

# User Manual for Digital Farmington Map

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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

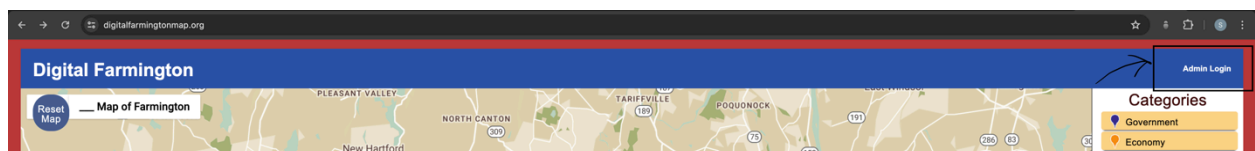
- Any Internet Browser. e.g., Chrome, Firefox, Safari, etc
- Internet Access

## 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
<a href="#">First Church of Christ Congregational</a>	1774	2015	Government, Religion, African Diaspora, Environment
<a href="#">Farmington River</a>	1827	2005	Environment
<a href="#">The Farmington Academy</a>	1816	2025	Religion, Education
<a href="#">Stanley-Whitman House</a>	1720	2019	Economy, Education
<a href="#">The Hart Grist Mill</a>	1650	2025	Economy, Environment
<a href="#">Austin Williams Home and Carriage House.</a>	1840	2000	African Diaspora
<a href="#">Tunxis Hose Company No. 1</a>	1893	1973	Government, African Diaspora
<a href="#">Griswold-Mulrooney House</a>	1870	1950	Economy, Economy, Disease & Death
<a href="#">Dr. William Sage House</a>	1852	1930	Disease & Death, Crime
<a href="#">Round Hill</a>	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"/>	<a href="#">Delete Category</a>
 American Revolution:	<input type="text" value="American Revolution"/>	<a href="#">Delete Category</a>
 Crime:	<input type="text" value="Crime"/>	<a href="#">Delete Category</a>
 Disease & Death:	<input type="text" value="Disease &amp; Death"/>	<a href="#">Delete Category</a>
 Economy:	<input type="text" value="Economy"/>	<a href="#">Delete Category</a>
 Education:	<input type="text" value="Education"/>	<a href="#">Delete Category</a>
 Environment:	<input type="text" value="Environment"/>	<a href="#">Delete Category</a>
 Government:	<input type="text" value="Government"/>	<a href="#">Delete Category</a>
 Indigenous People:	<input type="text" value="Indigenous People"/>	<a href="#">Delete Category</a>
 Religion:	<input type="text" value="Religion"/>	<a href="#">Delete Category</a>

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:

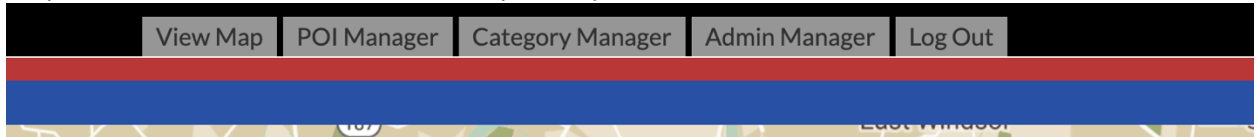
Email:

Create Admin

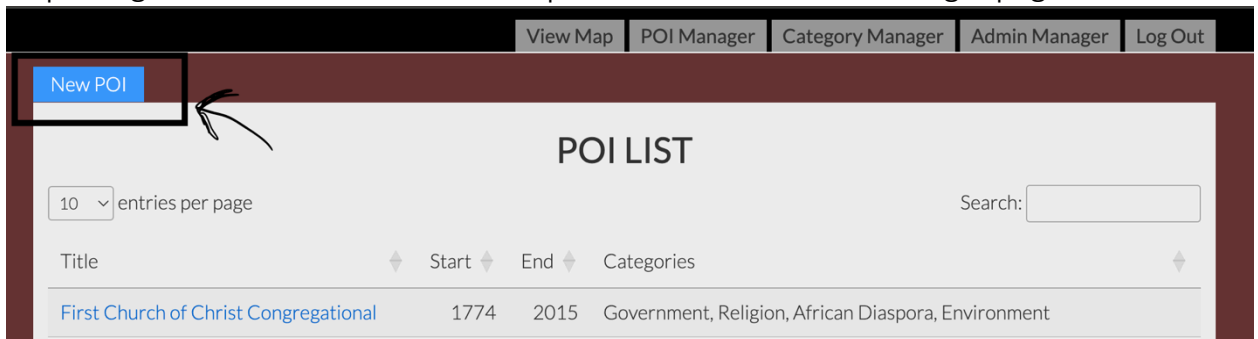
## 4. Detailed User Guide

### How to add a new POI

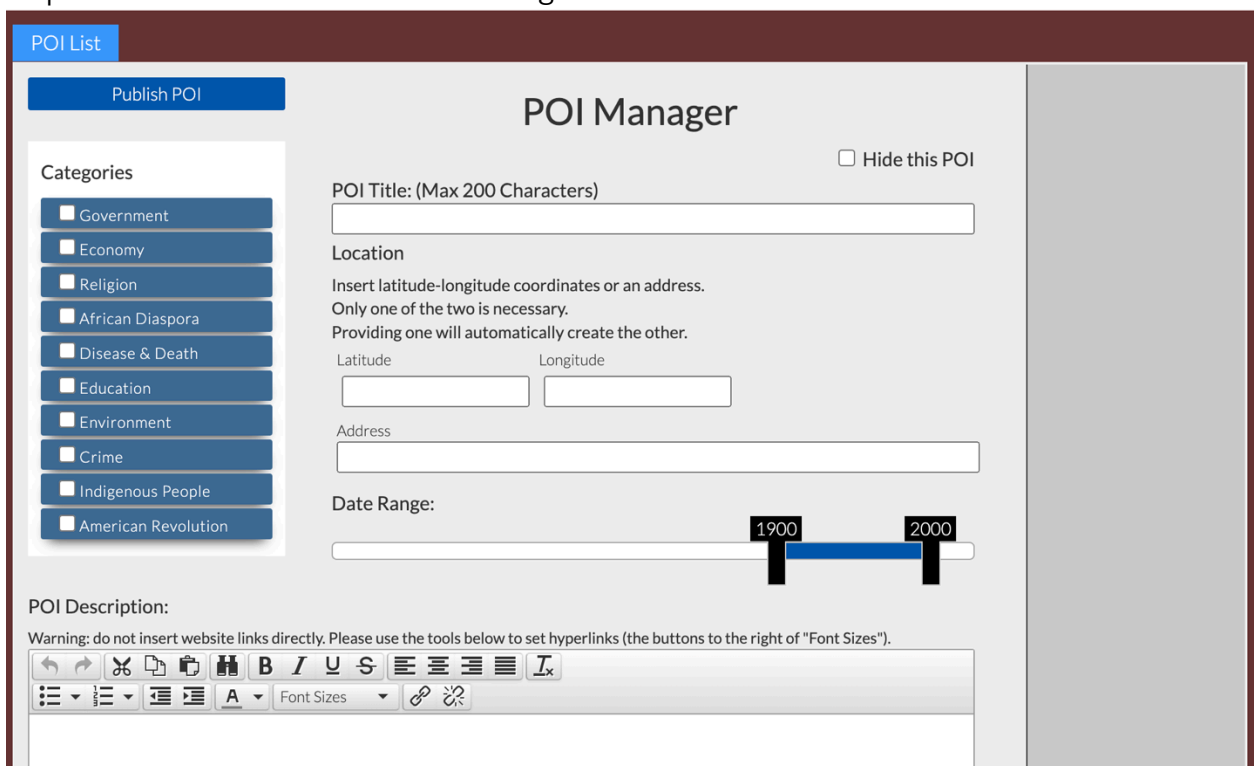
1. Step 1: Navigate to the POI Manager page by right-clicking the POI Manager tab



