

How to Add Employment Information

This guide will provide written instructions on how to add or update a **place of employment** on a constituent's profile in GAIL.

To add **employment** information for a constituent:

Before you begin

Ensure that the place of employment you wish to include on the constituent's profile already exists as an **organization** in GAIL. To do this, please see our guide: [How to Add a New Organization](#).

Step 1

Use the **constituent search** feature in GAIL to locate the individual's profile you'll be adding employment info to.

Once on the constituent's profile, click the **relationships** tab and then **add organization**.

The screenshot shows the GAIL interface for a constituent named Organa, Gen Leia (Princess Leia). The profile includes sections for Personal Information, Contact Information, and Addresses. The 'Relationships' tab is selected and highlighted with a red box. Below the tabs, the 'Add organization' button is highlighted with a red box. Red arrows point from the 'Add organization' button to the 'Relationships' tab and from the 'Relationships' tab to the 'Add organization' button.

Step 2

In the **add a relationship** dialog box that pops up, you will land on the first of three tabs called **relationship information** tab. Here you can search for the individual's employer in the **related organization** box. Type in the name of the employer and press **enter**.

The screenshot shows the 'Add a relationship' dialog box. The 'Relationship information' tab is selected. The 'Related organization' search box is highlighted with a red box. A red arrow points to the search box.

If more than one organization has the same name as the organization you typed in, an **organization search** box will appear. Be sure to **select the organization** that is the **parent** organization from the listed results.

- For example, if the constituent works for the UGA Law School, the parent organization is the University of Georgia.

Looku...	Name	Address	City	State	ZIP/Po...	Country	Parent...	Is parent	Is prim...	# Emp	# Subs	Website	Industry
524631	University of Georgia							Yes	Yes	0	0	http://...	Educa
109389...	University of Georgia Law School Associati...							No	Yes	0	0		Educa
107721...	University of Georgia School of Law							Yes	No	0	0	http://...	
990060...	University of Georgia Dept. of Student Activ...							No	No	0	0		
106371...	University of Georgia CAMPUS MAIL							No	No	0	0		
107313...	University of Georgia Chapter							No	No	0	0		

Step 3

Next, under the **relationship** section, select box under the constituent's name and choose **employee** from the drop down. Selecting employee will automatically fill in the next box as the **employer**.

Then, fill in the **start date** with today's date.

Finally, if this organization is the **primary place of employment** for the constituent (not a second or past job), select the box **this is the primary business** (under the **general** section).

Related organization:
Alliance to Restore the Republic

Relationship

Organa , Gen Leia (Princess Leia) is the:
Employee

Alliance to Restore the Republic is the:
Employer

Start date: 12/3/2018

End date: mm/dd/yyyy

General

This is the primary business for Organa , Gen Leia (Princess Leia)

The organization will match contributions for this relationship

This replaces the relationship with:

Recognition credits

Apply to Organa , Gen Leia (Princess Leia) for revenue from Alliance to Restore the Republic

Recognition credit type: [dropdown]

Recognition credit match percent: 100.00

Apply to Alliance to Restore the Republic for revenue from Organa , Gen Leia (Princess Leia)

Recognition credit type: [dropdown]

Recognition credit match percent: 100.00

Comments

[text area]

Step 4

Now, click on the next tab called **employment and contact information**. Here you can place additional information about the individual's job, like **job title**. If you don't know all (or any) information about the person's position, skip to the next step.

Add a relationship

Relationship information | **Employment and contact information** | Employment location / info source

Employment information

Job title:

Category:

Career level:

Schedule:

Department:

Division:

Responsibilities:

Contact

Organa, Gen Leia (Princess Leia) is a contact

Contact type:

Primary contact

Contact address: 500 S Buena Vista St
Burbank, CA 91521

Contact phone number: (818) 560-1000

Step 5

Lastly, click to the next tab: **employment location/info source**. Here you will need to fill out the **info source** box by choosing your department from the drop down menu (as you are the source of this information).

Add a relationship

Relationship information | Employment and contact information | **Employment location / info source**

Employment information extension

Location:

Info source:

Then press **save**.

You'll be taken back to the constituent's page where their new organizational relationship and employment history will now be listed.

Summary | Personal Info | Contact | Documentation and Interactions | Attributes | **Relationships** | Memberships

Relationships | Relationship Tree | Relationship Maps

Relationships (1)

Name	Constituent type	Type
Alliance to Restore the Republic	Organization	Organization

Employment history (1)

Name	Job title	Location	Job category	Career level
Alliance to Restore the Republic	General	Military	Military	Senior