

Define an Organization

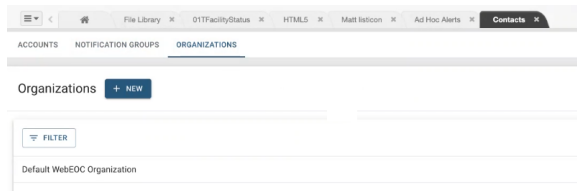
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Organizations allow you to group your external contacts and WebEOC users, and manage their Ad-Hoc Notification alert permissions, based on organizational structure.

A default organization, called *Default WebEOC Organization* is provided that grants all contacts basic organizational permissions that parallel their WebEOC access permissions. New WebEOC users are automatically assigned to this group, unless you rename it or delete it. See [Manage WebEOC Organizations](#).

For many organizations, the default WebEOC organization is sufficient.

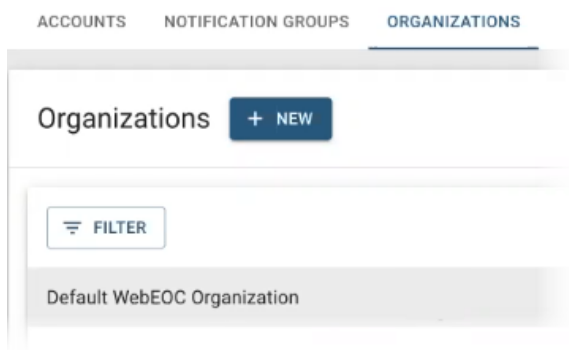


If you have a more complex organizational structure, or you want to differentiate between sub-organizations or departments, you can choose to create your own organization and delete the default, or rename the organization after all contacts have been assigned.

Important: Once you delete the default organization, you cannot recreate it. If you have not created another organization, only WebEOC Administrators will be able to interact with *Ad Hoc Alerts* and the *Contacts* plugins.

To define an organization

1. In the *Contacts* plugin, click the **Organizations** tab.
2. Select **+ New**.



3. In the *New* page, enter the following information, and then click **Save**.

Field	Description	Valid Values or Example
Name	The name of the organization.	200 alphanumeric characters, including special characters

Helpful Links

[Juvare.com](#)
[Juvare Support Center](#)
[Juvare Training Center](#)
[Community Resources](#)

Visible	Whether the organization is visible to non-members in the list of organizations.	<ul style="list-style-type: none"> Selected = visible Not selected = not visible
Description	General information about the organization, including its type and purpose.	1000 alphanumeric characters, including special characters
Contact Name	Name of the main contact.	200 alphanumeric characters, including special characters
Contact Phone Number	Phone number of the main contact.	10 numeric characters
Contact Email	Email address for the main contact.	200 alphanumeric characters, including special characters
Address	Street address of the organization.	200 alphanumeric characters, including special characters
Pending Members Notification	How often the main contact wants to receive notifications about new or pending members.	<ul style="list-style-type: none"> None On every registration Daily Weekly

To create a sub-organization

1. In the *Contacts* plugin, select the **Organizations** tab.
2. Click the ellipsis at the end of the organization row for which you want to add a sub-organization.
3. Select **Create Child Organization**.
4. Complete the fields listed in step 3 of "To define an organization."
5. Click **Save**. The sub-organization displays below its parent organization.