

Adding an Agency to the Database by Name and Acronym

Agency names, with their acronyms, are stored in two places in Caspio. One is a table of all agencies serving Westchester (TBFW) or NYC (TBFNYC). The other is a table of all agencies combined.

Examples:

- Peekskill Community Action Program, PCAP, TBFW
- Bronx Jewish Community Council, BJCC, TBFNYC

These agency names are used to select referrals and/or contributions to a client's financial assistance.

To add an agency not on the list for your program, copy one of these links:

Add NYC Agency: <https://c2abz574.caspio.com/dp/7c60900006c4dc6d32194633a375>

Add Westchester Agency: <https://c2abz574.caspio.com/dp/7c6090007495275eb7574dbe8958>

Fill out the form with the Agency Name and Acronym (This is the form for TBFNYC. The form for TBFW is the same except for program):

Preview: AddAgencyName_TBFNYC

Adding Agency for TBFNYC

Agency Name *

New Agency To Be Added

acronym

NA2BA

TBFProgram

TBFNYC

SUBMIT

When you SUBMIT, the agency will be added to the table for the designated program. Then, you will confirm that you will add this same information to the table listing ALL agencies:

Preview: AddAgencyName_TBFNYC

Updating List of ALL Agencies

Agency Name *

New Agency To Be Added

acronym

NA2BA

TBF Program

TBFNYC

SUBMIT

When you SUBMIT, the task is completed.