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## 2 CBEA User Materials

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#### 2 CBEA User Materials

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## 2.1 User Materials: Quick Reference Guides

Outlined below are three critical Quick Reference Guides (QRGs) for the website.

### 2.1.1 QRGs for General Users

#### 1 INTRODUCTION

Welcome to Community Asset Maps ([www.thebea.com](http://www.thebea.com)), a platform where you can search and save locations to a map. There are two maps you can find on this site:

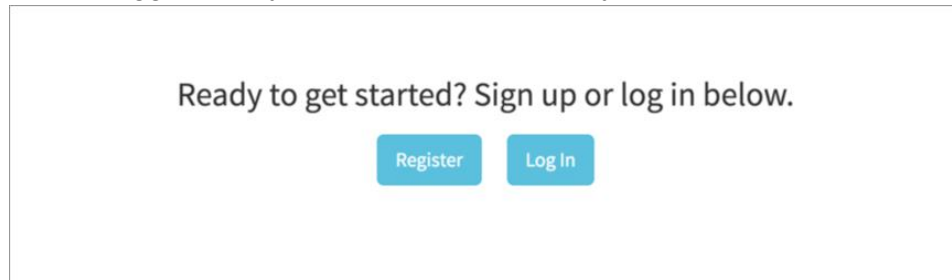
1. **MyMap**: This map is your own personal map - you search for locations and save the ones you want to remember on your map. You will need to create an account in order to access *MyMap*.
2. **GlobalMap**: This map displays all of the assets that every user has saved to their personal maps on this website. The assets displayed on this map are anonymous, meaning that you do not know who added them, however this allows you to discover new assets in your community that others have found and saved. You do not need an account to access this map. Additionally, you will be able to filter this map to highlight the types of assets you are interesting in discovering.

In addition to the main map functions, you can find additional information about Dr. Green, the creator of CBEA and his research in the 'About' section. Finally, the 'Help' section includes a FAQ page and documentation that will help users navigate through the CBEA website.



## Set up an Account

1. Go to [www.thecbea.com](http://www.thecbea.com)
2. Scroll down to the bottom of the page and click the 'Register' button.
3. Enter your email, password, confirm your password, and zip code, then click 'Create Account.'
4. You will be logged in to your account automatically.



## Log into Your Account

1. Go to [www.thecbea.com](http://www.thecbea.com)
2. Click on "Log In" on the top right corner.
3. Enter your email and password.



## Change Your Password

1. After logging in, click on your email in the top right corner, within "Hello...<user email>!"
2. Click on "Change your Password" link and enter your current and new password



## 2 MAP FUNCTIONALITIES

### View the *GlobalMap*

1. In the top navigation, click on *GlobalMap*.
2. View an overview of assets by their category, defined by the white legend on the right side of the map page.
3. Zoom in and out of the map using the '+' and '-' buttons located on the bottom right-hand corner of the map section.



## View My Map

1. In the top navigation, click on *MyMap*.
2. Filter the map based on the options seen in the screen.
3. View an overview of assets by their category, defined by the white legend on the right side of the map page.
4. Zoom in and out of the map using the '+' and '-' buttons located on the bottom right-hand corner of the map section.



## Screenshot a Map

1. Enlarge the map by clicking on the white and gray box icon on the upper right-hand corner of the map. This will make the map full-screen so that only the map is visible.
2. Then, screenshot the map page:
  - Mac Users: Command + Shift + 4
  - PC Users: fn + prt scr

