The MapGeo Docs Extension

By Applied Geographics

About MapGeo Docs

The storage, management, and efficient retrieval of documents is a common goal of many municipal governments. Today, many municipal workflows continue to rely on paper-based workflows to capture critical information, but fortunately more and more of this information is either being converted to a digital format or is even being "born digital."

Governments must decide how best to store and provide access to digital information. While traditional file storage, using folders and subfolders to organize documents, is one viable strategy, it can be challenging for users to always find the documents they need. To improve this experience, many organizations are moving toward text based searches and filters to help find documents of interest.

After decades of working closely with municipalities, AppGeo has identified what file storage systems were missing: **Location.** The majority of documents produced by municipal governments are related to a particular location and by geo-enabling documents, users can quickly identify all the documents pertaining to an area of interest. **With MapGeo Docs, finding the documents and information you need is as easy as clicking on a map.**

Functionality

Below is an overview of the basic functionality within the Docs App, which can be configured to be accessible only to certain credentialed users, or by the public, if desired. While it's main function is to load and assign spatial location to files, this app can also be used for searching and viewing files.

Adding New Documents

As new municipal documents are created or scanned they will need to be loaded into the Docs App to become discoverable. AppGeo can support the bulk importing of existing digital documents.

To the right is the document creation page, where users input details including location, date, description, etc. This information allows the files to be searched for and discovered by end-users. Supported document formats include but are not limited to:

- .PDF
- .XLSX
- .DOCX
- .JPG
- .PNG
- .TIFF

By default, file size is limited to 100 MB for any single document to ensure users can download successfully. Larger file sizes may be allowed, if desired.

Searching for Documents

There are many cases when searching is more successful via text based search. The Docs App has both simple and advanced filtering options.

When using the basic search, all database fields are searched for matches to the search criteria. The advanced filters allows users to focus on specific fields to help ensure the returned matches are coming from the desired database fields.

