LOCATIONS

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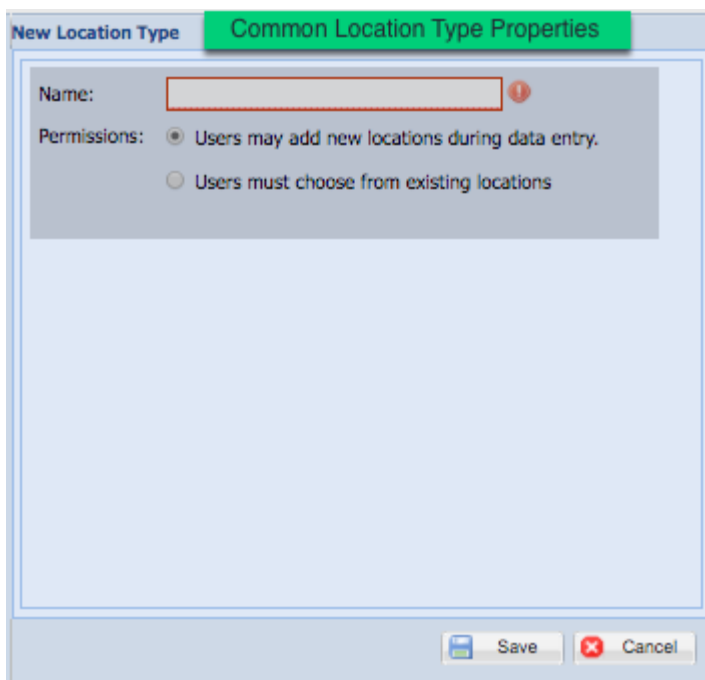# Location Property Fields

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.
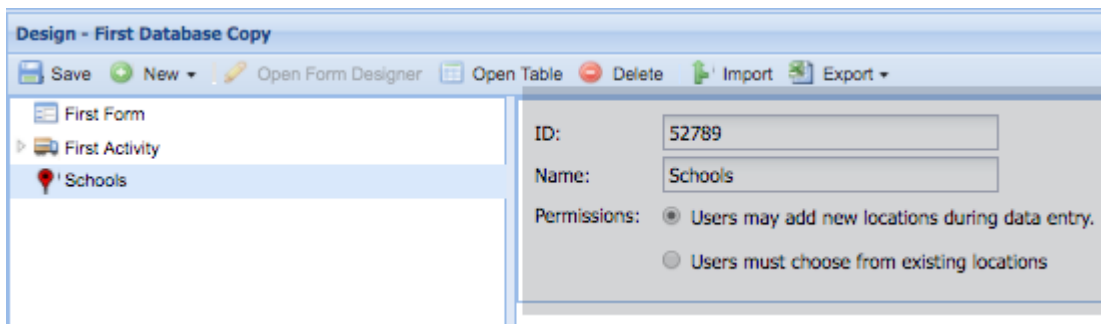

Common Location Properties and their Function

ID

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

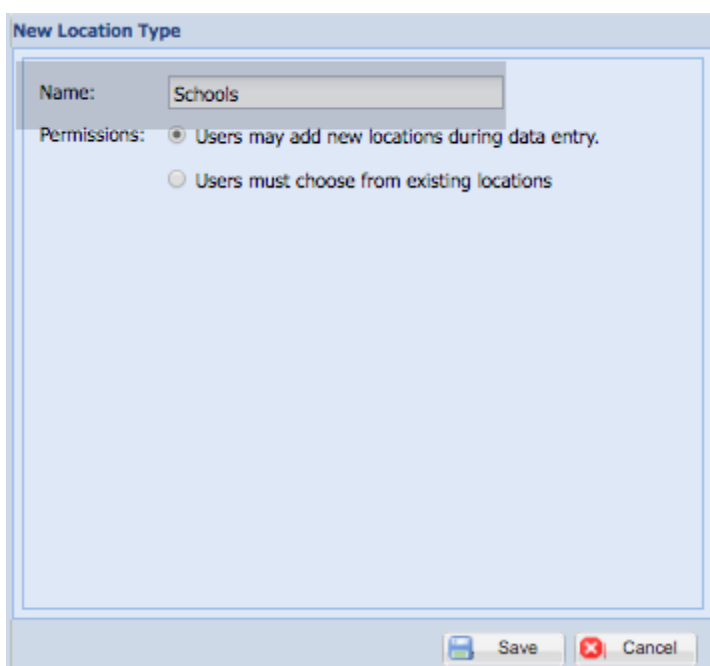This Property can be reached only on the Details Side Panel of the Design Page.

Name

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

⚠️ 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

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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.

Location Property Fields and their Function

Name

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.

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: Badakhshan

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: N37.423809

Longitude: E71.147967

> ⚠️ 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.

"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.