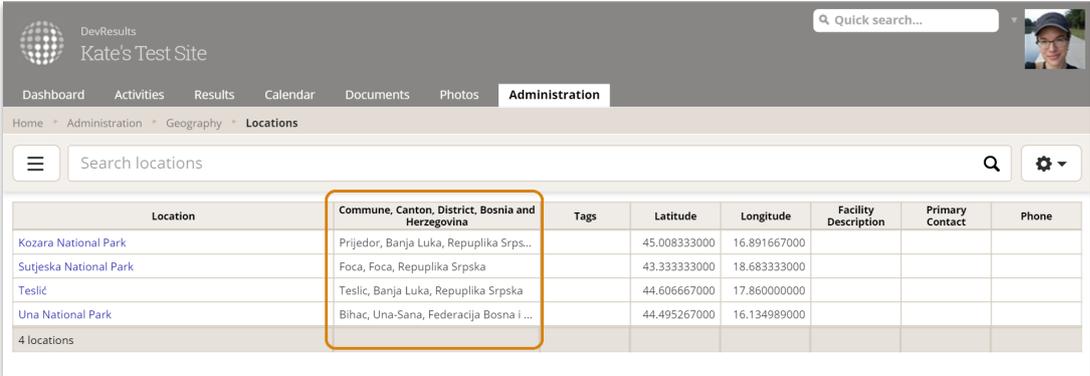


Add Multiple Locations

Last Modified on 06/29/2017 2:29 pm EDT

If you need to add many new locations at once, instead of [creating a location](#) individually, you can create new locations in bulk by uploading a spreadsheet containing their definitions.

For the bulk import, you can upload **all columns** that you see in the Locations Index except for the Administrative Division lineage column. This column title varies based on the administrative divisions in your site, but it shows a comma-separated list of the administrative divisions the location falls within. Here's what a sample looks like:



Location	Commune, Canton, District, Bosnia and Herzegovina	Tags	Latitude	Longitude	Facility Description	Primary Contact	Phone
Kozara National Park	Prijedor, Banja Luka, Repuplika Srps...		45.008333000	16.891667000			
Sutjeska National Park	Foca, Foca, Repuplika Srpska		43.333333000	18.683333000			
Teslic	Teslic, Banja Luka, Repuplika Srpska		44.606667000	17.860000000			
Una National Park	Bihac, Una-Sana, Federacija Bosna i ...		44.495267000	16.134989000			
4 locations							

Using the import, I can upload to all the columns here except the Commune, Canton, District, Bosnia and Herzegovina column (my Administrative Division Lineage column). DevResults calculates the appropriate administrative divisions for each location using its GPS coordinates, so this will get populated automatically within the next 15 minutes from your upload.

You can use this functionality to:

1. **Create new locations in bulk** (enter new rows in the spreadsheet; anything without a locationID gets added)
2. **Edit existing locations in bulk** (edit the spreadsheet as-is; anything with a locationID gets updated)

Creating New Locations in Bulk

To create new locations in bulk, first go to **Administration->Locations** to open the Locations Index page.

On this page, use the gear button in the upper right corner to select the columns you want to use:

(The three rows highlighted with no locationID are the new locations this import will create.)

For new rows in the spreadsheet:

- You can enter multiple Tags separated by commas, for example: "Training, Engagement". These need to already exist in your site.
- Locations must have Latitude and Longitude to be properly displayed on a map and added to administrative divisions.

Once you have your spreadsheet updated and saved with the new locations you want to add, click the gear icon again and select **Import**:

