TM

Venue Maps Management System
User Guide for Venue Contacts

Contents

Contents 2

Welcome 4

Supported platforms 5

Glossary of Terms 5

The Venue Maps Management System 6

Accessing VMMS outside a corporate intranet 6

Image: The Aegir Venue Maps Management System Login Screen 6

The VMMS Dashboard 7

Image: The Aegir Venue Maps Management System Dashboard 7

Alerts & Quick Actions 7

Venue List 7

Venue Detail Page 8

Image: The Venue Maps Management System Venue Detail Page - venue not started 8

Image: The VMMS Dashboard showing a venue in process - Information Requested 9

Step 1. Download & Prepare 10

Image: Venue Detail Page - Step 1: Download & Prepare 10

Image: The venue detail page - Send Your Information 11

Review your first venue map proof 11

Image: a page from an example Aegir venue map proof showing a lobby level and surrounding grounds. 12

Image: a page from an example Aegir venue map proof showing an upper floor. 13

Step 2. Send Your Information **14**

Indoor details 14

Outdoor details 14

Tips 15

Submit your revised map **15**

Review your final map **16**

Image: the VMMS Dashboard showing a venue ready for review. 16

Step 3. Approve Your Venue Map Proof **17**

Image: the VMMS venue detail page - Step 3. Approve Your Venue Map Proof 17

For more information **18**

Appendix: Mapping Workflow and Statuses **19**

Image: The mapping workflow status drop-down in the VMMS Dashboard venue list 19

Welcome

Aegir uses groundbreaking technology to map your property and give your guests more choice, convenience, and control. With your help, we'll convert your printed maps, blueprints, CAD files, etc, into Aegir Venue Map Data (VMD), a fully interactive map of the entire property that can be used in web and mobile applications and more.

With your new Aegir VMD as a basis, you can provide your guests with powerful tools to build satisfaction and repeat business, including:

- Room or point-of-interest selection
- Directions to any room in the property
- Online check-in for a hotel room or a business meeting
- Room or conference room selection
- Indoor positioning to show visitors or employees exactly where they are
- Geolocation on most map providers, such as Google, Bing, and Apple

Aegir has created the **Venue Maps Management System (VMMS)** to guide you through the process of creating your maps. The VMMS application provides tools for every step in the process, from uploading initial documents to viewing, revising, and approving the final venue map.

Supported platforms

You can access VMMS on any desktop or laptop computer with current versions of Chrome or Firefox.

Glossary of Terms

Venue Maps Management System (VMMS) - the portal where venue maps are created and you may interact with Aegir's mapping team.

Venue Map Data (VMD) - the final output of your venue mapping process.

Venue map proof - a draft document in PDF format created for you to review in the early stages of the process to ensure all information about your venue is correct before the final VMD files are created.

Venue map source files - any documents you may have that help us construct your venue map proof. These may be blueprints, CAD files, graphics files, etc., and are used by our mapping team to build your venue map proof.

The Venue Maps Management System

The VMMS is an online portal for managing the entire mapping process from start to finish. You may have signed-up for mapping services for your property, or your company may have an enterprise mapping effort underway. You will either sign in through your company's intranet, or you will receive an email from Aegir with your account information and a link to reset your password and login. The first order of business is to get acquainted with the VMMS portal.

Accessing VMMS outside a corporate intranet

If you received an email to reset your password, click the *Reset Password* link. Enter your new password twice and submit. To login, go to https://venuemaps.aegirmaps.com/.

