

FinPrint Website User Guide

- Glossary of terms 2
- Logging in to the website 3
- Managing Trips and Sets 5
- Creating a New Trip 6
- Searching for a Trip 8
- Adding or Managing Sets 10
- Adding a New Set 12
- Assigning videos 21
- Auto-assigning videos 28
- Unassigning videos 30
- Reviewing Assignments 31
- Creating the Master Record 40
- Administrating data options and users 45
- Viewing and Generating Reports 53

Glossary of terms

For the FinPrint project, these terms are defined as follows:

ANNOTATOR: Someone who watches video assignments and adds Observations

ANNOTATOR APPLICATION: (aka Annotator Client) The FinPrint desktop application used to annotate video.

ASSIGNMENT: A Set with a Video which gets assigned to someone (usually an Annotator) to make Observations

BRUV: Acronym for Baited Underwater Remote Video, which is the technology used to attract and video record organisms. A BRUV Drop is synonymous with a Set.

DROP: The placement of a BRUV in a specific location on a reef.

EVENT: The identification of something in a Set video that gets recorded in the database. Each Observation is an Event itself, but can also have multiple Events associated with it (i.e. for different behaviours of the same organism.)

HABITAT: The coral benthic environment of a reef

IMAGE NOTES: Image, or Event Notes concerning a particular time. EG "Shark now attacking turtle"

LOCATION: A geographically generally correlating to a specific country (i.e. Fiji, Bahamas) or country area (i.e. US-Pacific, US-Western Atlantic) within a specific Region that contains multiple Reefs.

OBSERVATION: The identification of something in a Set video that get recorded in the database (e.g. Animal species, Object of Interest). An Observation can have different attributes/events associated with it besides the species like an image, Behavior or Fouling state.

OBSERVATION NOTES: Typically, a note about a particular animal, regardless of the time of observation. EG "Really big shark" or "Unusual pattern on flank". Compare with Image notes.

SET: A specific occurrence of a BRUV drop.

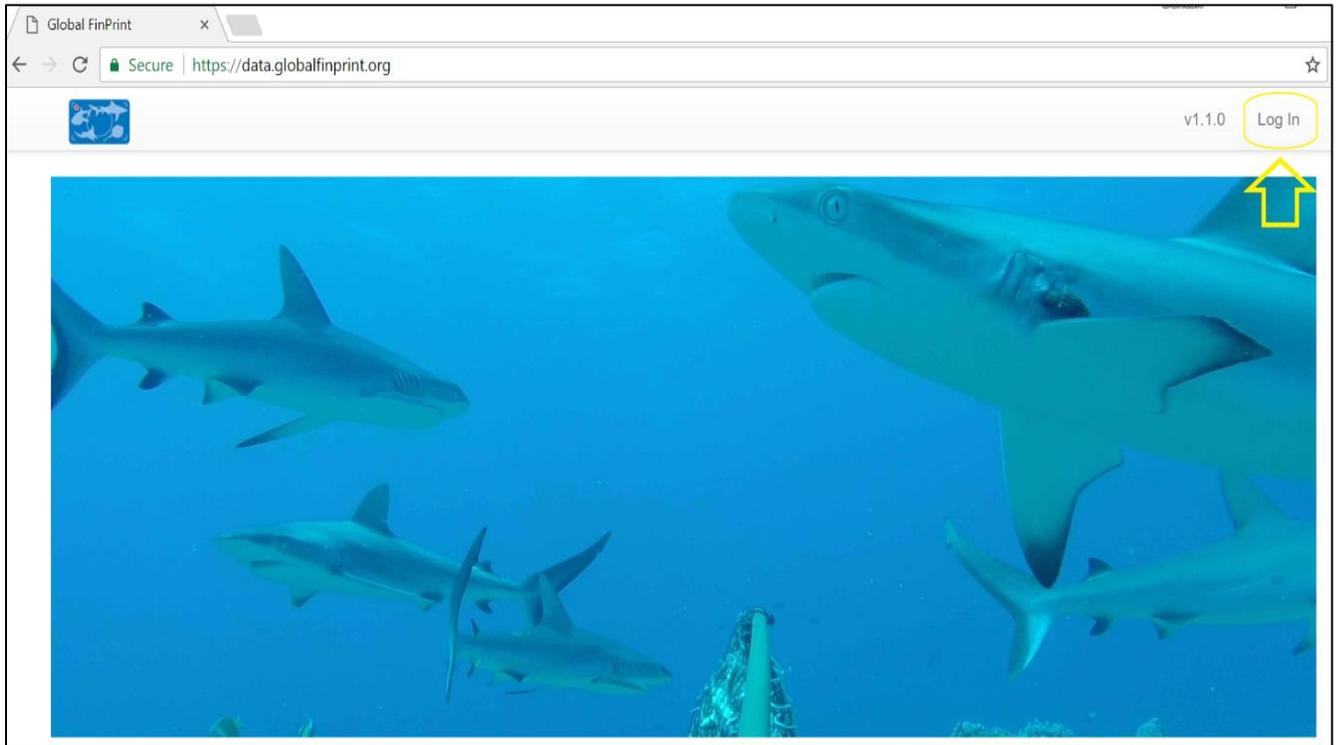
TRIP: A defined journey to a specific Reef, containing multiple BRUV SETs.

VIDEO: Digital recording, typically 60-90 minutes, for each BRUV SET. VIDEOS and SETs have a 1:1 correlation.

Logging in to the website

Access the website at <https://data.globalfinprint.org/>

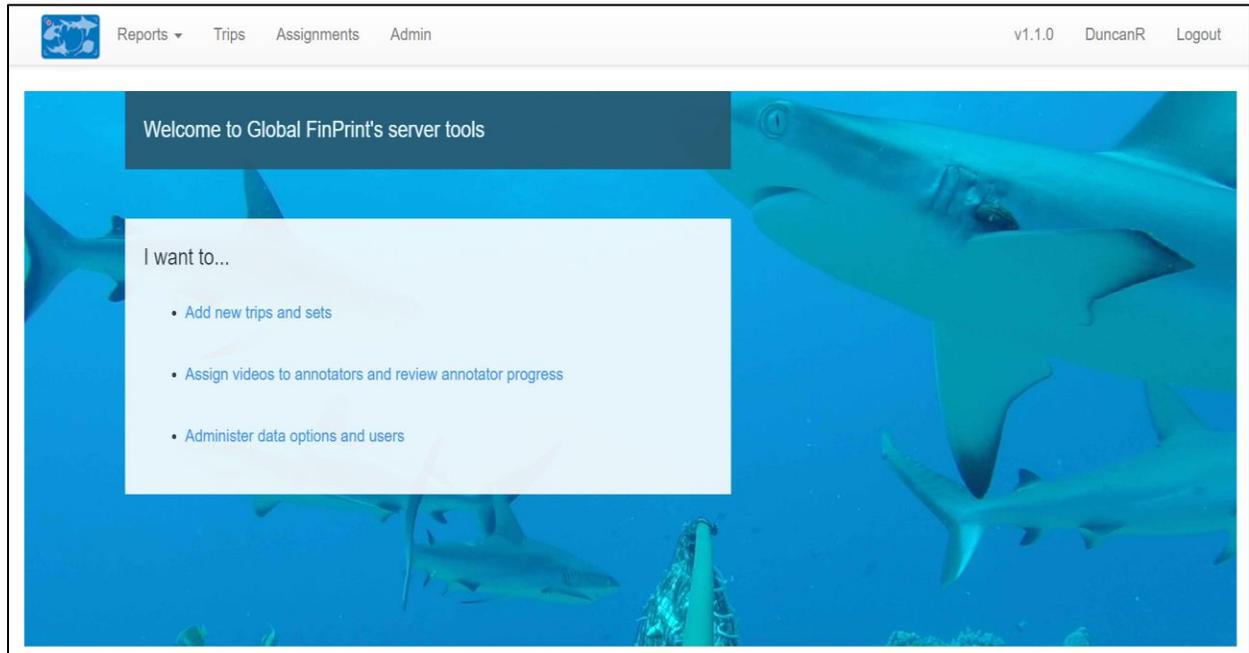
Select 'Log In' (highlighted below).



Enter your login credentials (note that both Username and Password are case-sensitive) in the highlighted area, then click 'Login'.



You will be directed to the Home Page.



From the Home Page you can manage Trips and Sets, assign Videos and review their progress, create and generate Summary Reports, and administer data options.

To return to the Home Page at any time*, click on the [FinPrint icon](#) at the top left of the navigation bar.



*The navigation bar is available on all pages except 'Administration'.

You can change your password, by clicking on your [user name](#) in the navigation bar.



Enter your new details and click on '[Submit](#)'.

Change Password

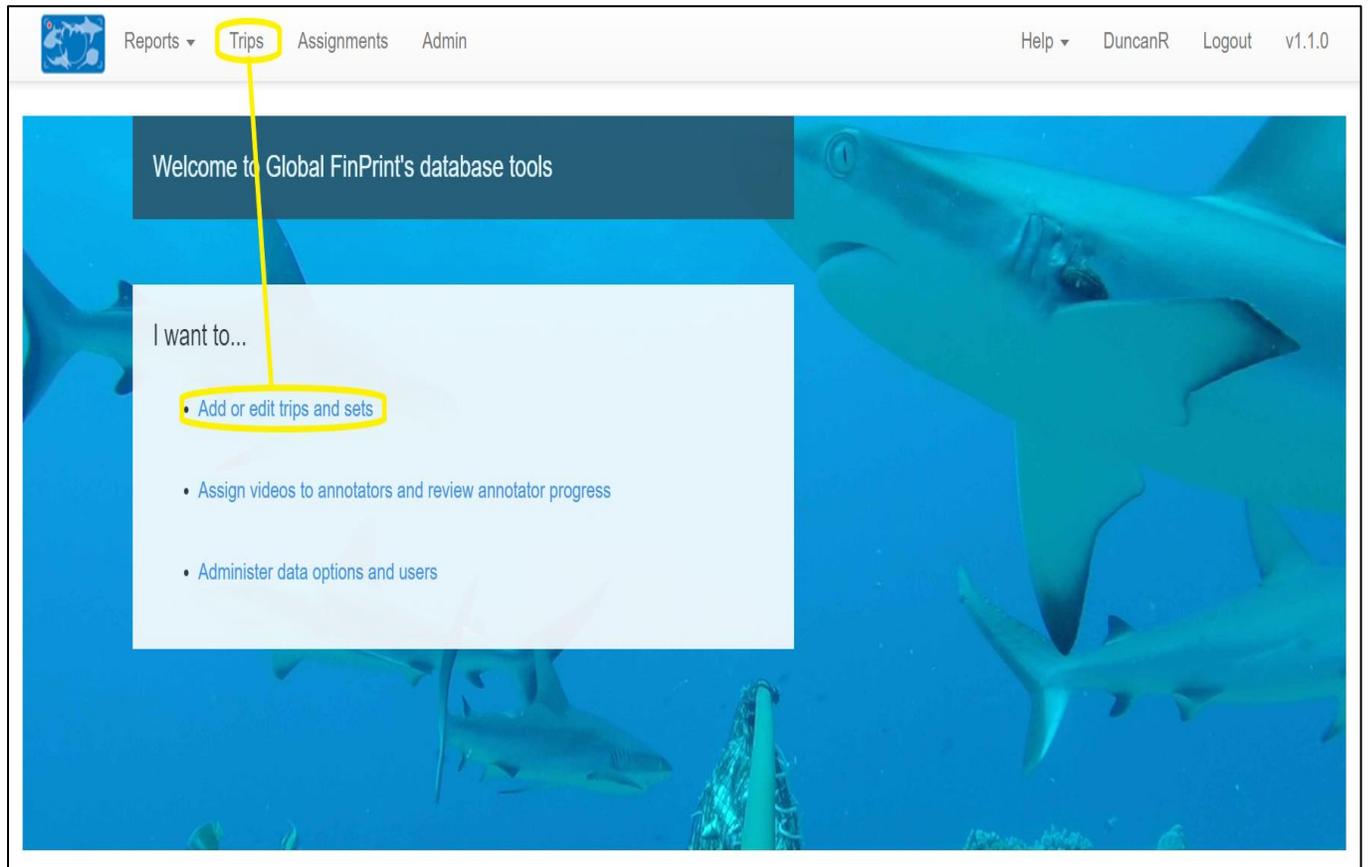
Old Password

New Password

New Password (Again)

Managing Trips and Sets

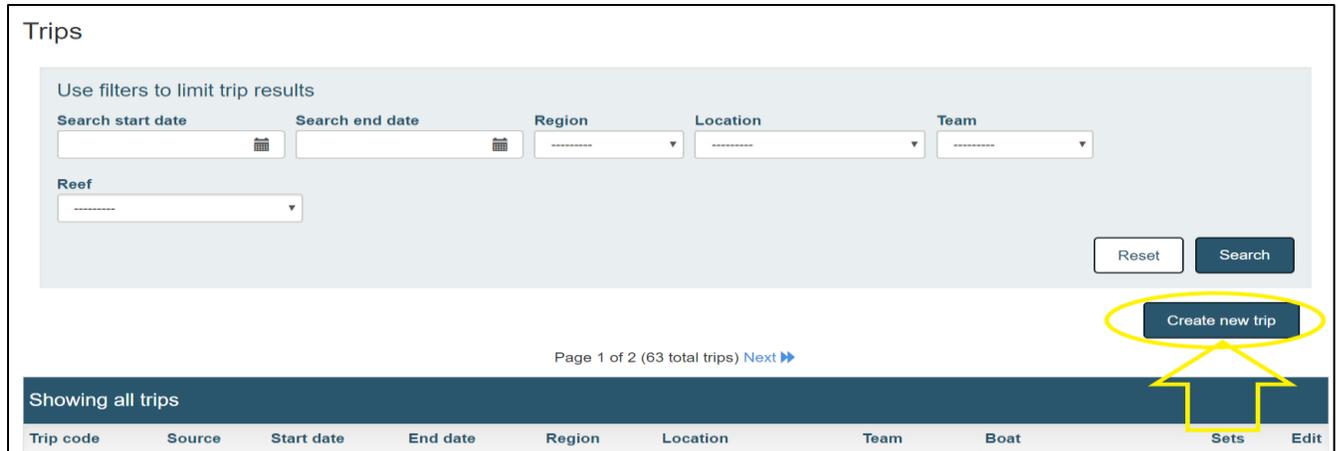
To add new or manage existing Trips and Sets, click on either 'Trips' in the navigation bar, or the 'Add or edit trips and sets' link.



