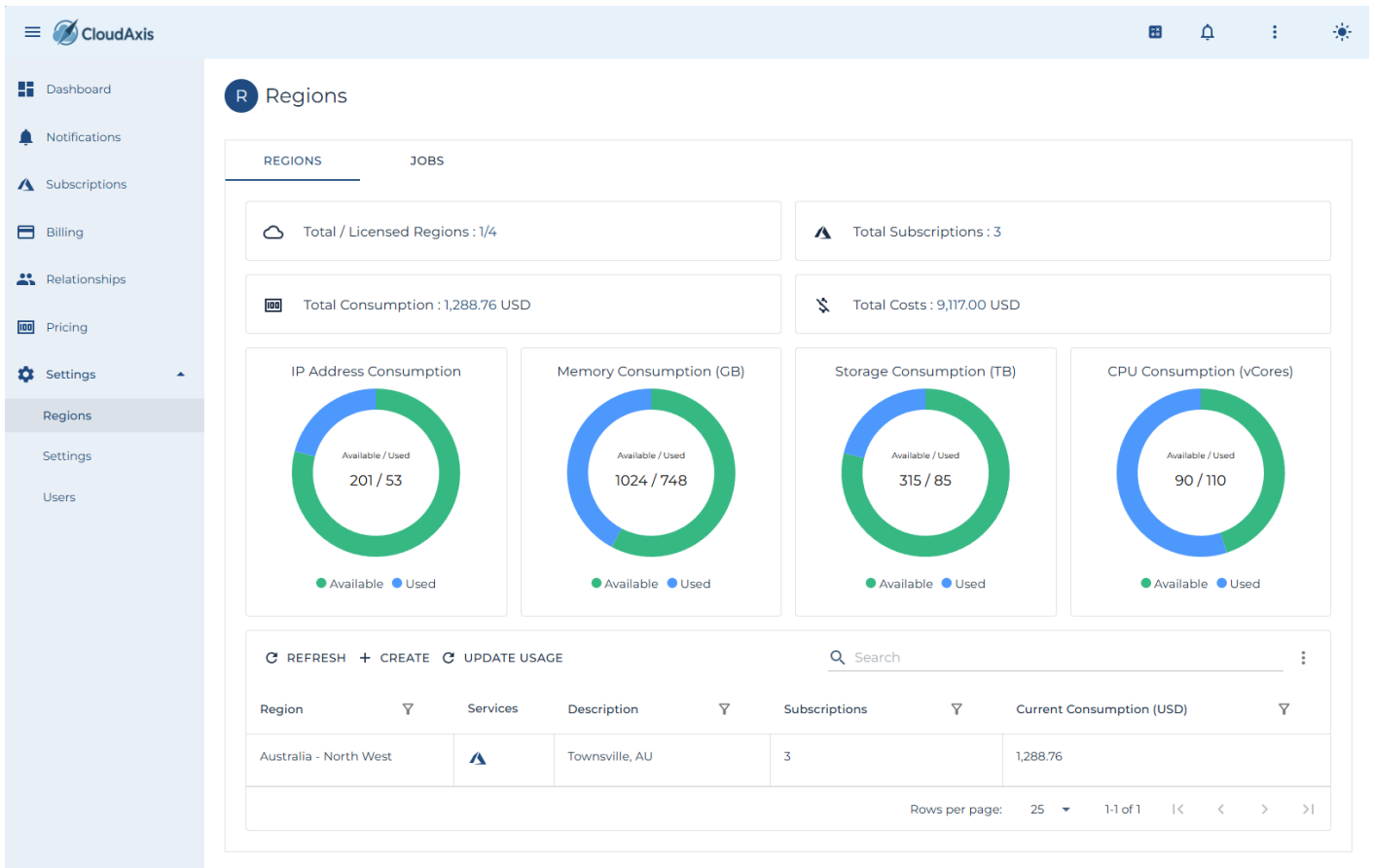


Region Management

Introduction

This page covers day-to-day region administration.



Add a Region

Purpose

Register a new region so usage can be collected and processed.

Permission Level

Platform Administrator

Steps

1. Go to Administration → Regions.
2. Select **Create**.
3. Enter Region Name and details.
4. Provide required endpoints and credentials.
5. Set default time zone and collection window.

6. Select **Save**.
-

Edit a Region

Purpose

Update credentials, endpoints, or metadata for an existing region.

Permission Level

Platform Administrator

Steps

1. Go to Administration → Regions.
 2. Select the region you want to edit.
 3. Update Region Name, credentials, endpoints, or time zone as required.
 4. Select **Save**.
-

Start Usage Processing

Purpose

Manually trigger usage processing for a region.

Permission Level

Platform Administrator

Steps

1. Go to Administration → Regions.
 2. Select the region you want to process.
 3. Select **Update Usage**
 4. Choose the date range (start and end).
 5. Confirm and monitor the job status.
-

Remove a Region

Purpose

Delete a region that is no longer in use.

Permission Level

Platform Administrator

Steps

1. Go to Administration → Regions.
2. Select the region you want to delete.

3. Select **Delete**.
 4. Confirm the deletion.
-

Check Region Health

Purpose

View the health and last run status of a region.

Permission Level

Platform Administrator

Steps

1. Go to Administration → Regions.
 2. Open the **Health** or **Status** panel for the region.
 3. Review last run time, errors, and next scheduled run.
 4. Drill into failed jobs if needed.
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