



ParticiMap Tool User Manual

University College Dublin

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Summary

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 activities.

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Summary

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1/ How to explore Maps

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://participimap.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

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

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

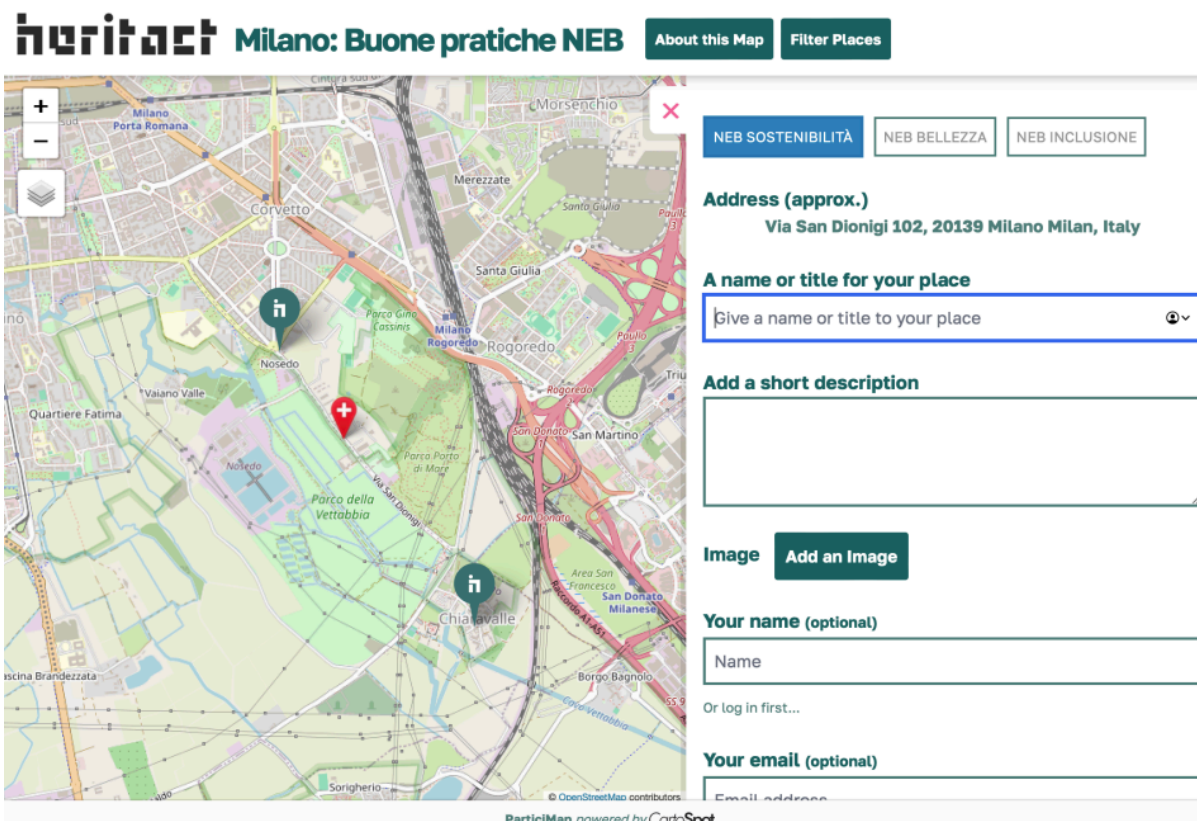
1. Navigate to the desired Map.
2. Click the **ADD A PLACE** button.
3. This action will show:
 - A red marker with a '+' sign on the basemap indicating where your new Place will be geolocated.

- 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 the HeritACT interface for 'Milano: Buone pratiche NEB'. On the left is a map of Milan with a red pin indicating a location. On the right is a form with the following sections:

- NEB SOSTENIBILITÀ** (selected), **NEB BELLEZZA**, **NEB INCLUSIONE**
- Address (approx.)**: Via San Dionigi 102, 20139 Milano Milan, Italy
- A name or title for your place**: A text input field with a placeholder 'Give a name or title to your place' and a dropdown arrow.
- Add a short description**: A large text area.
- Image**: A button labeled 'Add an Image'.
- Your name (optional)**: A text input field with a placeholder 'Name'.
- Or log in first...**
- Your email (optional)**: A text input field with a placeholder 'Email address'.

