



Diazam Manual v1

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Welcome!

Welcome to Diazam; the easiest and fastest way to create event layouts. It's super simple – no complex vector-based programs you have to learn – and very affordable.

Creating a Layout

When you first log in to Diazam, you start at the List My Events page. It will be blank, so click on Add New Event to create your first layout.

Fill out the fields, upload your map, and click Save. You are now ready to begin!

IMPORTANT! Your map must be a PNG, GIF, or JPG image that is under 50MB. Also, if the files size or resolution is too small, it will be difficult to work in Diazam. The same is true if the file size or resolution is too large. Finally, make sure your map has a scale or you know the distance between two points on your map.

When you return to the List My Events page, you'll see your first Diazam!

- Clicking on the **event name** or **Edit** link will open your layout.
- Clicking on the **Copy** link will allow you to create a duplicate layout; great for creating versions.
- Clicking on the **Map** icon will open the map file.
- Clicking the **Delete** link will delete your layout.
- Clicking on the **Excel** icon will download the layout key.

Working in Layout Mode

In layout mode, you'll see the map and three toolbars:

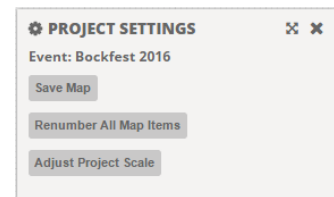
- Project Settings
- Object Tools
- View Filter

IMPORTANT! The very first thing you must do in Diazam is adjust the project scale. Once Diazam knows the scale, every item you add to the layout will be to scale.

Project Settings

Save Map

Save Map allows you to save your work. **IMPORTANT!** Diazam does not automatically save your work, so save and save often.

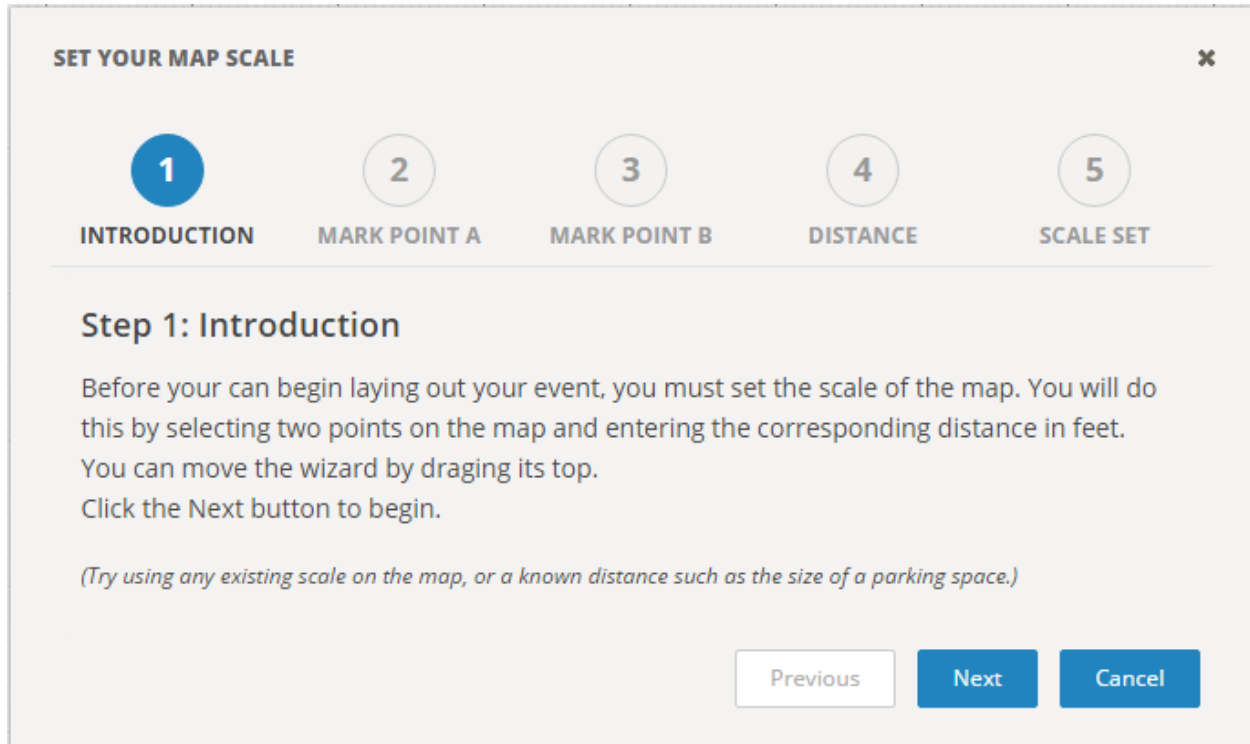


Renumber All Map Items

Almost every item in Diazam is numbered. During your layout build, you may delete items here and there. Regardless, Diazam continues to number as if nothing has happened. Clicking **Renumber All Map Items**; however, resets the numbers so none are missing in the sequence.

