Mapunity Groups

The main building blocks of Mapunity Groups are:
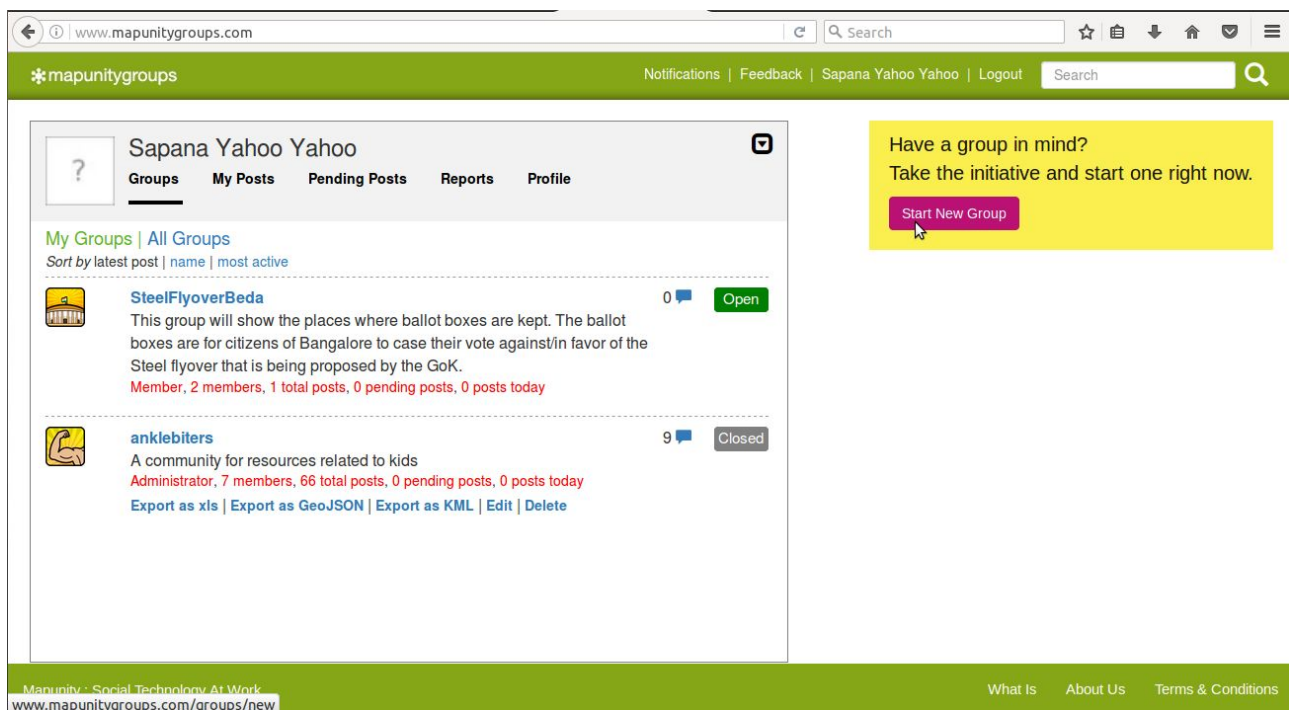
1) Group : Where all the data related to the Group resides.
2) Layers : The structure in which data needs to be captured.
3) Post : Actual data along with the map.
4) Members/Mappers : Users who can read and write to the Group.

1. **Register yourself:**

   a. Go to http://www.mapunitygroups.com/
   b. Click on **Register a new Account**
   c. Register yourself by entering all the required data asked. You will receive an email in the   account your have given. Click on the link given in the email, that will confirm your email   id and successfully log you in.

2. **Start a new Mapunity group** : -
   If you want to start a new group or add a new group, log into mapunitygroups.com .
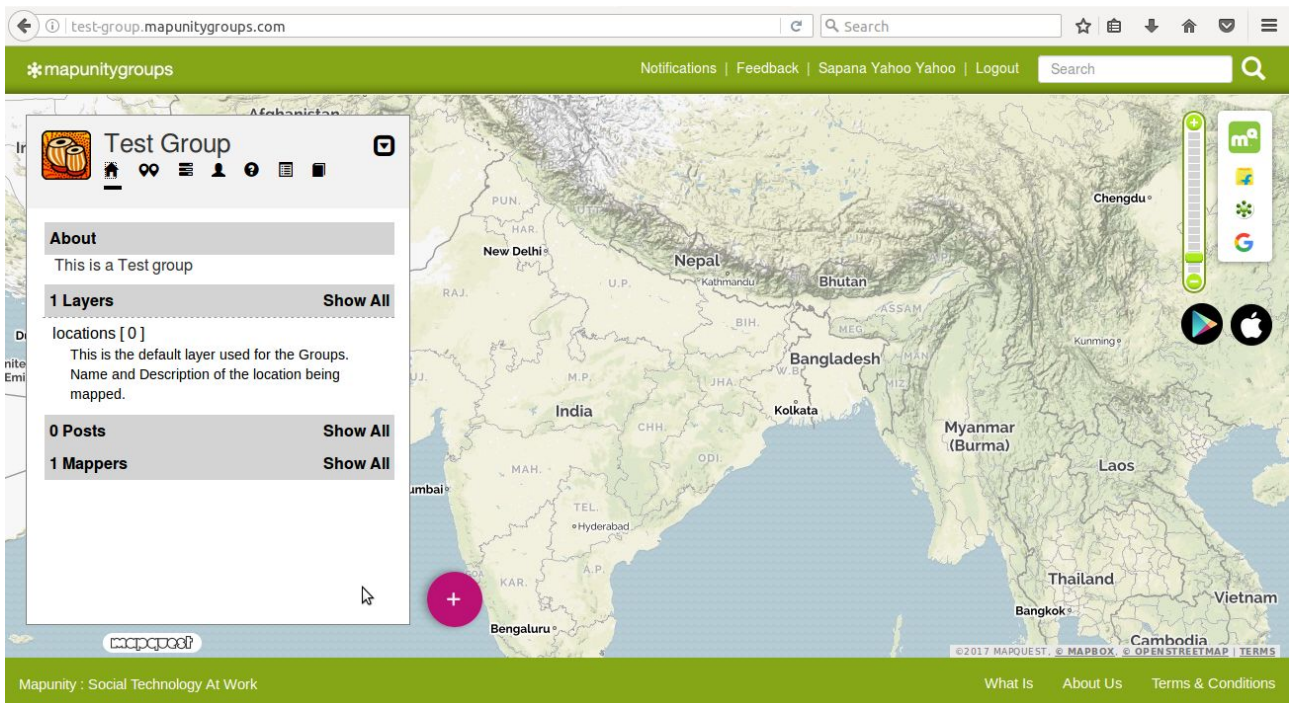   Click on the **Start New Group.**