From the Trips page, you can search for individual or groups of Trips using the filters provided, or you can create a new Trip.

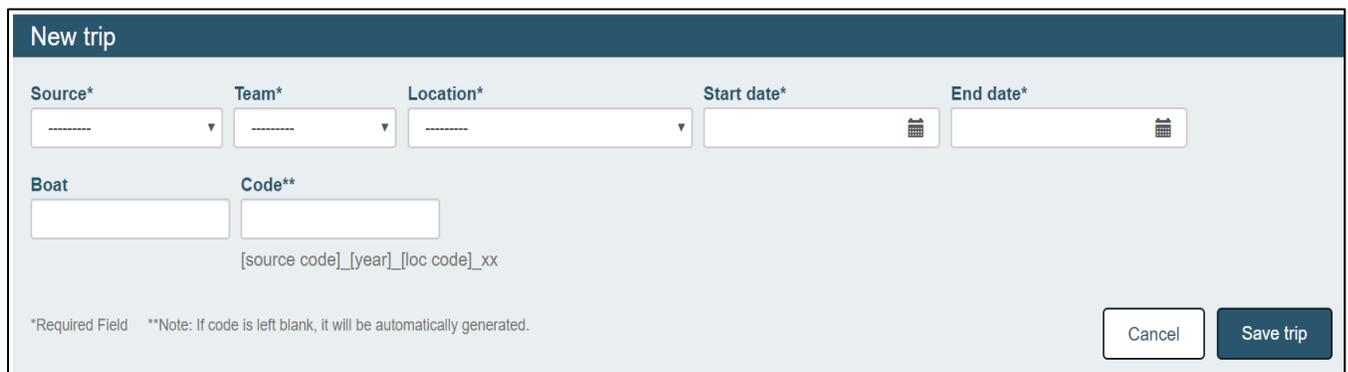
Creating a New Trip

Click on 'Create New Trip'.



The screenshot shows a web interface for managing trips. At the top, there's a header 'Trips'. Below it, a section titled 'Use filters to limit trip results' contains several search filters: 'Search start date', 'Search end date', 'Region', 'Location', and 'Team', each with a calendar icon or dropdown arrow. A 'Reef' dropdown is also present. To the right of these filters are 'Reset' and 'Search' buttons. Below the filters, a 'Create new trip' button is highlighted with a yellow circle and a yellow arrow pointing to it. Below the button, it says 'Page 1 of 2 (63 total trips) Next >>'. At the bottom, there's a table header 'Showing all trips' with columns: Trip code, Source, Start date, End date, Region, Location, Team, Boat, Sets, and Edit.

A new trip menu will open.



The screenshot shows a 'New trip' form. It has a dark blue header 'New trip'. Below the header, there are several input fields: 'Source*', 'Team*', 'Location*', 'Start date*', and 'End date*', each with a dropdown arrow or calendar icon. Below these are 'Boat' and 'Code**' text input fields. A note below the 'Code**' field says '[source code]_[year]_[loc code]_xx'. At the bottom left, there's a note: '*Required Field **Note: If code is left blank, it will be automatically generated.' At the bottom right, there are 'Cancel' and 'Save trip' buttons.

Fill out the required fields (marked with an asterisk) and add the name of the Boat, if known. If you leave the 'Code' field empty the system will automatically generate a Trip Code. Make sure the country you plan on using for the location is in the system.

If it is not, go to [Admin](#) and add the country (look up the ISO Alpha-2 country code for consistency. These can be found online.) Trips should also be numbered sequentially by location to help with cataloging.

When you are ready, click 'Save Trip'.

New trip

Source* Global Fingerprint
Team* MichaelH - FIU
Location* Bahamas (BS)
Start date* August 14 2017
End date* August 28 2017

Boat Tallsman
Code** [source code]_[year]_[loc code]_xx

*Required Field **Note: If code is left blank, it will be automatically generated.

Cancel **Save trip**

If you miss a field you will be prompted to enter the missing value. After you have done so, click **'Save Trip'** again.

New trip

Source* Global Fingerprint
Team* MichaelH - FIU
Location* -----
Start date* August 14 2017
End date* August 21 2017

Boat **Code**** [source code]_[year]_[loc code]_xx

*Required Field **Note: If code is left blank, it will be automatically generated.

Cancel **Save trip**

This field is required.

A 'Trip created' confirmation will appear at the top of the Trips page.

Reports ▾ Trips Assignments Admin

Trip created

Trips

There can sometimes be a slight delay on the website when a new Trip is created; this is normal.

The Trip will now be displayed in the full list of Trips at the bottom of the screen. You can use the 'Next' or the '>>' links to navigate to the page the set is on.

Trips

Use filters to limit trip results

Search start date: Search end date: Region: Location: Team:

Reef:

Reset Search

Create new trip

Page 1 of 2 (65 total trips) [Next >>](#)

Showing all trips

Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_BS_01	Global Fingerprint	May 28 2015	June 05 2015	Western Atlantic	Bahamas (BS)	DemianC - SBU	CEI Panga	View (96)	Edit
FP_2015_BS_02	Global Fingerprint	September 07 2015	August 14 2015	Western Atlantic	Bahamas (BS)	MichaelH - FIU	Talisman	View (88)	Edit

There may be multiple Trips pages (see above) so you may need to navigate through to find the Trip you have just created.

Searching for a Trip

By default, all available Trips will be displayed below the Search Filters.

Trips

Use filters to limit trip results

Search start date: Search end date: Region: Location: Team:

Reef:

Reset Search

Create new trip

Page 1 of 2 (64 total trips) [Next >>](#)

Showing all trips

Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_BS_01	Global Fingerprint	May 28 2015	June 05 2015	Western Atlantic	Bahamas (BS)	DemianC - SBU	CEI Panga	View (96)	Edit

To refine your search, use the Search Filters.

Use filters to limit trip results

Search start date Search end date Region Location Team

Reef

You can refine by Start- or End-date using the drop-down calendars, and by Region, Location, Team and Reef, using the drop-down menus. When you are ready, click 'Search'.

Use filters to limit trip results

Search start date Search end date Region Location Team

Reef



The results of your filtered search are shown at the bottom of the page.

Page 1 of 1 (10 total trips)

Showing all trips

Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_SB_01	Global Fingerprint	October 18 2015	October 30 2015	Coral Triangle	Solomon Islands (SB)	ColinS - JCU		View (110)	Edit
FP_2015_MY_01	Global Fingerprint	November 15 2015	December 14 2015	Coral Triangle	Malaysia (MY)	ColinS - JCU		View (310)	Edit
FP_2016_ID_01	Global Fingerprint	March 24 2016	April 12 2016	Coral Triangle	Indonesia (ID)	ColinS - JCU		View (327)	Edit
FP_2016_ID_02	Global Fingerprint	July 25 2016	August 16 2016	Coral Triangle	Indonesia (ID)	ColinS - JCU	None	View (276)	Edit
FP_2016_VU_01	Global Fingerprint	September 21 2016	October 14 2016	Coral Triangle	Vanuatu (VU)	ColinS - JCU	Banana Boat / Southwind	View (337)	Edit
FP_2016_NU_01	Global Fingerprint	September 25 2016	April 08 2017	Coral Triangle	Niue (NU)	MichelleH - AIMS		View (99)	Edit
FP_2017_MY_01	Global Fingerprint	February 19 2017	March 08 2017	Coral Triangle	Malaysia (MY)	ColinS - JCU		View (253)	Edit
FP_2017_ID_01	Global Fingerprint	March 15 2017	March 31 2017	Coral Triangle	Indonesia (ID)	ColinS - JCU	Gerhana / Hiu putih	View (195)	Edit
FP_2017_TW_01	Global Fingerprint	March 18 2017	April 26 2017	Coral Triangle	Taiwan (TW)	ColinS - JCU		View (364)	Edit
FP_2017_JP_01	Global Fingerprint	May 08 2017	May 26 2017	Coral Triangle	Japan (JP)	ColinS - JCU	Utsubo Kamu	View (157)	Edit

Click on 'Edit' to make changes to the main defining categories of the Trip (eg Source, Team, Location, Start/End Date and Trip Code).

Page 1 of 1 (10 total trips)

Showing all trips

Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_SB_01	Global Fingerprint	October 18 2015	October 30 2015	Coral Triangle	Solomon Islands (SB)	ColinS - JCU		View (110)	Edit
FP_2015_MY_01	Global Fingerprint	November 15 2015	December 14 2015	Coral Triangle	Malaysia (MY)	ColinS - JCU		View (310)	Edit
FP_2016_ID_01	Global Fingerprint	March 24 2016	April 12 2016	Coral Triangle	Indonesia (ID)	ColinS - JCU		View (327)	Edit
FP_2016_ID_02	Global Fingerprint	July 25 2016	August 16 2016	Coral Triangle	Indonesia (ID)	ColinS - JCU	None	View (276)	Edit

The Edit Trip panel will appear at the top of the page. Make your changes and click 'Save trip'; or click 'Cancel' to exit without saving any changes.

Edit trip

Source* Team* Location* Start date* End date*

Boat Code**

[source code]_[year]_[loc code]_xx

*Required Field **Note: If code is left blank, it will be automatically generated.

Adding or Managing Sets

Click 'View' on the Trip for which you want to manage Sets.

Page 1 of 1 (9 total trips)

Showing all trips

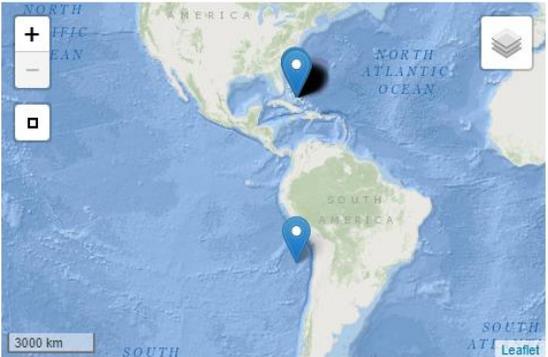
Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_SB_01	Global Fingerprint	October 18 2015	October 30 2015	Coral Triangle	Solomon Islands (SB)	ColinS - JCU		View (110)	Edit
FP_2015_MY_01	Global Fingerprint	November 15 2015	December 14 2015	Coral Triangle	Malaysia (MY)	ColinS - JCU		View (310)	Edit
FP_2016_ID_01	Global Fingerprint	March 24 2016	April 12 2016	Coral Triangle	Indonesia (ID)	ColinS - JCU		View (327)	Edit

The Sets Page will load for your selected Trip, and you'll see all the sets listed below in order of the Set code.

Reports ▾ Trips Assignments Admin v1.1.0 DuncanR Logout

Trips > Sets

All Trips | FP_2015_BS_01 | FP_2015_BS_01 Sets



Bulk Set Upload

Set file* No file chosen

Use filters to limit set results

Search set date Reef Habitat Equipment

Bait Code

Page 1 of 2 (96 total sets) [Next](#) ▶▶

Showing all sets

From the Trips-Sets main page you can view Set locations for the Trip on a map, search for Sets to manage, or add new Sets either one at a time or by bulk uploading several via a spreadsheet.

Reports ▾ Trips Assignments Admin v1.1.0 DuncanR Logout

Trips > Sets

All Trips | FP_2015_BS_01 | FP_2015_BS_01 Sets



map

Bulk Set Upload

Set file* No file chosen

upload sets

Use filters to limit set results

Search set date Reef Habitat Equipment

Bait Code

filter and search for sets

add new set

Page 1 of 2 (96 total sets) Next ▶▶

Showing all sets

Adding a New Set

Click 'Add Set'.

Use filters to limit set results

Search set date Reef Habitat Equipment

Bait Code

The New set panel will open, and any existing Trip values will be auto-filled.

New set

Set location, equipment, and bait ▾

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*	Haul time
November 13 2015	<input type="text"/>	-90.00000000	-90.00000000	<input type="text"/>	23:58	<input type="text"/>

m

Reef*	Habitat*	Equipment*
Lighthouse Reef - Lighthouse Sandbore (LRSB) ▾	slope ▾	Rebar / cage / GoPro Hero 3 ▾

Bait*	Code**
Chopped Sardines ▾	<input type="text"/>

[site + reef code]_xxx

*Required Field **Note: If code is left blank, it will be automatically generated.

Set comments and tags <

Drop environmental measure <

Haul environmental measure <

Photos and flow/substrate measures <

Video <

When 'Set location, equipment and bait' panel is complete, click on the links below to open additional panels to continue adding data and complete creating the Set.

It is essential that you complete as many of these categories as possible, to ensure complete data.

