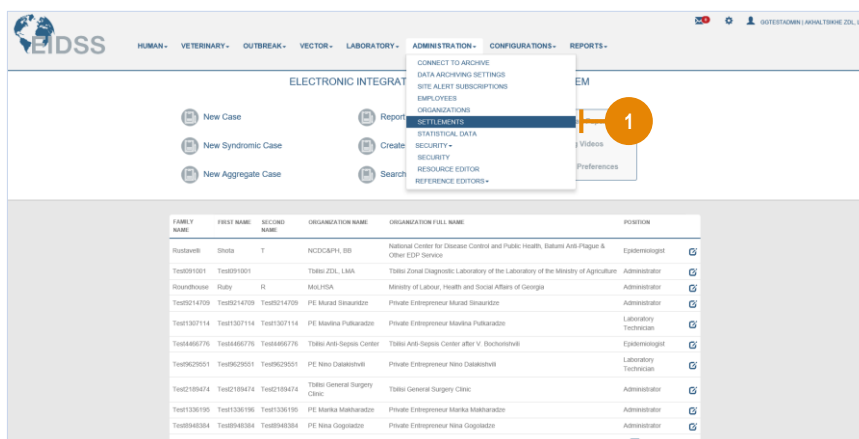


Edit a Settlement Record

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

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



- Enter as much information as possible about the settlement whose record you wish to edit.

Tip 1: To return to the previous screen without saving entered information, click **Cancel**.

Tip 2: To delete entered information, click **Clear**.

- Click **Search**. The **Search Results** appear.

The screenshot shows the Settlement form with the following search criteria:

- Default Name:** [Empty]
- National Name:** [Empty]
- Settlement Type:** [Dropdown menu]
- Country:** Georgia
- Region:** Imereti
- Rayon:** Kutaisi
- Settlement:** [Dropdown menu]
- Latitude:** From [] To []
- Longitude:** From [] To []
- Elevation:** From [] To []

At the bottom of the form, there are buttons for **Cancel**, **Clear**, **Search**, and **Add**. A red circle with the number 2 is next to the Settlement Type dropdown, and a red circle with the number 3 is next to the Search button.

Edit a Settlement Record

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- Click the **Edit** icon corresponding to the desired settlement record. The **Settlement** screen appears displaying the **Settlement Info** section.

Settlement

Search Criteria

Default Name

National Name

Settlement Type

Country

Region

Rayon

Settlement

Latitude

Longitude

Elevation

Search Results

Default Name	National Name	Settlement Type	Country	Region	Rayon	Latitude	Longitude	Elevation
Kutaisvelo	Kutaisvelo	Settlement	Georgia	Imereti	Kutaisi	42.7030410766602	42.2589302062988	
Kutaisi	Kutaisi	town	Georgia	Imereti	Kutaisi	42.2496421533573	42.6886814193992	

Number of records: 2

Page: 1

Cancel

Clear

Search

Add

- Make any necessary revisions.
- Click **Review**. The **Settlement** screen appears displaying the record.

Settlement

Settlement Details

Settlement Info

Unique Code

Settlement Name

National Name

Settlement Type

Country

Region

Rayon

Latitude (#.####o)

Longitude (#.####o)

Elevation

Map

Settlement Info

Review

Edit a Settlement Record

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7. Review the revised information for accuracy.
8. Click **Submit**. A pop-up appears confirming successful modification of the record.

Settlement

Settlement Details

7

Settlement Info

Unique Code

GGIMKU00102

Settlement Name

Kutaisvelo

National Name

Kutaisvelo

Settlement Type

Settlement

Country

Georgia

Region

Tbilisi

Rayon

Didube-Chughureti

Latitude (#.####o)

42.7030410766602

Longitude (#.####o)

42.2589302062988

Elevation

0

Map

Settlement Info

Review

Cancel

Submit

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