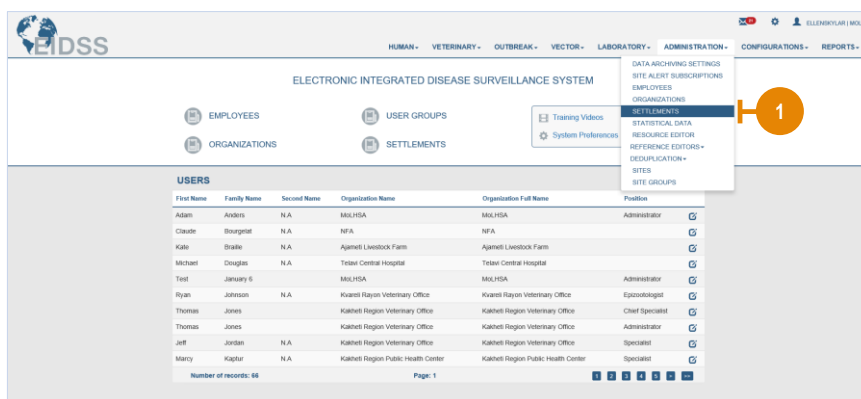


Enter a Settlement Record

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An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter a settlement record.

- From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears.



Tip 1: If there is concern that the desired record already exists in the database, perform a search before continuing.

Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

- Click **Add**. A blank **Settlement** screen appears.

Settlement

Search Criteria

Default Name: National Name: Settlement Type:

Country:

Region:

Rayon:

Settlement:

Latitude: From To

Longitude: From To

Elevation: From To

T2 **T1** **2**

Enter a Settlement Record

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- Complete the **Settlement Info** section.
Note: Fields marked with a red asterisk are mandatory. **Note:** Any commas used when entering **Latitude** and **Longitude** will appear as periods once the record is saved.

Tip 3: To quickly enter **Latitude** and **Longitude**, click the **Map** icon and click the appropriate location on the map that appears.

- Click **Review**. The **Settlement** screen appears displaying the record.

- Review the information for accuracy.

Tip 4: To collapse the navigation menu, click the three lines at the top.

Tip 5: To revise information, click the **Edit** icon, make the necessary changes, and return to the **Review**.

- Click **Submit**. A pop-up appears confirming successful entry of the record.