Instruction manual (EN)

This application is totally free for everybody. This application can be used with a computer or a mobile device with the following URL:

https://yverdon.herokuapp.com

Documentation for citizen

Visit places of interest / activities

As a citizen, you can visit places of interest / activities in this application in two different ways:

- Through a list: By clicking on the button "All spots" at the top of the Web page or by visiting the main URL of the application, "https://yverdon.herokuapp.com"
- Through a map : By clicking on the button "Map" at the top of the Web page
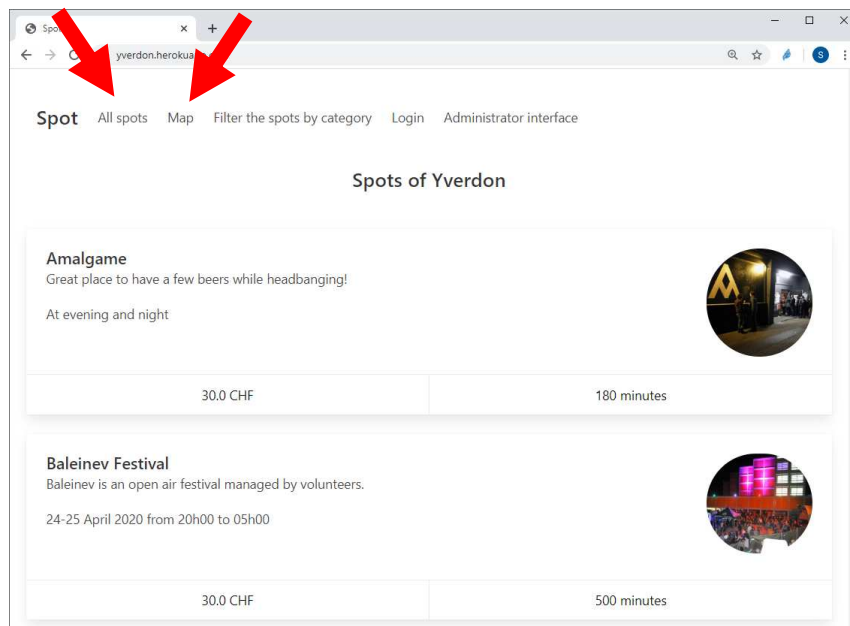
Navigate in the map
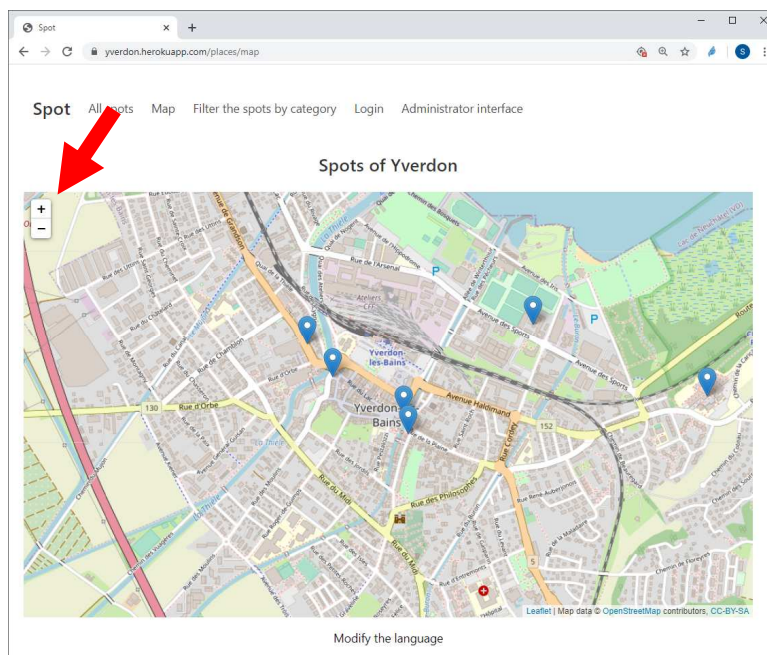
To zoom in the map: Scroll the mouse wheel forward

To zoom out the map: Scroll the mouse wheel backward

You can also use the buttons in the top left corner of the map to zoom in / zoom out the map.

To pan in the map: Click in the map with the left button of the mouse and still keeping this button pressed, move the mouse.

If it is your first use of the map, the application will ask you if you wish to use your position. By agreeing to use your position, the map will thus be automatically center on your position.

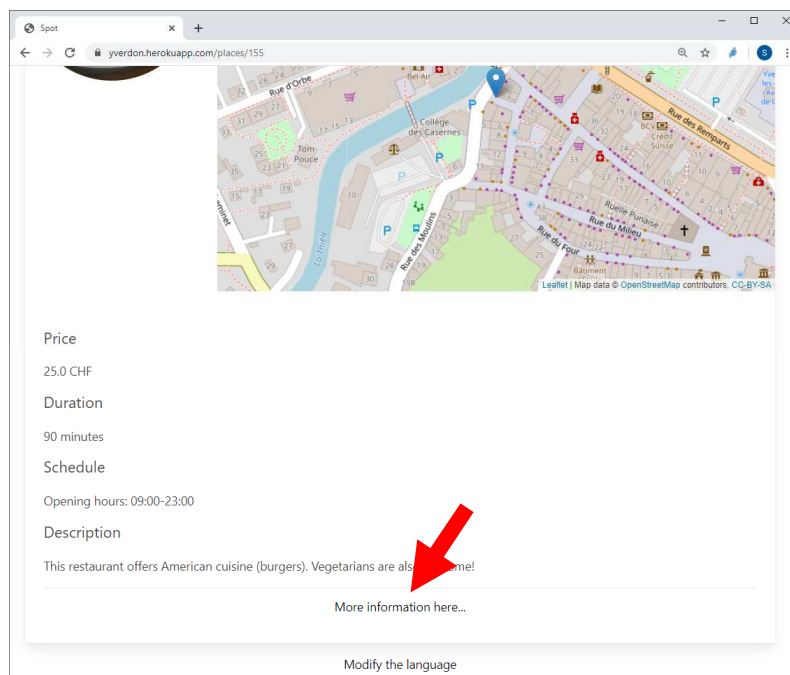# Get more information about a place of interest / activity

