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LUMAT

USER MANUAL FOR TOOL WWW.BRF-MSK.CZ

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MSID

This user manual was developed to simplify the work with the www.brf-msk.cz website, which was created as part of the LUMAT project as an interactive tool for public involvement in brownfields, hereinafter referred to as BRFs.

The manual describes in detail the procedures that can be performed by the public in each interactive part of the website. Websites are designed responsibly to work with them on both PC and smart mobile devices, tablets, etc. In this manual, the individual technical procedures are described for working on a PC in Chrome.

Most of the content submitted by the public is subsequently approved by the webmaster, who can edit the content and then publish it. Website Administrator and Manipulator of the Manual is the company Moravskoslezské Investice a Development, a.s., hereinafter only MSID.

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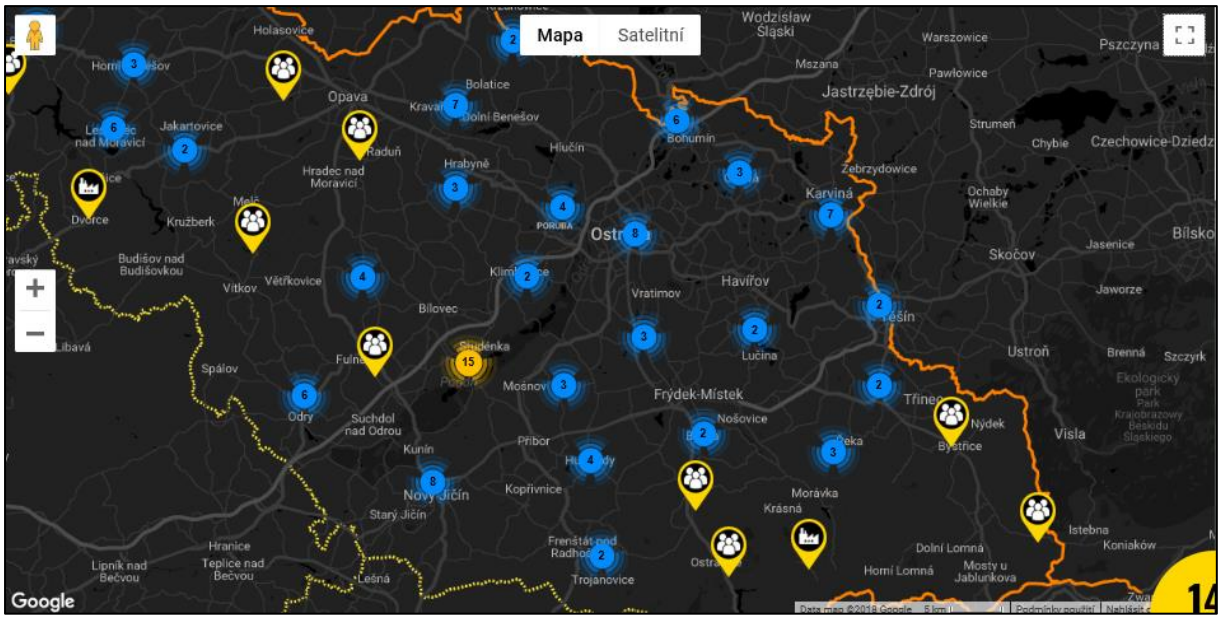
How to use basic website features

1. Homepage and work with an interactive map

The homepage of www.brf-msk.cz includes the logo of the LUMAT project, the main logo of the "Brownfields in the Moravian-Silesian Region" website and the "add brownfield" button (its function is described in the manual on pages 9-10). The following is a list of individual bookmarks: Action Plan, Brownfields, Regenerated BRFs, I want to revitalise BRF, Write to us and the Facebook icon. All bookmarks and their work are described in the individual chapters of this document.

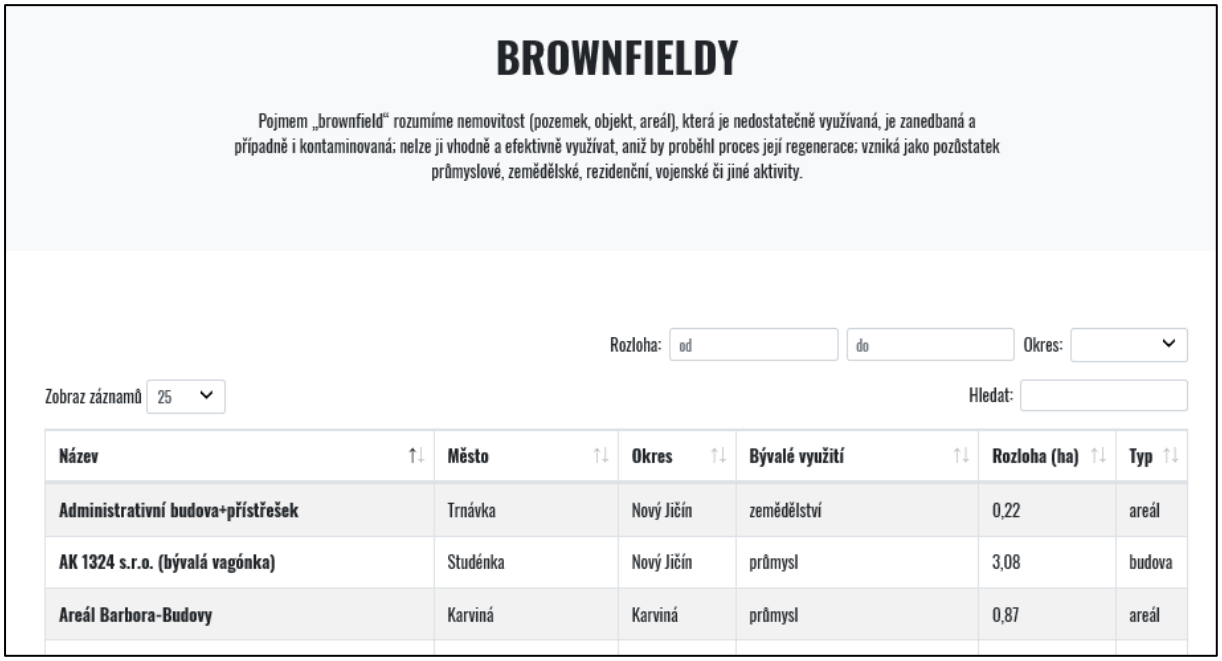
The most attractive item on the homepage is the **interactive brownfield map**. All published BRFs are listed in the map. When zoomed out, the number of BRFs in each area is displayed, when zoomed in, icons showing the former use of a particular BRF appear.



