

USER GUIDE

GEOGRAPHICAL AREAS

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

Admin GA

Admin GA Donor

Geographical Areas define the locations for which a person can invite and accept new users, create Facilities, and allocate Items within STOCKHOLM.

Each Administrator of a Geographical Area (Admin GA) can see and take actions **below the level of their assigned GA**. For example, a Global Administrator (Admin GA: World) can manage sub-regional, regional, country and provincial levels (see the [Roles User Guide](#)).

A user's Geographical Area is reflected in their **Personal Dashboard**.

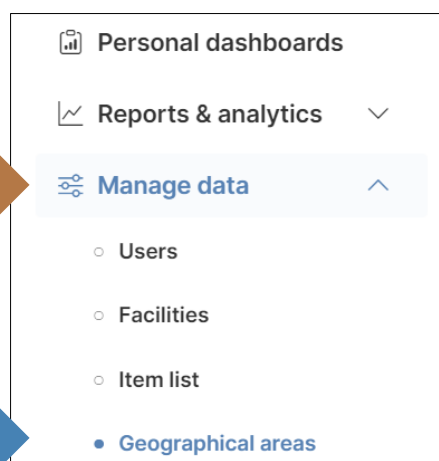
STOCKHOLM uses a system of “**parent**” and “**child**” **Geographical Areas**. A larger parent Geographical Area must always be selected before creating a smaller child Area. For example, when creating a Geographical Area for Africa, the parent Area will be “World”. Likewise, when creating “Mozambique”, the parent Area will be “World-Africa”.

HOW TO CREATE A GEOGRAPHICAL AREA

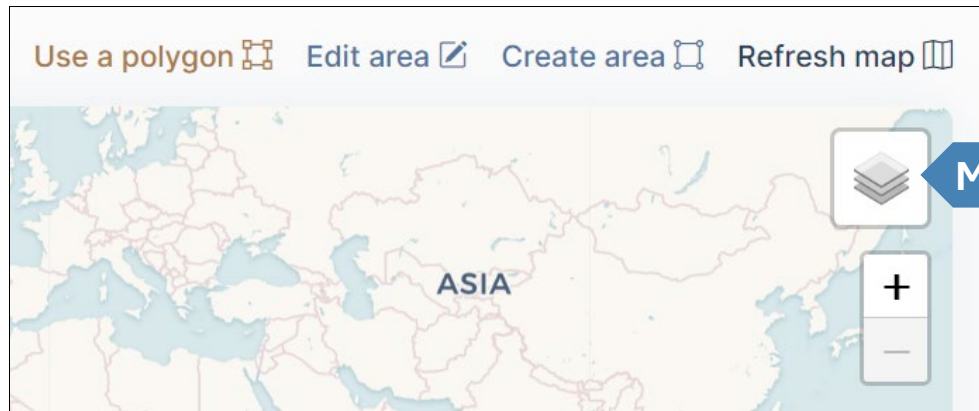
1. Open the **Manage Data** section.
2. Select **Geographical Areas**.

