

## Activity - Creating an organisation unit hierarchy

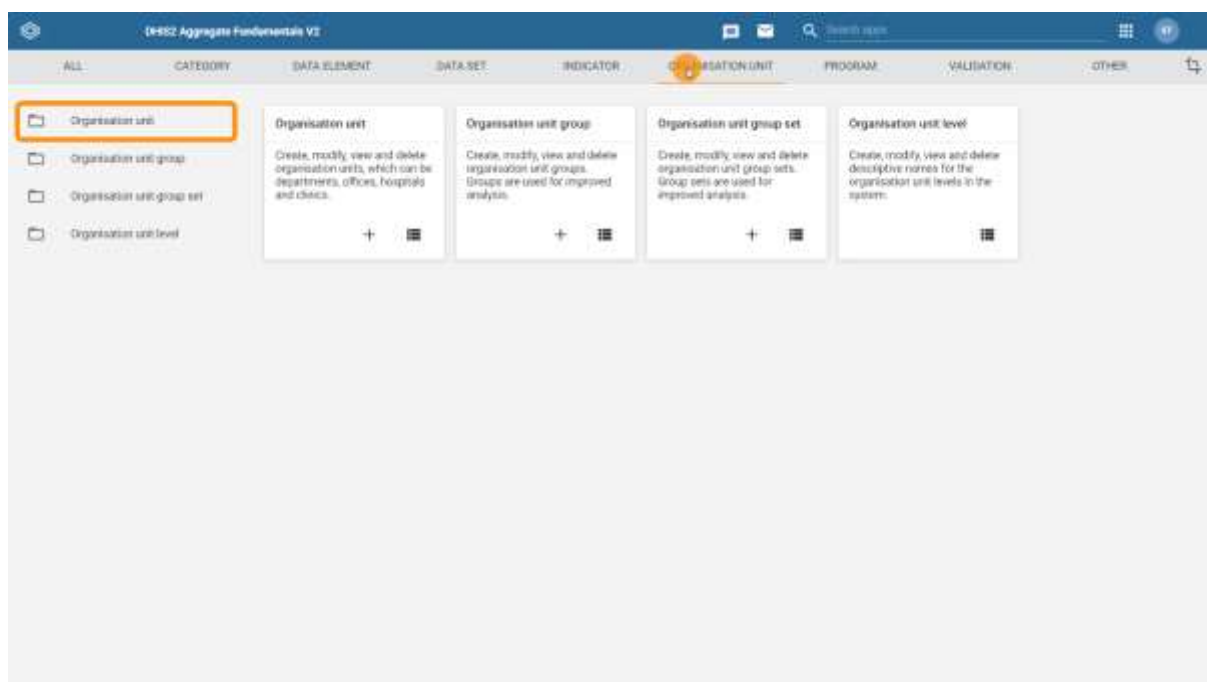
### Overview

In this activity, you will create a simple organisation unit hierarchy in DHIS2. Within the hierarchy, you will create a region, a district and two facilities that belong to the district .

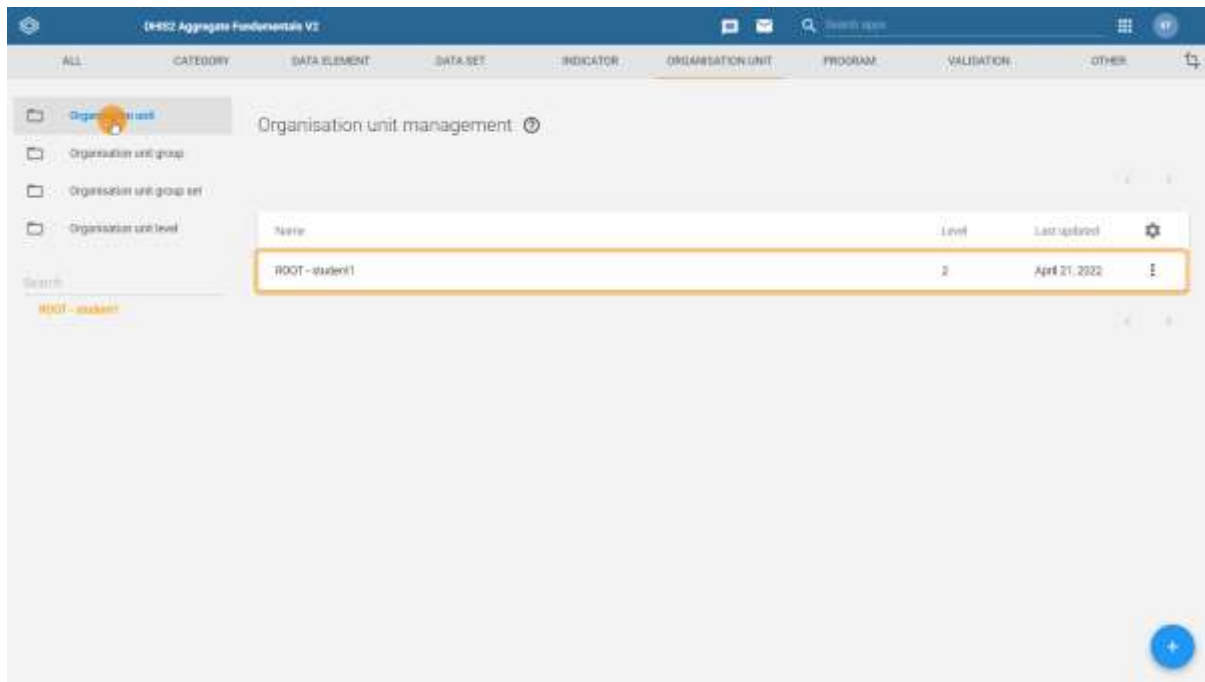
### Instructions

#### Create a region

1. Sign in to your account in **DHIS2 Customization Practice**
2. Open the **Maintenance application**
3. Navigate to the **organisation unit management page**



