

User manual



KARTarkiv.no

Map archive for orienteering clubs



Konkylie Data AS

This user guide is supplemented by the videos published under the
YouTube channel Kartfreak
The document will change as new features are added.

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Language

The map archive is multilingual. Currently you can choose between English  and Norwegian , with Norwegian being the default choice when you first enter the map archive.

To change language, click on the ditto flag at the top of the menu on the left.

In the admin part of the system, you will be directed back to the current page for when you choose to change the language. If you have started filling out a form, e.g. the details page for entering a new map, you will see that the fields are emptied if you change the language before saving.

For the [Maps for all clubs](#) page, the view will return to the initial view if you change language along the way.

Country

The map archive is about to start up in other countries. 

Basically, you as a user do not need to change countries.

If you are about to register a new club, you will be given the opportunity to choose which country you want to register the new club for.

For later use, countries will follow the selected club.



Countries other than Norway do not have access to sell maps via Vipps. Handling elements for such will therefore not be displayed for non-Norwegian clubs.

Register new club

Registering a new club is most convenient from a computer (not a phone or a tablet).

Please note that a separate video has also been published showing the registration of a new club. The video is on YouTube under the Kartfreak channel, and you will find a link to it in at the bottom of the menu on the left when you have opened the admin panel.

Open a browser and search for **kartarkiv.no**.

Select **Kartarkiv** (top left button).

In the menu on the left of the next page, select **Register new club**. Then confirm or select your country.

The registration form will then open. On this page, you will get an insight into some of the services available, although there are many more. The ones you are presented with here are those that are either required for registration, or services that can generate costs for the club.

In the form, you will find information about what the various fields mean or require.

In the menu on the left, you will also find videos to help you along the way.



Remember that for any selection you make, you can log in and change your selection later.

The only thing that cannot be changed is the club's **Org.no**, so you must check that this is correct before submitting the form.



The club's name, address and names of persons mentioned in the form should be the same as those stated in the official record.

Number of users

The base package allows for 3 unique users. If the club wants more active users, these can be added in packages of 10 users.

An increased number of users has a small fee.



At the bottom of the menu you will find links to videos that show you how to perform certain tasks. Feel free to play the video and pause it while you perform the task yourself..

Storage

The default storage package is 300 MB. This should be more than enough for most clubs. If the you later discover the club needs more space, you can go back and adjust the amount.

Map sales via Konkylie Data AS (Norwegian clubs only)

If the club wants to sell maps via the map archive, but does not have its own sales agreement with Vipps, it can choose to sell maps via Konkylie Data AS. This will result in a small fee per map sold (in addition to the sales fee Vipps charges) to cover the costs this entails for Konkylie Data AS. This way of selling maps can be profitable for clubs that sell few maps or who want to test out the service by selling maps before the club possibly establishes its own agreement with Vipps.



For clubs that sell more than 100 maps a year, it will be profitable to have an agreement with Vipps.

Map sales via Vipps (Norwegian clubs only)

For clubs that are expected to sell a lot of maps, it may be profitable to create a separate agreement directly with Vipps. Such sales will receive Vipps' sales fee, but no other costs. This means that the rest of the money goes straight to the club's account. See separate guidance for how to proceed to establish such an agreement. The guidance is located under the button [Guide: How to sell maps via Vipps](#) in the menu on the left.

Support agreement

If you would like to benefit from assistance without having to worry about the costs of each request, it may be profitable to create a support agreement. The club then has free access to support.

A club that has a support agreement pays a fixed annual fee for the service. The club receives a support code, which will be listed on the club's administration page. This code will be requested when making an inquiry.

Starter pack

If you would like some help getting started with adding your club's maps, you can go for a starter package. This is priced per map, so the club can choose to add as many maps as they want.

The starter package is a one-off job that involves Konkylie Data AS adding the selected maps (OCAD file or OMAP file) for the club instead of the club doing this themselves, and Konkylie Data AS creates outlines in the overview map for each map in the package.

Starter pack PLUS

Starter package PLUS is the same as starter package, but with the addition that Konkylie Data AS also creates a nice snippet of the map, then creates a PDF of it and uploads it to the system so that the club can either sell* it or offer it to customers for free download.

**) Currently sales is only offered to Norwegian clubs*



The SuperAdmin is the club's administrator at kartarkiv.no. The SuperAdmin is the one who

- Creates new maps*
- Manages the club's users*
- Is the club's contact person*

When the form is complete, you can click [Register club](#). The registration will then continue to the next page where you will enter information about the club's SuperAdmin.



If the system discovers that the person listed as the club's Super User already exists in the system, the person can still be selected, but an email with a receipt will be sent to the email address already in the system.

If there is a desire to change this email address, the person must first log in and then make the desired changes.

News

Latest news is displayed when you log in. Here you will be able to read about new features, or tips and short-cuts available in the system.

If you later want to read news, you will find the menu option [News](#) at the very top of the menu on the left.

Club administration

This section of the user guide covers how to manage your club's selected features.

Almost everything you see described here in this document is also shown in the video published on the Kartfreak channel on YouTube. Please note that the video may show content that looks different now, as new features and layouts may have occurred since the video was created.

As a SuperAdmin, you have access to manage the club's choices in the map archive.

This includes, for example:

- Users: Number of users, Who and Access level
- Storage capacity for storing the club's maps
- Creation of new maps in the archive
- Choice for selling maps, either via Vipps or via Konkylie Data AS (Norwegian clubs only)
- Choice of the Download Guard function

Club page

The menu option for the club page, the page with settings and options for the club, is found as the club's name in the menu. You will also find a button further down the menu called [Edit club](#).

These two options open the same page.

Club logo

Normally, the club's logo will be added to the system by us who run the website, but if this is the wrong logo, or if you beat us to it, you can upload the logo yourself.

The requirement for the logo is that it has:

- No white (or other) background color outside the logo itself, i.e. transparent background.
- File format PNG
- Size 150 x 150 px

Logos that do not comply with these requirement will be removed.



If you have access to multiple clubs, the menu selection will show the active (selected) club.



If the club does not have a digital logo, contact Konkylie Data AS and we will help you obtain one.

Download Guard

Download Guard is a feature to ensure that the person who downloads a map does not forget that the map has been downloaded. It is easy to forget that the map has been downloaded in a busy everyday life, especially if this happens in connection with a race. When the race is finished, everyone exhales and goes back to their everyday routines...

If this feature is active, everyone who downloads maps will have to state what the **purpose** of the download is (e.g. corrections for a race) and **when** the map is expected to be finished. This date is also mentioned in the email notification sent to everyone with write access to the map.

When the date has passed, plus few days, the downloader receives an email with a friendly reminder that the map should have been uploaded. A copy of this message is also sent to the club's SuperAdmin.

The map downloader can log in and request a postponement.

The postponement can be a maximum of one month.

A few days before the next self-selected deadline, the map downloader receives another reminder to upload the map. This one too with a copy to the SuperAdmin.

The map designer can request another postponement (maximum one month), but then this is the last time for postponement.



If the map downloader fails to postpone, or does not submit the map within the self-selected deadlines, the map is unlocked and the map is thus released for correction by everyone else with access.



*Tip:
If you're working on a larger project and you see that you're really behind, you can upload what's been drawn so far, then download the map again and set a new deadline.*

Users

This section of the user guide covers user administration and access level assignment.

Almost everything you see described here is also shown in the video published on the Kartfreak channel on YouTube. Please note that the video may show content that looks different now, as new features and layouts may have occurred since the video was created.

The club can add as many users as they want.

Included in the base package are up to 3 users. In addition to this, packages of 10 users can be added. An additional package generates an annual cost and is paid for one year at a time.

The club can invite external users. If these users already exist in another club, these users are not counted in the club's count.

You can easily see who and how many users count for the club. The small overview shows everyone who has access to the club's archive. Each user is listed with their name, club and active dot behind them. A green dot indicates a counting user, a gray dot indicates an external user. The club listed behind the user's name is the club that is considered the user's "home" club (i.e. the club where the person is included in the count).

Create new user

Use the menu option [New User](#). This menu option is only available to the club's Super User.

All users must be registered with

- First name
- Last name
- Email address
- Mobile number

Name is required so that the system and other users can know who you are.

Email address is required to receive messages from the system.

Mobile number is required to log in (Norwegian users only), and to allow search for this user in the system. It is therefore important that the mobile number is unique and true.

To change a user's mobile number, see the info window further up the page.

Delete user

A user cannot delete themselves. This must be done by the club's Super User.

Click on [View roles](#) in the menu.

In the list that appears of all the club's users, you will find a red cross behind their name. ✖



If the user has gotten a new mobile number, this can be changed in two ways:

A) The user can log in with the old number (if still active), and change to the new number under My page.

B) The user can login using the email and receive a temporary password for login. This password is active for 20 minutes. Log in with the temporary password and change to the new mobile number under My page.



A new user will automatically receive the access level Free bird.

By clicking on the red cross, the user will be deleted.

If the user was present in your club only, the user will be deleted completely from the system.

If the user also has access to one or more other clubs, he/she will only lose access to your club.

The next club that has temporally involved the user in its portfolio will now appear as the user's "home" club. If this is the wrong club, this can be corrected by deleting the user from the club that is incorrectly shown as the "home" club. The next temporal club will then take over. Later, the club that wanted the person in their portfolio, but which is not the person's "home" club, can search for the person again, but without this being considered the "home" club. If this becomes complicated, contact Konkylie Data AS.



Each user is assigned a "home" club in the club that first associated with that user. If the user leaves that club, the next club that involved the user will take over as the "home" club.

Access level

The system has four different access levels:

- SuperAdmin (can only be assigned to **one** person per club)
- Mapper
- Course planner
- Free bird



All access levels, except Free bird, apply to ALL CLUB MAPS.

	SuperAdmin	Mapper	Course planner	Free bird
Managing the club's services	X			
Managing users	X			
Add new map	X			
Download, edit, and upload maps	X	X		(x)
Download maps for print	X	X	X	(x)
Variable services specified per map				X

Overview of main features for each access level

SuperAdmin

The SuperAdmin is the club's administrator within the map archive. The person entered during the club registration process automatically becomes the club's SuperAdmin.

It is possible to **change the SuperAdmin** at a **later** date.

The person who resigns will then **immediately lose his/her SuperAdmin access.**



It is only possible to have ONE SuperAdmin per club.

Mapper

The Mapper can download a map file for correction, and then upload the map file again when the work is done.

When a map file is downloaded for correction, all other users in the system with the same access (plus SuperAdmin) will receive an email notifying them that the map has been downloaded and by whom.

Course planner

A Course planner can download a map file, e.g. for printing or for course planning (as the user level is called).

A Course planner cannot upload map files to the archive.

Free bird

A Free bird does not have fixed specific access to all map files, but can be given access to one map at a time. This may be handy if the club shares maps with other clubs, or if the club has hired an external mapper.

The access level for a Free bird can be differentiated for each of the maps to which he or she is given access.

For example, a Free bird can be given access as a Mapper to a map that is under preparation, a Course planner to two other maps, and be without access to the club's remaining maps.

Access level management

Only the club's Super User has access to grant or change users' access levels.

Click on [View roles](#), and a page will appear with all the club's users listed. The list does not distinguish between users who are local to the club or external users.

For each user, access level switches are displayed. If one level is selected, the other options are disabled. The switch that shows the club's SuperAdmin is only listed to show that he or she exists in the list of users.

The SuperAdmin automatically has the Mapper level for all the club's maps.

Search for and implement a new user who already exists in the system

Click on the menu option [View roles](#).

Click on the large button [Search a user from the database](#) at the very bottom.

Search for the user's mobile number.

Enter the new user's access level and click [Add](#).

Change access level for a user

Click on the menu option [View roles](#).

In the line for the current user, click on the switch for the new desired access level and then click [Update](#) below the list.

Remove a user's access completely

This is very similar to deleting a user. If the user does not have access to clubs other than the one you administer, removing the user will also delete it.

If the user has access to multiple clubs, their access there will not be affected by your club's changes.

Click on the menu option [View roles](#).

Click on the red cross behind the user's name. 

My page

Once you are logged in, you can, regardless of your access level, click on [My page](#) and change your personal data. This can be, for example, a new email address or a new mobile number.

Once you have entered the changes, the system validates what you entered and finally displays the [Update](#) button if everything is OK. If not, you will be given feedback according to what is wrong.

Maps

This section of the user guide deals with map handling.

Almost everything you see described here is also shown in the video published on the Kartfreak channel on YouTube. Please note that the video may show content that looks different now, as new features and layouts may have occurred since the video was created.

New map

Click on the menu option [New map](#). This option is only available to the club's Super User.

Before you can upload a map file, the map must be registered in the database. To be registered, you must fill in all required fields. These fields describe the map technically.

Title	This will be the map's visible name for further processing in the system. Even if the map file you upload has a different name, the final map file will be named after the map's title, etc.
Version	If the map does not have a previous version number, it is recommended to start at 0. The first uploaded map will then be become version number 1.
Map file (not visible at initial reg.)	The map file can be an OCAD file or an Open Orienteering Mapper file, so called OOM file. All other file types will be rejected. The field is only being displayed when the map has been downloaded or recently registered. The map file is named after <i>Title_Version_Date-SecretCode</i> . The secret code will not be visible anywhere, but secures the file when stored on the server.
Section no. and Public switch	When a map outline has been made, a field for the facility number will appear. The facility number is connected to the outline. This means that if the club has an existing map with an existing facility number and later expands the map, this expansion can be drawn as a separate outline and have a separate facility number. IMPORTANT! This applies as long as this is a COMMON MAP BASE (map file). If the map has two physical files, these must be registered separately. When an outline has been drawn, the switch that appears behind the facility number field must be set to Public for public view.
Specification	Tick off for the map specification used.
Scale	Select scale.
Equidistance	Set equidistance for the map.
UTM zone	Specify the UTM zone for the area the map covers. See separate section, <i>"UTM" on page 17</i> if you are unsure which UTM zone to choose.
Map basis	Please state the originator of the map base, e.g. the Local Mapping Authority.
Cartographer	Here you type who constructed the base map. This could be, for example, a hired third party, the mapper or others.
Field work	Here you write who has been out in the terrain and done the fieldwork. If there were a lot of club members who contributed, e.g. through volunteer work, you may write Members of the club, but if there is only one or very few persons who have spent a lot of time, either through volunteer work or for compensation, you type this person(s) name(s).
Drafting	Here you write who has drawn the map digitally, i.e. the final map.
History and description	It is a good idea to establish a routine where those who edit the map write a short note about what has been done and the date the work was done. If you also write the latest change at the top, it will be easy for everyone to see the latest changes. The written text is also included in the email that is sent to everyone with Mapper access to the map.

Location names Here you can list place names that are included in the map.
Listed names can later be used in searches for the map.

Click **ADD** to register the map. Once the map is registered, you will see the file uploader available. Now you can upload the map file.

Download map for correction

Maps can be downloaded for correction either from the **list of maps** or from the **map overview**. The latter requires that an outline of the map has been drawn. Maps can only be downloaded by users with the Mapper access level.

Click  for the map in question. If this button is not available, this means that the map has either been downloaded by someone else, or that you do not have the access level that allows you to download the map. If the map has been downloaded,  is also displayed. This icon is only displayed in the list. In the map overview, it is stated in plain text who has downloaded the map, and that the map is displayed in shading.

You will immediately receive a message telling you that you are about to download the map for correction and that everyone who has (mapper) access to the map will receive an email notification about this. If you stop here, you will not download any file and no notification will be sent.

If you continue, you will see a button that, when clicked, will start downloading the map file. This is a modified truth, as the club's SuperAdmin may have activated the Download Guard feature. If so, you will be asked to state the reason for the download and when you expect to be finished with the work.

Uploading maps after correction

Maps can be uploaded after correction either from the **list of maps** or from the **map overview**. The latter requires that an outline of the map has been drawn. Maps can only be uploaded by users with the Mapper access level.

Click  for the map in question. This button is only visible to you who have downloaded the map and to the club's SuperAdmin.

When you click this button, the map's detail page opens.

Use the file selector to find the correct map file.

You do not need to specify a new version, the system will take care of that. However, if you want to refrain from this, you can slide the switch to NO.

Also note that you can choose to refrain from uploading any file, but still release the lock. In that case, this will release the map so that others can download it for correction.

Dont' forget to write in the **History and description** field!

When everything is ready, click **Update**.

When the map is uploaded, an email notification is sent to everyone with Mapper access to this map. The message contains, among other things, the text you entered in the **History and description** field.

Unblock without uploading any map file

Click  or .

On the details page, slide the download lock switch to YES and click **Update**.

Download maps for printing

Maps can be downloaded for printing either from the **list of maps**, or from the **map overview**. The latter requires that an outline of the map has been drawn. Maps can only be downloaded for printing by users with the sufficient access level.

Click  for the map you want to download.

Delete a map

Only the club's SuperAdmin has access to delete a map entry from the system.

When the map is deleted, it is completely removed from the system and cannot be recreated. Only log files will show that the map existed.

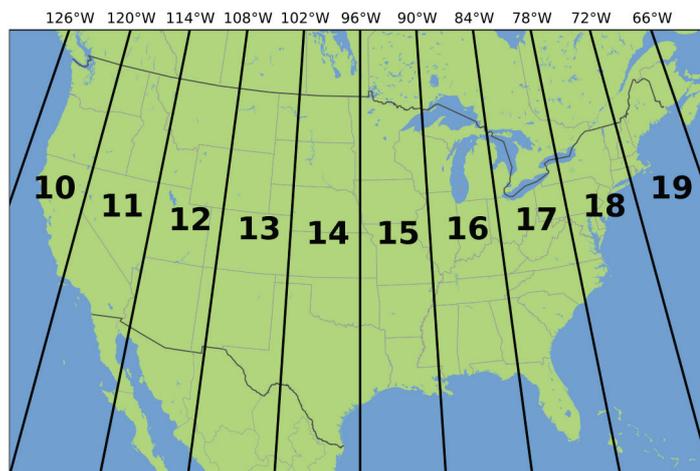
Click . You will then see a message asking if you really want to delete the map. If you answer YES, the map file and all its associated downloadable snippets will be deleted and cannot be recreated.



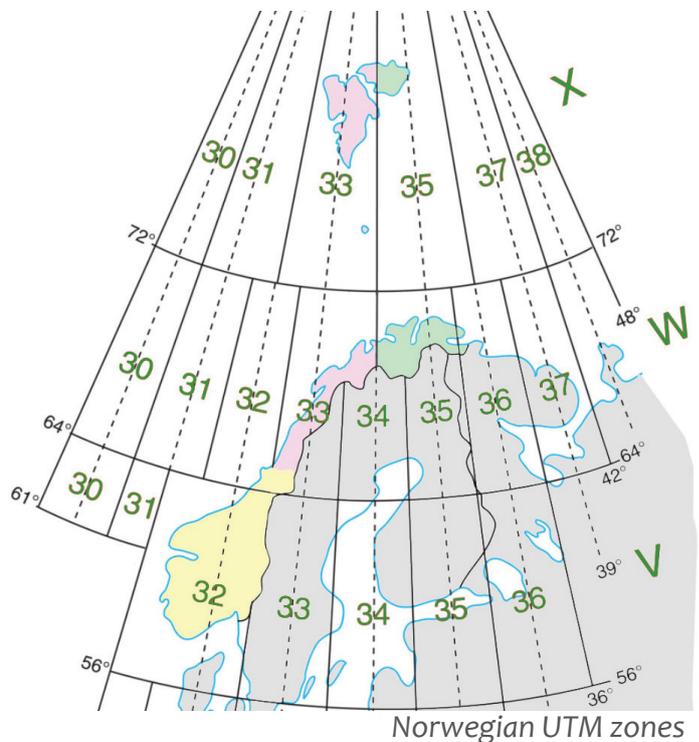
You can still download a map even if it has been downloaded for correction. You will then have access to the current version stored in the system.

UTM

To provide a reference to where in the world the area covered by the map is located, the map should have a connection to a global grid, such as UTM. In Norway, the areas south of about Namsos fall under UTM zone 32, Nordland is in UTM zone 33 and Troms in UTM zone 35. Western Norway should logically have UTM zone 31, but 31 is not used in Norway and has been replaced by zone 32.



UTM zones of USA



Outline and snippets

Draw a new outline

Now that the map is in place, you can draw an outline to show the outside world what area the map covers.

In the small map, click . If this is an Indoow map, use . When the drawing function is active, a small popup menu appears. Don't worry about this for now.

Now that the outline is activated, the mouse pointer appears as a crosshair on the map. Move this to where you want to start drawing and click to place the first point (node). Move the crosshair pointer to the next point and click. Continue in this way until you have drawn the entire outline. You can either finish by clicking **Finish** in the popup menu, or you can click on the first node you made. Now that you have finished, you can go back to change and fine-tune if desired.

To save, you must click on **Update either at the very bottom of the page or the button slightly below the map image.**



Have in mind that you can go back and change the outline at any time (after you've completed the initial drawing). This means that the initial outline can be a bit rough, and you can fine-tune it later.

Showing outlines from surrounding maps

The **Show other maps** button is located to the right just below the map image. Maps in your own club are displayed in **bottle green**, maps of other clubs are displayed in **gray**. Click **Hide other maps** to remove surrounding outlines from the display. Surrounding outlines are not saved. Therefore, it does not matter whether the display of these is active when you save.

Modify an existing outline

Click . This will display all the existing nodes (corner points), and if you look closely you will see some less prominent nodes on the lines between the nodes, these are potential nodes. You can drag on all the nodes, whether these are existing nodes or potential ones. If you drag on a potential node, this will become a true node and new potential nodes will appear.