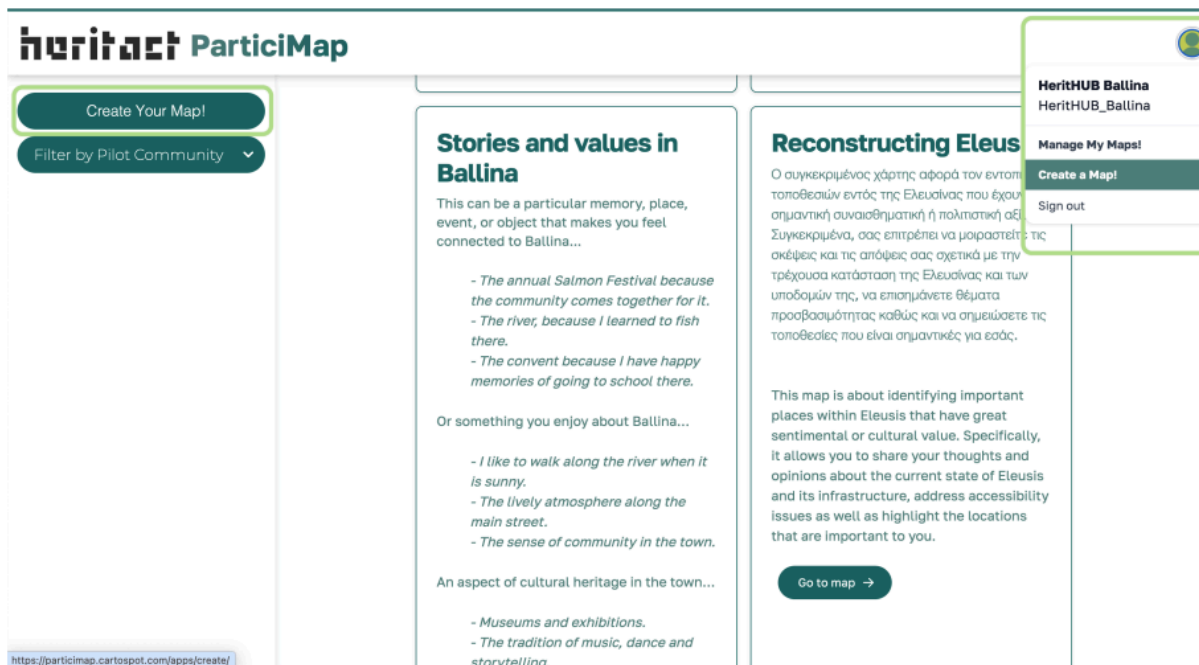
At the bottom, it says 'ParticiMap powered by CarloSpot'.

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

3.1 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.



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.

3.2 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

↶
↷
...

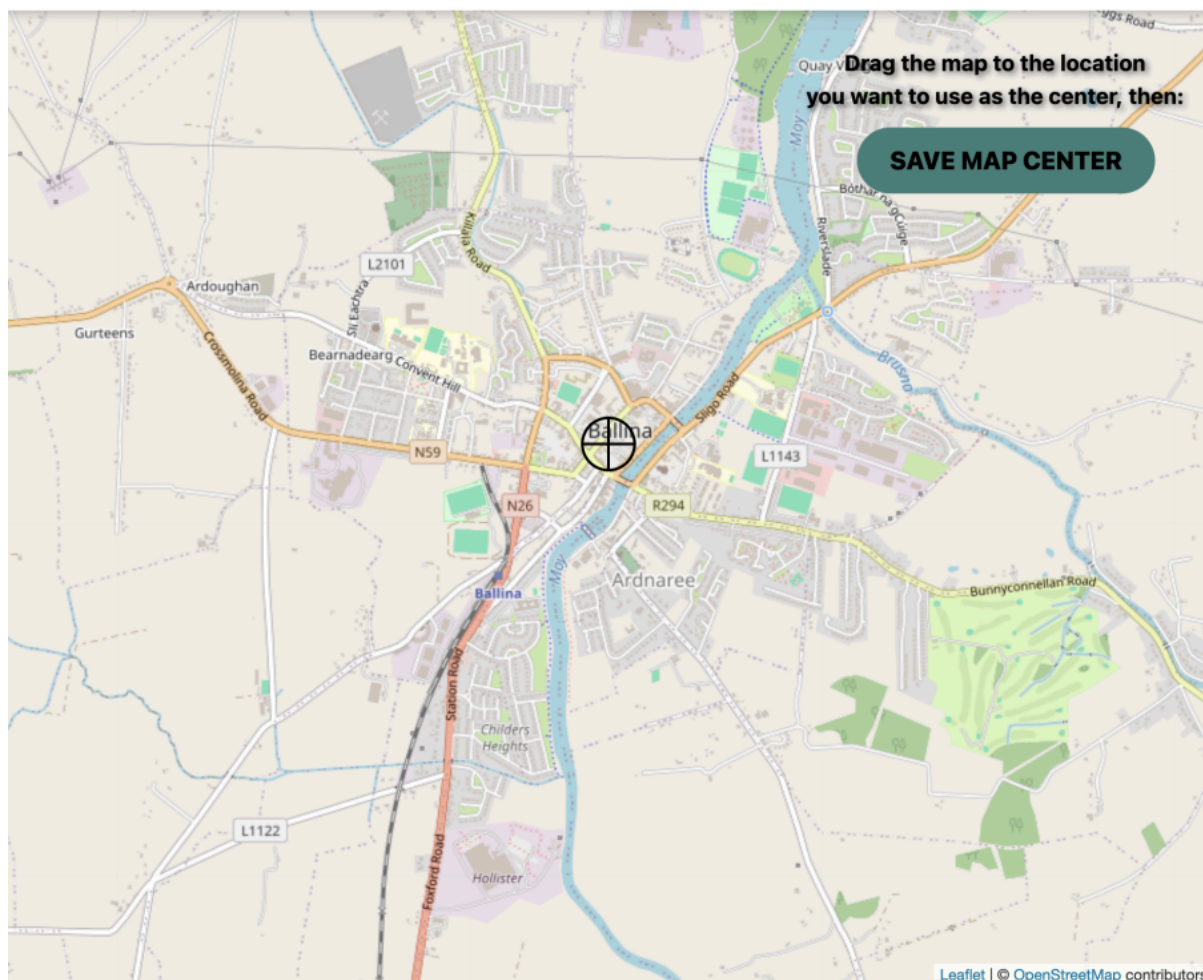
In this map we want to find those traditional food markets in|

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.

heritact ParticiMap



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.