

USER GUIDE

CREATING FACILITIES

The actions described in this Guide can be performed by the following roles:

Admin GA

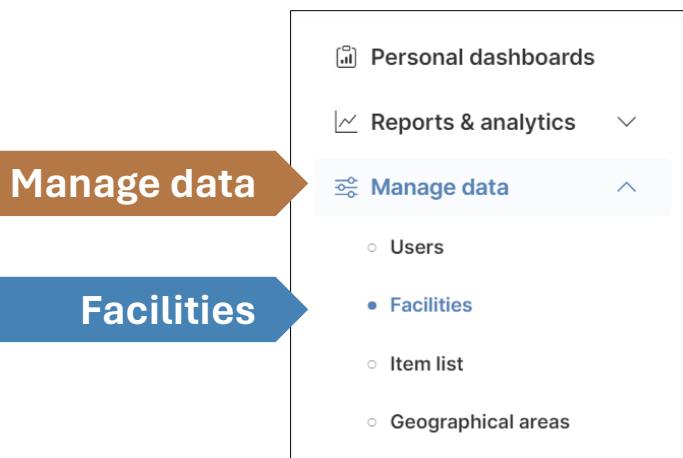
Admin GA Donor

An Administrator of a Geographical Area (Admin GA) can create a Facility anywhere in the Area they have been assigned to. A Facility created outside a user's Area will generate an error message within the platform.

A Facility can only be assigned to a Geographical Area that has already been created (see the [Geographical Areas User Guide](#)).

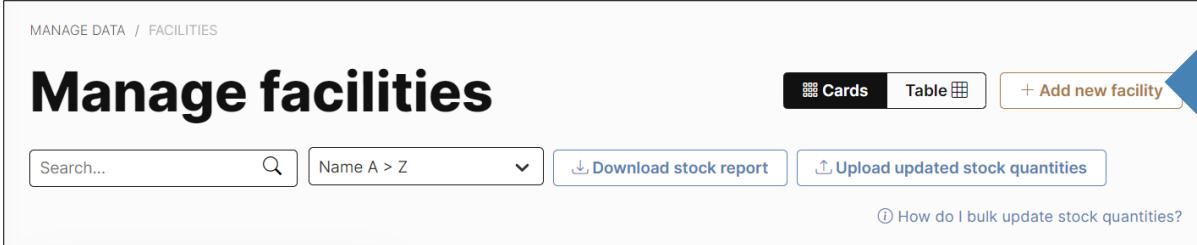
HOW TO CREATE A NEW FACILITY

1. Open the **Manage data** menu.
2. Select **Facilities**.



The **Manage facilities** page will open. If your organization has previously added Facilities, they will be displayed here.

3. Click the **Add new facility** button.



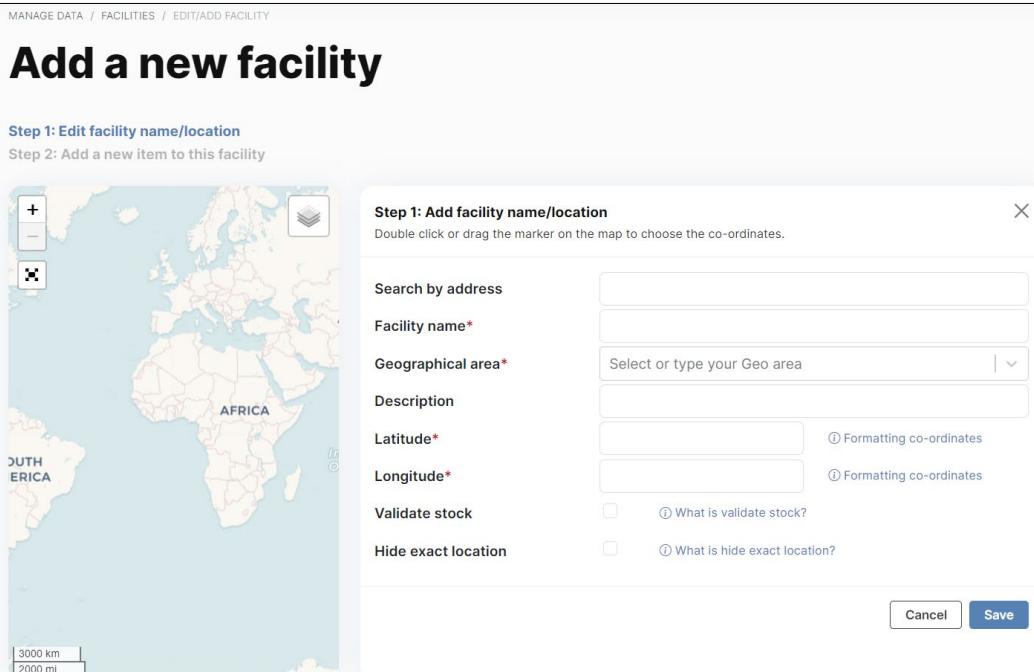
MANAGE DATA / FACILITIES

Manage facilities

Search... Name A > Z How do I bulk update stock quantities?