## 3 ASSET FUNCTIONALITIES

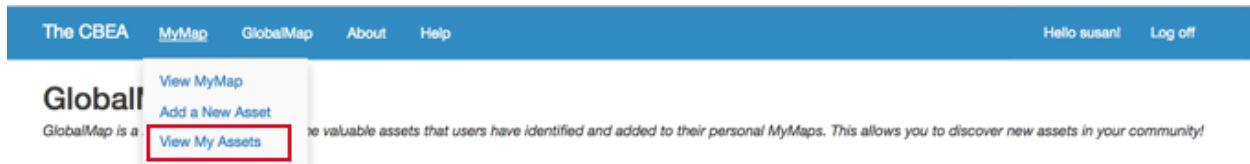
### Add Your Own Assets

1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'Add a New Asset' in the dropdown menu.
3. In the 'Address or Keywords' field, either (1) enter the exact address of the asset or (2) keywords of that describe the asset.
4. Click 'Locate This Asset on the Map Above' to make the asset pin appear on the map.
5. After verifying that the asset appears as you want to on the map, fill out additional asset details: including (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
6. Finally, click 'Add This Asset to My Map' to save the asset into *MyMap* and *GlobalMap*.



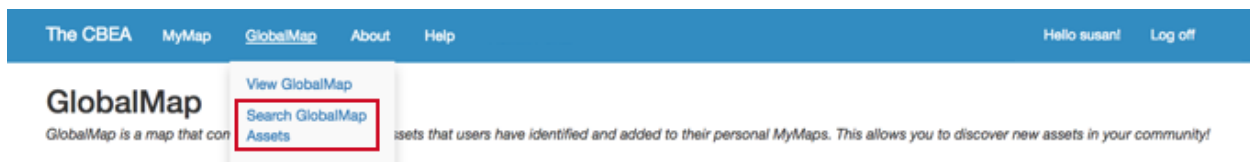
## View a List of My Assets

1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'View My Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.



## View a List of All Assets

1. Hover over 'GlobalMap' in the the top navigation bar.
2. Click on 'Search GlobalMap Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.



### 2.1.2 QRGs for Admins

## Quick Reference Guide - Admins

### 1 INTRODUCTION

Welcome to Community Asset Maps ([www.theceba.com](http://www.theceba.com)), a platform where you can search and save locations to a map. There are two maps you can find on this site:

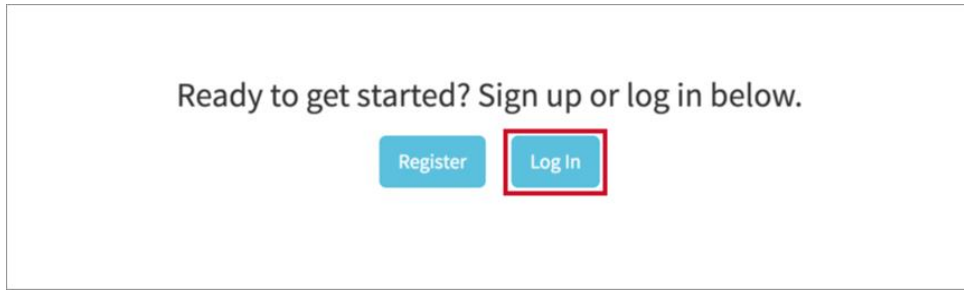
1. **MyMap**: This map is your own personal map - you search for locations and save the ones you want to remember on your map. You will need to create an account in order to access *MyMap*.
2. **GlobalMap**: This map displays all of the assets that every user has saved to their personal maps on this website. The assets displayed on this map are anonymous, meaning that you do not know who added them, however this allows you to discover new assets in your community that others have found and saved. You do not need an account to access this map. Additionally, you will be able to filter this map to highlight the types of assets you are interesting in discovering.

In addition to the main map functions, you can find additional information about Dr. Green, the creator of CBEA and his research in the 'About' section. Finally, the 'Help' section includes a FAQ page and documentation that will help users navigate through the CBEA website.



### Set up an Account

1. Go to [www.theceba.com](http://www.theceba.com)
2. Scroll down to the bottom of the page and click on the blue "Register" button.
3. Enter your email, password, confirm your password, and zip code, then click 'Create Account.'
4. You will be logged in to your account automatically.



### Log into Your Account

To request to become an admin, email your first name and last name to [mis374map@gmail.com](mailto:mis374map@gmail.com). If relevant, include your organization name and title.