Zoom in / zoom out by scrolling the mouse wheel, or by clicking the + and - buttons on the map. The map can be viewed on the entire screen page by clicking on the square in the top right corner of the map. The same procedure can be redefined to the original view. At the top of the map you can switch to a satellite map. When you zoom in on the map to the street level, you can look into the real environment (where the preview is available) by dragging and dropping the yellow icon located in the upper left corner of the map to a specific location on the map.

On the right of the map, a photo of a randomly selected brownfield with its name is displayed after page loading. Between the map and the photos of the brownfield is the yellow circle showing the current number of published BRFs on this site.

When you click on this yellow circle, you get to the alphabetical list of brownfields and the definition of "brownfield".



BROWNFIELDY

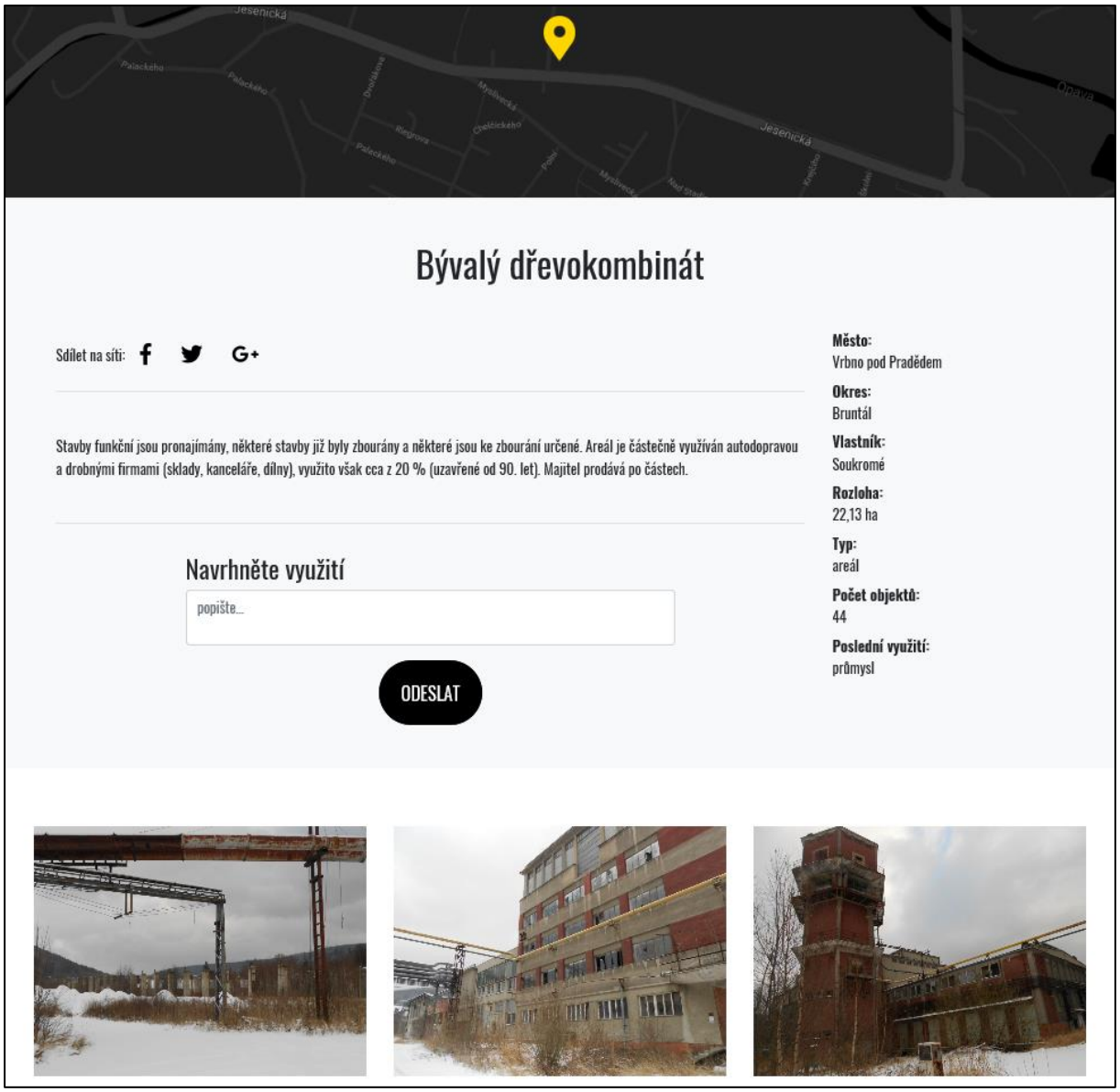
Pojmem „brownfield" rozumíme nemovitost (pozemek, objekt, areál), která je nedostatečně využívaná, je zanedbaná a případně i kontaminovaná; nelze ji vhodně a efektivně využívat, aniž by proběhl proces její regenerace; vzniká jako pozůstatek průmyslové, zemědělské, rezidenční, vojenské či jiné aktivity.