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

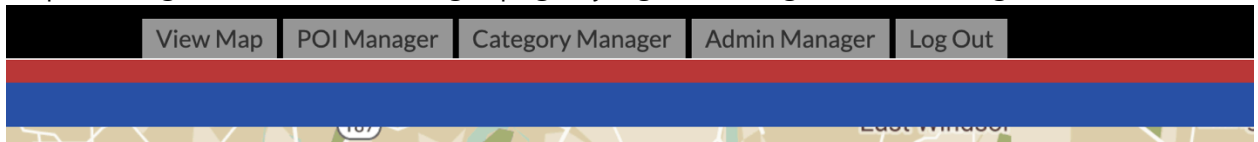


3. Step 3: Fill in the POI information and right-click on “Publish POI” to save the POI.



## 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.

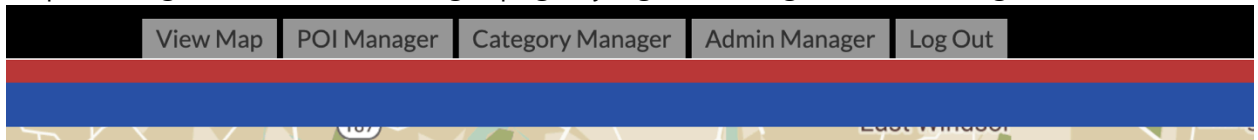


3. Step 3: The information about the selected POI would be populated in the POI form. The user can now make any changes necessary and right-click on "save changes" button to save the changes.

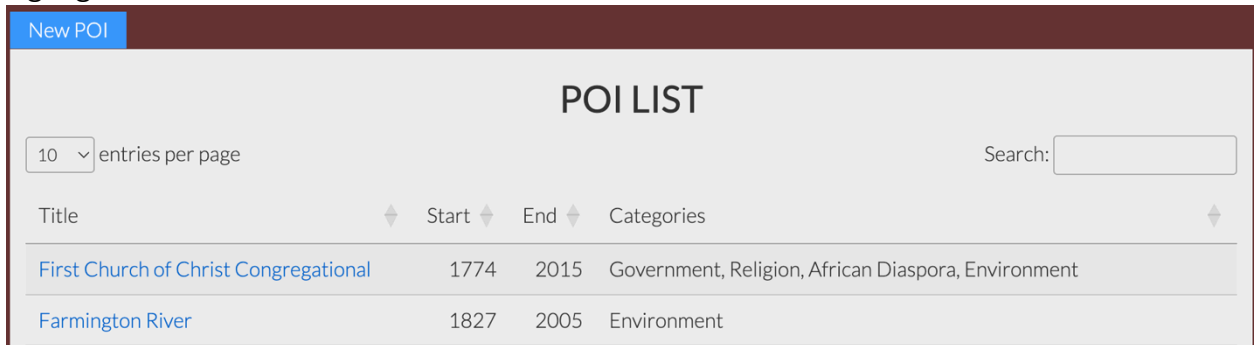
A screenshot of the 'POI Manager' form. At the top, there are tabs for 'POI List' and 'New POI'. Below the tabs are buttons for 'Save Changes' and 'Delete POI'. The main section is titled 'POI Manager' and includes a 'Hide this POI' checkbox. On the left, there's a 'Categories' list with checkboxes for 'Government', 'Economy', 'Religion', 'African Diaspora', 'Disease & Death', 'Education', 'Environment', 'Crime', 'Indigenous People', and 'American Revolution'. The 'Government' and 'Religion' categories are checked. Below the categories is a text field for 'POI Title: (Max 200 Characters)' containing 'First Church of Christ Congregational'. Under 'Location', there's a text area with instructions to 'Insert latitude-longitude coordinates or an address. Only one of the two is necessary. Providing one will automatically create the other.' It includes input fields for 'Latitude' (41.721299) and 'Longitude' (-72.830006), and an 'Address' field containing '71 Main St, Farmington, CT 06032, USA'. A 'Date Range' section shows a timeline from 1774 to 2015. At the bottom, there's a 'POI Description' section with a warning: 'Warning: do not insert website links directly. Please use the tools below to set hyperlinks (the buttons to the right of "Font Sizes").' It includes a rich text editor toolbar and a text area containing a paragraph about the National Historic Landmark of the First Church of Christ Congregational in Farmington.