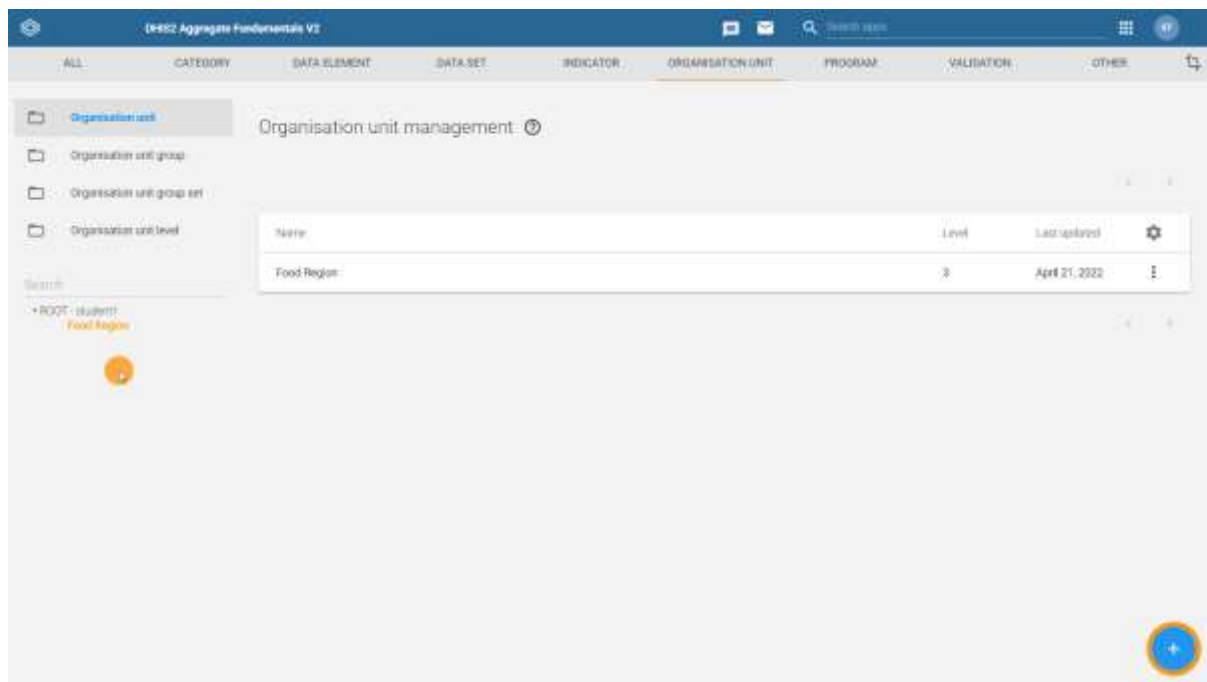
4. Make sure your **root organisation unit is selected (highlighted in orange)** and click on the **blue plus (+) sign** on the bottom right



5. Fill in the fields:
  - a. **Name:** *Your initials\_Food Region*
  - b. **Short name:** Food Region
  - c. **Opening date:** April 1st 2022
  - d. **Code:** *Your initials\_FR02*
6. Click '**Save**'

### Create a district within Food Region

1. Navigate back to the **organisation unit management page**
2. Make sure your parent organisation unit (*Your initials\_Food Region*) is selected and click on the **blue plus (+) sign** on the bottom right



3. Fill in the fields:
  - a. **Name:** *Your initials*\_Vegetable District
  - b. **Short name:** Vegetable District
  - c. **Opening date:** April 1st 2022
  - d. **Code:** *Your initials*\_VD03
4. Click 'Save'

### Create facilities within the Vegetable District

1. Navigate to the **organisation unit management page**
2. Make sure your parent organisation unit (Vegetable District) is selected and click on the **blue plus (+) sign** on the bottom right
3. Fill in the fields:
  - a. **Name:** *Your initials*\_Carrot District Hospital
  - b. **Short name:** Carrot District Hospital
  - c. **Opening date:** April 1st 2022
  - d. **Code:** *Your initials*\_CDH04
4. Click 'Save'
5. Repeat the process and create another facility in the Vegetable District
6. Make sure your parent organisation unit (Vegetable District) is selected and click on the **blue plus (+) sign** on the bottom right
7. Fill in the fields:
  - a. **Name:** *Your initials*\_Spinach Health Center
  - b. **Short name:** Spinach Health Center
  - c. **Opening date:** April 1st 2022
  - d. **Code:** *Your initials*\_SHC02
8. Click 'Save'

### (Optional) Create additional facilities

You can use the [configuration spreadsheet](#) to create additional organisation units in the Food Region to complete your organisation unit hierarchy.