+ Add new facility

A blank form will open, where you can **enter the details of the Facility** that you wish to add.



MANAGE DATA / FACILITIES / EDIT/ADD FACILITY

Add a new facility

Step 1: Edit facility name/location
Step 2: Add a new item to this facility

Step 1: Add facility name/location
Double click or drag the marker on the map to choose the co-ordinates.

Search by address
 Facility name*
 Geographical area* Select or type your Geo area
 Description
 Latitude* Formatting co-ordinates
 Longitude* Formatting co-ordinates
 Validate stock What is validate stock?
 Hide exact location What is hide exact location?

4. Start by giving a **name** to the Facility you are creating. This can be a name of your choice or follow any conventions adopted by your agency.

5. Type the name of the **Geographical Area** where the Facility is located, or select the arrow to see the drop-down list. Available Geographical Areas will appear in geographical and alphabetical order.

In the example below, we have given the name 'Main Facility' and chosen the Geographical Area 'World-Africa-Somalia'.

**Name****Area**

Step 1: Add facility name/location

Double click or drag the marker on the map to choose the co-ordinates.

Search by address

Facility name* Main Facility

Geographical area* Somalia

Description World

Latitude* World-AFRICA

Longitude* World-AFRICA-Ethiopia

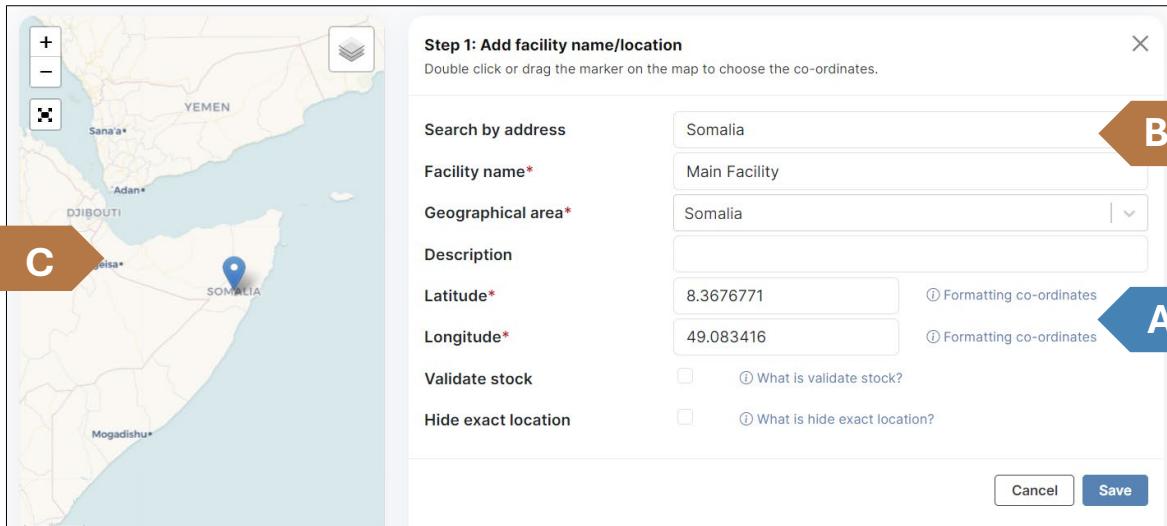
Validate stock World-AFRICA-Kenya

Hide exact location World-AFRICA-Sao Tome and Principe

World-AFRICA-Somalia

World-AFRICA-South Africa

6. Add an optional **Description** of your facility. This can help to identify and distinguish facilities at a later stage (for example, in cases where you have many facilities in the same Geographical Area).
7. Enter the **Latitude and Longitude coordinates** of the Facility. There are three ways to do this:
 - A. **Type directly** into the Latitude and Longitude boxes if you already have the GPS coordinates available.
 - B. **Search by Street address** using the search box at the top. Choose from the options that appear below the search box.
 - C. **Use the map** can help you find coordinates for a Facility. Drag the marker to the location of the Facility, or double-click the map to set the blue marker in place. Use the controls on the left side to zoom and enlarge the map. The coordinates will then be filled in automatically in the form.



Step 1: Add facility name/location
Double click or drag the marker on the map to choose the co-ordinates.

Search by address Somalia

Facility name* Main Facility

Geographical area* Somalia

Description

Latitude* 8.3676771 ⓘ Formatting co-ordinates

Longitude* 49.083416 ⓘ Formatting co-ordinates

Validate stock ⓘ What is validate stock?

Hide exact location ⓘ What is hide exact location?