In the form fill in the fields :-
   ● Name of the Group – The name you want for your Group
   ● Description
   ● Required Post Moderation – If the posts in the Groups needs to be moderated or not.
   ● Do you want other to join the Group? - This should be unchecked if you do not want to have any members in your Group. If this is unchecked then no one will see the "Join the Group" link.
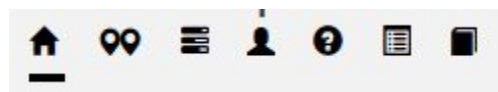   ● Image

- Category
- Base map – The map you want to open your Group with.
- Type : Do you want your Group to be **Open** to all i.e anyone can read and write. Or do you want it to be **Closed** where only members can write but everyone can read or **Private** which no one can access and is known to only you can you can share it whoever you like.

   Save the form and your Group is created.

3. You will be taken to the **Home** of the Group you have created. And you become the Group Admin of the Group.

You will see the following icons (Left to Right) on the Group Home Page :

- **Home** – will bring you to the Home Page
- **Posts** – To view the Posts of the Group
- **Layers** – To view the Layers of the Group
- **Mappers** – The members of the Group
- **About** – Details about the Group
- **Reports** - Create Filters and generate custom data reports
- **Documents** – To upload Documents related to the Groups.

4. <u>**Start with a new layer**</u> :-

   Once a Group is created the next step is to Create a **Layer** in it. Layers define the Data Structure to collect the data in the Group. Click on the **Layer** icon.
   You will see the default **location** layer in the Group, which can also be used.

For a custom Layer, click on **Create New Layer** button. This opens a form builder where you can define your fields and their types.
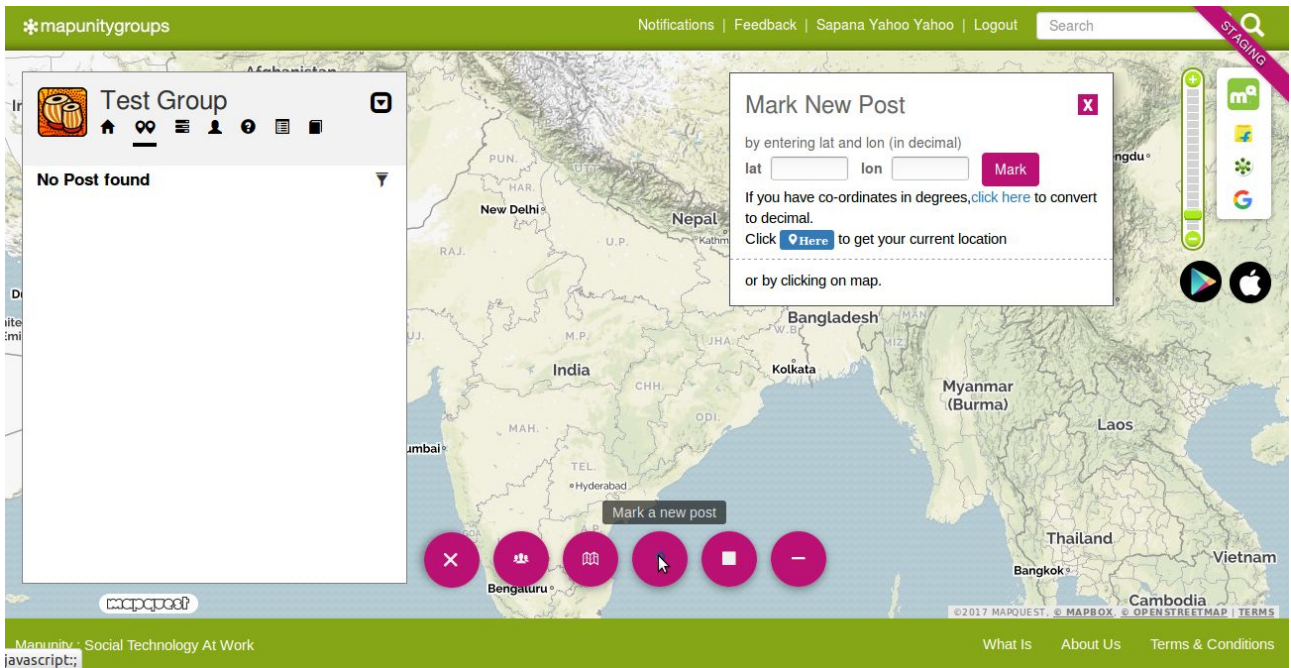

- Give a **Name** and **Description.**
- If there are other members in the Group, then you can make them the Admin of this **Layer.**
- Drag the **Field Types** to the **Fields** panel and give the Label Name in the **Properties** panel.
- At least one field has to be Test Layer, which will also be mandatory. Whichever field is default will show up in the **Post** list first.
- **Require post moderation** – check if this Layer needs Moderation, check the
- **Disallow new post** – If you don't want another Post to be created for the same location. So one location one post.
- **Icon for posts –** Choose the Icon that you want to be shown on the Map for any Post of this Layer.
- **Save** the Layer. You can create as many Layers you want in the Group for which you are the Admin.