Rozloha: od do Okres:

Zobraz záznamů 25 Hledat:

Název	Město	Okres	Bývalé využití	Rozloha (ha)	Typ
Administrativní budova+přístřešek	Trnávka	Nový Jičín	zemědělství	0,22	areál
AK 1324 s.r.o. (bývalá vagónka)	Studénka	Nový Jičín	průmysl	3,08	budova
Areál Barbora-Budovy	Karviná	Karviná	průmysl	0,87	areál

If you move the cursor over the former-use icon on the map, the name of this brownfield will be displayed. Clicking on the icon displays the photos of the given BRF on the right of the map and youcan click on the name oft he brownfield to access the BRF card with all the information.

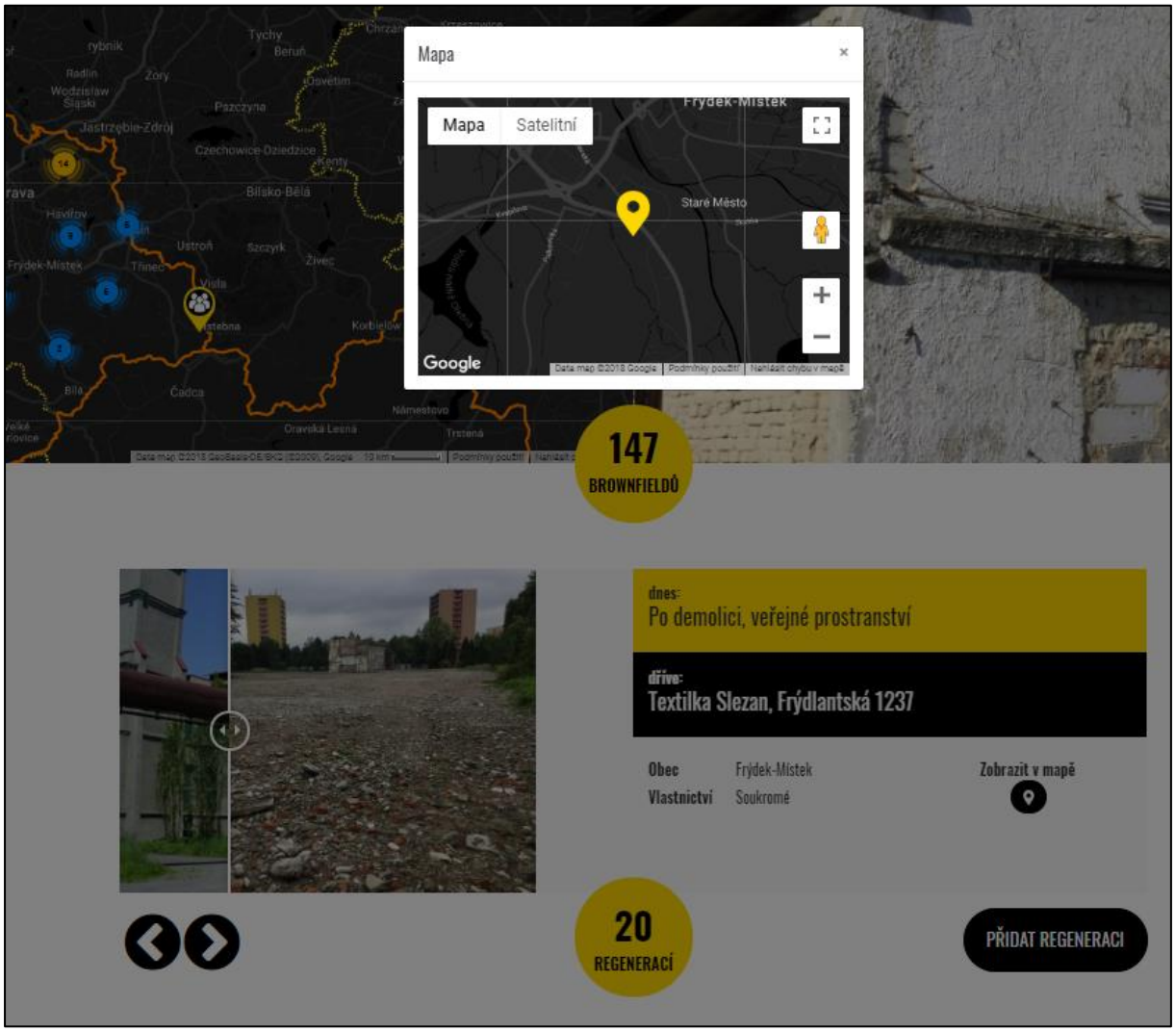


Working with BRF cards is described in more details in the Chapter 3.

There is a section with examples of revitalized BRFs below the interactive map. These examples changes in a time interval of about 5 seconds depending on the Internet connection speed, or you can switch between them manually using the arrows as shown on the following picture.

By sliding with small arrows placed on the photos you can shift between status before and after the regeneration of the site.

To the right of the photos are given the basic information about the revitalized BRF. We monitor their former use, current status, localization and ownership. There is also the "Show in Map" option there, which will show the location of the revitalized site on the map after you click on it.



