

USER GUIDE

LIST AND LOCATIONS 05/06/2021

1. INTRODUCTION

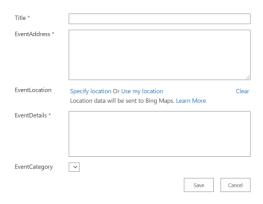
This list and location feature allows front-end users to enter a location (current or elsewhere) to find the closest desired state service, event, or facility on a searchable and navigable map. For example, if a user wants to find the nearest emergency services department or where to renew a driver's 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:

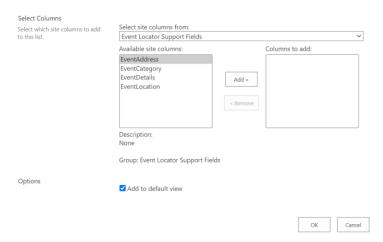


- 3.4. There are three ways to configure events. You can configure via the Specify location, Use my location, or EventAddress.
 - 3.4.1. If you are using the latitude and longitude feature, we recommend using Bing maps to find the latitude and longitude (https://www.bing.com/maps) or https://www.latlong.net/convert-address-to-lat-long.html.
 - 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 ®



- 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 #)