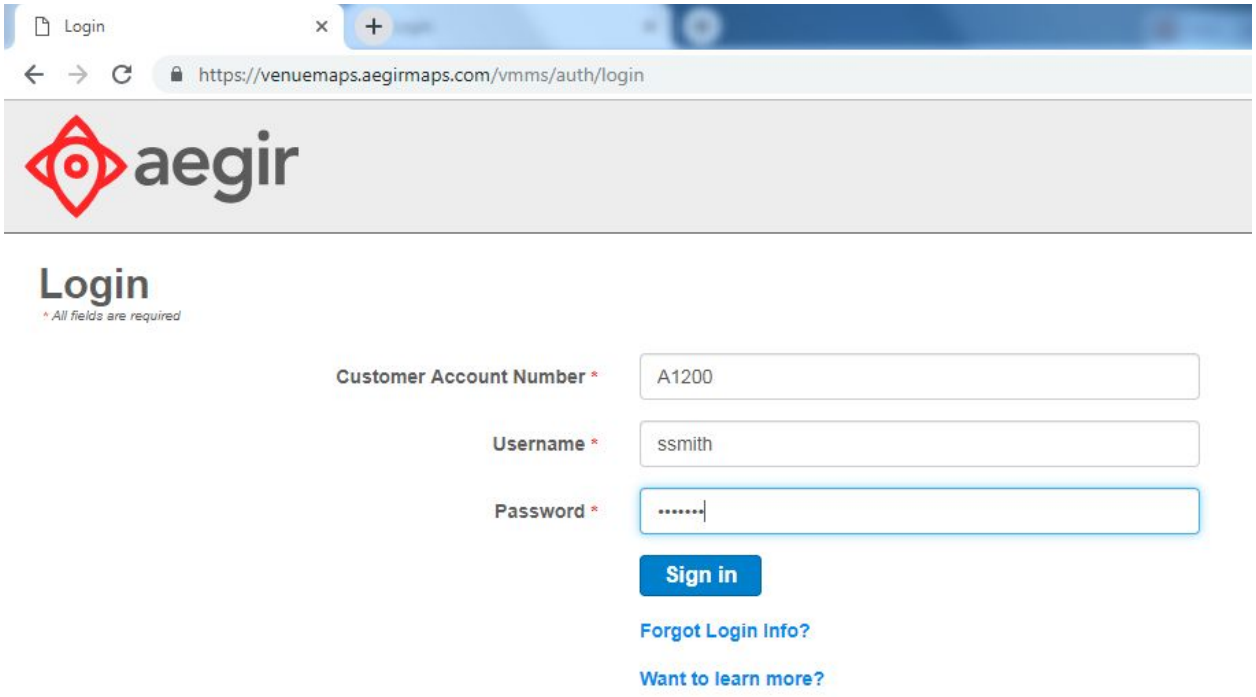

Image: The Aegir Venue Maps Management System Login Screen

- Enter your Customer Account Number (this will be supplied to you in the email you receive when your account is created by Aegir).
- Enter your Username (this will be supplied to you in the email you receive when your account is created by Aegir).
- Enter your Password (created when you hit the *Reset Password* link in the email you receive.)

The VMMS Dashboard

Whether through your company's intranet or direct login, upon successful login, you will arrive at the VMMS Dashboard. The Dashboard is a quick overview of everything related to your mapping efforts.

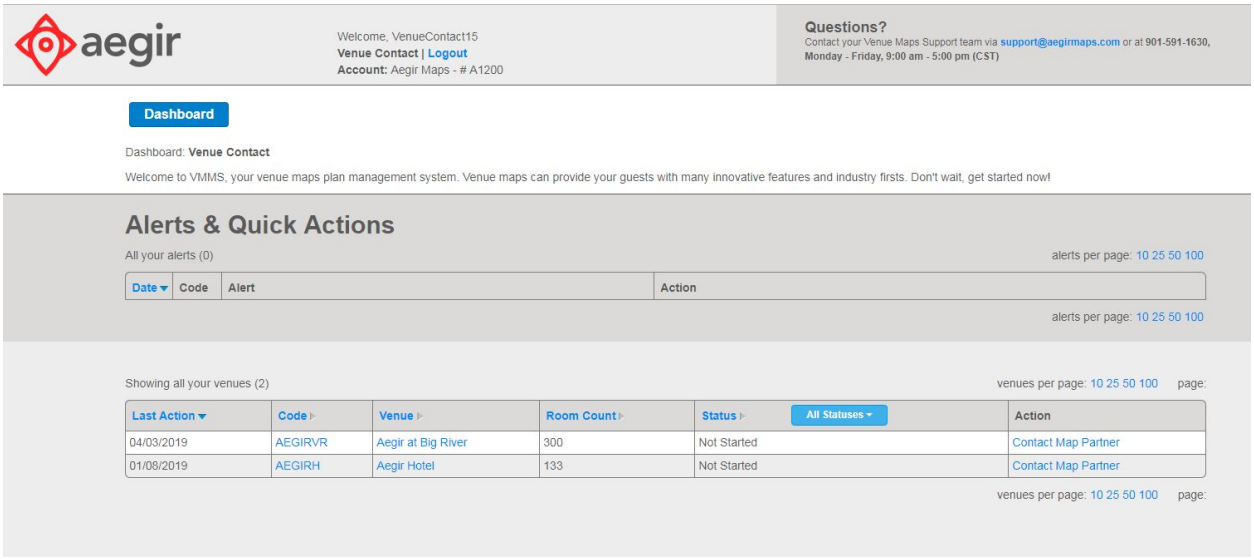

Image: The Aegir Venue Maps Management System Dashboard

Alerts & Quick Actions

The Dashboard presents you with an *Alerts & Quick Actions* area that lists any current items relative to your mapping effort. This may show you the status changes of your venues in the system, or may remind you of requests our mapping team has for you such as reviews or approvals of your venue map proof(s).

Venue List

Beneath the Alerts & Quick Actions you will also see a list of any and all venues that you are responsible for. Information provided in the list includes the following:

- Last Action - the date of the last action that occurred in the workflow for mapping a particular property.
- Code - a series of letters and/or numbers that is a unique ID for a particular venue. These are assigned for you.
- Venue - the name of the venue.
- Room Count - the number of bookable rooms in a venue.

- Status - the current status of a venue in the mapping process (see *Appendix 1 Mapping Workflow and Statuses* at the end of this guide for a list of all statuses).
- Action - depending upon the current status of a property, a clickable action you may take, such as contacting our mapping team about a property.

Blue text is actionable. Columns in the list of venues are initially sorted by Last Action, but you may select other column headings to sort by (click once), and you may reverse the sort order (click on that same column heading a second time).

Venue Detail Page

Clicking on an individual venue code or venue name will bring you to a venue detail page. If your venue mapping effort has not started for a particular venue, you will see a message that says: “Your venue is not started yet. We will contact you when ready to get started.”