1. Go to [www.thecbea.com](http://www.thecbea.com)
2. Click on "Log In" on the top right corner.
3. Enter your email and password.



### Change Your Password

1. After logging in, click on your email in the top right corner, within "Hello...<user email>!"
2. Click on "Change your Password" link and enter your current and new password



## 2 MAP FUNCTIONALITIES

### View the *GlobalMap*

1. In the top navigation, click on *GlobalMap*.
2. View an overview of assets by their category, defined by the white legend on the right side of the map page.
3. Zoom in and out of the map using the '+' and '-' buttons located on the bottom right-hand corner of the map section.



### View My Map

1. In the top navigation, click on *MyMap*.
2. Filter the map based on the options seen in the screen.
3. View an overview of assets by their category, defined by the white legend on the right side of the map page.
4. Zoom in and out of the map using the '+' and '-' buttons located on the bottom right-hand corner of the map section.

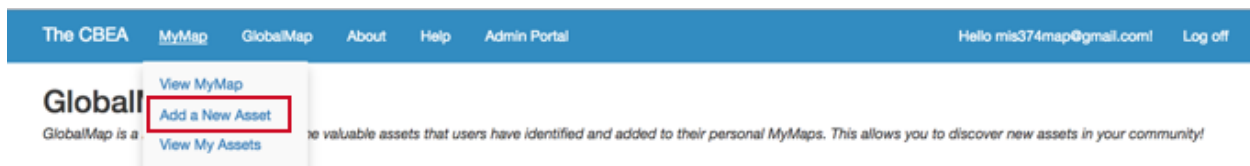
## Screenshot a Map

1. Enlarge the map by clicking on the white and gray box icon on the upper right-hand corner of the map. This will make the map full-screen so that only the map is visible.
2. Then, screenshot the map page:
  - o Mac Users: Command + Shift + 4
  - o PC Users: fn + prt scr

## 3 ASSET FUNCTIONALITIES

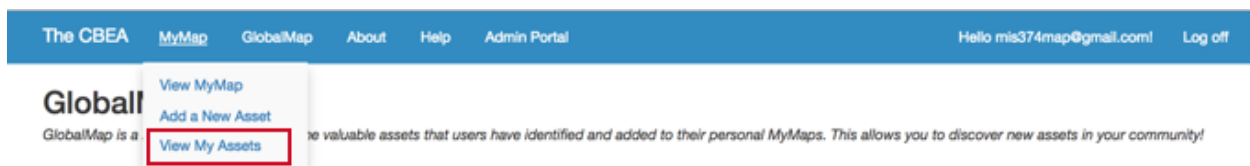
### Add Your Own Assets

1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'Add a New Asset' in the dropdown menu.
3. In the 'Address or Keywords' field, either (1) enter the exact address of the asset or (2) keywords of that describe the asset.
4. Click 'Locate This Asset on the Map Above' to make the asset pin appear on the map.
5. After verifying that the asset appears as you want to on the map, fill out additional asset details: including (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
6. Finally, click 'Add This Asset to My Map' to save the asset into *MyMap* and *GlobalMap*.



### View a List of My Assets

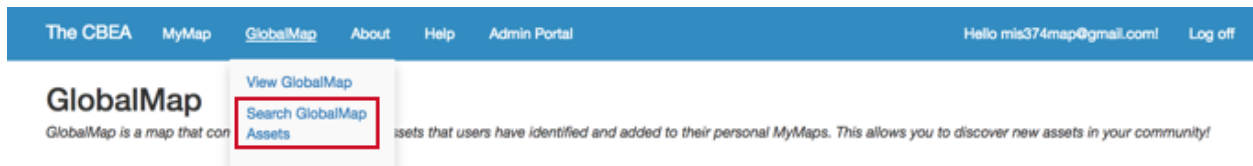
1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'View My Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.



### View a List of All Assets

1. Hover over 'GlobalMap' in the the top navigation bar.
2. Click on 'Search GlobalMap Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.





