

Create an Organization Log

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A blank **Organization** log.

To create an organization log:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click  **Details**.
2. Click  **Organization Log**.
3. Click the  icon in the pane to the left.
4. **Optional:** If the organization has a previously saved record, enter the organization's name in the **Search organizations** field to locate the record, then click to select it.
5. Enter the name of the organization in the **Organization Name** field. If you selected a previously saved record in step 4, skip this step.
6. Select the involvement type from the **Involvement Type** dropdown.
7. **Optional:** Enter any notes about the organization in the **Notes** field.
8. **Optional:** To add a photo for the organization:
 - a. Click the  icon.

- b. Click **Find** to locate and open the image from your computer.
- c. Click **Save** to save the image to the log.