

Entering coordinates

Purpose

This Fact Sheet provides guidance on how to enter coordinates in the correct format in the RSHQ Portal.

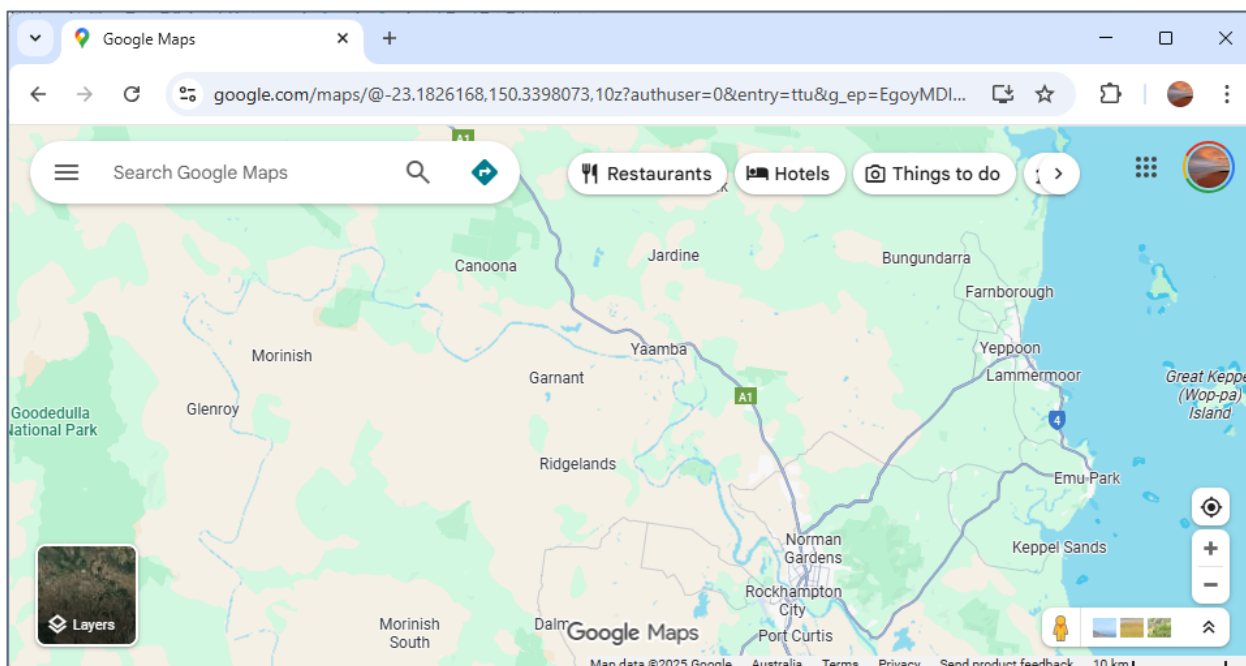
Entering coordinates

Latitude and Longitude coordinates must be entered into the Portal in Decimal Degree (DD) format.

