



USER GUIDE

LIST AND LOCATIONS

05/06/2021

1. INTRODUCTION

This list and location feature allows front-end users to enter a location (current or elsewhere) to find the closest desired state service, event, or facility on a searchable and navigable map. For example, if a user wants to find the nearest emergency services department or where to renew a driver's license, this feature will populate a map with the exact locations, addresses and contact information based on approximate keywords entered.

2. SETTINGS SETUP

- 2.1. To turn on automatic geo location (not needing to fill out lat / long):
 - 2.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>)
 - 2.1.2. Go to Site Settings
 - 2.1.3. Manage Site Features
 - 2.1.4. Turn on "PA.SPEnterprise.EventLocator geocode generator"

3. CREATING A LIST

- 3.1. To create the list:
 - 3.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>)
 - 3.1.2. Go to the desired page subsite you will use the map to setup the functions
 - 3.1.3. Go to Site Contents
 - 3.1.3.1. Click Add an App
 - 3.1.3.2. In search box "find an app" fill in EventLocator
 - 3.1.3.3. Select EventLocatorList
 - 3.1.3.4. Name the list, your choice
- 3.2. If you want to use the category option, you will need to add your options
 - 3.2.1. Go to List, List Settings, Select Event Category under Columns
 - 3.2.1.1. Type each choice into the choice box, click Ok
- 3.3. To Add your items, Click Create
 - 3.3.1. Columns will look like:

Title *

EventAddress *

EventLocation [Specify location Or Use my location](#) [Clear](#)
Location data will be sent to Bing Maps. [Learn More](#)

EventDetails *

EventCategory

3.4. There are three ways to configure events. You can configure via the Specify location, Use my location, or EventAddress.

3.4.1. If you are using the latitude and longitude feature, we recommend using Bing maps to find the latitude and longitude (<https://www.bing.com/maps>) or <https://www.latlong.net/convert-address-to-lat-long.html>.

3.4.2. If you are using the Use my location feature, you will need to “Allow Location Access”

3.4.3. If only utilizing the EventAddress, you will need to remove the required* field for EventLocation

4. ADDING COLUMNS TO AN EXISTING LIST

4.1. If you would like to add the event columns to an existing list:

4.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>)

4.1.2. Go to the desired list you will use the map with (the map will also have to be within this subsite)

4.1.3. Find the list you want to edit, open it

4.1.4. Under List, List Settings, find the column section

4.1.4.1. Click Add from existing site columns

Settings · Add Columns from Site Columns ⓘ

Select Columns
Select which site columns to add to this list.

Select site columns from:
Event Locator Support Fields

Available site columns:
EventAddress
EventCategory
EventDetails
EventLocation

Columns to add:

Add >
< Remove

Description:
None

Group: Event Locator Support Fields

Options
 Add to default view

OK Cancel

- 4.1.5. Select Event Locator Support Fields
- 4.1.6. Move all site columns to add (*Do not uncheck add to default view)
- 4.1.7. Click OK
- 4.2. If you want to use the category option, you will need to add your options
 - 4.2.1. Go to List, List Settings, Select Event Category under Columns
 - 4.2.1.1. Type each choice into the choice box, click Ok

Notes: Whichever column is considered Title will be the Event Title

5. EDITING COLUMNS OF AN EXISTING LIST

- 5.1. If you would like to edit the event columns to an existing list:
 - 5.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>)
 - 5.1.2. Go to the desired list you will use the map with (the map will also have to be within this subsite)
 - 5.1.3. Find the list you want to edit, open it
 - 5.1.4. Under List, List Settings, find the column section
 - 5.1.5. Select Event Location
 - 5.1.5.1. Update the Column name field
 - 5.1.5.2. Click No under Require that this column contains information:
 - 5.1.5.3. Select OK
 - 5.1.5.3.1. This will remove the requirement to the field associated. Therefore, you will be able to configure locations via the EventAddress field

6. ADDING/EDITING THE WEBPART TO THE PAGE

6.1. To add the List and Location functions:

- 6.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the desired page to setup the functions
- 6.1.2. Edit the Page
 - 6.1.2.1. Click “Add a Webpart” in the webpart zone you want the list to show
 - 6.1.2.1.1. Note: Make sure to add the webpart in the zone not the content area
 - 6.1.2.2. Under Categories, find and select PAI Enterprise
 - 6.1.2.3. Under Parts, find and select EventLocator
 - 6.1.2.4. Click Add
 - 6.1.3. Click “allow location access” (this may be a browser pop-up)
- 6.1.4. Edit the Webpart
 - 6.1.4.1. Click Web Part Properties
 - 6.1.4.2. Select the list with the location data
 - 6.1.4.3. If you want to change Event Details title, update the “Type of details” text box to reflect your desired changes. Otherwise it will default to Event Details
 - 6.1.4.4. Click Ok
 - 6.1.4.5. Check in Page

7. NOTES

- 7.1. Adding extra columns will not show on the front end
- 7.2. If the same physical address is used multiple times, it may not show on the map
- 7.3. Do not use special characters (ex: Suite# or #)