

LOCATIONS



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Location Property Fields

Common Location Type Properties

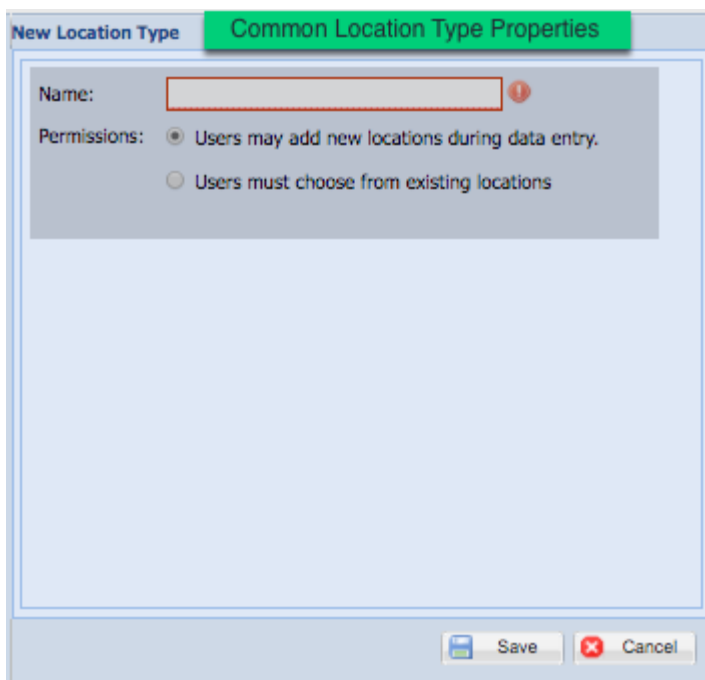
The following section explains the [Common Location Type Properties on ActivityInfo](#).

In ActivityInfo you can link the data entered from Users to a specific Location Type and to specific [Locations](#).

To do this you need to create a new Location Type and then add Locations to it.

For example, you can add the Location Type "Schools" and then add multiple schools as Locations in it. Then, in data entry Users will be able to pick one of the schools to link the data they submit to it. Other examples of Location Types are villages, health centres, water points, etc.

When you create a new Location Type you need to define its Properties. These Properties are Common for all Location Types.



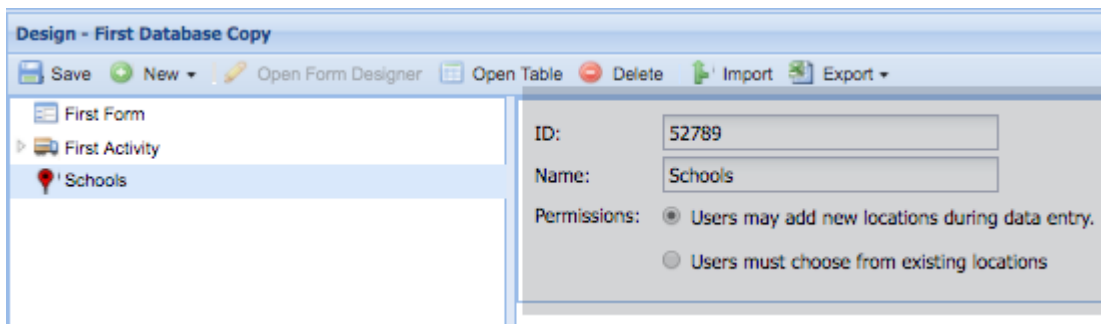
The screenshot shows a software dialog box titled "New Location Type". It has two tabs: "New Location Type" and "Common Location Type Properties", with the latter being the active tab. Inside the dialog, there is a "Name:" label followed by a text input field that has a red border and a small red information icon to its right. Below the name field is a "Permissions:" section with two radio button options. The first option, "Users may add new locations during data entry.", is selected. The second option is "Users must choose from existing locations". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Common Location Properties and their Function

ID

When you create a new Location, a unique ID will be assigned to it by ActivityInfo.

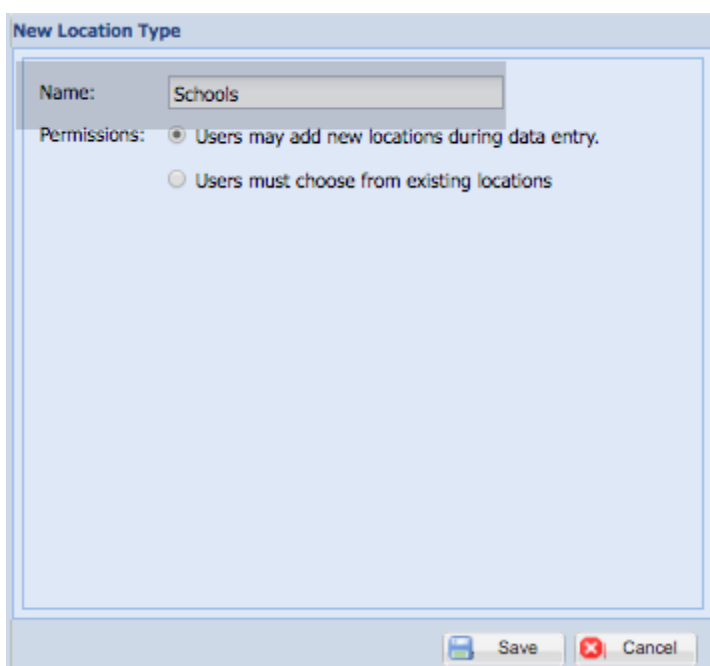
This Property can be reached only on the Details Side Panel of the Design Page.



