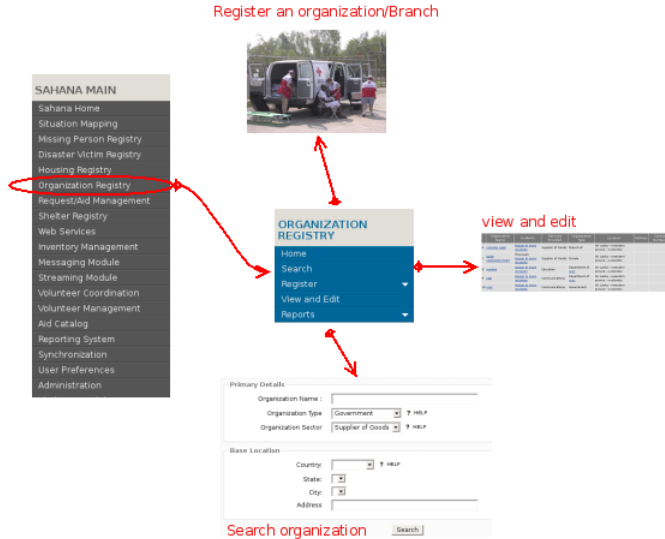# Organization Registry

Introduction

focus on "who is doing what and where"

The Organization Registry keeps track of all the relief organizations and their branches working in the disaster region. It captures not only the places where they are active, but also captures information on the range of services they are providing in each area.

Main Features * Capturing a comprehensive list of meta data on an relief organization and all the activities they have in the region

- Capturing the essential services each group is providing and where
- Reporting on the converge of services and support in the region and more
- Importantly where there are no aid services being provided

Description of Actions

- Register an organization

Adds an organization's details to sahana.

- Register a branch

Adds the details of a branch of an organization to sahana.

- Search organizations

Find the organisation(s) by specifying its details.
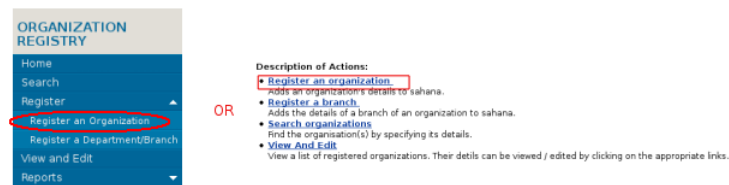
- View And Edit

View a list of registered organizations. Their detils can be viewed / edited by clicking on the appropriate links.

Register an organization

In here you can register the new organization and add details of that organization.If you are not the organization , you are branch or department of the organization then you can register as a branch described below.

1.Go to the main menu and select **Organization Registry**

1.Select **Register an organization** in module menu or click the link **Register an organization** in module Home page.

2.Then fill the form and click **Next**

NOTE: Fields tagged with a star (*) are mandatory and must be filled.

If your organization is registered under the government, please enter your company registration number.

In **Organization Sector** part ,select the services that your organization provides, that is what you do as an organization, or the services your organization can provide in a disaster situation. e.g. If you offer medical services select it.

In the **Facilities Available** part you want to enter the Man power,Equipment and Other relevent resources.Man Power specify the workforce(Men/Women) in your organization.

3.There are two way to do this step.

Method 1

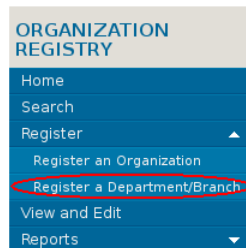- Enter the GPS(Global Position System) coordinates and click **Next**.

Method 2

- click here to get more details about method 2.

Register a branch

In here you can register as a branch or department of a registered organization.If you are not registered organization,first you want to register as a organization in above **Register an organization** section.

1.when you confirmed registration of organization in **Register an organization** section,you can simply register a branch by clicking **Register a Branch/Department** or you can register a branch by clicking **Register a Department/Branch** in Organization Registry menu.