Manage data

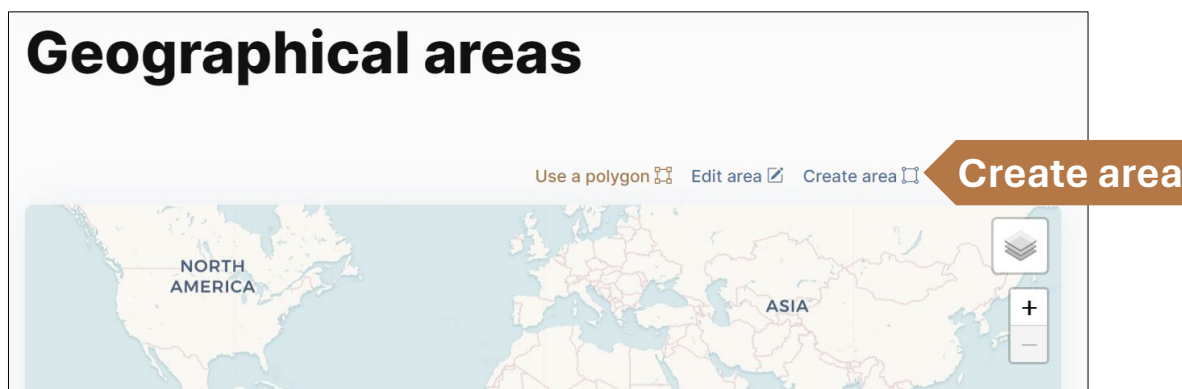
Geographical Areas



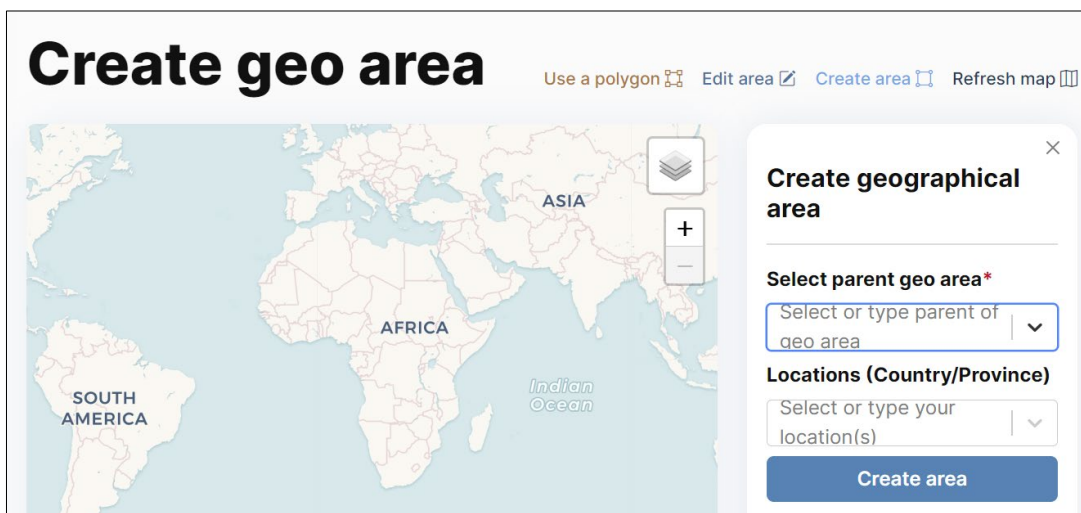
3. Select the type of map you prefer:
 - a) **Open Street Map** (as used in this Guide), or
 - b) **ARCGIS imagery**.



4. Select **Create area**.



5. When the Create geographical area box opens, **select the parent geo area** from the drop-down list. You can also type in the box to look for a Geographical Area. This field is mandatory.