5. **Copy A Layer**
   A user can Copy a Layer from a Group of which s/he is a member or from any **Open** Group. A user cannot Copy a Layer from Group of which s/he is not a member, or from a **Private** Group.

6. **Mark a new Post**
   To mark a new Post , click on the Post icon. On the Map, one can see the **+** icon, hover over it. A set of icons will open up.
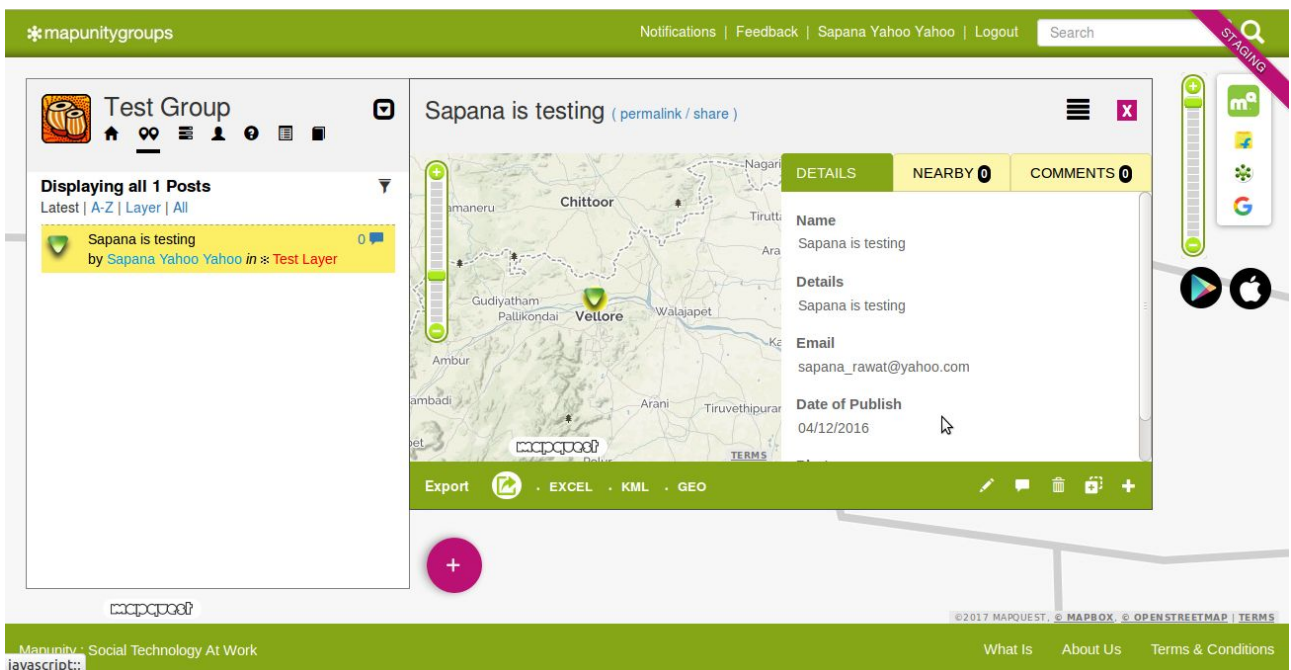
You can **Create a new group**, **Create a new layer** in the present group, **Mark a new post**, **Draw a Polygon**, and **Draw a Polyline**.

Click on **Mark a new post**. The window that opens up, enter the Lat and Lon of the place you want to mark or zoom into the map to the point which you want to mark and click on **Mark**.

You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.