The yellow circle shows the current number of published revitalizations, this wheel is not clickable. In the right corner you can see the option **to "add regeneration".** After clicking on it the form to fill appears. It is described further in the manual in Chapter 4.

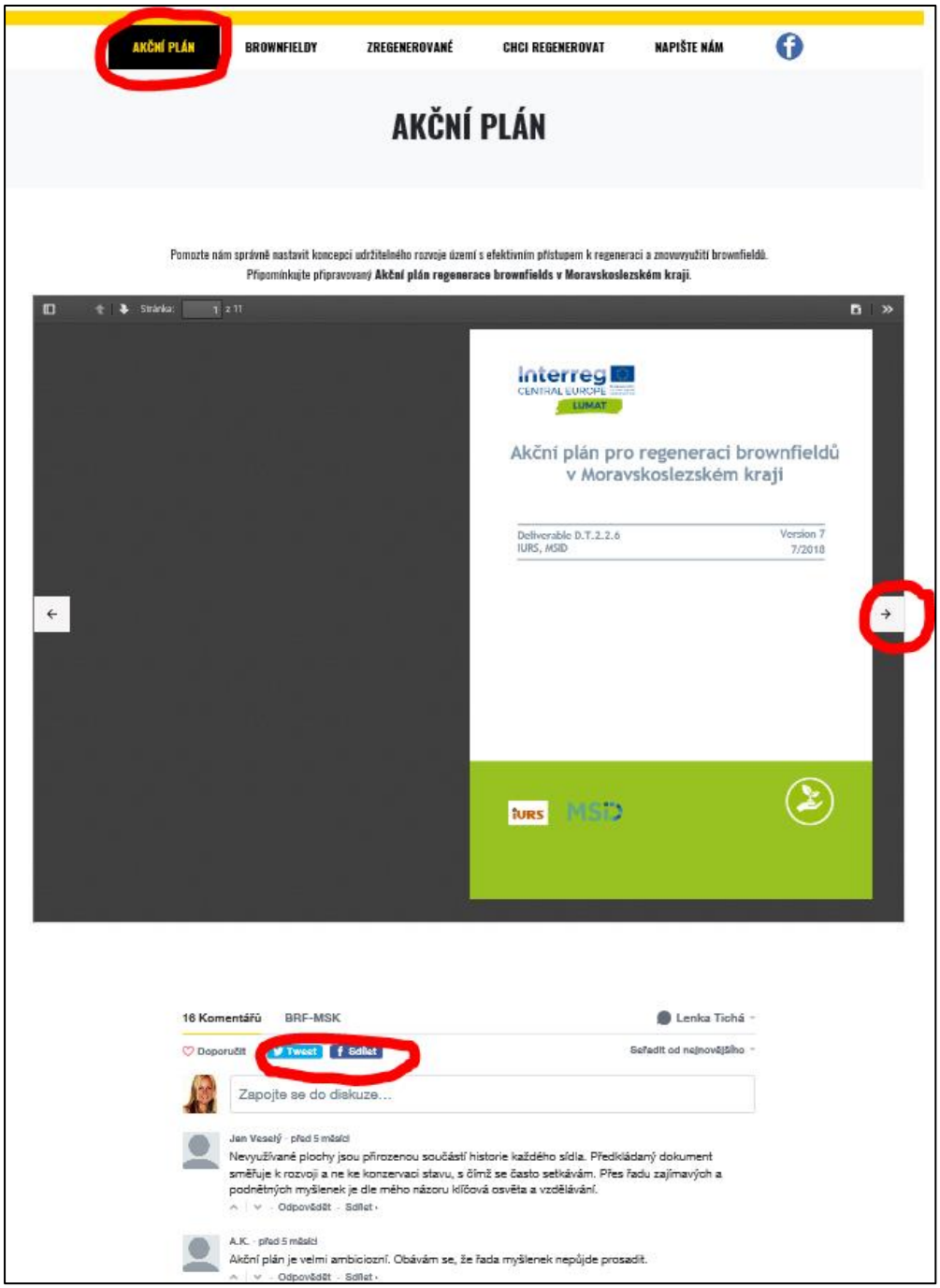
By scrolling down bellow examples of regeneration, you get to the **"I want to regenerate"** section, where after clicking on "go to the form" a form to fill appears. It is described more in the manual in Chapter 5.

There is the address of the site administrator on the bottom of the main page. There is also the option to insert any query to the site administrator, whether it is focused on the BRFs issue (question about a particular BRF, thesis ideas, cooperation offer, question about grant options, etc.) or in case of any technical problem with the website www.brf-msk.cz.

The homepage can be accessed easily from any placement by clicking on the following logo on the top of the page.

