

Manage Regions and Import Provinces in AMIS Platform

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AMIS: Regions Management

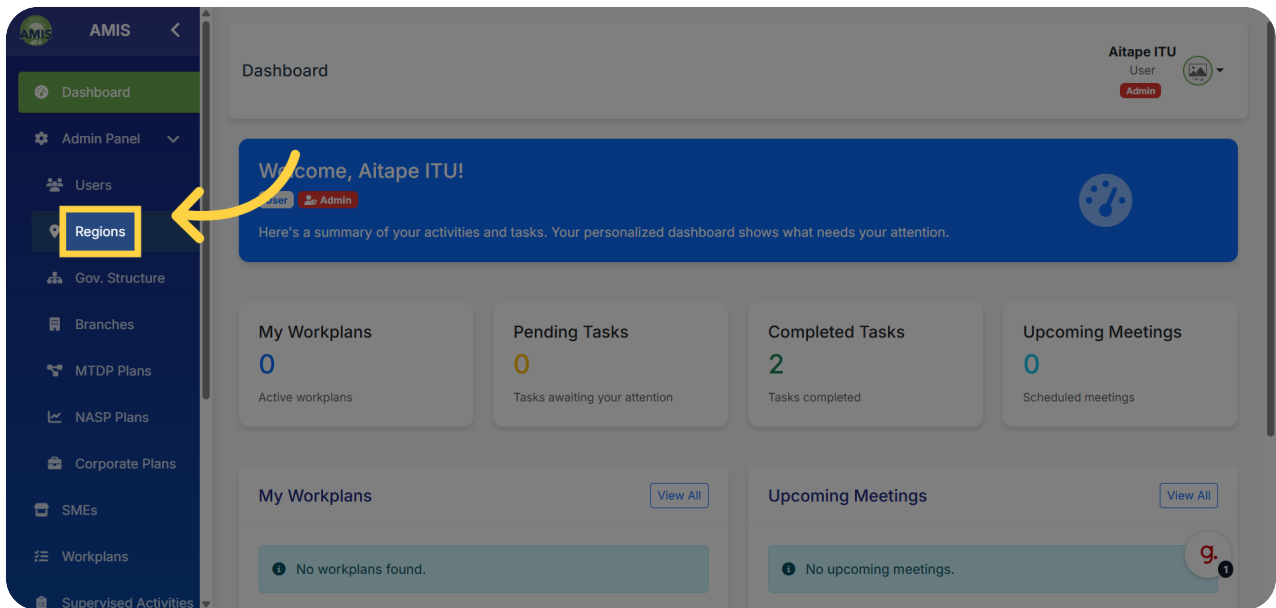


Put this tutorial, we will turn out to manage the regions in Amis. The purpose of this feature that regions feature, is to group the provinces That makes up a region. It will be able to create regions like Mama's region ngi. The elite region. Exactly.

Go to [localhost](#)

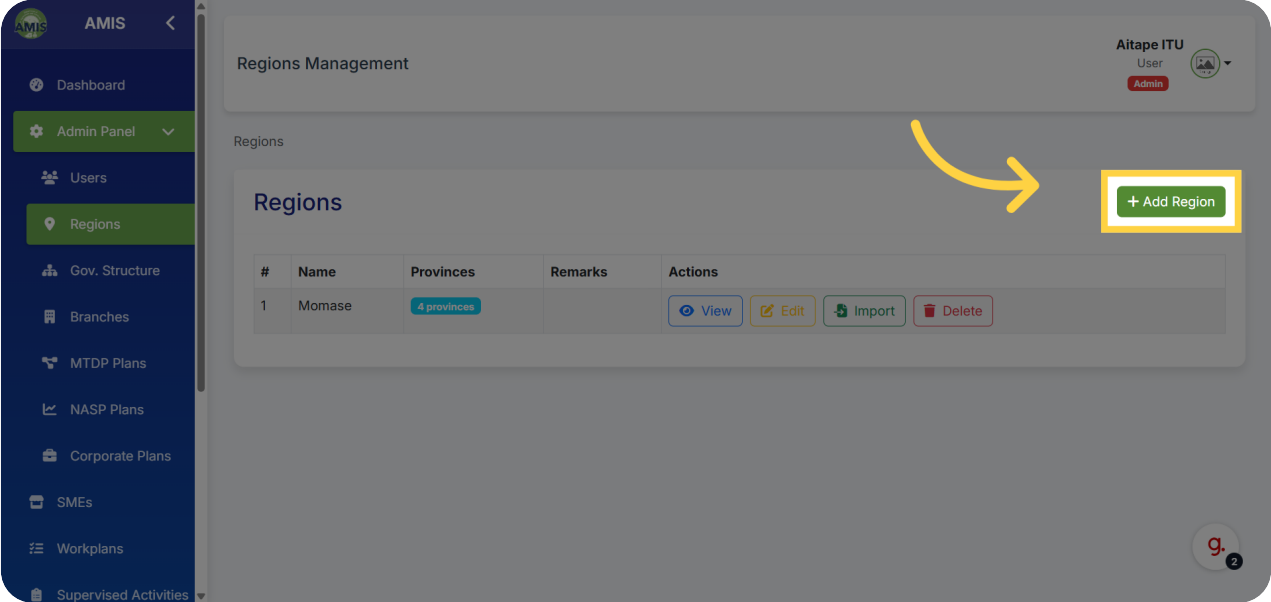
01 Access Regions Section

Regions is one of the features that is only accessible by the system administrator. So to access it, you will have to click on the admin panel, we need and you will see the Region's menu. And click on it, and Start accessing the regions interface.



