Mapunity Groups

The main building blocks of Mapunity Groups are:

- 1) Group : Where all the data related to the Group resides.
- 2) Layers : The structure in which data needs to be captured.
- 3) Post : Actual data along with the map.
- 4) Members/Mappers : Users who can read and write to the Group.

1. Register yourself:

- a. Go to http://www.mapunitygroups.com/
- b. Click on Register a new Account

c. Register yourself by entering all the required data asked. You will receive an email in the account your have given. Click on the link given in the email, that will confirm your email id and successfully log you in.

2. Start a new Mapunity group : -

If you want to start a new group or add a new group, log into mapunitygroups.com . Click on the **Start New Group.**

Www.mapunitygroups.com		G	Q. Search	☆ 自	↓ 俞	◙≡
*mapunitygroups N	lotifications	Feedback	Sapana Yahoo Yahoo Logout	Search		Q
Sapana Yahoo Yahoo Groups My Posts Pending Posts Reports Profile My Groups All Groups Sort by latest post name most active			Have a group in Take the initiative Start New Group		one right	now.
SteelFlyoverBeda This group will show the places where ballot boxes are kept. The ballot boxes are for citizens of Bangalore to case their vote against/in favor of the Steel flyover that is being proposed by the GoK. Member, 2 members, 1 total posts, 0 pending posts, 0 posts today	0 🗭	Open				
anklebiters A community for resources related to kids Administrator, 7 members, 66 total posts, 0 pending posts, 0 posts today Export as xIs Export as GeoJSON Export as KML Edit Delete	9 🗭 🚺	Closed				
Manunity - Social Technology At Work			What Is	About Us	Terms &	Conditions

In the form fill in the fields :-

- Name of the Group The name you want for your Group
- Description
- Required Post Moderation If the posts in the Groups needs to be moderated or not.
- Do you want other to join the Group? This should be unchecked if you do not want to have any members in your Group. If this is unchecked then no one will see the "Join the Group" link.
- Image

- Category
- Base map The map you want to open your Group with.
- Type : Do you want your Group to be **Open** to all i.e anyone can read and write. Or do you want it to be **Closed** where only members can write but everyone can read or **Private** which no one can access and is known to only you can you can share it whoever you like.

Save the form and your Group is created.

3. You will be taken to the **Home** of the Group you have created. And you become the Group Admin of the Group.

() [test-group.mapunitygroups.com		C Q Search	☆ 自 ♣ 佘 ♥ ☰
*mapunitygroups	Notifications Feedbar	ck Sapana Yahoo Yahoo Logout	Search Q
Test Group Test Group	PUN. HAR New Delhis RAJ	Butan	Chongdu-
b locations [0] This is the default layer used for the Groups. Emi Name and Description of the location being mapped.	UJ. A.M. P. Suha C.W.	Bangladesh Nizh	Ruming y
0 Posts Show All	Л В Писта Сни Сни Ка	Myanmar (Burma)	mar Martin
1 Mappers Show All	Imbais MAH. TEL. SHyderabad A.P.	(Burma)	Laos
(porticity)	+ KAR. E Bengaluru - South		Thailand Igkoks ST. © MAPBOX © OPENSTREETMAP TERMS
Mapunity : Social Technology At Work		What Is	

You will see the following icons (Left to Right) on the Group Home Page :



- Home will bring you to the Home Page
- **Posts** To view the Posts of the Group
- Layers To view the Layers of the Group
- **Mappers** The members of the Group
- About Details about the Group
- Reports Create Filters and generate custom data reports
- **Documents** To upload Documents related to the Groups.
- 4. Start with a new layer :-

Once a Group is created the next step is to Create a **Layer** in it. Layers define the Data Structure to collect the data in the Group. Click on the **Layer** icon. You will see the default **location** layer in the Group, which can also be used.

For a custom Layer, click on **Create New Layer** button. This opens a form builder where you can define your fields and their types.