2. Item ACTION PLAN

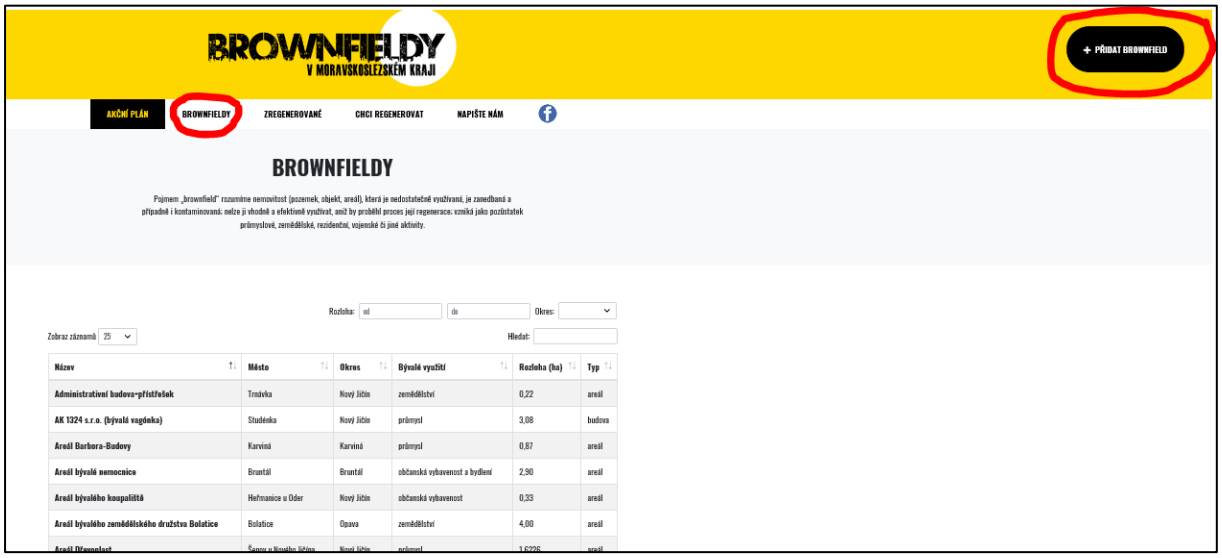
After clicking on the Action Plan item, the latest version of the **Action Plan for Brownfield Regeneration in the Moravian-Silesian Region** will be displayed. The document can be browsed using the arrows, downloaded and saved. You can share the document on Facebook or Twitter (this option is bellow the document).



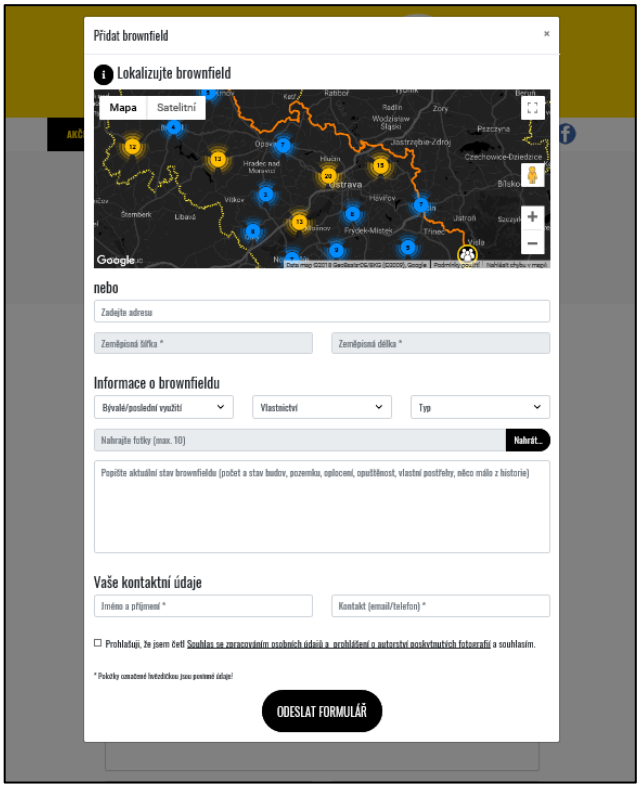
This document can be commemorated by the public. You can add a comment to a document either anonymously as a guest or after log in via Facebook, Twitter or DISQUS (on www.disqus.com). Individual comments appear after administrator‘s approval bellow the document. You can also comment on already posted comments and develop the debate.

3. Item BROWNFIELDS

After clicking on the Brownfield item, an **alphabetical list of published brownfields** is displayed. By default, 25 items on the page are displayed (you can change this number by selecting from the offer). You can switch between the pages at the bottom of the page on the right. At the top of the page, there is a filter by size oft he area, its location, and a universal search window where you can search for a specific BRF even by the part of the word that is contained in the BRF card or BRFs list.



Click on the item **+ ADD BROWNFIELD** on the right of the webpage header, followed by a form to fill in.



At the beginning of the form you should locate the brownfield, ideally its center point. Localization can be done either by entering the exact address (if it is a building with registered number) or by entering the GPS coordinates of the center point of the BRF. If you do not know the exact address or GPS coordinates, BRF can be found directly on the map, clicking on a specific point in the map will automatically fill in the GPS coordinates in the form.

Furthermore, we find basic information about the brownfield. From the menu, you can select the last BRF usage, if you do not know, select "I don´t know". Similarly proceed with ownership. Combined ownership means that brownfields have multiple owners, both private and public owners. The type of BRF can be a building (if it is only a building / buildings without adjacent parcels). The complex is a group of buildings and land mostly fenced together. The area is formerly used site with no buildings or there are still remains of buildings which are no more registered as buildings in the Cadastre.

You can also upload photos of the brownfield that you have taken. The maximum number of photos is 10, the size of each photo is not limited. We recommend taking photos from multiple points of view, the administrator selects only 3 suitable photos to be published.

The largest box of the form is a description of the brownfield. Here you can put any important information about the BRF, especially its history, current status, number of buildings, estimated percentage of use, length of abandonment, if you know the owner's planned intentions and other interesting information. The form of the description is not important, the administrator will eventually edit the description and select the information to be published.

