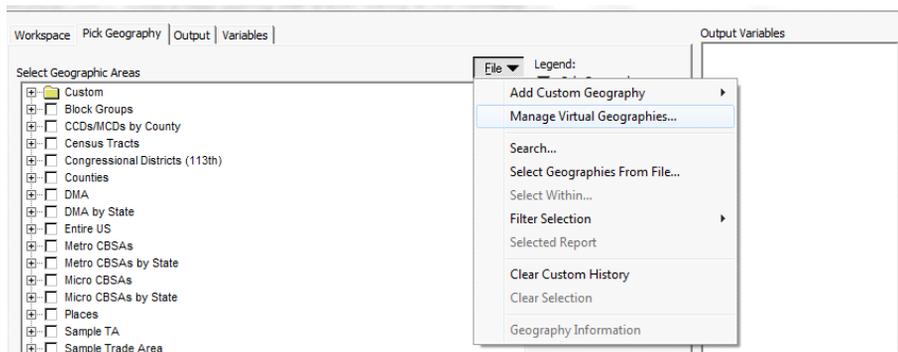


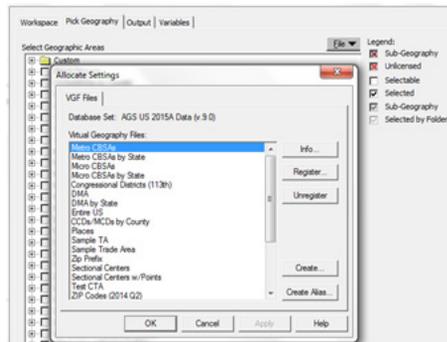
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**Allocate** allows you to hard-code geographies (i.e. trade areas) to your **Pick Geography** list, instead of adding to your temporary **Custom Folder**. You would use this function if there are geographies you commonly report on and would like to have them easily accessible.

1. Open **Allocate**. The program defaults to the **Workspace** tab, but you want to select a geography, so click on the **Pick Geography** tab.
2. Click on the **File** button. A small drop-down menu will appear. Click on **Manage Virtual Geographies**, the second option down.

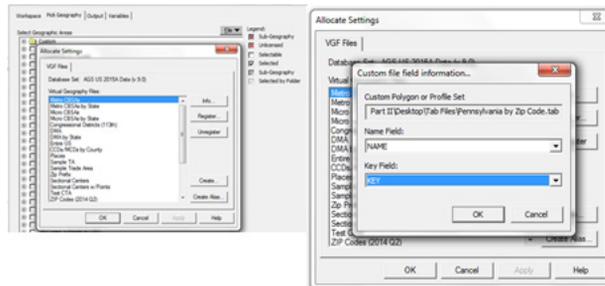


3. A window will appear. Click the **Create** button.

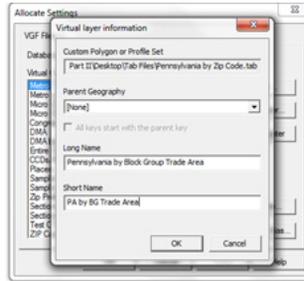


4. A window will appear and you will need to select the **Polygon File** (most likely a .tab file) to use.

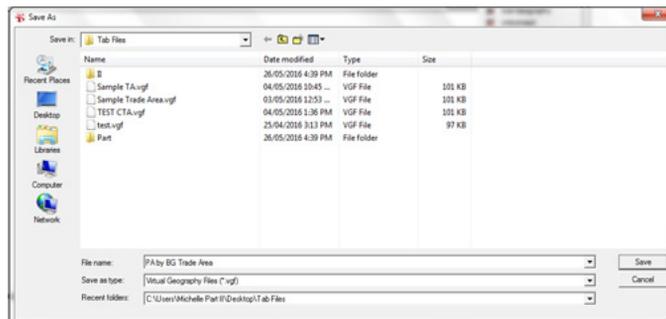
**Note:** Make sure the **Files of Type** box is set to the file type you are looking for. Click **Open** and a new window will appear. You will need to select the **Name** and **Key** fields.



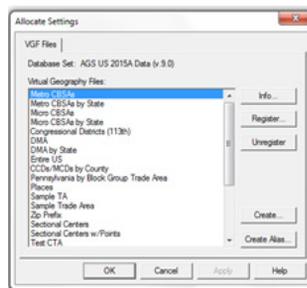
- Click **OK** and another window will appear. You will need to enter a **Long Name** and **Short Name** in the appropriate boxes. These are the names that will appear in your **Pick Geography** tab. Click **OK**.



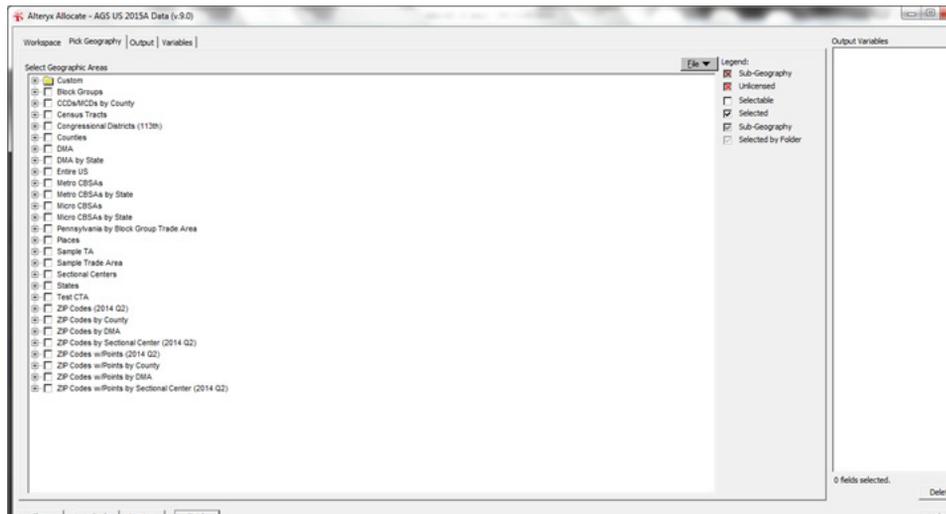
- You will then be presented with one final window, which asks you to name the **VGF** file **Allocate** is about to create. Click **Save**.



- You will then be returned to the **Allocate Settings** window, where you will see that your new geography now appears in the list.



- Click **OK** and **Allocate** will then re-start for the changes to take effect. Your new geography is now hard-coded into your **Pick Geographies** list.



**Note:** To remove this geography from your **Pick Geographies** list:

- Click on the **File** button and choose **Manage Virtual Geographies**.
- Highlight the geography you want to remove from the list.
- Click **Unregister**
- Click **OK**

**Allocate** will re-start and your geography will be gone from the list.