MapX User Guide

Version 1.0

Section 2: Introduction to the Project Workspace
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Purpose of this guide

This is part two of a series of user guides. This section of the MapX guidance will introduce you to the project workspaces of MapX. If you want to learn more about the function of projects, how to access different projects, or creating your own project for spatial data, read the introduction for public users. If you are working with the MapX application and are already an administrator, publisher, or member of a project, use this guide to find out how to configure your project, invite members and add external views to your project. If you are new to MapX, refer to Volume 1 for more introductory information. If you have already seen Volume 1, skip ahead to the “Introduction to Projects” section.

What is MapX?

MapX is an innovative spatial data platform to map and monitor the environment and the sustainable use of natural resources using the best available scientific data. It was developed jointly by UN Environment and GRID-Geneva, in partnership with the World Bank and the UN Development Programme. The MapX platform is open source and based on a cloud computing architecture. The goal of MapX is to ensure that different stakeholders have access to equal information to improve monitoring and decision-making processes. It aggregates planetary data from trusted sources and offers a series of online tools for analysis, visualization and communication. MapX’s front-end can be fully customized and integrated in external web platforms. MapX hosts spatial data to support monitoring and decision making in a range of sectors, including biodiversity, extractives, chemicals and water.

The core mission of MapX is:

- To contribute to global sustainability by offering the possibility to share open, trustworthy data regarding natural resources;
- To increase the capacity of policy and decision makers to access and analyze maps for evidence-based dialogue and policymaking; and
- To be an impartial hub for trusted geospatial data backed by the neutrality of the United Nations.
Key Features of MapX

The MapX application has an easy-to-use toolkit for you to navigate on the latest and most trusted spatial data for natural resources planning.

1. **Spatial data catalogue:** a one-stop shop for countries and stakeholders to freely access and share the best available spatial data, brokered from premier institutions.
2. **Data workspace:** a collaborative, secure and private online space where it is possible to access and manage your dataset.
3. **Data downloading and reporting:** maps can be downloaded and integrated directly into reports. Additionally, the underlying data can be downloaded, streamed and integrated into existing platforms.
4. **Data dashboards:** bring information to life with customized data dashboards and charts. It allows you to monitor progress at a local, national or global level.
5. **Analytical tools:** visualize change over time using a time slider function, and perform overlay analyses to identify conflicting land-uses or opportunities in a few clicks without any additional software.
6. **Story maps:** an innovative data storytelling tool which integrates narratives and multimedia such as photos and videos with interactive maps to reach a wider audience.
7. **Impartial data:** MapX is underpinned by UN impartiality and has the ability to act as a trusted broker of public and private data.

*Fig 1: Biodiversity Intactness Index (2016), T. Newbold et al.*
Disclaimer

This user guide provides you instructions to access, search, visualize and upload data, and conduct basic analyses, and download data layers and maps.. It was developed by the MapX technical team in February 2019 and will be updated on a regular basis to reflect changes occurring in the platform. If you notice any discrepancies between the MapX tool and the most recent user guide, please keep in mind that another version of the guidance may be launched soon, or don’t hesitate to contact us at support@mapx.org to have further explanations.

Glossary

MapX uses a specific vocabulary that users must be familiar with to interact with the platform. Here is a glossary to help you in your user journey:

Abstract: In MapX, abstracts describing the attributes that are being displayed are located below the legend and above the View Toolbar in each view.

Attributes: Attribute data is information which describes the what, why, and how in tabular format of spatial features. In MapX, when you click on a point, line, or polygon, the pop-up will contain attributes of that feature. MapX can only display single attributes from a spatial dataset at a time.

Layer: A layer is a category of visualized data which includes: vector tiles, raster tiles, custom code and custom layers. It does not include story maps.

Metadata: A set of data that describes and gives information about other data. In MapX, complete metadata is important in verifying data integrity and accuracy. You can check the metadata of each dataset by clicking the small "I" located beneath the abstract of each view.

Project: A project is a password-protected work environment in MapX. It is administered either by the MapX team or by the user itself. A project contains data already pre-populated or data that have been uploaded by the user.

Source: The data uploaded into projects by MapX users are called sources. These sources are then visualized into views that can be selected on the MapX web app. Please note that sources are not visible on the platform and require to be processed into views before they are seen by users.