#### 4 USER ACCOUNT & ROLE MANAGEMENT

As an admin, you have the ability to (1) Manage Tags and (2) Manage Assets. You can access this functionality in the 'Admin Portal,' located in the top navigation bar.

1. *Manage Tags*: Add or delete tags, or edit tags that may be irrelevant to an asset.
2. *Manage Assets*: Add or delete an asset; Edit an asset's title, address, category, description and tags.



#### Admin Panel

| Management    |  |
|---------------|--|
| Manage Tags   |  |
| Manage Assets |  |

#### Admin Portal Page

| Create New |  |
|------------|--|
| Tags       |  |
| Tags       | Count  |
| wings      | 0; <a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a> |
| airport    | 0; <a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a> |
| ahs        | 0; <a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a> |

#### Manage Tags

### 2.1.3 QRGs for Super Admins

#### 1. INTRODUCTION

Welcome to Community Asset Maps ([www.thecbea.com](http://www.thecbea.com)), a platform where you can search and save locations to a map. There are two maps you can find on this site:

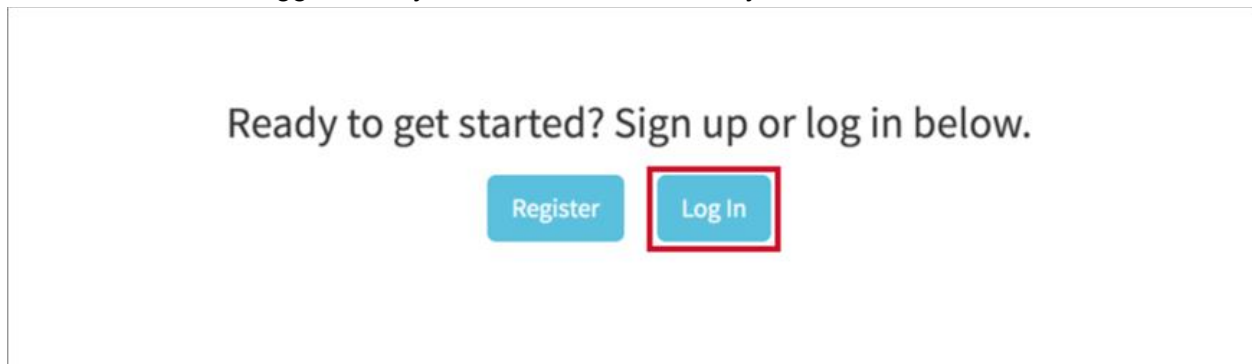
1. **MyMap**: This map is your own personal map - you search for locations and save the ones you want to remember on your map. You will need to create an account in order to access *MyMap*.
2. **GlobalMap**: This map displays all of the assets that every user has saved to their personal maps on this website. The assets displayed on this map are anonymous, meaning that you do not know who added them, however this allows you to discover new assets in your community that others have found and saved. You do not need an account to access this map. Additionally, you will be able to filter this map to highlight the types of assets you are interesting in discovering.

In addition to the main map functions, you can find additional information about Dr. Green, the creator of CBEA and his research in the 'About' section. Finally, the 'Help' section includes a FAQ page and documentation that will help users navigate through the CBEA website.



#### Set up an Account

1. Go to [www.thecbea.com](http://www.thecbea.com)
2. Scroll down to the bottom of the page and click the 'Register' button.
3. Enter your email, password, confirm your password, and zip code, then click 'Create Account.'
4. You will be logged in to your account automatically.



## Log into Your Account

As a super admin, your account has already been created for you.

1. Go to [www.thecbea.com](http://www.thecbea.com)
2. Click on “Log In” on the top right corner.
3. Enter your email and Password.



## Change Your Password

1. After logging in, click on your email in the top right corner, within “Hello...<user email>!”
2. Click on “Change your Password” link and enter your current and new password



## 2. MAP FUNCTIONALITIES

### View the *GlobalMap*

1. In the top navigation, click on *GlobalMap*.
2. View an overview of assets by their category, defined by the white legend on the right side of the map page.
3. Zoom in and out of the map using the ‘+’ and ‘-’ buttons located on the bottom right-hand corner of the map section.



