App Settings - Maps and Locations

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| Script | Direction |
| CampusM can provide your end users with campus maps that include precise location information for rooms, buildings, and other facilities on your campus.  Users can browse the different locations by location categories, such as dining, libraries or academic buildings.  In this session we'll learn how to configure maps and locations. | Suggestion: Show maps end user experience within the app |
| Maps, Location Categories, and Positions are managed under App Settings > Maps/Locations. | Navigate to App Settings and highlight the Maps/Locations panel |
| In the Import and Export Positions section, you can import a file with your university's positions in bulk. Your institution has likely already done this, as part of your activation process. We will therefore focus on manual edits to maps. | Suggestion – highlight Import/Export area of the panel. Or an example of the import spreadsheet. |
| Under Campus Maps, you can view and edit your existing Maps. You can click on an existing Map to edit it, or create a new Map.  Give your map a name.  You can optionally add a map image, which must be to scale. We recommend not uploading an image. Instead, your app will display Google Maps or  Apple Maps.  For Last updated, you can enter today's date and time.  Sort order is an optional numerical position where this map will appear in the list of maps to the end user.  Next, provide the latitude and longitude coordinates of the top left and bottom right corners of the rectangle of your campus.  You can easily obtain this information from Google maps, for example. To get the northwest corner of the campus, right-click on the position, and click on the coordinates. Then paste the latitude and longitude separately, and truncated to up to ten decimal places. Now let's do the same for the bottom right corner.  After filling in the information, click Save. | Navigate to App Settings > Campus Maps and click on a map to show settings. Highlight save process |
| To help your users browse your positions, you can create Location Categories under App Settings > Maps/Locations: Location categories. Example categories are Dining, Libraries, Academic Buildings rooms etc. Categories can be restricted by App Roles; for example, only showing staff facilities to users with a Staff App Role.    You can add a new Location Category, or edit an existing one.    In addition to the name, the key area to configure is the Roles, which determine to whom the category and the items assigned to it will be visible. Check the relevant app roles to make the category available in their maps tile. You can also leave it on the default.  When done, click Save. | Navigate to App Settings > Location categories and edit/create category    Highlight the Roles section |
| Having made changes to your Maps and Location Categories, you need to Publish the changes to make them available to your end users. Go to App Settings > Publish Content. Check the relevant rows (in our case Maps and Location Categories), and click Publish. Your changes are now available to your end users. | Navigate to App Settings > Publishing and select the Map checkbox |
| The final items to configure are the Positions themselves, under App Settings > Maps/Locations: Positions. Here you can view and edit the existing positions in your campus.    To create a new position, click Add position, and complete the fields. In addition to providing the latitude and longitude, you should also provide both a Location Category and a Campus Map. You may add more than one, if needed.  When done, click Save. | Navigate to App Settings > Position and edit/create category |
| You should now be able to create and edit Maps, Location Categories, and Positions within your app; thus greatly helping your students navigate their way around campus! | Suggestion – switch to native view of maps for end users. |