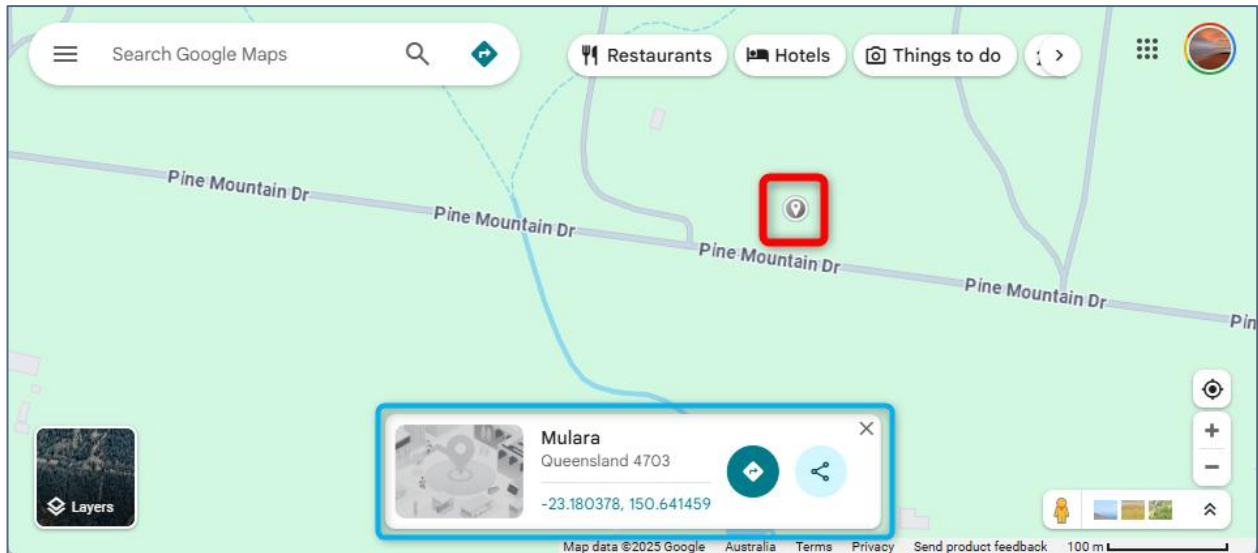
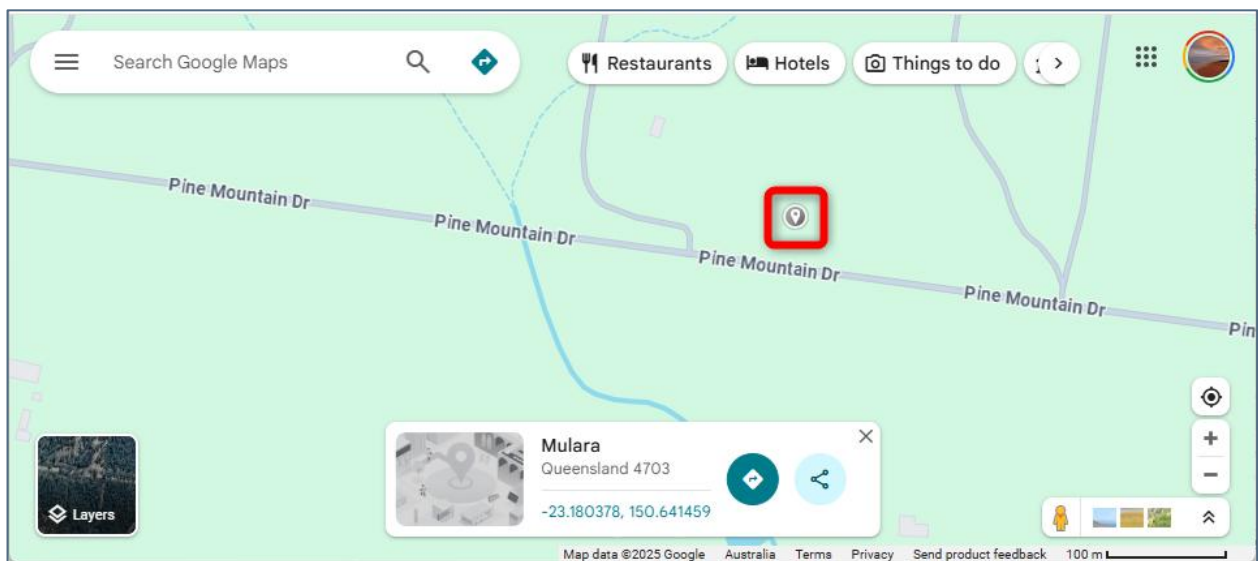
Note that in Decimal Degrees format, latitude coordinates for locations south of the equator should always include the negative sign (e.g -27.47000).

Latitude *	Longitude *
Up to 5 decimal places allowed (e.g. -24.10132).	Up to 5 decimal places allowed (e.g. 154.11201).
<input type="text"/>	<input type="text"/>

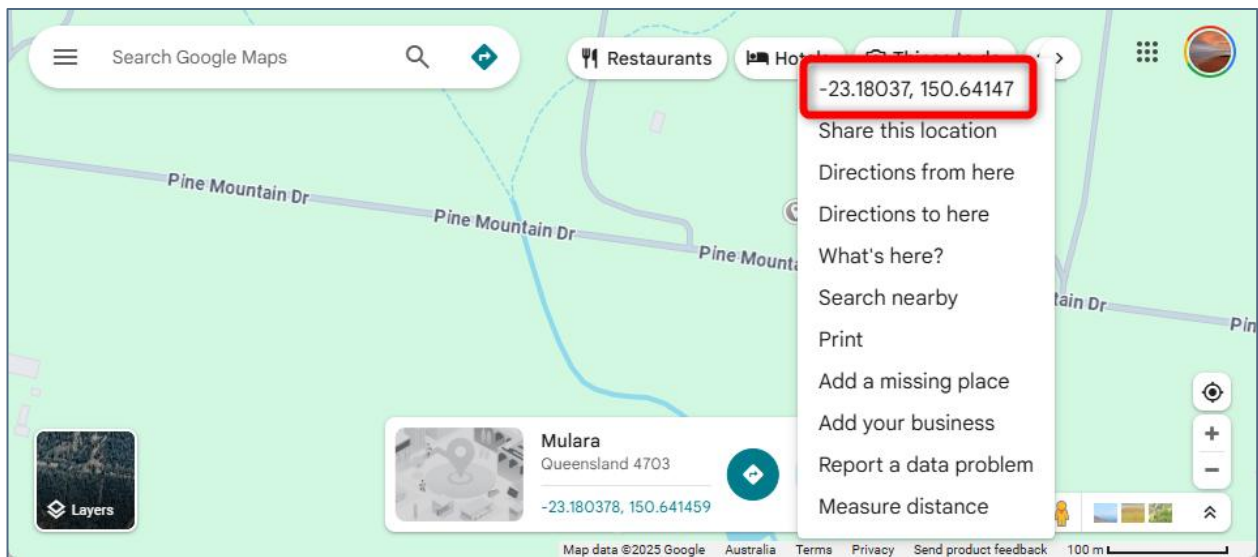
1. Obtain the relevant coordinates in Decimal Degree format by opening [Google Maps](https://www.google.com/maps).