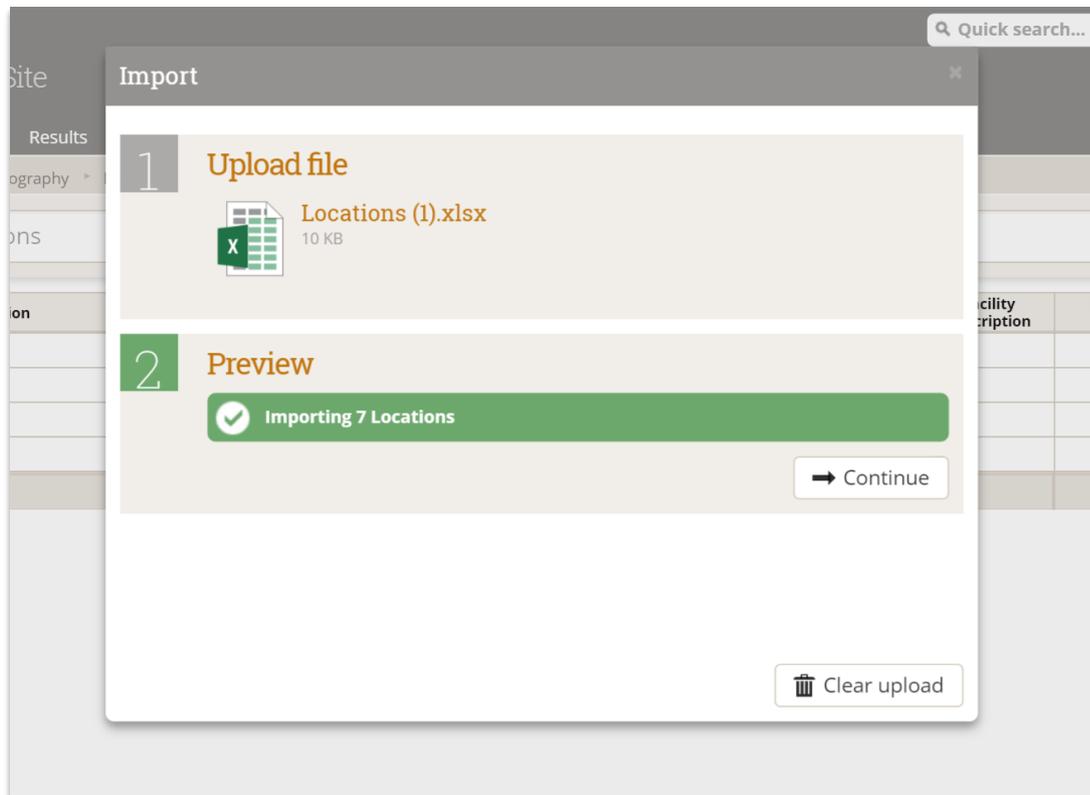
Location	Commune, Canton, District, Bosnia and Herzegovina	Tags	Latitude	Longitude
Kozara National Park	Prijedor, Banja Luka, Republika Srpska		45.008333000	16.89166
Sutjeska National Park	Foca, Foca, Republika Srpska		43.333333000	18.68333
Teslić	Teslić, Banja Luka, Republika Srpska		44.606667000	17.86000
Una National Park	Bihac, Una-Sana, Federacija Bosna i...		44.495267000	16.13498
4 locations				

This will open a pop-up window to walk you through the upload process:

1 Upload file

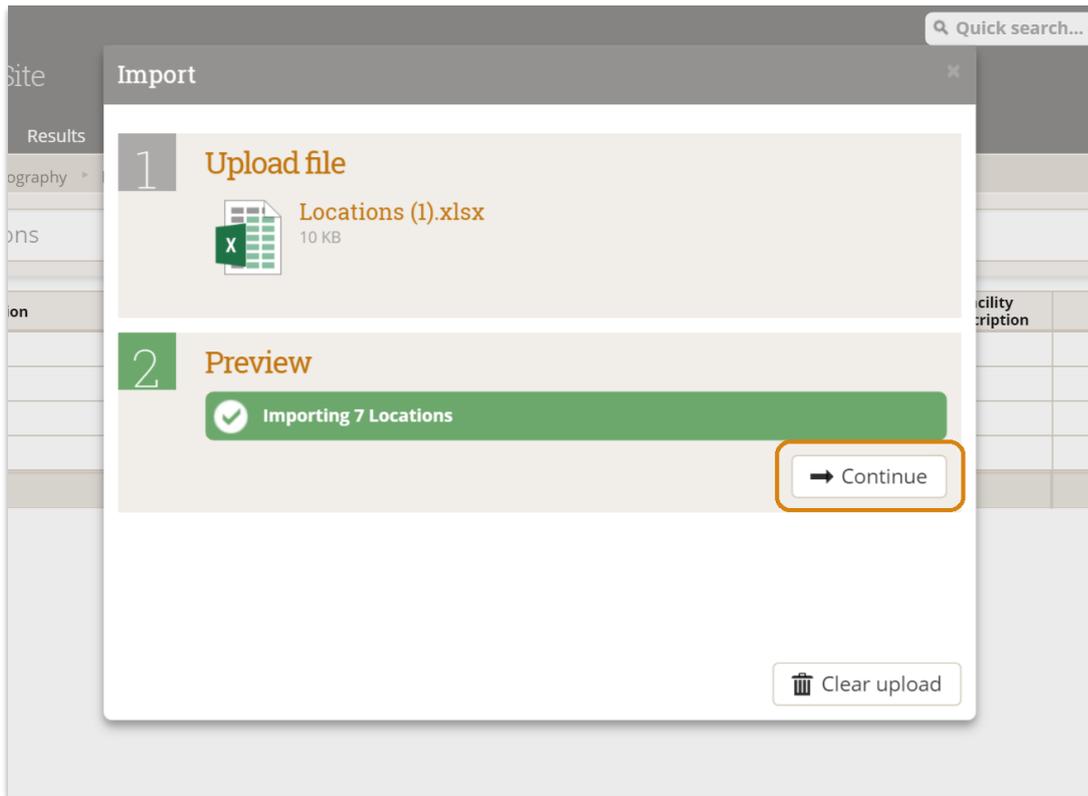
Choose file ... or drag and drop your file here