New set

Set location, equipment, and bait ▼

Set date* 📅
Haul date 📅
Latitude*
Longitude*
Depth*
Drop time* 🕒
Haul time 🕒

m

Reef* ▼
Habitat* ▼
Equipment* ▼

Bait* ▼
Code**

[site + reef code]_xxx

*Required Field **Note: If code is left blank, it will be automatically generated.

Set comments and tags ◀

Drop environmental measure ◀

Haul environmental measure ◀

Photos and flow/substrate measures ◀

Video ◀

Add or edit comments and tags.

New set

Set location, equipment, and bait ◀

Set comments and tags ▼

Comments
Tags

Drop environmental measure ◀

Haul environmental measure ◀

Photos and flow/substrate measures ◀

Video ◀

Add or edit drop environmental measure.

New set

Set location, equipment, and bait <

Set comments, annotator messages, and tags <

Drop environmental measure ▾

Water temperature	Salinity	Conductivity	Dissolved oxygen		Tide state
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	mg/L ▾	----- ▾
C	ppt	S/m			

Estimated wind speed	Measured wind speed**	Wind direction	Cloud cover	Surface chop
<input type="text"/>	<input type="text"/>	----- ▾	<input type="text"/>	----- ▾
Beaufort	kts	compass direction	%	

**Use kts only when you have instrumentation that makes a precise recording.

Haul environmental measure <

Photos and flow/substrate measures <

Video <

Add or edit haul environmental measure.

New set

Set location, equipment, and bait <

Set comments, annotator messages, and tags <

Drop environmental measure <

Haul environmental measure ▾

Water temperature	Salinity	Conductivity	Dissolved oxygen		Tide state
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	mg/L ▾	----- ▾
C	ppt	S/m			

Estimated wind speed	Measured wind speed**	Wind direction	Cloud cover	Surface chop
<input type="text"/>	<input type="text"/>	----- ▾	<input type="text"/>	----- ▾
Beaufort	kts	compass direction	%	

**Use kts only when you have instrumentation that makes a precise recording.

Photos and flow/substrate measures <

Video <

Add or edit Photos and flow/substrate measures.

New set

Set location, equipment, and bait <

Set comments, annotator messages, and tags <

Drop environmental measure <

Haul environmental measure <

Photos and flow/substrate measures ▾

Visibility **Current flow instrumented** **Current flow estimated**
 m m/s H, M, L

Habitat photo: BRUV **Habitat photo: splendor of the reef** **Benthos Categories & Forms**
 % Categories must total 100%

 
 Upload image Upload image

Substrate **Substrate complexity**

Video <

And add video file name. (NOTE: The video file name is required before annotations can be done by an annotator.)

New set

Set location, equipment, and bait <

Set comments, annotator messages, and tags <

Drop environmental measure <

Haul environmental measure <

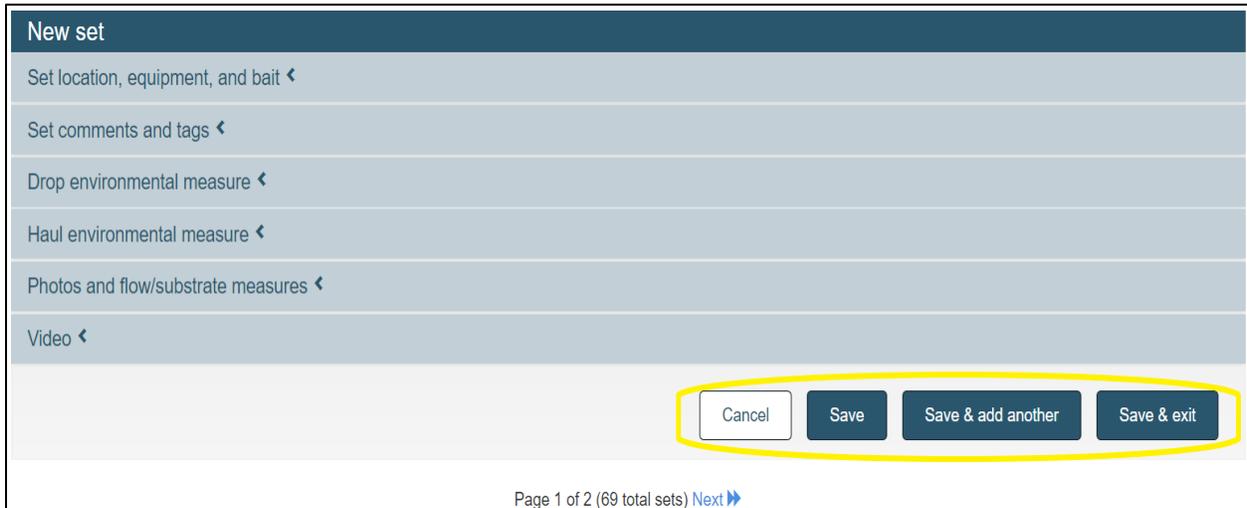
Photos and flow/substrate measures <

Video ▾

File name **File system/source** **Path** **Annotation video** [Remove](#)

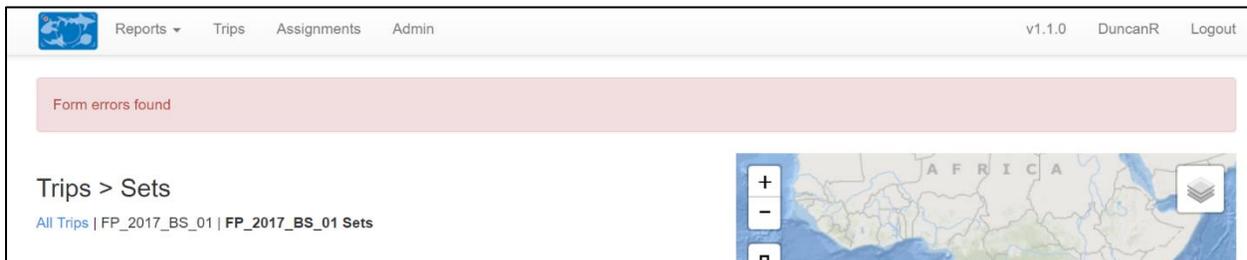
 If entering multiple videos from a single BRUV, enter them in correct order.

When you have filled out all the required and applicable fields, you'll want to save the new Set. Click 'Save' to save the Set and remain on the current Set. Click 'Save & add another' to save the Set and immediately create a new set, if adding Sets to a Trip manually, not via bulk upload. Click 'Save & exit' to save the Set and return to the Trip-Sets list. To discard your changes without saving, click 'Cancel'.



The screenshot shows a 'New set' form with several input fields, each with a left-pointing chevron indicating it is a dropdown menu. The fields are: 'Set location, equipment, and bait', 'Set comments and tags', 'Drop environmental measure', 'Haul environmental measure', 'Photos and flow/substrate measures', and 'Video'. At the bottom right of the form, four buttons are highlighted with a yellow oval: 'Cancel', 'Save', 'Save & add another', and 'Save & exit'. Below the buttons, the text 'Page 1 of 2 (69 total sets) Next' is visible.

If you have missed any required fields an error message will pop up.



The screenshot shows a web interface with a navigation bar at the top containing 'Reports', 'Trips', 'Assignments', and 'Admin'. On the right side of the navigation bar, it displays 'v1.1.0', 'DuncanR', and 'Logout'. A red error message box is visible, containing the text 'Form errors found'. Below the error message, the breadcrumb 'Trips > Sets' is shown, followed by a link 'All Trips | FP_2017_BS_01 | FP_2017_BS_01 Sets'. On the right side of the page, there is a map of Africa with zoom controls (+, -, and a square icon).

Missing fields will be highlighted.

New set
Set location, equipment, and bait ▼

Set date* **Haul date**

Latitude* **Longitude*** **Depth*** **Drop time***

This field is required. This field is required. This field is required. This field is required.

m

Haul time **Reef*** **Habitat*** **Equipment***

This field is required. This field is required.

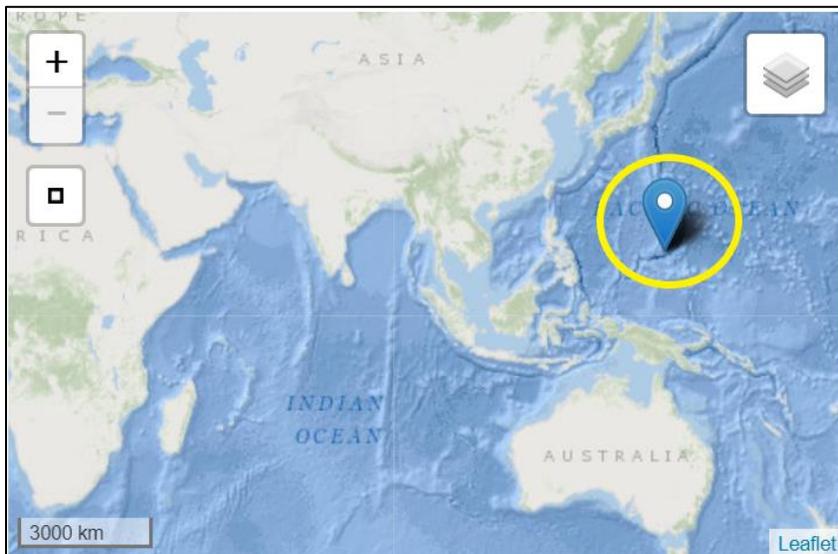
Bait* **Code****

This field is required. [site + reef code]_xxx

To progress, complete the missing fields and click the appropriate Save button. A confirmation will pop up.



The map will now automatically display the geolocation of the set. This function can be used to quickly check if a Set's location has been correctly entered.



You can zoom in or out, change the map style, or reset the view.

Click 'Hide' to collapse this pop up.

Showing all sets													
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	All req. fields	Obs	Edit
FP_2015_BS_01_EXN_019	Mar 06 2015	Bahamas (BS) - Exumas (EX) - North (slope)	-90/ -90	7.77	Rebar / cage / GoPro Hero 3	Crushed bonito	FP_2015_BS_01_EXN_019.mp4	Hide	0 / 0	No master record	False	View (0)	Edit

You can see that in the example below, the fields are empty. You can click 'Edit' to open the Set in the Edit Trips>Set tab, and make any necessary changes.

Showing all sets													
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	All req. fields	Obs	Edit
FP_2015_BS_01_EXN_019	Mar 06 2015	Bahamas (BS) - Exumas (EX) - North (slope)	-90/ -90	7.77	Rebar / cage / GoPro Hero 3	Crushed bonito	FP_2015_BS_01_EXN_019.mp4	Hide	0 / 0	No master record	False	View (0)	Edit

For Sets that have annotations completed, clicking the 'View' link will take you to the Observations Review page.

Showing all sets

Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	All req. fields	Obs	Edit
FP_2015_MY_01_KKTAR_001	Nov 20 2015	Malaysia (MY) - Kota Kinabalu (KK) - Tunku Abdul Rahman Park (slope)	6.044/116.017	14.00	Stainless rebar / bag / GoPro Hero 4	Crushed slimey mackerel	FP_2015_MY_01_KKTAR_001_L.avi	Show	2 / 2	In progress	False	View (4)	Edit

Global FinPrint | Trip: FP_2015_MY_01 | Set: FP_2015_MY_01_KKTAR_001 | All observations

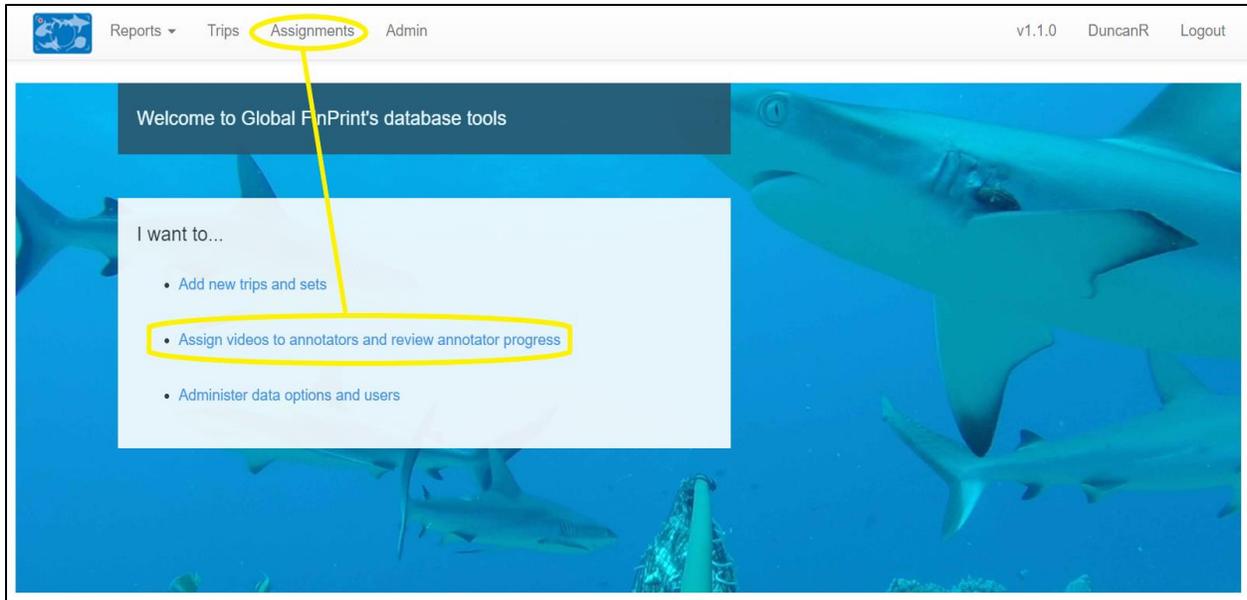
Compare Assignments Master Record

Page 1 of 1 (4 total observations)

