

User Manual for Digital Farmington Map

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Prepared by: DevMavericks

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1. Introduction

Purpose of This Manual

This manual aims to provide comprehensive instructions on how to effectively use Digital Farmington Map. It serves as a resource for new users and a reference for experienced users.

Overview of Digital Farmington Map

Digital Farmington Map is a web application that displays a map of the Farmington Valley with Point of Interests (POIs) from 1610 to 2020. These POIs are classified into various categories which allows users to filter out the POIs displayed on the map based on the category/categories selected. It also has a slider with the year range, which allows users to select which particular year to view the POIs.

Audience

This manual is designed for users who have access to the admin page of the Digital Farmington Map. **The features discussed are also limited to admin users only.**

2. Getting Started

System Requirements

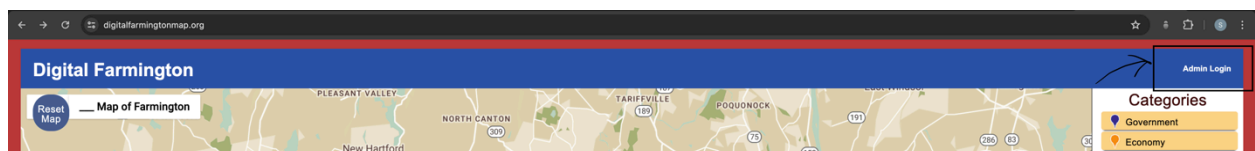
- Any Internet Browser. e.g., Chrome, Firefox, Safari, etc
- Internet Access

How to Access the Web Application

To access the homepage, type the following URL link into the search bar of your web browser:

<https://digitalfarmingtonmap.org/>

To get to the admin page, right-click on the Admin Login on the homepage.



Once on the Admin Login page, enter your login information and login to get access to the admin features.

3. Features Overview

POI Manager

The POI manager allows the user to create, edit, update and delete new or existing POIs. Changes made in the POI manager updates the database and immediately displays them on the Map. It also allows the user to view all POIs in the database. Users can access this page by right-clicking the POI Manager tab at the top of the map or current page.

[View Map](#) | [POI Manager](#) | [Category Manager](#) | [Admin Manager](#) | [Log Out](#)

[New POI](#)

POI LIST

10 ▾ entries per page

Search:

Title	Start	End	Categories
First Church of Christ Congregational	1774	2015	Government, Religion, African Diaspora, Environment
Farmington River	1827	2005	Environment
The Farmington Academy	1816	2025	Religion, Education
Stanley-Whitman House	1720	2019	Economy, Education
The Hart Grist Mill	1650	2025	Economy, Environment
Austin Williams Home and Carriage House.	1840	2000	African Diaspora
Tunxis Hose Company No. 1	1893	1973	Government, African Diaspora
Griswold-Mulrooney House	1870	1950	Economy, Economy, Disease & Death
Dr. William Sage House	1852	1930	Disease & Death, Crime
Round Hill	1610	2025	Environment, Indigenous People

Showing 1 to 10 of 147 entries

« ‹ 1 2 3 4 5 ... 15 › »

Category Manager

The Category Manager displays a list of categories created for the map. Users can create new categories, make changes to existing categories and also delete them. To access this page, the user must right-click on the Category Manager tab at the top of the map or current page.

View Map











POI Manager

Category Manager

Admin Manager

Log Out

POI Category List

● Current Name	Change To	
 African Diaspora:	<input type="text" value="African Diaspora"/>	Delete Category
 American Revolution:	<input type="text" value="American Revolution"/>	Delete Category
 Crime:	<input type="text" value="Crime"/>	Delete Category
 Disease & Death:	<input type="text" value="Disease & Death"/>	Delete Category
 Economy:	<input type="text" value="Economy"/>	Delete Category
 Education:	<input type="text" value="Education"/>	Delete Category
 Environment:	<input type="text" value="Environment"/>	Delete Category
 Government:	<input type="text" value="Government"/>	Delete Category
 Indigenous People:	<input type="text" value="Indigenous People"/>	Delete Category
 Religion:	<input type="text" value="Religion"/>	Delete Category

Save Changes

New Category

Admin Manager

The Admin Manager displays all current admins in the database. This page allows admin users to create new admin accounts. To access this page, right-click on the Admin Manager tab on top of the map or the current page.