## How to delete a POI

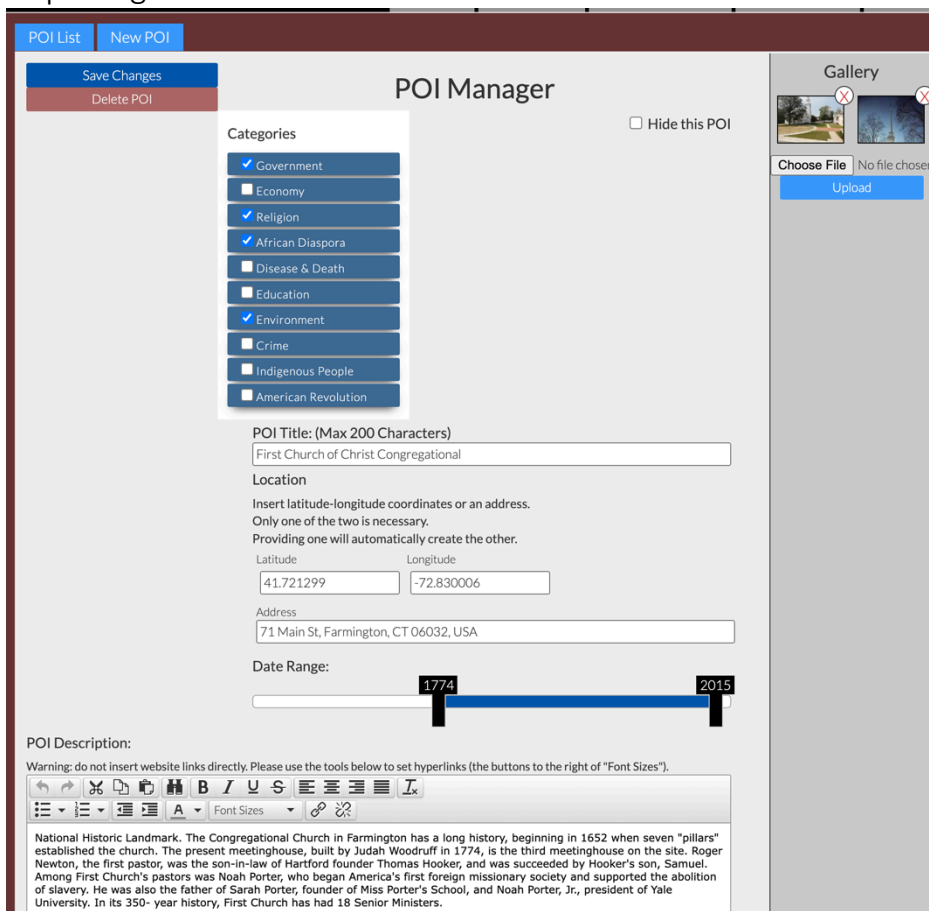
1. Step 1: Navigate to the POI Manager page by right-clicking the POI Manager tab



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



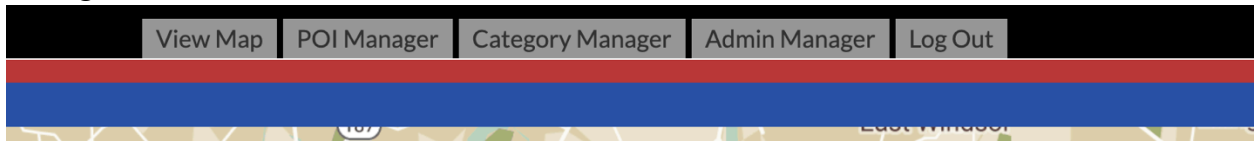
3. Step 2: Right-click on the “delete POI” button to delete the POI selected.





