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Inspire Policy Making with Territorial Evidence

ADMINISTRATOR MODULE GUIDANCE //

ESPON tool for mapping soft territorial cooperation areas and initiatives

Monitoring and Tools // March 2022

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Disclaimer

This document is a user manual.

Table of contents

1   The administrator module: overview

The ESPON ACTAREA web app includes an administrator module (or back office) is accessible to administrators and super-administrators only. It includes the following components:

- List of users

- List of administrators (accessible to super-administrators only)

- List of processes

- Lists of graphic features, with the possibility of uploading additional ones and deleting existing ones, by type of feature:

    o Patterns

    o Colours

    o Pictograms

    o Predefined arrows

    o Geometric points

- Management of language options:

    o Modifying the list of process languages,

    o Adding interface languages, or modifying textual elements in the web app.

- Download of spreadsheet with usage data, which can be used to produce usage statistics with the help of Excel pivot tables

- Management of template: display list of templates created by users, validation of templates.

In this guidance document, you will find text boxes with three recurring pictograms:

Points of information

Hints on how can make even better use of the ACTAREA web app

Warnings

2   Accessing the administrator module

The administrator module is accessible at the following address:

https://actarea-back.espon.eu/#/

It is accessible to users designated by the super-administator. Super administrator login credentials are predefined by the web app developer.

3   List of users

The list of users provides the following information:

- User ID number

- First name

- Surname

- Last login

- E-mail address

Each element can be modified by the administrator. Each profile can be deleted, e.g. at the request of the user, or if the user has not complied the terms of usage.

Empty lines in list of users

In order to ensure GDPR compliance, personal data is deleted from the server when a profile is deleted.

When this happens, the corresponding row is empty, except for a user number.

Users invited by facilitators

The administrator can access to lists of persons invited by a facilitator to a specific process under "Processes" (see below).

These invited participants appear in the list of user only if they accept the invitation (i.e. create a user profile)

4 Processes

The list of processes contains the following elements:

- Name,

- Type (mapshot or institutional mapping)

- Name of facilitator

- Number of contributions received

- Number of Layers

- Date of creation

- Status: draft, invitations sent, process finalised (i.e. consensus solution produced)

In addition, a "view more" button is accessible on each row. This makes it possible to access more detailed information on the Process, i.e.:

- The template used (if applicable)

- Whether it is monolingual or multilingual

- The list of process languages (ISO 639 codes, separated by commas)

- Whether a consensus solution has been produced

- Whether participant inputs are provided by group or by participant

- The list of participants

5 Language options:

5.1 List of process languages

The list of languages from which facilitators can select process language is included in the Annex. Each language is designated using language name used by native speakers as designation for their language (autoglottonyms). These names are sorted on the basis of their transcript in latin characters. The list contains main European languages.

The list of process languages can only be modified by the developer.

5.2   Interface languages

Most textual elements in the web app are included in a spreadsheet. Exceptions are described in the text box below.

This spreadsheet can be downloaded, modified and uploaded without changing the order or name of columns, the order of rows or the content of pre-existing columns, an interface language can be added. This is done by adding a column to this spreadsheet with the ISO 639 code, autoglottonym and latin transcript of the name of the additional language, together with translations of all textual elements in each of the following rows.

> ### Language of text on buttons
>
> Modifying text in buttons requires the intervention of the web app developers.
>
> These textual elements are listed in a separate file. Their integration in the web app is estimated to require 0,5 person-days.

6   Uploading graphic features

6.1   Patterns

To upload a new pattern, the administrator must:

- Indicate a pattern name
- Indicate a pattern type, i.e. the palette to which the pattern is associated. These palettes are only relevant for Mapshots, as they appear under design settings.
- Indicate whether the pattern should be used in Mapshots or Institutional mappings

Two files then must be uploaded in svg format:

- An "image" in svg format, i.e. the file which is replicated to generate a pattern
- A "thumbnail" in svg format, i.e. the file on the basis of which facilitators and participants can select the pattern.

The list of all previously uploaded patterns is displayed below the upload interface. Parameters for each pattern can be modified.

A pattern can be removed by clicking on the corresponding button.

