

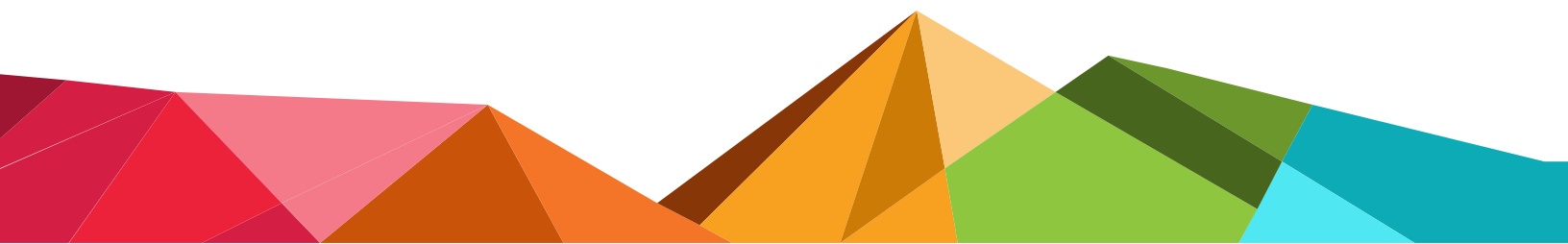


# USER GUIDE



# MAP APP

VERSION 3.4 // JANUARY 2020



## INTRODUCTION

The Map App system has been designed to allow publishers in the congregation to access maps and do not call lists easily as well as offering functions to assist the territory servant with issuing and managing the congregation maps and campaigns. The application runs as a website in a browser, removing the need to download any additional application or software on most devices.

To set up the Map App for your congregation a few things are required. Firstly a domain name will need to be purchased – this is what the publishers will use to access the application (e.g. <http://your-congregation.net>) – typically this will be around \$20 a year. This is the only cost involved and you can manage this independently of the Map App system.

Secondly, the data for “seeding” the application is needed – your congregation’s map images, map records, do not calls, list of servants, etc. This will then be loaded into your congregation’s version of the Map App.

Once the website is setup, a publisher can bookmark the website or select the ‘Add to Desktop/Home Screen’ option on their device which will create an icon similar to the following:



Note that the Map App system is only available when users have internet access on their device, the same as any other website. Map images and do not call lists can be saved for offline use. Alternatively users can open a map while they have internet available and provided they don't close or refresh the page it should remain viewable.

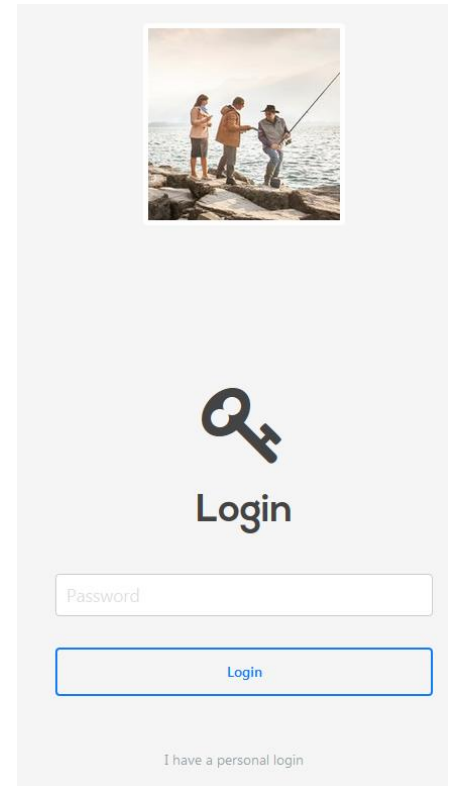
In the following document, page names are shown in *teal*, actions (or button clicks) are shown in *blue* and security permissions are in *green*. The following outlines the base installation of the Map App system, but some congregations may have individual needs and customisations to the system may be required. Feel free to contact me to discuss what options are available.

The website has both a congregation login and an admin login. Let's first look at the congregation login.

## CONGREGATION LOGIN

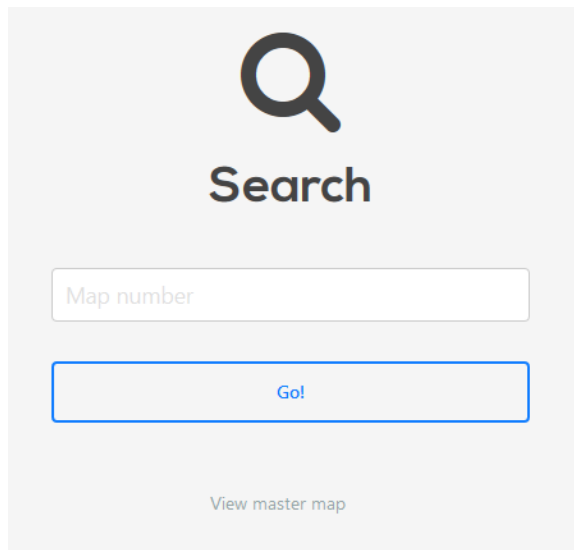
Using any browser, navigate to the website for your congregation. You should see the following [Login](#) screen shown to the right.

To prevent members of the general public from accessing your maps, a simple password is required. This will be the name of a Bible character. Clicking [Login](#) will take the publisher to the [Search](#) page.



The login screen features a header image of three people fishing on a rocky shore. Below the image is a large key icon and the word "Login". A text input field labeled "Password" is positioned above a blue "Login" button. At the bottom, there is a link that says "I have a personal login".