### View My Map

1. In the top navigation, click on *MyMap*.
2. Filter the map based on the options seen in the screen.
3. View an overview of assets by their category, defined by the white legend on the right side of the map page.
4. Zoom in and out of the map using the ‘+’ and ‘-’ buttons located on the bottom right-hand corner of the map section.



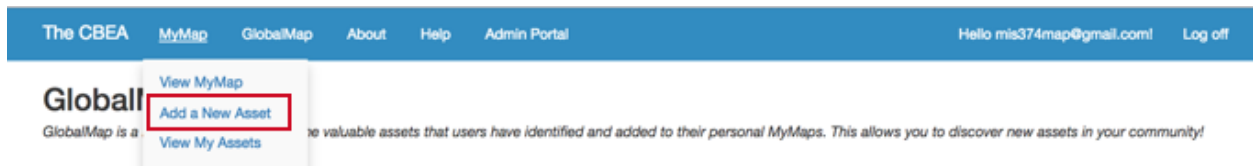
### Screenshot a Map

1. Enlarge the map by clicking on the white and gray box icon on the upper right-hand corner of the map. This will make the map full-screen so that only the map is visible.
2. Then, screenshot the map page:
  - Mac Users: Command + Shift + 4
  - PC Users: fn + prt scr

### 3 ASSET FUNCTIONALITIES

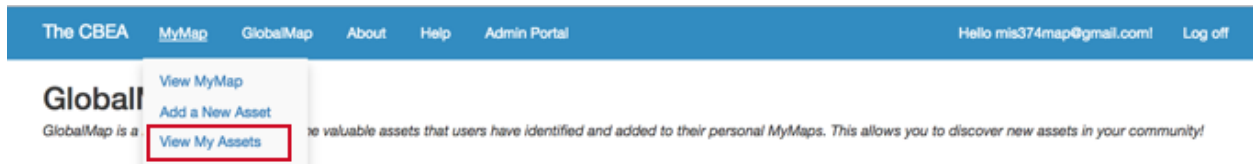
#### Add Your Own Assets

1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'Add a New Asset' in the dropdown menu.
3. In the 'Address or Keywords' field, either (1) enter the exact address of the asset or (2) keywords of that describe the asset.
4. Click 'Locate This Asset on the Map Above' to make the asset pin appear on the map.
5. After verifying that the asset appears as you want to on the map, fill out additional asset details: including (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
6. Finally, click 'Add This Asset to My Map' to save the asset into *MyMap* and *GlobalMap*.



#### View a List of My Assets

1. Hover over 'MyMap' in the the top navigation bar.
2. Click on 'View My Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.



#### View a List of All Assets

1. Hover over 'GlobalMap' in the the top navigation bar.
2. Click on 'Search GlobalMap Assets' in the dropdown menu.
3. Sort your assets by (1) Title, (2) Address, (3) Category, (4) Description and (5) Tags.
4. Using the search bar, you can also search assets by any of the five above categories.



#### 4 USER ACCOUNT & ROLE MANAGEMENT

As a SuperAdmin, you have the ability to add or remove users from user roles. There are three levels of user roles within the site:

1. *User*: Users are enrolled in this default role when they first sign up for CBEA. Regular users can add and edit their own assets, but cannot edit assets that they did not create. In addition, when an asset is created, it is added to both 'My Map' and 'Global Map.'
2. *Admin*: Admins can do all the above actions of a User, but also have rights to the 'Admin Portal' page (located in top navigation). In this page, Admins can access the following pages:
  - a. (1) *Manage Tags*: Add or delete tags; Edit tags that may be irrelevant to an asset.
  - b. (2) *Manage Assets*: Add or delete an asset; Edit an asset's title, address, category, description and tags.
3. *SuperAdmin*: In addition to being able to do all the above actions of a User and Admin, SuperAdmins have rights to the 'Admin Portal' (located in top navigation). In this page, users can access the following pages:
  - a. (1) *Assets Report*: See an overview of the total number of assets, categories, tags and users.
  - b. (2) *Manage Roles*: See all created user accounts and their respective roles. Here, they can add or remove users from the Admin or SuperAdmin roles.
  - c. (3) *Manage Categories*: Add, edit or delete all categories and edit icon details, including the name of the category and symbol.
  - d. (4) *Manage Users*: See all users and their account details, including their email, last name, first name, the last date and time the user connected to the CBEA website. SuperAdmins can also delete any user.
  - e. (5) *Manage Tags*: Add or delete tags; Edit tags that may be irrelevant to an asset.
  - f. (6) *Manage Assets*: Add or delete an asset; Edit an asset's title, address, category, description and tags. Also view additional details of the assets, including the date the tag was added and modified, and the email of the user who added the asset.

## GlobalMap

GlobalMap is a map that compiles all of the valuable assets that users have identified and added to their personal MyMaps. This allows you to discover new assets in your community!

### Admin Panel

| Reports           |
|-------------------|
| Assets Report     |
| Management        |
| Manage Roles      |
| Manage Categories |
| Manage Users      |
| Manage Tags       |
| Manage Assets     |

### Admin Portal Page

## Assets Report

Total Number of Assets: 48

Total Number of Categories: 6

Total Number of Tags: 50

Total Number of Users: 14

### (1) Assets Report

| Roles       |  |
|-------------|--|
| Name        | Users  |
| Users       | susan@ts.com, eun.susan.seo@gmail.com, jonathan.hojnack@gmail.com, mis374map@gmail.com, lgreen@austin.utexas.edu, s@ts.com, sjake5915@gmail.com, ho_minh_tri@yahoo.fr, ho.minhtri.net@gmail.com, jquisenberry@utexas.edu, jonathan.hojnack@yahoo.com, ho.minhtri.dev@gmail.com, dreaqmt@gmail.com, ho.minhtri.bin@gmail.com <a href="#">Edit</a> |
| Admins      | ho.minhtri.net@gmail.com <a href="#">Edit</a>  |
| SuperAdmins | mis374map@gmail.com, jquisenberry@utexas.edu, ho.minhtri.dev@gmail.com <a href="#">Edit</a>  |

### (2) Manage Roles

Add To SuperAdmins

| Email                       | Add to Role              |
|-----------------------------|--------------------------|
| susan@s.com                 | <input type="checkbox"/> |
| eun.susan.seo@gmail.com     | <input type="checkbox"/> |
| jonathan.hojnacki@gmail.com | <input type="checkbox"/> |
| tgreen@austin.utexas.edu    | <input type="checkbox"/> |
| s@s.com                     | <input type="checkbox"/> |
| sjake5915@gmail.com         | <input type="checkbox"/> |
| ho_minh_tri@yahoo.fr        | <input type="checkbox"/> |
| ho.minhtri.net@gmail.com    | <input type="checkbox"/> |
| jonathan.hojnacki@yahoo.com | <input type="checkbox"/> |
| dreagmz@gmail.com           | <input type="checkbox"/> |
| ho.minhtri.bin@gmail.com    | <input type="checkbox"/> |

Remove from SuperAdmins

| Email                    | Remove From Role         |
|--------------------------|--------------------------|
| mis374map@gmail.com      | <input type="checkbox"/> |
| jquisenberry@utexas.edu  | <input type="checkbox"/> |
| ho.minhtri.dev@gmail.com | <input type="checkbox"/> |

Save

Cancel

(3) Manage Users

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## 2.2 Training Materials: Video Tutorials (Admins & Super Admins)