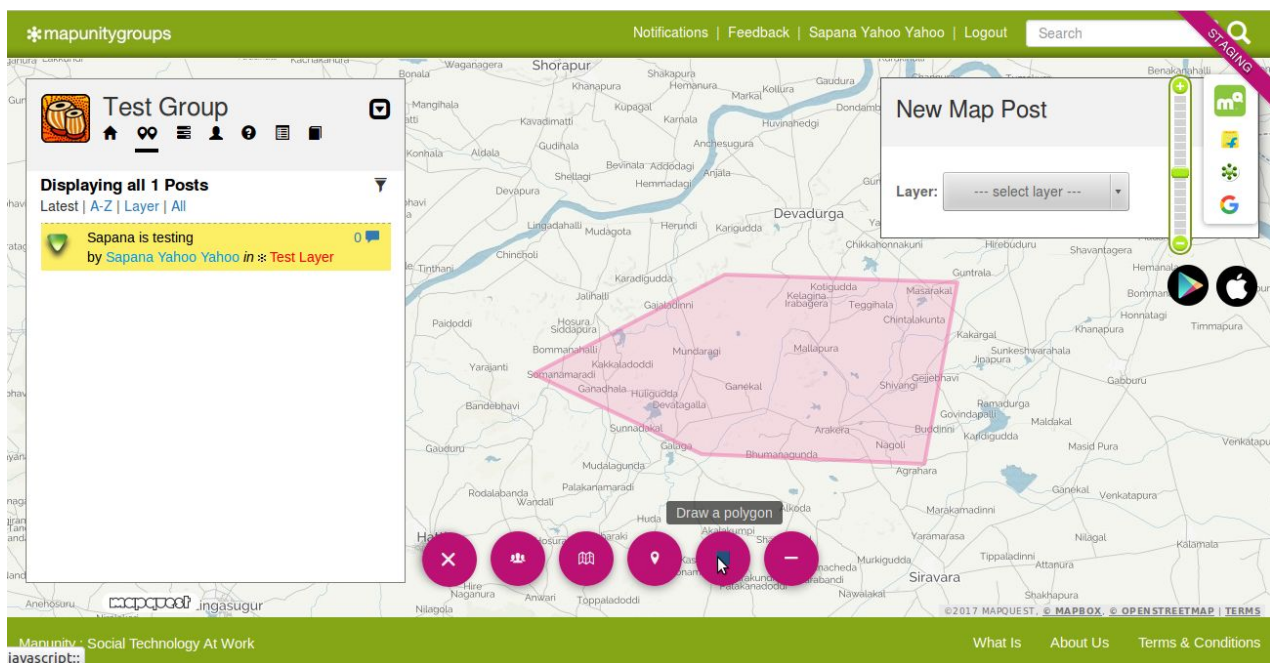The Post details will be shown once saved:

In the Post details page, you can edit, delete, and add comments to the page. You can export this data as Excel, KML or GeoJson format.

- **Adding a Timeline to a Post:** When a user or a member of the Group wants to add more to the same Post and maintain an audit log to see who changed what and when. A copy of the original Post is created in this case , which can be edited by the user so that the progress of data editing can be seen.

- **Create a New post on the location :** When a user or member of the Group wants to mark on the same location and add a new Post. This option helps with that. It creates a new Post in the same location.

7. Draw a Polygon

Click on **Draw a polygon** on the **+** icon. Zoom into the map to the area where you want to draw the polygon. Once finished drawing the polygon, join back to the point of start to close the polygon.
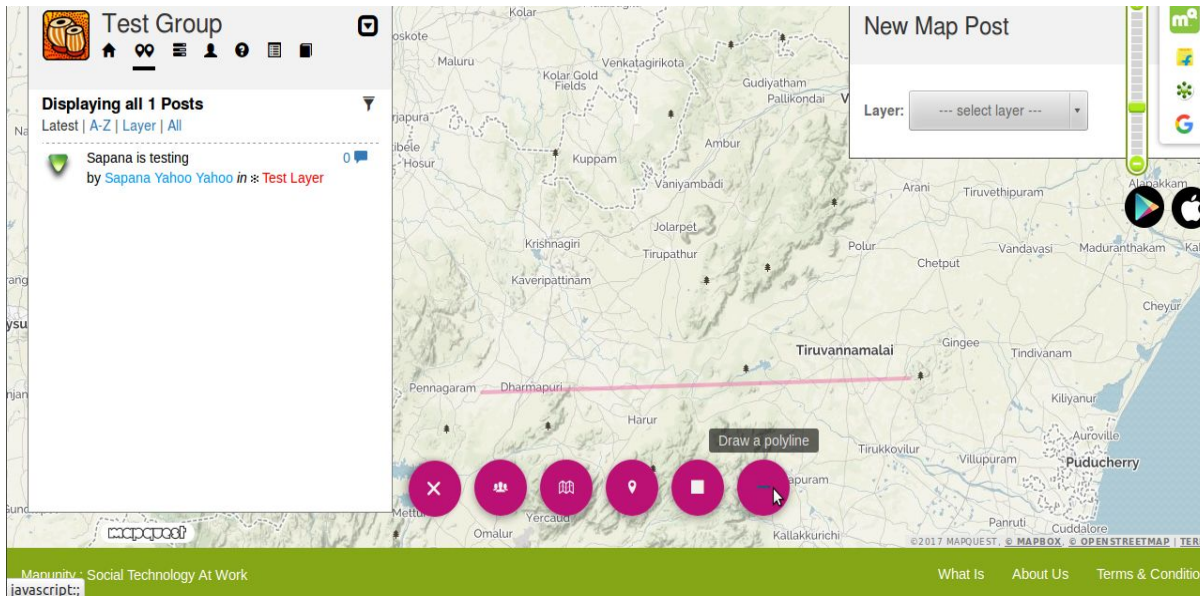
You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.

8. Draw a Polyline

Click on **Draw a polyline** on the **+** icon. Zoom into the map to the area where you want to draw the polyline. Once finished drawing the polyline at the ending point click.

You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.

