

# Adding a Report Area to a New Report

## What is a Report Area?

A report with areas enabled is capable of representing geographic areas as its location, rather than a single point. Report types can only collect one type of geometry, points or area.

Once a report type is created, its geometry type can not be changed.

## Creating a Report with a Report Area

1. Create a report
2. Select a report type that collects area
3. Click 'Set report area' to add an area as the location of the report.



## Drawing the area

### Types of shapes you can create

- i. A valid report area is a single, closed polygon with 3 or more points and no intersecting lines.

Note: lines aren't accepted

Examples:



### How to create the Area

1. Start by clicking on the desired location on the map to add the first point.
2. After that, you can start adding more points to create the area.
3. You need to add at least 3 points.
4. To close the area, press "enter" or "return" on your keyboard. You can also click directly on the first point of the area.
5. Once finished, you must click "save" to finish adding the area to your Report.

Note that only closed areas without intersecting segments can be saved.

## Viewing the Report Area

- i. The Report Area can be seen on the map.
- ii. Report Areas are displayed in the Report priority color.
- iii. Details of the area (total perimeter and area) are shown in the location field of the Report details.

## Editing the Report Area

The area can be edited once the shape is closed or after it has been saved.

### How to edit

Select a point by clicking on the one you want to delete and press 'delete' or 'backspace' on your keyboard.

Add new points by hovering over a segment of the report area, select the midpoint, and click and drag it to the desired location.

Just like when creating an area, the shape must be valid in order to save.

## Other Tools

When drawing and editing a Report Area, a toolbar appears near the top of the map. It contains information on the Report being edited, details about the area, and various controls to help you.

- There is an info button explaining how to create and edit a Report Area.
- The expand/collapse button shows or hides the Report Area tools to provide a larger map view on web and mobile.
- Undo button allows you to reverse your last action. This can be removing the last point, re-opening the shape, and adding back a discarded shape.
- Discard button deletes the area completely.