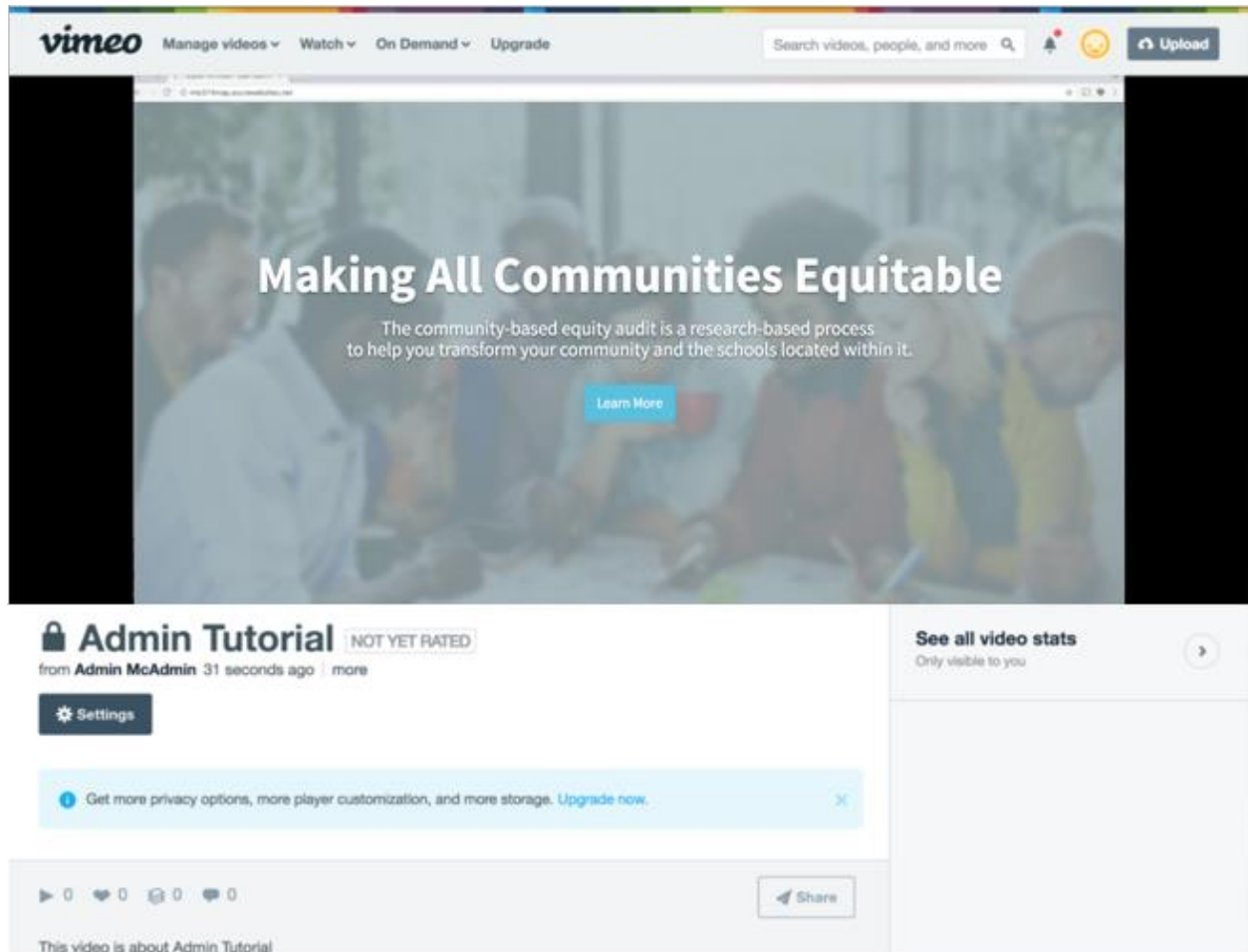
Our teams video tutorials will be mainly focused on providing content information for Admins and Super Admins. In order to ensure maximum security, they will be hosted as a private video on Youtube with the referential link embedded in the Admin and Super Admin panels.

### 2.2.2 Super Admin

Link to tutorial: <https://vimeo.com/213944557>

Password: adminpassword

Screenshot:





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## 2.3 Other Materials IORAD Interactive Tutorials (General Users)

Outlined below are a select number of IORAD, interactive tutorials, that will be available for General Users. The first tutorial will have both a link and screenshots displayed as a proof of concept in this document, all following tutorials will have referential links to their locations.