Adjust Project Scale

Adjusting Project Scale makes sure Diazam is in synch with your map. It's an easy, but important first step when starting a new layout. Diazam will guide you every step of the way:



IMPORTANT! It's a good idea to write down the scale. If your file becomes corrupt, the scale is the first step in rebuilding your layout.

Object Tools

Once the scale is set, you're ready to start building your layout. It all begins with adding an object (e.g., stage, tent, truck, etc.). In the Object Tools toolbox, under Create New Object, click the drop-down and select an object from list. Can't find what you are looking for? Use Miscellaneous as your selection.

Now you are ready to link additional information to the object:

- **Dimensions:** Enter the width and height of the object. **HINT!** Sometimes an object needs a larger footprint; space around the object due to the required clearance or a requested activation area. Select Miscellaneous from the Create New Object drop-down, set the desired footprint size, and place under the object.
- **Object Name:** Quickly reference the object. If this is a tent for Acme Ice Cream, then name it the Acme Ice Cream. **HINT!** If you make the object 'visible on the export map' (see Object Options), this is what the general public will see when you publish your layout. Be sure and keep the Object Name user friendly!
- **Object Description/Notes:** More detail regarding the object such as the color of the tent or clearance needed for a truck.

Object Property Tags

Object Property Tags help in two ways:

1. It describes the purpose of the object. Using Acme Ice Cream as the example, the property tag 'Food' would be selected. Let's say Acme Ice Cream also has a phone charging station for their patrons. You would also select the 'Charge Station' property.
2. Now here comes the cool part: Since this object is 'visible on the export map', when the map is exported, the general public will see two 'eye dropper' icons next to one another indicating this is a food location AND charge station location.

Object Options

This section allows you to track some things regarding an object:

- **Permit Required:** If Acme Ice Cream is bringing their own tent, they may be required provide a permit. Clicking 'Permit Required' will act as a reminder and show up on the layout key. Once Acme Ice Cream provides the permit, clicking 'Permit Received' will update the status and it will show up on the layout key as completed.
- **COI Required:** Just like a permit, Acme Ice Cream may be required to provide a Certificate of Insurance (COI). You can track it here.
- **Visible On Export Map:** Turning this 'on' makes the object visible on the layout published for public consumption.

- **Payment Percentage:** If Acme Ice Cream is required to put down 50% of the vendor and the rest when they arrive on site, put 50% in the Payment Percentage field. Once the balance is received change it to 100%. This will show up on the layout key as well.
- **Chair Amount:** If Acme Ice Cream needs a few chairs, indicate the amount here. **Hint:** If they need 4 chairs and 4 bar chairs, use the Object Description/Notes field to add that detail.
- **Table Amount:** Just like chairs, track how many tables are required.
- **Electrical Notes:** Track the type(s) of electric required.

Once you've entered all the meta data regarding the object, click the Insert button and then click where you would like to place the object on the map. The object will appear – to scale – along with an assigned number. If at any time you want to resize and object or change any of the meta data, simply click on the object and then make the changes in the Object Tools toolbar. All changes will automatically update the layout key.

View Filter

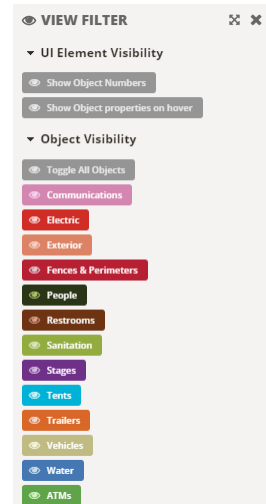
Once you have a lot of objects in your layout, you may want to temporarily clean it up in order to make it easier to work. The View Filter tool bar gives you a few ways to do this.

