



**VERTICES**  
Interactive Maps

# Mapper Version 3.1

User Help Guide

Prepared by VERTICES

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# Add Data

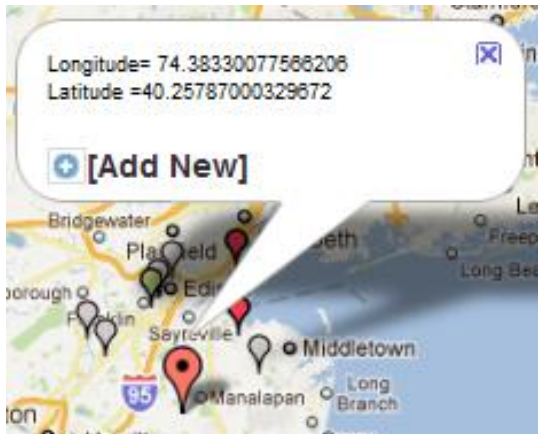
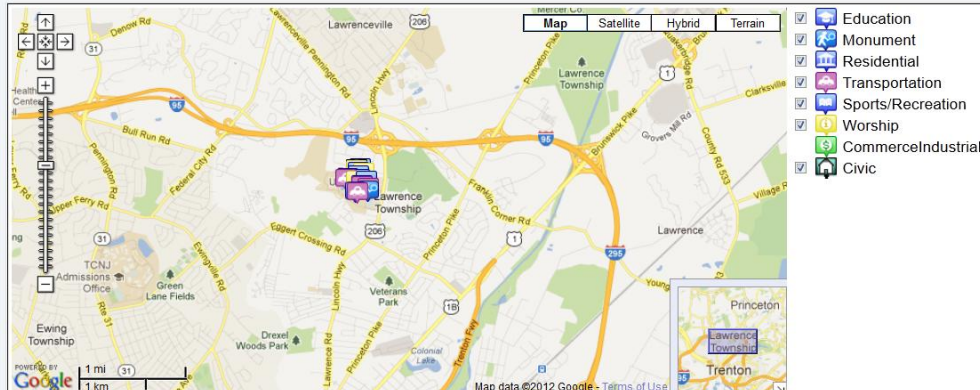
Current Data on the Map

**Note:** There are two ways to pinpoint a location and add data on the map:

- (1) Click directly on the map at a desired location. Once you see the red icon in the location, click on the icon and click "Add New". You can now add your data.
- (2) Type an address into the address text box above the map. Once you see the blue arrow pointing to the desired location, click near the arrow and click the red icon that appears and click "Add New". You can now add your data.

**\*Note:** This screen will also allow you to edit data. You can only edit the data you have entered on the map. You can not edit data entered by others.

Address



## There are two ways to pinpoint a location and add data on the map:

(1)Click directly on the map at a desired location. Once you see the red icon in the location, click on the icon and click "Add New". You can now add your data.

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## Add Data (continued)

The screenshot shows a web form titled "Add/Edit Data" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Data Submission** [\[Move Point\]](#)  
40.25787000329672,-74.38330077566206
- Image** [\[Add/Update Image\]](#)
- name**: A text input field.
- category**: A dropdown menu with the text "=Select=" and a downward arrow.
- vol1**: A large text area with a small icon in the bottom right corner.
- vol2**: A large text area with a small icon in the bottom right corner.
- date**: A text input field containing "2011-10-14".
- time**: A text input field.
- At the bottom, there are two buttons: **Submit** and **Close**.

Add your data to the information text boxes and upload an image to the data point.

To upload an image, click on the "Add/Update Image" text link next to **"Image"**.

Click the "Submit" button to save your data point.