### 2.3.1 Account Creation

Link to tutorial: <https://www.iorad.com/player/63458/Register-for-an-Account>

Screenshots of tutorial:

The screenshot displays the IORAD website's registration interface. On the left, a vertical blue sidebar contains a tutorial for account creation. The tutorial text reads: 'The first step is to open Register and click First Name', 'Type Your First Name in First Name and Press Tab', and 'Type Your Last Name in Last Name and Press Tab'. The main content area features a 'Register.' heading and the instruction 'Create a new account.' Below this is a registration form with fields for 'First Name' (containing 'Testing'), 'Last Name' (with a placeholder 'type here'), 'Email', 'Password', and 'Confirm password'. A 'Register' button is positioned at the bottom of the form. The website's header includes the 'iorad' logo, 'The CBEA', 'GlobalMap', and links for 'Register' and 'Log In'. A footer at the bottom states '© 2017 - 2017 - Dr. Terrance Green. All rights reserved - About - Contact'.

The first step is to open Register and click First Name

Type Your First Name in First Name and Press Tab

Type Your Last Name in Last Name and Press Tab

Type Your Email Address in Email and Press Tab

iorad

The CBEA   GlobalMap   Register   Log In

Register.

Create a new account.

First Name

Testing

Last Name

Testing

T   Type

Email

type here

Password

Confirm password

Register

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The first step is to open Register and click First Name

Type Your First Name in First Name and Press Tab

Type Your Last Name in Last Name and Press Tab

Type Your Email Address in Email and Press Tab

Type a password in Password and Press Tab

iorad

The CBEA   GlobalMap   Register   Log In

Register.

Create a new account.

First Name

Testing

Last Name

Testing

Email

Testing@test

T   Type

Password

type here

Confirm password

Register

© 2017 - 2017 - Dr. Terrance Green. All rights reserved - About - Contact

The first step is to open Register and click First Name

Type Your First Name in First Name and Press Tab

Type Your Last Name in Last Name and Press Tab

Type Your Email Address in Email and Press Tab

Type a password in Password and Press Tab

Type the password entered in the previous step again in **Confirm password**

iorad

The CBEA   GlobalMap

Register   Log In

Register.

Create a new account.

First Name

Testing

Last Name

Testing

Email

Testing@testing.com

Password

.....

T   Type

Confirm password

Type here

Register

© 2017 - 2017 - Dr. Terrance Green. All rights reserved - About - Contact

The first step is to open Register and click First Name

Type Your First Name in First Name and Press Tab

Type Your Last Name in Last Name and Press Tab

Type Your Email Address in Email and Press Tab

Type a password in Password and Press Tab

Type the password entered in the previous step again in **Confirm password**

Click Register

iorad

The CBEA   GlobalMap

Register   Log In

Register.

Create a new account.

First Name

Testing

Last Name

Testing

Email

Testing@testing.com

Password

.....

Confirm password

Click

Register

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Page 40

The screenshot shows the iorad website's registration page. The header includes 'The CBEA' and 'GlobalMap' links, along with 'Register' and 'Log in' buttons. The main heading is 'Register. Create a new account.' The form fields are: First Name (Testing), Last Name (Testing), Email (Testing@testing.com), Password (a series of dots), and Confirm password (a series of dots). A red box highlights the 'Register' button. The sidebar on the left provides step-by-step instructions for registration. The footer contains a copyright notice for 2017 and a 'MAKE YOURS, IT'S FREE' button.

### 2.3.2 Creating an Asset

<https://www.iorad.com/player/63462/Creating-an-Asset>

### 2.3.3 Editing an Asset

<https://www.iorad.com/player/63468/Editing-an-Asset>

### 2.3.4 Deleting an Asset

<https://www.iorad.com/player/63470/Deleting-an-Asset>