3.07. Viewing Names in Google Maps

If you know the exact geographical location of the supplier or customer, the *Lat* (latitude) and *Long* (longitude) fields can be completed in their *Photo* tab.

You should use the following conventions when entering the exact geographic location for a supplier or customer:

- Use decimal degrees (not degrees, minutes and seconds)
- In the *Lat* field, locations south of the equator are entered as negative - i.e. the number is preceded by a '-' sign
- In the *Long* field, locations west of the prime meridian are entered as negative - i.e. the number is preceded by a '-' sign

You can use Google Maps to find the exact geographical location. Find the desired location on Google Maps and place the cursor on it. Right-click and select *What's here* from the drop-down list. Google Maps will display the geographical coordinates (the first number is latitude and the second number is longitude). These should be noted and copied to the *Lat* and *Long* fields in mSupply.

In our example, the location of the imaginary Acme Pharmaceuticals is on Chetrapati in Kathmandu. Click on the *Google Maps* button to display a map of the vicinity. The precise location is pinpointed by a green arrow.

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