Add Multiple Locations

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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:

DevResults Kate's Test Site					Q Quick searc	h	
Dashboard Activities Results Calend	ar Documents Photos Adminis	stration					
ome Administration Geography Locations							
E Search locations						c	¢-
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			
Teslić	Teslic, Banja Luka, Repuplika Srpska		44.606667000	17.860000000			
Una National Park	Bihac, Una-Sana, Federacija Bosna i		44.495267000	16.134989000			
4 In continue							

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:

DevResults Kate's Test Site					Q Quick search
Dashboard Activities Results Calenda	r Documents Photos Admin	stration			
Home Moministration Geography Locations					
Search locations					۹ 🗳 -
	Commune Canton District Rospia and				Ł Export
Location	Herzegovina	Tags	Latitude	Longitud	T Import
Kozara National Park	Prijedor, Banja Luka, Repuplika Srps		45.008333000	16.89166	Columns
Sutjeska National Park	Foca, Foca, Repuplika Srpska	43.33333	43.333333000	18.68333	Code
Teslić	Teslic, Banja Luka, Repuplika Srpska		44.606667000	17.86000	
Una National Park	Bihac, Una-Sana, Federacija Bosna i		44.495267000	16.13498	Commune Canton District Rospia and
4 locations					Herzegovina
					✓ Tags
					✓ Latitude
					✓ Longitude
					Facility Description
					Primary Contact
					Phone

Once you have the columns you'd like, click the gear button and select "Export" to get an Excel template of all your existing locations:

DevResults Kate's Test Site					Quick search
Dashboard Activities Results Calenda	r Documents Photos Admin	stration			
Home * Administration * Geography * Locations					
Search locations					Q Ø-
					± Export
Location	Commune, Canton, District, Bosnia and Herzegovina	Tags	Latitude	Longitud	T Import
Kozara National Park	Prijedor, Banja Luka, Repuplika Srps		45.008333000	16.89166	
Sutjeska National Park	Foca, Foca, Repuplika Srpska		43.333333000	18.68333	Columns
Teslić	Teslic, Banja Luka, Repuplika Srpska		44.606667000	17.86000	
Una National Park	Bihac, Una-Sana, Federacija Bosna i		44.495267000	16.13498	Commune Canton District Bosnia and
4 locations					Herzegovina
					✓ Tags
					✓ Latitude
					✓ Longitude
					 Facility Description
					Primary Contact
					Phone

You can delete all the rows from the export, but it's not necessary. Add the rows for your new locations at the bottom with a **blank** locationID:

L		А	В	С	D	E	F	G	н	1
E	1	locationID	Location	Commune, Canton, District, Bosnia and Herzegovina	Tags	Latitude	Longitude	Facility Des	Primary Co	Phone
E	2	375919	Kozara National Park	Prijedor, Banja Luka, Repuplika Srpska		45.00833	16.89167			
E	3	375920	Sutjeska National Park	Foca, Foca, Repuplika Srpska		43.33333	18.68333			
E	4	375921	Teslić	Teslic, Banja Luka, Repuplika Srpska		44.60667	17.86			
E	5	375922	Una National Park	Bihac, Una-Sana, Federacija Bosna i Hercegovina		44.49527	16.13499			
	6		Sarajevo			43.8563	18.4131			
L	7		Banja Luka			44.77583	17.18556			
L	8		Čelinac			44.72453	17.32431			
Г	9									

(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**:

DevResults Kate's Test Site					Q Quick search
Dashboard Activities Results Caler	dar Documents Photos Admini	stration			
Home * Administration * Geography * Location	5				
Search locations					Q Ø-
					L Export
Location	Commune, Canton, District, Bosnia and Herzegovina	Tags	Latitude	Longitue	T Import
Kozara National Park	Prijedor, Banja Luka, Repuplika Srps		45.008333000	16.89166	
Sutjeska National Park	Foca, Foca, Repuplika Srpska		43.333333000	18.68333	Columns
Teslić	Teslic, Banja Luka, Repuplika Srpska		44.606667000	17.86000	
Una National Park	Bihac, Una-Sana, Federacija Bosna i		44.495267000	16.13498	Commune Canton District Bosnia and
4 locations					Herzegovina
					✓ Tags
					✓ Latitude
					✓ Longitude
					 Facility Description
					 Primary Contact
					Phone

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



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:

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Site	Import		
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ion		cility cription	P
	2 Preview ✓ Importing 7 Locations		
	🛍 Clear upload		

(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:

		iick search	
Site	Import		
Results ography	1 Upload file Locations (1).xlsx		
ion		cility ription	P
	2 Preview ✓ Importing 7 Locations ← Continue		
	The clear upload		

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

			Q uick sea
9	Import		×
tesults aphy ►	1	Upload file Locations (1).xlsx 10 KB	cility
	2	Preview Importing 7 Locations	ription
	3	Import Locations imported	

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.

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