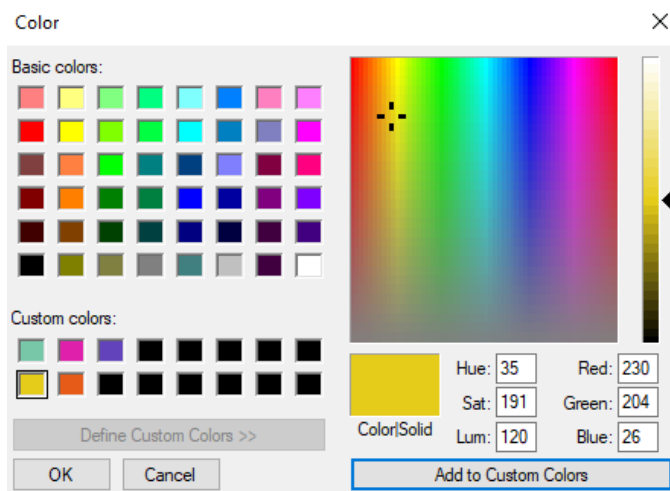## 6.2   Colours

Colours are organised by palettes:

- Many different palettes for Mapshots, which are stored in three types:

- o   Typology
- o   Ranking
- o   Deviation
- A single palette for Institutional mappings

To create a new palette, the process facilitator:

- Indicates a same,
- Associates the colour with one of the three types,
- Select a colour using the "Colour" button, which opens the interface shown in Figure 1,
- Clicks the "add colour" button,
- Uploads a "thumbail" file (see below),
- Presses "create new palette".

Figure 1 Colour selection interface

The list of previously created colour palettes is displayed below the interface to create new palette. By pressing the "+" button on each row, the administrator can edit the list of colours accessible under each palette and modify the thumbnail.

Palettes are represented using thumbnails, on the basis of which they are selected by users under "design settings". Thumbnails do not necessarily include all colours available but provide a representative sample. Thumbnails are stored as svg files. As illustrated by Figure 1, they are composed of 16 squares.

Figure 2 Example of colour palette (ranking)

6.3   Pictograms

The administrator can:

- Upload additional pictograms

- Display and modify existing pictograms, change their names

ESPON ACTAREA Web app pictograms should be circular, with a uniform blue (#213A8D) background and the graphic elements drawn in white within this circle. These elements can be drawn as surfaces or lines (i.e. with white fill colours and/or white line colours). The blue background colours can then be replaced by any other colour be web app users.

To upload a new pictogram, the administrator:

- Indicates a name

- Associates it to one of the following type:
  - o   Industry
  - o   Energy
  - o   Transport
  - o   Economic Development Models
  - o   Service Sector
  - o   Tourism
  - o   Culture and heritage
  - o   Environmental Policy
  - o   Government and governance
  - o   Innovation and Production factors
  - o   Others
- Uploads the pictogram file in SVG format.

This SVG file is used both to generate thumbnails for drawing tool menus, and to be directly integrated in the Mapshot.

The list of previously uploaded pictograms is displayed below the interface to upload new pictograms. By pressing the "+" button on each row, the administrator can display the pictogram, change its name, associate it to another category and upload an alternative svg file.

A pictogram can be removed by clicking on the corresponding button.

6.4   Predefined arrows

The administrator can:

- Upload additional predefined arrows

- Display and modify existing predefined arrows, change their names

ESPON ACTAREA Web app predefined arrows should be circular, with a uniform blue (#213A8D) background and the graphic elements drawn in white within this circle. These elements can be drawn as surfaces or lines (i.e. with white fill colours and/or white line colours). The blue background colours can then be replaced by any other colour be web app users.

To upload a new predefined arrow, the administrator:

- Indicates a name
- Associates it to one of the following type:
    - o Medium with left and right arrowheads
    - o Large with left and right arrowheads
    - o Small with left and right arrowheads
    - o Medium with left arrowhead
    - o Large with left arrowhead
    - o Small with left arrowhead
    - o Medium with right arrowhead
    - o Large with right arrowhead
    - o Small with right arrowhead
- Uploads the predefined arrow file in SVG format.

This SVG file is used both to generate thumbnails for drawing tool menus, and to be directly integrated in the Mapshot.

The list of previously uploaded predefined arrows is displayed below the interface to upload new predefined arrows. By pressing the "+" button on each row, the administrator can display the predefined arrow, change its name, associate it to another category and upload an alternative svg file.