02 Initiate Adding Region

To edit your region, you will have to click add region button. And to the necessary information and click on ADD region.

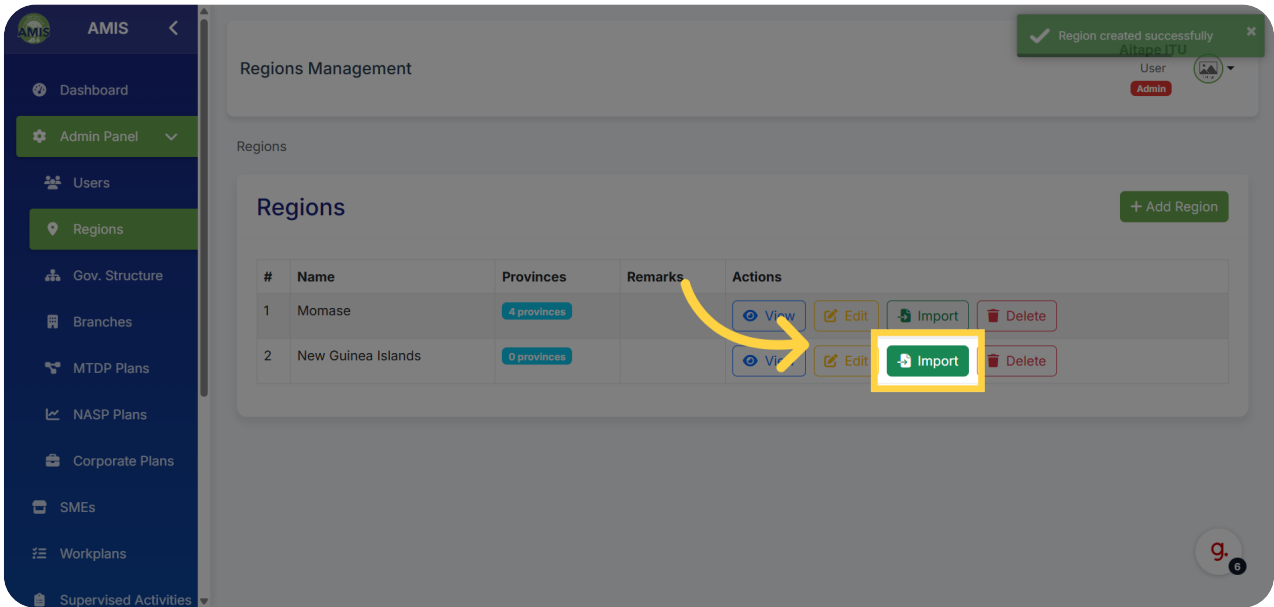


The screenshot displays the 'Regions Management' interface in the AMIS system. The left sidebar contains a navigation menu with options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Regions Management' and shows a table of regions. A yellow arrow points to a '+ Add Region' button in the top right corner of the table area. The table has the following data:

