Link a Meeting to a Region

Posted on June 30, 2026 by Smaheine

Available on

- **Archipad Web**
- **Android** *(same steps as the Web version)*
- **iPhone and iPad**

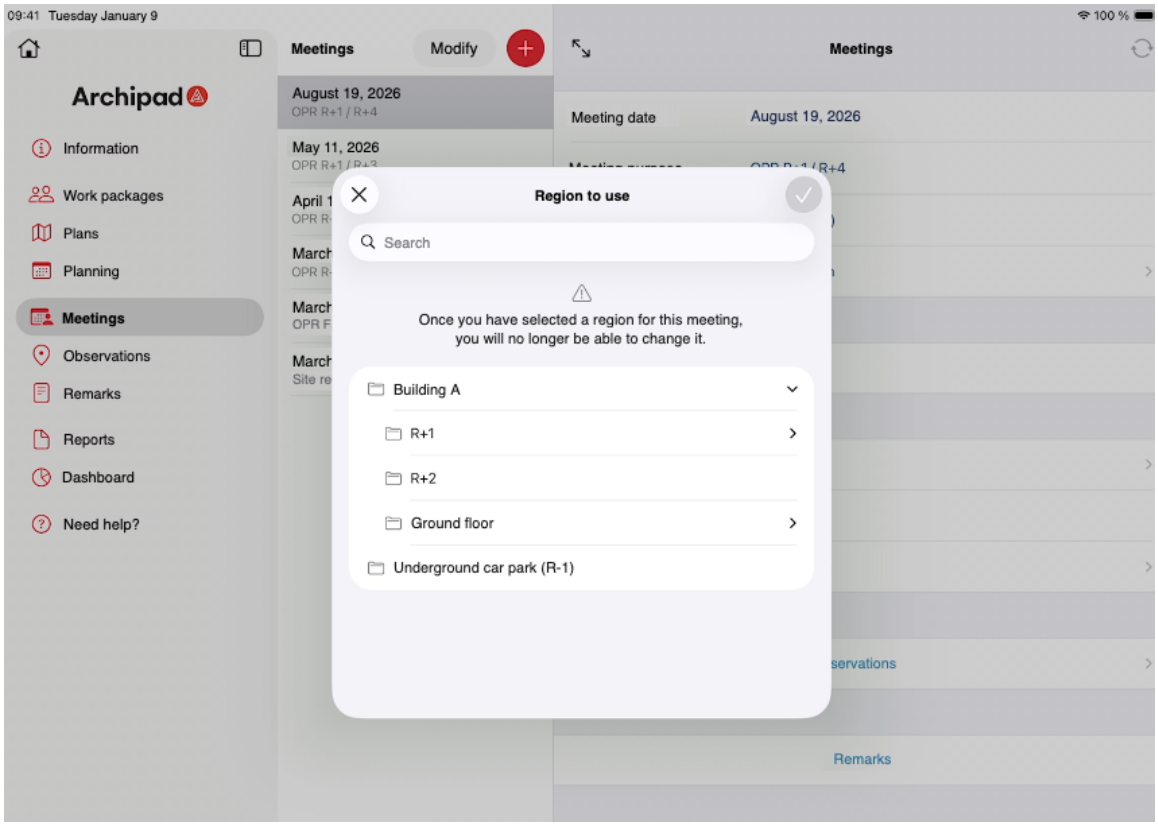
You can link a **Region** to a Meeting to limit the available Plans to the relevant part of the Project.

This link is optional. It is particularly useful for Projects with several buildings, floors, sectors or Units.

On Archipad iOS

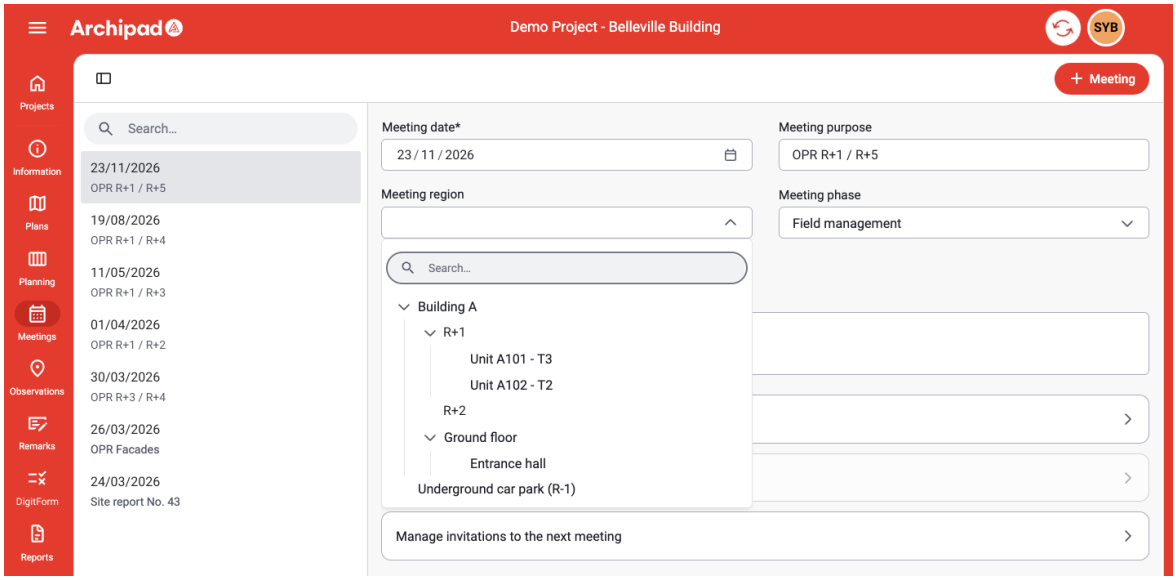
To link a Region to a Meeting:

1. Go to the **Meetings** menu, then select the Meeting concerned.
2. Tap the **Meeting region** field.
3. In the **Region to use** window, select the desired Region.
4. The selected Region is automatically filled in the **Meeting region** field.



From Archipad Web

1. In the Project concerned, select **Meetings** in the side menu.
2. Open the Meeting you want to link to a Region.
3. Click **Meeting region**, then select the desired Region.
4. The selected Region is automatically linked to the Meeting.



Once the Region is linked, Plan selection is limited to this Region and its sub-regions for the whole Meeting. This lets you focus on the relevant Plans and reduces the risk of selecting a Plan from another part of the Project.

Example: during the handover of a Unit, link the Meeting to the Region of that Unit so that only the Plans of the inspected property are offered.