

# Roadpost Support Center

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## Creating Points of Interest from the Options tab [GPv3]

Lu Parente - 2015-11-06 - in How-To

**Points of Interest** (or POIs) allow Administrators and Monitors to mark specific location points on the map which other Administrators, Monitors or Users can view and may find useful. An Administrator or Monitor has the ability to define points of interests on the map which can be made **visible to all users** in the tenant or **only visible to the creator** or POI owner. A point of interest can also be given a description and unique icon and colour. Points of interest can be extremely useful for Monitors while assisting users with day to day logistics or even in emergencies.

This article explains how to create a point of interest.

1. To create a new point of interest, navigate to the **Options** tab and select **Points of Interest**.

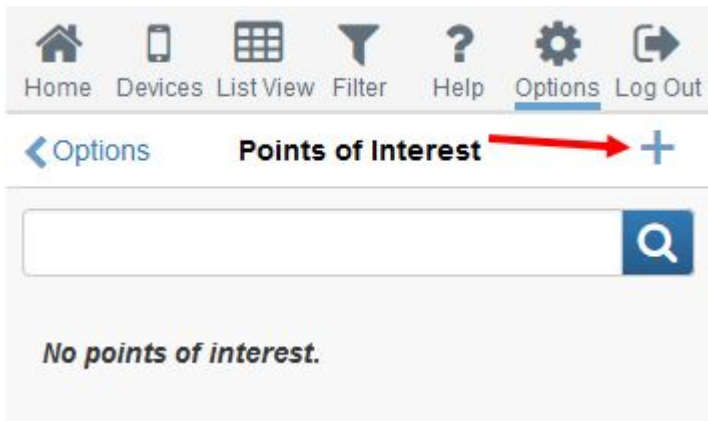
### Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request

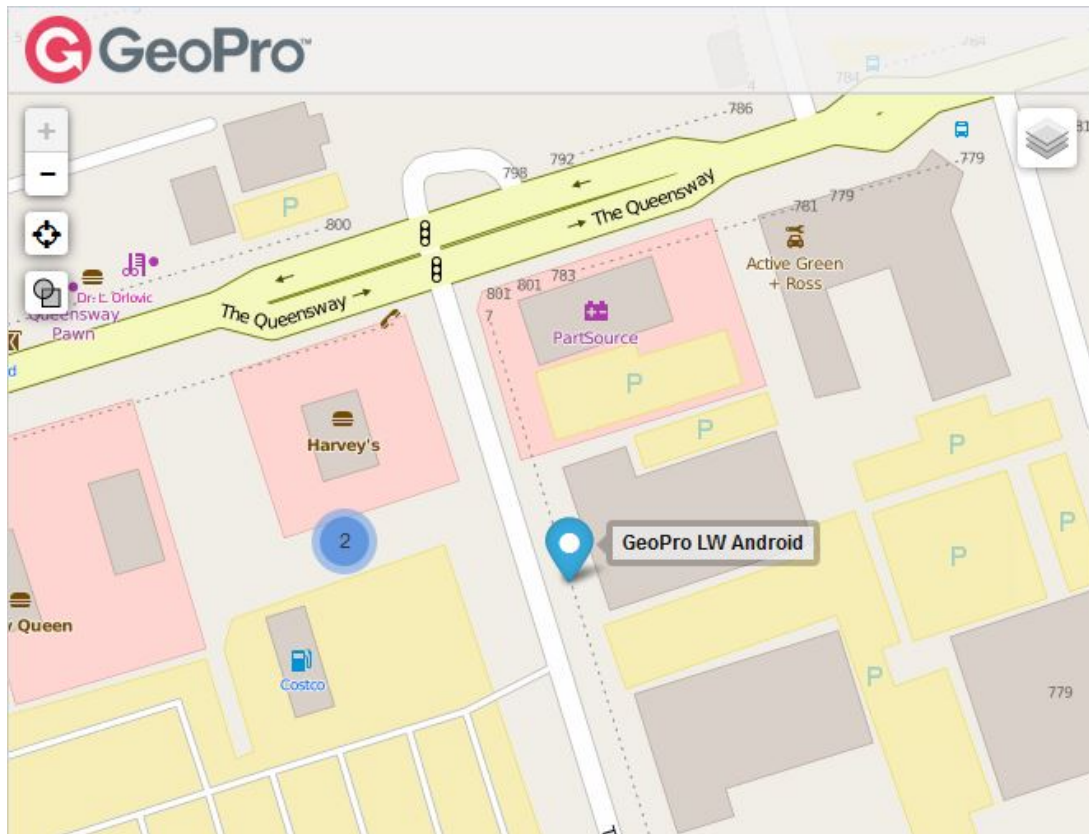


2. The Points of Interest page will be displayed. You now have the ability to **create**, **edit**, and **delete** your points of interests.