Whether you use the list of the map, it is possible to click on elements in order to get more information about a place of interest / activity (descriptive page).
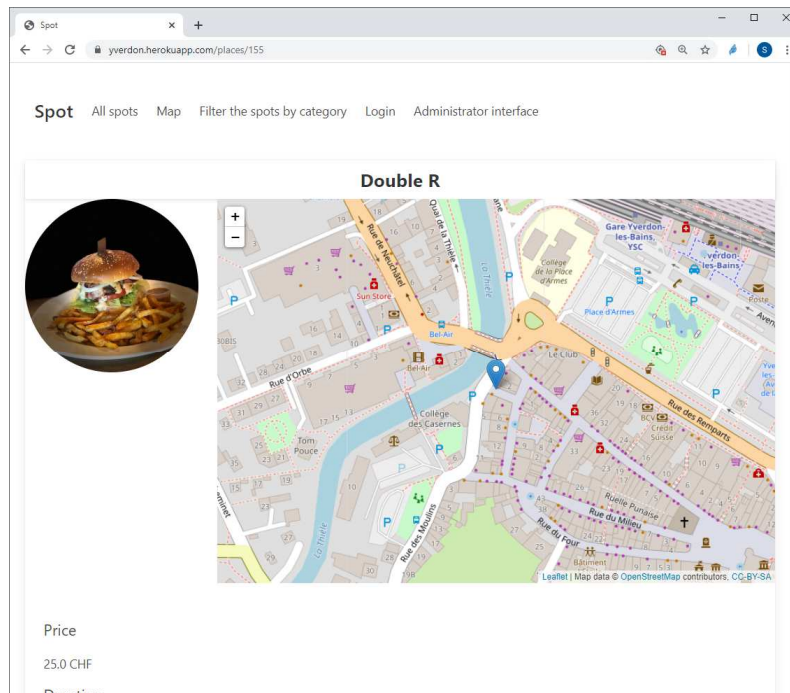
On the map you will find the location of the place of interest / activity. You can navigate through the map by panning and zooming in / zooming out.

Get even more information about a place of interest / activity

To get even more information about a place of interest / activity, you have the possibility to click on the link at the bottom of the description page:

Get more information from the map

From the map, you have the possibility to click on an element, and then click on the link in the popup which is open to access the description page of the place of interest / activity:
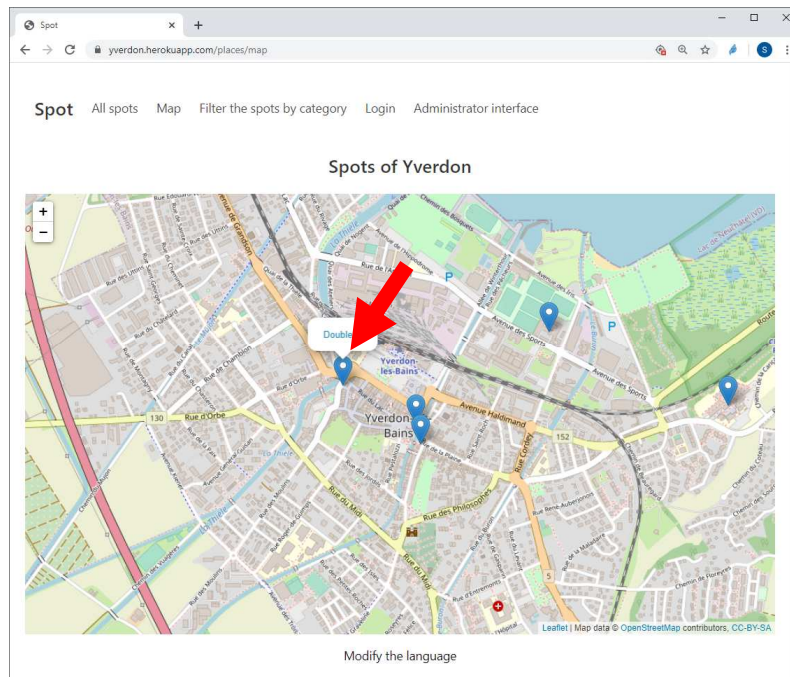

Filter the places of interest / activities by category

You have the possibility to display only places of interest / activities of a specific category with the drop-down menu "Filter the spots by category" (at the top of the page):
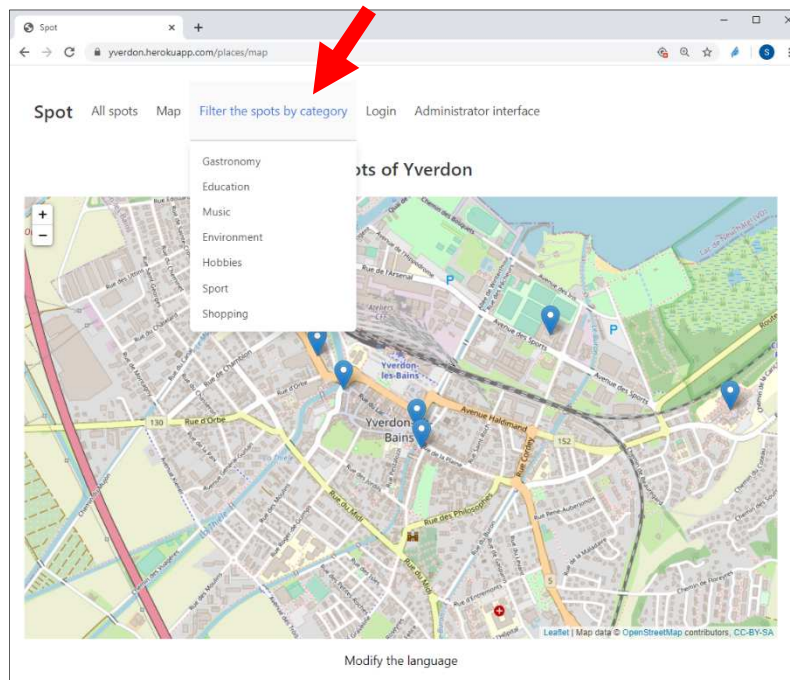
The drop-down menu "Filter the spots by category" has all available categories of places of interest / activities.

