**📍 POI (Point of Interest) MANAGEMENT – GIS**

**➕ How to Create a POI**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“New POI”**.
4. Fill in the required POI information (mandatory fields are marked with a red asterisk).
5. Click **“Save”**.

**📥 How to Import POIs**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“Import”**.
4. Click **“Download Template”** to download the Excel file.
5. Fill in the required fields in the template.
6. Upload the completed template.

**📤 How to Export POIs**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“Export”** to download the POI data.

**✏️ How to Edit a POI**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“Edit”**.
4. Modify the POI details as needed.
5. Click **“Save”**.

**👁️ How to View a POI**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“View”**.
4. Review the POI information.

**🔁 How to Enable or Disable a POI**

**Applies to: All official POIs in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Location Management”** page.
3. Click **“More”**.
4. Click **“Disable”** or **“Enable”** as needed.

**🚫 RESTRICTED AREA MANAGEMENT – GIS**

**➕ How to Create a Restricted Area or Restrict an Area**

**Applies to: All restricted areas in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Restricted Area Management”** page.
3. Click **“New Restricted Area”**.
4. Fill in the required information (fields with a red asterisk).
5. Choose the shape for the area:
   * Circle
   * Custom
   * Line
6. Draw the restricted area on the map.
7. Click **“Save”**.

**✏️ How to Edit a Restricted Area**

**Applies to: All restricted areas in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Restricted Area Management”** page.
3. Click **“Edit”**.
4. Update the area’s information or reshape it.
5. Click **“Save”**.

**🔁 How to Enable or Disable a Restricted Area**

**Applies to: All restricted areas in GIS**

**Steps:**

1. Click the **“Geographic Information System”** tab.
2. Go to the **“Restricted Area Management”** page.
3. Click **“More”**.
4. Click **“Disable”** or **“Enable”** as needed.