A predefined arrow can be removed by clicking on the corresponding button.

6.5   Geometric punctual symbols

The administrator can:

- Upload additional geometric punctual symbols
- Display and modify existing geometric punctual symbols, change their names

ESPON ACTAREA Web app geometric punctual symbols should be circular, with a uniform blue (#213A8D) background and the graphic elements drawn in white within this circle. These elements can be drawn as surfaces or lines (i.e. with white fill colours and/or white line colours). The blue background colours can then be replaced by any other colour be web app users.

To upload a new geometric punctual symbol, the administrator:

- Indicates a name
- Associates it to one of the following type:

- o   Medium with left and right arrowheads
- o   Circle
- o   Rectangle
- o   Triangle
- o   Rhombus
- o   Pentagon
- o   Hexagon
- o   Star
- o   Heart
- o   Cross
- o   Quatrefoil
- o   Incident
- Uploads the geometric punctual symbol file in SVG format.

This SVG file is used both to generate thumbnails for drawing tool menus, and to be directly integrated in the Mapshot.

The list of previously uploaded geometric punctual symbols is displayed below the interface to upload new geometric punctual symbols. By pressing the "+" button on each row, the administrator can display the geometric punctual symbol, change its name, associate it to another category and upload an alternative svg file.

A punctual geometric symbol can be removed by clicking on the corresponding button.

7   Usage data

The administrator can download a spreadsheet with usage data. This file the following variables for each process:

- Name of process
- Process creator user id
- Process creator user surname
- Process creator user first name
- Process creator user email
- Mapshot / Institutional mapping
- Template used (yes/no)
- Multilingual/Monolingual
- Group inputs/individual inputs
- Languages used (ISO639 codes, comma separated)
- Process creation date

- Invitation sendout date

- Number of invitations sent

- Number of invitations accepted

- Number of consensus solutions produced

8   Template management

A template is a process created by another user, without information on invited participants, the inputs provided by these participants and the syntheses of the results. This makes it possible for web app users to reuse the layer configurations, questions and drawing tools of other users.

Processes are reviewed by the administrator before it is made publicly available.

The template management interface includes a list of all templates and offers the possibility to:

- Change the status of a template ("submitted" (by default), "public" or "rejected")

- Change the name of the template

When you open a template, you find a ready-to-use process which you can adapt to your needs. This revised process can then also become a template accessible to other users.

Annex

List of process languages

ISO 639	Autoglottonym	Latin transcript (for sorting)
az	Azərbaycan dili - آذربایجان دیلی - Азәрбајчан дили	Azerbaijani
bar	Bairisch	Bairisch
bg	Български	Bălgarski
be	Беларуская мова	Bielaruskaja mova
bs	Bosanski - Босански	Bosanski
ca	Català	Català
cnr	Црногорски	Crnogorski
cs	Čeština	Czech
da	Dansk	Dansk
de	Deutsch	Deutsch
et	Eesti keel	Eesti keel
el	ελληνικά	Elinika
en	English	English
es	Español	Español
fr	Français	Français
ga	Gaeilge	Gaeilge
hr	Hrvatski	Hrvatski
os	ирон æвзаг - дигорон æвзаг	Iron ævzag
is	Íslenska	Íslenska
it	Italiano	Italiano
lv	Latviešu valoda	Latviešu valoda
lb	Lëtzebuergesch	Lëtzebuergesch
lt	Lietuvių kalba	Lietuvių kalba
ro	Limba română	Limba română
hu	Magyar	Magyar
mk	македонски	Makedonski jazik
mt	Malti	Malti
nl	Nederlands	Nederlands
no	Norsk	Norsk
nb	Norsk - bokmål	Norsk - bokmål
nn	Norsk - nynorsk	Norsk - nynorsk
pl	Polski	Polski
pt	Português	Português
kk	Қазақ тілі - қазақша -	Qazaq tili - Qazaqsha
roh	Rumantsch	Rumantsch
ru	Русский язык	russkiy yazyk
se	Saami	Saami
sq	Shqip	Shqip
sk	Slovenčina	Slovenčina
sl	Slovenščina	Slovenščina
sr	Српски језик	Srpski jezik
fi	Suomi	Suomi
sv	Svenska	Svenska
tr	Türkçe	Türkçe
uk	Українська мова	Ukrayins'ka mova