Additional Document Services

The Docs App has been designed to be flexible and will accommodate most municipal document storage needs. An empty Docs App can be configured and deployed very rapidly, ready for users to start loading document data (see sections 4 & 5 for deployment and pricing details).
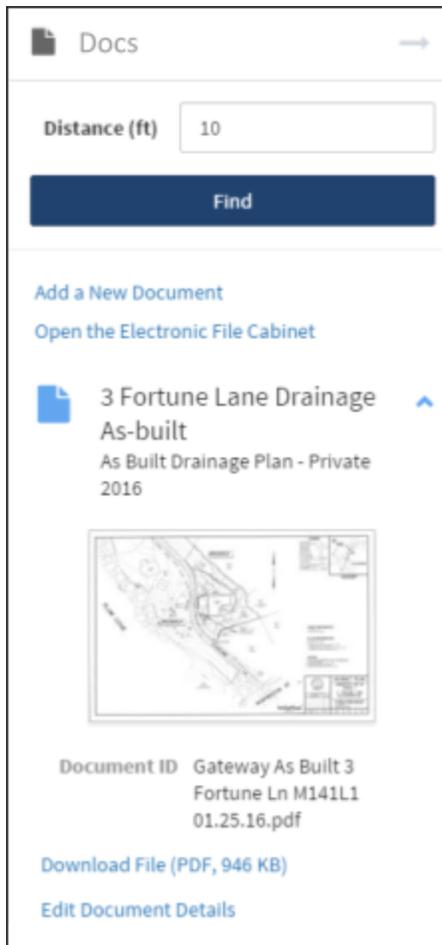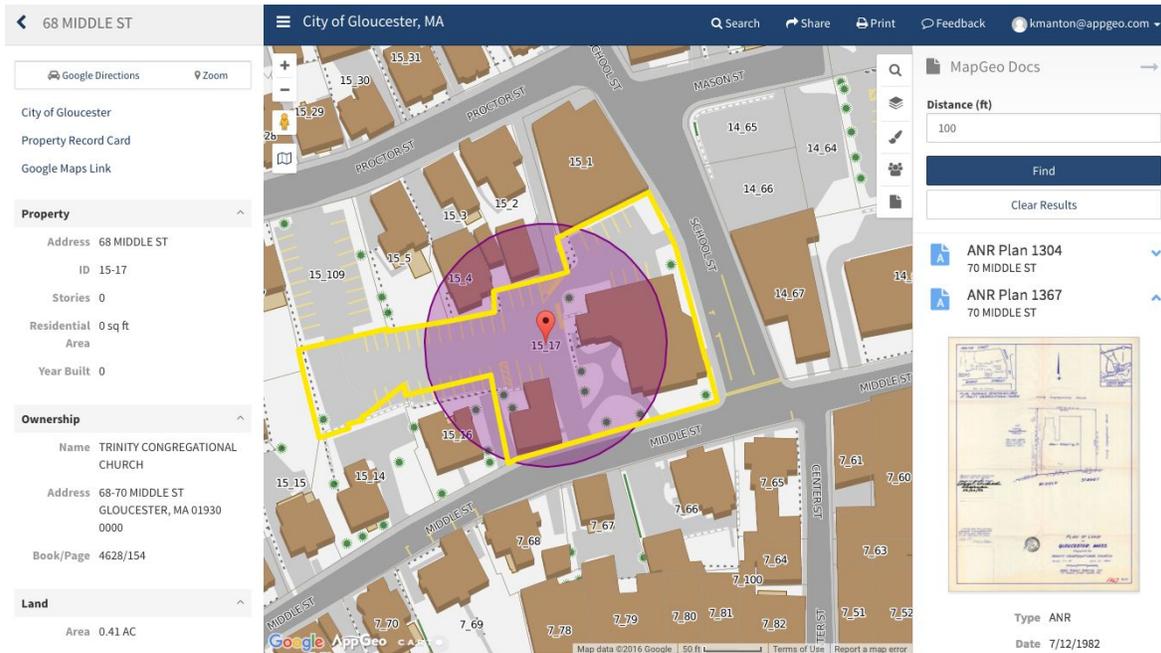
AppGeo can also accommodate bulk loading needs of existing files, however the cost and level of effort will depend on the storage and format of the existing documents. AppGeo can also support initial evaluation of existing documents, digitizing and preparation for bulk loading.

Built to work with MapGeo

Searching for Documents

Once the MapGeo Docs add-on is configured, users will notice a new icon in the toolbar to the right of the map when a property is selected. Clicking on the Docs tool icon will open the Docs panel and present users with the option to define how large the search radius for documents should be. The document search radius is in feet and is drawn starting from the center of the selected parcel.

Reviewing Results

If any document "locations" are in, or intersect with, the document search radius, they will be presented in the Docs panel. Users may then review the results by scrolling through the list of documents. Additional document details are available via clicking on a single document record. With the document details expanded, users can download the full document image or go to the source of the document.

Configurable Access to Docs

MapGeo serves as the map and spatial engine that allows users to search for documents by location, but documents are managed outside of MapGeo in the Docs App (details in next section).

Visibility and access to Docs content is configurable. The public may be granted access to search and view any document, or content and functionality may be restricted to credentialed users.

AppGeo Managed Cloud Hosting

AppGeo provides the following managed cloud hosting services:
- 24/7 access to a single instance of the Docs App hosted in AppGeo's production hosting environment
- Unlimited document downloads
- Maintenance of site configuration such as default settings, site logins, and site contact information.
- System management and application support to monitor and maintain site to ensure optimal performance.
- A detailed monthly web statistics report on site utilization emailed to the customer
- Automatic receipt of enhancements and version upgrades to the Docs App's core functionality

The Docs App is compatible with the latest two versions (current version and one prior version) of the following web browsers:
- Mozilla Firefox
- Microsoft Internet Explorer
- Google Chrome
- Safari