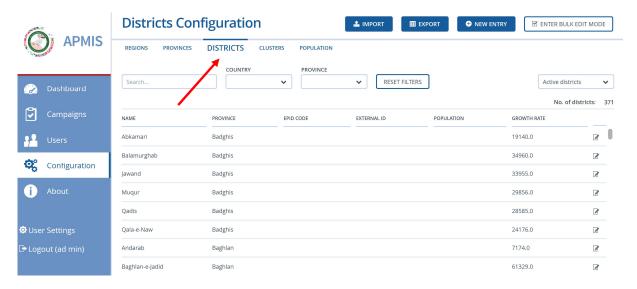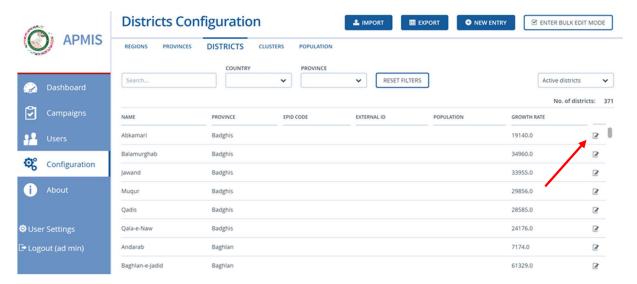# APMIS Configuration

Task: Utilize configuration to update administrative data

Step 1. To show the existing units, select one category, such as "DISTRICT". We now see a list of districts by name and the associated province.
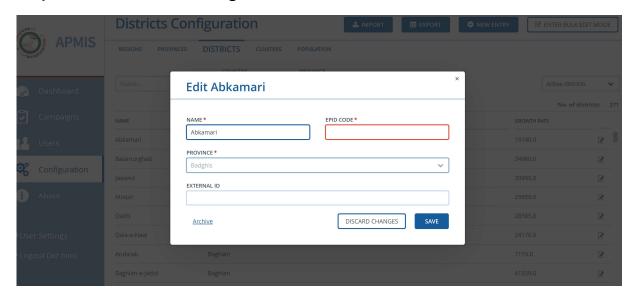

Step 2. To view or edit the unit's details, click the "edit" icon. A window will appear with the unit's details.
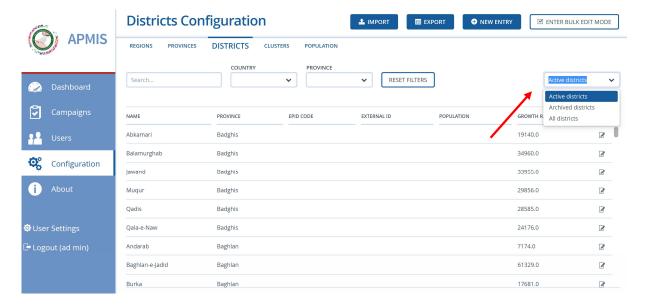
APMIS Configuration

Step 3. Save or discard changes. The unit can also be archived here.

Step 4. The dropdown menu on the upper right filters for active, archived or all units within that category.
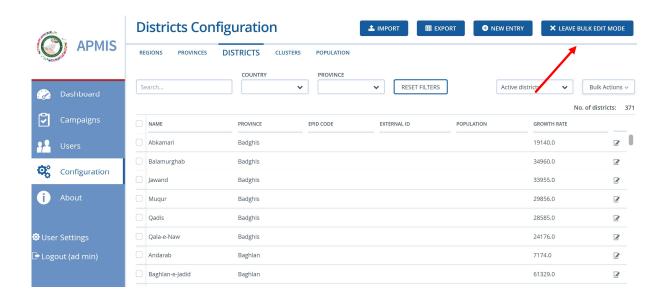
APMIS Configuration

Step 5. The buttons in the upper right allow to upload a csv of new units within that category ("IMPORT"), export a csv of units that category ("EXPORT"), or click "NEW ENTRY" to manually add a new unit.

The final button, "ENTER BULK EDIT MODE", switches to a mode that allows several units within a category to be selected by checkbox, then archived at once. When finished, click "LEAVE BULK EDIT MODE".

APMIS Configuration

Step 7. The final tab is for population, here you can upload new national population data or export the existing population data.