Create an Item Log

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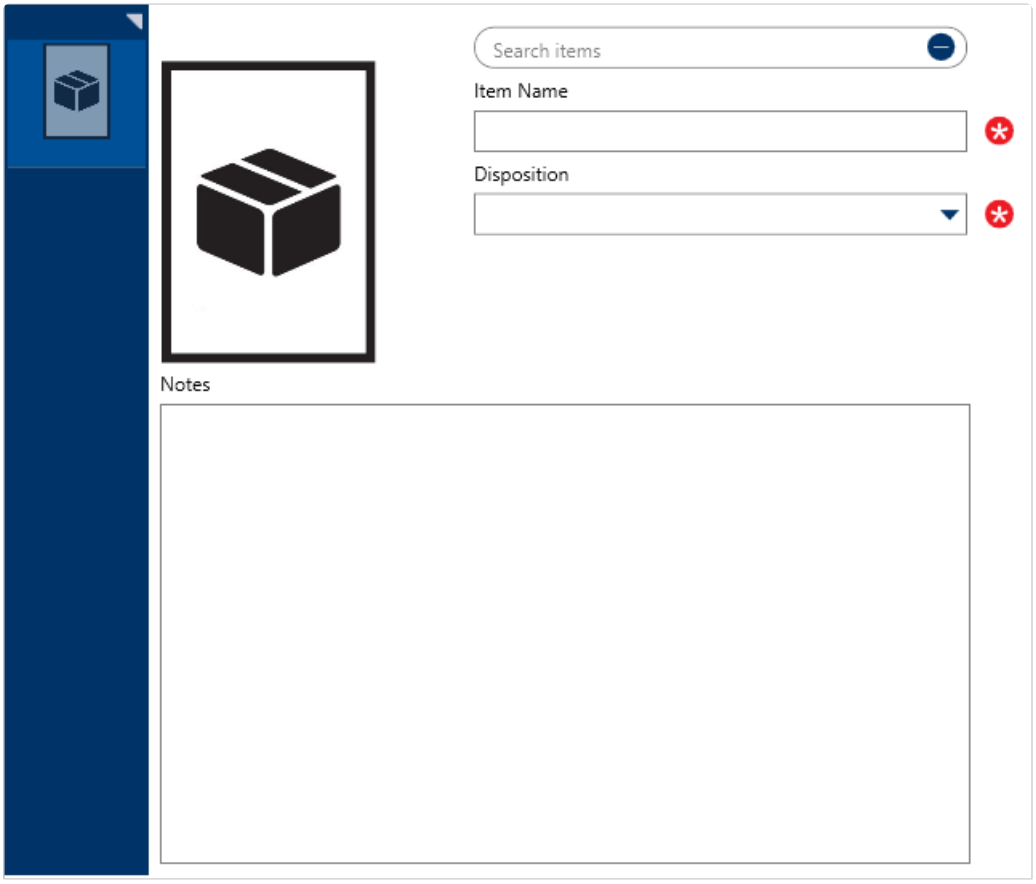

A blank Item log.

To create an item log:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click **Details**.
2. Click **Item Log**.
3. Click the icon in the pane to the left.
4. **Optional:** If the item has a previously saved record, enter the name of the item in the **Search items** field to locate the record, then click to select it.
5. Enter the name of the item in the **Item 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 item in the **Notes** field.
8. **Optional:** To add a photo of the item:

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.