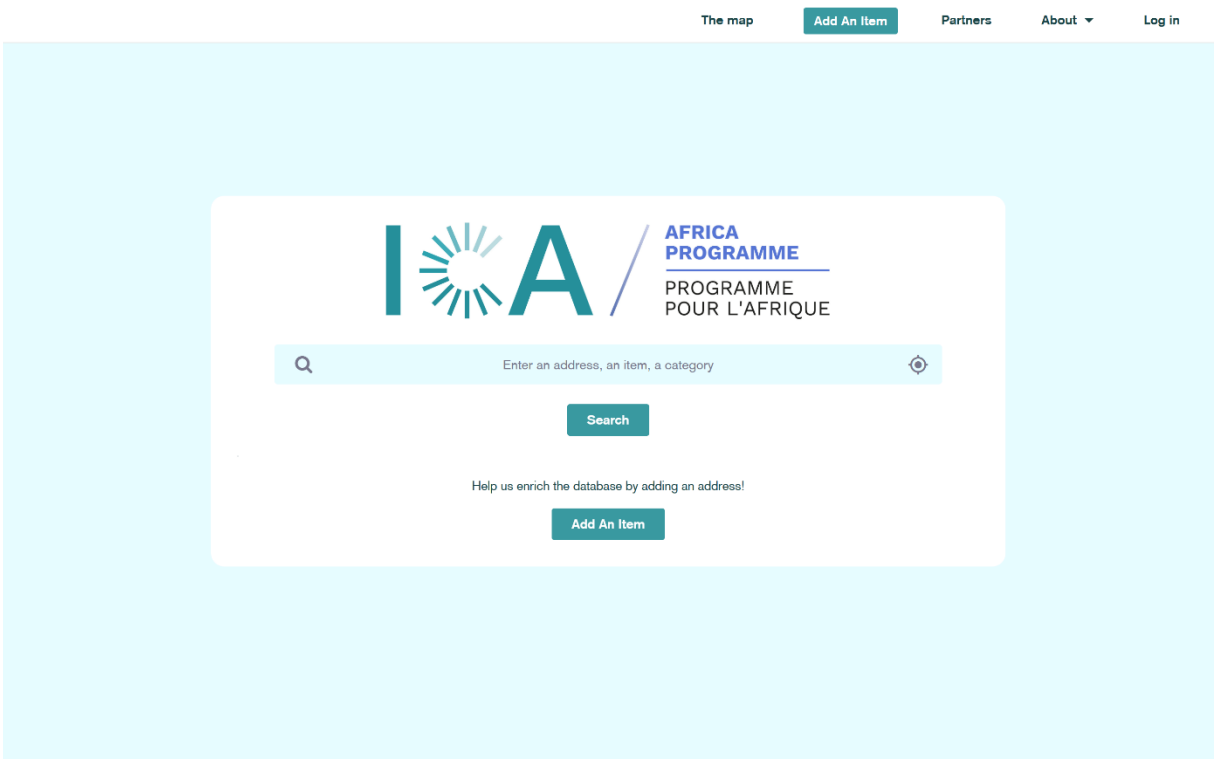
USER GUIDE

Homepage



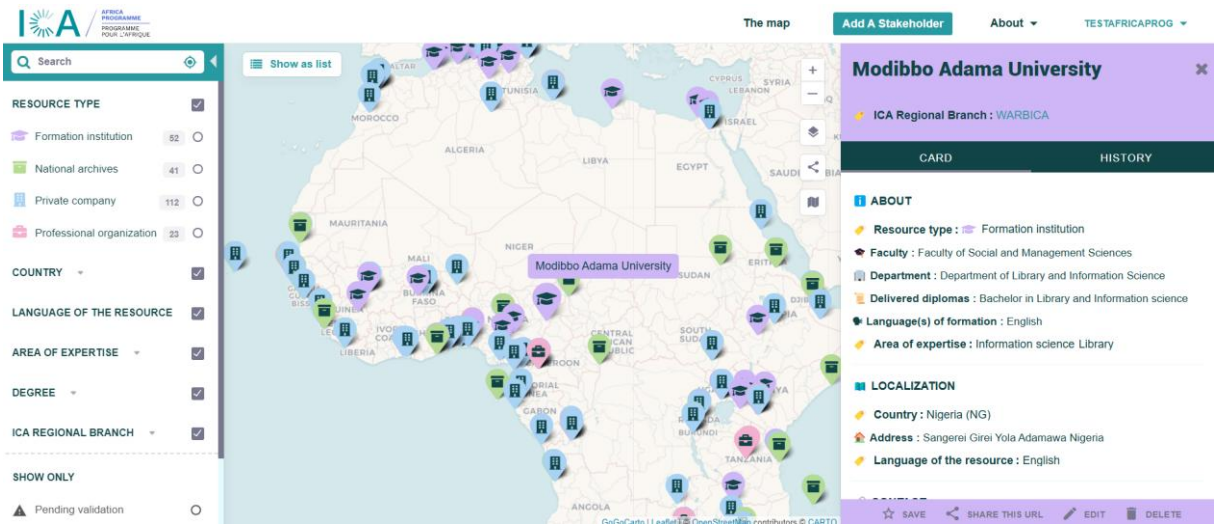
To view the map without performing a specific search, click on "**The map**" in the top-right menu.

