

Facility Mapper Quick Guide:

Replacing the background image:

- Obtain the image
- Convert it to a Bitmap File
- Rename it to “map.bmp”
- Replace the existing image

Adding Objects:

- Click the Add Objects button
- Select a color
- Adjust its size with the sliders
- Add the three primary data items
- Hint: Use the Tab key to move between items
- Click in the diagram to add the object
- Add more objects as needed
- Click the Return to Search button
- Hint: If the color and size will remain the same, just add new data items

Other Add Objects Panel buttons:

- **A – B – C – D buttons**
 - Allow you to select four pre-set sizes for your objects
 - Hint: Click the Reset button first
 - Adjust the two sliders to the dimensions you want
 - Click one of the 4 buttons to add its size as a pre-set
 - Note: These settings are saved to a file for future use
- **Count button**
 - Informs you of the number of objects in your diagram
- **Save Button**
 - Saves just the objects data file
- **Backup button**
 - Backs up *all files* to a folder under Facility Mapper
- **Return to Search button**
 - Closes the Add Panel and returns you to the Search panel
- **Special Buttons:**
 - 10x -- Normally object sizes are limited to 30x30 pixels. Clicking 10x will allow objects up to 300x300
 - Bug: This added feature will not draw outside the boundary of the form. However the object numbers are correct
 - Warning. Do NOT attempt to draw small objects on top of these larger objects. Warning
- **Aligning Objects**
 - Clicking either of the buttons to the right of the sliders will force successive objects to align in either rows or columns
 - Hint: This can be useful if you are placing object all in a common row or column
 - Hint See the video on that subject

Moving Objects:

- Click the Move button
- Click the object to be moved
- Click its new location in the diagram

Re-Color objects:

- Click the Re-color button
- Click the object and select a new color
- The object will change color

Rotate Objects:

- Click the Rotate button
- Click the object and it will rotate 90 degrees

Allow Markers:

- Click the Allow Markers button
- Select a color
- Click in the diagram to add round markers
- Click the button again to turn markers off
- Hint: Markers are temporary items to highlight areas of interest only

Toggle Blinker:

- Temporarily stops found objects from blinking

Delete Selected Item:

- Double click the object in the diagram
- Or, double click the objects data in the grid
- Hint: All objects except the locked object will become dim
- Click the button
- Type yes (loc) in the yellow area and press the Tab key

Erase All Data:

- Click its button
- See a dialog box
- Type the password in the yellow box
- Press the Tab key
- All data and objects will disappear

C1-4 and O1-4 buttons:

- See the Links area below

Scrolling Images:

- If your diagram exceeds the FM window, use the scroll bars
- Click anywhere in the diagram to bring the Search Panel into view
- Right Click in the diagram
- Select Home from the Menu to return to the left of the diagram

Locking the Data Grid:

- Click the Grid Active button to lock the data grid
- Note: Do this to prevent others objects from being acted upon
- Hint: The grid is locked if you double click it
- (Or), if you double click an object in the diagram

Search by Clicking:

- Click on objects in the diagram
- An objects data will be highlighted in the Grid
- Hint: If the panel is not visible, it will be as soon as you click an object

Search the Grid:

- If the Data Grid is locked (dull color)
- Click the Grid Locked button
- Use the scroll bars to the right of the grid to search
- Find the desired item?
- Double click t to lock it in place

Search with Text:

- Click in one of the three blue areas above the grid
- Enter your text to search for
- Hint: Partial matches will not be found
- Click the appropriate Search Data button
- The objects is located and the grid becomes locked (dull)

Locate in Diagram:

- First, perform one of the searches described above
- Hint: Make sure the grid is locked (dull)
- Click the Locate in Diagram button
- Note: 1. The diagram will scroll as necessary to locate the object
- Note: 2. The Search Panel will become visible
- Note: 3. The selected object should be blinking

The Main Menu:

- **File Menu**
 - **Complete Backup**
 - Backs up All Files to a Folder under Facility Mapper
 - **Save Data**
 - Saves the main object data file
 - **Exit**