You can then display a new list that has only places of interest / activity of the chosen category (here: music):
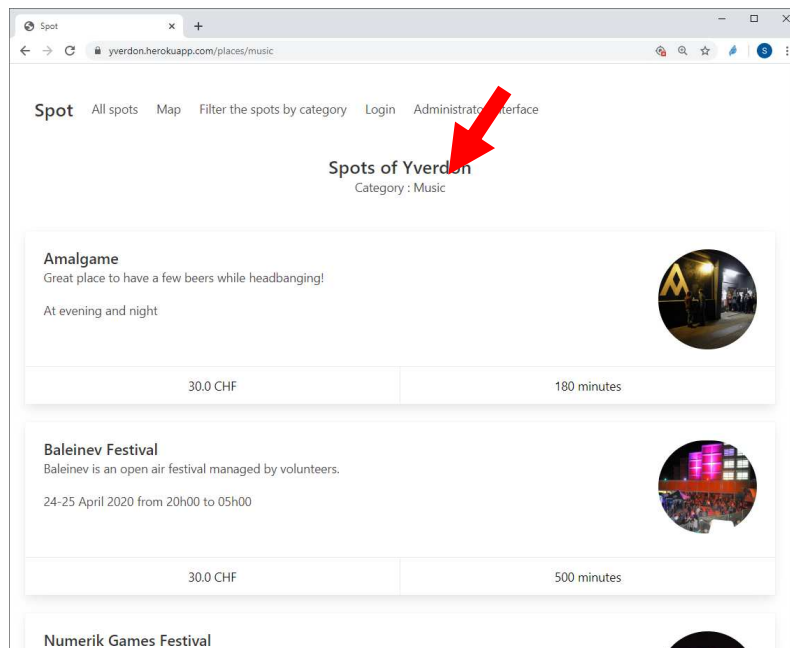
# Return to the main page of the application

At any time, you can return to the main page of the application by clicking on the name of the application, "Spot", at the top left corner of the page.

Participate through the application

As a citizen, you have the possibility to suggest new places of interest / activities for the application. To suggest a new places of interest / activity, you have to be connected and, when necessary to register in the application with a new user account.
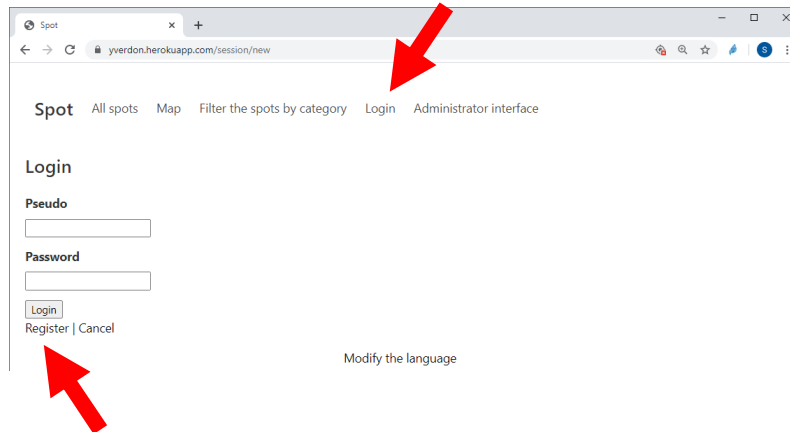
Login with a user account

The button "Login" at the top of the page allows you to login with your user account. Please enter your pseudo and your password in order to login with your user account:
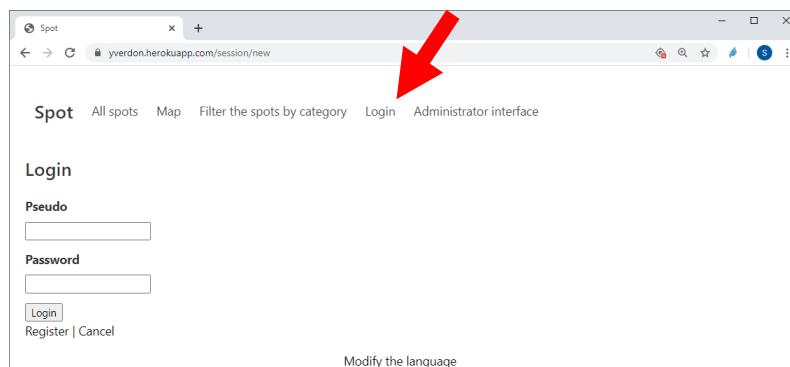
Information: You can login only if you have already previously created a user account. If it is not the case, please first register yourself.

Register / create a new user account

If you doesn't already have a user account, please click on the button "Login" at the top of the page, then click on "Register" in order to create a new user account:
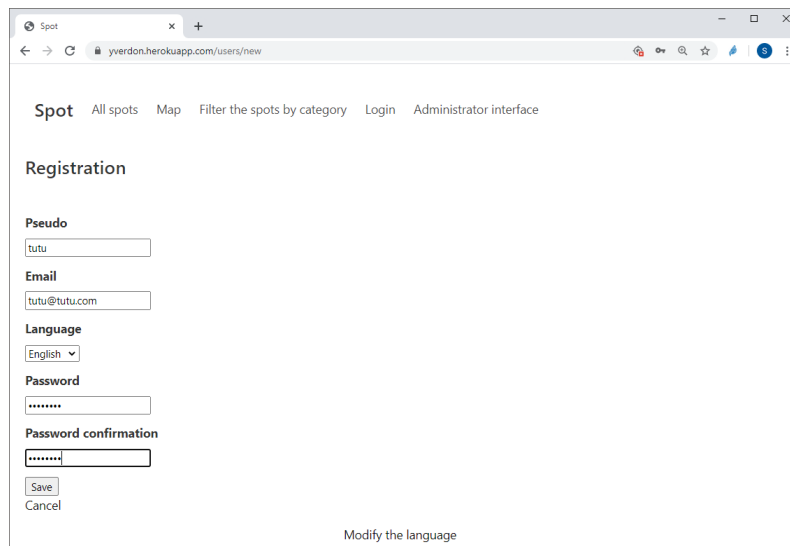
A form will open, asking you to provide your data in order to create a user account:
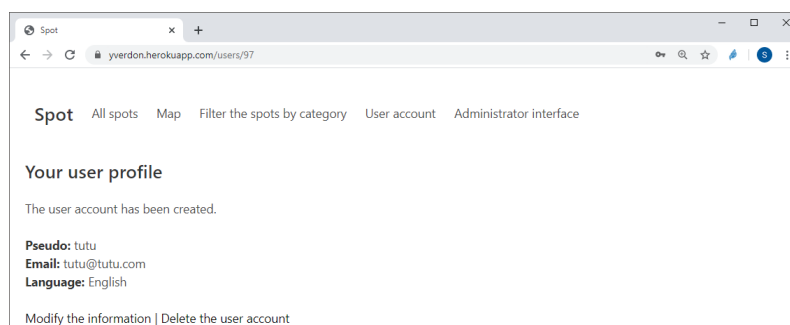
Modify your data and / or suggest a new place of interest / activity