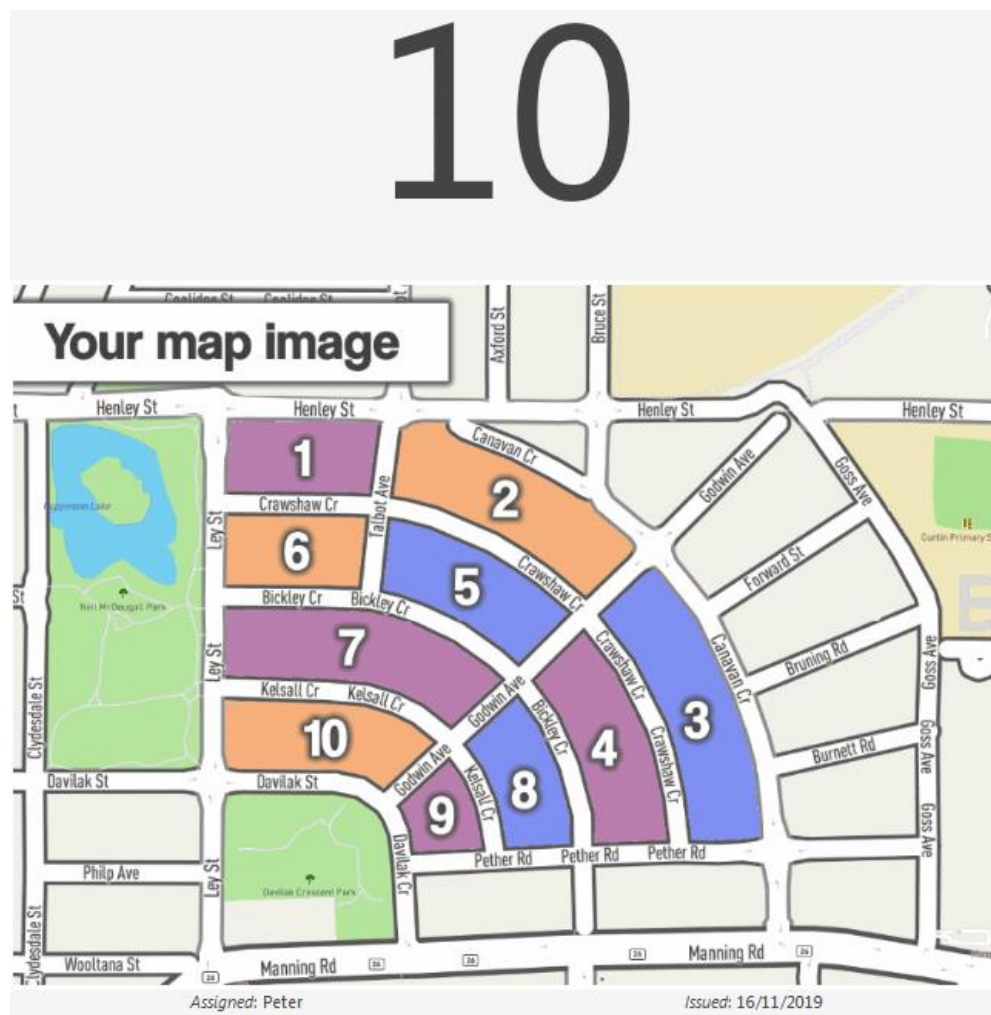
The layout of the [Search](#) page is very similar. Publishers enter the number of the map (preferably digits, but it can also contain alphabet characters if your congregation uses this naming convention). Clicking [Go](#) will then take them to the [Map](#) page.



The search page has a header with a magnifying glass icon and the word "Search". Below this is a text input field labeled "Map number". A blue "Go!" button is located below the input field. At the bottom of the page, there is a link that says "View master map".

A link to a master map is provided underneath the [Go](#) button called [View master map](#). A new tab will open showing an image of the congregation's entire territory. This is optional and if used, currently the master map image will need to be loaded by a system admin.

The [Map](#) page will display the map number, the map image as well as which publisher it is assigned to and the date it was imaged.



Beneath that is a series of checkboxes representing the blocks on the map. In the example below, blocks 1, 2, 4, 6 and 8 have been completed, as represented by the **green** colour and the ticks. However these boxes are disabled and unable to be changed by the publisher. There are instructions on how these can be ticked later.

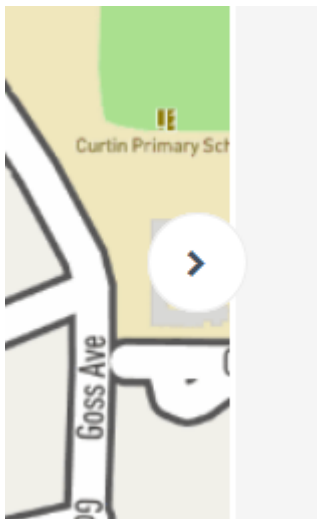
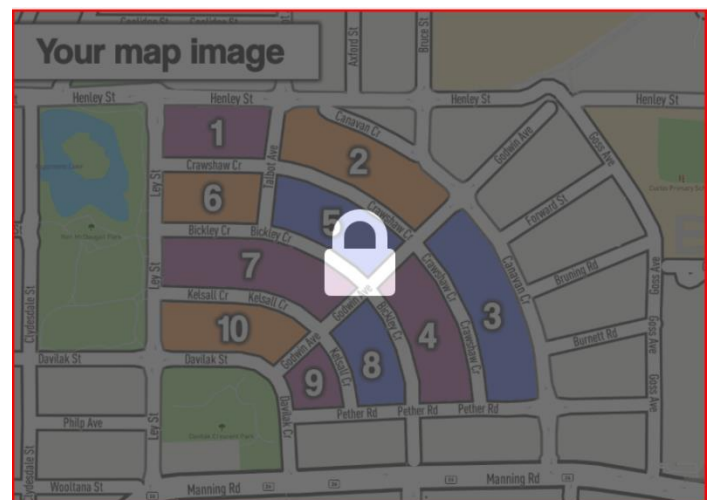
Block Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lastly, at the bottom of the [Map](#) page there are 3 buttons, one for [Do Not Calls](#), one for [Google Maps](#) and one to [Search Again](#). [Search Again](#) simply returns to the [Search](#) screen; we will consider the other two in the next section.