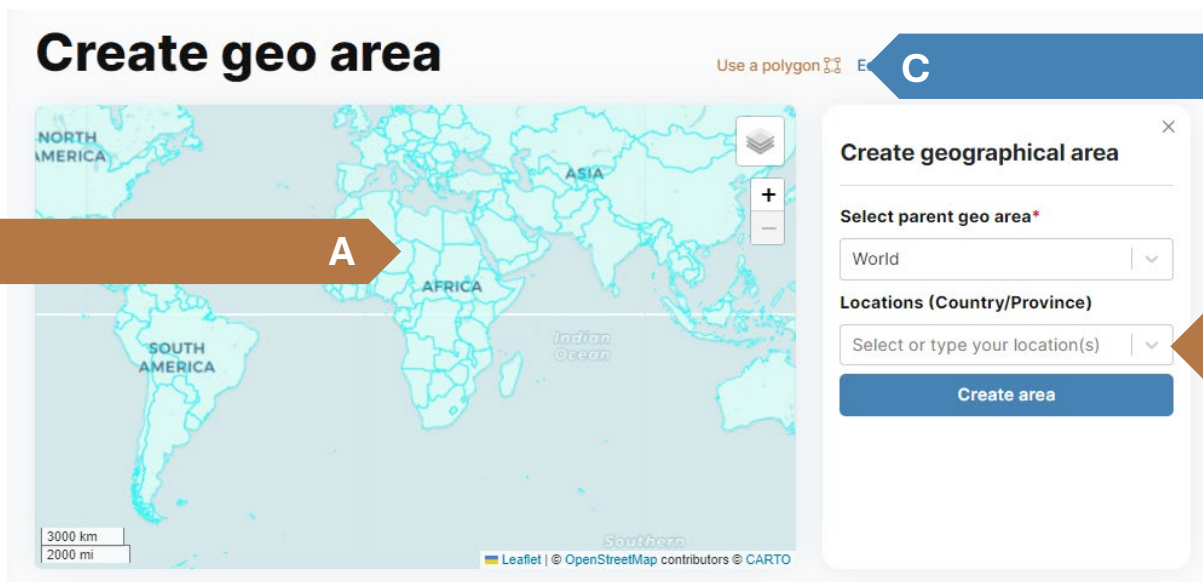


The highest parent geographical area you can select is the one you are assigned to. You cannot select a geographical area above that.

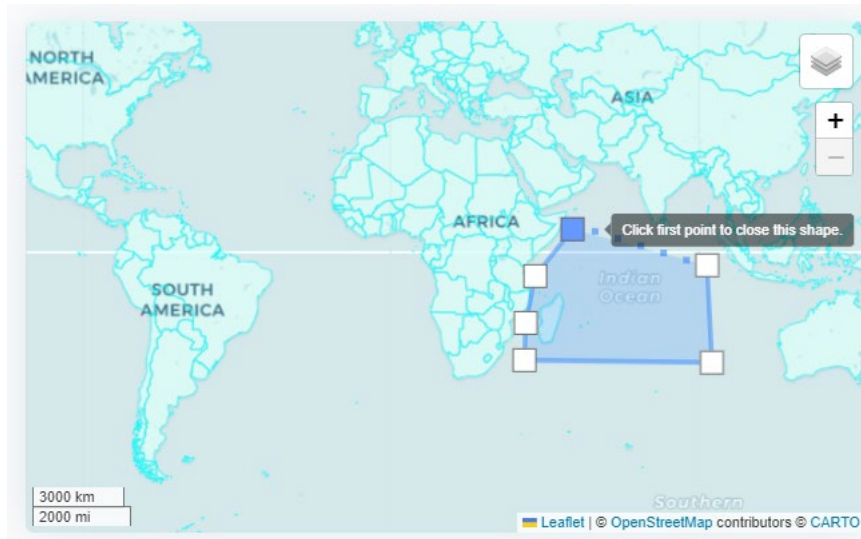
An **Administration at Global level** can select “World” from the drop-down list. On the map, all countries in the “World” Geographical Area will be highlighted in light blue.

An **Administrator at Regional level or below** will not see “World” as an option, but the highest possible Geographical Area they oversee. This could be a region, country or a province. On the map, any country in the selected Geographical Area will be highlighted in light blue.