## 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.

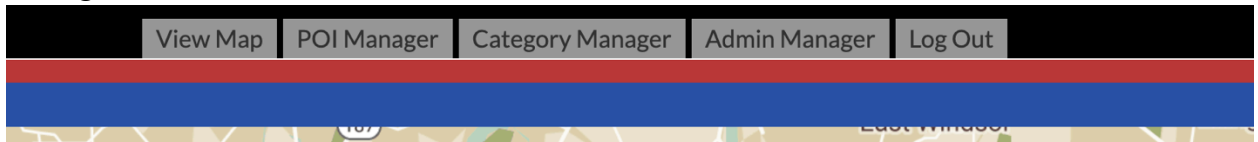
A screenshot of the 'POI Category List' page. The page has a light grey background and a dark red border. At the top, the title 'POI Category List' is centered. Below the title is a table with two columns: 'Current Name' and 'Change To'. The table lists ten categories, each with a colored pin icon, a 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, there is a 'Save Changes' button (blue). Below it is a 'New Category' button (dark blue). Underneath the button is a text input field with the placeholder text 'New Category:'. To the right of the input field is 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 several categories, each with a colored dot icon to its left. To the right of the 'Change To' column, there is a 'Delete Category' link for each row. At the bottom left of the form, there is a blue 'Save Changes' button.

● 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 &amp; 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

## How to delete a category

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



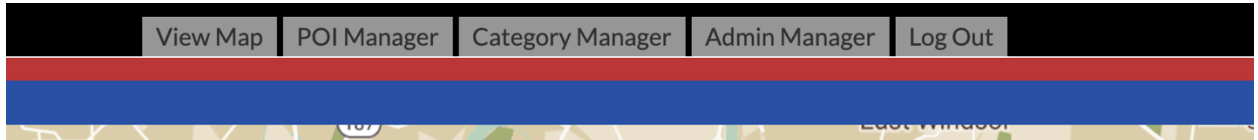
2. Step 2: On the Category Manager page, right-click on “Delete Category” highlighted in red. **This would delete the category immediately.**

A screenshot of the 'POI Category List' form, identical to the one in the first section. However, the 'Delete Category' link for the 'American Revolution' category is highlighted in red.

● Current Name	Change To	
African Diaspora:	<input type="text" value="African Diaspora"/>	Delete Category
American Revolution:	<input type="text" value="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
<a href="#">New Account</a>	
<a href="#">Andres Verzosa</a>	
<a href="#">Digital Farmington Admin</a>	
<a href="#">Janet Conner</a>	
<a href="#">Jay Bombara</a>	
<a href="#">Jenna Noce</a>	
<a href="#">Katherine Hermes</a>	
<a href="#">Kobby Asante-Ansong</a>	
<a href="#">Lisa Johnson</a>	
<a href="#">Sharon Clapp</a>	
<a href="#">Trivon Paul</a>	
<a href="#">Zack Powers</a>	

[Remove This User](#)

### Create Admin Account

Full Name:

Username:

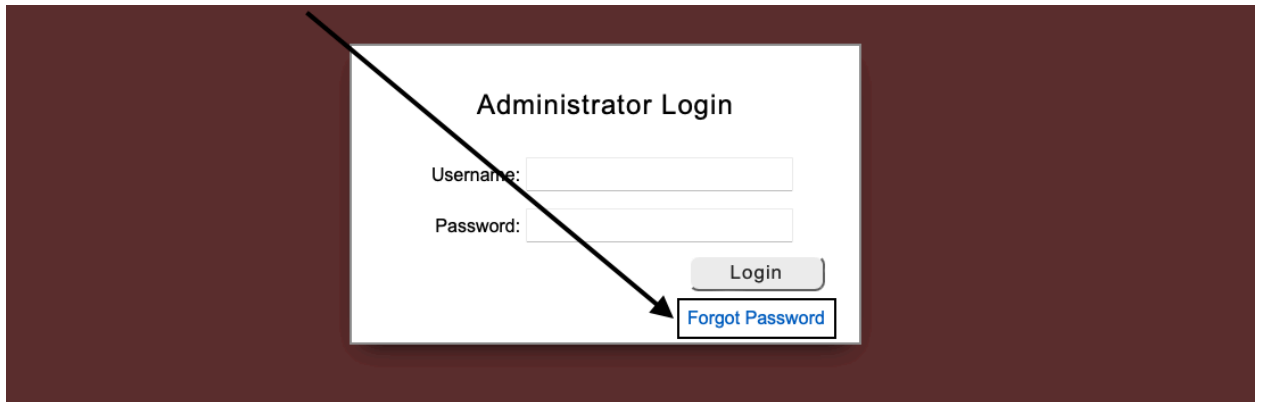
Password:

Email:

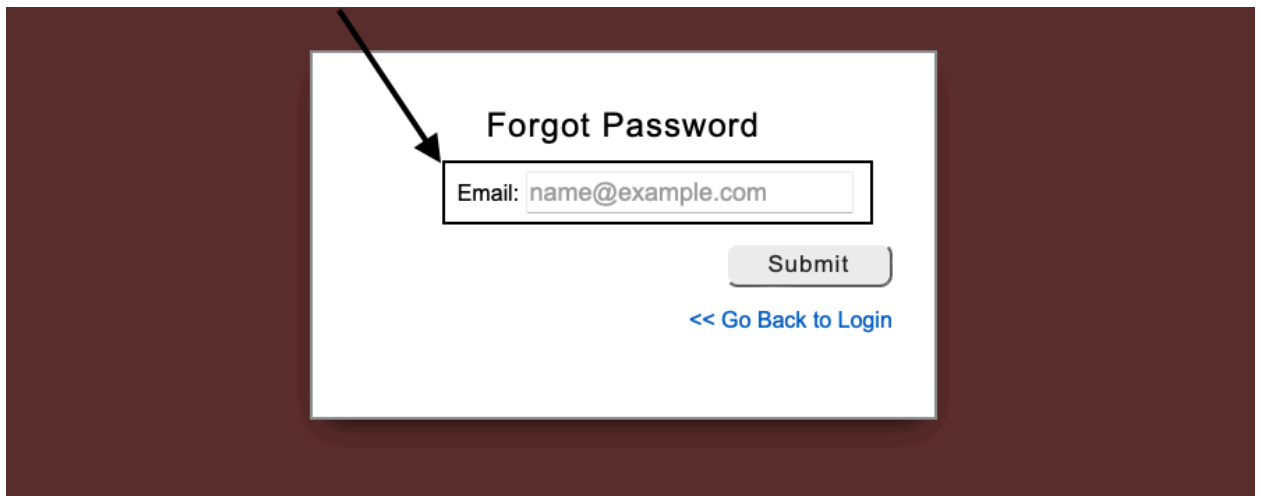
[Create Admin](#)

## How to add a new admin

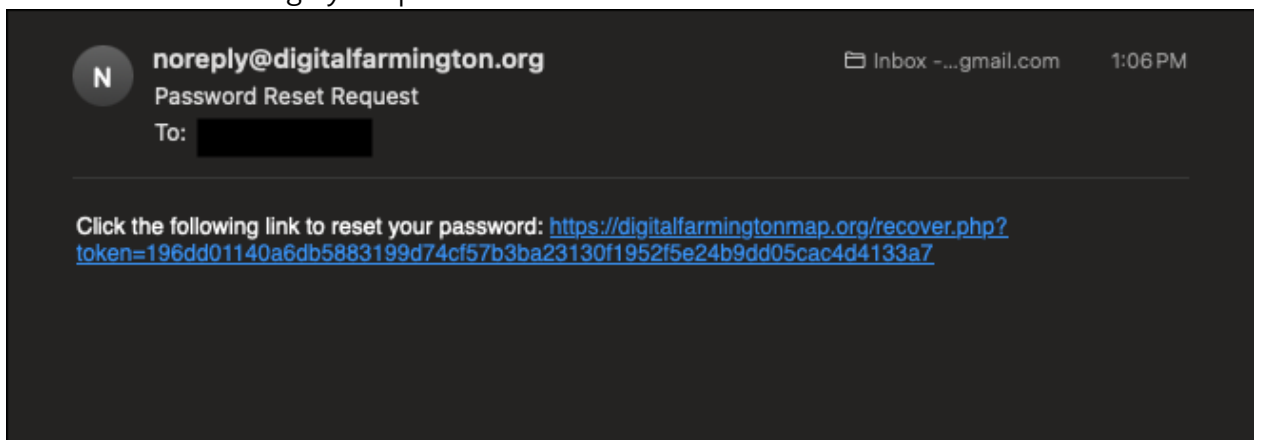
1. Step 1: Go to the login page for the admin portal and click “Forgot Password.”