Even when a map is not issued, publishers can still search for it. However to show that the map has not been issued, the map image will appear to be 'locked'. A locked map will have a black overlay and a lock icon as shown to the right.



Lastly some congregations have both graphical and satellite maps, or maps that span over 2 images. To cater for this a map can have 'flip' enabled which will create an arrow icon on the right of the map image. When clicked, the map image will flip and show the reverse side. Instructions to set this up are provided later.

The [Do Not Call](#) screen will display the do not calls for this map ordered by block, street name and number. The date the householder was last called on is also shown, and whether it is part of foreign language territory - the speech bubble icon along with the name of the language - or a do not call of note – the exclamation mark icon; this is a do not call record with the reason of either “Hostile or Inappropriate” or “Disfellowshipped or Apostate” – instructions on how to see this information is provided later.

It is encouraged that when recording the details of a new do not call, the publisher capture as much information as possible and pass this to their group conductor, who can then send it on to the territory servant (or create a new record – more on this later).

9

Do Not Calls

If you encounter a new do not call, please record the date, the address and block and if possible the gender and reason why the householder no longer wishes us to call.

Number	Street	Last Checked	Type
Block 1			
32	Babel St	10/12/2019	Chinese
Block 2			
6	Sisera St	21/11/2019	
Block 4			
71A	Goliath Gr	14/11/2019	

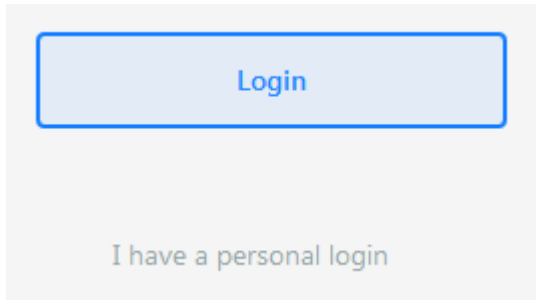
There are buttons at the bottom of this page so the publisher can either return to the [Map](#) or [Search](#) pages.

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Lastly each map has a [Google Maps](#) link associated with it. Clicking this button will take the user to this link, either in a new browser window or in the Google Maps application. There is provision for only one link per map. Instructions on how to set this link are provided later.

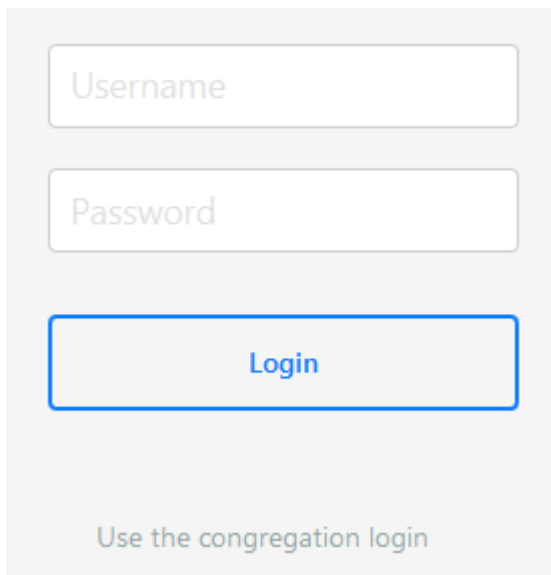
## ADMIN LOGIN

On the [Login](#) screen underneath the [Login](#) button there is a 'personal login' link:



A screenshot of a login interface. At the top, there is a light blue rectangular button with the word "Login" in blue text. Below this button, the text "I have a personal login" is displayed in a smaller, grey font.

Click this will show an additional field on the screen for username:

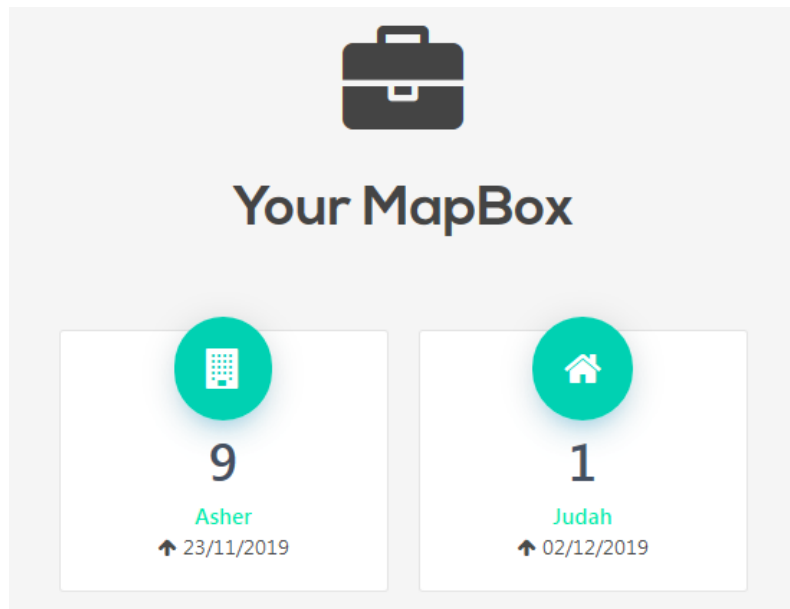


A screenshot of the login interface after clicking the "personal login" link. It features two input fields: "Username" and "Password", both with grey placeholder text. Below these fields is a light blue rectangular button with the word "Login" in blue text. At the bottom, the text "Use the congregation login" is displayed in a smaller, grey font.

This is where anyone who has been given a personal login can enter their username and password and click the [Login](#) button. Once logged in, the brother will remain logged in for a week (unless they explicitly logout). To return to the congregation login, click the link under the [Login](#) button and the username field will disappear.

## MAPBOX

The first page a user will go to once they have logged in is the [MapBox](#). This will display whatever maps the brother has issued to him. He can access these maps by simply clicking them. In the case below, the brother has 2 maps assigned to him:



The brother can use buttons at the bottom of the screen to either [Logout](#) and return to the [Login](#) screen or click [Search](#) to go to the [Search](#) screen. If the user has elevated permissions, an area with a darker background will appear showing other functions available to him as illustrated on the right.

## PERMISSIONS

Each user of the system is granted a level of permissions. By default they are the following, although these can be customized to suit the needs of your congregation. The roles are cumulative, meaning each subsequent role has the permissions of the previous:

**Conductor** ▶ a group conductor who can login to see their [MapBox](#)

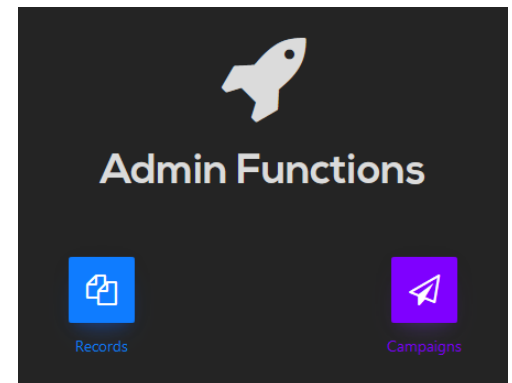
**Conductor (Add DNC)** ▶ a conductor who can also add new do not calls

**Conductor (Edit DNC)** ▶ a conductor who can also see and edit do not calls details and delete do not calls

**Records** ▶ a brother who can also see records, users and campaigns (recommended for Circuit Overseer)

**Assistant** ▶ a brother who can also issue and return maps and add or edit campaigns, but does not have access to change settings, edit records or maps, or add users

**Map Servant** ▶ access to the entire front-end system





## Records

### RECORDS

The *Records* screen reflects the paper territory records (*please continue to fill these out as directed!*) with some additional information. Users with either the *Map Servant*, *Assistant* or *Records* permissions have access to this. To navigate the records, use the map range buttons at the bottom of the screen e.g. for map 8 click **6-10**. Maps that are currently issued have an arrow in the return field.



## Records

1	2	3	4	5
Judah	Judah	Judah	Reuben	Reuben
Barnabas 01/04/2019    04/04/2019 * Memorial	Barnabas 06/06/2019    28/06/2019	Admin 05/06/2019    28/06/2019	Titus 27/03/2019    02/04/2019 * Memorial	Barnabas 09/11/2019    10/11/2019 * Regional
Timothy 01/10/2019    08/11/2019	Paul 20/10/2019    24/10/2019	Deborah 01/11/2019    30/11/2019 * Regional <input type="checkbox"/> Personal	Peter 01/11/2019    07/11/2019 * Regional	
Paul 02/12/2019 * Regional <input type="checkbox"/> Evening group				

1-5    6-10

Clicking the number at the top of each column will take you to the *Map* page for that particular map.

Users with the *Map Servant* permission will see an *Edit* button in the top-right corner of the record. Clicking this will trigger a pop-up box that allows a user to edit the record details, flag it as a campaign or delete the record.

Timothy

01/10/2019

08/11/2019



10
Simeon
Peter 16/11/2019 * Regional

Business maps are shown in a different colour.