Once the user account is created or the connection to your user account is done, the drop-down menu "User account" appears. This menu allows you to access to all your data and to the possibility to suggest one or several new places of interest / activities:
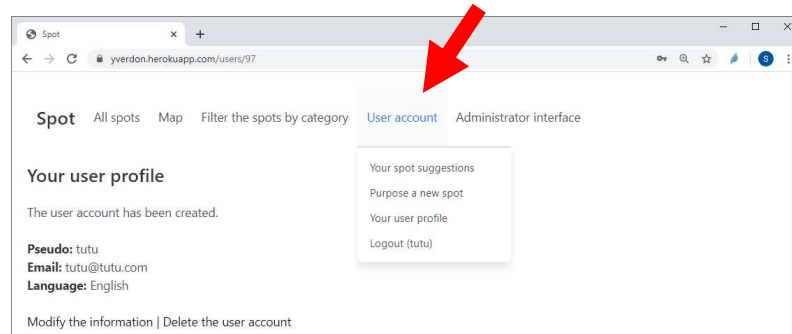
Here are the different entries of the drop-down menu "User account":

- "Your spot suggestions": List of all places of interest / activities that you suggested:
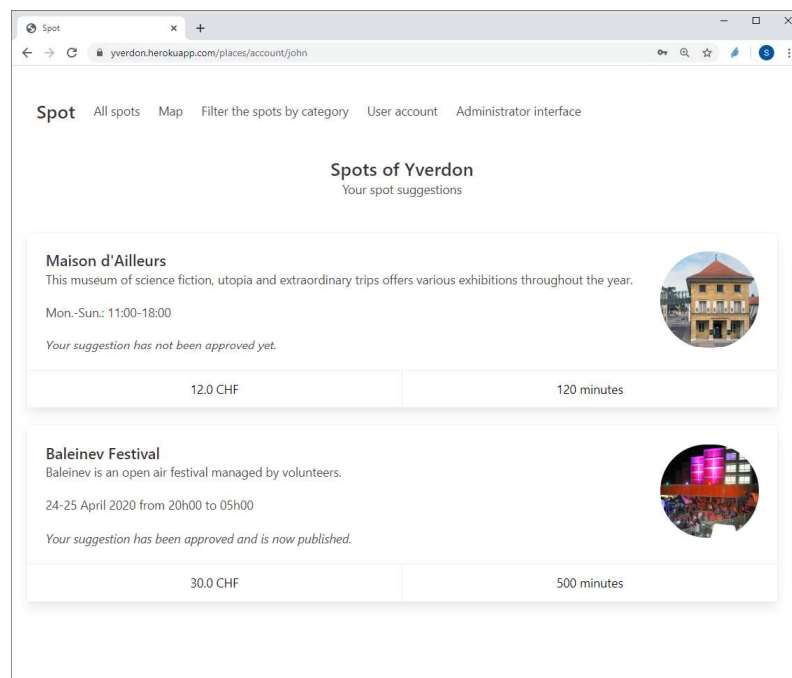
This page allows you to see not only all your suggestions of places of interest / activities, but also the state of each one of your suggestions, as a place of interest / activity can be already approved and, as a result, visible in the application, or not yet approved and, as a result, is not yet visible in the application.

Information: If you suggest a new place of interest / activity, it has to be approved by an administrator of the application before being published and visible in the application.

- "Purpose a new spot": In this menu entry, you have the possibility to suggest a new place of interest / activity:


To suggest a new place of interest / activity, you have to write a title and a location (required fields). Moreover, there are several optional fields that allows to give more information about the place of interest / activity. Furthermore, it is possible to add an image to illustrate the place of interest / activity. Give as much information as possible. Please do not give wrong and / or inappropriate information. All given information will be checked by an administrator of the application before being published and visible in the application.

