

Configuring your Social Pinpoint Project

This guide covers the features and functions that are available to **Social Pinpoint Administrators**.

Let's get started - What do you need to do?

Set up your Account	Add your Team	Setup an Interactive Map
Setup an Ideas Wall	Set up a Survey	Set up a Forum
Set up a Budget	Setup a Page	Email Campaigns
Set up a Virtual Town Hall	Integrations	

What other things should I know about?

All about Reporting	Security & Regulatory info	Admin FAQs
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About this guide

The guide assumes that you have a valid administrator account and have [logged in](#) to your Project(s) Admin site.

For information related to using the Social Pinpoint online engagement mapping tool refer to the [End User Guide to Using Social Pinpoint](#).

All Topics

- [Logging in to the Admin Site](#) — This section explains how to log in to your Social Pinpoint project (s) admin site.
- [Managing your Account](#)
- [Manage Users](#) — The following section explains how to manage site Administration users.
- [Project Setup](#) — This guide explains the site setup and configuration options only available to project Administrators.
 - [Project Setup - Map Editor](#)
 - [Project Setup - Basemap](#)
 - [Map Layers](#) — Map Layers (Project Areas) are used to define spacial areas on the map so that comments are focused on the current Project Area.
 - [Map Layers - Images](#)
 - [Map Layers - Lines](#)
 - [Map Layers - Marker](#)
 - [Map Layers - Polygons](#)
 - [Map Layers - Square/Rectangle](#)
 - [Map Layers - Upload layers](#) — Map Layers (Zones / Project Areas) are used to define spacial areas on the map so that comments are focused on the current Project Area
 - [Map Layers - Layer Details](#) — Map Layers are used to define spatial areas on the map for information about the project or so that comments are focused on the current Project Area. You can either use the Map Editor <https://wiki.socialpinpoint.com/display/Public/Project+Setup+-+Map+Editor> to draw layers on the map or upload layers from GeoJSON or Shapefiles.
 - [Project Setup - Project Settings](#) — You can customize various configuration options of your Social Pinpoint site through the settings available in the Project Settings.
 - [Project Setup - Welcome & Terms](#)
 - [Project Setup - Ideas Wall](#)
 - [Ideas Wall Setup - Read Only](#)
 - [Project Setup - Marker Types](#) — This guide describes the creation and configuration of the Marker Types dragged onto the map by the public to leave a comment and used by Administrators to present information (Info Markers).
 - [Project Setup - Marker Types \(Route Drawing\)](#)
 - [Project Setup - Information Markers](#) — Social Pinpoint allows you to configure Information (or Admin) Markers that can only be selected/ dragged onto the map by Administrators when logged into the system and are useful for displaying information related to areas on the map.
 - [Project Setup - Sidebar Tabs](#)
 - [Project Setup - Tags](#) — Tags can be dynamically configured for each project and are used by Administrators to categorise incoming comments and survey responses, resulting in a more useful collated data set at the end of a project.
 - [Project Setup - Surveys](#) — Surveys can be configured and associated with Sidebar Tabs, Comment Markers, Info Marker pop-ups or Map Layer pop-ups.
 - [Project Setup - Interactive Map](#)
 - [Project Setup - Admin Notifications for Stakeholder Comments](#)
 - [Project Setup - GeoSurvey](#)
 - [GeoSurvey - Multi-Project Application](#)
 - [Project Setup - Pages](#)

