

Thank you for serving as a Diocesan Map Administrator for your diocese. This guide has been designed to help you learn the ins and outs of the map website. If you feel that there are areas that are unclear, incomplete or missing, please let us know!

You can also find additional resources for the map by visiting:

<https://sites.google.com/episcopalrelief.org/dmaresources>

Or contact Tamara Plummer, tplummer@episcopalrelief.org

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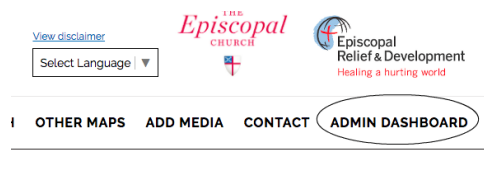
Logging In

Each Diocesan Map Administrator is assigned a unique username and password. The benefit of having unique usernames is that it allows you to track who is editing and making changes to the map. Go to your diocesan map page and click the **LOG IN**

and enter your username and password. Be careful when entering your credentials that you don't add extra spaces. The password and username are case sensitive.

Getting Started

When you first log in to your Diocesan Map Administrator account, you will see your profile page. This is where you edit your password. But if you at the navigation bar, you will see that the log in button now says admin dashboard.



From this location you can do a variety of things:

Pending Revisions: Here you can approve any new content that has been added to your map. And if you missed a notification, no worries, all pending revisions will be waiting for you.

Content Overview: This is a list of all content on the site; you can filter for those things that are posted to your diocese.

Add Content: used to add a church or other entity to your diocesan page.

Your Account: This is where you can change your password and manage your account.

Data: Here you can export data on your map and get an overview of all the data that has been submitted as well as the not-public data on church resources for disaster response. It is best to download the information as a CSV file.

How do I return to the Map?

Simply click home in the navigation bar and you will be brought to your main map page.

How do I check and respond to user comments?

From time to time, a user may leave a message in the Contact section. Currently, we are monitoring these messages from a central account and will forward them to the appropriate admin.

How do I add a pin to the Map?

- Go to the admin dashboard
- Click on **Add New Content**
- A menu of content types will appear. Select the **Church or Facility**.



- A full version of the survey will appear. You need to fill out *Name of Church or Facility* and *Address*. At times the street address does not reflect the actual location of the facility, you can click the following:

This address does not accurately show the exact location on the map.

Then this will pop-up:

While you will still have to put in a street address, the pin will appear in the correct location.

- Select the *Type of Facility* from (i.e. church, school, other).
- Scroll all the way to the bottom and click on the **Save** button.
- The pin should now appear on the map. (pins will appear on the list view before you see them on the physical map, this may take a couple of hours to re-cache and display the updated information)

Non-administrative users may also suggest a pin addition by e-mailing us via the website. Often these locations are there, but just couldn't be found on the site.

What's the difference between deleting and unpublishing a pin/revision?

The website gives you the option to delete or unpublish content. Deleting the content is not reversible. Unpublishing it, on the other hand, can be reversed. When you unpublish content, it is stored on the site but is not visible to the public. You will have to go back into the system and manually publish it for that content to reappear. If you want to remove a pin from your map, please choose unpublish. If situations change you will not have to reinvent all of the original content.

You can easily find unpublished content. It will be in the pending revisions section of the Admin Dashboard. A search menu should appear with a table listing all of the content on the page beneath it. Under the field *Published* select No from the drop down menu and then click on **Apply**. Now the table should display only unpublished content.

How will I know when edits have been suggested?

The Asset Map support team receives notices any time a survey is submitted. We will forward these on to the appropriate DMA along with directions for publishing (**see below**). Note that you must be logged in to the map before using the links in these emails in order to see pending revisions. We suggest getting a generic e-mail account so that we can set up automatic e-mail notifications. In addition, you can log in at anytime to see any pending revisions in the admin dashboard.

How do I publish using the link in the email notification?

Here's a sample of what you will see...

Content has been updated for the following:

Site name: Diocese of Louisiana Asset Map

Title of content: All Saints Episcopal Church

URL of content:

<http://edola.episcopalassetmap.org/ch/all-saints-episcopal-church-0>

URL to edit content: <http://edola.episcopalassetmap.org/node/3806/edit>

To view the unpublished material, first log into the site. **SEE LOGGING IN ABOVE.**

Once you are logged-in, click on the second link in the email alert URL to edit content. This will take you to a page that looks like this...

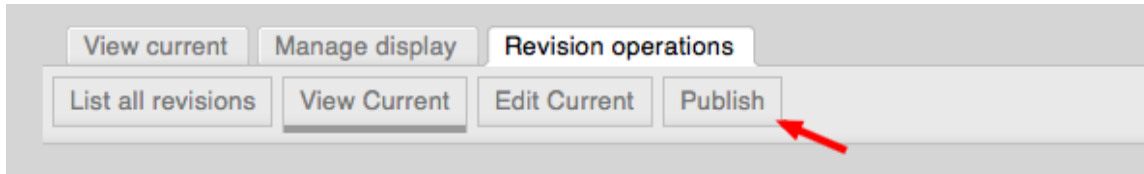
Click on the **Revision Operations** tab or **List all revisions**.

