

## Map Updating Process Version 10/2017

1) Learning for Life Navigators and staff submit suggested resources on the asset map using the *Google Form*: <https://goo.gl/forms/7T5N41NTGcAI6s2D3> which they access through the *L4L Navigator Portal* in *SharePoint*.

a. This form has the following data validation/form validation settings turned on:

2) On the following schedule:

the list of suggested new resources will be evaluated by (Director/L4L staff by network).

a. Process for getting list to people? Laura sends – reminder? Lists?

b. Director/L4L staff will submit their approval and other notes (in sheet? In an excel sheet copied back into google? In the sheet seems easier – set up restrictions)

c. Approved resources will be added to the live datasheet, saved in {} (x amount of time after info gets to evaluator)

3) Laura will email Dragan, who will refresh the data in the map project & published map.

4) Dragan will email Chris/L4L staff when the map update is complete.