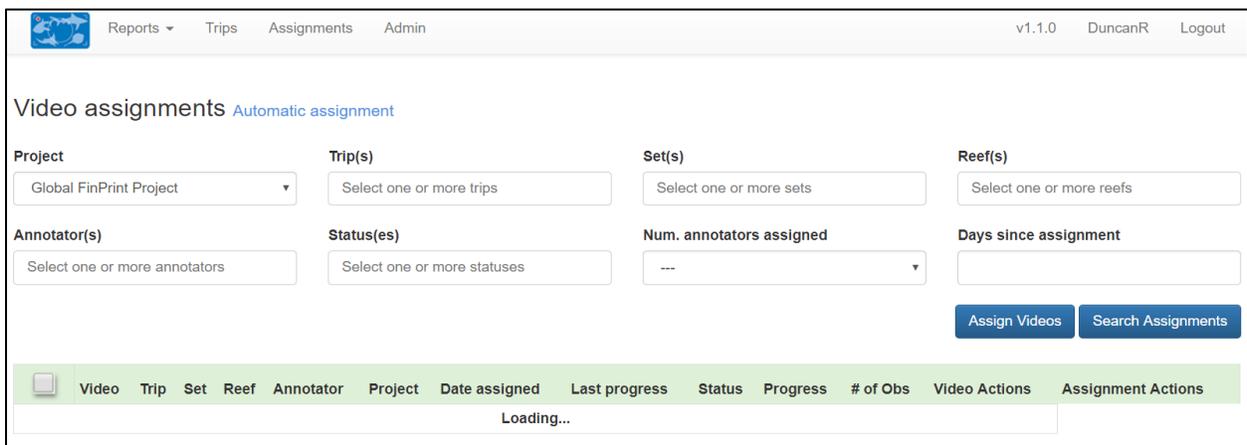
Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
George, Lachlan (JCU)	N/A	None	None	Image Not Available	74:37:988		MARK HAUL TIME	Add	Edit Observation
Natt, Michael (AIMS)	N/A	Auto-imported data.	None	N/A	74:36:540			Add	Edit Observation
George, Lachlan (JCU)	N/A	None	None	Image Not Available	62:17:260		MARK 60 MIN TIME	Add	Edit Observation
George, Lachlan (JCU)	N/A	None	None	Image Not Available	02:17:298		MARK ZERO TIME	Add	Edit Observation

Assigning videos

To assign videos to annotators, click on either 'Assignments' in the navigation bar, or the 'Assign videos to annotators and review annotator progress' link.



The Assignments home page will open.



Refine your search by using the drop-down menus and value fields. You can filter by Project; Trip(s); Set(s); Reef(s); Annotator(s); Status(es); Number of annotators assigned and Days since assignment. Note that some of the fields can be exclusive and thus will produce no results. For example, Projects are only associated with assigned videos, thus picking an option from the “Project” dropdown and picking 0 from the “Num. annotators assigned” will always result in zero results.

“Last Progress” is a good way to identify which annotators are not actively reviewing videos, so they can be re-assigned if working towards a deadline.

When you have refined your search parameters, click ‘[Search Assignments](#)’.

Reports ▾ Trips Assignments Admin v1.1.0 DuncanR Logout

Video assignments [Automatic assignment](#)

Project

Trip(s)

Set(s)

Reef(s)

Annotator(s)

Status(es)

Num. annotators assigned

Days since assignment

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
Loading...												

All videos which match your search parameters will be displayed below.

Video assignments [Automatic assignment](#)

Project

Trip(s)

Set(s)

Reef(s)

Annotator(s)

Status(es)

Num. annotators assigned

Days since assignment

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input type="checkbox"/>	OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	None	N/A	N/A	N/A	N/A	N/A	Assign	N/A

You can select one or more videos by checking on the appropriate check boxes on the left-hand side. Clicking the main 'Video' check box will select all videos in that set of search results.

Video assignments [Automatic assignment](#)

Project: Global FinPrint Project

Trip(s): FP_2016_BS_03, FP_2016_BS_04

Set(s): Select one or more sets

Reef(s): Select one or more reefs

Annotator(s): Select one or more annotators

Status(es): Select one or more statuses

Num. annotators assigned: ---

Days since assignment:

[Assign Videos](#) [Search Assignments](#)

<input type="checkbox"/>	Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Dorsch, Ilana (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	McGuire, Brad (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Yaeger, Kimberly (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Johnson, Lila (SBU)	Global FinPrint Project	Oct. 3, 2016 (19 months, 7 weeks ago)	Feb. 7, 2017 (7 months, 3 weeks ago)	Rejected	104:13:463	12	Assign Compare	Unassign Review

When you have selected all the videos you want to assign, click 'Assign Videos'. Try to assign videos in sequential order and reef by reef. This makes it significantly easier to keep track of your progress.

Video assignments [Automatic assignment](#)

Project: Global FinPrint Project

Trip(s): FP_2016_BS_03, FP_2016_BS_04

Set(s): Select one or more sets

Reef(s): Select one or more reefs

Annotator(s): Select one or more annotators

Status(es): Select one or more statuses

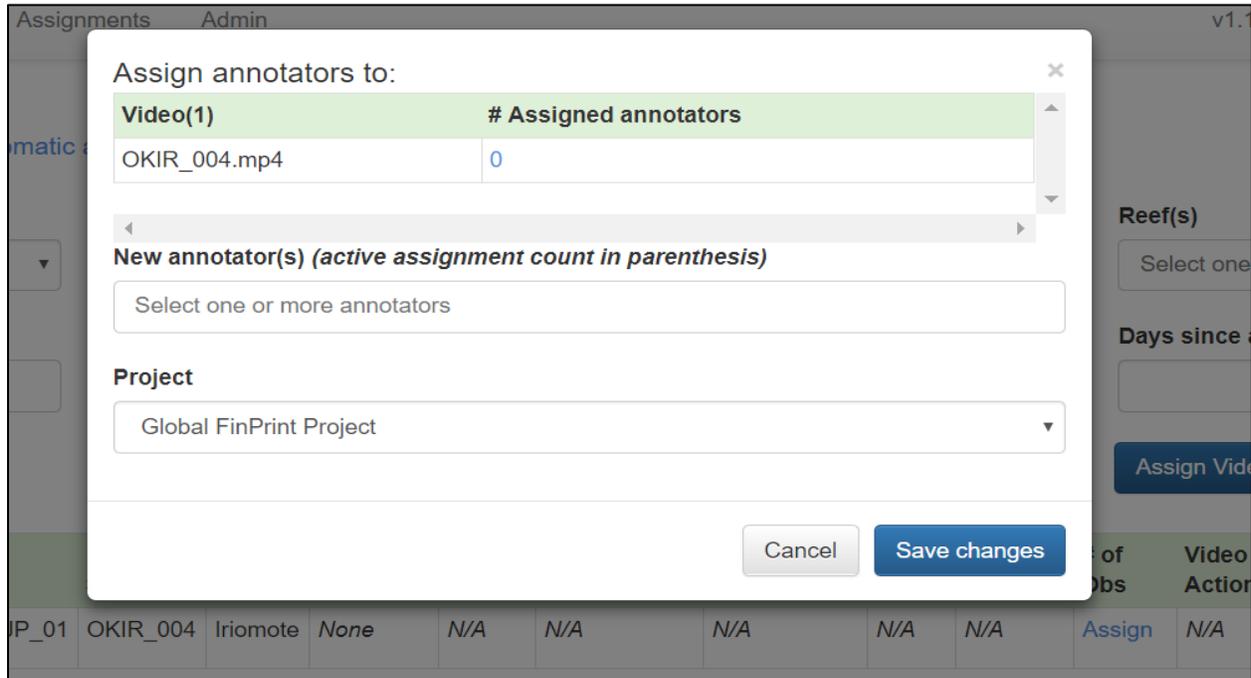
Num. annotators assigned: ---

Days since assignment:

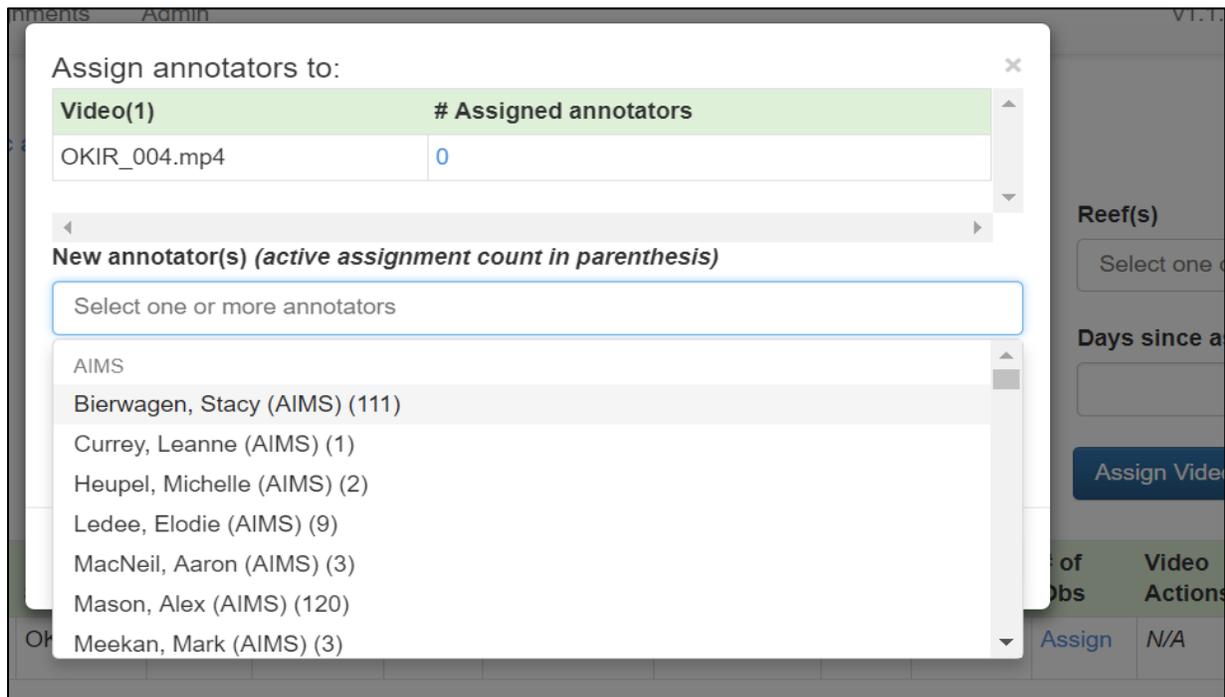
[Assign Videos](#) [Search Assignments](#)

<input type="checkbox"/>	Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input checked="" type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Dorsch, Ilana (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	McGuire, Brad (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Yaeger, Kimberly (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input type="checkbox"/>	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Johnson, Lila (SBU)	Global FinPrint Project	Oct. 3, 2016 (19 months, 7 weeks ago)	Feb. 7, 2017 (7 months, 3 weeks ago)	Rejected	104:13:463	12	Assign Compare	Unassign Review

An 'Assign annotators to' window will pop up, which displays the videos you selected.



Start typing the name of the annotator in the 'New annotator(s)' field and select the correct annotator from the drop-down list, which is also grouped and sorted alphabetically by affiliation and annotator.



You can assign videos to more than one annotator. Typically, the protocol is for two annotators and one lead to review each video. This can change, project-dependent.

As previously, type the name of the annotator in the field and select them. It is useful to keep annotator names as unique as possible, so they can be easily recognized in a search.

Video(1)	# Assigned annotators
OKIR_004.mp4	0

New annotator(s) (active assignment count in parenthesis)

Rowe, Duncan (Global Fingerprint) (0) x sf

SBU

Sforza, Stephanie (SBU) (4)

Global Fingerprint Project

Cancel Save changes

When you have entered the annotators, you must hit **'ESC'** or **click inside the 'Assign annotators to' pop-up window** to show the **'Save changes'** button. *If you click outside the 'Assign to Annotator' window, you will exit without your changes being saved.*

Having done this, click **'Save Changes'** to proceed.

Assign annotators to:

Video(1)	# Assigned annotators
OKIR_004.mp4	0

New annotator(s) (active assignment count in parenthesis)

Rowe, Duncan (Global Fingerprint) (0) × Test, SammS (JCU) (0) ×
 Fithian, Julie (SBU) (0) ×

Project
 Global FinPrint Project

Cancel Save changes

The new assignments will be displayed at the bottom of the screen.

Video assignments [Automatic assignment](#)

Project: --- Trip(s): FP_2017_JP_01 × Set(s): OKIR_004 × Reef(s): Select one or more reefs

Annotator(s): Select one or more annotators Status(es): Select one or more statuses Num. annotators assigned: --- Days since assignment:

Assign Videos Search Assignments

	Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	Obs	# of Video	Assignment
	OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	Fithian, Julie (SBU)	Global FinPrint Project	Aug. 23, 2017 (23 seconds ago)	Aug. 23, 2017 (23 seconds ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
	OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	Test, SammS (JCU)	Global FinPrint Project	Aug. 23, 2017 (23 seconds ago)	Aug. 23, 2017 (23 seconds ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
	OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	Rowe, Duncan (Global Fingerprint)	Global FinPrint Project	Aug. 23, 2017 (23 seconds ago)	Aug. 23, 2017 (23 seconds ago)	Not started	00:00:000	0	Assign Compare	Unassign Review

You can also assign videos by clicking on the 'Assign' link of any existing assignment.

