

Add a Location

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Locations must be stored in DevResults before they can be assigned to an activity.

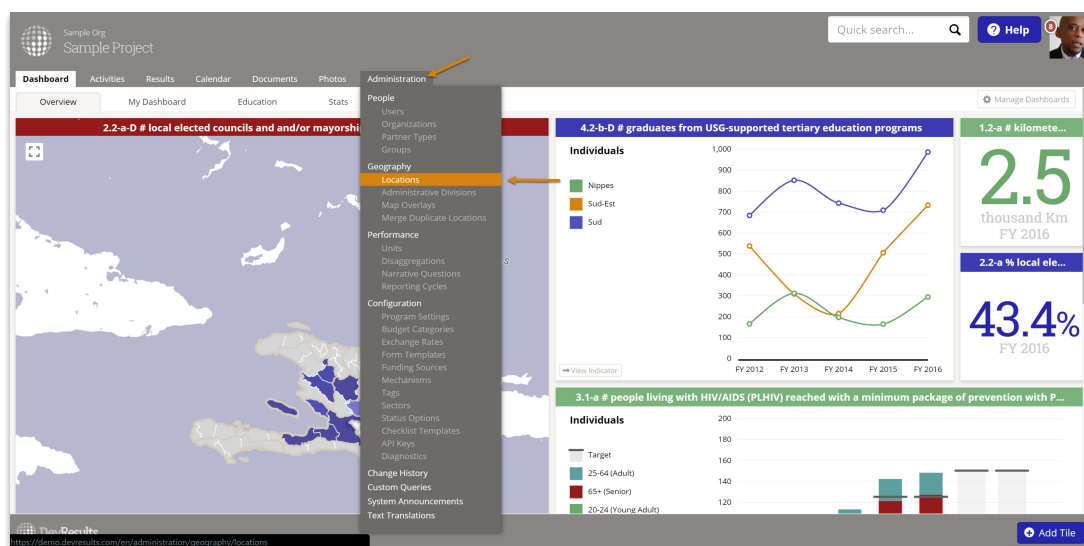
Who can create a new location?

Any user whose group includes **View & Edit** permissions on **Geographic Information** can create new locations.

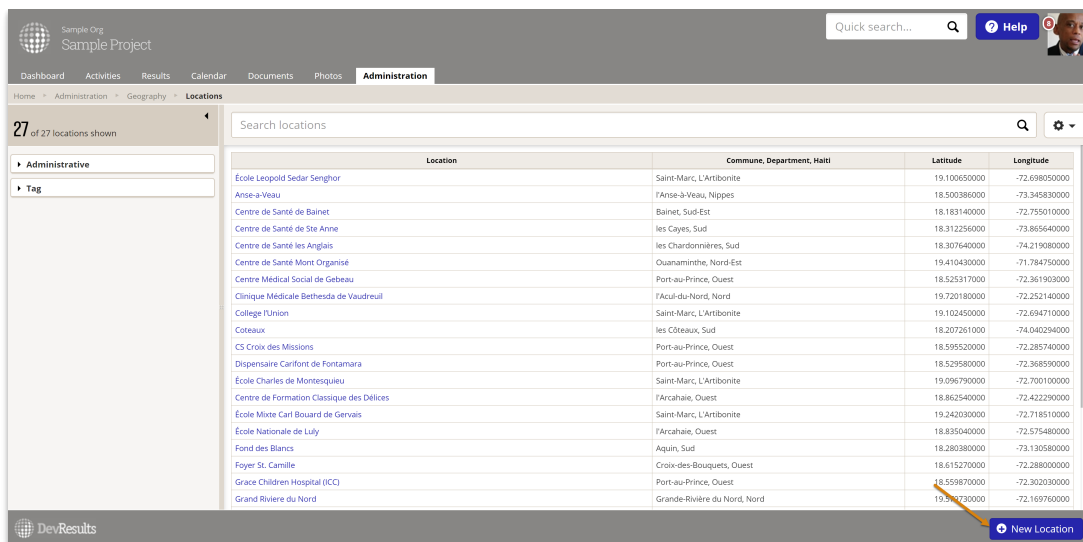
How do I create a new location?

You can create a single new location (see below) or [Add Multiple Locations](#).

To add a single new location, go to **Administration > Locations**.



This will open the Locations Index page. To create a new location, click the + **New Location** button in the lower right.



In the Create New Location pop-up, type the name of the new location and click the **+ Create Location** button.



Once you click the **Create Location** button, you'll be taken to the Location Details page for your new location. Based on the title, we will complete a Google Maps search and try to pre-populate the latitude and longitude for this location. Coordinates are important because they determine where the location exists in our maps, ensuring that data reported for this location will be aggregated into the appropriate higher geographic levels (such as country).

If the coordinates are wrong, fall outside your site's Administrative Divisions, or we weren't able to populate them, there are three ways you can adjust them:

Option 1: Use GPS coordinates.

If you know the Latitude and Longitude for the new location, you can enter them directly in the appropriate boxes:

Sample Project

Dashboard Activities Results Calendar Documents Photos Administration

Home Administration Geography Locations **Petionville**

Petionville

Name: Petionville

Code:

Description: Details about this location.

Primary Contact: Full name of the primary contact for this location.

Phone: Telephone number for this location.

Address: Street and/or mailing address for this location.

Mapping

Tags: Add a tag...

Activities: Master list of activities

Latitude: 18.513814

Longitude: -72.288191

Look up location

Notes:

DevResults

Delete this location Done

Option 2: Look up location

If you don't know the coordinates, you can look up the location. This uses a Google Maps search to try to identify coordinates. Click the **Look up by location** button. Enter an address or placename into the search box. Then click the **Look up** button to complete the search. The system will automatically add the GPS coordinates based on the search's results.

Sample Project

Dashboard Activities Results Calendar Documents Photos Administration

Home Administration Geography Locations **Petionville**

Petionville

Name: Petionville

Code:

Description: Details about this location.

Primary Contact: Full name of the primary contact for this location.

Phone: Telephone number for this location.

Address: Street and/or mailing address for this location.

Mapping

Tags: Add a tag...

Activities: Master list of activities

Latitude:

Longitude:

Look up location

Notes:

DevResults

Delete this location Done

Option 3: Click on the map

You can also adjust the exact position of the location by dragging and dropping the location icon on the map. You can zoom in on the map, if needed, to better place the location.

For example, you might know that the location is situated at a certain bend in a nearby river, or at a certain intersection of roads shown on the map.

The coordinates are automatically updated based on where you position the marker.

Sample Org
Sample Project

Dashboard Activities Results Calendar Documents Photos **Administration**

Home > Administration > Geography > Locations > **Petionville**

Petionville

Port-au-Prince, Ouest

Location

Name

Code

Latitude
 Longitude

Additional Fields

You can capture additional information about this location, using the Notes, Description, Primary Contact, Phone, and Address fields.

We recommend identifying location types by assigning them Tags, such as "Hospital", "School", etc. Use tags that make sense for your site. These tags appear as filters on the Locations Index so you can quickly get lists by location type.

Sample Org
Sample Project

Quick search...

Dashboard Activities Results Calendar Documents Photos **Administration**

Home > Administration > Geography > Locations > **Petionville**

Petionville

Port-au-Prince, Ouest

Location

Name

Code

Latitude
 Longitude

Location Information

Description

Primary Contact

Phone

Address

Mapping

Tags

Activities

Next Steps

Once you're done creating the Location, you'll probably want to assign it to an activity. If so, see [Assign a Geography to an Activity](#) .

Didn't answer your question? Please email us at help@devresults.com .

Related Articles