You have the possibility to pan, zoom in and zoom out the map. By clicking in the map, you will indicate the location of the place of interest / activity. Tip: If you click in the map by mistake, you can redefine the location simply by clicking again in the map, at the right location.
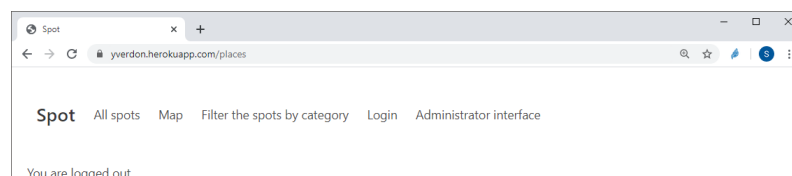
- "Your user profile": Preview of all your personal data with the possibility to modify your information and / or to delete your user account - **Caution: The removal of a user account is irreversible!** :
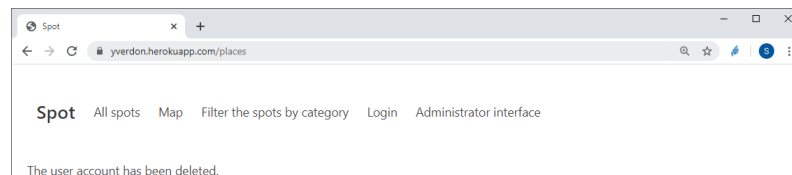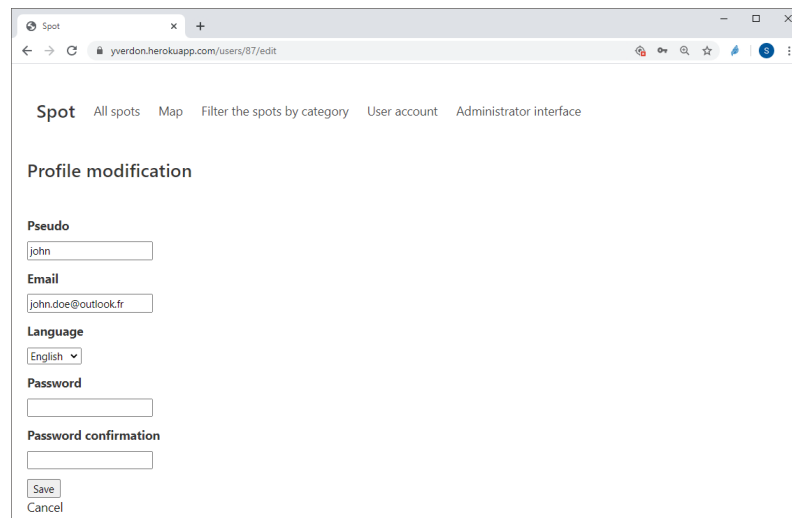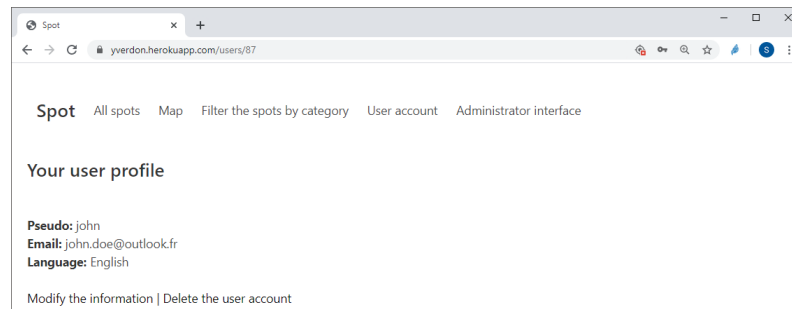
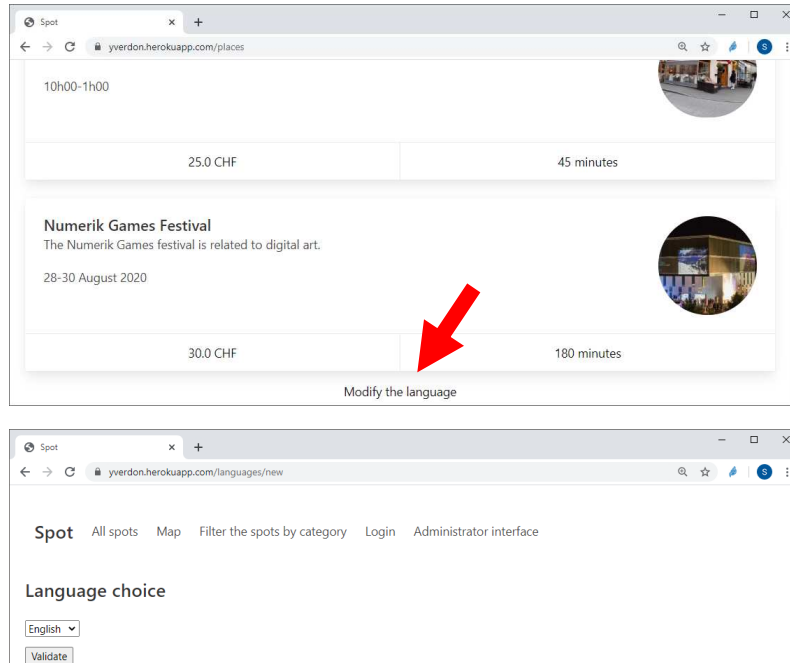**Caution: The removal of a user account is irreversible!**

- "Logout (yourPseudo)": Button that allows you to logout:

Modify the language of the application

The language can be modify in different ways, depending on if you are logged in or not to your user account.

If you are not logged in, you will find a button "Modify the language" at the bottom of each page:

If you are logged in with your user account, you have to go in the setting of your user account from the drop-down menu "User account", then "Your user profile":
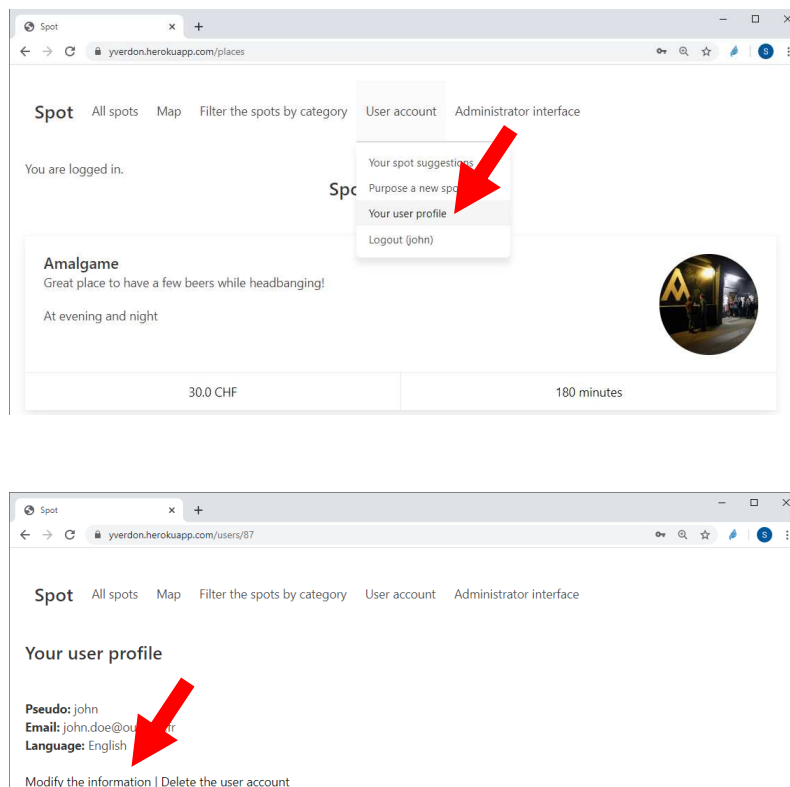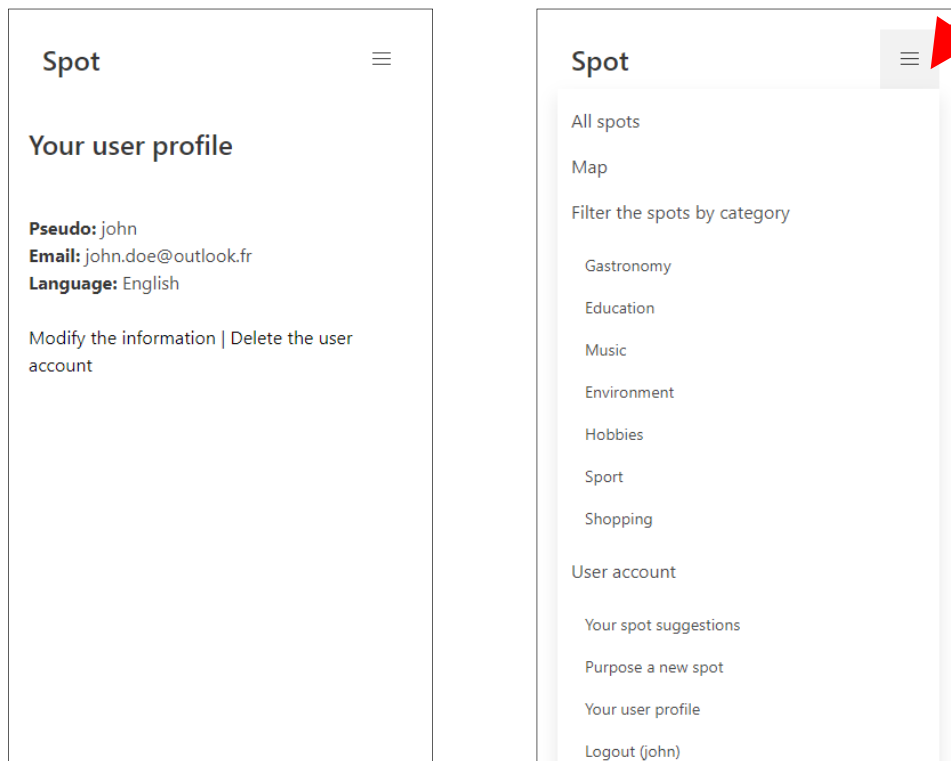
By clicking on "Modify the information", you will access to a form that will allow you to modify your personal data, including your language choice:

Use the application with a mobile device

You can also use this application with a mobile device. The use is exactly the same. The menu, with the same entries, can be accessed from the icon at the top right of the page:

For instance, you can navigate through the map:
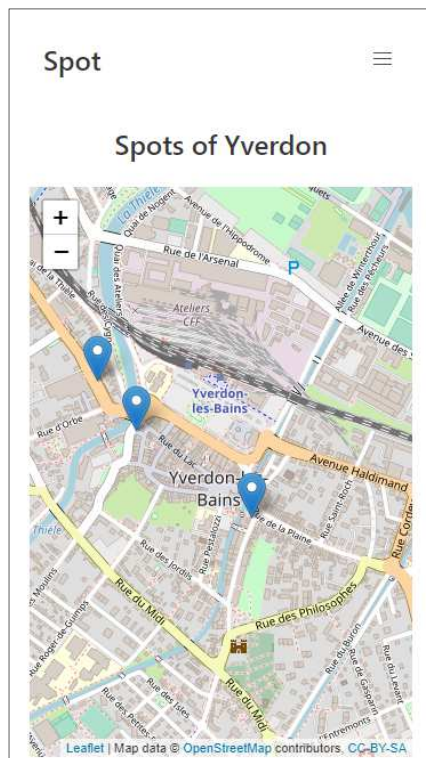
To zoom in the map: Put two fingers (example: the thumb and the index finger) on the screen next to each other, and then while keeping them on the screen, separate them from each other.

To zoom out the map: Put two fingers (example: the thumb and the index finger) on the screen away from each other, and then while keeping them on the screen, bring them closer.

You can also use the buttons in the top left corner of the map to zoom in / zoom out the map.

To pan in the map: Use one finger (example: the index finger), put it on the screen, and then while keeping it on the screen, move it.

Documentation for administrators

Information: Only authorized persons can access to the administration interface.

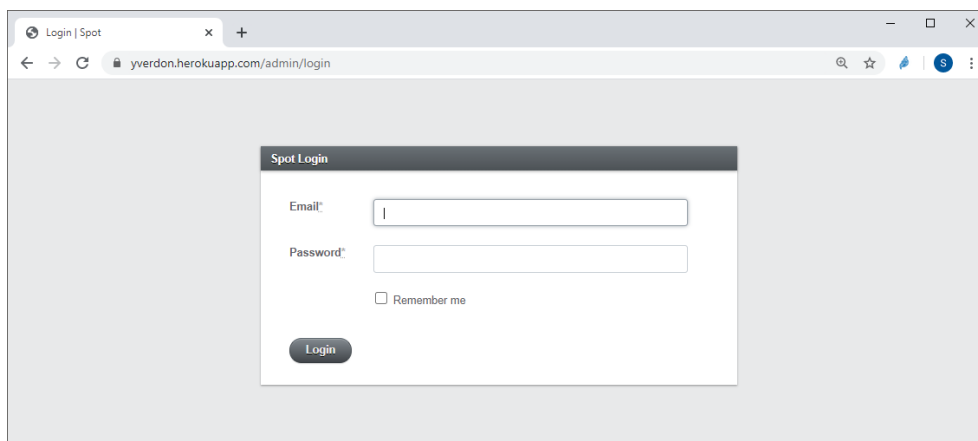## Visit and login to the administration interface

As an administrator of the application, you have access to an interface that presents all data of the application:

- The places of interest / activities
- The categories of places of interest / activities
- The users – citizen
- The administrators

To access to this interface, you can click on the button "Administrator interface" at the top of the page or you can directly enter the URL "https://yverdon.herokuapp.com/admin":
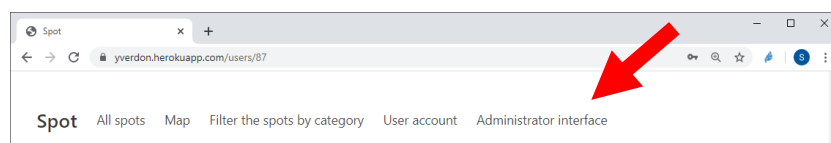
You have to be connected in order to access to this administration interface:

Information: For reasons of security, it is not possible to create a new administration account.

