Create a new geofence

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This guide explains how to create a new geofence in Stella Care's Administration System. A geofence functions as a virtual safety zone that sends an alert if a citizen leaves or enters the defined area.

How to create a new geofence

1. Go to the **Geofences** menu on the left side of the Administration System.
2. Click the **+ New Geofence** button at the top of the page.
3. Fill in the required information in the creation tab:
    1. **Predefined Geofence:** Select an existing geofence from the list if you want to use it as a template.
    2. **Organization:** Select which organization the geofence should belong to.
    3. **Type:** Choose between circle or polygon, depending on whether the area should have a round or custom shape.
    4. **Name:** Give the geofence a clear and descriptive name.
    5. **Radius** (circle only)**:** Define the size of the area in meters.
    6. **Address:** Enter the address of the location or select it directly on the map.
    7. **Description:** Add a short description of the area, e.g. "Care Home – Front Garden."
    8. **Map:** Use your mouse to drag or adjust the boundaries of the area.
4. Click **Save** to create the geofence, or **Cancel** to exit without saving.

Assign citizens to the geofence

1. Go to the **Citizens** tab after saving the geofence.
2. Find the citizens who should have the geofence activated.

3. Drag citizens from the list on the right (Citizens) to the left column (Geofence active for the following citizens).

4. A green icon next to the citizen indicates that the geofence is now active.

Tips

- Only citizens belonging to the same department will appear in the Citizens list.
- If you need the same geofence available in two different departments, you must create it separately in both departments (two individual geofences).
- Always define an accurate area to avoid unnecessary alerts.
- You can later edit the geofence to adjust its size or shape.
- Only assign relevant citizens to each geofence to keep alerts manageable.

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