- [Branding & Account Settings for your Pages](#) — Set your colour scheme and account settings for your pages
- [Create a New Page](#) — Overview of how to create a new page
- [How do I publish my Page?](#)
- [Page Builder](#) — How to use Page Builder to design a page
- [Page Templates](#) — Overview of setting up Page Templates
- [Page Widgets](#) — Widgets Currently Available
 - [Discussion Widget](#) — This widget lets users discuss a topic set by you
 - [Document Library Widget](#) — This widget allows you to upload documents, images and other files into your page for users to download
 - [Engagement Widget](#) — The Engagement Widget is a power tool to guide users to different engagement areas of your platform
 - [Events Widget](#) — This Widgets lets you show upcoming events or key dates
 - [FAQ Widget](#) — This widget is an interactive way to show frequently asked questions or show information
 - [Follow Us Widget](#) — This widgets lets you connect your Social Media accounts so users can follow you
 - [Footer Widget](#) — This widget is typically placed at the bottom of your page and is a great component to add into a template for future pages
 - [Gallery Widget](#) — This Widget lets you add an image gallery into your page
 - [Header Navigation](#) — The Header Widget is typically used at the top of you page and is a great component to add into a template
 - [Introduction Widget](#) — The Introduction Widget is a great way to set the scene of your page and create an engaging first impression
 - [Project List Widget](#) — This widget is a great way to display a hub of all your current projects
 - [Project Phase Widget](#) — This widget is a great way to show your users the current stage of your projects
 - [Project Stats Widget](#) — This widget provides a snapshot to users of the amount of engagement on a specific project
 - [Rich Text Widget](#) — This Widget give you the flexibility to add text, images and videos to any aspect of your page
 - [Survey Widget](#) — This widget lets you add a survey into a page either on its own or amongst other widgets
 - [Budgeting Widget](#) — This widget lets you add a budget into a page either on its own or amongst other widgets.
- [Project Setup - Budgets](#)
- [Project Setup - Forum](#) — Forums are a great way to stimulate conversations with your stakeholders on a certain theme or topic and can be used as part of your current consultation or stand-alone on a page.
- [Project Setup - Email Campaigns](#)
- [Project Setup - Auto-Tagging](#)
- [Project Setup - Virtual Town Hall](#)
- [Project Setup - Integrations](#)
 - [Integrations - Consultation Manager](#)
 - [Integrations - Zoom](#)
- [Project Setup - Pages V2](#)
 - [Create a New Page V2](#) — Overview of how to create a new page
 - [Page Builder V2](#) — How to use Page Builder v2 to design a page
 - [Page Builder V2 - Footer Widget](#) — How to use Page Builder to design a page
 - [Page Builder V2 - Header Widget](#) — How to use Page Builder to design a page
 - [Page Builder V2 - Page Sections](#) — How to use Page Builder to add a section
 - [Page Builder V2 - Page Settings](#) — How to use Page Builder to design a page
 - [Page Builder V2 - Page Versions](#) — How to revert your page to previous version
 - [Page Builder V2 - Preview Your Page](#) — This guide will show you how to preview your page on multiple device types.
 - [Page Builder V2 - Publish Your Page](#) — This guide will show you to how to manage the status of your page. Including how to save changes as you are building your page and how to publish the page when you are ready to go live.
 - [Pages V2 FAQ's](#)
- [Reporting & Exporting Data](#)
 - [Comment Moderation and Review](#) — The following guide outlines the steps involved in moderating and reviewing incoming comment data.
 - [Sentiment Analysis](#)
 - [Stakeholder Engagement Summary Dashboard](#) — The Stakeholder Engagement Summary Dashboard shows a live graphical overview of the project data. The total visits and unique users data is derived from Google Analytics software.

- [Exporting Project Data to CSV \(Excel\)](#) — The following instructions relate to exporting project data into csv (Excel) format.
- [Export comment data to GIS Shapefile format](#)
- [Exporting Survey Data to CSV \(Excel\)](#) — The following instructions relate to exporting project data into csv (Excel) format.
- [Advanced Reporting](#)
 - [Account Reports](#)
 - [Exporting Budget Response Data to CSV \(Excel\)](#)
 - [Map Report](#)
 - [Project Reports](#)
 - [UTM Tracking & Advanced Analytics](#)
- [Weekly Email Reports](#)
- [Stakeholder Information](#)