# Visit the dashboard of the administration interface

Once connected, you will directly access to the dashboard of the administration interface:
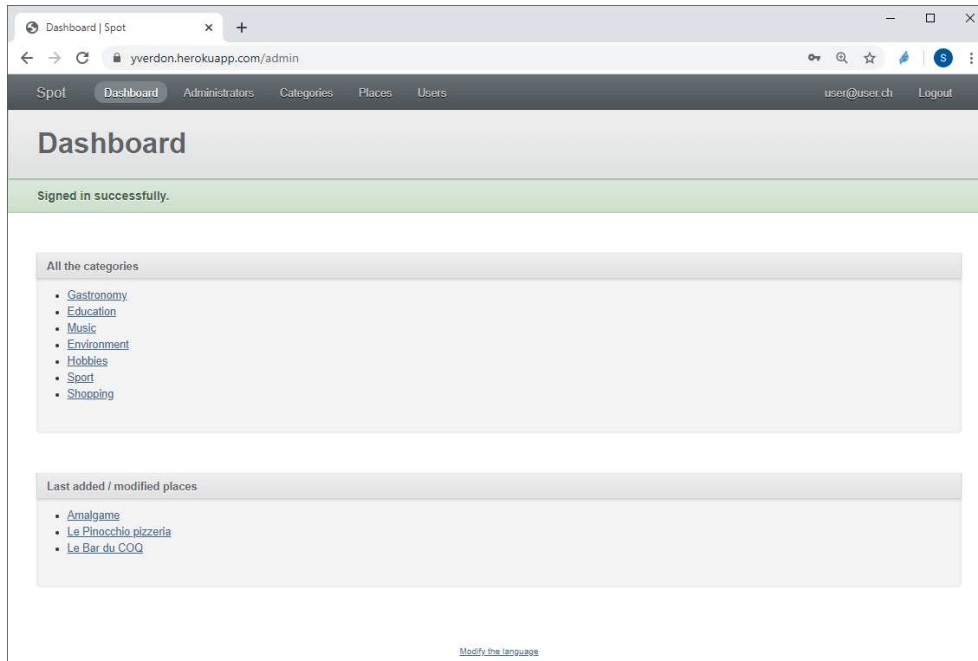
This dashboard provides direct access to the following elements:

- All categories of places of interest / activities
- The last three added / modified places of interest / activities

By clicking on a category (example: music), you will have access to all information of this category in your chosen language:
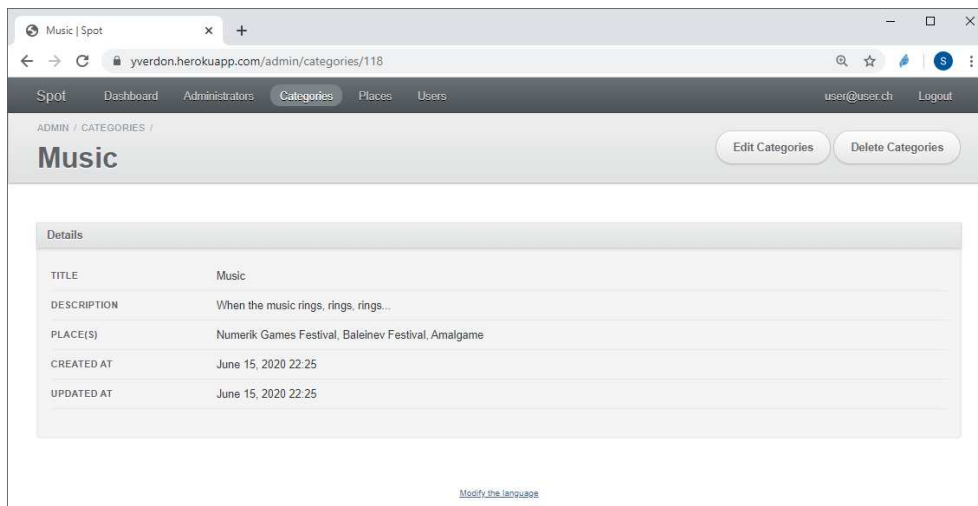
You can also see all places of interest / activities of this category.

Display and sort the categories

It is possible to access to all categories by clicking on the button "Categories" at the top of the page:

You can sort the elements with the content of their fields, title and description of the category.

Display and sort the places of interest / activities

You have the possibility to see all places of interest / activities by clicking on the button "Places" at the top of the page:
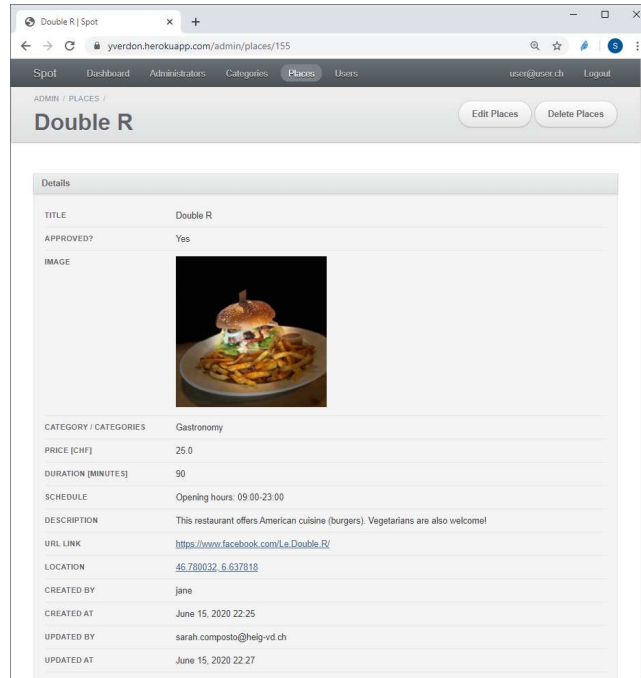
You can sort the elements with the content of their fields, such as the title, the price, the duration, the date of creation, and so on.