) (i) test-group.mapunitygroups.com			C Q	Search	•	⋒	
*mapunitygroups			-	phone fields etc, select and add them from t			s provide
	Layer name *		Description	8	Ac	dmins	
Layers			No descrip	tion provided. Please add the description.		None s	selected
locations [0]					1		
This is the default layer used for the Groups. Name and Description of the location being m	Field Types		Fields	terrate et die en state bie and daar b		roperti	
	Text	Paragraph	here.	Drag a field from the Field Types on the left and drop it here.		Select a field from properties.	
	Number	Date			FF		
	Time	Weblink					
	Email	Money					
	Image / Photo	Single Selection					
	Multi Selection						
	Require post moderation?						
Create New Layer Copy A Layer	Disallow new post						
	Icon for posts in this layer						
mabdass	Change						
apunity : Social Technology At Work					U		

- Give a Name and Description.
- If there are other members in the Group, then you can make them the Admin of this Layer.
- Drag the **Field Types** to the **Fields** panel and give the Label Name in the **Properties** panel.
- At least one field has to be Test Layer, which will also be mandatory. Whichever field is default will show up in the **Post** list first.
- **Require post moderation** check if this Layer needs Moderation, check the
- **Disallow new post** If you don't want another Post to be created for the same location. So one location one post.
- Icon for posts Choose the Icon that you want to be shown on the Map for any Post of this Layer.
- **Save** the Layer. You can create as many Layers you want in the Group for which you are the Admin.

5. Copy A Layer

A user can Copy a Layer from a Group of which s/he is a member or from any **Open** Group. A user cannot Copy a Layer from Group of which s/he is not a member, or from a **Private** Group.

6. Mark a new Post

To mark a new Post , click on the Post icon. On the Map, one can see the + icon, hover over it. A set of icons will open up.



You can **Create a new group**, **Create a new layer** in the present group, **Mark a new post**, **Draw a Polygon**, and **Draw a Polyline**.

Click on **Mark a new post**. The window that opens up, enter the Lat and Lon of the place you want to mark or zoom into the map to the point which you want to mark and click on **Mark**.

You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.



The Post details will be shown once saved:

In the Post details page, you can edit, delete, and add comments to the page. You can export this data as Excel, KML or GeoJson format.

- Adding a Timeline to a Post: When a user or a member of the Group wants to add more to the same Post and maintain an audit log to see who changed what and when. A copy of the original Post is created in this case, which can be edited by the user so that the progress of data editing can be seen.
- **Create a New post on the location :** When a user or member of the Group wants to mark on the same location and add a new Post. This option helps with that. It creates a new Post in the same location.
- 7. Draw a Polygon

Click on **Draw a polygon** on the **+** icon. Zoom into the map to the area where you want to draw the polygon. Once finished drawing the polygon, join back to the point of start to close the polygon.

You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.



8. Draw a Polyline

Click on **Draw a polyline** on the **+** icon. Zoom into the map to the area where you want to draw the polyline. Once finished drawing the polyline at the ending point click.

You will be asked to choose the Layer into which you want post. Choose the layer you would like to use and enter all the relevant info and save.



9. Apply Filter and Create Reports

On the Post Details Page, click on the Filter icon \mathbf{y} , it will open a window displaying all the Layers available for this particular Group. Build your query based on the Layer fields. You can build the query across the Layers or within the Layer. Click on **Apply Filter** to get the result sets on the Map and the Post details page.

*mapunitygroups	Notifications Feedback Sapana Yahoo Yahoo Logout Search	Q A QING
™ Test Group ☑ ★ <u>∞</u> ■ ■	Filter	X
Displaying all 2 Posts Latest A-Z Layer All Vear Tumkur by Sapana Yahoo Yahoo in * Test Layer 2	Anbidanuru ter Chiktaballapura sidlaghata Chintamani Shrinivas	x
by Sapana Yahoo Yahoo in * Test Layer	oddaballapur Devanahalli Devanahalli Select Field ala Hoskote Bengaluru Kogr Apply Filter Save as Report	x
sh arajanagara s mopopool	Sarjapura Jigani Attibéle Hosur Vanyambadi Arani Jolarpet Tirupathur Kavenpattinam Vanyambadi Jolarpet Tirupathur Chetput	Wallajahba Madura
Mapunity : Social Technology At Work	What is About Us Terms & Co	

Save as Report

If you wish to save the query and the result sets then click on **Save as Report**. Enter the report name and description so that it can be accessed and edited later.

10. Reports

On the set of icons click on Reports icon to view, edit and delete the saved results. One can download the results in Excel, KML, GeoJSON format.



11. Upload Documents

Whenever any document - either in a URL format or as an attachment needs to be added to a Group that doesn't need a Layer, use the **Documents** option. Click on the **Documents** icon on the top, then click on **Add Document** button. Enter the name and the description of the Document. Select the **Type**, if its a URL enter the URL and if its an attachment then upload it here. **Create Group Document** will save the document.