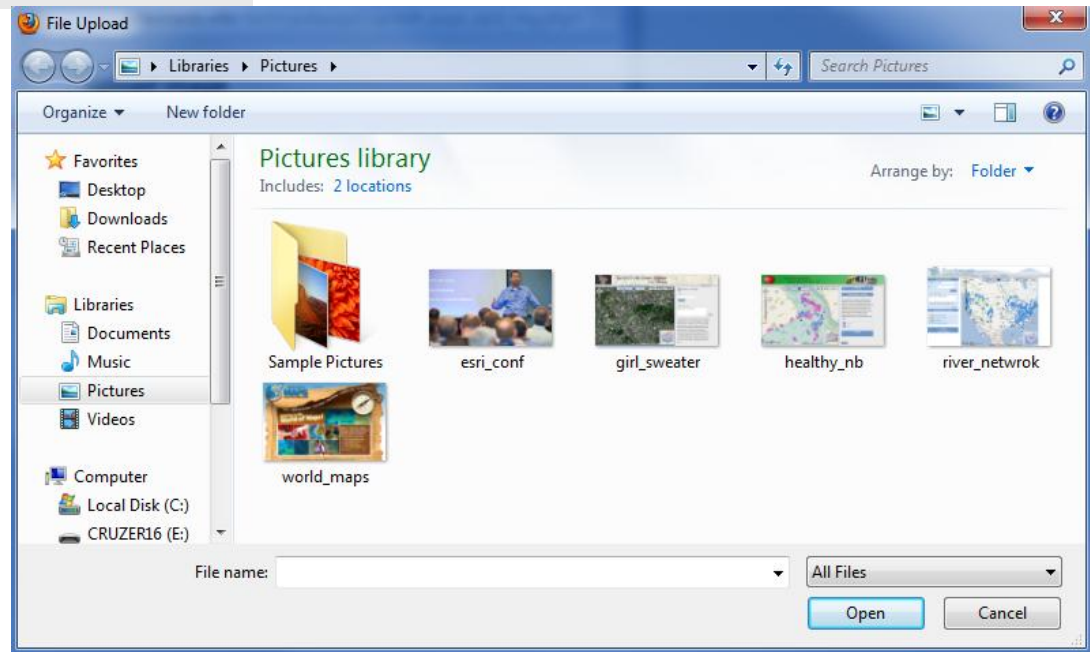
# Add Data - Upload an Image

**upload image**

FILE LOCATION  Browse...

LESS THAN 1MEGABYTE  
RECOMMENDED

UPLOAD



Click the “Browse” button to choose an image to upload from your picture library on your computer.  
Once you’ve chosen your image, click the “Upload” button.

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# Edit Data

Add Data Edit Data Comments

### Review Data Selected

**Note.Edit Data**

Locate the data point you wish to edit and click on the number to the left of the data point. You can sort the columns by clicking on the column names. All variable fields, uploaded image, and the location of the data point can be edited.

Moving the data point – Click on the text link "Move Point" next to Data Submission. A new window will appear with a map. There are two ways to move the point:

- (1) Click and drag the icon on the map to the new desired location and click the "Submit" button on the bottom right of the window.
- (2) Type in an address in the text box below the map. After entering an address, click the "Find!" button. If satisfied with the point, click the "Submit" button.

Find name

Edit	name	category	vol1	vol2	date	time	var5
1	ab	c	it	rtyry	2011-10-13		
2	ef	b	varer	var	ver	var4-text	
3	def	a	a	b	c	d	
4	faef	a	v	c	de	fe	
5	ger	a	gega	gega	gaea	geg	
6	Wabsoo	a	Ghfg		2011-4-19	8:22 AM	
7	gobuma	b	efe		fa	effef	
8	Qwet	b	vee		vea	veva	
9	Soutprf contro ...	b	fhu		vrfv	V	
10	Portrait	b	Teacher evalua ...	Teacher evalua ...	Hsbc	Hunk	