Story map: A story map is a web application that combines a spatial data with narrative, usually involving text and multimedia content, including photos and videos. The MapX story map engine allows users and visitors of the platform to independently visualize story maps using live data that is streamed from MapX.
**View:** Views display a single attribute from a source dataset that have a spatial element. The difference between what you may know as a layer and we call a view, is that views can only show one attribute at a time, while typically layers in geospatial software can show multiple attributes. Each view is described with an abstract for that attribute and the metadata information of the source dataset from which it was created. User privileges of each view may differ from those of the source dataset.

**View Panel:** The view panel is the legend at the left of the MapX web page. It contains the list of views in each project, the language controls, and the search and filtering functions. To learn more about the view panel functions see “How do I explore data?”

**View Toolbar:** The view toolbar is the small collection of buttons that occurs horizontally beneath the abstract of each view. To learn more about the view toolbar functions, check the section “What is the view toolbar?”

**Toolbar:** The MapX toolbar is the collection of navigation buttons that lie horizontally across the top of the MapX web page. For a more in-depth look at what each one of these buttons does, check the section “What are the Navigation Buttons?”
Introduction to Projects

What is a project?
MapX offers dedicated environments (projects) where users can find specific data (views) that can be shown on map. Projects can be directly managed by MapX partners or by the MapX team.

Projects are customizable, cloud-based data workspaces in which users can create, upload, and share data with other project users and beyond. They can be public or private to people browsing the platform and are stored in secure servers managed by UN Environment custodians to ensure that only users with correct privileges can access the project.

Projects are controlled by an administrator who determines the access rights for all other users, including what other users visualize, publish and edit within the project. The administrator also decides who can join the project and which data layers can be published within the project and publicly.

How do I explore different projects?
Generally, when you enter the MapX web application you will be directed to the “World” project. If you would like to explore other projects, click the name of the project in the upper left corner of the view panel (red rectangle). Click on the title of the project you would like to explore (green rectangle). You will then be moved to that project area, where you can explore the different views that are associated with that project. To start with, we recommend exploring these public projects:

- Minamata Convention on Mercury
- UNBiodiversityLab – World
- MOOC – Environmental Security and Sustaining Peace
I want a project! How do I create one?
Projects are managed by MapX on a cost-recovery basis. However, if you have an idea about a project you would like to create, and why it would be beneficial to have it on MapX, please send an email to the support team at mapx@un.org

What's the difference between public and private projects?
There are several tiers of privacy that can be applied to a project. Projects can be publicly available to everybody, accessible from the drop-down project list and searchable by registered or unregistered users. Projects can appear on the drop-down list, but contain private views. Projects can also be entirely private, meaning they will not appear in the drop-down list and members can only be added by the administrator or via an invitation. Private projects can only be seen and consulted by members of the project. A member of a project has specific rights over the content of the project that a public user doesn't have. The administrator of the project is the only one in charge of accepting/denying the membership request of any user and to propose new members to be included in the project.

Who can join a project?
We suggest only joining a project if you are familiar with the administrators and work the project is trying to achieve. All project requests are reviewed by administrators – you will most likely not be accepted in a project if you are not known to the administrator. However, if the project is public you can still see the views and visualize the data.
How do I join a project?

To become a member of a project a user can also send a request to the administrator by selecting “Join” (red dashed box) in the “List of projects” tab (blue dashed box). When the administrator approves your request, you will receive a link from bot@mapx.org with a link. Click the link to confirm your membership. Refresh the page and your upgraded status should appear in the List of projects.

![MapX platform, project menu](Fig_3_mapx_platform_project_menu_bis.png)

If the administrator has already added you to the project, your project will be visible at the top of the list of projects (green dashed line indicates projects that the user is a member of).

What if I am involved in multiple projects? How can I access them?

When you click on the current project to see the List of Projects, the projects that you are a member, publisher or administrator of will show up at the top of the list. You can select the title to enter the project.

Why can’t I find my project?

Make sure you are logged into MapX with the same email you used to join the project for the first time. You can check this by clicking the log-in icon, which is second from the left on the top toolbar. If logging out and logging in doesn't work, try re-joining the project or contacting the MapX support team.
Managing user rights

Who’s Who and doing what in the project?

What data a user can see, publish and edit is dependent on their user status. There are four types of users that exist in MapX: public, member, publisher and administrator. User status is defined for each project and therefore changes from project to project. An account can have a public role in a project X while being a member in a project Y and an administrator in a project Z at the same time.

The administrator of a project is the only person that:

- Can invite new members to the project
- Change the level of collaboration that each member has in the project (member, publisher, administrator)
- Accept or deny membership requests to the project that are being sent by other users. User privileges are shown in the below table.

<table>
<thead>
<tr>
<th></th>
<th>See public layers</th>
<th>See non-public layers</th>
<th>Overlap estimation</th>
<th>Download data</th>
<th>Create Views*</th>
<th>Edit Views</th>
<th>Publish Views</th>
<th>Assign roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Member</td>
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<td>Administrator</td>
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</tr>
</tbody>
</table>

*Creating views include making story maps.

Membership requests are sent by email from bot@mapx.org. Please check your emails actively and manage the requests that you received. To deny a request you don’t need to do anything. To accept the request, you need to click on the link in the email and follow the procedure on the page that will open. At the end of this procedure, the user will receive an email with a link that will guarantee him to be a member of the project.
User rights of publishers: Managing data from other projects

Can I visualize data from other projects in my project?
Yes! You can share views from other projects to your project, as long as you are the administrator or publisher. This is useful for visualizing national or regional level data against globally derived datasets. You can share views to your project that are from public project, or projects which you have access to.

How do I add views from other projects to my project?
Click the “Share” button (red circle) beneath the view of your choice in any project and enter the name of your project(s) in the field and select “Add view to selected project(s)”. The save icon indicates that it has been sent to your project.

Fig 4: MapX platform, add a view to my project

How do I delete views from my project?
If you would like to delete unnecessary views from another project, navigate to the Toolbox within your project (red circle) and select “Manage External Views” (red box) under “Project Configuration”. Delete the views you would like to remove (blue circle).
If you accidentally delete a view that you would still like in your project, it is simple to add it back into your project. Navigate back to the Data Catalogue, find the view and re-share it as indicated previously.

**User rights of administrators: How do I manage my project?**

*How do I add new members to the project?*

1. Once you have logged into your Project, you can add new members by clicking on the toolbox (red circle).

2. Click “Invite a new member” and enter the emails of people you would like to extend an invitation to. You can customize the message before sending it.

3. New members should receive an email from bot@mapx.org. If they do not receive it, please have them check their spam.

4. New members will need to click the link in the email to accept the invitation.
The level of access that each user is granted by the administrator will determine their ability to edit, create, delete and share spatial data and maps. To define the user privileges of each member:

1. Open the toolbox (red circle).

2. Click “Define Roles” in the Project Configuration section of the toolbox to sort existing members to add to the publisher role (red box).
   a. **Members** will be able to see, use, and upload data in your project.
   b. **Publishers** can publish source layers and views for all members and can edit those that are available for “publisher” privileges.
   c. **Administrators** have the same authority as a publisher but can also change the status of others’ accounts and delete the project entirely.

3. Administrators can also remove members by selecting the “x” in the blue circle.
**How do I customize the project?**

Only administrators have the ability to modify the settings and parameters of a Project.

1. Select the toolbox (red circle).

2. Navigate to “Project configuration” tab (red box). Here, you can set the title, description, initial map position, and whether the project is public or private:

   a. You can change the title of your project.

   b. You can change the description of your project which will be publicly viewable.

   c. To set the position of the map that your project will open to, click “Initial Map Position” and zoom in to the chosen area and click “Use current map parameters.”

   d. You can highlight specific countries by selecting the country name(s) in the “Countries to be highlighted on the map” section.

   e. If you would like your project to be public, check the box next to “This project is public.” This checkbox is important - it decides whether that your project can be searched by anyone under the “list of projects”. We recommend that you keep your project public to allow other team members to easily find and join the project. This **does not** mean that the data you upload will be public.
Congratulations! You now know what a MapX project is, and how to manage user rights inside that project. You are now ready for the last step which is adding your own data in MapX, check out the third user guide, “Uploading spatial data into a MapX project” to learn how to do it! You don't feel comfortable yet with the basic interactions with MapX data? Don't hesitate to have a look again at the first guidance document on “Getting Started with MapX” to feel more confident about using MapX functionalities and interacting with the data.

Questions?

Don't hesitate to contact us at support@mapx.org