View Map

POI Manager

Category Manager

Admin Manager

Log Out

List of Admin Accounts

New Account

Andres Verzosa

Digital Farmington Admin

Janet Conner

Jay Bombara

Jenna Noce

Katherine Hermes

Kobby Asante-Ansong

Lisa Johnson

Sharon Clapp

Trivon Paul

Zack Powers

Administrator Account Manager

Remove This User

Create Admin Account

Full Name:

Username:

Password:

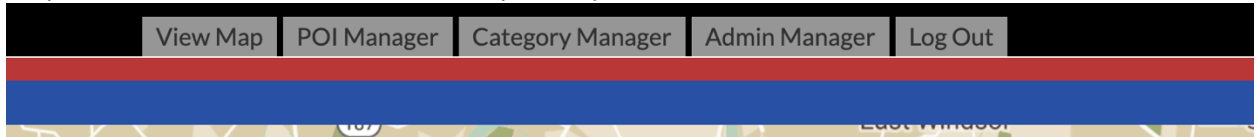
Email:

Create Admin

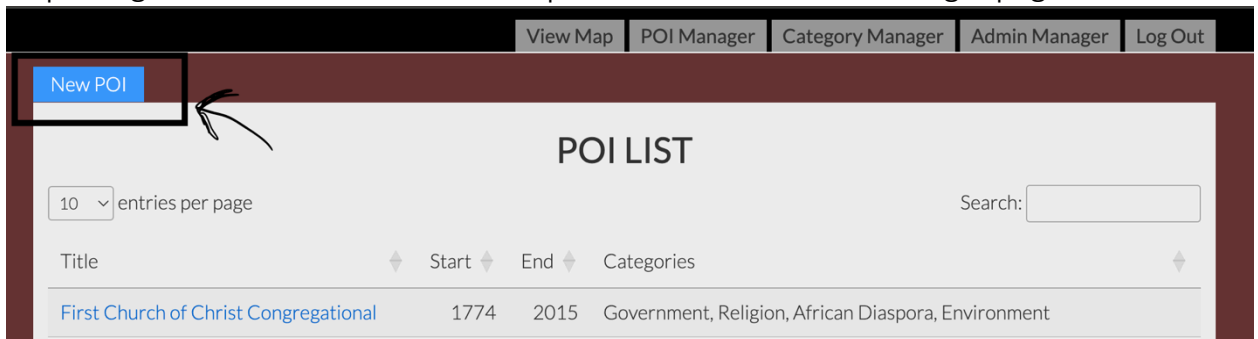
4. Detailed User Guide

How to add a new POI

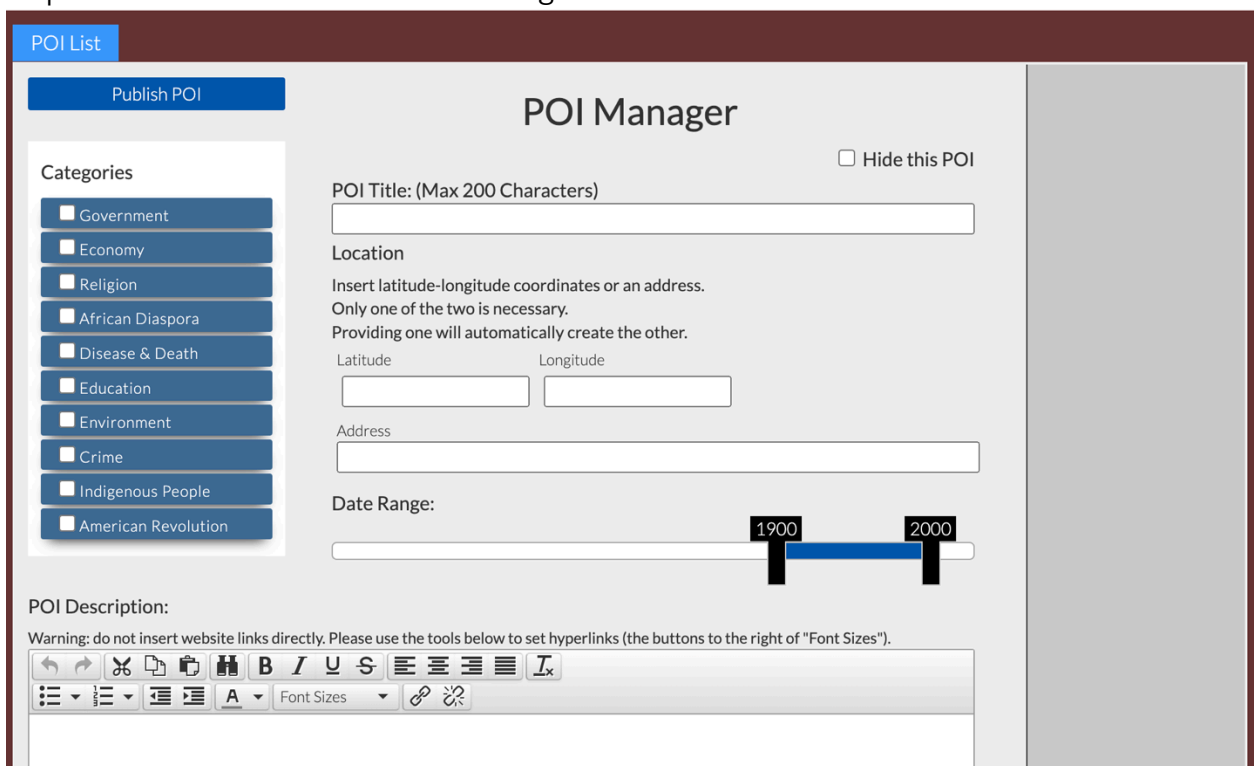
1. Step 1: Navigate to the POI Manager page by right-clicking the POI Manager tab



2. Step 2: Right-click on New POI at the top left corner of the POI Manager page.

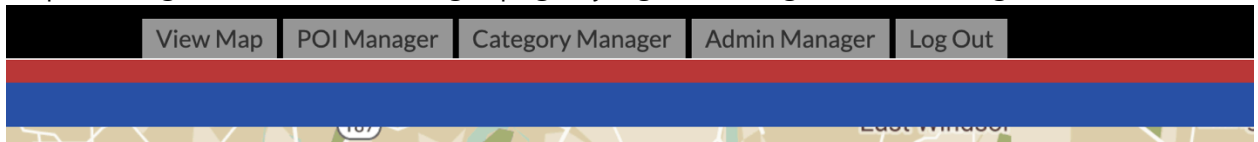


3. Step 3: Fill in the POI information and right-click on “Publish POI” to save the POI.



How to edit/update a POI

1. Step 1: Navigate to the POI Manager page by right-clicking the POI Manager tab



2. Step 2: Right-click on the title of any POI from the POI list. The title would be highlighted in blue.



3. Step 3: The information about the selected POI would be populated in the POI form. The user can now make any changes necessary and right-click on "save changes" button to save the changes.

A screenshot of the 'POI Manager' form. It has a 'POI List' and 'New POI' tab at the top. The 'POI Manager' tab is active. On the left, there are buttons for 'Save Changes' and 'Delete POI'. A 'Categories' list on the left includes 'Government', 'Economy', 'Religion', 'African Diaspora', 'Disease & Death', 'Education', 'Environment', 'Crime', 'Indigenous People', and 'American Revolution'. The 'POI Title' field contains 'First Church of Christ Congregational'. The 'Location' section has fields for 'Latitude' (41.721299) and 'Longitude' (-72.830006), and an 'Address' field with '71 Main St, Farmington, CT 06032, USA'. The 'Date Range' is set from 1774 to 2015. A 'POI Description' field at the bottom contains a long text block about the church's history. A 'Gallery' section on the right has a 'Choose File' button and an 'Upload' button.