The screenshot shows a software interface titled "Design - First Database Copy". On the left, a tree view lists "First Form", "First Activity", and "Schools" (highlighted with a red location pin icon). On the right, a configuration panel for the "Schools" location type is displayed. It includes fields for "ID:" (containing "52789") and "Name:" (containing "Schools"). Below these, the "Permissions:" section has two radio buttons: "Users may add new locations during data entry." (which is selected) and "Users must choose from existing locations".

Name

Here you add the Name for the Location Type. This Property Field is required.



The screenshot shows a "New Location Type" dialog box. It has a "Name:" label followed by a text input field containing the word "Schools". Below this, the "Permissions:" section contains two radio buttons: "Users may add new locations during data entry." (selected) and "Users must choose from existing locations". At the bottom right, there are "Save" and "Cancel" buttons.

⚠ Be aware that the Location Type you create will be visible and available to all users with a Database in the same country where you create your Location Type. Please **DO** not store any information in Location Types which is sensitive or personal and choose a name which clearly distinguishes your Location Type from others. If, for example, you choose to upload your own list of Districts when there already is an Administrative Level called "Districts", make sure to add something to the Location Type name which helps to distinguish it from others. For example: "Districts (for UNHCR RRP)".



Location Permission Types

Here you define the Location Permission Types for the Users entering data.

New Location Type

Name:

Schools

Permissions:

☒ Users may add new locations during data entry.

☐ Users must choose from existing locations

Save

Cancel



Locations Property Fields

The following section explains the Common Location Properties on ActivityInfo.

In ActivityInfo you can link the data entered from Users to a specific Location Type and to specific [Locations](#).

To do this you need to create a new Location Type and then add Locations to it.

For example, you can add the Location Type "Schools" and then add multiple schools as Locations in it. Then, in data entry Users will be able to pick one of the schools to link the data they submit to it. Other examples of Location Types are villages, health centres, water points, etc.

When you create a new Location you need to define its Properties. These Properties vary based on the Location Type and the country in which the Database is located.

Form

Location Propepty Fields

Name *

Alternate Name

Administrative Unit

Province Name:

District Name:

Geographic coordinates

Latitude:

Longitude:

OK



Location Property Fields and their Function

Name

The screenshot shows a form titled "Form" with a blue header. Below the header, there is a label "Name *" followed by a text input field containing the text "Ahl Mughuha High School". Below this field, the label "Alternate Name" is partially visible.

Here you add the Name for the Location. This Property Field is required.the

While the name should ideally be recognizable and unique, the system allows you to enter multiple locations bearing the same name.

Alternate Name

The Alternate Name can be used to add precision to a Name or to distinguish two Locations bearing the same name. Another example is to use this field for the [P-Code](#).

The screenshot shows a form with a label "Alternate Name" followed by a text input field containing the text "Central Asia Institute supported". Below this field, the label "Administrative Unit" is partially visible.

Administrative Unit

Assigning administrative levels to entries will allow you to create Reports (charts, pivot tables, maps) in which data is aggregated by administrative levels. The more precise you geographically describe your data, the more options you will have when creating your reports.

Locations can store Administrative Level information and/or geographic coordinates (lat/long decimals).

The types of Administrative Units available in the Location Form depend on the country for which you created the Database.

Administrative Unit

Province Name:

District Name:

💡 The hard-working folks behind ActivityInfo have uploaded administrative levels for each country in the world; while we try to keep this information as complete and up to date as possible, there might be missing layers of information or outdated layers in the country you are working in. If you are working in a country where geographic information appears missing/outdated, [contact us](#) and we will see what we can do.

Geographic Coordinates

Here you can add the Geographic Coordinates for the Location. Make sure you write them in the correct format. Add a -/+ or N/S / E/W in front of the number.

Geographic coordinates

Latitude:

Longitude:

⚠️ Only decimal (dot or comma) coordinates are accepted for Latitude and Longitude.



Location Permissions



"Add New Locations" Permission

The following section defines what the "Add New Locations" Permission is in ActivityInfo.

In ActivityInfo you can allow or prevent Users from adding new Locations to a Location Type when they are entering data in the Classic Interface.

With the "Add New Locations" Permission you allow them to add new Locations to the Location Type you have created.

The screenshot shows a dialog box titled "New Location Type". It contains a "Name:" label followed by a text input field containing the word "Farms". Below this, there is a "Permissions:" label followed by two radio button options. The first option, "Users may add new locations during data entry.", is selected with a filled radio button. The second option, "Users must choose from existing locations", is unselected with an empty radio button. At the bottom right of the dialog box, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red X icon).



"Choose from Existing Locations" Permission

The following section defines what the "Choose from Existing Locations" Permission is in ActivityInfo.

In ActivityInfo you can allow or prevent Users from adding new Locations to a Location Type when they are entering data in the Classic Interface.

With the "Add New Locations" Permission you prevent them from adding new Locations to the Location Type you have created. Users will have to choose from the existing Locations instead.

New Location Type

Name:

Permissions: ☐ Users may add new locations during data entry.
☒ Users must choose from existing locations