

# ParticiMap Tool: User Manual

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Through Maps and Places local communities and stakeholders can actively improve their dialogue to enhance the cultural heritage of their cities while engaging in participatory mapping activies.

## How to explore Maps?

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The ParticiMap tool facilitates geographic surveys to collect Places using a Map as the main interface. To explore the Maps created by the community in the platform follow these steps:

1. Navigate to the Maps section at <https://particimap.cartospot.com/maps/>.
2. In this section, you will find all available Maps.
3. Use the sidebar functionality —**Filter by Pilot Community**— to select Maps from "Elfsina," "Balina," or "Milano."
4. Each Map is displayed as a card with information and a button to view the selected Map.

## Mapping a new Place: How can I contribute to a Map?

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To contribute a new Place to a Map, follow these steps:

1. Navigate to the desired Map.
2. Click the **ADD A PLACE** button.
3. This action will show:
  - A red marker with a '+' sign on the basemap indicating where your new Place will be geolocated.
  - The Map's geosurvey, which contains a set of questions for you to submit data and an image or photo using your mobile phone's camera. This information will be associated with the Place on the Map.

**Anyone can contribute to a Map.** Participants can submit data as anonymous users where entering a name and email is optional, but also it is possible to [sign up](#) to contribute with a personal account.

## When setting the Place geographic position:

- Zoom in and drag the basemap to set the correct position for the Place.
- The geosurvey will also display an approximate geocoded Address that is automatically generated.
- This address is submitted as a complementary reference to the precise geographic coordinates of the Place.

The screenshot shows a map of Milan, Italy, specifically the northern and eastern parts. The map includes labels for neighborhoods like Nosedo, Corvetto, Rogoredo, and Chiajavele. A red marker is placed on the map, indicating the approximate geocoded address. To the right of the map, there is a form for creating a new place entry. The form includes fields for 'Address (approx.)' (Via San Dionigi 102, 20139 Milano Milan, Italy), 'A name or title for your place' (with a placeholder 'Give a name or title to your place'), 'Add a short description' (a large text input field), 'Image' (with a 'Add an Image' button), 'Your name (optional)' (with a 'Name' input field and a note 'Or log in first...'), and 'Your email (optional)' (with an 'Email address' input field). At the bottom left of the map area, it says 'ParticiMap powered by CartoSpot'.

## How to create a Map and design a Geosurvey for data collection?

### Creating a New Map.

Only authenticated users can create Maps. Therefore, you need to create an account and log in first. Follow these steps to create a new Map:

1. **Navigate to the Maps section:** Go to the [Maps section](#).
2. **Create an account and log In:** If you don't have an account, click on the **Login In** button and complete the registration form in [Create an account here!](#) If you already have an account, just enter your credentials.
3. **Click on —Create Your Map— :**

- In the Maps section, you will find a **Create Your Map** button. Click on this button to start the Map creation process.
- Alternatively, you can find the **Create a Map** button in the navbar menu under your avatar image.

The screenshot shows the Heritact ParticiMap platform. On the left, there's a sidebar with a 'Create Your Map!' button highlighted with a green border. Below it is a dropdown menu labeled 'Filter by Pilot Community'. The main area has two sections: 'Stories and values in Ballina' and 'Reconstructing Eleusis'. The Ballina section contains text about local memories and a list of responses. The Eleusis section contains text about identifying important places and a list of responses. A 'Go to map →' button is at the bottom right of the Eleusis section. The top right corner shows a user profile for 'HeritHUB Ballina' with options like 'Manage My Maps!', 'Create a Map!', and 'Sign out'.

4. **Follow the Steps:** The Map creation process is guided through a series of steps. Follow these steps to complete the setup of your new Map.

**Note:** Currently, only the "Standard" map creation process is available.

## Following the Map Creation Process

### 1. Name Your Map:

- Provide a name for your Map.
- Select the name of your community from the dropdown.
- Set the start and end dates and hours during which your Map will be open to receive contributions from the community.
- Click the **Save and Continue** button to proceed.



## Let's create your new map!

**What is the name of your map?**

Food Markets in Ballina

Use a short name or title.

**Pilot Community**

Ballina



Select the Pilot Community for your map.

**Start date/time for participants contributions**

01/06/2024, 12:27



**End date/time for participants contributions**

31/12/2024, 12:27



**Save and Continue**

### 2. Update the "About this Map" Section:

- Add a title and a short description of your Map.
- Use the online rich-text editor to style the content as desired.
- Click the **Save** button to continue.



## About this map Section

### About this map title

About this map

### About this map description

File Edit View Insert Format Tools Table

↶ ↷ ...