## Issue

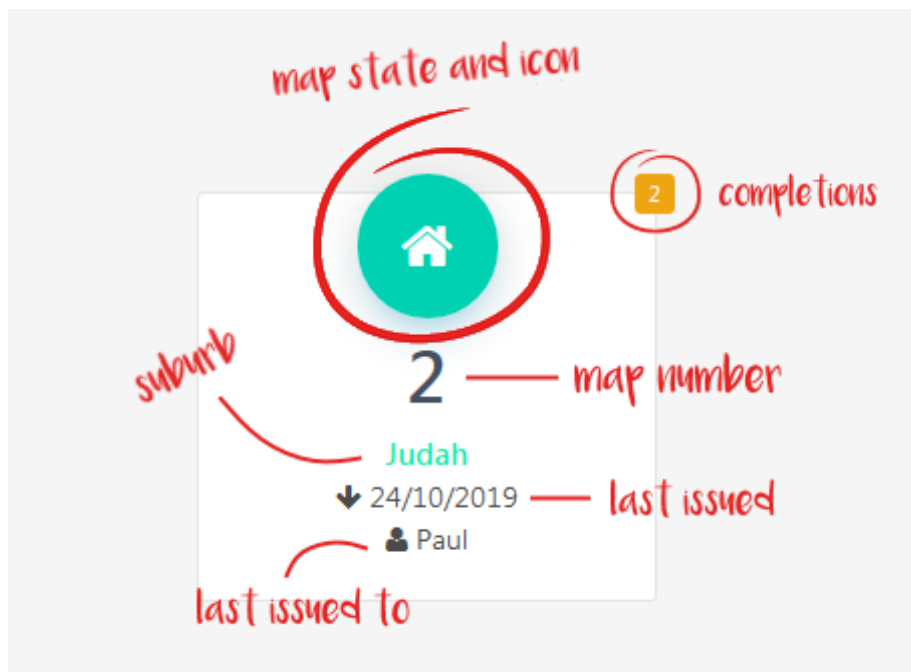
### ISSUE

The *Issue* screen allows the *Map Servant* or *Assistant* to issue maps. The screen has two sections: “Available Maps” and “Issue Form”.

A dropdown menu with a light blue header and a white body. The header contains the text "All excluding Business" and a downward arrow. The body lists the following options: "All excluding Business" (highlighted in blue), "Residential", "Rural", "Apartment", "Business", and "All".

The “Available Maps” area shows the next maps that are due to be worked, determined by the date they were last returned. The filter dropdown in the top left can be used to change what type of map is returned (i.e. Residential, Apartment, Rural or Business); by default these are “All excluding Business”.

The ordering dropdown in the top right can be used to change the order of the maps displayed; by default “Last issue date” is active. Before discussing ordering changes, let’s understand the map representation. Each map is represented by a box similar to the below image.



The *icon* at the top can be changed on a per map basis – more instructions on this later. For instance it might be useful to show a train icon for territory beside a train station. The *state* shows how quickly a map needs to be issued – the thresholds for this can be configured for the application and will be discussed later. Green means ok but an amber or red colour means it hasn’t been issued for a certain amount of months.

*Completions* shows how many times this map has been worked in the last 12 months – 1 or less will display red, 2 will be amber (as shown) and more than that green.

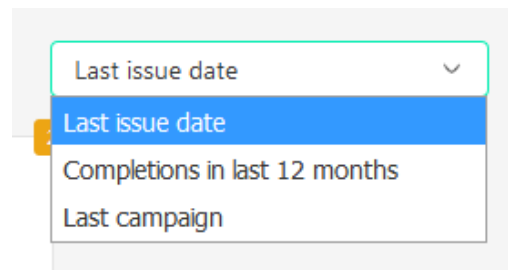
The *last issued to* field can be useful if you are wishing to avoid issuing a map to the same brother consecutively.

The ordering dropdown has the following options:

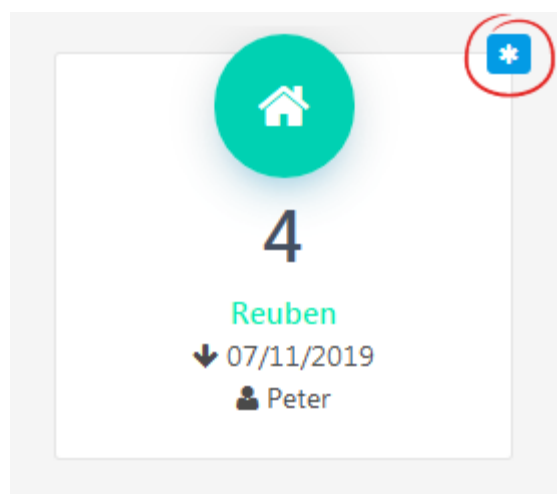
*Last issue date* – ordered by longest time since they were last returned

*Completions in last 12 months* – ordered by least amount of completions in 12 months and then further ordering on longest time since they were last returned

*Last campaign* – ordered by the longest time since the return date of a record that was flagged as a Memorial or Regional campaign



Note that in the case the *Last campaign* ordering is used, the completions box disappears and is replaced by a campaign icon.




A blue icon indicates the last campaign was a Regional.



A red icon indicates the last campaign was a Memorial.



The lower portion of the screen is the issue form. You can jump directly to this form by clicking the  icon beside the “Available Maps” heading.

Any user created as a Conductor or up will be suggested when typing in the “Assigned to” field. However you can issue a map to any publisher even if their name is not suggested by simply typing their name in the field.

Multiple maps can be selected in the “Map(s)” field if issuing more than one map to the same publisher. Note that only maps currently not issued are available to be selected in this dropdown. A calendar will appear when clicking on the “Issue date” field; it will default to today’s date.

The “Notes” will appear on the [Records](#) screen only and can be used however you see fit. Typing one of the following hash tags in this field will result in an icon displaying on the record: *#CO* for “Circuit Overseer”, *#PER* for “Personal”, *#LANG* for “Language Search” and *#LOAN* for “Loan”. More can be added on request.




## RETURN

The *Return* screen allows the *Map Servant* or *Assistant* to return maps. The screen has two sections: “Issued Maps” and “Return Form”.

### Return

The “Issued Maps” are shows all the maps that are currently issued ordered by ones that have been out the longest to the shortest. The map state – the colour behind the map icon – will change depending on how many months the map has been issued for – this depends on the thresholds that have be set for the application.