- Exits Facility Mapper
- **View Menu**
 - **Capture Screen**
 - Captures the entire screen and opens Windows Paint
 - Note: Press Ctrl+V to Paste the image into Paint
 - Hint: You can also use Edit>Paste
 - Hint: Other graphics programs can also be used
 - **Explorer**
 - Opens Windows Explorer
 - Hint: Use to open other programs or simply explore folder contents
 - **Magnify**
 - Opens a small program that will magnify portions of your screen
 - Hint: Use it to place objects very precisely
 - Note: You must manually exit this program
 - **Show/Hide Hints**
 - Turns On/Off hints as you move over items in the program
 - **Show/Hide Panels**
 - Temporarily removed panels from view
- **Options Menu**
 - **Auto Manual Panel Relocate**
 - Use: If your diagram is small, or you have objects behind the Search Panel
 - This will prevent the panel covering your objects
 - Hint: Drag the panel out of the way
 - **Data Integrity Test**
 - Use this if you find errors when running Facility Mapper
 - Hint: An included (Internet) video illustrates how it works
 - **Return From Subs (NIPS)**
 - See Special Objects below
 - **Setup Form**
 - Allows you to change the Title of the Facility Mapper window
 - Allows you to change the Data Grid Headings
 - Allows you to set-up external programs for objects (advanced topic)
 - Hint: See Internet videos on this subject
- **Information Menu**
 - **About**
 - System information
 - Web and Email addresses
 - Version number
 - **Documentation**
 - This document and perhaps others
 - **Registration**
 - Status and Registration Information
 - **Update**
 - Not yet implemented
- **Video Tutorials Menu**
 - Note: These are located on the Internet
 - **Getting Started**
 - Eight video clips to help you get going
 - **Main Menu**
 - Videos describing these menus
 - **Individual buttons and Area**
 - Hint: Move over an area of the Facility Mapper screen
 - Hint: Then use your right mouse button to watch the video
 - **Linkers And How They Work**
 - How to link to external programs
 - **Nested Information Packages (NIP's or Sub Sites)**
 - Note: You can have sub sites within Facility Mapper
 - Video on that advanced subject

The Pop-up Menu:

- Only items not covered above
- Note: Right click anywhere in the diagram to access this menu
- Note: There are no important functions that have not already been addressed

Special Objects:

- **NIP objects**
 - Rule: Any object added to the diagram that is Black or White will create a NIP

- Rule: Any object whose color has been changed to one of these colors will become a NIP
 - Rule: The 3rd (third or rightmost data item entered) will be used to name the NIP
 - Rule: A Folder or Directory will be created as a sub-folder to Facility Mapper
 - Note: All necessary files to operate the NIP will be placed in the new Folder
 - Exception: The map.bmp file (the background) must be replaced by YOU
 - Once created, clicking on one of these objects will transfer you to that NIP and its data (if any)
 - Reminder: It is the users responsibility to replace the map file with one for the NIP
 - Reminder: It must be a Bitmap File, probably 24 bit or greater
 - Note: You can possibly use The Paint program to convert from jpg etc to type bmp
 - Warning: map files can be no larger than 9,9999 by 9,999 pixels
 - To return from a NIP to the main program click the top or bottom yellow bars
 - You can also Right click and use Return From Sub's
- **Video Objects**
 - Any non-black or white object whose 3rd (third or rightmost data entry) that begins with (_) underscore (cont)
Is considered a video object. Example: _video file
Facility Mapper will search for a Windows Media Play List file in the FM folder and begin playing its contents
Note: It is beyond this documents intent to explain how these files work
Note: Please obtain help if you don't understand the above.
- **Link Programs:**
 - Facility Mapper (in Options>Setup) allows you to set links to up to four external programs
 - These links will then be associated with any objects you choose to link to
 - The result is the ability to have any object bring up its version of one or more of these external program
 - Example: Each desired object cab have its own Excel File for Financial data etc.
 - These files are saved in the Facility Mapper folder and accessed as needed.
 - Once External links are et up, the four Search panel buttons C1 – C4 (create) will allow you to create a link
 - Conversely, the O1 –O4 button will bring up any existing external file for that object
 - This is a very powerful advanced tool and it will be best to obtain local help if these notes are confusing
 - Hint: Watch the video (see the Video Tutorials menu)
- **Built-In-Videos**
 - These are Short Flash videos that reside on a protected Internet page. You will need to login information to access them
 - Owners of Facility Mapper will be given access to these files
 - Users with dial-up connections may find their usefulness limited
 - You must be connected to the Internet to view these files

Ordered Data Entry

- Although there is no restriction (except limiting each data field to 20 characters), many of you will be entering ordered data
- The first data field is particularly important. Enter data in as short and consistent manner as possible
- Example: Site-0001 Site-0123 instead of Site1 Site123. This will make it easier to find data
- Example: Enter Smith Mary not Mary Smith, for proper grid sorting
- Note: abbreviate where possible, but be consistent and have all users use the same format.