POI Manager

☐ Hide this POI

Categories

- ☒ Government
- ☐ Economy
- ☒ Religion
- ☒ African Diaspora
- ☐ Disease & Death
- ☐ Education
- ☒ Environment
- ☐ Crime
- ☐ Indigenous People
- ☐ American Revolution

POI Title: (Max 200 Characters)
First Church of Christ Congregational

Location
Insert latitude-longitude coordinates or an address.
Only one of the two is necessary.
Providing one will automatically create the other.

Latitude: 41.721299 Longitude: -72.830006

Address: 71 Main St, Farmington, CT 06032, USA

Date Range:
1774 2015

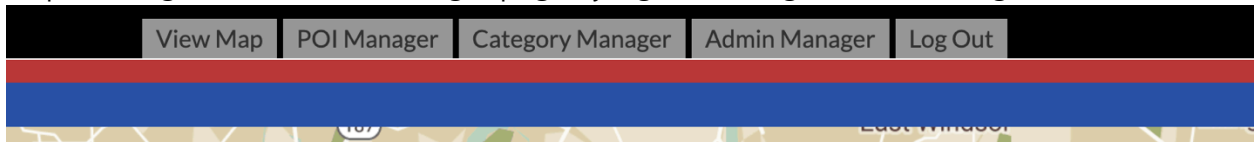
POI Description:
Warning: do not insert website links directly. Please use the tools below to set hyperlinks (the buttons to the right of "Font Sizes").

National Historic Landmark. The Congregational Church in Farmington has a long history, beginning in 1652 when seven "pillars" established the church. The present meetinghouse, built by Judah Woodruff in 1774, is the third meetinghouse on the site. Roger Newton, the first pastor, was the son-in-law of Hartford founder Thomas Hooker, and was succeeded by Hooker's son, Samuel. Among First Church's pastors was Noah Porter, who began America's first foreign missionary society and supported the abolition of slavery. He was also the father of Sarah Porter, founder of Miss Porter's School, and Noah Porter, Jr., president of Yale University. In its 350+ year history, First Church has had 18 Senior Ministers.

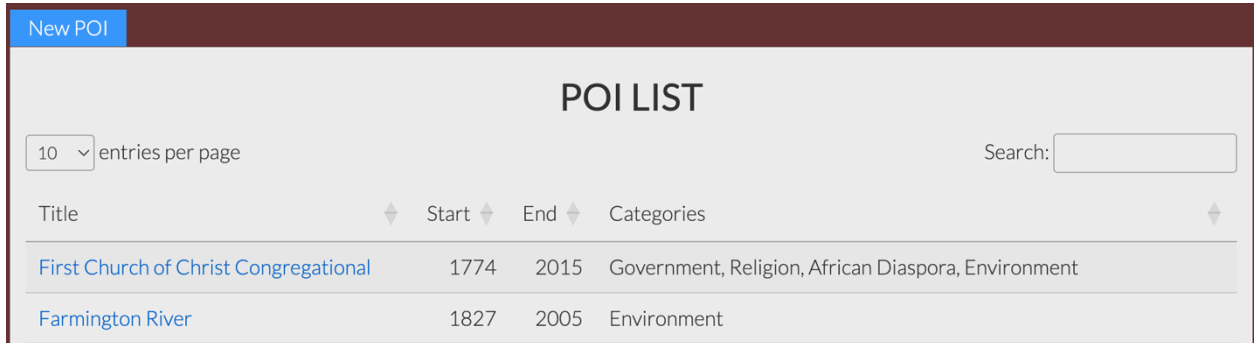
Gallery
Choose File No file chosen
Upload