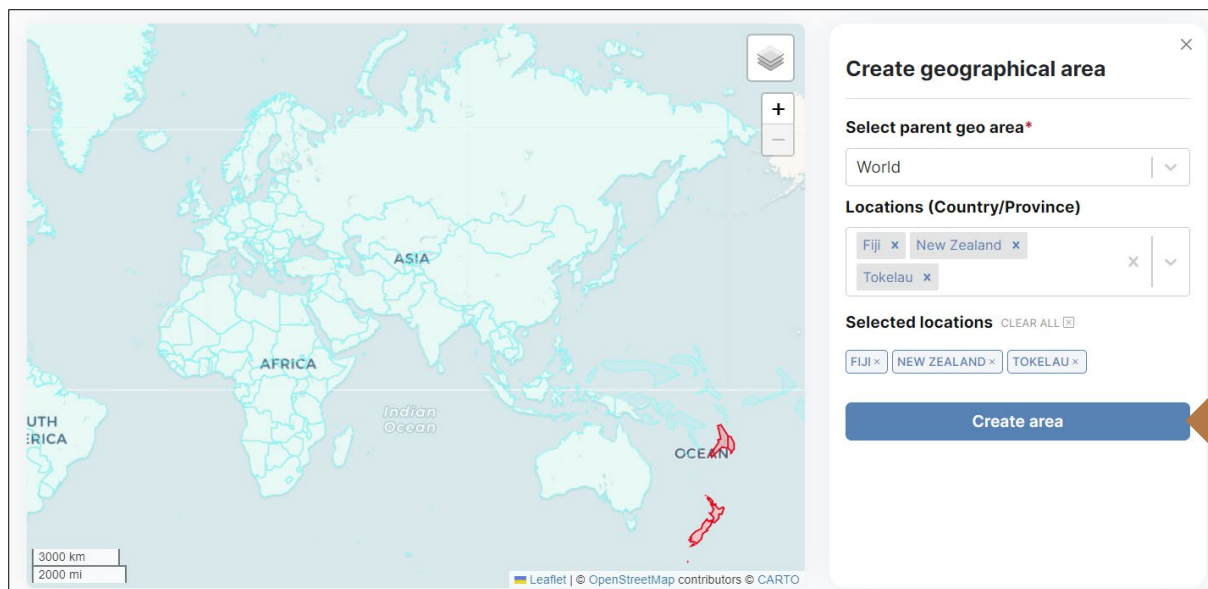
6. Select the **Locations (Country/Province)** of the Geographical Area you wish to create. You can select as many as required. There are three ways to do this:



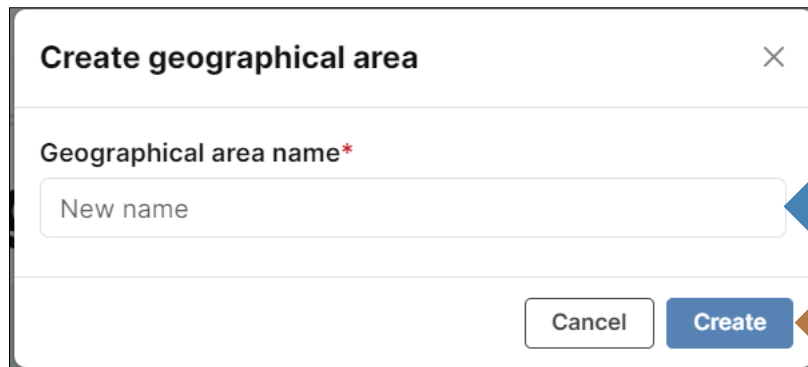
- A. Click on any **country highlighted in blue** on the map.
- B. Select from the **drop-down list**, or **type in the search box**.
- C. Select the **Use a polygon** button, and click on points on the map. With every click a small square will appear, drawing a side of your polygon that defines the Geographical Area. **Close the shape** by clicking again on the starting point/first blue square (other squares are coloured white).



7. To **remove a country**, either click it on the map or click on the “x” next to the country’s name. The country is removed when the highlight colour turns blue again.
8. Select **Create area**.



9. When the pop-up box opens, choose a **name** for your Geographical Area.



Create geographical area

Geographical area name*

New name

Cancel Create

Name

Create

10. Select **Create**. A pop-up notification will confirm your Geographical Area has been created.

You are now ready to create additional "child" Geographical Areas, such as countries within a region or provinces within a country.

Follow the steps described above to complete this process, selecting the highest desired GA available to your role.

FURTHER ASSISTANCE

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