



Adding an Organization

1.1 Organization Capture in PARTS

PARTS has the capability to capture Organization information and where applicable connect resources belonging to that organization in the repository as well. The organization section of PARTS acts as a repository or reliable information pertaining to local agencies, organizations, and asset providers to be accessed and leveraged in the event of an emergency.

1.2 Information Required for Organizations

For each Organization, there are required fields to be completed as mandated by federal guidelines. These fields include primary and secondary points of contact, emergency contact information, address, among other unique attributes. (To add multiple organizations, see Import functionality)

1.3 How to add an Organization

1. Begin by logging into PARTS and selecting “Add Organization” from the Organizations tab across the top.

The screenshot displays the 'VIEW ORGANIZATIONS' interface. At the top, there is a navigation menu with options: Home, Resources, Incidents, Requests, Organizations, Administration, and Help. Below the menu, the main heading is 'VIEW ORGANIZATIONS'. To the left, there is a 'Locations' section with a map of Cincinnati showing several blue location pins. To the right of the map is a 'Summary' table with the following data:

Local Government Agency	20
State Government Agency	3
Regional Government Agency	0
Federal Government Agency	0
Private Sector Business/Corporation	8
Consortium/Association	0
Private Sector Healthcare Institution	1
Private Sector Non Profit	2
Resource Coordinator	0
Tribal Government	0

Below the map and summary is a 'Filter Organizations' search bar and a 'Records per Page: 10' dropdown. At the bottom, there is a table with the following data:

Zoom	Organization	City	State	ZIP	Phone
	Allied Pump Rentals	Cincinnati	OH	45241	(515) 739-0499
	Alpine Valley	Cincinnati	OH	45215	(800) 595-5419

2. Complete the required fields on the Details tab.

3. Select the Contacts tab and update information to complete the Organization record. (Contact data is required for additional functions: i.e. alerts.)