

Editing an Existing Location

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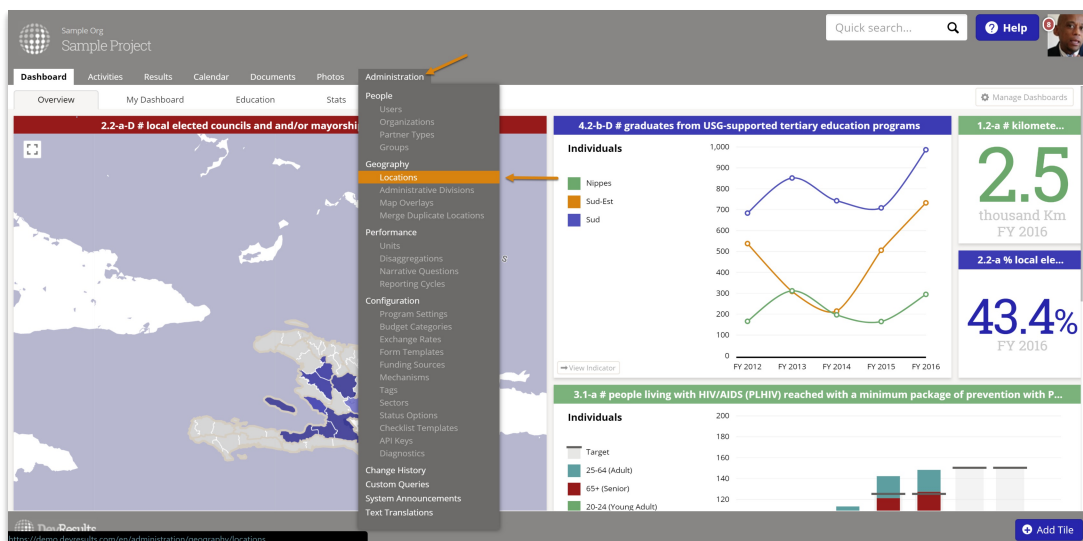
Sometimes you may get more detailed GPS coordinates, or notice a typo in a Location name, or want to add a tag to a Location for better sorting. These are all great reasons to edit a location.

Who can edit an existing location?

Any user who belongs to a group with **View & Edit** permissions on **Geographic Information** may edit locations.

How do I edit an existing location?

From any page, go to **Administration > Locations**.



This will open the Locations Index. Click on the location you want to edit:

Sample Project Administration

27 of 27 locations shown

Search locations

Location	Commune, Department, Haiti	Latitude	Longitude
École Leopold Sedar Senghor	Saint-Marc, L'Artibonite	19.100650000	-72.698500000
Anse-à-Veau	L'Anse-à-Veau, Nippes	18.500386000	-73.345830000
Centre de Santé de Bainet	Bainet, Sud-Est	18.183140000	-72.755010000
Centre de Santé de Ste Anne	les Cayes, Sud	18.312256000	-73.865640000
Centre de Santé les Anglais	les Chardonnières, Sud	18.307640000	-74.219080000
Centre de Santé Mont Organisé	Ouanaminthe, Nord-Est	19.410430000	-71.784750000
Centre Médical Social de Gebeau	Port-au-Prince, Ouest	18.525317000	-72.361903000
Clinique Médicale Bethesda de Vaudreuil	L'Académie, Nord	19.720180000	-72.252140000
Collège l'Union	Saint-Marc, L'Artibonite	19.102450000	-72.694710000
Coteaux	les Côteaux, Sud	18.207275000	-74.040309000
CS Croix des Missions	Port-au-Prince, Ouest	18.595520000	-72.285740000
Dispensaire Carifont de Fontamara	Port-au-Prince, Ouest	18.529580000	-72.368590000
École Charles de Montesquieu	Saint-Marc, L'Artibonite	19.096790000	-72.700100000
Centre de Formation Classique des Délices	L'Arcahaie, Ouest	18.862540000	-72.422290000
École Mixte Carl Bouard de Gervais	Saint-Marc, L'Artibonite	19.242030000	-72.718510000
École Nationale de Lully	L'Arcahaie, Ouest	18.835040000	-72.575480000
Fond des Blancs	Aquin, Sud	18.280380000	-73.130580000
Foyer St. Camille	Croix-des-Bouquets, Ouest	18.615270000	-72.288000000
Grace Children Hospital (ICC)	Port-au-Prince, Ouest	18.559670000	-72.302030000
Grand Rivière du Nord	Grande-Rivière du Nord, Nord	19.579730000	-72.169760000

DevResults New Location

This will open the Location Details page. To edit the **Name, Code, Notes, Tags, Description, Primary Contact, Phone, or Address**, simply edit the existing fields.

Sample Project Administration

Coteaux

les Côteaux, Sud

Location

Name: Coteaux

Code:

Latitude: 18.207275000

Longitude: -74.040309000

Location Information

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: Document project, EOWG Economic Opportunities for Women and Girls, N-4 Nourriture et Nutrition au Niveau National, Master list of activities

DevResults Delete this location Done

If you need to edit geographic information for this location, there are three different ways to change GPS coordinates for a location.

1. If you know the coordinates, edit the text boxes for Latitude and Longitude.

Sample Org
Sample Project

Quick search... [Help](#)

Dashboard Activities Results Calendar Documents Photos **Administration**

Home > Administration > Geography > Locations > **Coteaux**

Coteaux

les Côteaux, Sud

Location

Name

Code

Latitude

Longitude

Location Information

Description

Primary Contact

Phone

Address

Mapping

Tags

Activities **Document project**

- EOWG Economic Opportunities for Women and Girls
- N-4 Nourriture et Nutrition au Niveau National
- [Master list of activities](#)

- If you know roughly where the location needs to be, zoom in on the map, click on the blue circle, and drag it to where the location belongs.

Sample Org
Sample Project

Dashboard Activities Results Calendar Documents Photos **Administration**

Home > Administration > Geography > Locations > **Coteaux**

Coteaux

les Côteaux, Sud

Location

Name

Code

Latitude

Longitude

- If you don't know where the location should be (only that it's not in the right place), click the **Look up location** button. This will open a search option that uses Google Map search. Type in as much information as you have for the address or placename and click the **Look up** button. The system will adjust the latitude/longitude coordinates based on the Google search it performs. (Pay attention to the latitude and longitude here:)

Sample Org

Sample Project

Dashboard

Activities

Results

Calendar

Documents

Photos

Administration

Home

Administration

Geography


Locations

Coteaux

Coteaux

les Côteaux, Sud

Code



Latitude

18.207117

Longitude

-74.040352

Look up location

Notes

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

Related Articles
