




Create an Organization Log




The screenshot displays the Resolver interface for creating an organization log. On the left, there is a dark blue sidebar with a small icon of a group of people. The main content area is white and contains a large icon of a group of people in a black frame. To the right of this icon is a search bar labeled "Search organizations" with a blue minus sign. Below the search bar are two input fields: "Organization Name" and "Involvement Type". The "Involvement Type" field is a dropdown menu. To the right of each input field is a red asterisk icon. Below the input fields is a large, empty text area labeled "Notes".

*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:

RESOLVER

- 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.