



# ADDING A SCHOOL MAP

G2 Communicator

## DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to...

*Note: These instructions apply to Standard, Admin and District Admin users.*

This document assumes the reader has the appropriate user credentials, (username and password), as well as the IP address or DNS name of the G2 Communicator system.

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## GETTING STARTED

To be successful, you will need the following information:

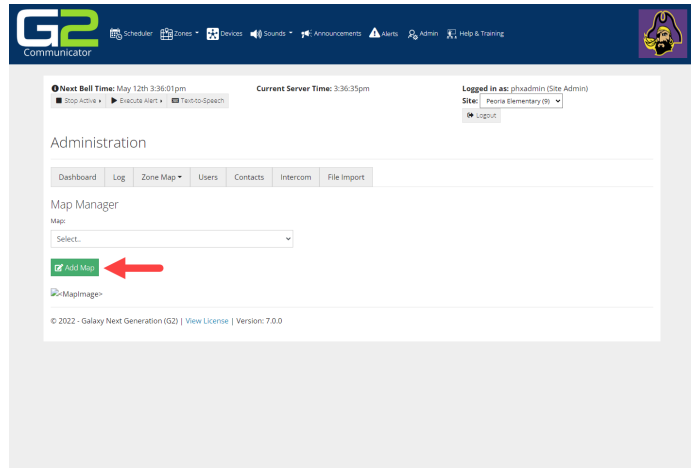
- Admin or Master Admin level account.
- Map of the school - .png file, recommended size is 940 x 740 pixels.

## INSTRUCTIONS

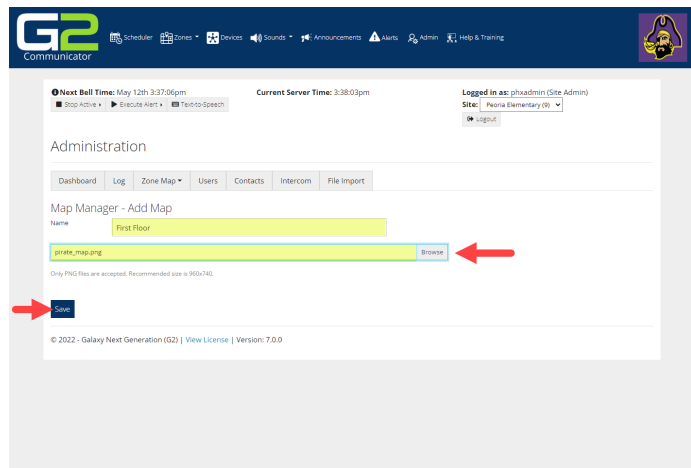
Read this set of instructions completely, prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.

ADDING A SCHOOL MAP

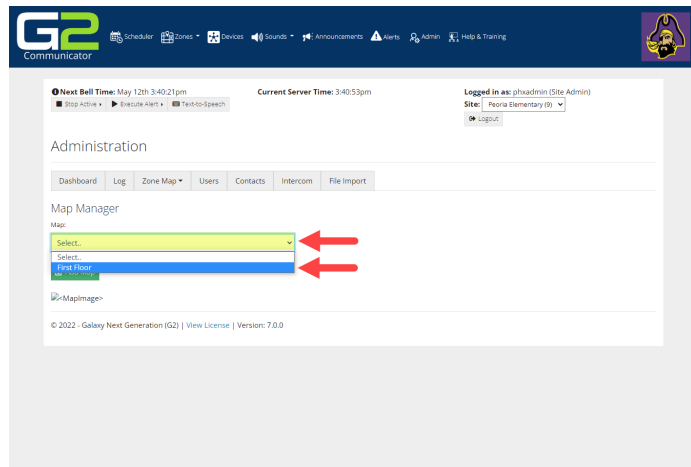
1. Log into your **G2 Communicator System** and navigate to the **Site** page located on the **Administration** page.
2. Click on the **Zone Map** tab.
3. Click **Map**.
4. Click **Add Map**.



5. Type the name of the map in the **Name** field.
6. Click the **Browse** button to locate the map file on your local computer.
7. Click the **Save** button.



8. Click the drop arrow in the **Map** field.
9. Select the **map**.



## Adding a School Map

- The uploaded map will display on the screen.

*Note: If the school has more than one floor, repeat the map upload process.*

The screenshot displays the G2 Communicator Administration interface. At the top, there is a navigation bar with the G2 logo and various utility icons. Below this, a status bar shows system information like 'Next Bell Time' and 'Current Server Time'. The main content area is titled 'Administration' and includes a 'Map Manager' section. In the 'Map Manager', a dropdown menu is set to 'First Floor'. Below the dropdown are 'Add Map' and 'Delete Map' buttons. The central part of the interface shows a detailed floor plan with rooms numbered 100 through 121. Specific rooms are labeled: 'Kindergarten Playground', 'Entrance', 'Office', 'Lounge 132', 'Stage 130', 'Workroom 131', 'GYM', 'Cafe', 'Kitchen', and 'Maint'. The footer of the interface contains copyright information: '© 2022 - Galaxy Next Generation (G2) | View License | Version: 7.0.0'.