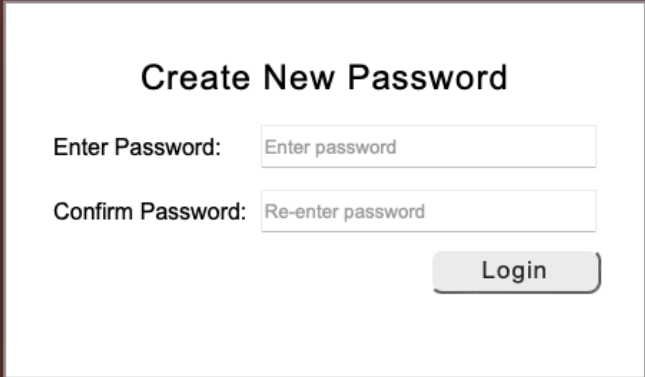
2. Step 2: Enter the email address used when creating your admin account in the “Email” field. Then hit “Submit”.



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

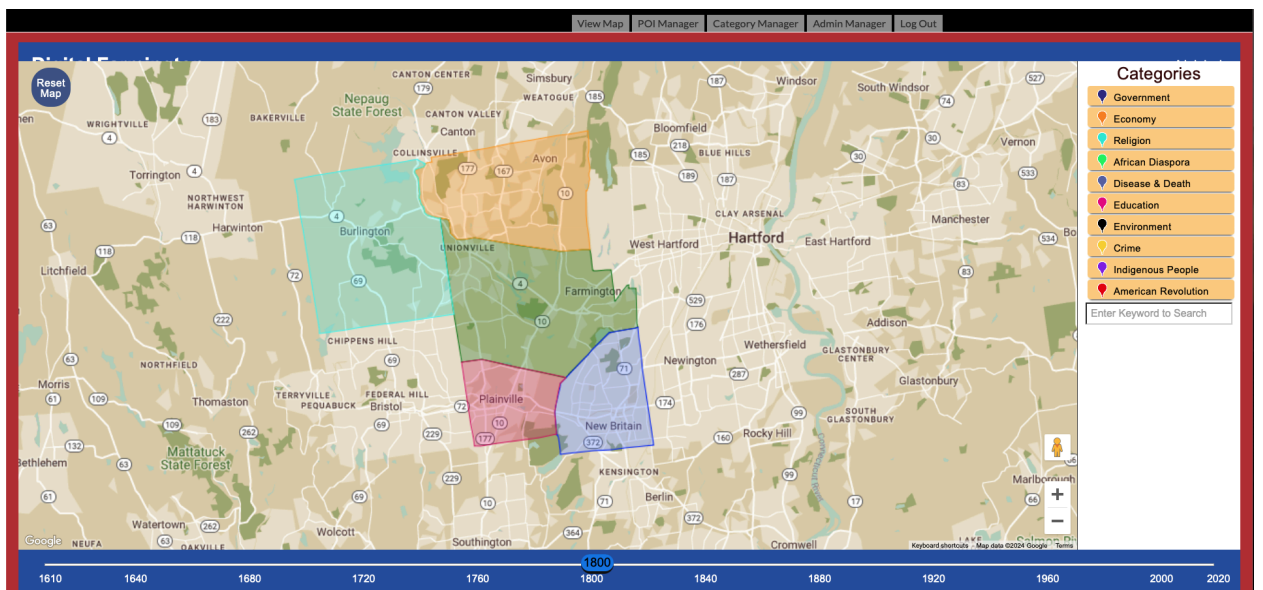


- Step 4: Create and enter your new password in the fields “Enter Password” and “Confirm Password”. Then press login.



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 contains the placeholder text "Enter password". The second field is labeled "Confirm Password:" and contains the placeholder text "Re-enter password". Below these fields is a grey button with the text "Login" in white.

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



## 5. Appendix

### Notes for Development Team

1. Link to GitHub: [Digital-Farmington](#).
2. Link to [Video Tutorial for Setting up a Test Environment](#).