How to delete a POI

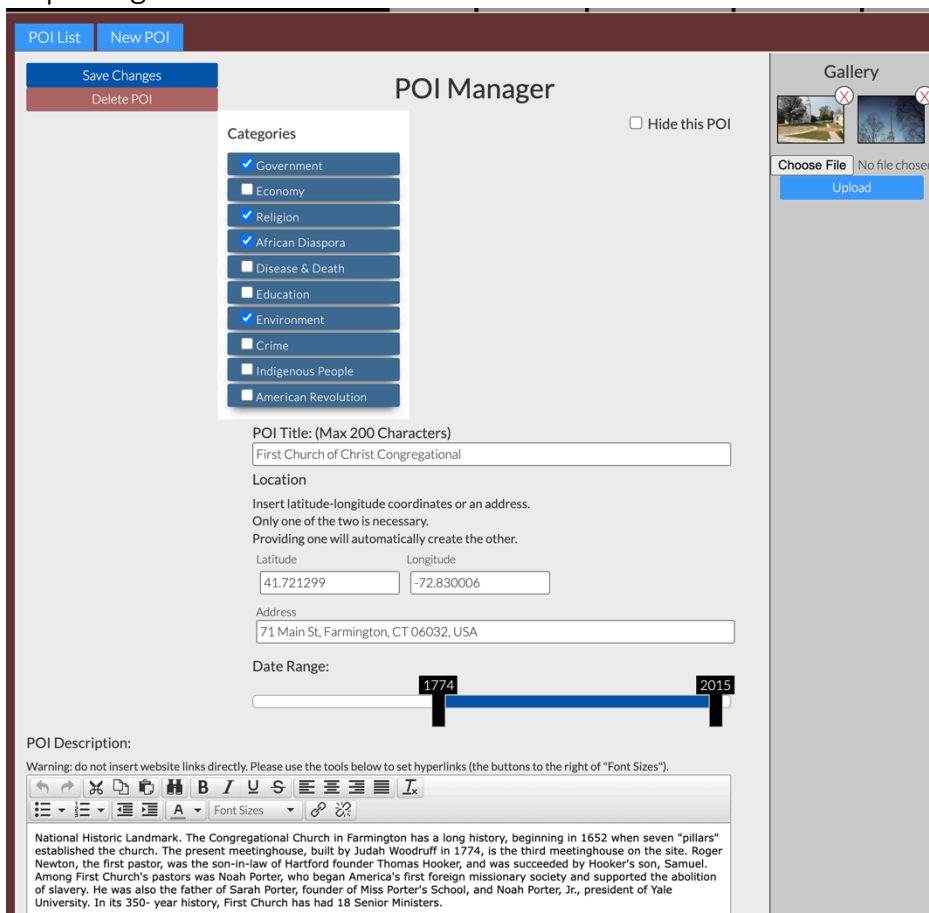
1. Step 1: Navigate to the POI Manager page by right-clicking the POI Manager tab