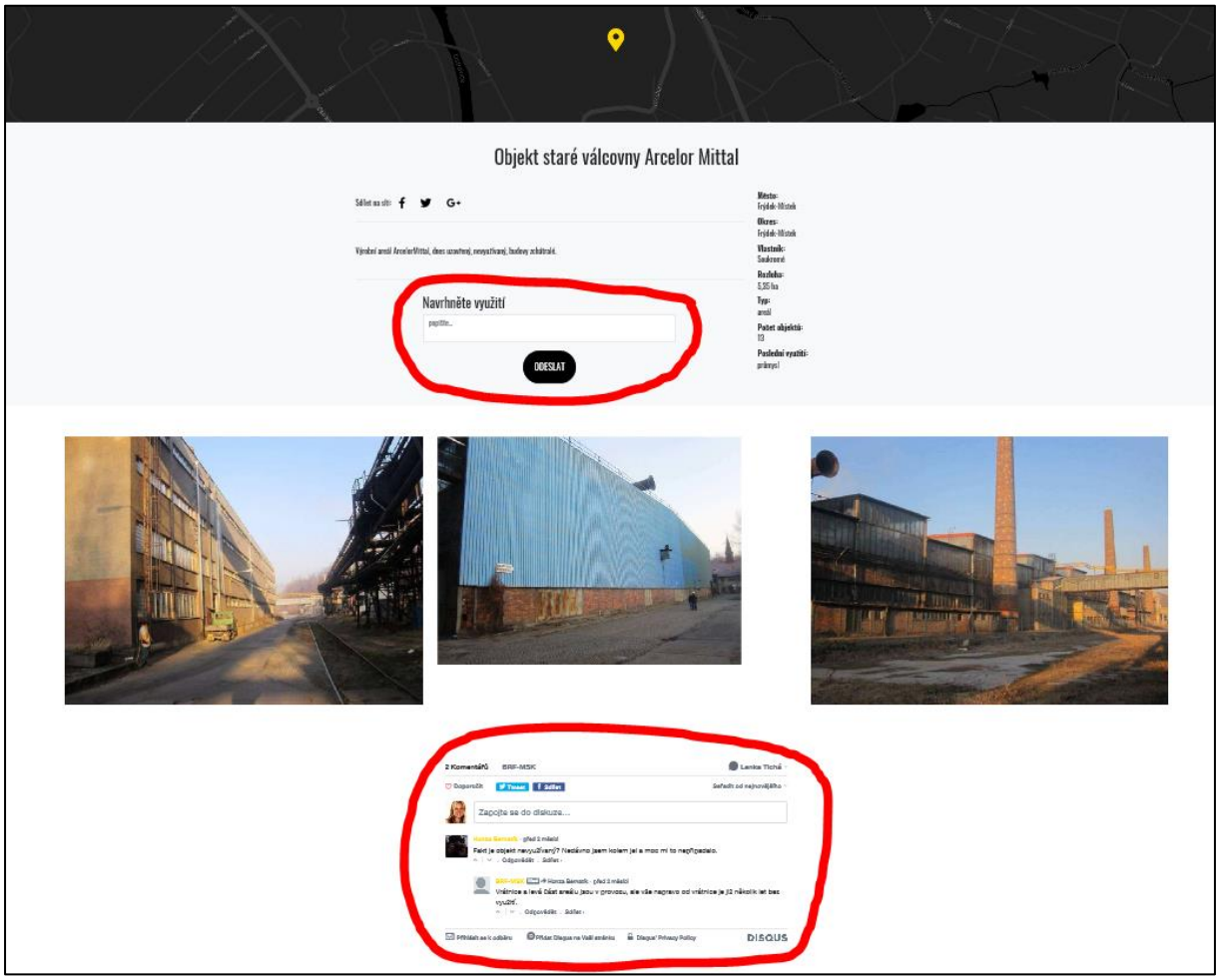
The last columns to fill in are the contact information, which are important in order to contact the person who has entered the BRF for further details only in case of confusion. Before you submit the form you need to check your GDPR approval.

The entire content of the form is then sent to the administrator who will edit, verify, add missing information or photographs, and then publish it on the website www.brf-msk.cz.

Working with individual brownfield cards

The approved brownfield card displays location on the map, BRF name, sharing via social medias, BRF description, location (city, district), ownership, size, type, number of objects, and last use of BRF. Under the BRF description, it is possible **to insert your own proposal to reuse the given brownfield**. These future use suggestions will only be displayed to the site administrator who can continue to work with them (in communication with the BRF owner, he may post them in the comments under the BRF, as appropriate). Additionally, the card contains three selected BRF photos.