When you are satisfied with the change, click **Save** in the shortcut menu. This does not save the changes to the database, it only ends the edit state of the outline drawing.

To save, you must click **Update** either at the very bottom of the page or the button just below the map image.



An outline (section) that has been submitted for map approval or that has already been approved cannot be changed. This also applies to the associated facility number. Therefore, be careful to check that the outline covers the actual area and that the facility number is correct before submitting the map for approval.

Delete an outline

To remove the outline, click . Then click the outline you want to delete (if you have more than one). Alternatively, you can select the **Clear all** button in the popup menu to remove all outlines.

Click **Update either at the very bottom of the page or the button just below the map.**

Snippet for download

When a map outline exists, you can add a downloadable snippets. Such downloadable snippets can be made available for free download, or the club can choose to charge for these (via Vipps, for Norwegian clubs only).

Before you begin, you must prepare a JPG file, preferably with a slightly low resolution (e.g. 150 dpi). This file will serve as a preview, so that customers can view what they are getting, but should not be used as a proper map file. Rest assured, because no matter what you upload, the system here will chop it into pieces so that it is not suitable for printing, but then there is no need to upload a large file...

Under the map image, click **Add downloadable snippet**. This button is only visible if an outline exists.

As soon as the button is pressed, a temporary outline of the section is displayed.

Drag the corner points (nodes) to adjust the shape and size, drag the center node to change the position.

Fill in the name of the snippet, sheet format, price and whether the map is blank or has course imprint.

You can also choose to add some text in the info field that appears when you click on the "i" icon. Here you can type in up to 250 characters. The information can be about the map, parking or the courses offered if the map has course print.

It may be good to remember that not everyone has A3 printers, so A4 or Letter is recommended for most snippets.

Click on **Select file**, browse the file explorer that appears and find the correct file. **The file should be a PDF file.**

Click on **Upload**.

When the file has finished uploading, a new file uploader will appear. This is intended for the preview image with poor resolution. Click **Select file**, find the file you have prepared and click on **Upload**. The system will tell you when everything is ready.



If after a while you experience no feedback when uploading either the map file or the preview file, this is probably because the file is too large, has a too long name, or has some other error that the system does not handle. This is also why the map file should be a PDF file. Change the file and try again.



Norwegian clubs only

To be able to sell maps, the club must either have its own sales agreement with Vipps, or you can choose to sell maps via Konkylie Data AS. If the club has not activated any of these options, the price field will not be available for anything other than Free.



Maps that offer downloadable sections are given a stronger color in the public map overview (see [Maps for all clubs](#) in the menu, which points to the same page as [Download and overview](#) from the initial page of kartarkiv.no (without www)).



As soon as the page is refreshed after the downloadable snippet is added, the snippet is published and publicly available. If you do NOT want this, you must set the entire outline of the current map to non-public mode, i.e. set the switch to No.

No **Public**

Deleting a downloadable snippet

If the snippet you have published is, for example, a suspended course that is due for closure, it may be a good idea to remove it from the map archive first.

Click  to activate deletion of downloadable snippet.

While the button is active, it is displayed as .

Now click on the snippet you want to delete while the delete function is active (). Before the snippet is deleted, you will be notified that this process cannot be reversed. This means that the second you click **OK**, the map will disappear from the database and cannot be restored.

The only thing visible after a view is deleted is the downloads registered in the log file.

You can delete multiple snippets as long as the delete function is active.

Modifying a downloadable file

It is not recommended to modify an already published downloadable file. Someone may have already searched for and looked at it.

Still, if you realize that you need to upload a new file: Click on the snippet outline (purple rectangle) in the map image, then all the nodes for the outline will wake up and the file uploaders for that section will be activated. Make the necessary uploads and click on the snippet outline again to close.



Avoid making too many changes once the snippet is released, especially to the price, as this can be very confusing to the audience.

You can change both the price (if Norwegian club), title, print format and map content (empty/with course) without activating the section outline, but **remember to click **Update to save****.

Merge two or more maps

Sometimes it can be useful to keep two maps separate for a period of time. This could be because the club has an older map, and now they have decided to create a completely new map of the same area. In this process, it was also decided to let the old map rest, and then base the new map on digital laser points with a higher degree of accuracy than what the old map could offer.

Technically, the club ends up with two maps, of which the old map will just be left without being of any use.

To clean things up, you can choose to merge the two maps (or more, if applicable).

1. Open the details page for the map that is to be merged with, and placed under, another map.
2. Check that everything is listed correctly.
3. Check that the outline matches reality (what was applicable to this map).
4. Before continuing, it is recommended that you put a copy of this map in the historical archive. To do this, see "[Creating a historical map](#)" on page 29, but **skip the step of creating a new map (1)**, because you already have this map, and **do not delete the map as mentioned in point 8**.
5. When everything is ready, click on the menu option [Overview LIST](#).
6. At the top right, click on the **Merge maps** button. You will get a message telling you that you must now select the maps to be merged and then click on the **Merge selected** button.
7. In the window that appears, select which map should be the Main map. The Main map is the map that will continue to exist. The information for the other map(s) will now be copied into to the Main map. Outlines and any previous approvals will also be included.
8. The map or maps you chose to include in the Main map will now disappear from the ordinary overview of maps.
9. Open the map you chose as the main map and check that the information is in place. It may also be a good idea to take a look at the outlines and possibly remove what is superfluous. If the maps overlap to a large extent, it is not necessary to have both. The "new" Main map should only show what is currently valid. You have already put the other one in the historical archive (point 4).



Details for maps that have been merged are displayed with [Map Name]: before the text copied. This makes it easier to see what belonged where before the merge.



Remember to check that the information currently in the fields for map basis, construction, visual experience and digitization matches what is currently applicable.

Shared ownership for maps

The map archive is quite flexible with regard to sharing and access to the club's maps.

Sharing access at the personal level is done by the club bringing in an external user and distributing rights to the individual map to this person, see "[Free bird](#)" on page 13 and "[Access level management](#)" on page 13.

If the map is to be shared fully with another club, e.g. if the clubs physically and financially share ownership of the map, it will probably be more appropriate to share the map at the club level and not at the personal level, as mentioned in the introduction (loose bird).

In order for the map to be shared, it must be saved to one of the clubs' folder.

When the map is shared, each of the owner clubs has access to the map in the same way as if the map was stored in their club's own folder.

How to share a map between one or more clubs

From the club that will act as host:
Open the map's detail page either from Overview LIST or from Overview MAP.

In the blue text field for Shared ownership, start typing the name of the club that should also have access to the map. When you have typed *at least three letters*, the search will start and suggest club names based on the search string. If a lot of clubs come up, type a little more and you will narrow down your search.

Remove the clubs that should not have access by clicking the X behind the club name.

Approving shared maps

When the map is shared between several clubs, each of the clubs can initiate approval of the map on behalf of all the owner clubs. Throughout the process, the Superadmin in each of the owner clubs will receive emails with updates about the process. The map only needs to be submitted from one of the clubs. Only the clubs Superadmin can submit the map for approval.

Adding shared maps to the club's historical archive

In the same way as for the club's other (non-shared) maps, maps that are shared with other clubs can also be added to the club's historical archive. The entire process is the same as explained under "[Historical maps](#)" on page 29.



A map can be shared between two or an infinite number of clubs. There is no limit to the number of clubs that can share ownership of a map.



Access to a map shared between two or more clubs follows the access setup of the relevant club.



Before the map can be shared between the clubs, the clubs must agree on which club will act as the host for the map.



All clubs with names that remain in the list with a white background will have access to the map. Make sure to check that you have entered the correct club.

As an extra backup, it may be a good idea for each club to initially upload their own version to their historical archive. Shared maps that have been transferred to the club's historical archive are only visible to the club that uploaded the map to its historical archive.

Displaying shared maps in MAP Overview

In MAP Overview, maps that are shared with other clubs are displayed with each of the owner clubs' logos in the detail pane at the top right when the map outline is clicked.

Similarly on the so-called "customer page", (All clubs' maps).

Displaying shared maps in LIST Overview

In the LIST Overview list, maps that are shared with other clubs are displayed with the symbol  .

Deleting shared maps

Maps that are shared with other clubs cannot be deleted. In that case, sharing must first be terminated.

Stop sharing maps

From the club that hosts the map, click the cross next to the name of the club(s) that will no longer participate in sharing the map. Update.

If one of the other clubs has any active downloadable snippets, this club cannot be removed from the list of clubs with access.

Selling downloadable snippets from shared maps

Any of the sharing clubs can create downloadable snippets free or for sale even if the map is shared with other clubs.

Snippets created by the club are only visible in the view from the current club, i.e. the other owner clubs cannot see these snippets anywhere in the admin panel.

Downloadable snippets will of course be available via the Maps for All Clubs customer page, as for any random customer.

All revenue from the sale of downloads from a shared map goes to the club that sells the snippet.

Reports

All units (clubs, districts and federations) have access to view and download reports on maps, approvals and specifications.

The page opens from the menu option [Reports](#), where you as a user can select different filters for e.g. specifications, approval status, and time period. In addition, you can choose to show details for the maps of all displayed clubs.

For someone entering from the district level, it can be filtered by club.

From the federation level, it can be filtered by district and club.

When you have finished editing, you can click the PDF button and download a PDF version of the outcome.

Map approval (currently for Norway only)

In Norway NOF approves orienteering maps in Norway. NOF has delegated this task to the districts. There are different practices in the different districts for how they carry out this task. In this chapter we show how the map archive handles communication around map approval.

In this chapter we assume that the operator is familiar with how a map is uploaded to the system, and that the operator knows how to and can create outlines and add a facility number.



Please note that only the club's SuperAdmin has access to submit a map for approval on behalf of the club.

Submitting a map for approval

Log in and open the map detail page either via the map overview or from the map list.

You can enter using the  button .



An approval message can apply to either the entire map or one or more segments. A segment in this context is a separate outline.

Segment = Outline

Check that you have at least one outline of the map drawn into the map image. In the context of approval, we refer to each outline as a segment.

Facility number

A segment can have a public facility number. This applies in cases where public funding has been applied for for the map.

If no fundings have been applied for on the map, the club can enter a name or internal number in the facility number field. It may be a good idea to use a designation that clearly shows that this is an internal name or number for the benefit of those who will process the case.

Start registration

- Click on the button **Submit map for approval**.
 - 1) The first thing you have to choose is whether the submission concerns a new map or a revision.
 - 2) Then you have to indicate whether the submission concerns the entire map or one or more segments.
 - 3) You can choose to fill in the field at the bottom if you have a message for the person or people who will process the case.
- When you are ready, click **Submit for approval >>>**.

That's all!

You are now in the process of submitting this map for approval. When you continue, an email will be sent to the map approval telling that the map is ready for approval. Map approval authorities will then appoint an approved representative to carry out the assignment..

Once the map has been approved, you will be notified by email.. Additionally, you will see the approval on the map's detail page, as well as in the club's overview of [Maps for approval].

What is the purpose of the approval?

- New map or new part Revision

Please indicate which segment(s) (outline) of the map that shall be included in the approval.

- Entire map 1B
 123AB 2C

If desired, you can write a short message to the controller:

X Cancel

Submit for approval >>>

Further down on the map details page you will now see that the map has been submitted for approval (you may need to update the page view). Here you can also see the status of the processing, and you can choose to open the details page for the approval. On the details page you can also see the communication between the parties.

Listen viser aktive og tidligere godkjenninger for kartet og deler av kartet.

1B	Innmeldt	31.10.2024		
123AB,	Godkjent	17.10.2024		2410-16-2-66

Map council assignment

Each district may have one or more people who are qualified to approve maps, so-called Map Councils.

Some districts have a permanent map councils dedicated to the various clubs. Other districts may only have one map council. For those clubs that have a dedicated map council, the notification

about a map submitted for approval will go directly to this person. If the district has no dedicated council for a submitting club, the notification will go to the district's SuperAdmin. This person then assigns the task to one of the map councils manually.



Tip: If the district only has one map council, the district's SuperAdmin can dedicate this to all clubs in the district. That way, all submitted maps will be routed directly to this person without going through the district's SuperAdmin.

View status of submitted maps

The club's SuperAdmin has an additional menu option; [Maps for approval](#).

From this menu option, an overview of all maps that the club has submitted for approval, regardless of status, is displayed. From the overview, you can click on the details page for the approval (), and open the approval report (PDF file) when the map has finally been approved ().

Communication regarding approval

If the map council has comments, or if the club wants to provide information regarding the approval of the map, the club's SuperAdmin can open the map approval details page and fill in the communication field.

As soon as the message has been sent, the other party will receive an email telling that there is a message in the system.

Kontrollør: Juni Juul

Kommunikasjon:
Til høyre vises melding fra klubben
Du kan velge å svare, da legges dette til i kommunikasjonsfeltet

Melding ved innmelding:
Ny del NØ i kartet.

Send melding

Godkjenning:
Godkjenn dette kartet

Once the map is finally approved, the communication box will no longer be available.

The district auth's role in the map archive

The district, like each of the clubs, has a SuperAdmin.

The SuperAdmin can include other people, just like the clubs.

Creating a completely new user

See the procedure under "*Create new user*" on page 11.

See info box on the right!

Managing access to the district

Only the district's SuperAdmin has access to manage users on behalf of the district.

Click [View roles](#). This page will display all the users of the district.

The map council can only have access as Map council.

The district's SuperAdmin also has Map council status.

Searching for and retrieving a new person who already exists in the system

Click on the menu option [View roles](#).

Click on the large button [Search for a person from the database](#) at the very bottom.

Search for the user's mobile number.

Slide the switch to JA and click on [Add](#).

Remove a map thread from the district portfolio

If the map council does not have access to any clubs, removing the map council will also delete this user completely from the system. If the map council also appears as a user in one or more clubs (or districts), removing the person will only remove access to the district.

Click on the menu option [View roles](#). Click on the red cross behind the map council's name. ✖

Process incoming notifications for map approval

As soon as a club has submitted a map for approval, the district's SuperAdmin or dedicated Map council will receive an email with such a notification.



If a person is to be included in the group of actors on behalf of the district, and this person is also to function in, for example, their own club, it may be appropriate to first establish this person at the club level, so that it does not appear to others as if this person has the district as their home club.



Other people (other than the district's SuperAdmin) are given the role of Map council (Controller). The district does not need other access levels.



Do not reply to the email, but log in to the map archive, select your district and use the message tool on the detail page for the map in question. This is done to prevent fake emails and to log all communication.

Open a submission

When you are logged in at the district level, you have access to the menu option [Maps for approval](#). Under [Maps for approval](#), you get an overview of all the maps that have been submitted. If you are a SuperAdmin, this means *all* the maps that have been submitted to the district. If you are a Map Council, you will only see the maps that have been assigned to you.

Assign map council

When the district's SuperAdmin has received an email notification about the submitted map, the SuperAdmin can log in and click on [Maps for approval](#).

Find the map that is to be processed.

On the far right, a drop-down list appears (if you are a SuperAdmin. If you are a Map Council, you will only see the name of the person who has been assigned the task (if this is you).

If you are a SuperAdmin and the drop-down list shows the text [Assign controller](#), this means that no one has yet been assigned the task for approval of this map.

Scroll through the list and select the person who will carry out the assignment (applies only to SuperAdmins).

Click  to the right to confirm the selection.

When a Map Council is assigned to the task, the person concerned will receive an email message notifying this with a request to log in to view the details of the map.

Permanent dedicated Map Council

The system allows you to pre-dedicate a permanent Map Council for a club.

Click on [Clubs in the district](#).

Click on the entry for the desired club, which will display certain details for the club, such as contact person, as well as a drop-down list showing (all) the district's available Map Councils.

Select one of these and click  to confirm.

Similar to assigning assignments, the relevant Map Council will now receive an email message with information that he/she has been appointed as a dedicated Map Council for the relevant club.

The dedicated Map Council will now receive all submissions for maps for approval from the relevant club.

Status

The map will receive the status of [Submitted](#) as soon as it is submitted for approval.

As soon as the dedicated Map Council opens the details page for the submitted map, the status changes to [In process](#).

When the map is approved, the status changes to [Approved](#).



Superbruker kan velge å dedikere en Kartråd til bare en eller noen av klubbene i kretsen, men trenger ikke å tildele for alle klubber. De klubbene som sender inn uten å ha noen dedikert Kartråd behandles på vanlig måte der kretsens Superbruker mottar meldingen om innmelding og deretter tildeler oppdraget manuelt.

Map approval

When the map has been reviewed according to the procedures determined by the district, the map can be reported as approved.

The Map Council opens the map approval details page (Map for approval > click )

Click [Approve this map](#).

A message appears stating that the action can be canceled.

If the action is accepted, it cannot be reversed.

When the map is approved, the dialog box disappears from the page. The approval button also disappears, but is replaced by a button () that opens a PDF view of the approval report.

Communication regarding approval

See the same section under "*Communication regarding approval*" on page 25.

Map approval details page

The map approval details page retrieves all details about the map. Here you will also find a simple chat that can send messages between the parties, as mentioned above.

The map outline is displayed on the details page. If the part of the map that is submitted for approval is not the entire map, the relevant segment will be highlighted.

Historical maps

Historical maps can be compared to taking a “picture” of the map at a given moment and saving it in the historical archive. The historical archive is searchable by time, place, (club*) and specification. Historical maps have separate menu options for each of list view and map view.

*) For display at the district level.

Creating a historical map

1. Start by creating a new map (this is only possible for the club’s SuperAdmin), i.e. the menu option [New map](#).
2. Enter all necessary information about the map, such as specification, map basis, etc.
3. Make sure that the version number is correct.
4. Click [Add](#).
5. Draw an outline of the map. If this is  **Public** only an entry for history, and not a map that will be used further, it may be a good idea to choose not to display the outline publicly, i.e. set the Public switch to *disabled* so that the blue background becomes white.
6. If the map has downloadable snippets, feel free to add these. See ["Snippet for download" on page 19](#).



If the map you are going to add as a historical map is not a digital map, you still need to create the map listing in the way described here. You just don’t have to upload a digital map file, instead you can upload one (or more) downloadable snippets.

You are now ready to submit the map to the historical Archive.

7. Scroll to the very bottom of the map detail page. There you will find the [Submit to Historical archive](#) button. When you click this button, the system takes a copy of all data for the map and places it in the Historical Archive.
8. If the map entry is only intended to appear in the historical archive, you can now delete the entry among the ordinary maps. Only the club’s SuperAdmin can delete maps.
9. If the map is a map from a long time ago, you can choose to change the date when the map was valid by changing the date at the top of the historical detail page. It is not possible to change the date for a map that is included in the historical archive via map approval.



Please note that all maps submitted for approval are automatically copied to the historical archive. Maps added to the historical archive in this way cannot be deleted and the details of such maps cannot be changed. However, it is possible to add (or remove) downloadable snippets.



For users at the district level, it is possible to view the maps in an overview map for the district. In this view, you can filter by club, specification and time window.

Historical date: 

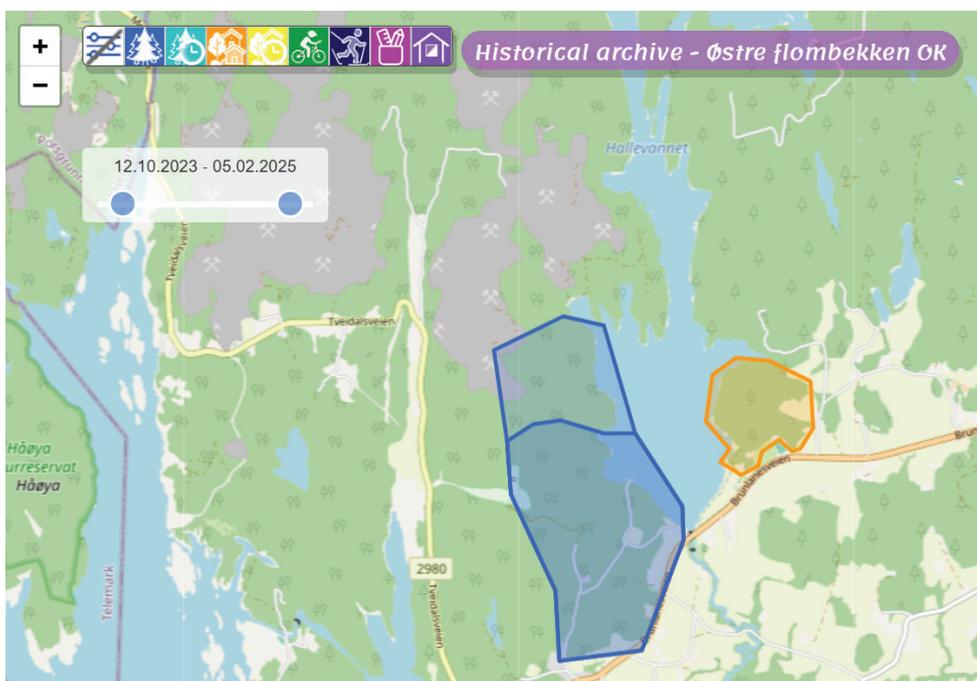
Overview of historical maps

Use the menu option [Historical MAPS \(overview\)](#).

Activate the filter at the top. From here you can deactivate or activate different map specifications.

Via time filters you can choose to display maps from different time windows.

Time filters only show current times when changes have occurred. This means that you cannot search for a fixed time, but must use the sliders to select a period from/to. For each change you are likely to see a change on the map, depending on how much you have zoomed in.



Details page for Historical maps

The details page clearly shows that you are not in the ordinary map archive, but the historical one.