Cancel **Save**

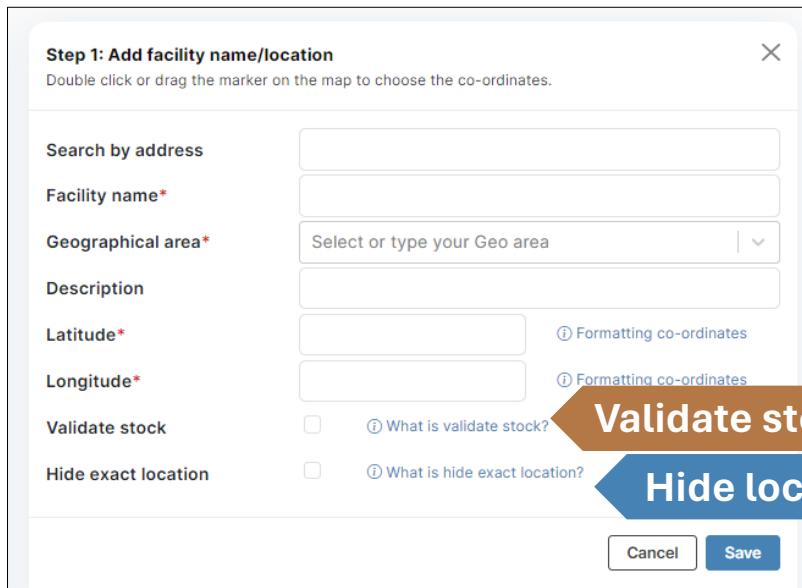
When entering co-ordinates, please use a dot (.) for separation and not a comma (,).

8. **Validate stock:** when your Facility Manager adds or updates stock information, you can decide if you want to check this information before it is published in STOCKHOLM.

Tick the box if you prefer to validate entries before they go live.

9. **Hide exact location:** you can choose to hide the exact location of your facility on the stock mapping (for example, for security reasons).

Tick the box if you prefer to determine which Geographical Area the Facility will be displayed in. Then **Select** from the drop-down list that appears underneath.



Step 1: Add facility name/location
Double click or drag the marker on the map to choose the co-ordinates.

Search by address

Facility name*

Geographical area* Select or type your Geo area

Description

Latitude*

Longitude*

Validate stock ⓘ What is validate stock?

Hide exact location ⓘ What is hide exact location?

Cancel **Save**

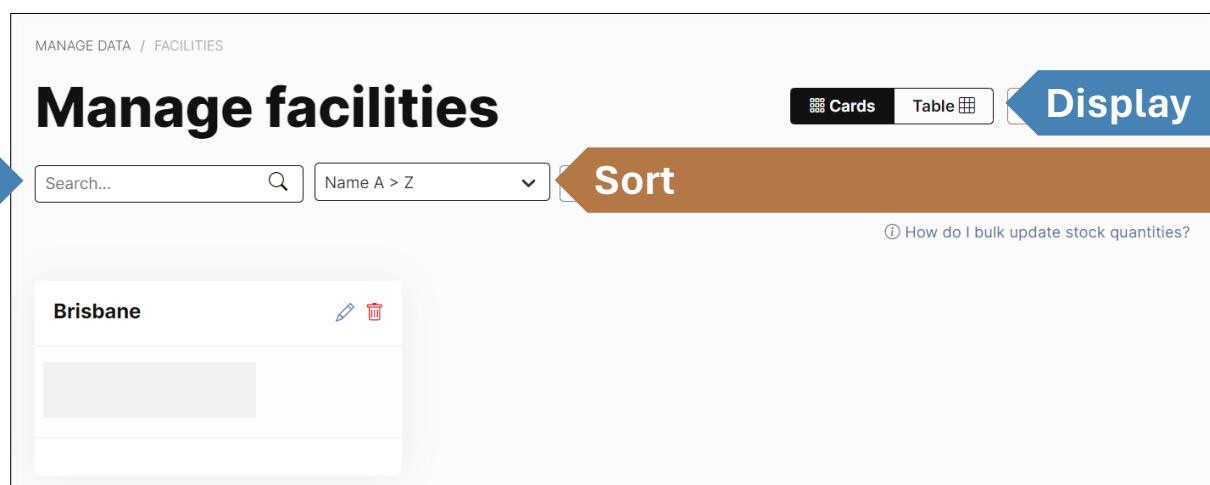
10. Select **Save**. A pop-up notification will confirm you have successfully created the Facility.

Once you have created a Facility, you will be given the option to allocate Items to that Facility. See the [Creating Items User Guide](#).

HOW TO VIEW AND EDIT FACILITIES

1. On the Manage facilities page, you can choose to display your existing facilities either as **Cards** or in a **Table**. In both cases, facilities can be **sorted by name** (alphabetical order or reverse).

You can also use the **search bar** on top to look for Facilities.



MANAGE DATA / FACILITIES

Manage facilities

Search... Name A > Z

Sort

Brisbane

2. Click the blue pencil icon to **open and edit** a Facility.
3. Click the red trash can icon to **delete** a Facility.

MANAGE DATA / FACILITIES

Manage facilities

Search...  Name A > Z     Cards  Table  + Add new facility

How do I bulk update stock quantities?

Facility	Actions
Brisbane	 

Open or delete

FURTHER ASSISTANCE

For support with Facilities in STOCKHOLM, [contact the ESUPS team](#).