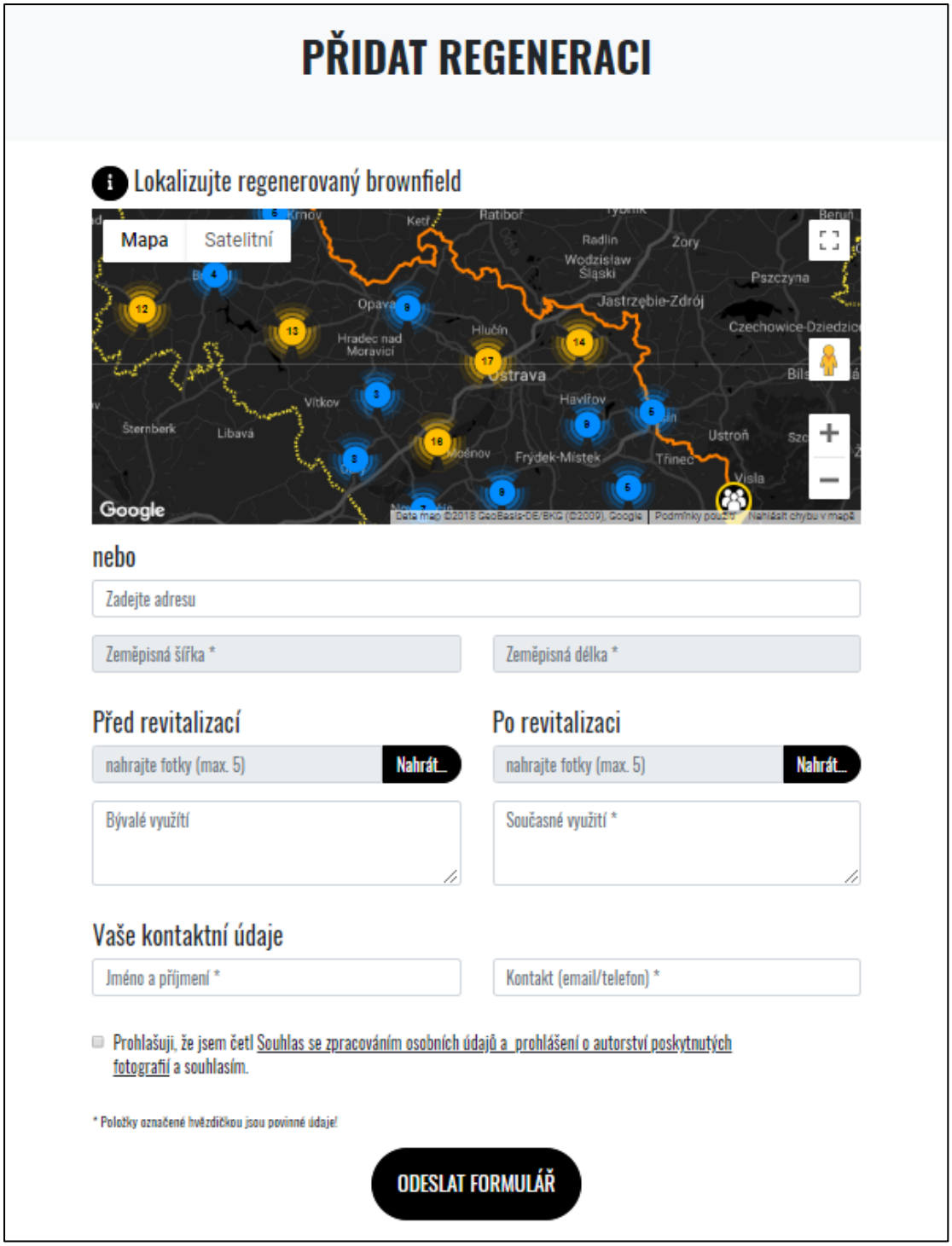
Below the BRF card it is possible to post a comment after log in via Facebook, Twitter or Disqus. In the comment anyone can put up-to-date information about the BRF or refer to changes in the territory, plans for the future, etc. As a result, the site manager gets an up-to-date overview of the BRF and can react flexibly to it.



4. Item REGENERATED

After clicking on the Regenerated item, the cover page moves to a position with an overview of the regenerated brownfields. The look and working with this section on the main page are described more on the page 5-6. To put an example of a regenerated brownfield you do not have to be a brownfield owner. Simply click on "Add regeneration".

Click the „Add Regeneration“ button to fill in the form.



At the beginning of the form, it is necessary to locate the regenerated brownfield, ideally its central point. Localization can be done either by entering the exact address (if it is a building with registered number) or by entering the GPS coordinates of the center point of the BRF. If you do not know the exact address or GPS coordinates, you can search for a regenerated BRF directly on the map and by clicking on a specific point in the map the GPS coordinates in the form will automatically be filled in.

Basic information about the revitalized BRF are the photos showing the change that took place in the site. Up to 5 photos can be uploaded prior to revitalization and up to 5 photos after the revitalization. It is recommended to take the „before“ and „after“ pictures from the same viewing angles and distances so that they can be compared effectively when scrolling the slider, see the following pictures.

The administrator will only select 2 appropriate photos (1 before and 1 after the revitalization) from the saved photos to be published. Photographs should match the description of the former use of the BRF and a description of the use of the site after its revitalization.

The mandatory part of the form are contact details and GDPR consent. The form can then be sent. The entire contents of the form are then sent to the administrator who will edit, verify, add missing information or photographs, and then publish it on www.brf-msk.cz.

5. Item I WANT TO REGENERATE

After clicking on the "I want to regenerate" item in the page header, the form to fill in will open. This **section is intended exclusively for owners of BRFs (private and public) or potential owners** who are considering buying a BRF for its further regeneration.

At the beginning it is necessary to locate the brownfield for revitalization, ideally its center point. Localization can be done either by entering the exact address (if it is a building with registered number) or by entering the GPS coordinates of the center point of the BRF. If you are not able to find the exact address and do not know the GPS coordinates, BRF can be found directly on the map and clicking on a specific point in the map will automatically fill in the GPS coordinates in the form.

Below is the "Information" column where the intention to regenerate BRF, the expected revitalization costs in CZK and the expected start date of the revitalization should be entered (it is enough to indicate the year). Up to 10 photos can be uploaded, images can also include graphic designs for a revitalization plan (if available). The mandatory part of the form are contact details and GDPR consent. The form can then be sent.

CHCI REGENEROVAT

Jste vlastníkem brownfieldu nebo uvažujete o koupi brownfieldu za účelem jeho regenerace?
Rádi Vám pomůžeme s hledáním finančních prostředků na realizaci Vašeho záměru. Povědomí o projektových záměrech na revitalizaci brownfieldů v kraji nám pomůže také správně zacílit a nastavit podmínky dotačních programů.

Lokalizujte brownfield k regeneraci

nebo

Zadejte adresu

Zeměpisná šířka *

Zeměpisná délka *

Informace

Záměr regenerace *

Předpokládané náklady (v Kč) *

Předpokládané zahájení revitalizace *

nahrajte fotky (max. 10) Nahrát...