Assign Videos Search Assignments

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	Obs	# of Video Actions	Assignment Actions
FP_2016_AU-I_01_ASAE_048.mp4	FP_2016_AU-I_01	ASAE_048	Ashmore East	Bierwagen, Stacy (AIMS)	Global FinPrint Project	Oct. 25, 2016 (11 months ago)	Oct. 25, 2016 (11 months ago)	Not started	00:00:000	0	Assign Compare	Unassign Review

Click 'Assign' to open an 'Assign annotators' pop-up window.

Assignments Admin v1.1.0 DuncanR Logout

Assign annotators to "OKIR_004.mp4" (FP_2017_JP_01_OKIR_004) ×

Current annotators

Annotator	Project	Status	Active assignments
Fithian, Julie (SBU)	Global FinPrint Project	Not started	1
Test, Samms (JCU)	Global FinPrint Project	Not started	1
Rowe, Duncan (Global Finprint)	Global FinPrint Project	Not started	1

New annotator(s) (active assignment count in parenthesis)

Select one or more annotators

Project

Global FinPrint Project

Cancel Save changes

Reef(s)
Select one or more reefs

Days since assignment

Assign Videos Search Assignments

Progress	Obs	# of Video Actions	Assignment Actions
00:00:000	0	Assign Compare	Unassign Review
00:00:000	0	Assign Compare	Unassign Review
00:00:000	0	Assign Compare	Unassign Review

Add annotators and click 'Save Changes' or click 'Cancel' to exit without saving changes.

Auto-assigning videos

You can also automatically assign multiple videos based on selection criteria such as Trip, Reef, and Set, to all the annotators at a specific Affiliation. Click on the 'Automatic assignment' link to do so.

Video assignments **Automatic assignment**

Project: ---
 Trip(s): FP_2017_JP_01 x
 Set(s): Select one or more sets
 Reef(s): Select one or more reefs
 Annotator(s): Select one or more annotators
 Status(es): Select one or more statuses
 Num. annotators assigned: ---
 Days since assignment:

[Assign Videos](#) [Search Assignments](#)

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions
FP_2016_AU-P_01_TSV1_002.mp4	FP_2016_AU-P_01	TSV1_002	Rib Reef	Bakker, Nina (JCU)	Global FinPrint	Aug. 16, 2017	Aug. 16, 2017	In progress	52:19:034	3	Assign Compare

A pop-up window will open.

Automatic video assignment

Select a Trip for which sets should be assigned annotators, an Affiliation from which annotators should be drawn, a total number of Annotators desired for each video (including annotators already assigned), then press "Assign" to distribute annotators evenly among available assignments.

Trip: Select a trip
 Reef(s): Select one or more reefs
 Set(s): Select one or more sets
 Affiliation: Select an affiliation
 Annotators per video: 3
 Project: ---
 Include leads?

[Cancel](#) [Assign](#)

Follow the instructions on screen, then click 'Assign' (or 'Cancel'). You will see a confirmation screen showing how many videos were newly assigned/already assigned. Click 'Done' to finish.

Caution: If auto-assigning by institution, ensure only active annotators are selected, so as not to delay the reviewing process.

Automatic video assignment

Select a Trip for which sets should be assigned annotators, an Affiliation from which annotators should be drawn, a total number of Annotators desired for each video (including annotators already assigned), then press "Assign" to distribute annotators evenly among available assignments.

Trip: FP_2015_BZ_01

Reef(s): Select one or more reefs

Set(s): LRH_022, LRH_003, LRH_004, LRH_005, LRH_008

Affiliation: AIMS

Annotators per video: 3

Project: Global FinPrint Project

Include leads?

FP_2015_BZ_01+LRH_022LRH_003LRH_004LRH_005LRH_008+AIMS+3+Global FinPrint Project
 Processed 5 video(s).
 0 assignment already existed
 15 new assignments made

FP_2015_BZ_01+LRH_022LRH_003LRH_004LRH_005LRH_008+AIMS+3+Global FinPrint Project
 Processing 5 video(s).

Done **Cancel** **Assign**

Unassigning videos

You can unassign a video by clicking the 'Unassign' link. This is useful when an annotator becomes inactive, allowing you to re-assign to another annotator.

Video assignments [Automatic assignment](#)

Project: ---

Trip(s): Select one or more trips

Set(s): Select one or more sets

Reef(s): Select one or more reefs

Annotator(s): Bierwagen, Stacy (AIMS) x

Status(es): Select one or more statuses

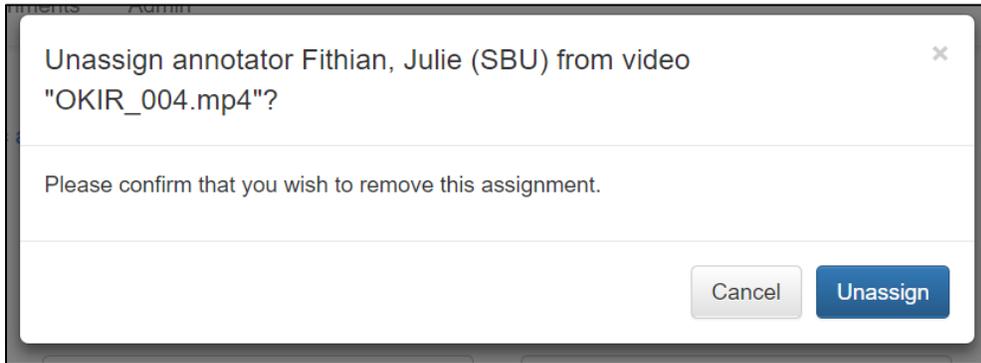
Num. annotators assigned: ---

Days since assignment

Assign Videos **Search Assignments**

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Video Obs	Video Actions	Assignment Actions
FP_2016_AU-I_01_ASAE_048.mp4	FP_2016_AU-I_01	ASAE_048	Ashmore East	Bierwagen, Stacy (AIMS)	Global FinPrint Project	Oct. 25, 2016 (11 months ago)	Oct. 25, 2016 (11 months ago)	Not started	00:00:000	0	Assign Compare	Unassign Review

This will open to open an 'Unassign annotator' pop-up window.



Click 'Unassign' to remove the assignment, or 'Cancel' to exit without saving changes.

Reviewing Assignments

Once an annotator has begun watching and annotating a Set video, the 'Review' link will be clickable. When an annotator has completed watching a video and marked it as "Ready for Review", you will see this reflected in the "Status" column and you can click 'Review' to review their observations.

Video assignments [Automatic assignment](#)

Project: Global FinPrint Project | Trip(s): FP_2016_BS_03 | Set(s): Select one or more sets | Reef(s): Select one or more reefs

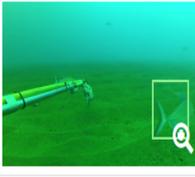
Annotator(s): Select one or more annotators | Status(es): Ready for review | Num. annotators assigned: --- | Days since assignment:

[Assign Videos](#) [Search Assignments](#)

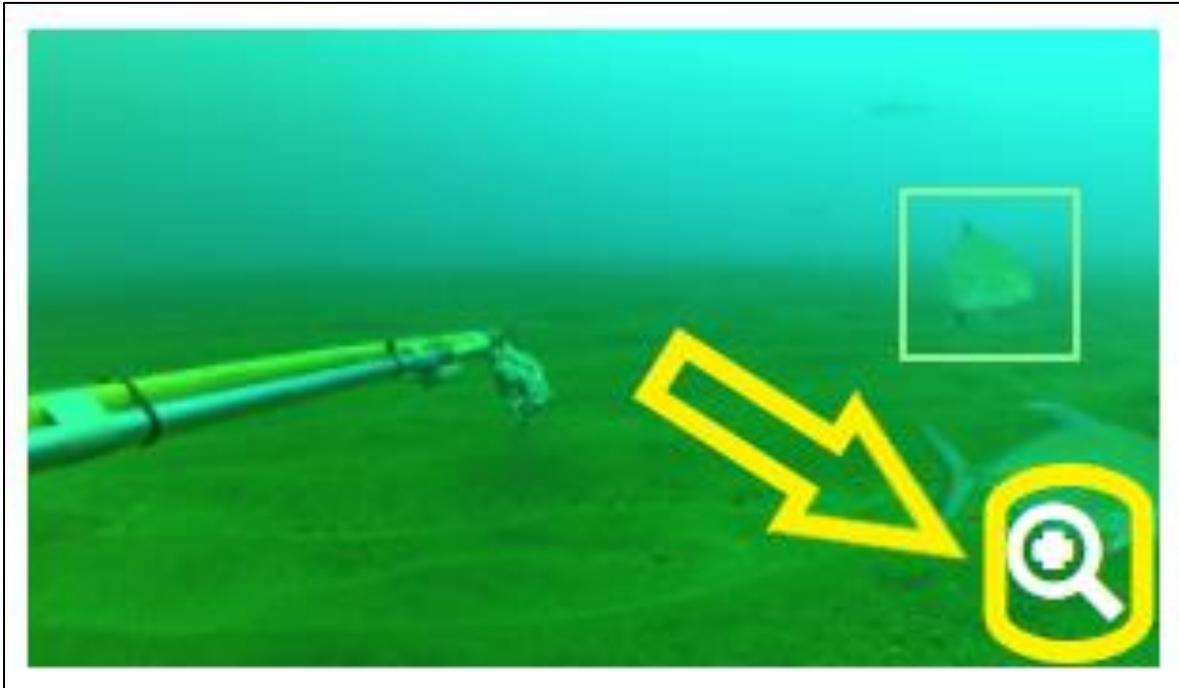
	Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
	FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Holohan, Jessica (SBU)	Global FinPrint Project	Feb. 13, 2017 (7 months, 2 weeks ago)	Feb. 21, 2017 (7 months, 1 week ago)	Ready for review	104:12:464	18	Assign Compare Review	Unassign Review

Clicking on the 'Review' link will take you the assignment review page.

The Assignment Review page allows you to review all the observations *from a single annotator*, for an assignment, edit observations and events, add and edit measurables, and update the status of the assignment.

Compare Assignments		All Observations		Master Record		Not started In progress Ready for review Reviewed Disabled Rejected				
Page 1 of 1 (13 total observations)										
Annotator	Organism	Observation note	Change set status		Image capture	Time	Image		Measurables	Actions
			Duration	Image capture			notes	Tags		
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None			27:00:445	Test	Male	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None			26:02:979			Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Black grouper (Mycteroperca bonaci)	TEst video2	None			25:54:179	Test video	Passing	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Atlantic tarpon (Megalops atlanticus)	Video test again	None			25:21:019	Fish	Attracted	Add	Edit Observation

To zoom in on an observation image, click on the 'Zoom' button (looks like a magnifying glass) in the thumbnail image. This can be essential when determining data to species level, or when an organism is far away.



To watch an 8-second video clip, if one exists, click on the 'Play' icon in the thumbnail image. This is useful when a still image is blurry, or to determine species by swimming pattern in low visibility.



If an observation has multiple events listed, it will be marked with a '<' icon. Click on it to expand the observation.

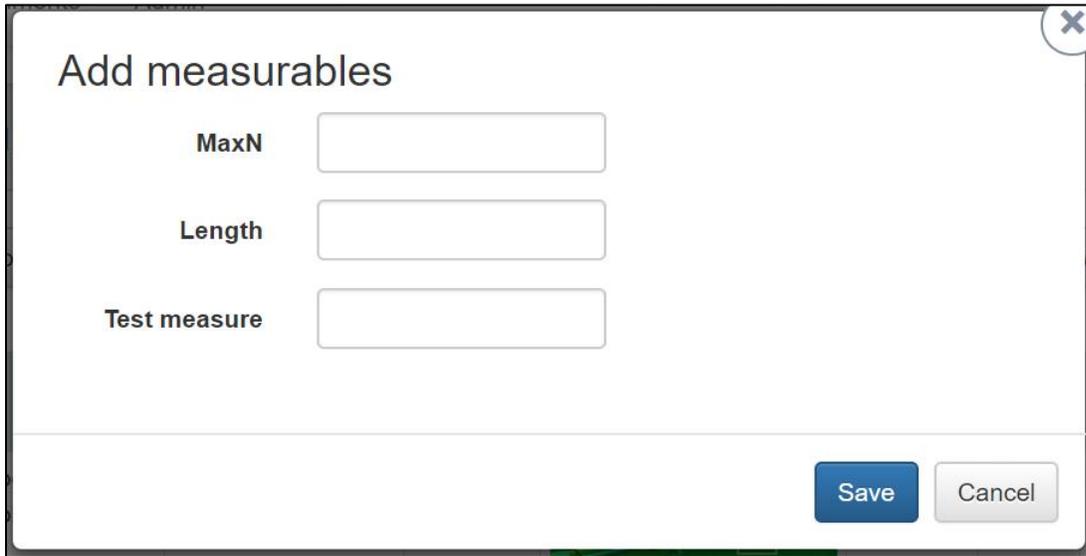
Page 1 of 1 (13 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Black grouper (Mycteroperca bonaci)	TEst video2	None		25:54:179	Test video	Passing	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Atlantic tarpon (Megalops atlanticus)	Video test again	None		25:21:019	Fish	Attracted	Add	Edit Observation

To add a new measurable value, such as MaxN, click 'Add'.

Tags	Measurables	Actions
MARK HAUL TIME	Add	Edit

An Add measurables window will open.



Add measurables

MaxN

Length

Test measure

Save Cancel

Make your changes and click 'Save' or 'Cancel' to exit without saving.

To edit an Observation, click 'Edit Observation'. This can be used by reviewers to ensure QAQC before it is pushed to the Master.

Page 1 of 1 (4 total observations)

Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
None		09:01:229	None	Passing	Add	Edit Observation
None		01:41:018		First appearance of organism	Add	Edit Observation

After editing the assignment, click 'Save', or 'Cancel' to exit without saving.

Compare Assignments All Observations Master Record

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (13 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Global FinPrint, Annotator1 Test (Global FinPrint)	Coney grouper (Cep...	Test capture video relaunching			27:00:445	Test vided	Male x		Save Cancel

The status bar shows the current status of the assignment and allows you to update it by clicking on any of the buttons. Typical protocol would be to review the observations for an assignment that's in a status of "Ready for review" and then update it to "Reviewed" after having reviewed and made any necessary edits.

Global FinPrint | Trip: FP_2015_BS_01 | Set: FP_2015_BS_01_EXM_002 | Observations by Annotator1 Test Global FinPrint

Compare Assignments All Observations Master Record

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (13 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Global FinPrint, Annotator1 Test (Global FinPrint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global FinPrint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation

You will see a confirmation of the change of status.

✓ Status change saved

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (7 total observations)

Clicking on the 'All Observations' button will take you to the page that displays all observations from all the assignments for the video for that 'set'.

Global FinPrint | Trip: [FP_2015_BS_01](#) | Set: [FP_2015_BS_01_EXM_002](#) | Observations by Annotator1 Test Global FinPrint

[Compare Assignments](#) [All Observations](#) [Master Record](#) [Not started](#) [In progress](#) [Ready for review](#) [Reviewed](#) [Disabled](#) [Rejected](#)

Page 1 of 1 (13 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation

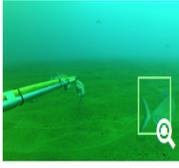
Clicking 'Compare Assignments' will take you to the assignment compare page.

Global FinPrint | Trip: [FP_2015_BS_01](#) | Set: [FP_2015_BS_01_EXM_002](#) | Observations by Annotator1 Test Global FinPrint

[Compare Assignments](#)
[All Observations](#)
[Master Record](#)

[Not started](#)
[In progress](#)
[Ready for review](#)
[Reviewed](#)
[Disabled](#)
[Rejected](#)

Page 1 of 1 (13 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Global FinPrint, Annotator1 Test (Global FinPrint)	Coney grouper (Cophaloholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation
Global FinPrint, Annotator1 Test (Global FinPrint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation

The assignment compare page displays the Master Record (initially blank), all the assignments for the Set/video, the statuses of each assignment, and a visual timeline that reflects each observation made as a dot.

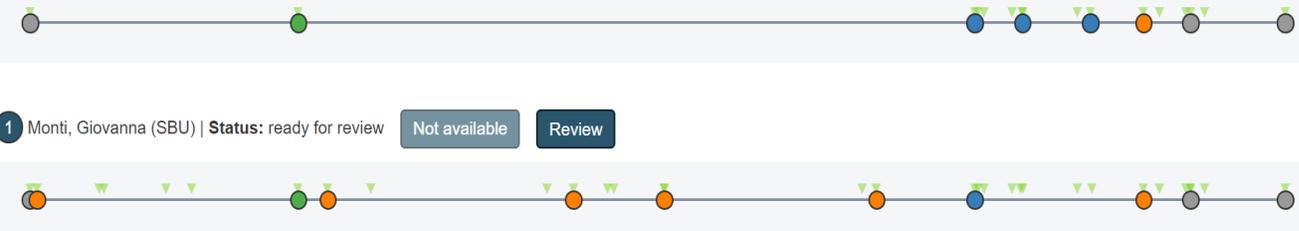
Global FinPrint | Trip: [FP_2016_BS_03](#) | Set: [FP_2016_BS_03_CC_004](#) | Compare assignments

Legend

- Shark
- Ray
- Reptile
- Bony fish
- Mammal
- Moray
- Cephalopod
- Of interest

M Master | Status: [In progress](#) [Completed](#) [Deprecated](#) [Save](#) [Review](#)

1 Monti, Giovanna (SBU) | Status: ready for review [Not available](#) [Review](#)



Global FinPrint | Trip: FP_2016_BS_03 | Set: FP_2016_BS_03_CC_004 | Compare assignments

Legend

- Shark
- Ray
- Reptile
- Bony fish
- Mammal
- Moray
- Cephalopod
- Of interest

Legend - dot colors corresponding to animal group

M Master | Status: In progress Completed Deprecated Save Review

Annotator has not submitted for review

1 Monti, Giovanna (SBU) | Status: ready for review Not available Review Go to assignment review page

Clicking on one of the dots on a timeline opens a pop up displaying details about the observation. Users can also use the **left and right arrow keys** to quickly advance forward and back along the timeline.

Global FinPrint | Trip: FP_2016_BS_04 | Set: FP_2016_BS_04_ANS_049 | Compare assignments

Legend

- Shark
- Ray
- Reptile
- Bony fish
- Mammal
- Moray
- Cephalopod
- Of interest

M Master | Status: In progress Completed Deprecated Save Review

1 Balek, Natassia (SBU) | Status: ready for review Not available

2 Quiles, Jonathan (SBU) | Status: not started Not available Review

Nurse shark (*Ginglymostoma cirratum*)

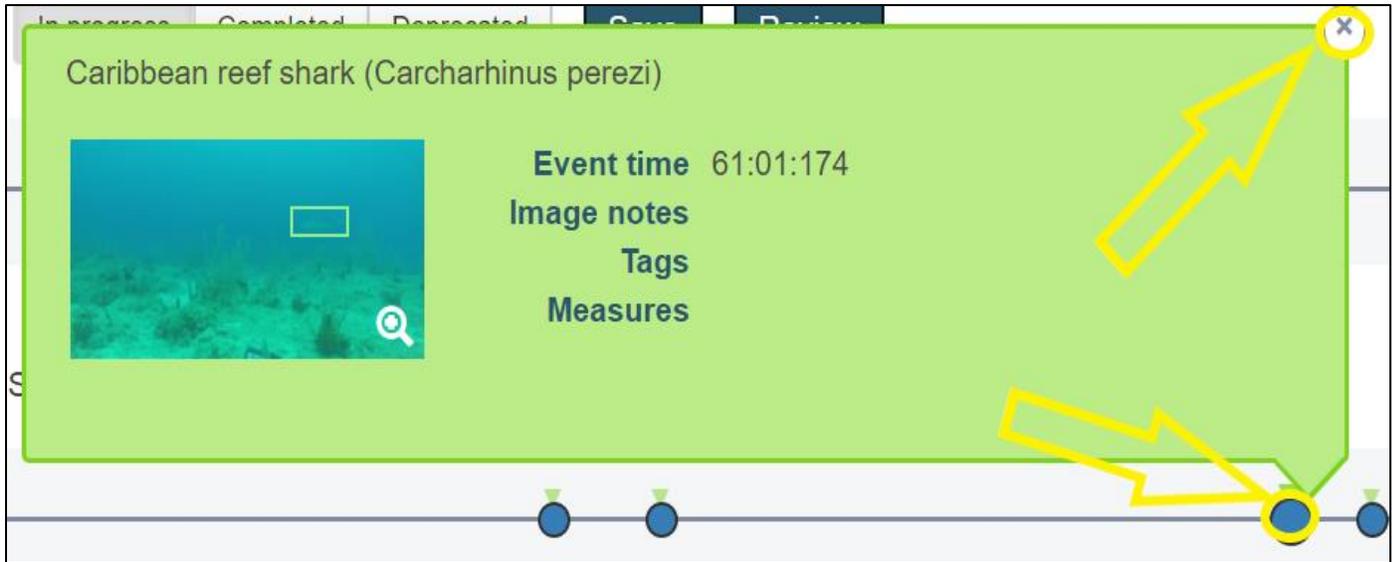
Event time 35:47:528

Image notes

Tags

Measures

To close observation details, hit **'ESC'** - or click on the event again - or on the **'Close'** button.



Creating the Master Record

For each Set, you'll need to create a "master record" which captures the best unique compilation of observations and events for the Set across all assignments/annotators. You'll create this master record from the assignment compare page after all the annotators have submitted their videos for review, and ideally after you've completed reviewing them as instructed above. To access the assignment compare page, click on the **'Compare'** link on the assignments list page.

Video assignments [Automatic assignment](#)

Project: Trip(s): Set(s): Reef(s):

Annotator(s): Status(es): Num. annotators assigned: Days since assignment:

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Videos	Video Actions	Assignment Actions
BREEF01.mp4	FP_2016_BS_11	ABB_001	Bight Reef	Whitman, Beth (FIU)	Global FinPrint Project	Feb. 1, 2017 (7 months, 3 weeks ago)	Feb. 2, 2017 (7 months, 3 weeks ago)	In progress	126:34:821	6	Assign Compare	Unassign Review
BREEF01.mp4	FP_2016_BS_11	ABB_001	Bight Reef	March, Alexa (FIU)	Global FinPrint Project	Feb. 15, 2017 (7 months, 1 week ago)	April 25, 2017 (5 months ago)	Ready for review	126:33:827	17	Assign Compare	Unassign Review

The assignment compare page will open. On this page you'll notice an empty master record followed by each assignment and its status along with a timeline that includes a colored dot for each observation made by the annotator.

Global FinPrint | Trip: FP_2016_JM_02 | Set: FP_2016_JM_02_JMR2_021 | Compare assignments

Legend
 Shark Ray Reptile Bony fish Mammal Moray Cephalopod Of interest

Observations Legend

M Master | Status: In progress Completed Deprecated Save Review

Blank Master Record

1 Sforza, Stephanie (SBU) | Status: reviewed Select All Review Select All button

Assignment status Not Available button

2 Murphy, Veronica (SBU) | Status: ready for review Not available Review

Each color represents a specific animal group according to the legend at the top. For each assignment there are also two buttons. The first button will either have a status of "Not available" or "Select All". It will be "Not available" if you have not yet reviewed the assignment and updated its status as such. It will be "Select All" if the assignment has been reviewed, and we'll cover this in more detail next.

Global FinPrint | Trip: FP_2016_BS_03 | Set: FP_2016_BS_03_CC_004 | Compare assignments

Legend
 Shark Ray Reptile Bony fish Mammal Moray Cephalopod Of interest

Legend of animal observations

M Master | Status: In progress Completed Deprecated Save Review

Master record status

Select All button

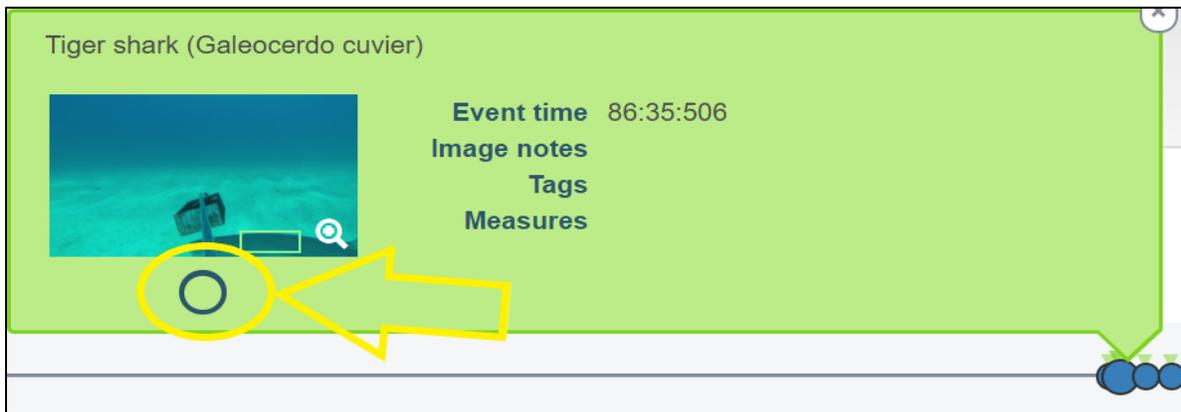
1 Monti, Giovanna (SBU) | Status: reviewed Select All Review

Not available button

2 Feerick, Jesse (SBU) | Status: in progress Not available Review

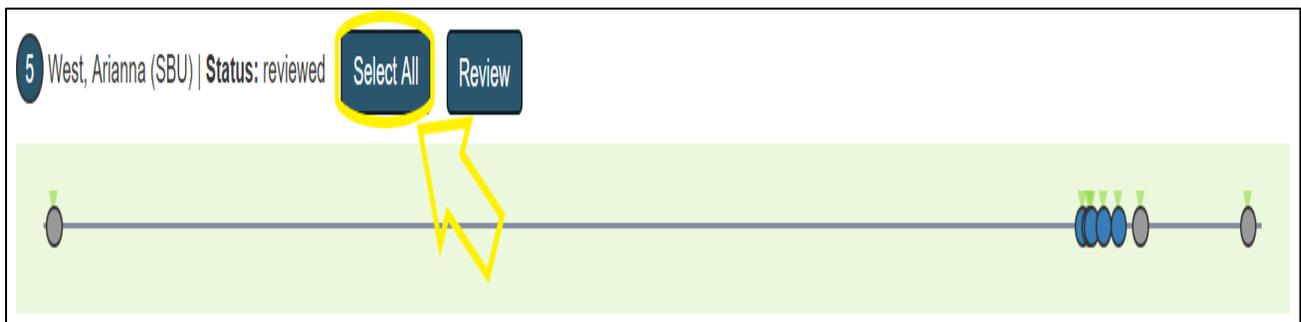
The second button labeled "Review" allows you to review the assignment by taking you to the assignment review page.