For each place of interest / activity, you can:

- "View" : To access to the details of the place of interest / activity

- "Edit" : To modify one or several information about the place of interest / activity
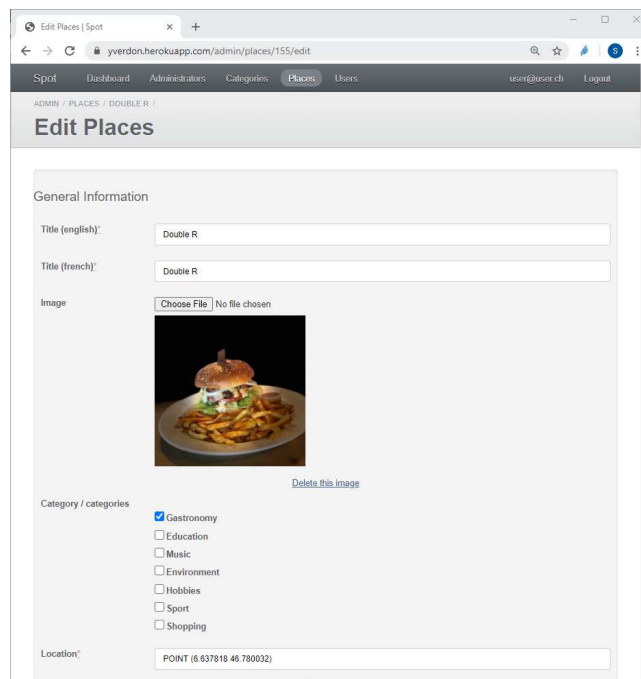
Information: This page displays information in all available languages of the application.

- "Delete" : To delete the place of interest / activity

Caution: The removal of an element (place of interest / activity, category, user – citizen, administrator) is irreversible.

It is also possible to simultaneously delete several places of interest / activities by ticking on the left of the page several elements, and then by clicking on "Batch Actions" and "Delete Selected".

Filter the places of interest / activities

You can filter the places of interest / activities in order to display only places of interest / activities that have to be validated to be published and visible in the citizen application. In order to do this filter, use the button "Places to be approved" above the table:
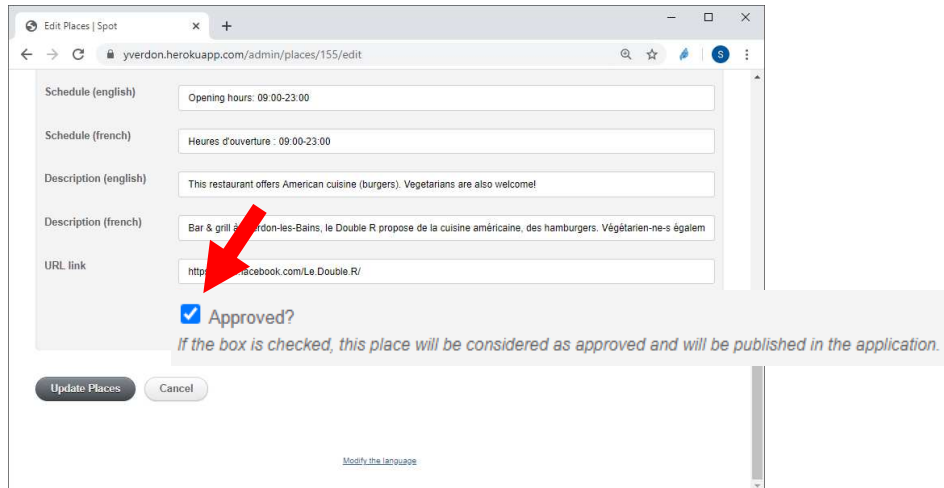

You can then display all places of interest / activities again with the button "All places".

Add a new place of interest / activity

You have the possibility to add a new place of interest / activity with the button "New Place" at the top right of the page. You will then be redirected to a form:

Validate / published a place of interest / activity

As an administrator, you have to check and to modify information given by citizen if needed. To do this, you have to display the place of interest / activity, and then to modify it in order to correct wrong and / or inappropriate information and to thick the box "Approved?" in order to publish this place of interest / activity in the application:

Modify the language

You will find the button "Modify the language" at the bottom of each page. This button allows you to modify the current displayed language:
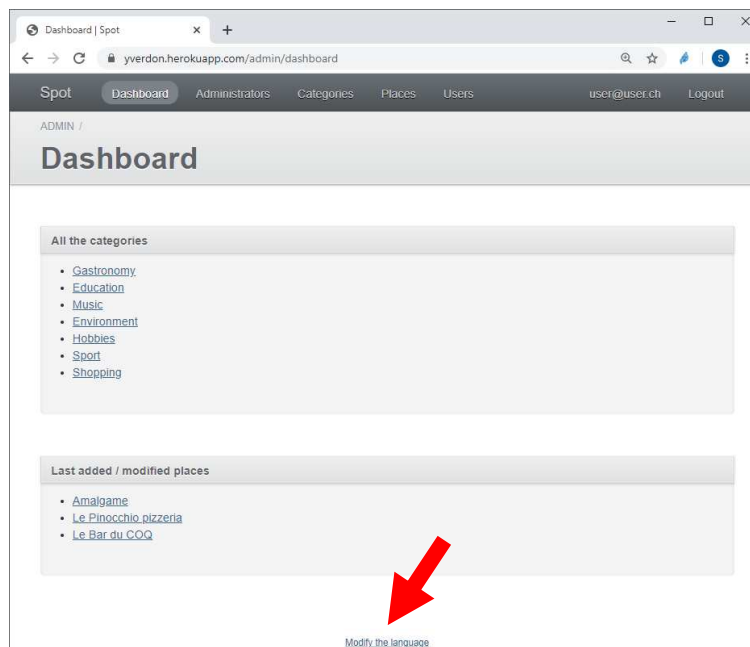
Download the data of the application

It is possible to download all data with the CSV, XML and / or JSON format: