# Edit or Delete an Organization Log

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## To edit or delete 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 a log in the pane to the left or use the **Search organizations** field to search for the log.

4. Make changes to any of the fields as needed.

5. To change or delete the organization image:

   a. Click the currently uploaded image.

   b. Click **Find** to upload a new image then click **Save**.

   c. Click **Delete** to delete the image.

6. To delete an organization log, click the 🗑 icon next to the organization log you want to delete.

7. Click **Yes** to confirm.