To create a Master Record, you'll need to select the best observations from each assignment and "promote them" up into the Master Record. You can do this in one of two ways – both are only available after you update the status of an assignment to 'Reviewed'. You can "Cherry-pick" specific observations from the different assignments by clicking through each colored dot on the timeline and clicking on the **blue circle** under the image in the observation panel that pops up for each observation.



Note that you can quickly navigate through the observations on a timeline by using the **left/right arrows** and you can easily promote an observation to the master record by pressing the **space bar**.

Alternatively, you can promote all the observations for a specific assignment up to the master record by clicking on the **'Select All'** button.



As you promote observations to the master record, you'll notice dots appearing in the Master Record timeline for them.

Global FinPrint | Trip: FP_2015_BS_01 | Set: FP_2015_BS_01_EXM_002 | Compare assignments

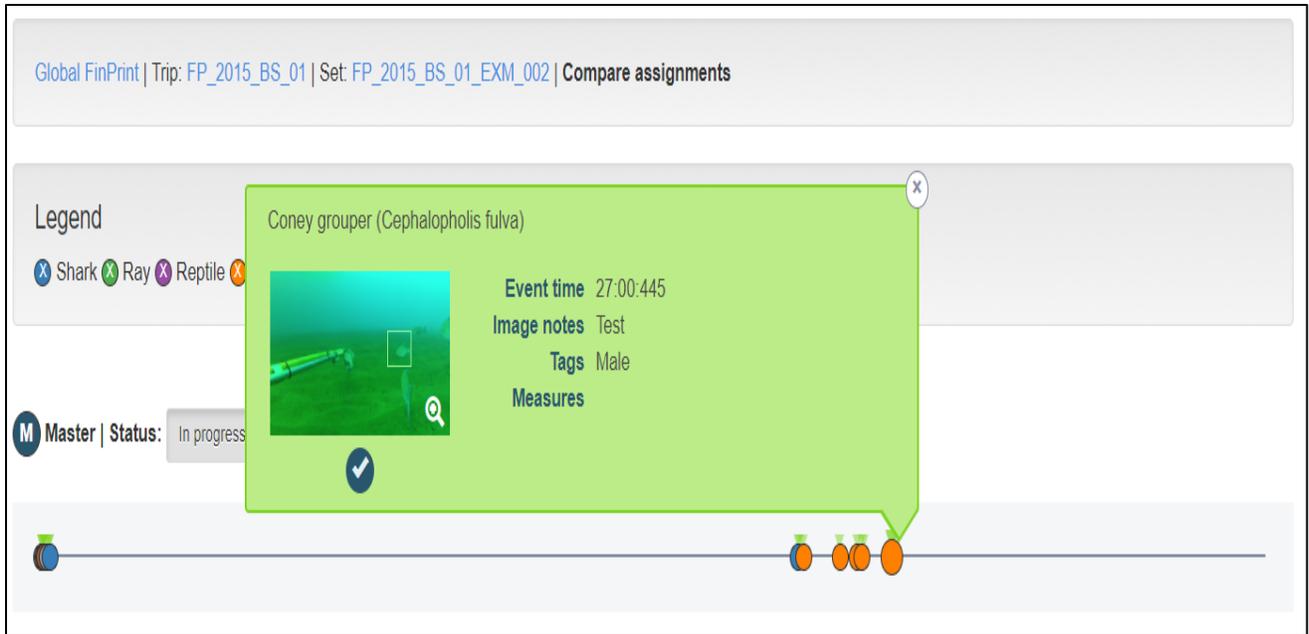
Legend
Shark Ray Reptile Bony fish Mammal Moray Cephalopod Of interest

M Master | Status: In progress Completed Deprecated Save Review

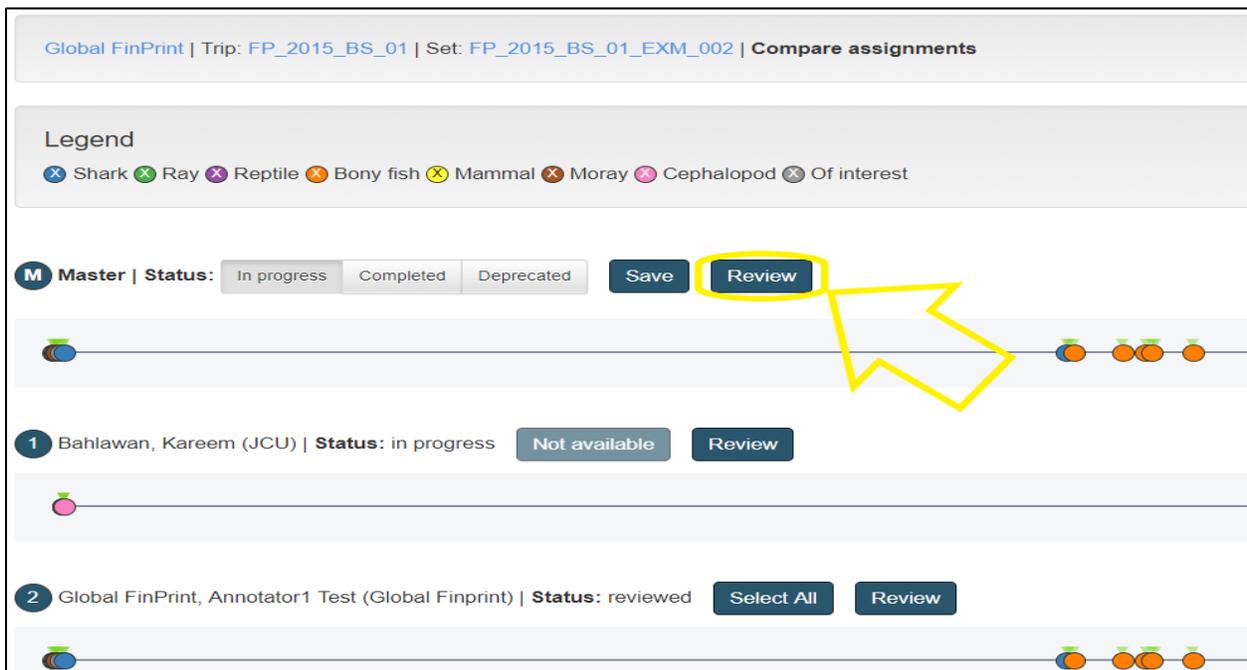
1 Bahlawan, Kareem (JCU) | Status: in progress Not available Review

2 Global FinPrint, Annotator1 Test (Global Finprint) | Status: reviewed Select All Review

You can review and navigate through the master record timeline in the same manner as the assignment timelines by clicking on the dots and using the **left and right arrow keys**. You can also remove an observation from the master record by clicking on the **circled check-mark** in the observation pop-up or pressing the **SPACE BAR**.



At any point after you've started creating a master record, you can review it by clicking on the 'Review' button. This will save the record and take you to the master record review page where you can review all the observations and events in the master record, as well as edit them if needed.



NOTE: The master record is its own unique record of observations that is independent of the assignment observations that were used to create it. Any changes made to the master record, will ONLY be saved in the master record and will NOT be written back to the original assignment from which it was promoted.

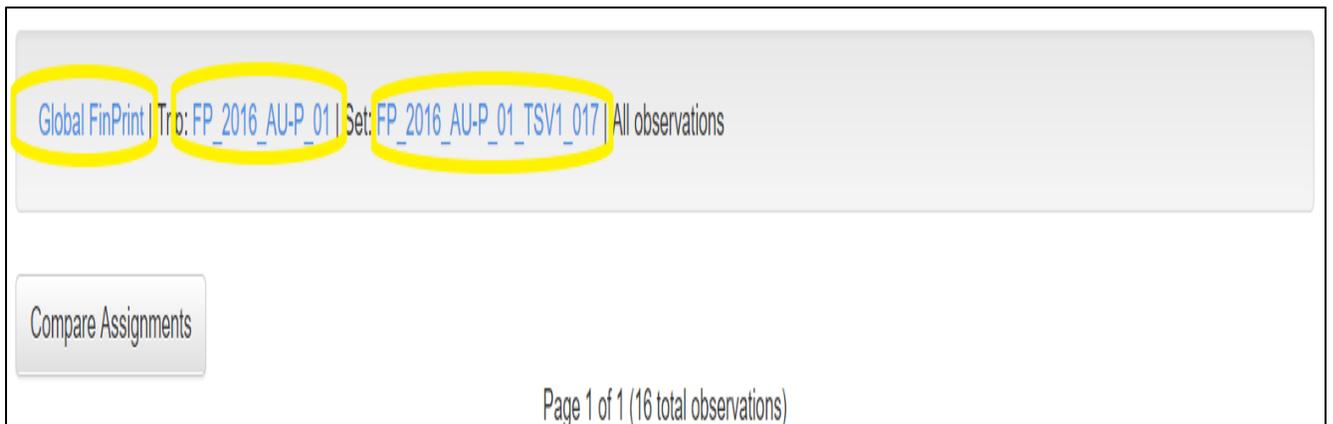
At any point while creating or modifying the master record, you can Click 'Save' to save your changes.



Once you've finished creating and reviewing the master record and are happy with it, click the "Completed" button to update the master record status.

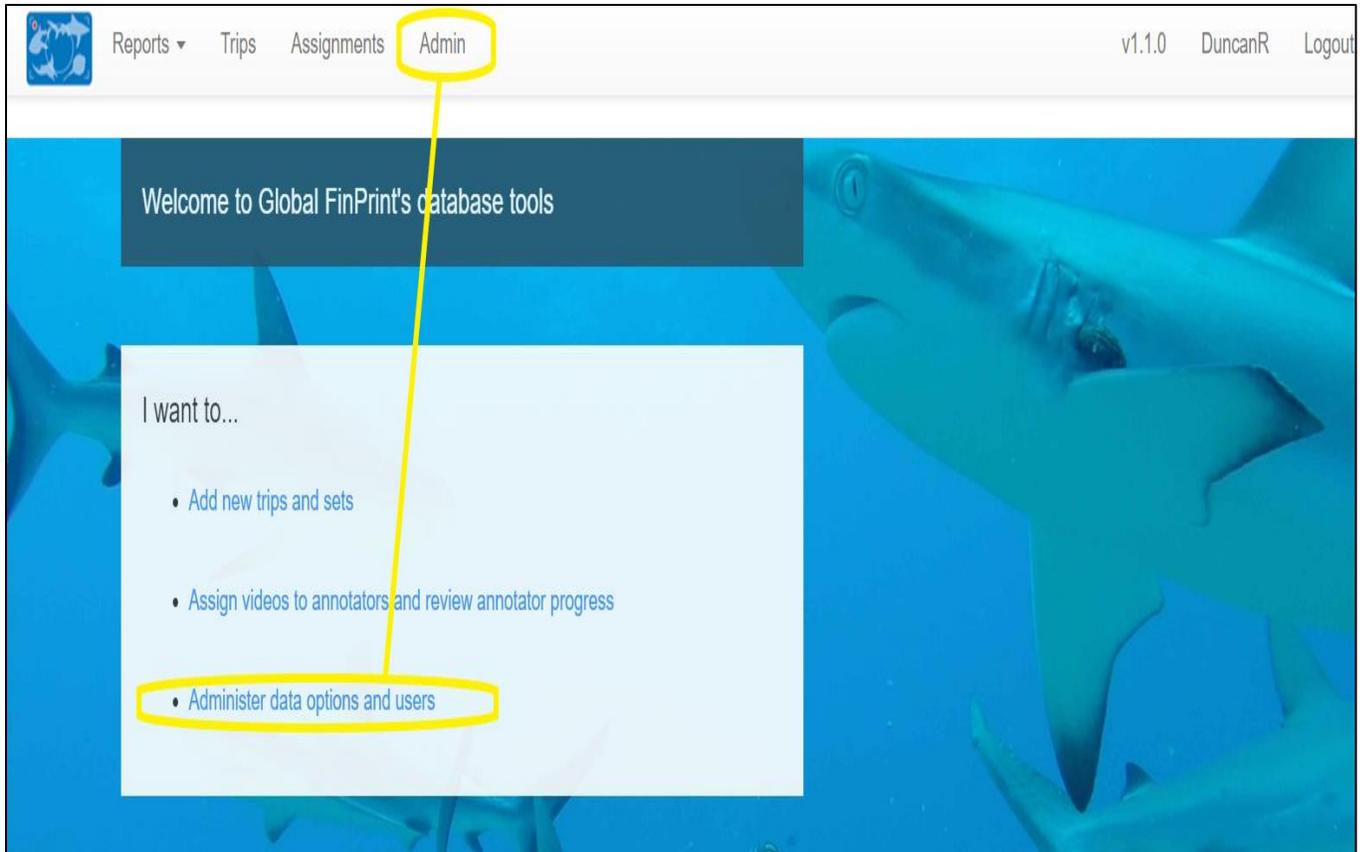
IMPORTANT NOTE: Setting the master record to "Completed" means it is now ready to be incorporated into the project data analysis. So, you'll want to be SURE you're satisfied with the master record before marking it complete.

To return to the Trip, Set or Home Page, click on the links at the top of the page.



Administrating data options and users

Click on either the 'Admin' link at the top of the Home Page, or use the 'Administer data options and users' link. Typically access and changes to this section of the server will only be performed by PI's, regional leads, and lab supervisors.



You will be directed to the Administration home page.