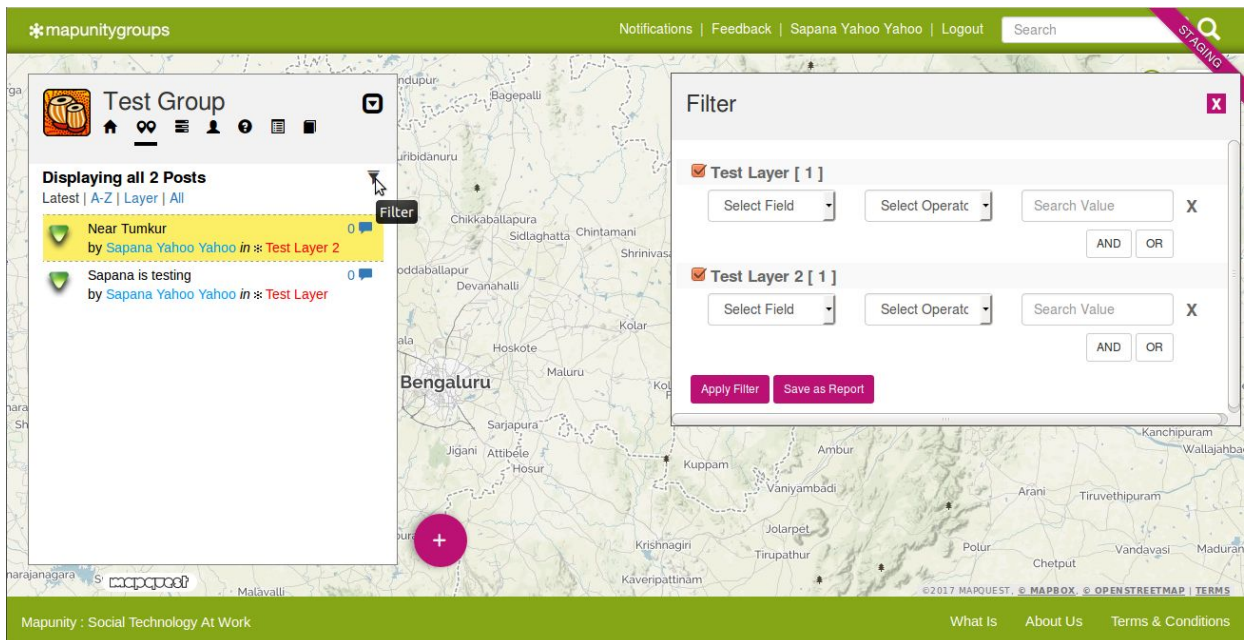## 9. Apply Filter and Create Reports

On the Post Details Page, click on the Filter icon ⏷, it will open a window displaying all the Layers available for this particular Group. Build your query based on the Layer fields. You can build the query across the Layers or within the Layer. Click on **Apply Filter** to get the result sets on the Map and the Post details page.
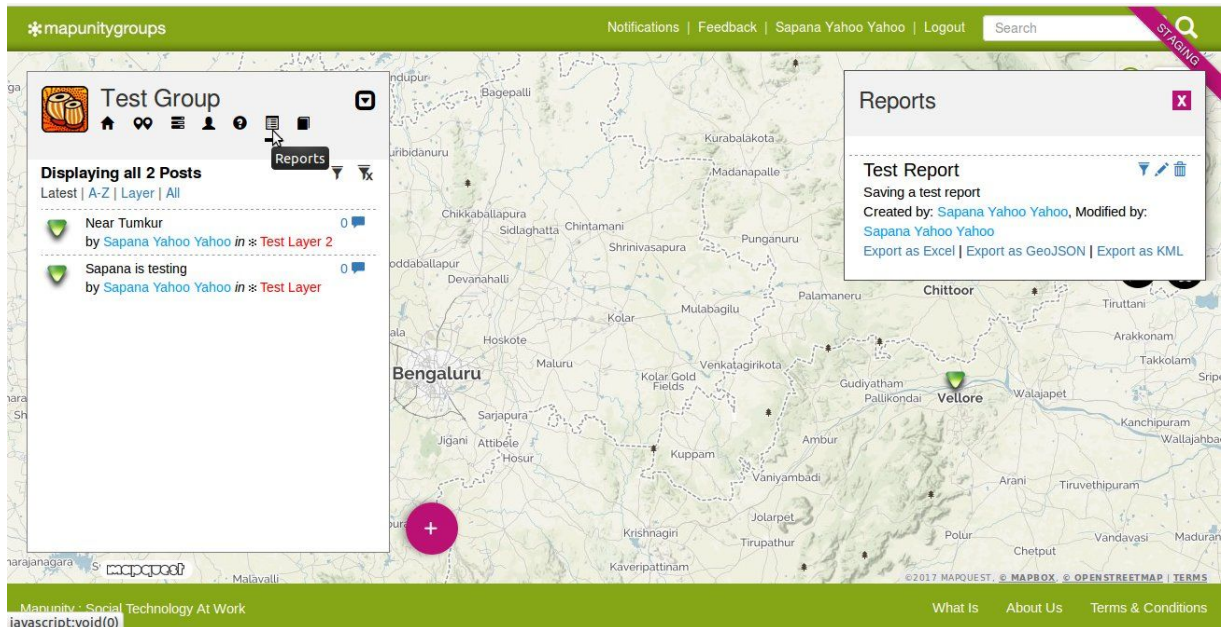