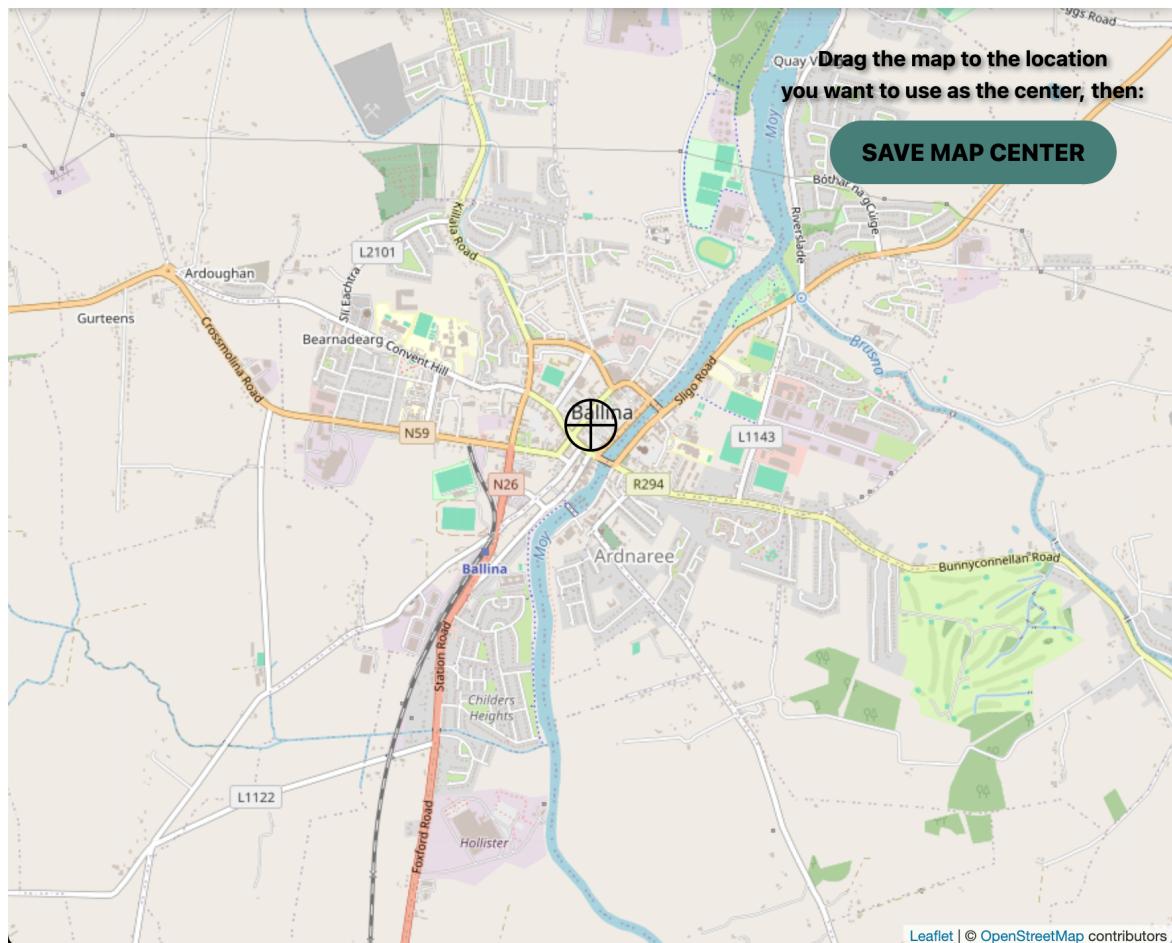
In this map we want to find those traditional food markets in |

p

12 words tiny

### 3. Center Your Map:

- Drag the map to position the crosshair at the desired location.
- Click the **Save Map Center** button to continue.



#### 4. Add Place Categories:

- Define the types of locations your community will categorize on your Map.
- These categories are also used for filtering Places.
- Enter the name of each Place category (e.g., Public markers) and select an icon from the dropdown.
- Click **Save and Add Another** for each category you want to include.
- When adding the last category, click **Save and Finish** to continue.



## Add a place category or location type to map

Public markers

E.g. Road obstruction, Flooding, Noisy spot, Event, a Memory, etc.

Select the type of icon to display

Yellow

Farmers markets      Green

**Remove**

Community markers      Blue

**Remove**

**Save and add another**

Or

**Save and Finish**

### 5. Design Your Geosurvey:

- Add questions or data inputs for your Geosurvey. These questions will be associated with each Place and displayed in a form for data collection.
- The ParticiMap tool includes a default question to collect the name of each Place. You will see this default setting initially.
- Click **Continue** to start designing your own questions or data inputs.



## Default question for your geosurvey

*(Default field from platform settings)*

### Question text

A name or title for your place

### Question placeholder

Give a name or title to your place

**Continue**

**Creating Questions and Data Inputs:** - First, write the text for your question or data input. - Optionally, add a placeholder for the question. - Select the type of question or data input from the following options: - **Text** - **Text area** - **Dropdown (single select)** - **Option buttons (single select)** - **Check group (multiple selections)** - Check the checkbox if you want a question to be optional to answer.

# Add a question to your geosurvey

## Question text

## Question placeholder

## Question type

✓ -----

Text

Text area

Dropdown single selects

Option buttons single selects

Checkbox group multiple selections

**Examples:** - For dropdowns, option buttons, or check groups, enter a list of options.



## Add a question to your geosurvey

**Question text**

What do you like most about this market?

**Question placeholder****Question type**

Text area



Optional question?

**Save and Add Another**

Or

**Save and Finish**



## Add a question to your geosurvey

### Question text

What product categories does the market have?

### Question placeholder

### Question type

Checkbox group multiple selections



### Optional question?

Create the options for your question here:

Add new option

Fresh Produce

Remove

Dairy Products

Remove

- Click **Save and Add Another** for each question you want to add to your Geosurvey.
- When adding the last question, click **Save and Finish** to complete the process.