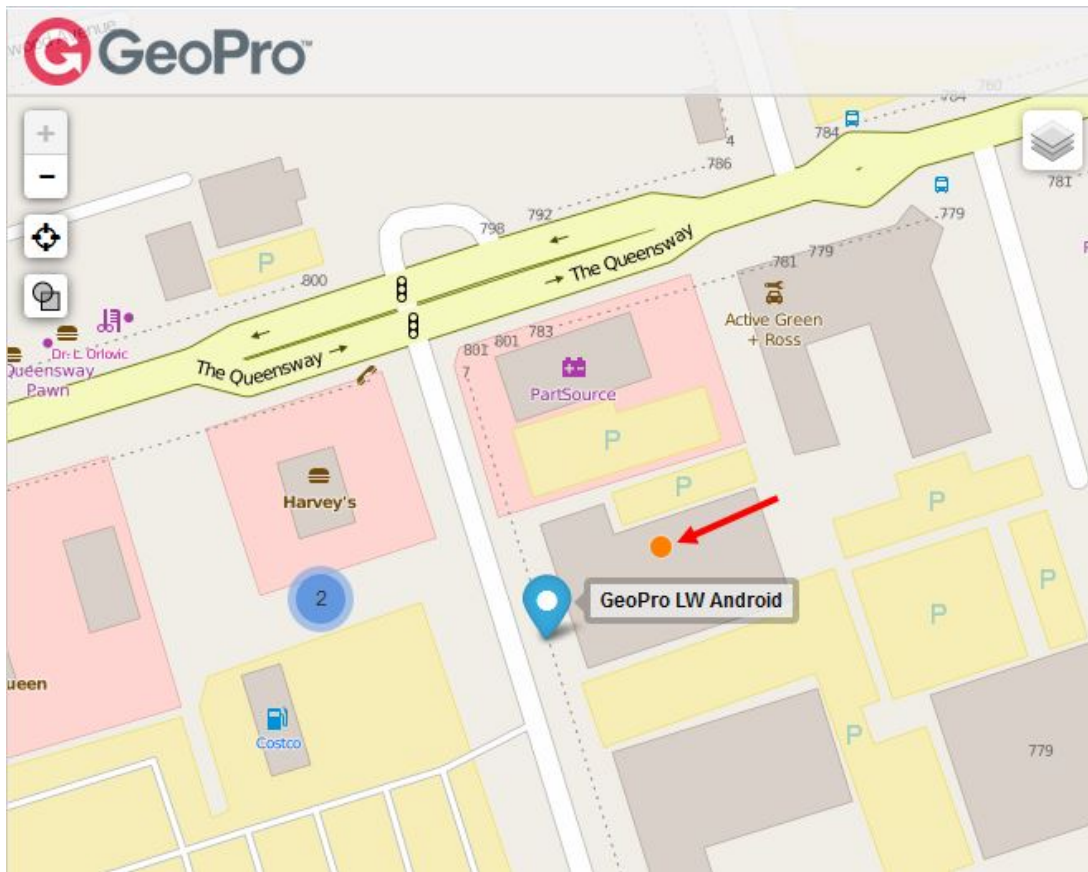
To create a new point of interest, select the + in the top right corner.



3. Pan & zoom the map to locate the desired location for your point of interest.



4. Select the desired location on the map for your point of interest. By default, an orange dot will appear on the back once you've selected your POI location.



5. Fill out the required fields by giving your point of interest a **Name**, **Description**, **Icon**, and **Colour**. You will also need to select a visibility option for your point of interest. Select, **Marker visible to me only** if you would like to make your POI private or select, **Marker visible to all users in the tenant** if you would like to make your POI publicly available for all users to see. Press **OK** to save your changes.

← Points of Interest **New Point of Interest**

Click on the map to place a new point of interest or fill in Latitude and Longitude directly. Drag the marker to change its position.

Name

Description

Icon



Latitude

Longitude

- Marker visible to me only
- Marker visible to all users in the tenant