#	Name	Provinces	Remarks	Actions
1	Momase	4 provinces		View Edit Import Delete

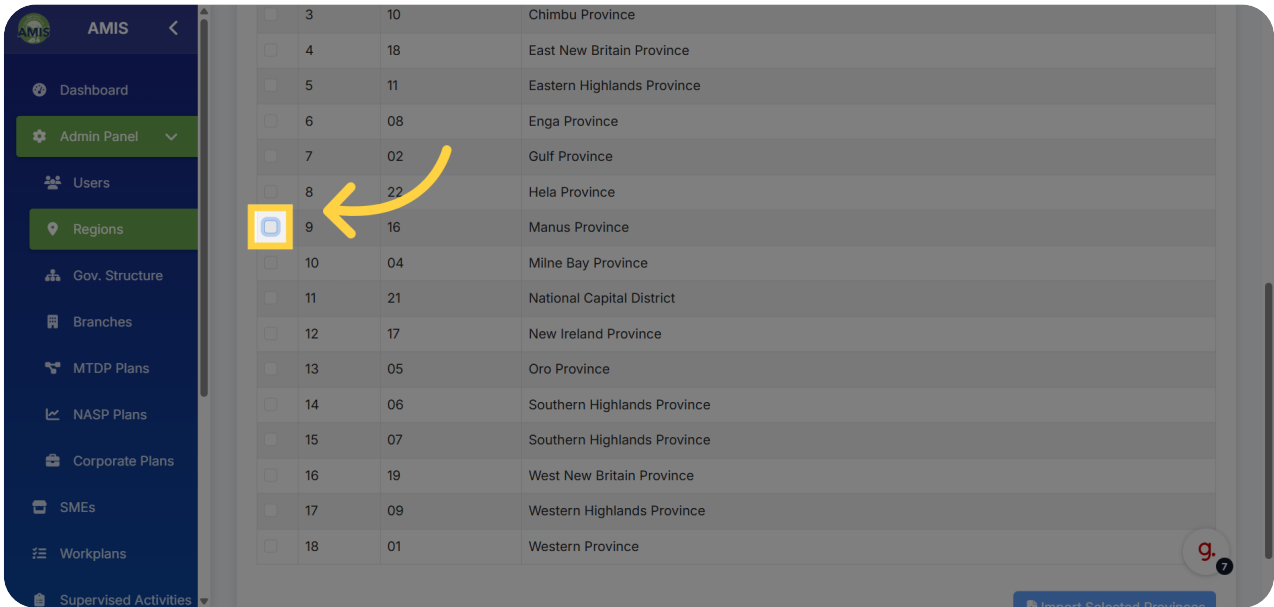
03 Open Import Options

After the region is created, you will have to import the provinces into the region. Click on the import button. To do that.



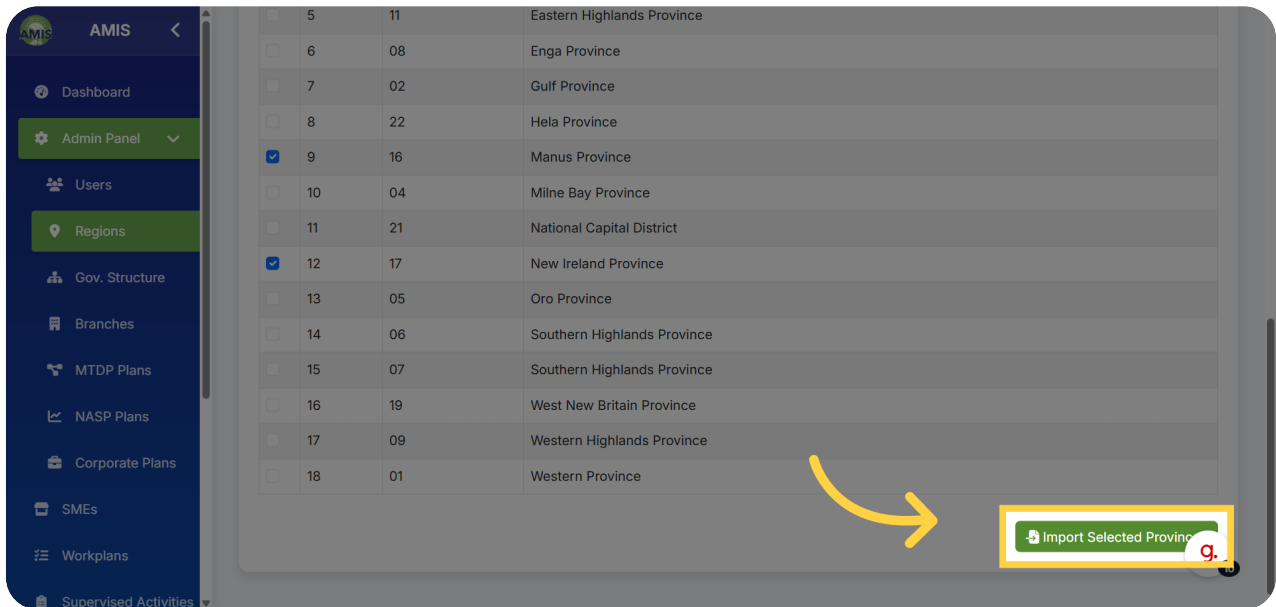
04 Select Province 38

So you would have to click on the checkboxes against these provinces To select which province is you are going to import into the region?



05 Import Selected Provinces

Click on import selected, provinces to import the provinces into the region.



06 Remove Unwanted Entries

You know, if you wish to remove a province from the region, you can click on remove button.

The screenshot displays the AMIS Admin Panel interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Region Details: New Guinea Islands' and includes buttons for 'Import Provinces', 'Edit', and 'Back to Regions'. A green notification banner at the top right states 'Provinces imported successfully'. Below this, a 'Region Details' table shows the region's name, remarks, and creation/update timestamps. The 'Provinces in this Region' table lists two provinces: Manus Province (Code 16) and New Ireland Province (Code 17). A yellow arrow points to the 'Remove' button in the 'Actions' column for the Manus Province row.

Region Details: New Guinea Islands			
Provinces imported successfully			
Region Details			
Name	New Guinea Islands		
Remarks			
Created At	13-10-2025 21:56		
Updated At	13-10-2025 21:56		
Provinces in this Region			
#	Code	Name	Actions
1	16	Manus Province	Remove
2	17	New Ireland Province	Remove

You have successfully added a new region named New Guinea Islands and imported the selected provinces. To verify, check that the region and its provinces appear correctly in the Regions list. For further management, consider editing region details or adding more provinces as needed.

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