To suggest a new item for inclusion, use the "**Add An Item**" button. Detailed instructions on how to propose a new item can be found in *0 Add An Item, p.2*.

The "**About**" section contains additional information about the project, the user guide, the project partners and details regarding data usage, as well as contact information to reach the Administrators of the project.

The "**Log in**" option allows account creation or sign-in, unlocking collaborative moderation features. For further details, refer to *0 Collaborative moderation, p.2*.

Map interface



Filters

The left menu enables searches and filtering of results based on different categories. Items marked as "Pending validation" are under moderation, allowing votes for their inclusion or rejection on the map. The "Show as a list" button, next to the menu, displays results in list format instead of on the map.

Info bar

On the right, the info bar appears when an item is selected. At the bottom of the info bar, there is an option to add the item to the favorites list. To view only the favorites, select “Your favorites” at the bottom of the left menu.

Contribution

Add An Item

Items can be added to the map either anonymously or by logging into an account. Four fields are mandatory: the type of item, its name, the country of location, the language(s), and the full address with geolocation. Additional fields are optional but strongly recommended.

Only the sections "About the item," "Contact details of the item," and the category corresponding to the selected type (e.g., "National archives" for a national archive) should be filled out.

Collaborative moderation

When an item is added or modified, the data is not updated immediately. The item first appears as "greyed out" on the map, allowing all logged-in users to cast a single vote for the item.

After a predefined number of votes, the item may be automatically validated or rejected. In cases of conflicting votes (positive and negative), a Moderator will review and make a decision as quickly as possible.

To vote, select a "Pending validation" item with a greyed-out icon. Then click "Vote" and choose the appropriate option ("exists and I confirm that the given information is accurate" is the only option available for validation).

All votes can be accessed by navigating to the account menu in the top-right corner, selecting "My Space," and then clicking on "My Votes."

Additionally, changes can be suggested by selecting an item and clicking “Suggest changes” at the bottom of the info bar. This opens a pre-filled form where the information can be modified as needed.

Ownership

If part of the structure is associated with an item, it is possible to request ownership of the item.

If the item already exists on the map, select “Suggest changes” and check the box at the bottom of the form labeled “I am involved in the management of the described structure.” This request will require validation by a Moderator. Once approved, navigate to “My contributions” in “My space” and click the “Take ownership” button to complete the process.

If the item does not exist yet on the map, make a contribution through the “Add An Item” form and check the box “I am involved in the management of the described structure”.

Account management

To create an account, click on "Log in" in the top-right corner of the menu. Once the account is created, it allows access to features such as creating a list of favorites, suggesting changes to items, and requesting ownership of items.

In the top-right corner of the menu, the "My Space" section provides access to several features:

- **My settings**: Allows changes to the username and enables email notifications for newly added items nearby.
- **My contributions**: Displays and manages all items added through the form and provides updates on the status of ownership requests.
- **My votes**: Shows the status of items that have been voted on, including whether they have been added or refused.
- **My reports**: Provides updates on submitted reports, indicating whether they are awaiting moderation, accepted, or refused.
- **Delete my account**: Permanently delete the account and all associated data. This action is irreversible. However, any suggested changes will remain visible until they are moderated.