The lower portion of the screen is the return form. You can jump directly to this form by clicking the  icon beside the “Issued Maps” heading.

Select one or more maps from the *Map* dropdown, enter a return date using the *Completion Date* calendar that will apply to all selected maps and click *Return Map*. The map records will now be updated with a return date.



## USERS

### Users

The *Users* screen allows the *Map Servant* to manage the personal logins for the application. Brothers will *Assistant* and *Records* permissions can use this screen to see what maps each user with a login currently has. If a user has no maps issued to them, no “Issued” row will display below their record. Disabled users are displayed at the bottom of the table and be marked with an **x** in front of their name.

Name	Login	Permissions	Group	
Admin	admin	System Admin		
Peter	peter	Map Servant/Assistant	2	<a href="#">Edit</a>
↳ Issued:		10		
Paul	paul	Conductor +Records	1	<a href="#">Edit</a>
↳ Issued:		1 9		
Barnabas	barn	Conductor +DNC	2	<a href="#">Edit</a>
↳ Issued:		7		
Timothy	tim	Conductor		<a href="#">Edit</a>
↳ Issued:		8		
✕ Nicolaus	nic			<a href="#">Edit</a>

Clicking the *Edit* button on a user’s row will take you to a pop-up where the *Map Servant* can edit their name, login, level of permission and group. Users can also be disabled by clicking the *Disable* button – disabled users can no longer log in to the application and will not be suggested on the issue screen although any maps assigned to them will remain.



## Success!

Your user change was successful.

The new password is **Abc123**.

Continue

Disabled users can be reactivated by clicking the [Edit](#) button in their row and selecting the [Reactivate](#) button.

Clicking the [Reset Password](#) button will regenerate a password for a user – their new password will appear in a confirmation box once the screen has reloaded (see the image to the left).



By default the only person who can tick blocks off on the [Map](#) page is the logged in user who the map is currently assigned to. However users in the same *group* can tick blocks off on maps issued to each other e.g. in the previous image of the [Users](#) screen, Barnabas can tick off blocks on map 10 issued to Peter because both Barnabas and Peter are in Group “2”. A user can only belong to one group at a time. If you would like all conductors to be able to tick off blocks, set everyone to “1”.



## Campaigns

### CAMPAIGNS



The [Campaign](#) screen allows brothers with the [Map Servant](#), [Assistant](#) or [Records](#) permissions to see current and previous campaigns.

	Year	Type	Start	End	Maps	
	2019	Regional	01/11/2019	30/11/2019	<a href="#">Edit</a>	<a href="#">Load Maps</a>
	2019	Memorial	23/03/2019	19/04/2019	<a href="#">Edit</a>	<a href="#">Load Maps</a>

A campaign is either a “Regional” or a “Memorial” invite campaign. The [Map Servant](#) can create a new campaign by clicking the [Add New Campaign](#) button. In the resulting pop-up the *Year* field is locked down – this will update depending on the *Start* date you enter.

2 weeks before the *Start* of a campaign a campaign field will appear on the [Issue](#) form allowing you to flag a map as being covered in the campaign (see example to the left).

A Regional campaign is flagged with a blue icon and a Memorial campaign red. These icons also show on the [Records](#) page using the same colour scheme.

	Regional
	Memorial

Clicking the [Load Maps](#) button will show all the maps involved in a particular campaign.

#### Assigned to

#### Issue date

#### Campaign?

☐ Regional



## Settings


### SETTINGS

The *Settings* screen allows the *Map Servant* to change configuration for the application, update the introductory photo, add a message above a map or update a list of streets. Each of these functions is under a separate tab.

 Photo

 Configuration

 Messages

 Streets

### Photo

To change the photo that appears on the *Login* and *MapBox* pages, upload a new photo via the *Photo* tab. The photo must be square and 200 x 200 pixels or less. Click *Choose image file*, browse to the photo on your device and click *Open*. If correct the filename will appear in green and the *Upload image* button will become available. Click this to apply the new image.



### Configuration

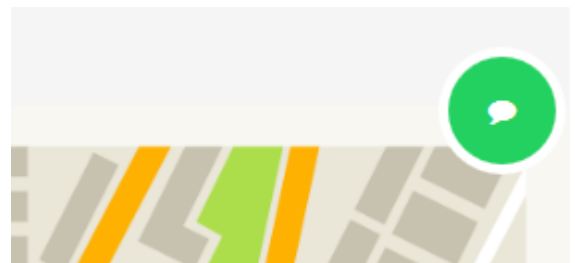
The *Return*, *Users* and *MapBox* screens all show maps with icon that are on a background of green, amber or red. The colour depends on how long a map has been issued for. The *Issue* screen is similar but here the colour depends on how long it has been since the map was last issued. To change the threshold of these colours use the *Configuration* tab. The default values, in months, are shown below:

Issue	Issue	Return/Mapbox	Return/Mapbox
<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="4"/>

In the example above, any map that has not been issued for 4 months will have an amber background (i.e. *Issue*). Also a map that has been issued for 2 months will turn amber (i.e. *Return/Mapbox*).

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On the right-hand side of the *Map* page there is a feedback icon that appears for logged in brothers. (This is currently only available to logged in brothers and not the congregation login so we can verify who sent the message.)



When clicking this button, a feedback form appears.