UI Element Visibility

- **Show Object Numbers:** Allows you to toggle on and off object numbers.
- **Show Object Properties on Hover:** Allows you to toggle on and off the object property pop-up windows. This window appears any time you roll your mouse over an object.

Object Visibility

Click any object type to turn them on or off. If it's easier, click Toggle All Object to turn all object off. You can then select the one or two objects you want to see.



Object Alignment

Hold the Shift key and click on multiple objects. You can then click the desired Alignment icon.

Navigation

Moving around your layout is easy. You'll notice there are no scroll bars to the right or bottom of your browser window. All you have to do is click on the map and move it up, down, left, or right.

HINT! To move a toolbar, click on the X with arrows. To close a toolbar, click on the X. To open a toolbar, click on the corresponding icon in the top, right-hand corner next to the word **TOOLS**.

Moving Objects

Click on an object and hold to move it anywhere on the map. The number associated with the object will automatically move with it. If you move your mouse to the bottom, right-hand corner of an object, the anchor point will enlarge so you can rotate it. If you want to reposition the number, move the cursor over the number, click the number and hold to move it.

Tips and Tricks

Good to Know

- **IMPORTANT!** Save often.
- **IMPORTANT!** If the browser asks to continue to run scripts, answer YES!
- Diazam does everything in feet. So if have an object that's 3.5', round up to 4'.
- There are no 'restroom' tags. All Restroom objects – if 'Visible on export map' is selected – will display the restroom icon on the public map.
- Share a non-editable layout. Just copy and paste the link from your browser and send via email.

Shortcut Keys

- Hold Alt key to place multiple objects.
- Hold Alt and click object and it will duplicate.
- Shift + Select: Grab multiple objects.
- Shift + Arrow: Moves objects quickly; stretches a fence.
- Double Click an object to 'right' the object.
- Shift + Delete: Delete object.

Work Arounuds

- Diazam cannot manipulate a map once it has been uploaded. So if you want it turned a certain way or at a specific opacity, make those changes before uploading. There are great free tools online such as Pixlr that you can use: <https://pixlr.com/>
- If you want to use your layout objects on a different map, do the following:
 - From the dashboard, click 'Duplicate' next to the appropriate layout.
 - When prompted 'Are you sure,' click the Duplicate button.
 - From the dashboard, click 'Edit' next to the duplicate layout.
 - Rename the event.
 - Next to Map Image, click the Remove button, then click the Choose File button.
 - Select the new map you want to upload and click the Upload button. **IMPORTANT!** It must be the same scale as the old map.
 - Scroll to the bottom of the page and click the Save button.
- Treat items not specified in the Select Object Type drop-down – such as cable ramps – as Misc/Footprint.
- If you want to zoom in, use the Zoom feature in your browser to do so.
- Need to measure the distance between two points or want to make sure objects are a certain distance apart? Use the fence object to measurement.
- If placing an object on another object, 'insert' the object in an open space on the map and THEN drag it over the other object.
- Want to estimate the capacity of event area? Insert a Miscellaneous object over the area, multiply the width by the height of the object to determine the square footage, and divide by nine (9). So a 100' x 100' event area would have a standing capacity of 1,111 $((100*100)/9)$.
- Need to print a layout? You must make sure 'background graphics' is selected in printer settings. This is usually found under the printer 'options'. The other work around is actually doing a screen capture (see below) and then using MS Paint or Acrobat to save and print.

- Do you have a client that wants to see progress on a layout? Simply do a screen capture and send via email.
 - **Windows:** 1. Press Alt+PrtScn, 2. Open Paint by clicking the Start button, clicking All Programs, clicking Accessories, and then clicking Paint, and 3. In Paint, on the Home tab, in the Clipboard group, click Paste.
 - **Apple:** 1. Press Command-Shift-4, 2. Move the crosshair pointer to where you want to start the screenshot, 3. Drag to select an area, 4. When you've selected the area you want, release your mouse or trackpad button, and 5. Find the screenshot as a .png file on your desktop.
- Want to share a map online? Follow these easy steps:
 - Select the objects on the map you want to keep visible:
 - Object Tools > Object Options > Visible on Export Map > Turn off objects you want to hide.
 - Save the map, then copy the URL of the map.
 - Return to the dashboard and click Edit.
 - Set Published to true and save.
 - You can send the URL to anyone and they will be able to see the map; however, they will not be able to make edits. **IMPORTANT!** The URL is public and anyone can see it.