Save as Report

If you wish to save the query and the result sets then click on **Save as Report**. Enter the report name and description so that it can be accessed and edited later.
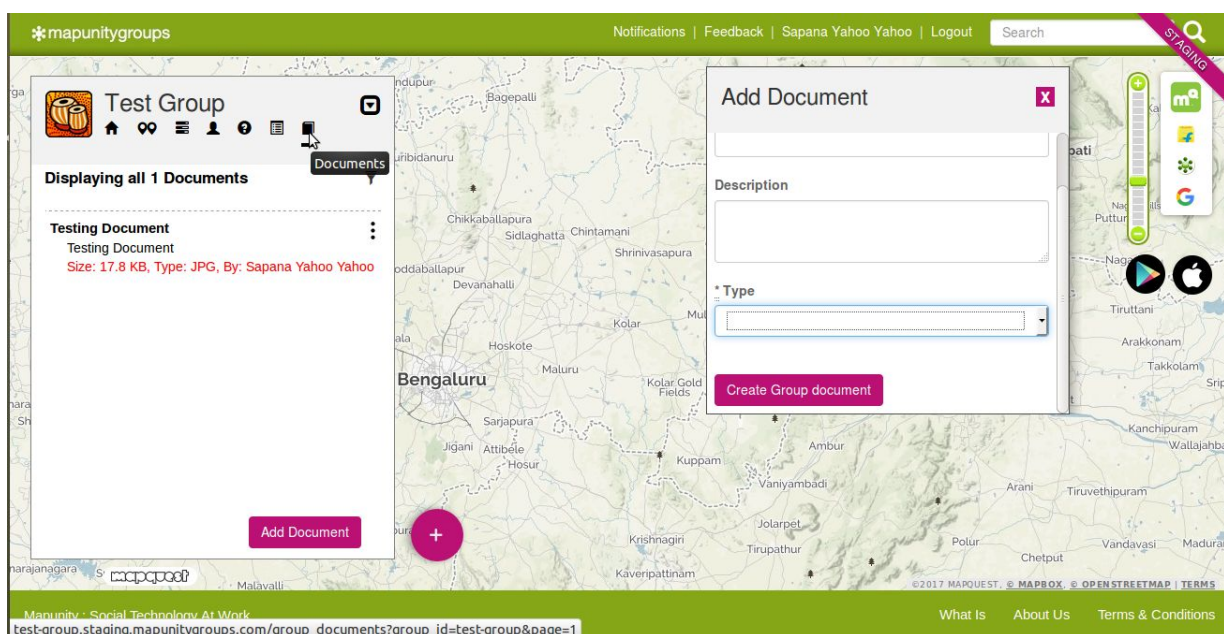
10. Reports

On the set of icons click on Reports icon to view, edit and delete the saved results.
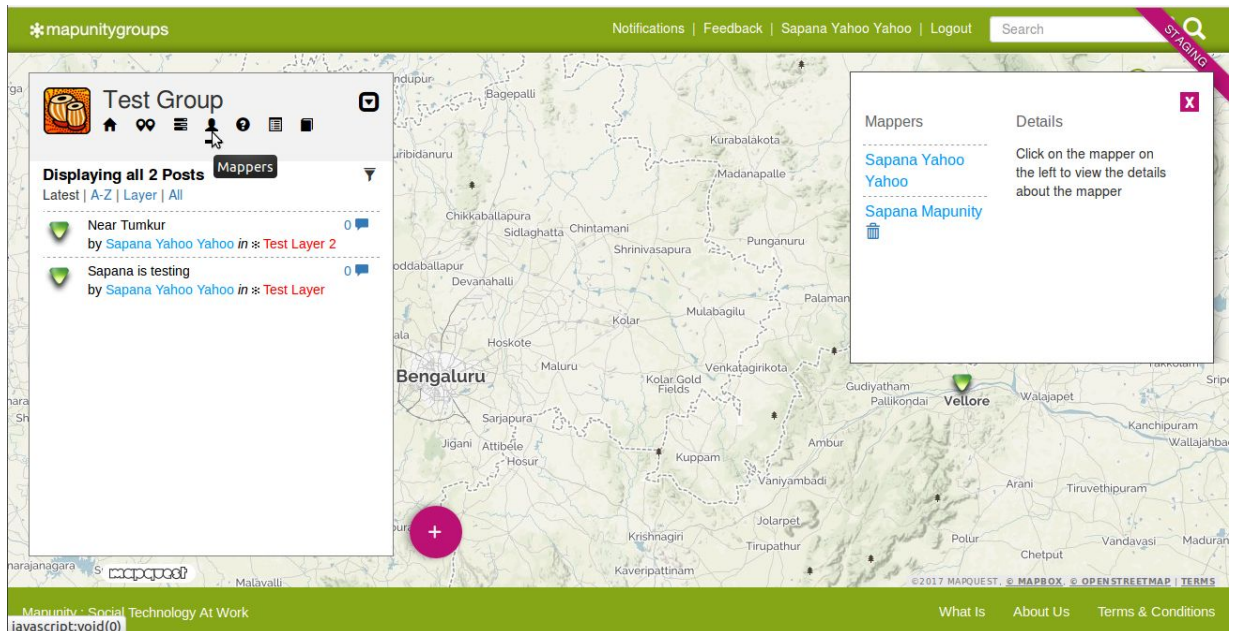One can download the results in Excel, KML, GeoJSON format.

11. Upload Documents

Whenever any document - either in a URL format or as an attachment needs to be added to a Group that doesn't need a Layer, use the **Documents** option.
Click on the **Documents** icon on the top, then click on **Add Document** button.
Enter the name and the description of the Document. Select the **Type**, if its a URL enter the URL and if its an attachment then upload it here. **Create Group Document** will save the document.