Vaše kontaktní údaje

Jméno a příjmení *

Kontakt (email/telefon) *

☐ Prohlašuji, že jsem četl Souhlas se zpracováním osobních údajů a prohlášení o autorství poskytnutých fotografií a souhlasím.

* Položky označené hvězdičkou jsou povinné údaje.

ODESLAT FORMULÁŘ

Information about regeneration intentions serves as an information resource for the website administrator, they are not published anywhere on this site. They can be used to set up better subsidy titles for brownfield regeneration, to secure project financing, or for further follow-up of the regeneration process in a location and for promoting the regenerated BRF.

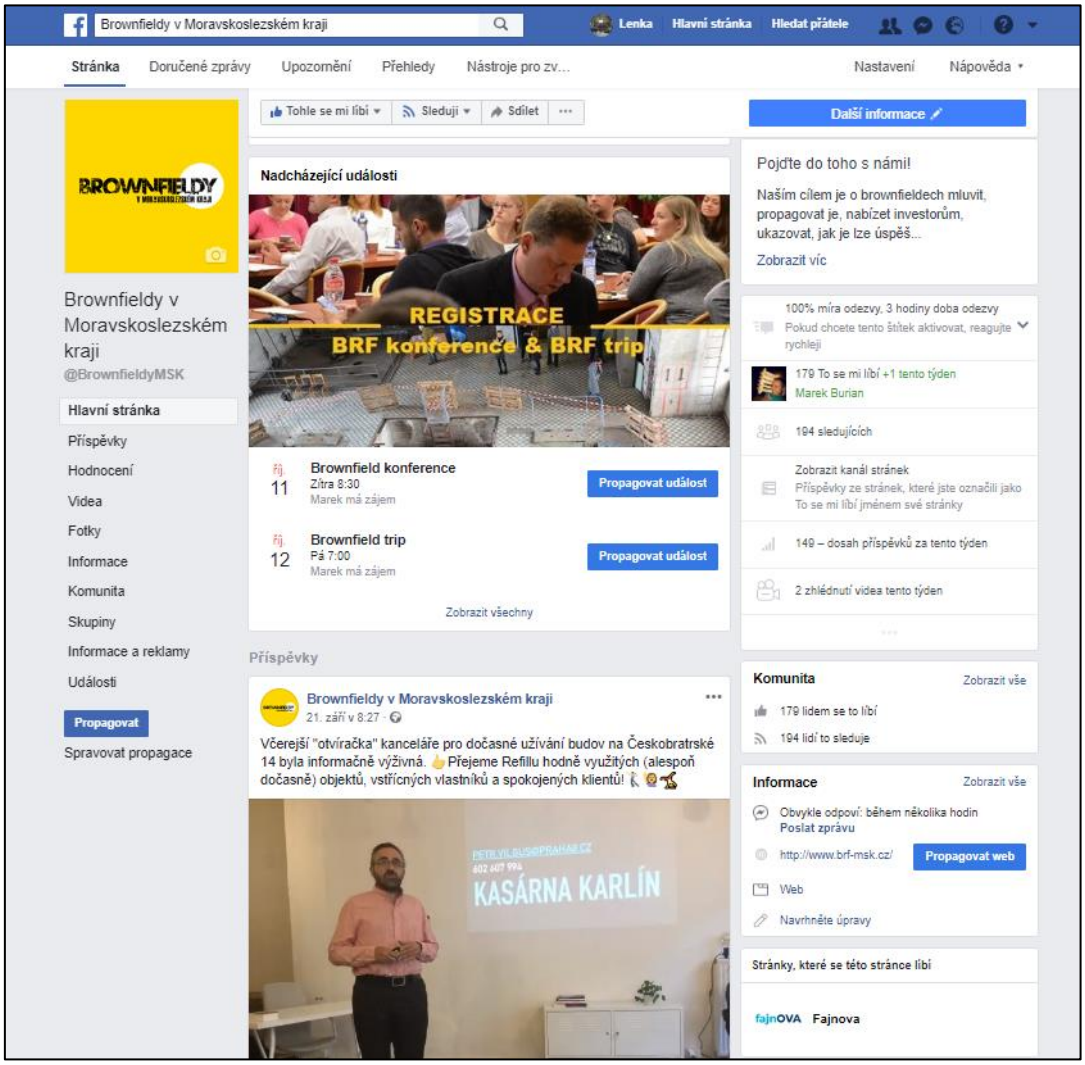
6. Item WRITE US

After clicking on the "Write us" item, the main page moves to the lowest position, there is the administrator‘s address and the option to insert a query or comment in the box. You always have to fill in your email or phone number to be reachable by the administrator. By sending a message, you agree the GDPR.

7. Facebook

The blue Facebook icon appears on this site twice, in the "Contact us" section in the footer and in the page header at the right side of all items.

Click on the Facebook icon to see the facebook page https://www.facebook.com/BrownfieldyMSK/. It links thematically to the website www.brf-msk.cz. There are published activities related to the issues of Brownfields in the Moravian-Silesian Region, information about events, new BRFs, new revitalizations, subsidy opportunities etc. on Facebook.



Contact System Administrator

Webmaster oft he website www.brf-msk.cz and the Facebook page https://www.facebook.com/BrownfieldyMSK/ is the company Moravian-Silesian Investment and Development.

Contact the administrator whenever you solve a problem with using this site. The contact person is Ing. Lenka Tichá, email: ticha@msid.cz , tel.: 00420 733 363 714. The same person is the author of this manual.