2. Step 1: Right-click on the title of any POI from the POI list. The title would be highlighted in blue.

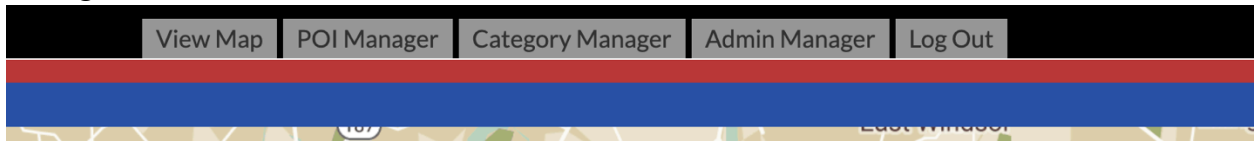


3. Step 2: Right-click on the “delete POI” button to delete the POI selected.



How to add a category

1. Step 1: Navigate to the Category Manager page by right-clicking on the Category Manager tab.



2. Step 2: Right-click on the “New Category” button at the bottom of the Category Manager page.

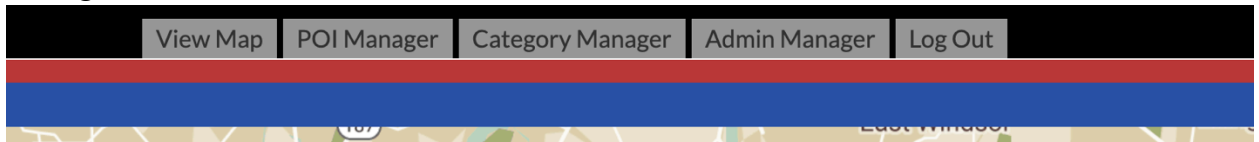
A screenshot of the 'POI Category List' page. The page has a light grey background and a dark red border. At the top, the title 'POI Category List' is centered. Below the title is a table with two columns: 'Current Name' and 'Change To'. The table lists ten categories, each with a colored pin icon, a text input field for the name, and a 'Delete Category' link. The categories are: African Diaspora (green), American Revolution (red), Crime (yellow), Disease & Death (blue), Economy (orange), Education (pink), Environment (black), Government (dark blue), Indigenous People (purple), and Religion (teal). Below the table are two buttons: 'Save Changes' (blue) and 'New Category' (dark blue).

3. Step 3: Fill in the field with the desired name and right-click on the “Add Category” button to add the new category.

A screenshot of the 'New Category' form. It has a light grey background and a dark red border. At the top is a 'Save Changes' button (blue). Below it is a 'New Category' button (dark blue). Underneath the button is a red pin icon, the text 'New Category:', a text input field containing 'New Category', and an 'Add Category' button (blue).

How to edit/update a category

1. Step 1: Navigate to the Category Manager page by right-clicking on the Category Manager tab.



2. Step 2: On the Category Manager page, edit the desired category and right-click on the “Save Changes” button to update the category.

A screenshot of the 'POI Category List' form. The form has a title 'POI Category List' at the top. Below the title is a table with two columns: 'Current Name' and 'Change To'. The table lists ten categories: African Diaspora, American Revolution, Crime, Disease & Death, Economy, Education, Environment, Government, Indigenous People, and Religion. Each row has a colored dot next to the category name in the 'Current Name' column. To the right of the 'Change To' column, there is a 'Delete Category' link for each row. At the bottom of the form, there is a blue 'Save Changes' button.

Current Name	Change To	
African Diaspora:	African Diaspora	Delete Category
American Revolution:	American Revolution	Delete Category
Crime:	Crime	Delete Category
Disease & Death:	Disease & Death	Delete Category
Economy:	Economy	Delete Category
Education:	Education	Delete Category
Environment:	Environment	Delete Category
Government:	Government	Delete Category
Indigenous People:	Indigenous People	Delete Category
Religion:	Religion	Delete Category

Save Changes

How to delete a category

1. Step 1: Navigate to the Category Manager page by right-clicking on the Category Manager tab.



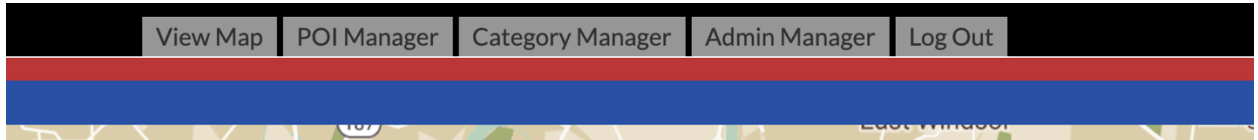
2. Step 2: On the Category Manager page, right-click on “Delete Category” highlighted in red. This would delete the category immediately.

A screenshot of the 'POI Category List' form, showing the first two rows of the table. The 'Delete Category' link for the 'American Revolution' row is highlighted in red. The 'Save Changes' button is not visible in this screenshot.

