Set-up Guide

Basic

Purpose

This guide is intended for Project Managers tasked with setting up MazeMap at their campus/building. The guide describes required deliverables from the Project Manager to MazeMap in order to complete the MazeMap setup.

The purpose of this guide is also to provide the Project Manager with a realistic overview of the workload involved in the MazeMap setup, as well as assure that the setup project runs as smoothly as possible.

To keep things simple, this guide covers only the MazeMap modules that are included in the **MazeMap Basic** bundle.

Customer delivery checklists

Establishing maps

- ☐ Read through requirements as described in 1. Establishing maps
- ☐ Send **DWG/DXF Floorplans** to MazeMap
- ☐ Send **Floorplan/Building Manifest** to MazeMap
- ☐ Send **Room Name List** to MazeMap

Map Editor access

- ☐ Read through the description in 2. Access to Map Editor
- ☐ Send MazeMap the email addresses of the people who will be administrators of the MazeMap content

1. Establishing maps

In order for maps* to be set up, floorplans must be sent to the MazeMap delivery team for validation and import.

- Floorplans must be in .DWG or .DXF format.
- Ideally, floorplans will also contain unique room names that may be used to identify a room unambigously across imports.
- In addition to the floorplans themselves, a manifest must be included that gives the street address and floor number of each floorplan. This is not necessary if this information is obvious from the floor plan filenames. The manifest should also include the names of the buildings (not addresses). If you would like more than one campus, the manifest should specify campus names, and which buildings that are included in each campus

*Maps in this context refer to the maps without the human readable room names. In other words, just the walls, stairs, doors and other visual elements.

2. Access to Map Editor

After the maps are set up, we will provide user access to our online Map Editor, so that the customer will be able to add custom POIs, and customize the data.

In order for us to set up user access to the online Map Editor, the customer or reseller must

- Send the emails of the people who will act as administrators for MazeMap POI data at the customer site to delivery@mazemap.com