HISTORICAL version of the map Vest

Change details for the historical map

For maps that have not ended up in the historical archive via the approval process, you can change all information, but it is not possible to upload a new map file. The details that can be changed include, among others, the date when the historical map was valid.

For maps that are included via the approval process, you can change downloadable snippets.

Historical date: 12.10.2023

Browse versions

From the details page, the information page and the page where you will download a possible map file for a historical map, you can choose to browse to the previous/next version, depending on what is in the database.

Use the arrow keys to browse between the versions.

If no arrows are displayed, this means that there are no more versions.



Download an historical map file

Similar to the ordinary map archive, you can also download map files from the historical map archive. The prerequisite is of course that a map file has been uploaded. Remember that such upload must be done **BEFORE** the map is submitted to the historical map archive.

You can access the map download both from the **list view** and from the **map overview** for the Historical maps.

In the map overview, it may be difficult to find the version you are looking for. In that case, use the time selectors to select the correct version.

It is also possible to browse between the versions from the page where you actually download the map file itself, whether this is an OCAD file or an OOM file.

Click  to download the historical map file.

Merge historical archives

In the historical map archive, you can choose to merge one or more archives. If you merge two archives, all the maps in each archive will be included in the merge. You will not lose any maps, even if you merge several historical archives.

It is not possible to move *one* historical map individually to another historical archive.

Merging historical archives is very similar to the procedure for merging maps in the ordinary map archive.

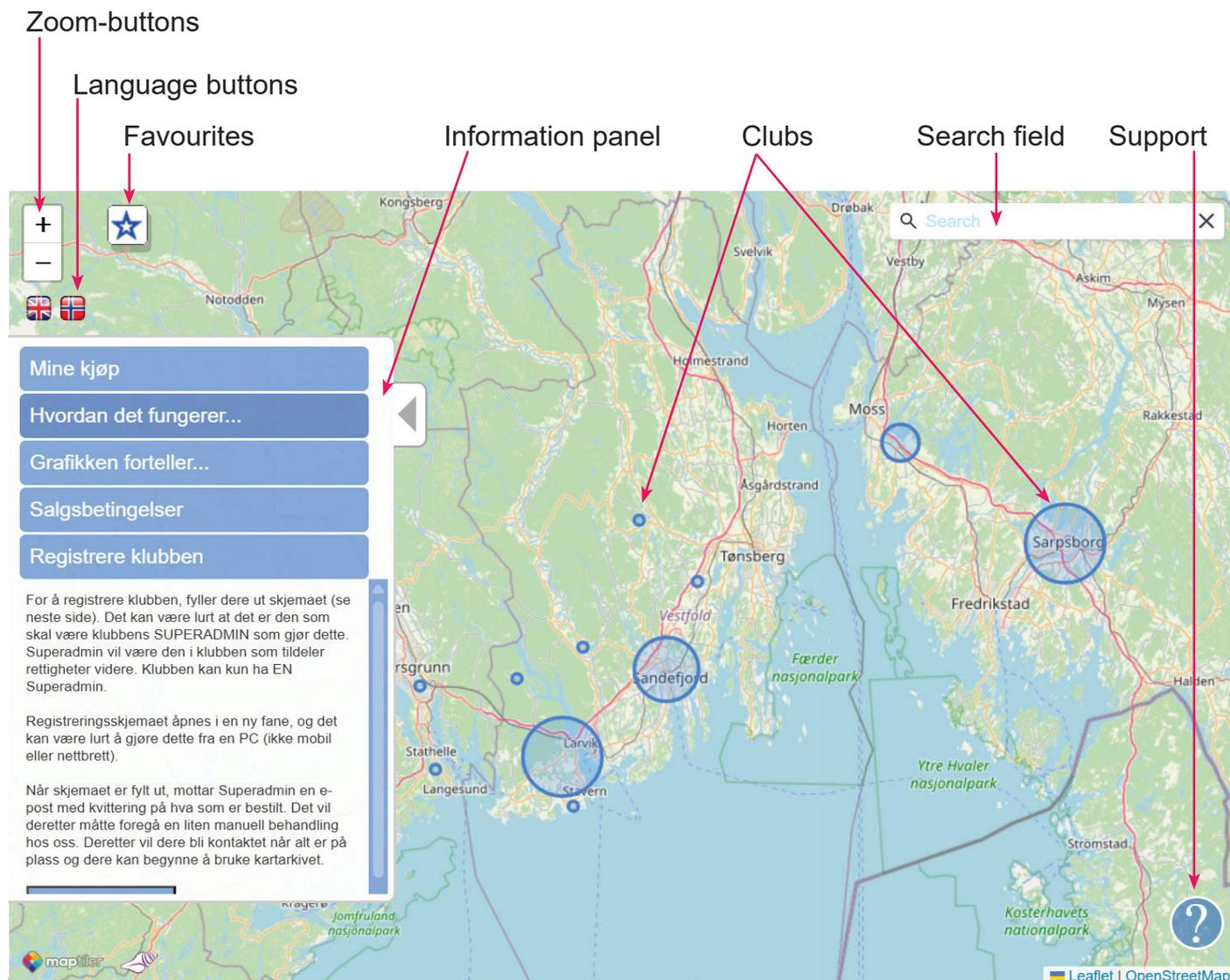
1. Under Historical archive, go to [Historical UST](#).
2. Click on **Merge archives** at the top right, then selection fields will be visible at the right end of the header for each archive.
3. Check the archives to be merged.
4. Then click on **Merge selected**.
5. You will be asked to choose which historical archive will be the Main archive from now on.
6. After the process, this will remain, while the maps from the other historical archive(s) will be moved over and the unselected historical archive(s) will disappear.
7. Click on **Merge selected** when you are ready.



It is not possible to recreate deleted historical archives (but the maps still exist in the new Main archive).

Customer Map

The Customer Map page is the page that opens when you click on the menu button [Maps for all clubs]. The Customer Map page is intended for the public, whether this is people from another club, or someone random on the street. The club's own members are of course also welcome to use the page, e.g to retrieve downloadable training sessions if the club offers such.



Rings represent clubs

When the page is opened initially, the clubs are represented by rings.

The rings may be of different sizes. The size varies according to the number of maps the club offers for download, whether free or paid. This way, it will be easy for the public to see where maps are available.

Information panel

The moment the page opens, the Information Panel appears. It is then withdrawn to the left side and can later be re-opened by clicking on the little gray arrow in the left margin.

Language selection

The map archive is available in Norwegian and English. Click on the corresponding flag to change language.