You will see a list of revisions. The most recent revision, in pink, is unpublished. The yellow is what is currently published

Revision	Terms	Status
Saved 03/13/2015 - 00:02 by Anonymous	Career Services and Education, Children and Youth Ministries, Community Gardens, Food Pantries, Prison Services	Bible study, Choir, Daughters of the King, Episcopal Church Women (ECW), Habitat for Humanity, LGBTQ group, Nursery, Youth faith formation/Sunday school, Young adult group, Youth group
Saved 01/08/2015 - 10:28 by Anonymous		current revision (published)

If you would like to know the difference between the old revision and the new, simply click compare. This will take you to a page where you can see in red what text was updated in the most recent revision.

From the list of revisions or the comparison page, click on the date and time to be taken to the revision. You will see the entry as it will appear when published. If everything looks good, use the publish button. You will then be taken to a screen that says “are you sure you want to publish?” click publish again and you are all set!



How do I find and approve edits that others have suggested (without the email alert)?

The email alert system should eliminate the need for this, but you can always access the revision log for your map by logging in, going to the admin dashboard and clicking on pending revisions.

What if there is more than one revision pending?

The email alert system should eliminate this problem, but in the event that two surveys for the same pin are submitted before you have a chance to review them and publish, you can take the following steps...

- If there are multiple items here, you can use the **Compare** view. You will need to merge the updates into one update before you can publish. The best way to do this is take a screen shot of what got updated, click on edit current revision and then manually update the pin, once you click save at the bottom of the page it will be published.
- While we hope to make this easier in a full site redesign, we currently don't have a better approach.
- NOTE: If you approve any of the multiple updates, you the other updates will disappear which is why it is important to keep a record of what got updated in each revision.

How can I add or change a seal for my diocese to the header?

To change a seal please provide the following:

- PNG file type is best.
- If you can resize, please make the image between 20x80 and 120 x120 pixels.
- 150-250 DPI is ideal, but the better quality the image you can send, the less likely it is to get blurry when we resize it.

How do I embed the map onto the diocesan website? What integration options exist?

Here is an embed code with a searchable map:

```
<p style="text-align: center;"><iframe style="padding: 2px; background-color: #ffffff;"
src="http://ururl.episcopalassetmap.org/ol_dio_embed_map_f" width="800" height="650"></iframe></p>
```

If you want to build your own designed map, contact us so that we can work with your developer to figure out the best way to integrate the sites. Building the best stream or integration with your site may require some financial support as this is currently beyond the scope of our site capabilities.

How do I search for information that is not indexed for general searches?

You should now have access to the data section of the map, which will show all the **Property Assets** in case you need to see what assets are available in your diocese. It is also downloadable so that you can search and sort, the best way possible.

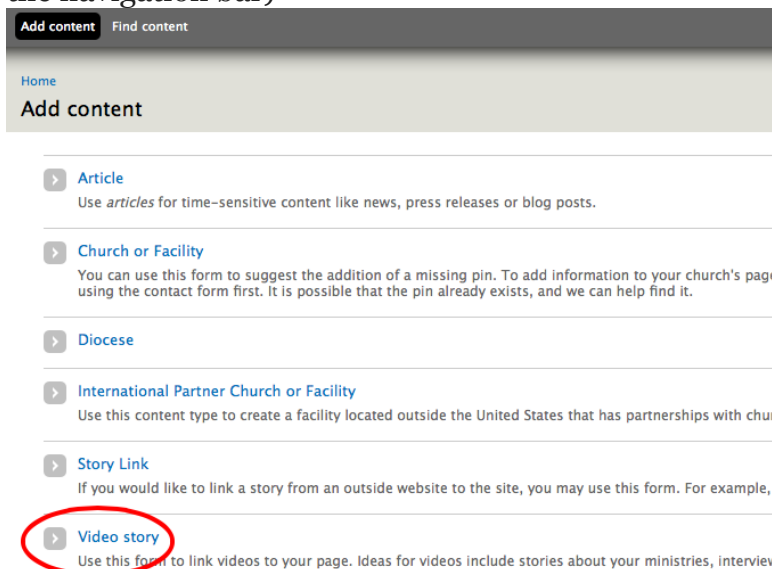
How do I change or add admins for my map?

You can change or add admins for your map at any time. To delete a user, you can send us a message explaining who you want taken off the account and the date when that change should occur. To add an admin, please submit the Project Agreement Form again with the contact info for the new user(s) and the bishop's signature. If you need another copy of this form, we are happy to send it.

How do I share videos on a church's profile page?

*Please note that all videos and articles must be associated to a specific location in order to be seen publically.

Step 1: Go to the Video Story menu found under Add Content. (or go to "Add Media" in the navigation bar)



Step 2: Give the video a title and associate a church.

Create Video story

Title *

← These fields are required.

Affiliated church



Short Description ([Edit summary](#))

This an optional field to provide a brief introduction and make it easier to search for your story.

B *I* U Source

Step 3: Add the url and save.

VIDEO LINK

You can enter a link here from YouTube or a similar video sharing service. The video will content on other parts of the site.

Video URL

← Add your link

Leave blank

Save

Preview



Save.

Step 4: Check the profile page of the church to see that it loaded. It should appear on the left rail.

Asset Map of the Diocese of Missouri

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Video Stories

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