Current Name	Change To	
African Diaspora:	African Diaspora	Delete Category
American Revolution:	American Revolution	Delete Category

How to add a new admin

1. Step 1: Navigate to the Admin Manager page by right-clicking on the Admin Manager tab.



2. Step 2: Fill in the fields with the new admin details and right-click on the “Create Admin” button to create the new admin account

List of Admin Accounts	Administrator Account Manager
New Account	
Andres Verzosa	
Digital Farmington Admin	
Janet Conner	
Jay Bombara	
Jenna Noce	
Katherine Hermes	
Kobby Asante-Ansong	
Lisa Johnson	
Sharon Clapp	
Trivon Paul	
Zack Powers	

[Remove This User](#)

Create Admin Account

Full Name:

Username:

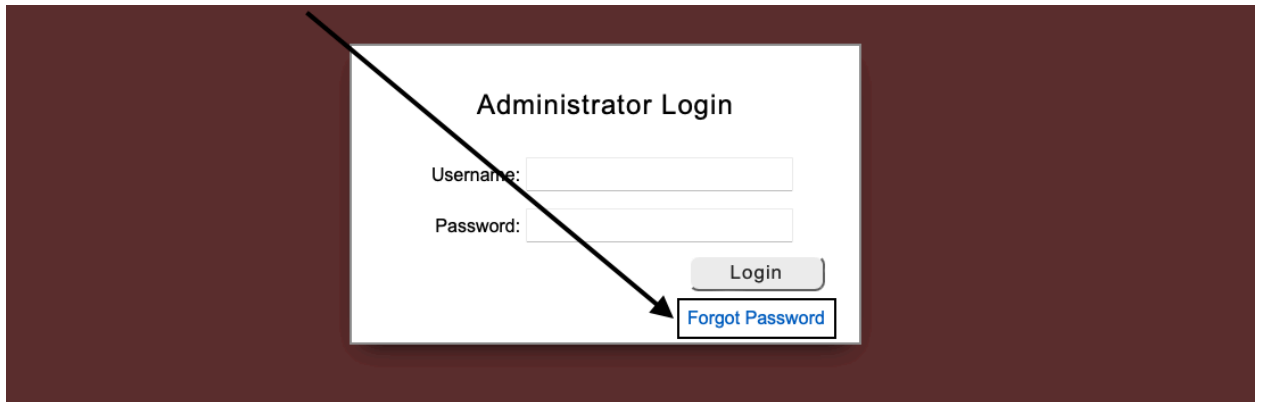
Password:

Email:

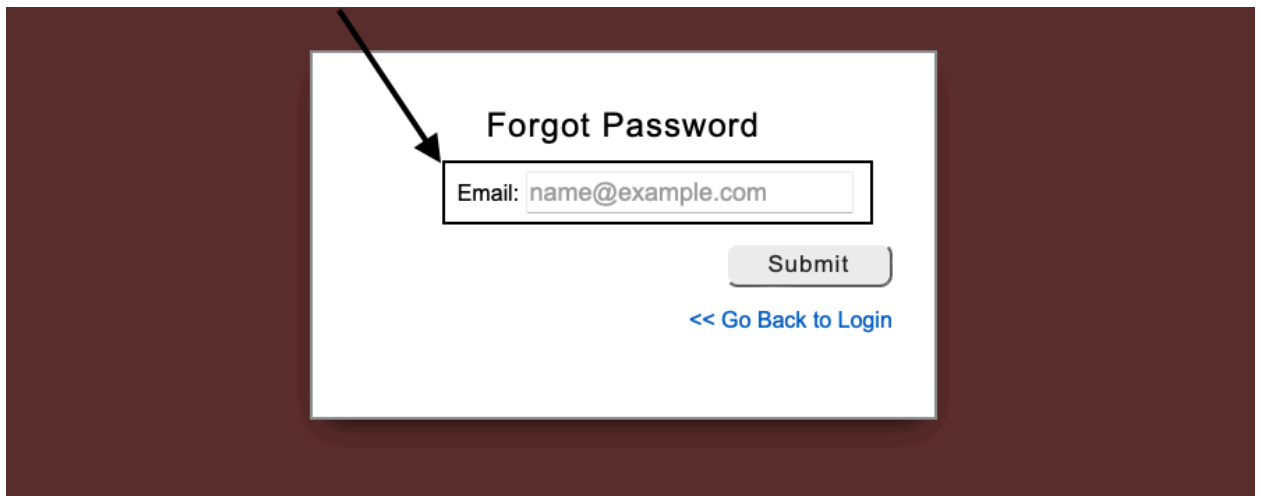
[Create Admin](#)