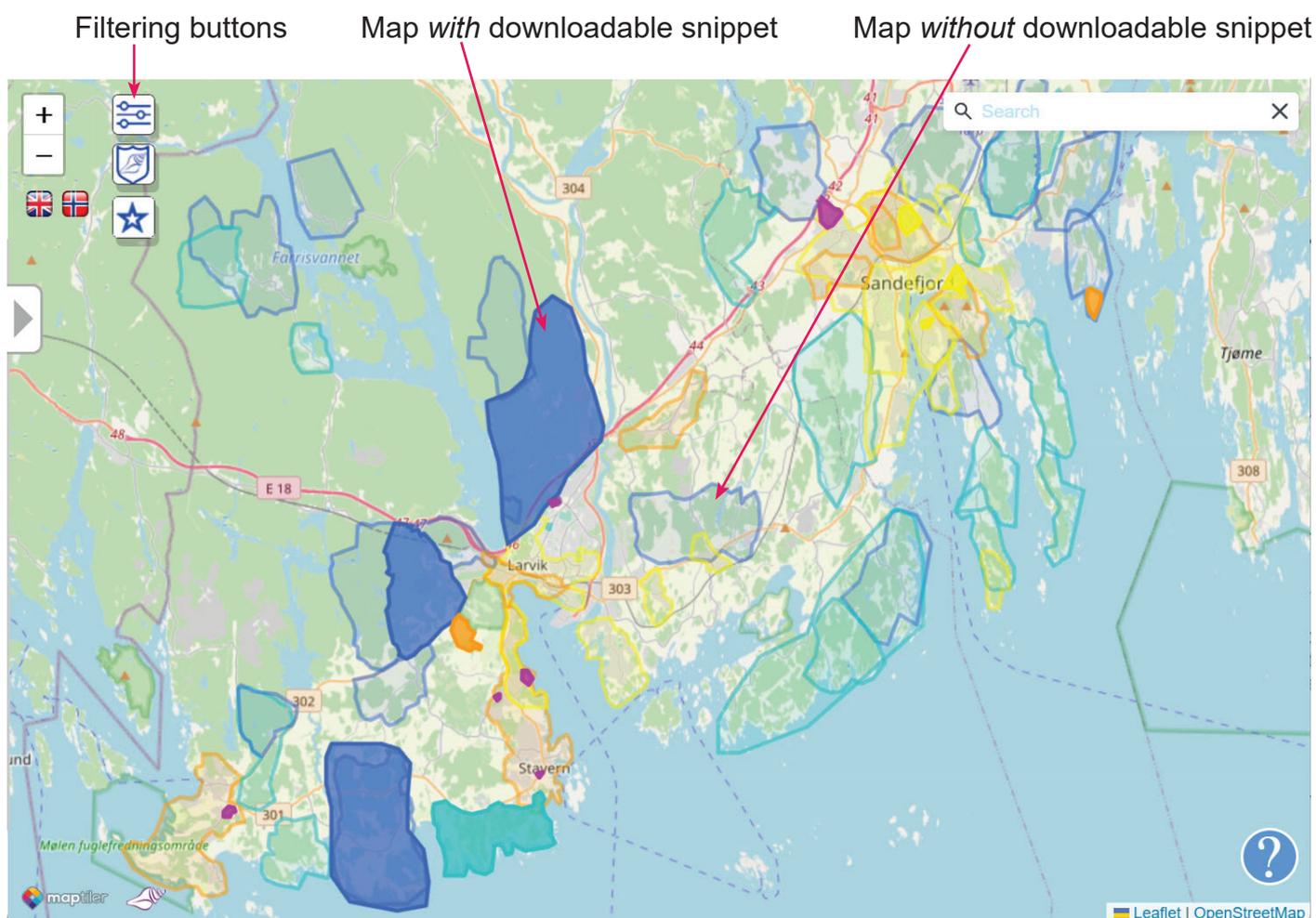
Search field

The search field allows you to search for cities, municipalities, local place names and not least clubs and maps. The search results are displayed in a list. Click on the desired result, and the map “flies” to this, whether it is a municipality, a club or a map.

Zoom

Use the buttons to zoom in and out. If you have a scroll wheel mouse, you can scroll the wheel to zoom.

As you zoom further into the map, you will see that the content changes depending on the zoom level.



Map specification

The maps are represented by outlines with different colors. The colors indicate which map standard the map is listed under.



Maps that appear with a stronger fill color are maps that offer downloadable snippets.

Filtering

You can filter by type of specification and current clubs from the area displayed on the screen.

Click on  to view the filter buttons for specification, . Hold the mouse pointer over the different filter buttons to see a description of the specification.

Click on  to show current clubs, e.g. like this: .

Initially, outlines of all types of maps are visible. Use the filter buttons to hide, or bring back, outlines of maps with different map specification or clubs, or combinations thereof.

When zooming in further, current downloadable snippets are also displayed. Then this filter button will also appear,  which allows you to choose to show maps with courses, e.g. a training session, or blank maps. This filter can also be combined with the two filters for specification and club.

Map information

Click on an outline and you will see information about the current map in a box in the upper right corner.

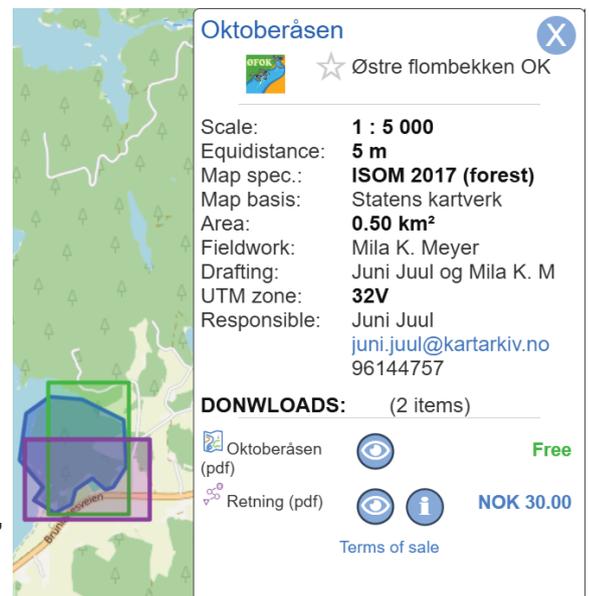
In the box you will see technical information about the map, as well as possible snippets for download, whether these are free or paid.

Maps with courses are marked with the icon .

Blank maps are marked with .

If the club has added any specific information for the map, you will find it behind the icon .

Click on  to display the snippet. If this is a paid map, you will be presented with information about the price and purchase procedure. For a free map, you will have to confirm non-commercially use before you can view the content.



Oktoberåsen 

  Østre flombekken OK

Scale: **1 : 5 000**
Equidistance: **5 m**
Map spec.: **ISOM 2017 (forest)**
Map basis: Statens kartverk
Area: **0.50 km²**
Fieldwork: Mila K. Meyer
Drafting: Juni Juul og Mila K. M
UTM zone: **32V**
Responsible: Juni Juul
juni.juul@kartarkiv.no
96144757

DONWLOADS: (2 items)

 Oktoberåsen (pdf)  **Free**

 Retning (pdf)   **NOK 30.00**

[Terms of sale](#)

Viewing snippets

When the overview map is zoomed in sufficiently, you will see an outline of the downloadable sections. Maps that are free are shown with a **green** frame. Paid maps are shown with a **purple** frame.

Favourites

In the information block at the top right, in addition to map data, the name of the club is also displayed. Next to the club name you will see a grey star .

Click on the star to add this club as a favourite club. The star will now turn yellow , so you can easily see that this is a favourite.



Favorites can be handy if you e.g are going on a trip. Then you can see what is available where you are going, and can easily shift to your home club.



You can have as many favorites as you wish.

View list of favorites

Below the filter buttons on the far left you will see a blue star . Click this to open your list of favorites.

Click on the club you want to visit. This will move the view to the center of all maps for that club.

Remove favorites

If you want to clear your favorites, click . The page will now turn dark and the icon will appear in pink, .

Now click on the club(s) you want to remove from the list.

Click on  again to exit edit mode, then the map will be accessible normally again.