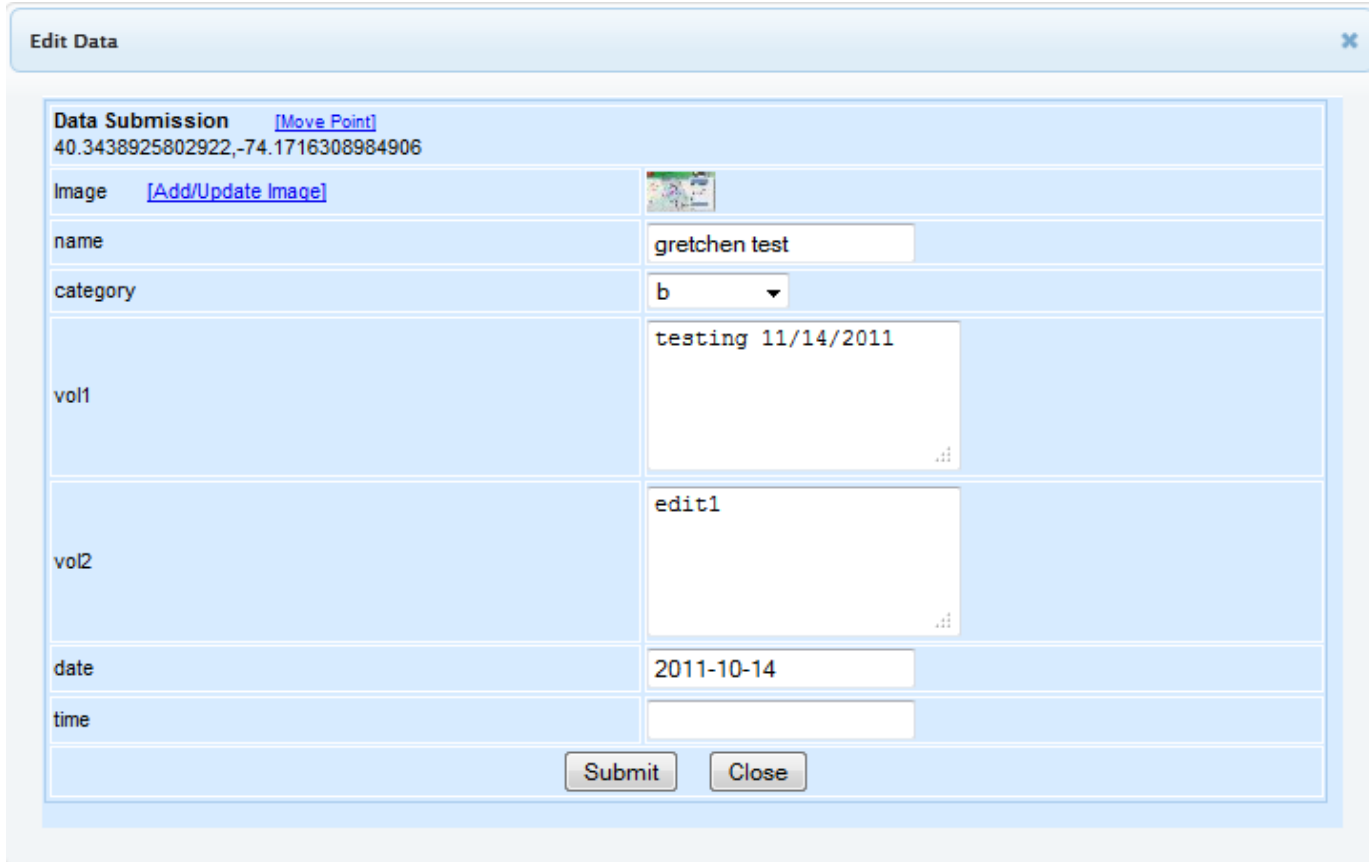
1 2

**\*Note:** Users can only edit the data they have entered on the map. They can not edit the data entered by others.

Find the data point you wish to edit and click on the number to the left of the data point. Sort the data by clicking on the column names or type key words into the text box next to the “Find name” button to search for the data. You can edit the data, upload a different image, and move the data point.

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## Edit Data (continued)



The screenshot shows a web browser window titled "Edit Data". The form contains the following fields and controls:

- Data Submission**: Includes a blue link "[Move Point]" and the coordinates "40.3438925802922,-74.1716308984906".
- Image**: Includes a blue link "[Add/Update Image]" and a small map thumbnail.
- name**: A text input field containing "gretchen test".
- category**: A dropdown menu with "b" selected.
- vol1**: A text area containing "testing 11/14/2011".
- vol2**: A text area containing "edit1".
- date**: A text input field containing "2011-10-14".
- time**: An empty text input field.

At the bottom of the form are two buttons: "Submit" and "Close".

Edit the data in the information text boxes.