12. Mappers

A list of all the members of the Group will be displayed here. A super admin or a Group admin can remove a member or change the role of a member in that Group by clicking on the individual Mappers user id here.
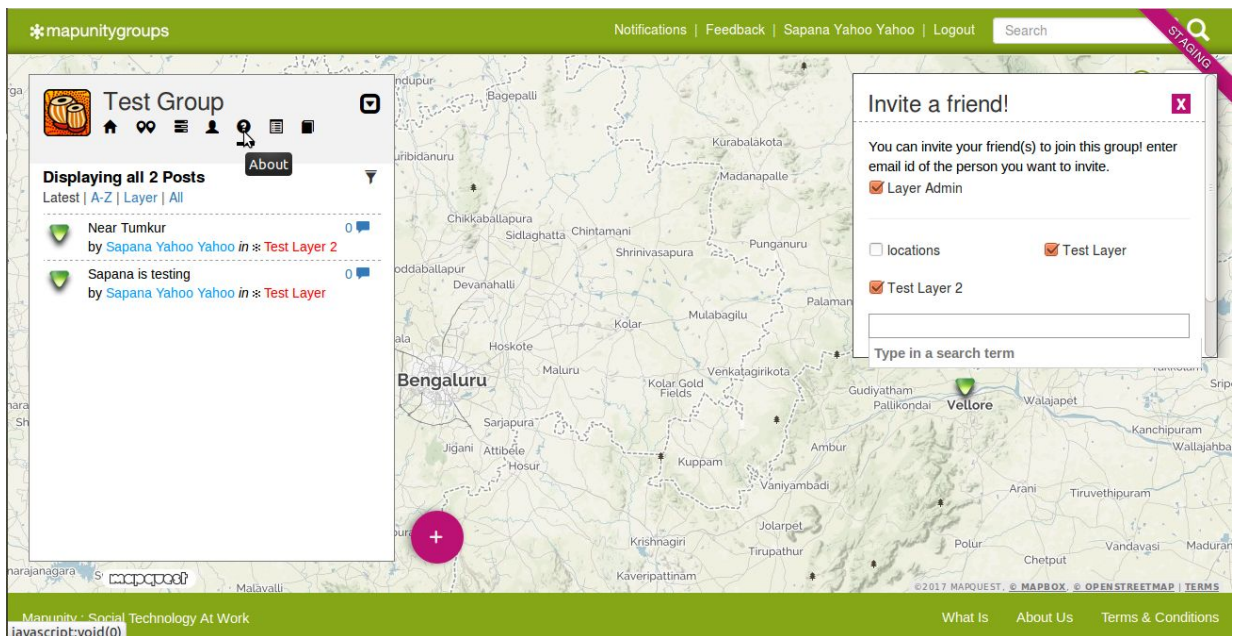

13. **About**

This option gives you some information about the Group, the number of members and posts it has. The two important features available here are:
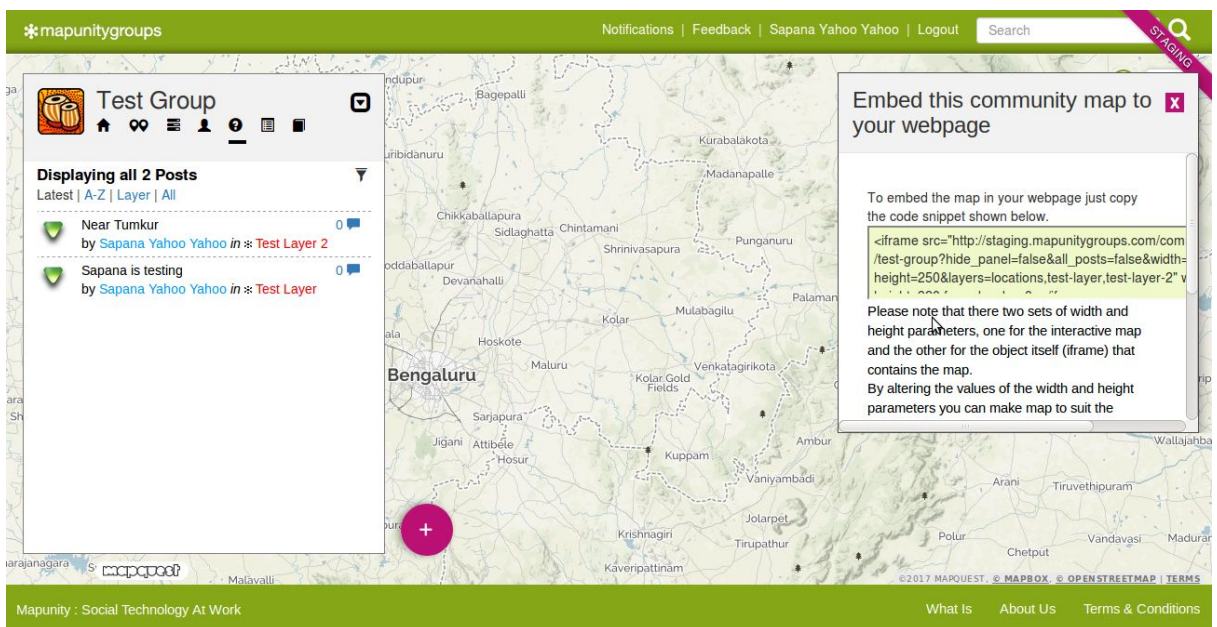
Send Invites - Option available to the admins to invite people (registered as well as not registered). Admin can choose to make those users admin of the Layers of the Group.
Enter the email ids of people you want to make members of this Group. Once the email ids displaying in the dropdown list, select and click on **Send Invitation**. User will have to accept the invitation to become the member, they have the option to decline as well.