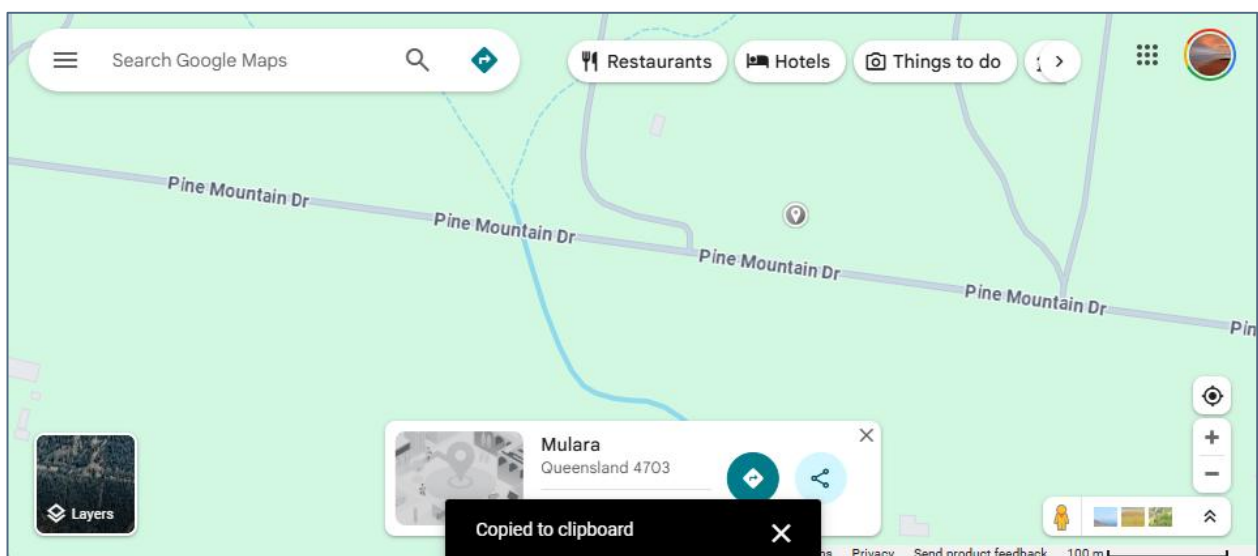
2. Navigate to the relevant location by using your mouse to click and drag the map. Click on the relevant location.
3. A location pin will appear, and related coordinate information will display in a pop-up box. Right-click on the location pin.