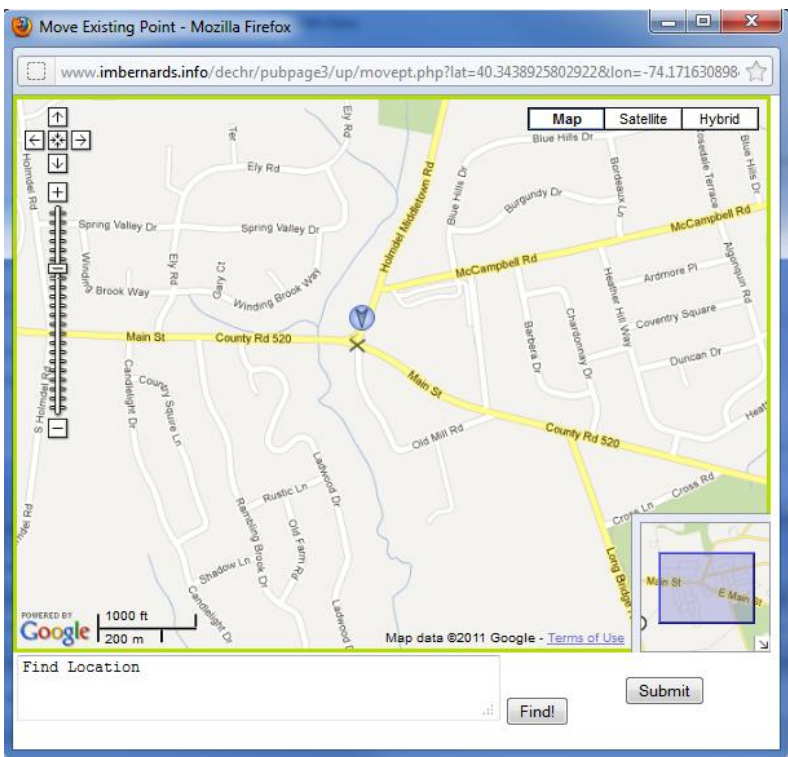
To move the point, click on the "Move Point" text link next to "**Data Submission**".  
To upload an image, click on the "Add/Update Image" text link next to "**Image**".

Click the "Submit" button to save your data point.

# Edit Data -

# Move the Point

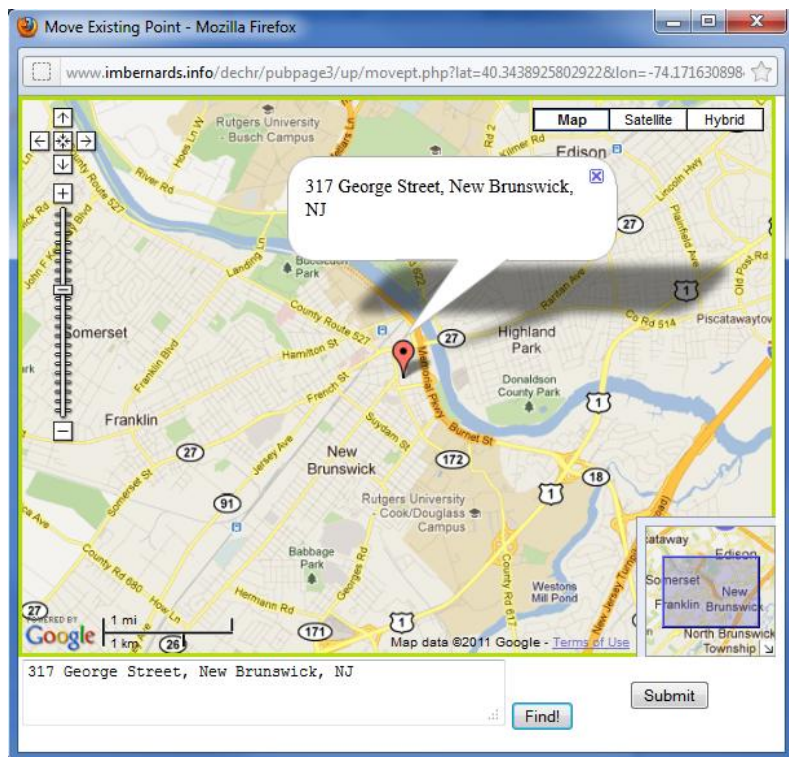
There are two ways to move the data point:



## Manual “Click and Drag”

Pan around the map manually and click and drag the icon to the new desired location.

Once satisfied with the location, click the “Submit” button.



## Type an Address

In the text box below the map, type in an address and click the “Find!” button.

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# Comments

Add Data Edit Data **Comments**

**Send us your comments**

**Note.**  
Have questions or comments? Let us know by filling out the comment form below. We will respond to your inquiry as soon as possible.

Name:

E-mail:

Subject:

Message:

Have any questions or comments?  
Complete the comment form and click the **“Send”** button.