Using this form, a logged in brother can add feedback from himself or his group on possible changes to the map, a new do not call or other relevant information. When [Submit](#) is clicked, an email is sent to the address listed in the *Configuraiton* tab of the [Settings](#) page. If multiple email addresses are needed, separate them with a comma “,” (e.g. “your.email@here.com,another.email@here.com”).


## Feedback for Map 9

### Your comments

Submit

## Messages

A message can be added to a map via the *Messages* tab. These will appear above the specified map:

Map	Icon	Note	
4		Please don't park in the reserve as rangers have been called in the past.	Edit

A selection of colours and icons are available to help create a meaningful message. For example they can be used to alert publishers to parking restrictions, security concerns in the territory or preaching limitations in gated communities. Click [Add](#) to add a new message and to remove or change an existing one, click the [Edit](#) button in the same row.

## Streets

*Streets* define a list of street names which can be linked to maps. These streets will appear as suggestions in the *Street Name* field on the [Do Not Call Details](#) page when adding or updating a do not call.

A list of streets can be named anything, but a good place to start is using the suburb name and listing all streets in that suburb. Street names are quoted, be comma-seperated and the list contained with square brackets. An example is shown below:

```
[ "First St", "Second Ave", "Third Cres", "Fourth Rd" ]
```


Name	List	
judah	[ "Abilene Link", "Aiken Ct", "Alabaster Dr", "Alexandria Folw", "Amadeus Way", "Antina Way", "Aphelia Br"...	Edit

Clicking the *Edit* button allows the entire list to be viewed. A map can be linked to a list by going to the [Map Edit](#) screen and choosing the name of the list in the *Streets* dropdown.

## REASSIGN

When a logged in brother is looking at a map he has been assigned on the [Map](#) page, he will be able to see a [Reassign](#) button. This enables him to assign the map to another brother without having to inform the Territory Servant. A user with the [Map Servant](#) or [Assistant](#) permission can reassign any map.

When clicking the [Reassign](#) button a pop-up will appear with a single *Assigned to* field which will suggest other users, however any name can be typed in the field even if it is being assigned to someone who is not a user.

 Reassign this map to...

**Assigned to**

 Type a name


Submit

## DO NOT CALLS

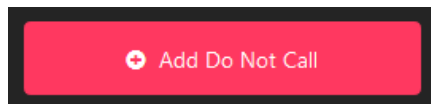
Users with the *Map Servant*, *Assistant*, *Records* or *Conductor (Edit DNC)* permissions will see a [Details](#) button on the far right column of the *Do Not Call* screen:

Number	Street	Last Checked	
Block 1			
45	Jezebel Lane	31/10/2019	<a href="#">Details</a>

Clicking this will take the user to the [Do Not Call Details](#) screen where the specific details for the do not call can be viewed and information can be updated. Note the *Language* field only appears if the *Reason* of “Foreign Language Territory” is selected:

Map	Block	Address	Street
 9	1	32	<input type="text" value="Babel St"/>
First called on		Last called on	
<input type="text" value="10/12/2019"/>		<input type="text" value="10/12/2019"/>	
Reason		<input checked="" type="radio"/> Unknown	
<input type="text" value="Foreign Language Territory"/>		<input type="radio"/> Male	
		<input type="radio"/> Female	
Language			
<input type="text" value="CH"/>			
Additional Notes			
<input type="text" value="Mandarin, part of the Chinese Language territory."/>			
<a href="#">Save</a>			<a href="#">Delete</a>

Brothers with the *Conductor (Add DNC)* permission (or any of the permissions above), will see an [Add Do Not Call](#) button on a dark background of the *Do Not Call* page which will take them to a similar screen to *Do Not Call Details* (shown above) except all fields will be blank (except map number) allowing them to enter information for a new do not call.



If a map has been linked to a list of street names (see the [Settings](#) section) then suggested street names will appear when typing in the *Street* field. Even if not suggested, any street name can be entered in this field.


## EDIT A MAP

When on the [Map](#) screen, users with the [Territory Servant/Assistant](#) permissions will see an [Edit Map](#) button. This goes to a screen where the suburb, number of blocks, Google Maps link, map type and map icon can be changed. The “G” icon at the end of the *Google Maps* field will take you to the existing Google Maps URL. The *Street List* field links a map to a list of street names which are configured in the [Settings](#) screen.

**Suburb**


**Blocks**

**Google Maps**



**Type**


**Icon**



**Street List**


**Flip**

☒ Map can show a 'back' image

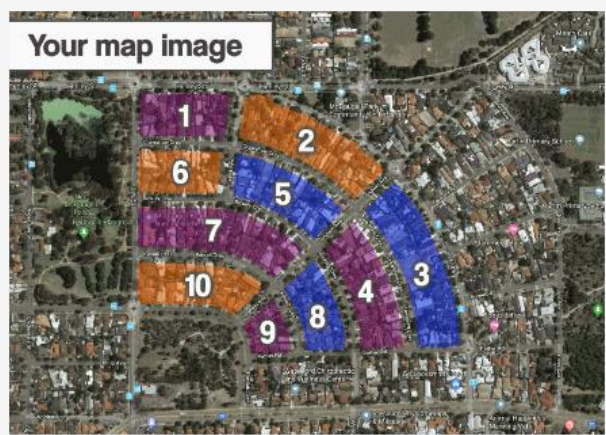
 Save

Click an image to upload a new one

**Your map image**



**Your map image**




The *Flip* option enables the arrow button on the right-hand side of a map image which allows publishers to see the ‘reverse’ side of a map. The reverse image needs to be uploaded via this page.