*mapunitygroups		ations Feedback Sapana Yahoo Yahoo I	ogout Search 970
Test Group	ndupur Bagepalli	Add Document	
Displaying all 1 Documents	uribidanuru	Description	Dati *
Testing Document Testing Document Size: 17.8 KB, Type: JPG, By: Sapana Yahoo Yahoo	oddaballapur	asapura	Puttur
	Devanahalli ala Hoskote	Mur	Tiruttani
	Maluru	Kolar Gold Fields	Takkolam
5h	Sarjapura Jiĝani Attibele 5 Hosur	Kuppam Sa S	Kanchipuram Wallajaht
Add Document	ur + krs	Vaniyambadi Jolarpet	Arani Tiruvethipuram Polur Vandavasi Madura
irajanagara S mcpcpcc0		pattinam + e201	Chetput
Manunity : Social Technology At Work est-group.staging.mapunitygroups.com/group_documents	?group_id=test-group&page=1		What Is About Us Terms & Conditions

12. Mappers

A list of all the members of the Group will be displayed here. A super admin or a Group admin can remove a member or change the role of a member in that Group by clicking on the individual Mappers user id here.



13. About

This option gives you some information about the Group, the number of members and posts it has. The two important features available here are:

Send Invites - Option available to the admins to invite people (registered as well as not registered). Admin can choose to make those users admin of the Layers of the Group.

Enter the email ids of people you want to make members of this Group. Once the email ids displaying in the dropdown list, select and click on **Send Invitation**. User will have to accept the invitation to become the member, they have the option to decline as well.



Add map to webpage

When one wants to embed the Group within another webpage. Click on **Add map to webpage**, select the Layers you want to use, then **Get Code**. Use the code given in the website. To change the height and width of the Group window and the Post window, change the attributes value. One can hide the Post details and also show All the Posts by default instead of paginated view.

*mapunitygroups	Notif	cations Feedback Sapana	a Yahoo Yahoo Logout Search 970
™ Test Group ☑ ★ ∞ ≡ ± ♀ ■	ndupur Bagepalli uribidanuru	Kurabalakota	Embed this community map to x your webpage
Displaying all 2 Posts T Latest A-Z Layer All Near Tumkur V Near Tumkur by Sapana Yahoo Yahoo in * Test Layer 2	Chikkaballapura Sidlaghatta Chintamani	Madanapalle Punganuru	To embed the map in your webpage just copy the code snippet shown below.

Users in Mapunity

The different types of User of Mapunity Groups are:

- 1) Anonymous User A user who is not registered in Mapunity Groups application. This user can read and post in any **Open** Group, and read-only in a **Closed** Group.
- 2) Registered User A user who is registered in Mapunity Groups. This user

can read and post in any **Open** Group, and read-only in a **Closed** Group. This user had to send a **Join this group** request if s/he wants to join a Group.



- 3) Member A registered user who has joined a Group becomes a member of that Group. A member can be invited by a Group admin to join the Group as described in **Send Invites** or the user can like a Group and send a **Join this group** request to the admin as described above.
- 4) Layer Admin A member of the Group who can edit a Layer of the Group. The Group Admin while creating a Layer can make a member of the Layer.
- 5) Group Admin The user who created the Group is by default becomes the Group Admin. This Admin can edit/delete Posts, edit/delete Layers, remove members from the group, or make the member an admin of the Group by going to Mappers and clicking on the member user id and then choosing **Mark as admin.**

Test Group ♠ ∞ ≡ ₫ ❷ 🗉		ndupur Bagepalli	Kurabalakota	Mappers	Details
Displaying all 2 Posts Latest A-Z Layer All	Ŧ		Madanapalle	Sapana Yahoo Yahoo	Sapana Mapunity
Near Tumkur by Sapana Yahoo Yahoo <i>in</i> * Test L	0 🟴 ayer 2	Chikkaballapura Sidlaghatta Chin	tamani Shrinivasapura	Sapana Mapunity	Number of Posts 0 Role in community Member (Mark as admin
Sapana is testing by Sapana Yahoo Yahoo in * Test L	0 🟴 ayer	oddaballapur Devanahalli ala Hoskote Bengaluru	Kolar Mutabagilu Kolar Gold Kolar Gold Kolar Gold	Palaman) Member since August 2016
		Sarjapura Jigani Attibele	Fields	Gudiyatham Pallikondai Vellore Ambur	Walajapet Kanchipural Wal
			Vaniy	imbādi	Arani Tiruvethipuram

6) Super Admin - The admin of the system who has the permission to do everything in the application.