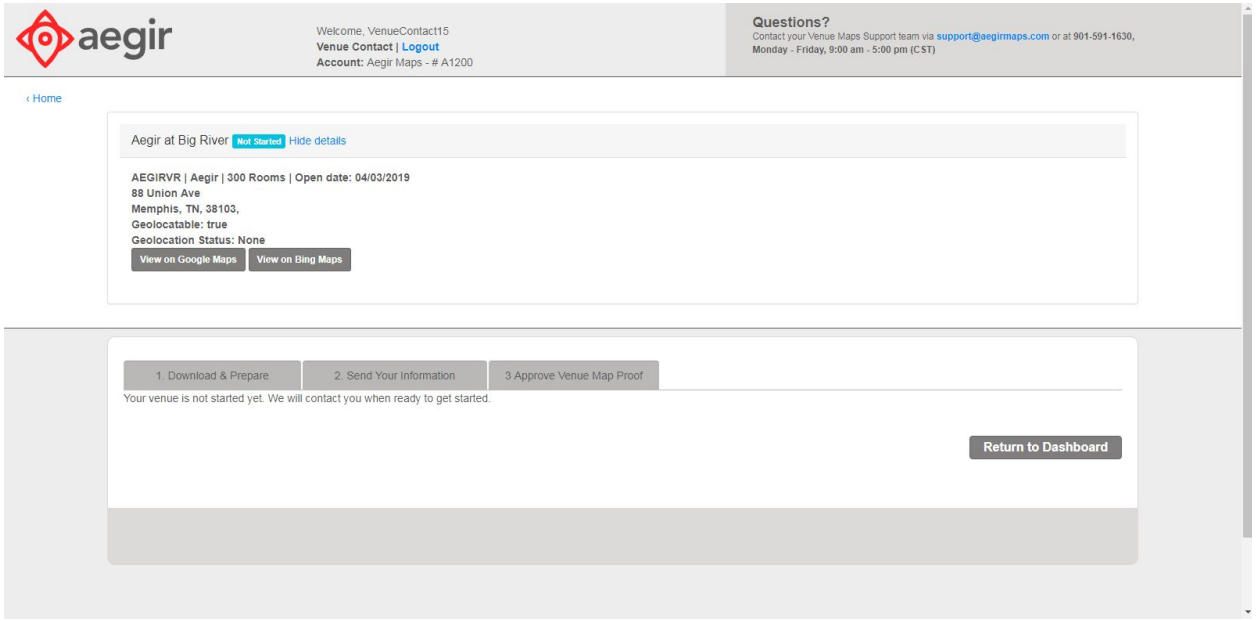

Image: The Venue Maps Management System Venue Detail Page - venue not started

Once the process is started, you will receive an email update with a link to your VMMS venue detail page. Once in VMMS, you will see that your Dashboard will show an alert, the venue status will change in the venue list, and the venue detail page will change. To proceed, click on the venue whose status has changed and you will move to the next step.

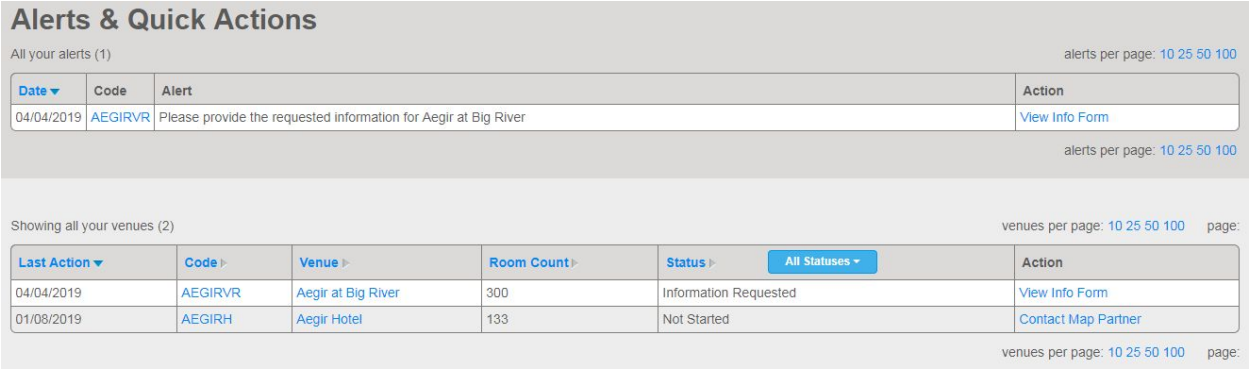

Image: The VMMS Dashboard showing a venue in process - Information Requested

You will see three separate tabs for each stage of the venue map proof completion process. The Aegir mapping team will have requested information from you and the first step is to provide that info. This step is called *1. Download & Prepare.*

Step 1. Download & Prepare

The venue detail page will now display the information the Aegir mapping team has requested. If there are files included, they will be linked below ***Here's what we have so far:***. You will be able to download them so that you may review them, and if necessary, mark them up, scan them and upload them back to the team for review. Any information that is requested will be listed below ***Here's what we need from you:***.

