

Module 2: Managing a Map

This tutorial is to explain how to manage your map in the CEDS Alignment Tool. This means you have already created a map. If you need assistance creating a user account or a map, please view [Module 1: Getting Started with the Alignment Tool](#).

Map Administration

The first topic we will discuss is Map Administration.

To begin, log in to the CEDS Website and choose Alignment Tool from the purple menu bar at the top. This is the “My Maps” screen. Select the name of the map to begin working on. On the Manage Map screen you can see the defining information about your map in the middle and a gray menu along the left hand side. The defining information is the information you entered when you created your map.

To modify this information, choose the first selection of the gray menu, *Map Administration*. In addition to the information you entered upon map creation you will see this is where you can manage the *Map Status*. When a map is first created, the system automatically creates the map in *Draft*. When you have completed alignment to your map, change the *Map Status* from *Draft* to *Complete* on this screen. Make any changes necessary here and then select *Save*.

Manage User Access

Next, we will discuss how to manage user access to your map.

For any map, there are two roles: Map Administrator and Authorized User. Map Administrators are the “owners” of a map and have access to everything you see now in the gray menu. Authorized Users have access to only the *Add/Modify Elements* and *Manage User Access* selections in the gray menu. You will notice at the bottom that you are listed as the Map Administrator.

To add additional Map Administrators or to add Authorized Users, select *Manage User Access*. In the text box, type the email address of the person you would like to add to your map and click Search.

If the person does not yet have a user account, a pop-up box will notify you they are not yet a user and ask you if you want to invite them to join. Select OK. Then, complete the information on the screen. The system will send the person an email inviting them to create a user account and notifying them that they have been added to your map.

To get back to the Manage User Access Page, click *Cancel*. You will notice that the user you have just invited now appears in the users table.

To invite someone who already has an account, enter their email address and click *Search*. This time you will notice that their name appears in the table. Select the checkbox by their name. Choose a role (Authorized User or Map Administrator). Then select *Add*. Now, along with the other users, you now have your third user added to your users table.

In addition to adding users, you can also change roles for a user by simply selecting the green button beside their name. This will change them from a Map Administrator to an Authorized User or vice versa.

At the top of this screen you will notice the breadcrumbs. By selecting *Manage Map* you will return to the main screen of your map. By selecting *My Maps* you will return to the list of maps available to you.

Publish Map

This topic will cover how to publish your map.

When you have completed the alignment to CEDS for your map and you have changed your Map Status to *Complete*, then you can publish your map. Until your map is published, only Map Administrators and Authorized Users can see your map and any of its information. When your map is published, your peers or others whom you might be interested in comparing data with may now view your map.

In the gray menu, you will see *Release For Publication*. When you select this option a dialog box appears asking you to agree that you are authorized to publish this map. When you select OK, your map is sent to the CEDS Administrator for review before publishing. The CEDS Administrator will subsequently publish the map or contact you regarding any issues preventing publishing. Your map will now appear in the Reports section of the site and will be available for you and other users. If, at any time, you need to remove your map from being published, go to the Manage Map screen and select *Change Release Status*. When you select OK, your map is no longer publicly available.

Archive Map

This topic will cover how to archive a map.

The next feature on the gray menu is the *Archive Map* feature. There may be times when you would like to archive a map. You can do so by selecting *Archive Map* from the gray menu. This will remove the map from your list on the *My Maps* screen as well as from publication. Map Administrators are the only users allowed to archive a map.

Copy Map

This topic will cover how to copy a map.

Let's say, as an example, you have a data system and are redesigning it. You may want to copy your map to create a new map that you can use to represent the redesigned system. The *Copy Map* feature will assist you. This feature copies over all of the defining information and element information in the map as well as the alignment to CEDS, if so chosen. When you select *Copy Map*, a dialog box appears. You assign the map a new name and you have the option to copy the alignments to CEDS that you have completed on the existing map. When you click *Copy* the new map will appear in your list on the *My Maps* screen. It is important to note that user access is not transferred upon copying. You will be named Map Administrator for the new map and then will need to add any users.

This completes the Module 2: Managing a Map tutorial. You are now ready to begin entering and aligning your data elements. For information on how to upload a data dictionary, align elements to CEDS or create reports, please view the other tutorials available on the CEDS website.