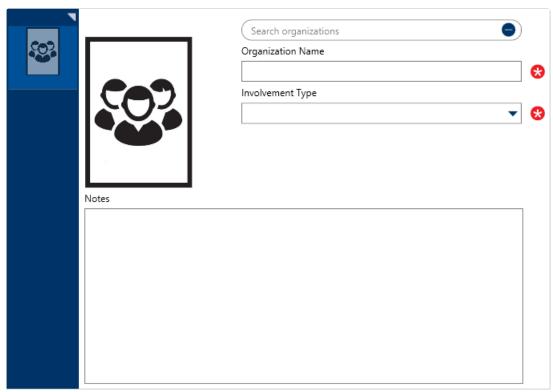


## **Create an Organization Log**

Last Modified on 10/01/2019 3:06 pm EDT



A blank **Organization** log.

## To create an organization log:

- 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  $\boldsymbol{Find}$  to locate and open the image from your computer.
- c. Click Save to save the image to the log.