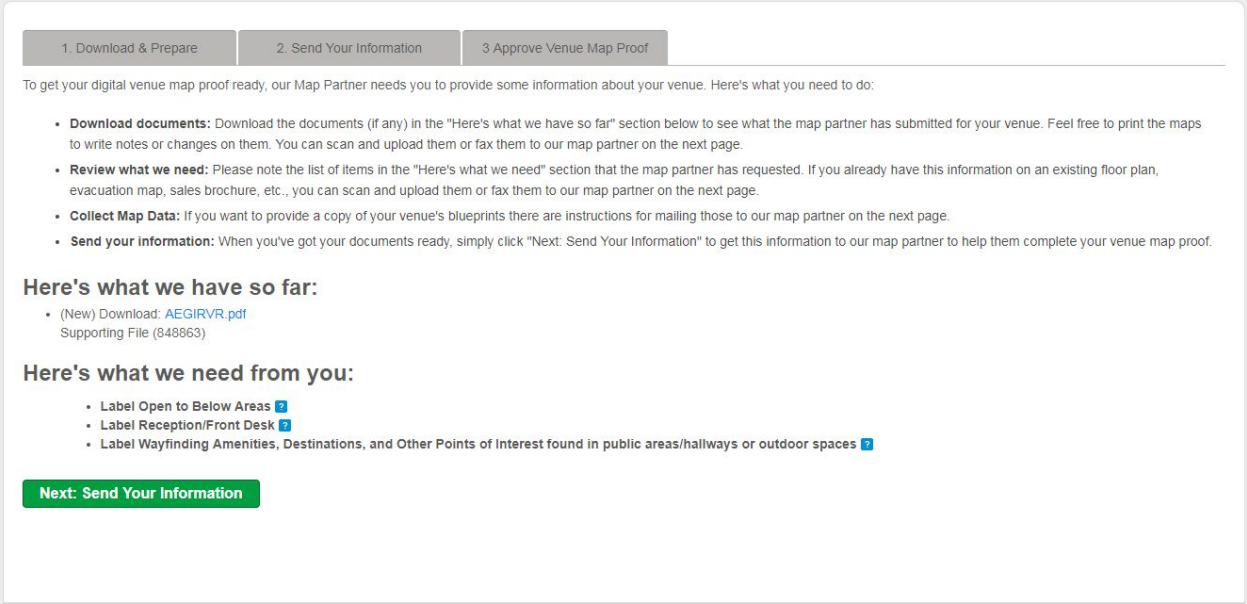

Image: Venue Detail Page - Step 1: Download & Prepare

At this point, you can review any files that may have already been uploaded for your property. We'll ask you to answer additional questions and, if we did not yet have access to them, we'll request that you upload venue map source files as a basis for your new venue map.

The best venue map source files will help Aegir build the best possible venue map for you. To ensure the quickest possible production time, look for these types of source materials:

- **Blueprint** or **CAD file** of your property produced by an architect or engineering firm.
- **High-quality PDF** of your venue. Look for one with extremely sharp lines for walls and other details. If the PDF contains fuzzy wall lines or blurry details, it will take longer to create your map.

If you do not have these materials, look for detailed image files, such as a JPG, PNG, BMP, etc. that were produced from a high-quality source such as those listed above. If you must send a photo of a physical document, make sure the image depicts a straight-on, undistorted view of the venue on wrinkle-free paper.

Please remember that the details of all areas and floors are needed.

You can upload digital files instantly right in VMMS. Physical documents will result in slower map production, but if necessary, you can also fax or mail physical documents to Aegir. The fax number and mailing address are provided on the venue detail page.

Indicate what requested information you are providing. If you wish, click *Select and upload a file* to upload any files you may have to support your response, and indicate if you will upload, fax or mail your files. Under ***What requested information are you providing?***, click the info that you are providing, and optionally, add any other information you feel may be helpful to the Aegir mapping team, then click *Send Your Information*.

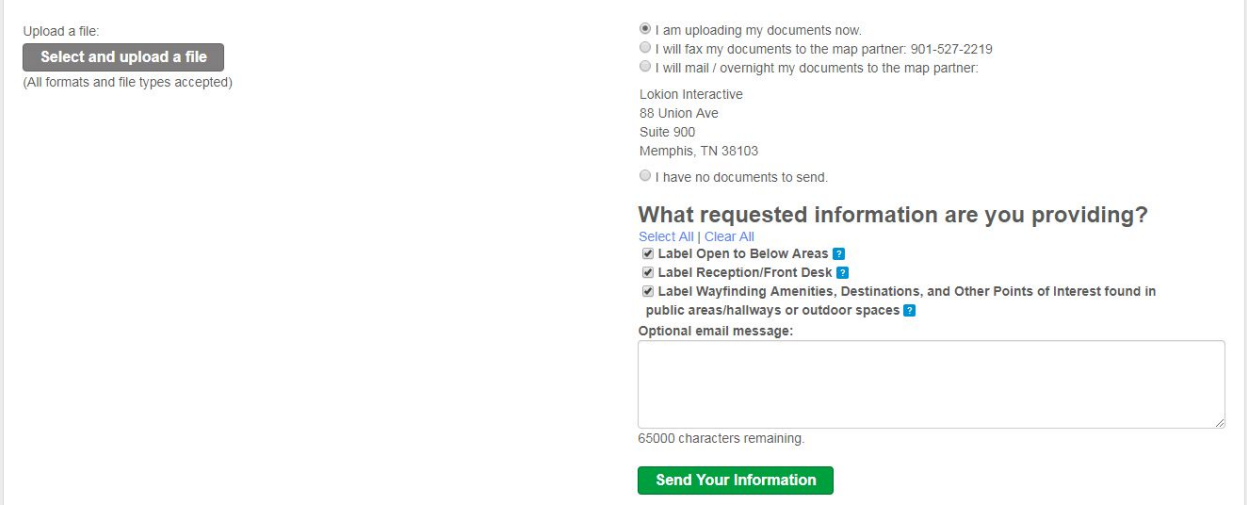

Image: The venue detail page - Send Your Information

Review your first venue map proof

Once you've submitted information about your property, the Aegir mapping team will build a *venue map proof* for you. You'll be able to download the venue map proof in VMMS, and view a list of any information we still need.

The venue map proof is in .pdf format and includes everything that will be in your final venue map data set, but in a visual format so you may review. Below, are two pages from an example of what your property's venue map proof might look like, including the outdoor surroundings, as well as an upper floor. The venue map proof includes each floor's layout with all rooms, hallways, points of interest, and other elements, but some may not be labeled yet. The next step is to fill in any missing information, *Step 2. Send Your Information*

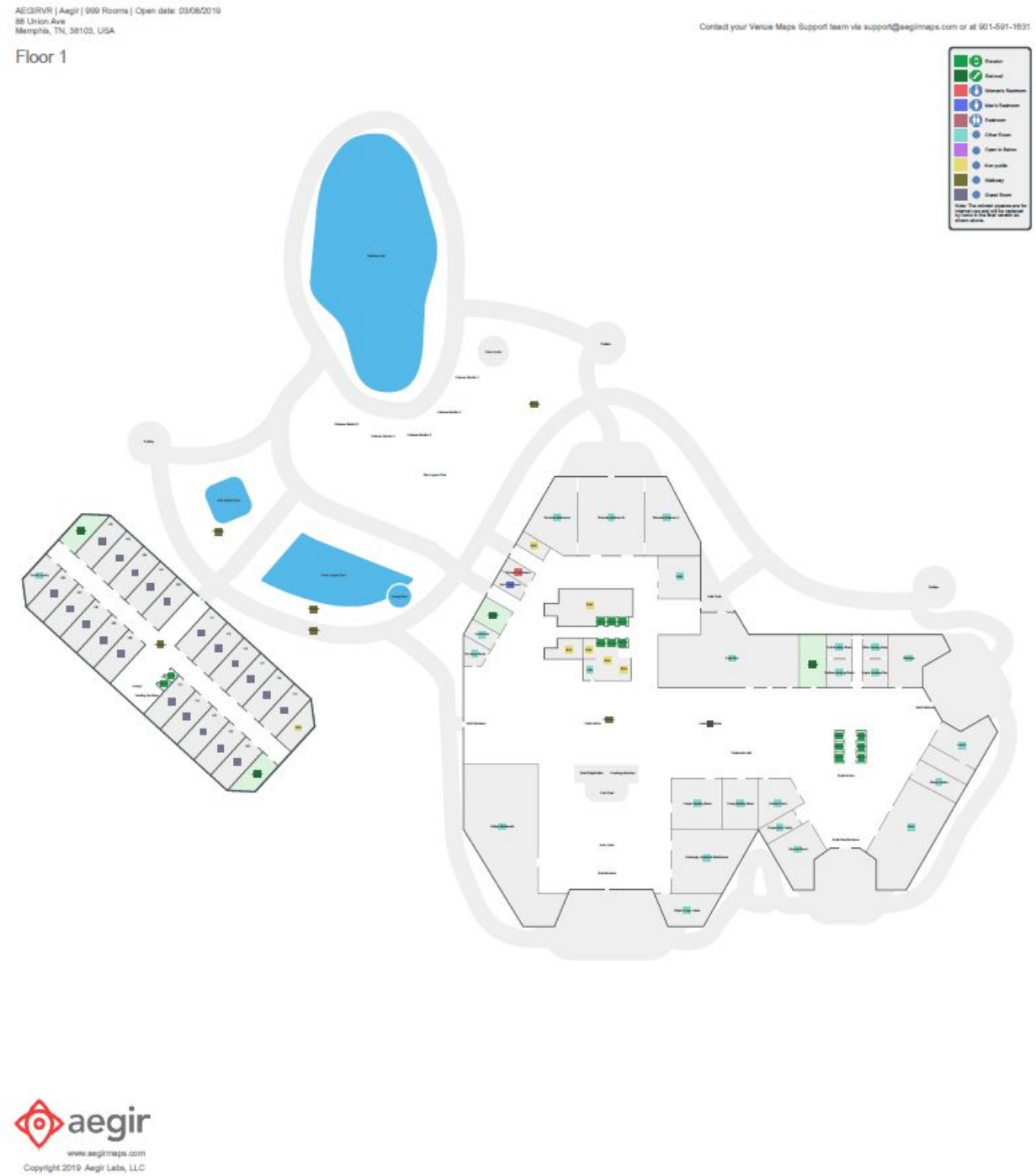

Image: a page from an example Aegir venue map proof showing a lobby level and surrounding grounds.

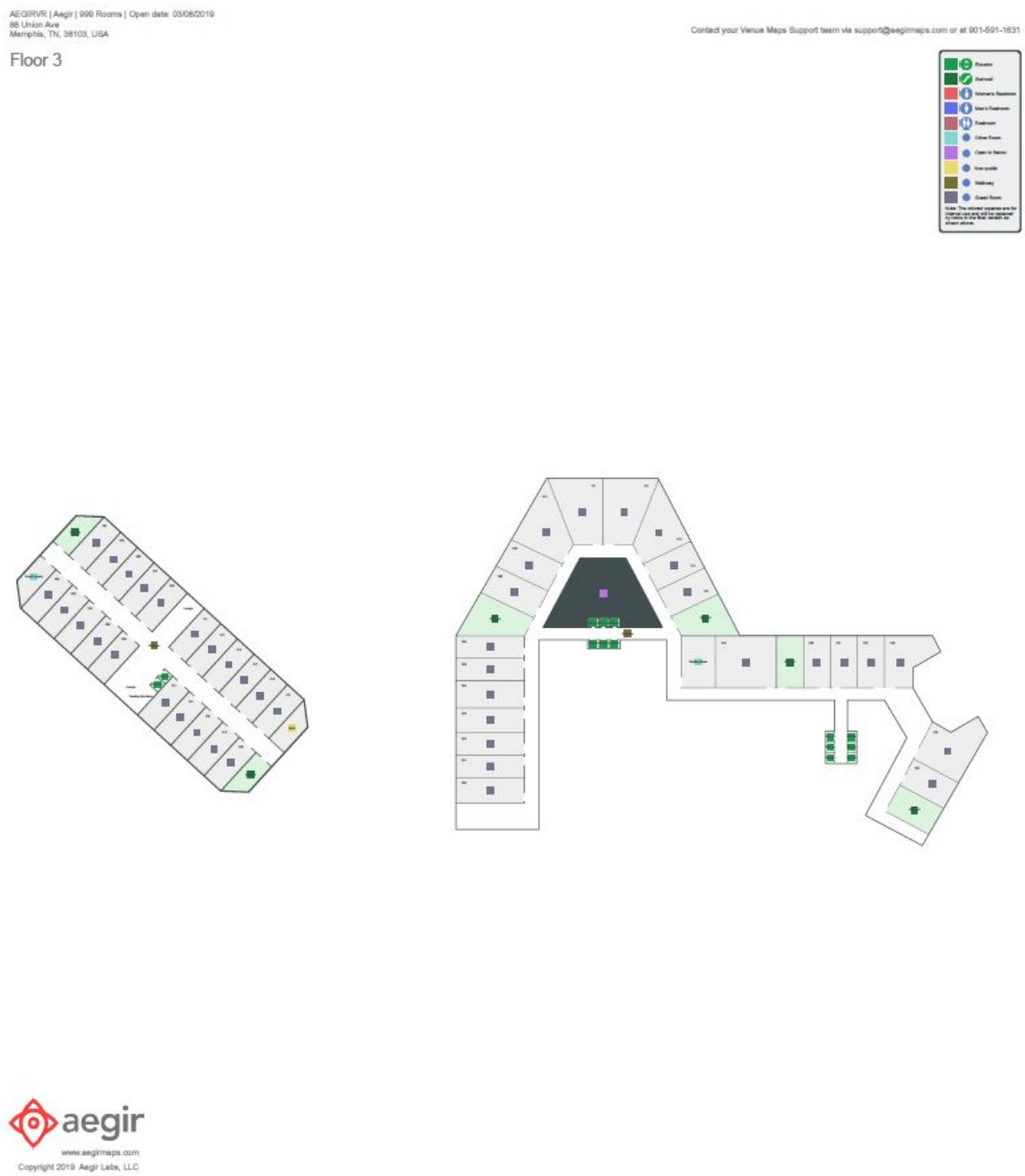

Image: a page from an example Aegir venue map proof showing an upper floor.

Step 2. Send Your Information

Print out your venue map proof, then label it with visitors and/or employees in mind. Depending on the final use for your map data, your venue map proof may not include or require any back-of-house or inaccessible facilities spaces, unless these are specifically needed for your maps application.

Verify that all information is correct and make sure your map includes elements such as:

Indoor details

- Building labels, if more than one
- Floor labels
- Business centers
- Dining
- Elevators, escalators, stairwells
- Entrances
- Fitness centers
- Front desk
- Gift shops
- Reservable rooms and their names/numbers
- Ice machines
- Laundry
- Lobbies
- Meeting space
- Break rooms
- Public areas
- Restrooms
- Signature indoor landmarks like artworks, monuments, and water features
- Spas
- Vending machines

Outdoor details

- Clubhouses
- Outdoor athletic facilities like golf courses, tennis or basketball courts, or walking and fitness trails
- Outdoor event venues
- Outdoor public areas
- Outdoor walkways
- Outdoor Pools
- Signature outdoor landmarks like artworks, monuments, and water features
- Significant garden features

- Walkways like hallways, atrium skywalks, and concourses between buildings
- Indoor Pools

Tips

Remember these guidelines when you're filling in your property's information:

Resources like meeting rooms: Label each room, by floor. Also show other relevant elements on that floor, such as vending and ice machines, laundry facilities, elevators, break rooms and stairs.

Signature indoor and outdoor landmarks: Indicate any unique features or amenities for your guests or visitors. Examples might include large sculptures, walkable gardens or break areas or water features.

Divided meeting spaces: Include names of meeting rooms, including any that can be created by dividing a larger room, e.g. "Continental Ballroom" as well as "Continental A" and "Continental B."

Submit your revised map

Once you've completed all of your map details, upload your revised map in the VMMS application. Physical documents will result in slower map production, but as before, if necessary you can also fax or mail a physical revised map to Aegir. This step may repeat some depending on how much information you have and how many questions the Aegir mapping team has as they progress with your venue map proof. At this point, you'll be waiting for the Aegir venue mapping team to provide your final venue map proof, and you'll be on *Step 3. Approve Your Venue Map Proof*

Review your final map

As soon as we complete a final version of your venue map proof, VMMS will automatically notify you to review it. Login to VMMS. You'll see the Alerts & Quick Actions showing you that the venue is ready for review and a link to download the venue map proof. You may download from here, or click on the venue in the venue list.

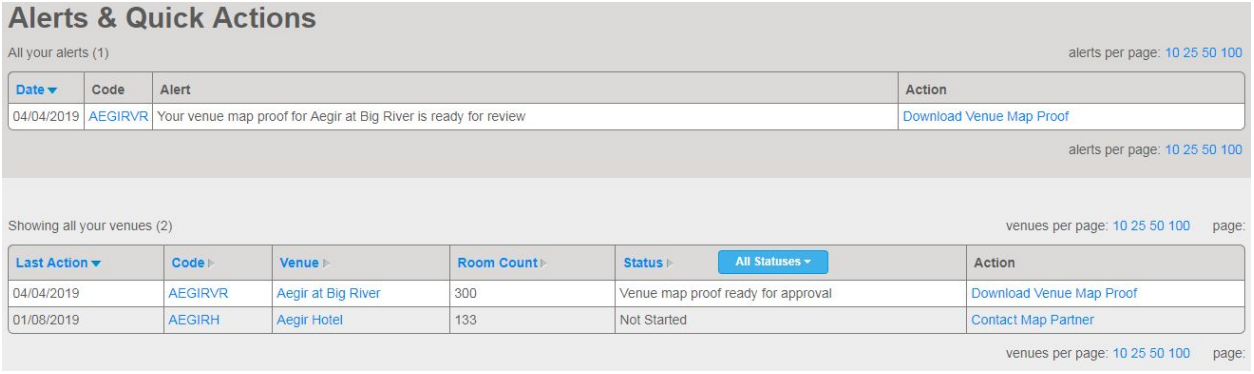

Image: the VMMS Dashboard showing a venue ready for review.

Step 3. Approve Your Venue Map Proof

Once you've reviewed the venue map proof, from the venue detail page you may complete your part of the process and prepare to await your final VMD for your venue. If everything looks correct, you can approve your new map immediately by clicking *Approve venue map proof*. If you see additional changes you'd like us to make, you can circle back to Step 2 above.

Please review your property's final map very carefully. If you need to request changes after you've given final approval, you may incur additional fees.

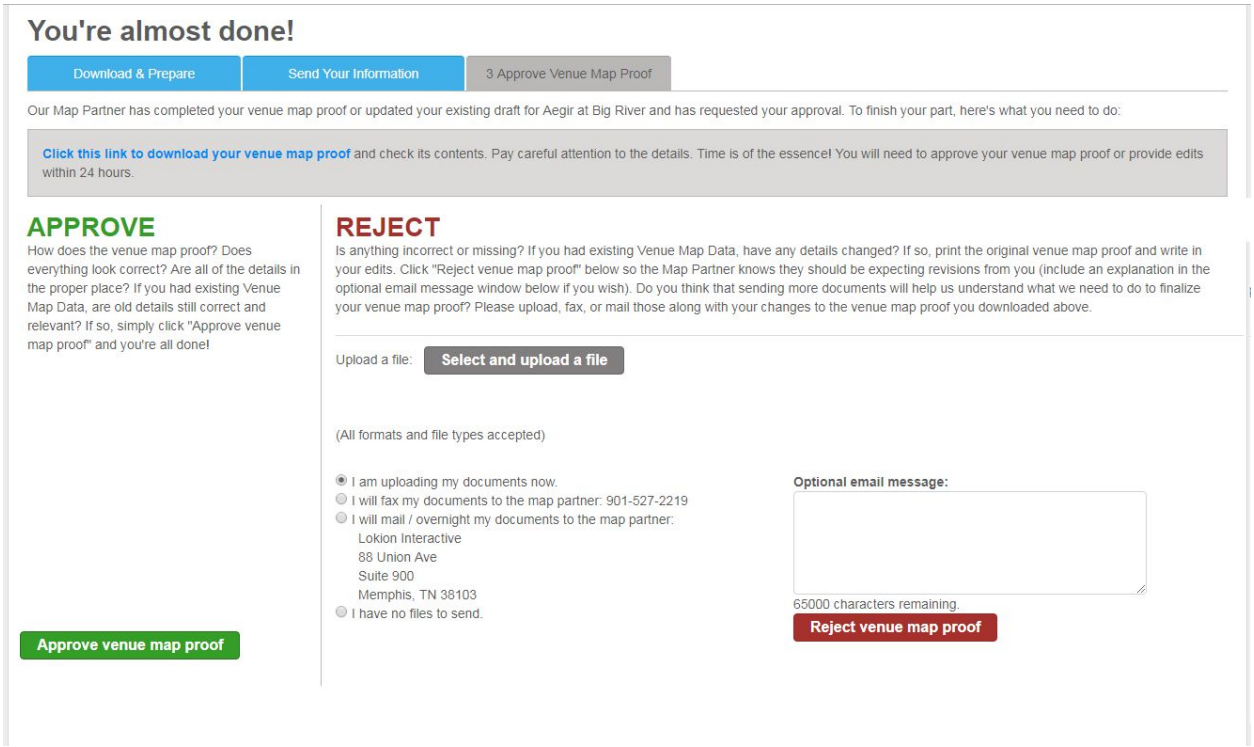

Image: the VMMS venue detail page - Step 3. Approve Your Venue Map Proof

For more information

For assistance with the Aegir VMMS, related questions, or information about other Aegir products and services, visit https://support.aegirmaps.com/, contact Aegir Support at support@aegirmaps.com or call us at (901) 591-1631 between 9:00 am and 5:00 pm CST, Monday through Friday.

Appendix: Mapping Workflow and Statuses

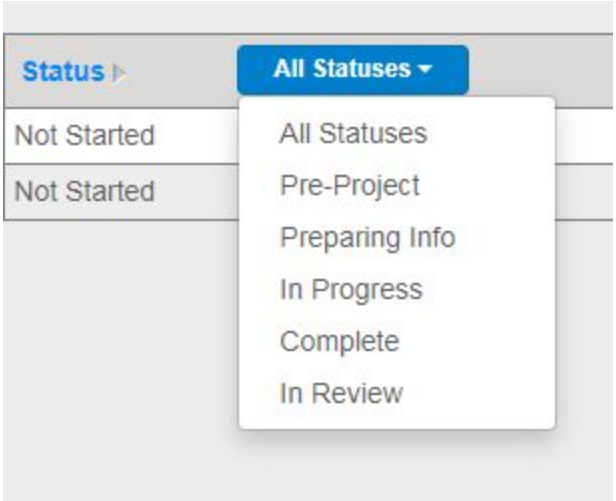

Image: The mapping workflow status drop-down in the VMMS Dashboard venue list

The process of mapping your property takes several steps, and these are each assigned a particular status, and statuses are grouped based upon the overall workflow. The mapping workflow status groups and the statuses in each group are as follows:

- **Pre-Project**
  - *Not Started*: your mapping effort for a venue has not begun yet
- **Preparing Info**
  - *Information requested*: The Aegir mapping team has requested information from you about your map data (labels, room numbers, etc.)
  - *Required information past due*: Timers are in place in order to keep things moving. This status indicates a request from the Aegir mapping team from you is overdue.
  - *Information sent*: This status lets the Aegir mapping team know you have sent information we requested from you about a venue.
  - *Venue map proof past due*: This means an Aegir mapping team venue map proof for your review is overdue.
  - *Venue map proof ready for approval*:The Aegir mapping team has completed a venue map proof for your approval.
  - *Venue map proof approval past due*: Your approval of an Aegir venue map proof is overdue.
  - *Venue map proof correction required*: You have requested corrections to your venue map proof from the Aegir mapping team.
  - *Venue map proof correction past due*: Corrections you requested to your venue map proof are overdue from the Aegir venue mapping team.

- *Ready for Validation*: Aegir has an internal validation step after your approval of the venue map proof. We validate that everything is correct ourselves once we have all information or corrections completed from you. This status means a venue map proof has been approved by you and ready for our internal validation.
- *Final Venue map proof validation failed*: We rejected the venue map proof for some reason.
- *Final Venue map proof correction required*: Aegir has requested a correction to the final venue map proof from our mapping team.
- *Final Venue map proof validation correction past due*: A correction we requested from our mapping team is overdue.

- **In Progress**
  - *Ready for design*: Your venue map data is ready to be created.
  - *Design in progress*: The Aegir venue mapping team is creating your venue map production files.
  - *Production in progress*: Your venue map data is being processed by the VMMS software.
  - *Ready for QA*: Your venue map data is created and ready for QA by the Aegir venue mapping team.
  - *QA in progress*: Your venue map data is in QA with the Aegir venue mapping team.
  - *Production file correction required*: The Aegir mapping team requested a correction internally to your venue map data.
  - *QA Approved*: Your venue map data has passed QA.
  - *Final Processing Error*: The VMMS software found an error in your venue map data. This will be corrected and the file will return to QA by the Aegir venue mapping team.
- **Complete**
  - *Complete*: Your venue map data is complete and ready for use by you.
- **In Review**
  - *Revision requested*: A revision to your venue map data has been requested. Frequently, this request will be made by you, but may also be made by your Account Manager if you have one. Revisions are generally requested when physical renovations to a venue have occurred.
  - *Revision request quoted*: The Aegir mapping team has provided a quote for your requested revision.
  - *Revision request approved*: You or your Account Manager have approved the quoted revision cost and the revision will move forward.
  - *Revision request rejected*: You or your Account Manager have not approved the revision quote.
  - *Revision in progress*: Your revision is in progress with the Aegir venue mapping team..
  - *Revision ready for QA*: Your revised venue map data is ready for QA by the Aegir venue mapping team
  - *Revision QA in progress*: Your revised venue map data is in QA.
  - *Revision QA Approved*: Your revised venue map data passed QA.

- *Revision correction required*: There was a correction requested internally by the Aegir mapping team. Once the correction is made, your revised venue map data will go back into QA.
- *Revision Final Processing Error*: The VMMS software found an error in your revised venue map data. The Aegir venue mapping team will fix the error and the revision will go back into QA.
- *Revised file completed*: Your revised venue map data is complete and ready for use by you.