Add map to webpage

When one wants to embed the Group within another webpage. Click on **Add map to webpage**, select the Layers you want to use, then **Get Code.** Use the code given in the website. To change the height and width of the Group window and the Post window, change the attributes value. One can hide the Post details and also show All the Posts by default instead of paginated view.
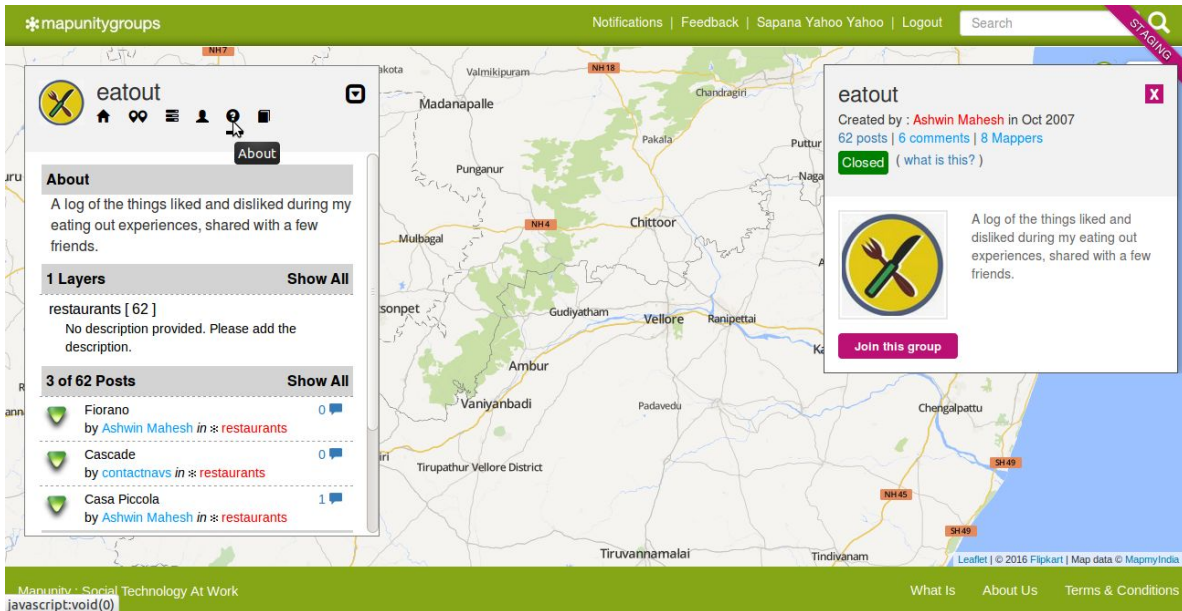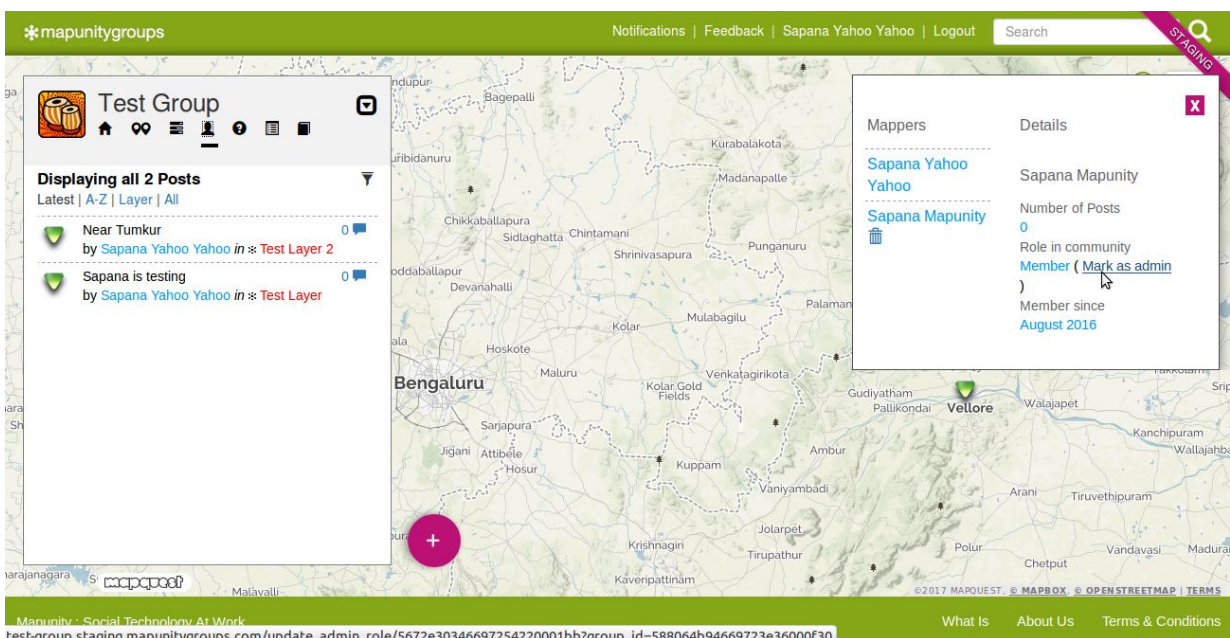

Users in Mapunity

The different types of User of Mapunity Groups are:
1) Anonymous User - A user who is not registered in Mapunity Groups application. This user can read and post in any **Open** Group, and read-only in a **Closed** Group.
2) Registered User - A user who is registered in Mapunity Groups. This user

can read and post in any **Open** Group, and read-only in a **Closed** Group. This user had to send a **Join this group** request if s/he wants to join a Group.

3) Member - A registered user who has joined a Group becomes a member of that Group. A member can be invited by a Group admin to join the Group as described in **Send Invites** or the user can like a Group and send a **Join this group** request to the admin as described above.
4) Layer Admin - A member of the Group who can edit a Layer of the Group. The Group Admin while creating a Layer can make a member of the Layer.
5) Group Admin - The user who created the Group is by default becomes the Group Admin. This Admin can edit/delete Posts, edit/delete Layers, remove members from the group, or make the member an admin of the Group by going to Mappers and clicking on the member user id and then choosing **Mark as admin.**

6) Super Admin - The admin of the system who has the permission to do everything in the application.