You can click the **Choose file** button to browse to the file or drag the file from your computer directly into this box and drop it here. The system will evaluate the spreadsheet for any invalid fields; it will warn you if it finds any problems with the sheet. If everything looks fine, you'll get a confirmation showing how many locations it found and will import:

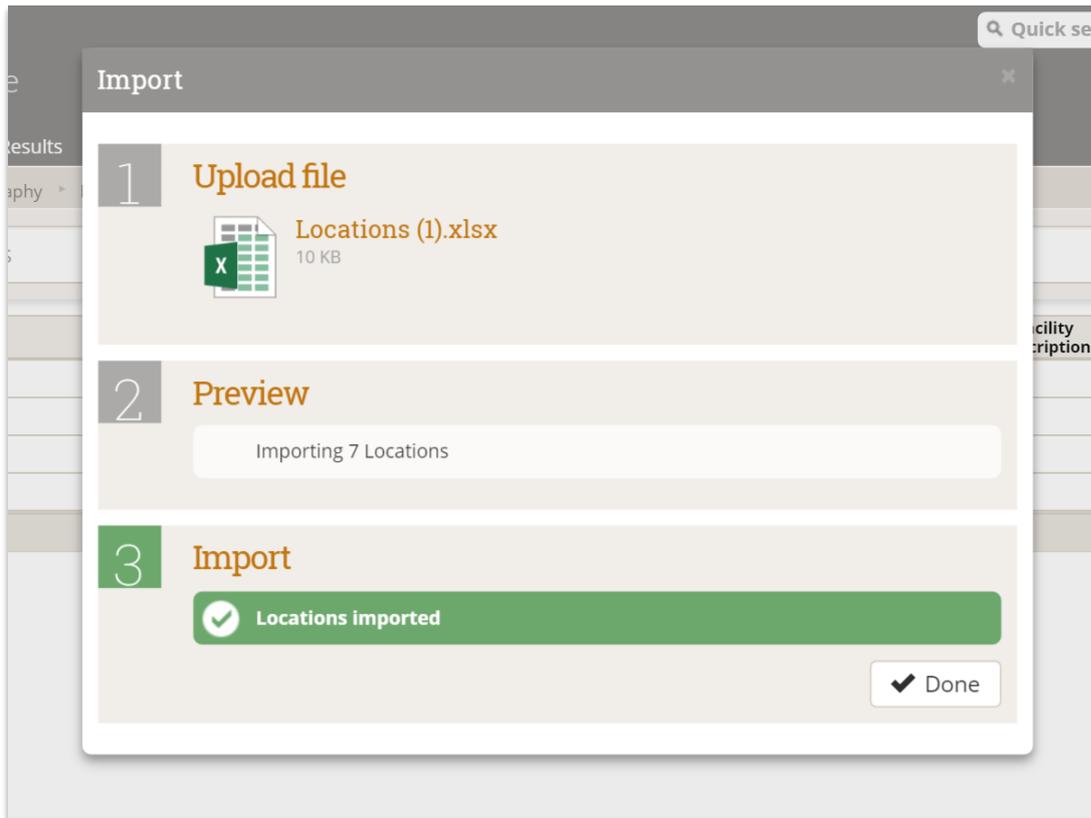


(In this case, I'm seeing 7 locations because I left all of my existing locations in my sheet. Since I didn't make any changes to them, this is fine.) If the number for import looks wrong to you or you get errors that you need to fix, click the **Clear upload** button to remove the file, go edit and save it again, and then restart the process.

Once everything looks good, click the **Continue** button to complete the import:



You'll get a confirmation message once the import is complete; click the Done button to close it.



Once you click Done, your Locations Index page will refresh and you'll see your new locations there!

Editing Existing Locations in Bulk

You can also use this tool to complete bulk updates to existing locations. To do so, follow the first few steps to download your Locations Index into Excel. Then edit the spreadsheet that you downloaded--for example, to add a new Tag to Locations, or update GPS coordinates in bulk.

When you import the spreadsheet, it will update the locations in place.

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

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