2.Then fill the form and click **Next**

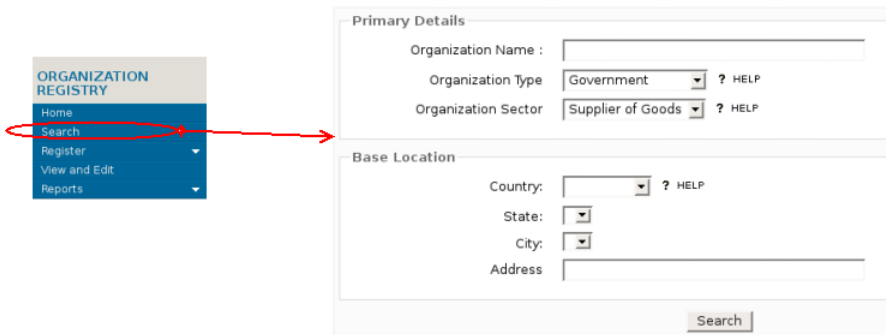**NOTE**: Fields tagged with a star (*) are mandatory and must be filled.

In **Holding Company** section you want to select the organization you own.

3.Then you can enter GPS Coordinates or click the area of the map as mentioned in above **Register an Organizaton** section and click **Next**.

4.You can Confirm Branch Registration by clicking **Save** button and edit details by clicking **Edit Details**.
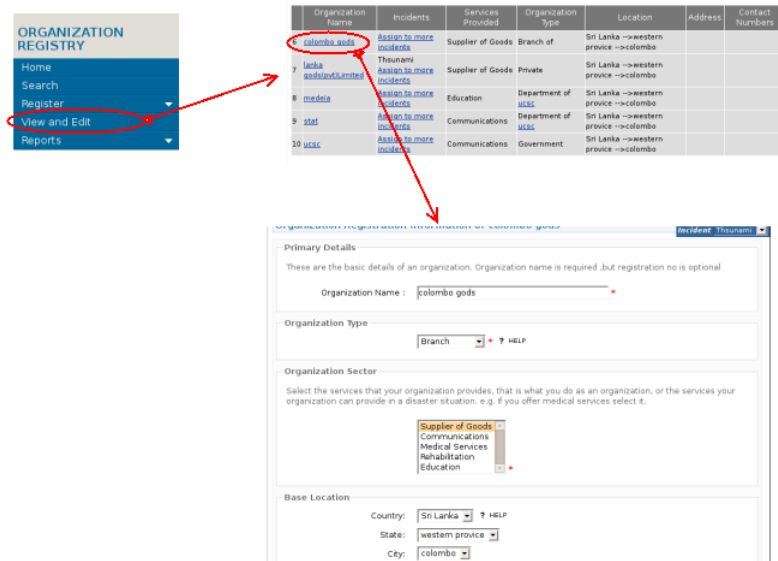
Search organizations

In this section can search for Organizations by Name,Type,Service and Location.You can simply enter this section by clicking **Search** in **Organization Registry** menu.

View And Edit

This section can be viewed registered organizations,their registration type,incidents,services they provided,their location,address and contact numbers of organization.You can edit these details by clicking on the appropriate links.

Reports

This section generate organization reports by state for country,reports by country,reports by sector.In here you can get idea about organizations of particular location and the extentions of services they provided.Their are three types of repots generate in here.
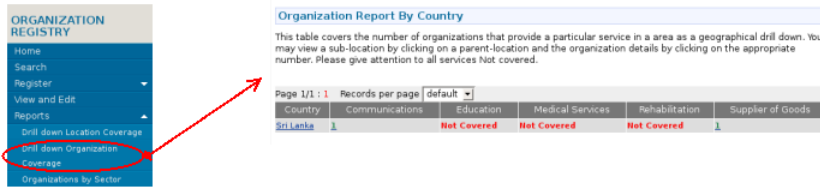
Drill down Location Coverage

This covers the number of organizations that provide a particular service in a area as a geographical drill down. You may view a sub-location by clicking on a parent-location and the organization details by clicking on the appropriate number. Please give attention to all services Not covered.
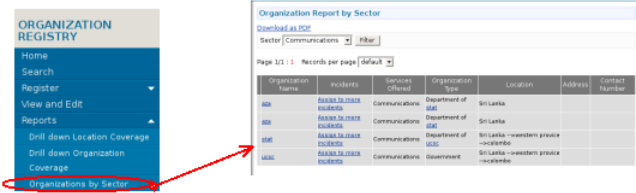

Drill down Organization Coverage

This covers the number of organizations that provide a particular service in a area as a geographical drill down. You may view a sub-location by clicking on a parent-location and the organization details by clicking on the appropriate number. Please give attention to all services Not covered.

Organizations by Sector

In this section you can filter the sectors you want and can download the report as a PDF by clicking **Download as PDF** link.

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