How to add a new admin

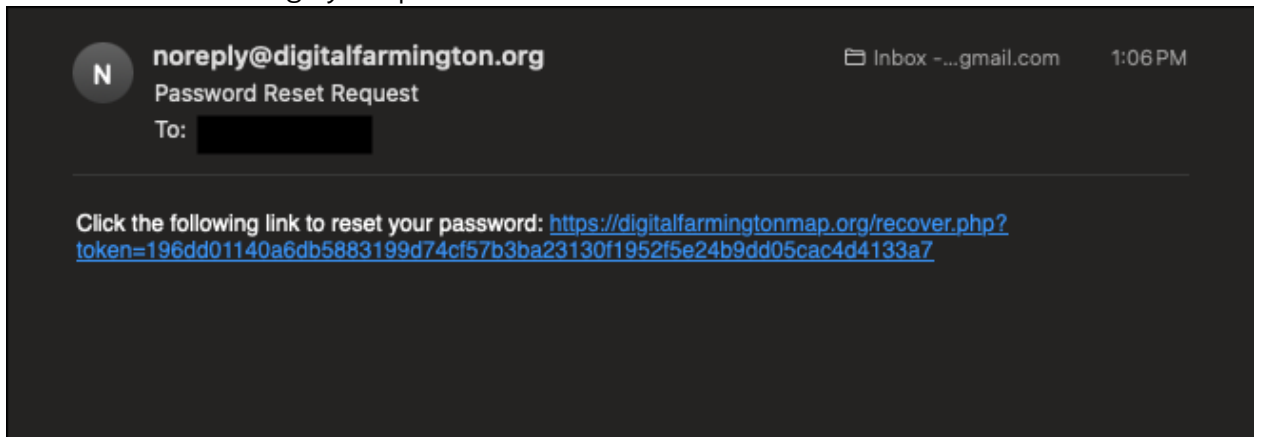
1. Step 1: Go to the login page for the admin portal and click “Forgot Password.”



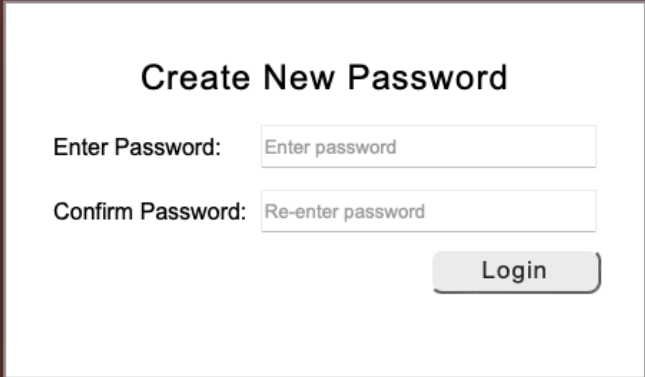
2. Step 2: Enter the email address used when creating your admin account in the “Email” field. Then hit “Submit”.



3. Step 3: Go to your inbox and look for an email from noreply@digitalfarmington.org. Click the link to change your password.



- Step 4: Create and enter your new password in the fields “Enter Password” and “Confirm Password”. Then press login.



The image shows a web form titled "Create New Password" centered on a dark red background. The form has a white background and contains two input fields. The first field is labeled "Enter Password:" and has a placeholder text "Enter password". The second field is labeled "Confirm Password:" and has a placeholder text "Re-enter password". Below these fields is a button labeled "Login".

- If the password recovery was successful you will be brought to the admin page.

