


Manage an Institution's History Log

You can keep track of significant events that occur at an institution. The following sections contain a history log:

- Diocesan Offices, Depts, & Orgs
- Groups & Businesses
- Parishes & Facilities

1. In the navigation pane, click **History Log**.
2. Click the add icon  to add a new event.
3. Enter a date or select a date from the calendar.
4. Enter a description of the event.
5. Click **Save**.

Related Topics

[Manage Records for Diocesan Offices, Departments, and Organizations](#)
[Manage Records for Groups and Businesses](#)
[Parishes and Facilities](#)