To upload a new image click on the image – the left-hand image is the front and the right-hand image is the back. Ideally the front and back images should be the same dimensions.


From the [Edit Map](#) page, the [Create a New Map](#) button can be clicked to allow a new map to be added to the system. Once the initial details are saved for the new map, images can be uploaded.


Maps that have been newly added will appear at the bottom of the *Map(s)* dropdown on the [Issue](#) screen (see image to the right).

**Map(s)**


 3

**Reuben**

 4

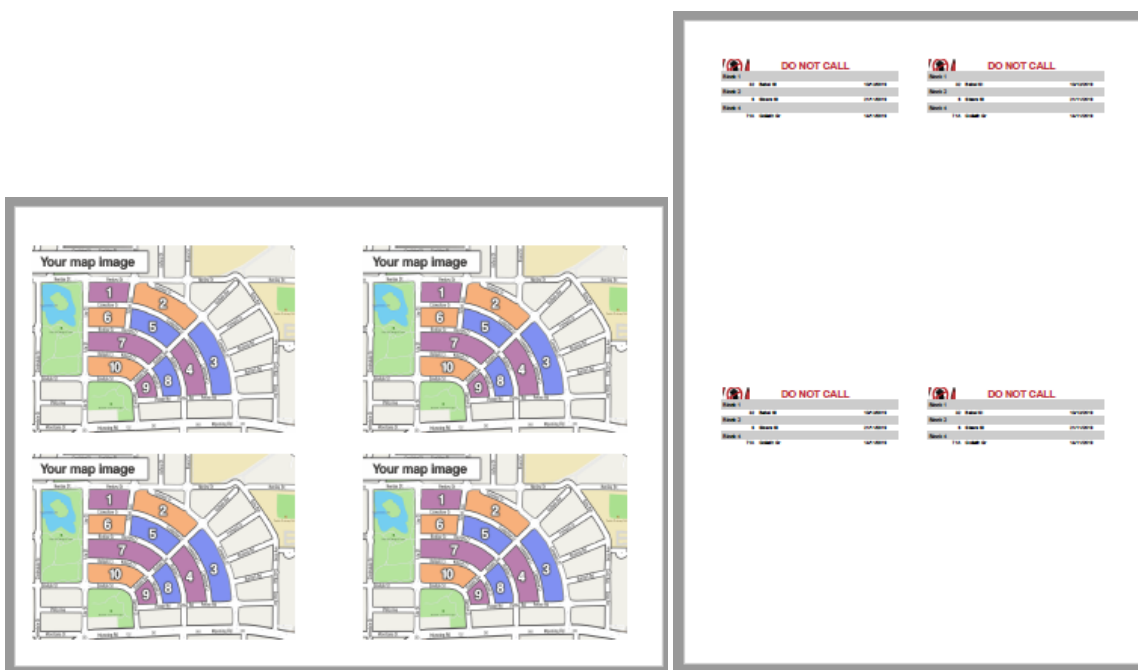
 5

**New**

 11

## PRINTING

When on the [Map](#) screen, any logged in brother will see a [Print Copies](#) button. Clicking this will generate a 2-page PDF file that contains four scaled down map images on page 1 and four copies of the do not calls for the map on page 2. This can be printed and then quartered to provide 4 physical copies of the maps that publishers can carry with them. The PDF can also be used as an 'offline' copy if publishers are going to an area without internet access.



Depending on the dimensions of your map images, some tweaking may be necessary to achieve the optimum printed page.

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This is the end of the user guide. Thank you for reading. If you have any feedback please email me at [andy@fuzzyllama.com.au](mailto:andy@fuzzyllama.com.au)



## APPENDIX

### SECURITY PERMISSIONS

The following lists the Map App webpages and what permission level is required for a user to see it.

- Campaigns** ▶ Only viewable by *Map Servant*, *Assistant* or *Records*
- Do Not Call Details** ▶ Only viewable by *Map Servant*, *Assistant* or *Records*
- Do Not Calls** ▶ Viewable by all ▶ **Details** button only displays for *Map Servant*, *Assistant* or *Records*
- Issue** ▶ Only viewable by *Map Servant* or *Assistant*
- Edit Map** ▶ Only viewable by *Map Servant* or *Assistant*
- Map** ▶ Viewable by all ▶ **Print** and **Reassign** buttons only display for *Map Servant* or *Assistant* and current assignee ▶ **Edit Map** button only displays for *Map Servant*
- MapBox** ▶ Viewable by any logged in user ▶ **Users**, **Return** and **Issue** buttons only display for *Map Servant* or *Assistant* ▶ **Settings** only display for *Map Servant* ▶ **Records** and **Campaigns** buttons only display for *Map Servant*, *Assistant* or *Records*
- Records** ▶ Only viewable by *Map Servant*, *Assistant* and *Records* ▶ Records are only editable by *Map Servant*
- Return** ▶ Only viewable by *Map Servant* or *Assistant*
- Search** ▶ Viewable by all
- Settings** ▶ Only viewable by *Map Servant*
- Users** ▶ Only viewable by *Map Servant*, *Assistant* or *Records* ▶ Users can only be edited by *Map Servant*

The following lists the Map App functions and what permission level is required for a user to use it.

- Update block checkboxes** ▶ Only useable by logged in users who are *Map Servant* or *Assistant* or are the current assignee of the map or who are in the same group as the current assignee of the map
  - Send feedback** ▶ Only useable by logged in users
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