the following selection areas:

 - Albuquerque and Aransas
 - Albuquerque and Balcones
 - Albuquerque and Padre Islands
 - Alamogordo and Aransas
 - Alamogordo and Balcones
 - Alamogordo and Padre Islands
- 8 You may now establish ordering and placing authority for the selection area.

All specified authorities will apply to each resulting selection area.
- 9 When done, click **Submit** to create the selection area master.