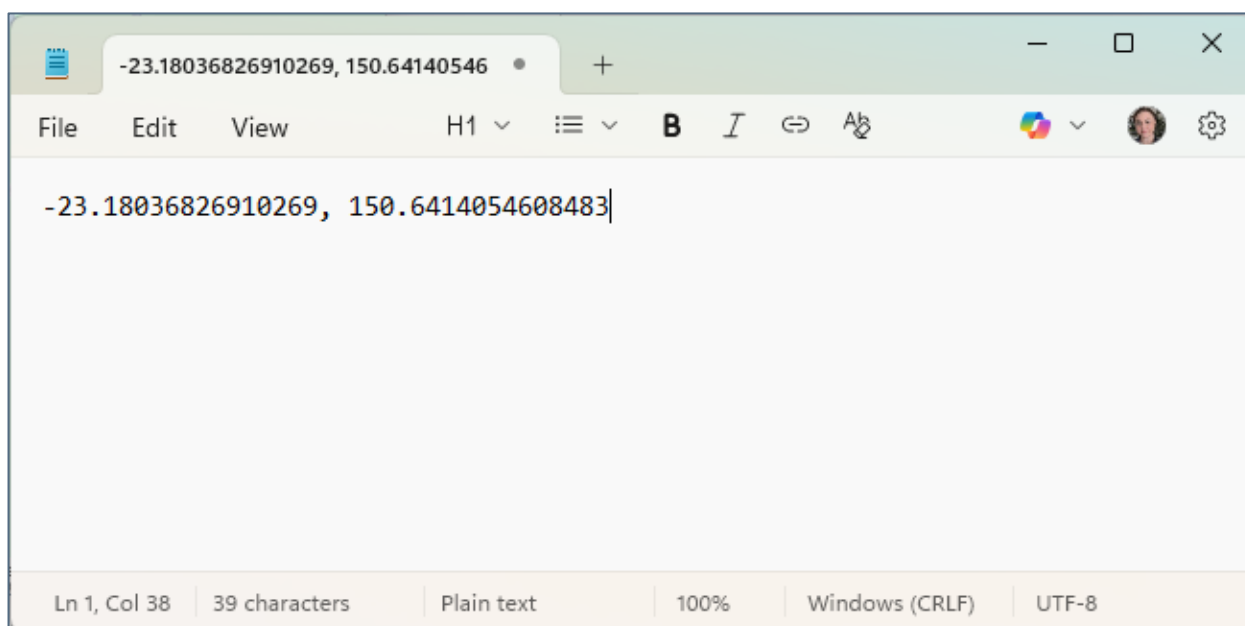
4. A pop-up menu will display with the coordinates in Decimal Degree format. Click on the coordinates.



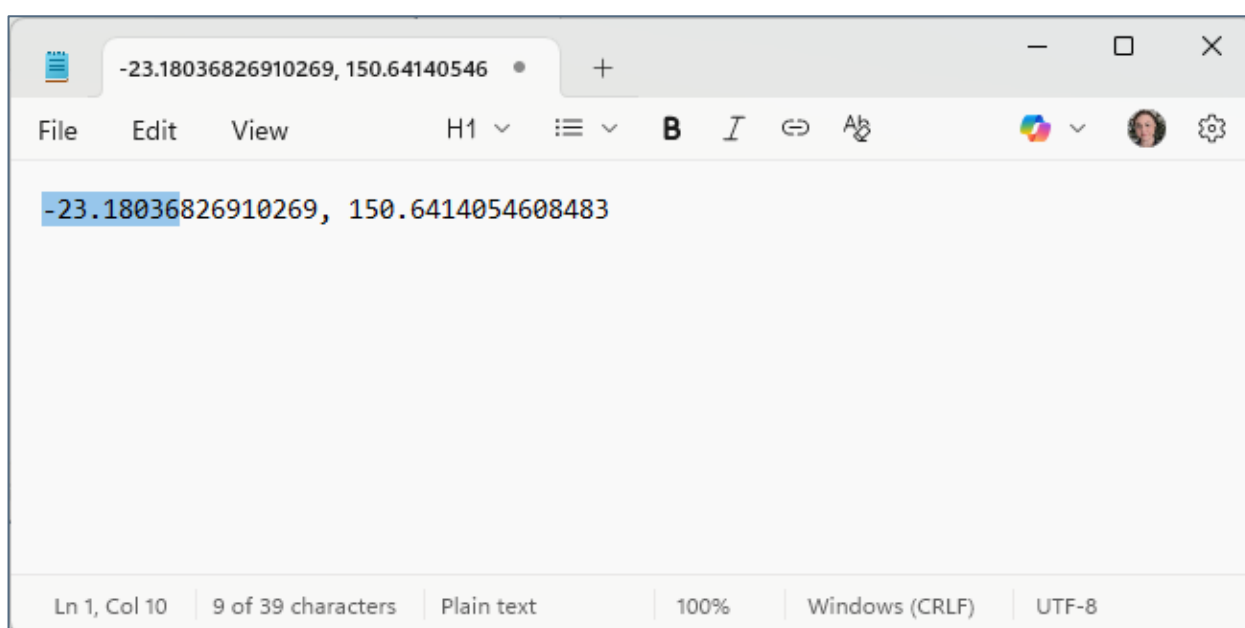
5. The coordinates will be copied to your clipboard.



6. Open the Notepad application and paste the copied coordinates.



7. Select and copy each coordinate to five decimal places, including any minus symbols.



8. Paste each coordinate into the relevant field.

Latitude * Up to 5 decimal places allowed (e.g. -24.10132). <input type="text"/>	Longitude * Up to 5 decimal places allowed (e.g. 154.11201). <input type="text"/>
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Latitude * Up to 5 decimal places allowed (e.g. -24.10132). <input type="text" value="-23.18036"/>	Longitude * Up to 5 decimal places allowed (e.g. 154.11201). <input type="text"/>
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Contact information

For further details or support, please contact RSHQ.