Global FinPrint data administration

WELCOME, D [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Site administration

Return to home page of main site

ANNOATION		
Animal groups	+ Add	Change
Animals	+ Add	Change
GlobalTags	+ Add	Change
Measurables	+ Add	Change
Projects	+ Add	Change
Tags	+ Add	Change

Recent actions

Change password

My actions

None available

Log out

AUTHENTICATION AND AUTHORIZATION		
Groups	+ Add	Change
Users	+ Add	Change

BRUV		
Bait containers	+ Add	Change

Navigate back to the FinPrint home page, change your password, or log out using the links in the top-right corner.

Administration can be divided into categories and sub-categories, as shown.

Global FinPrint data administration

Site administration

Administration category

ANNOATION		
Animal groups	+ Add	Change
Animals	+ Add	Change
GlobalTags	+ Add	Change
Measurables	+ Add	Change
Projects	+ Add	Change
Tags	+ Add	Change

Administration sub-category

Recent actions

My actions

None available

AUTHENTICATION AND AUTHORIZATION		
Groups	+ Add	Change
Users	+ Add	Change

BRUV		
Baits	+ Add	Change

To make additions or changes to administrative sub-categories, click directly on the relevant link.

Click 'Add' on any sub-category to make additions.

Site administration	
ANNOTATION	
Animal groups	+ Add Change
Animals	+ Add Change
GlobalTags	+ Add Change
Measurables	+ Add Change
Projects	+ Add Change
Tags	+ Add Change
AUTHENTICATION AND AUTHORIZATION	
Groups	+ Add Change
Users	+ Add Change

A new window will open. Enter your addition in the highlighted box.

Global FinPrint data administration WELCOME, **DUNCAN** [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Annotation > Animal groups > Add animal group

Add animal group

Name:

[Save and add another](#) [Save and continue editing](#) [SAVE](#)

There are now 3 save options available.

Click on 'SAVE' to save your addition. You will see a confirmation, and note that your addition is displayed below.

Global FinPrint data administration WELCOME, **DUNCAN** VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Annotation > Animal groups

✓ The animal group "Actinopterygii" was added successfully.

Select animal group to change ADD ANIMAL GROUP +

Action: [-----] Go 0 of 8 selected

- ANIMAL GROUP
- Actinopterygii
- Cephalopod
- Moray
- Mammal
- Bony fish
- Reptile
- Ray
- Shark

8 animal groups

To add more than one item to a sub-category, click **'Save and add another'**. You will receive the same confirmation, above a new addition window (see below).

Global FinPrint data administration WELCOME, **DUNCAN** VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Annotation > Animal groups > Add animal group

✓ The animal group "Actinopterygii" was added successfully. You may add another animal group below.

Add animal group

Name:

The third option is to **'Save and continue editing'**. Choosing this option will give you a Save confirmation notification, as well as the option to **'Delete'** your addition immediately, or to view the History of your subcategory change(s).

Global FinPrint data administration WELCOME, **DUNCAN** [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home › Annotation › Animal groups › Actinopterygii

✔ The animal group "Actinopterygii" was added successfully. You may edit it again below. Saved confirmation

Change animal group [View history](#) **HISTORY**

Name:

Delete Delete addition [Save and add another](#) [Save and continue editing](#) [SAVE](#)

Clicking 'Delete' will open a confirmation screen. Click 'Yes' to delete your change or 'No' to keep it.

Global FinPrint data administration

Home › Annotation › Animal groups › Actinopterygii › Delete

Are you sure?

Are you sure you want to delete the animal group "Actinopterygii"? All of the following related items will be deleted:

Summary

- Animal groups: 1

Objects

- Animal group: Actinopterygii

[Yes, I'm sure](#) [No, take me back](#)

Click on 'HISTORY' to view changes made to any sub-category.

Global FinPrint data administration WELCOME, **DUNCAN** [VIEW SITE](#) /

Home › Annotation › Animal groups › Actinopterygii › History

Change history: Actinopterygii

DATE/TIME	USER	ACTION
Aug. 31, 2017, 11:48 a.m.	DuncanR (Duncan Rowe)	Added.

You can also delete items from sub-categories by clicking on the individual sub-category, or by clicking on 'Change'.

Global FinPrint data administration

Home > Annotation

Annotation administration

ANNOTATION		
Animal groups	+ Add	✎ Change
Animals	+ Add	✎ Change
GlobalTags	+ Add	✎ Change
Measurables	+ Add	✎ Change
Projects	+ Add	✎ Change
Tags	+ Add	✎ Change

From there, the sub-category change window will be opened (see below).

Global FinPrint data administration WELCOME, **DUNCAN** [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Annotation > Animal groups

Select animal group to change [ADD ANIMAL GROUP +](#)

Action: 0 of 8 selected

- ANIMAL GROUP
- Actinopterygii
- Cephalopod
- Moray
- Mammal
- Bony fish
- Reptile
- Ray
- Shark

8 animal groups

Select the entry you want to delete using the check-box(es), then click on the 'Action' drop-down menu. Select the 'Delete selected animal groups' option, then click 'Go'.

Global FinPrint data administration

Home > Annotation > Animal groups

Select animal group to change

Action: ----- Go of 8 selected

<input type="checkbox"/>	ANIM
<input checked="" type="checkbox"/>	Acti
<input type="checkbox"/>	Cep
<input type="checkbox"/>	Moray
<input type="checkbox"/>	Mammal
<input type="checkbox"/>	Bony fish
<input type="checkbox"/>	Reptile
<input type="checkbox"/>	Ray
<input type="checkbox"/>	Shark

8 animal groups

You will see the same delete confirmation window. Select 'Yes' or 'No' to proceed.

Global FinPrint data administration

Home > Annotation > Animal groups > Actinopterygii > Delete

Are you sure?

Are you sure you want to delete the animal group "Actinopterygii"? All of the following related items will be deleted:

Summary

- Animal groups: 1

Objects

- Animal group: [Actinopterygii](#)

Yes, I'm sure
No, take me back

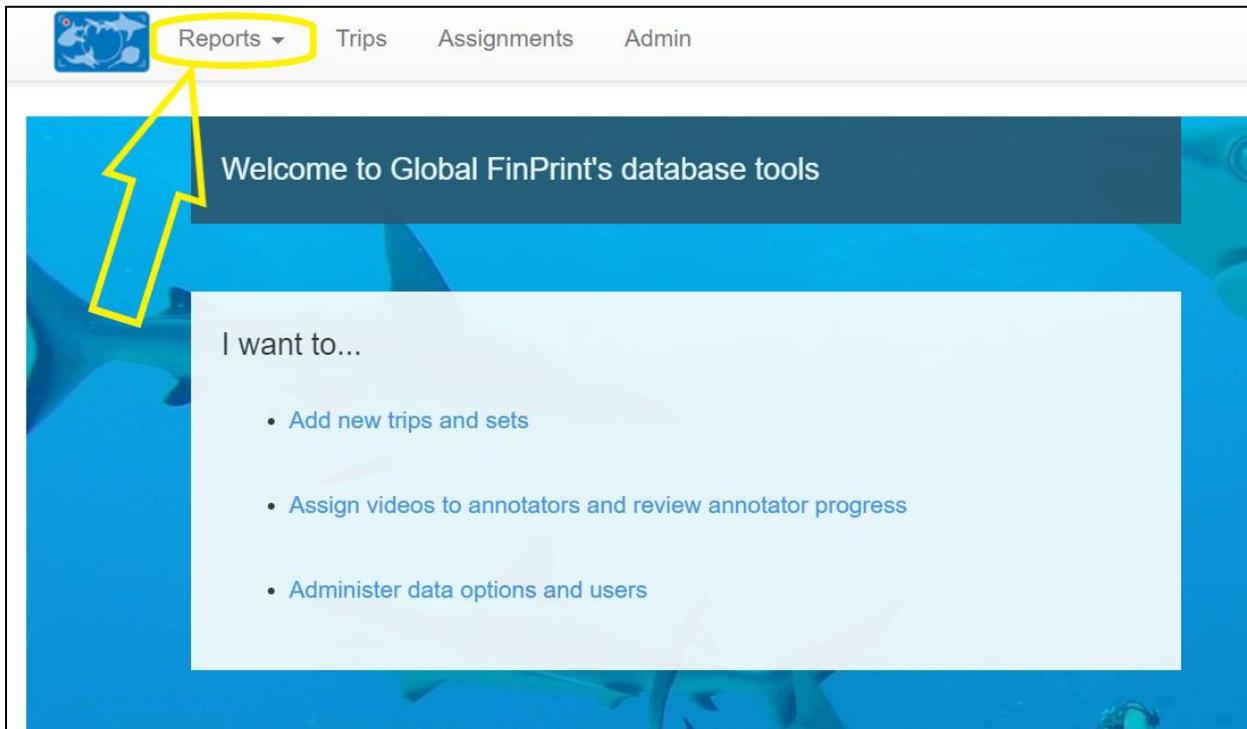
Note that you can also add an item to a sub-category by clicking on the sub-category header or the 'Change' button. Click on 'Add xx' (shown below) to proceed as previously.



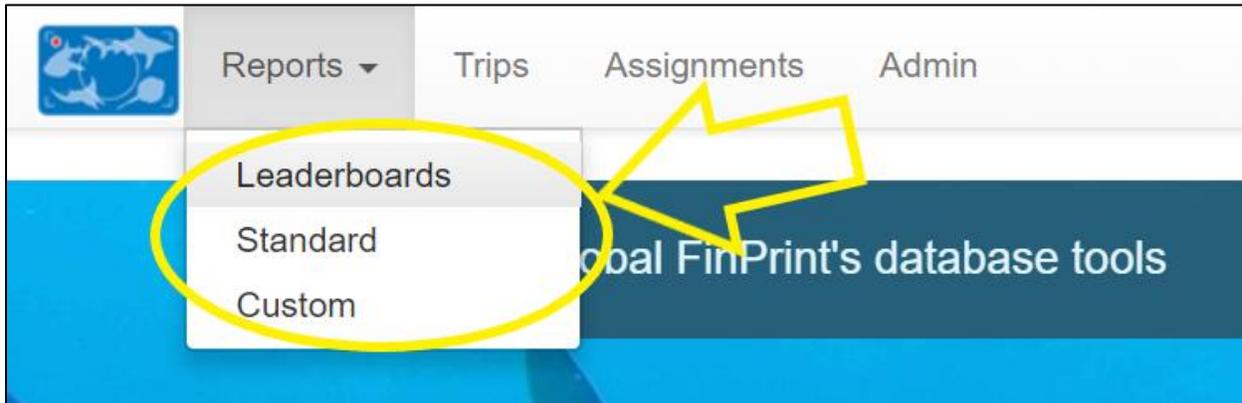
All the Administration sub-categories can be edited or added to using the processes outlined above.

Viewing and Generating Reports

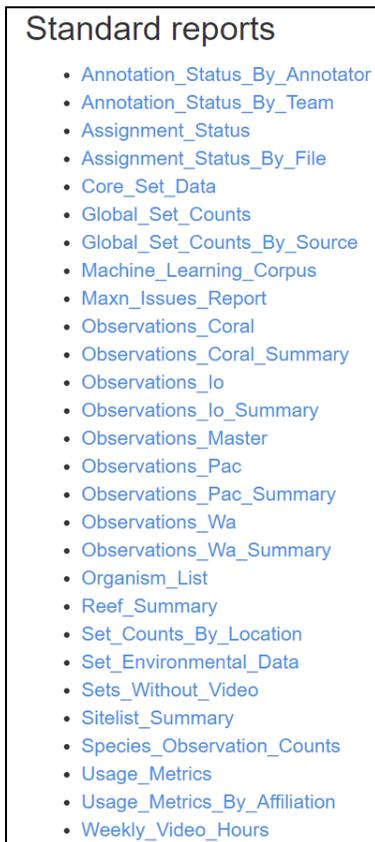
To view generated Reports from the website, go to the FinPrint Home Page, and click on the 'Reports' drop-down menu.



From there, select either 'Standard', 'Leaderboards', or 'Custom'.



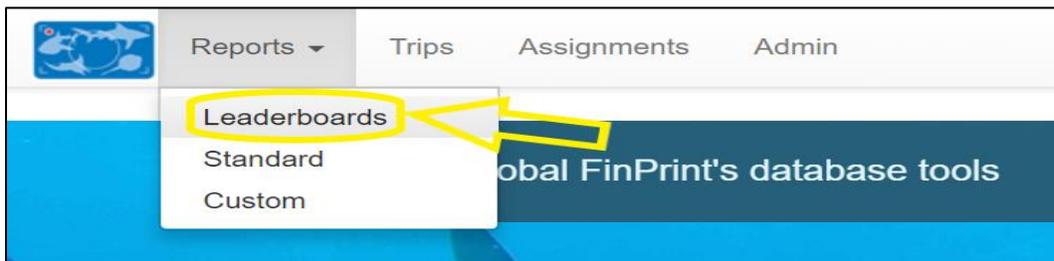
Click on 'Standard' to open a list of pre-designed reports.



Click on any of the report hyperlinks to generate a report. The report will be automatically displayed on screen. You can also download any report as a .csv file. To do so, click on the 'Download as a CSV file' link (see below).

code	set_creation_date
FP_2016_ZA_01_SL_ISS_073	May 2, 2017, 2:03 a.m.
FP_2016_ZA_01_SL_ISN_075	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_048	Aug. 4, 2016, 4:05 p.m.
FP_2016_SC_01_ALPSF_126	May 26, 2017, 1:28 a.m.
FP_2016_AU-I_03_CPAB_05	April 28, 2017, 8:37 a.m.
FP_2016_NC_02_AST_PAL_029	Aug. 3, 2016, 10:45 p.m.
FP_2016_ZA_01_SL_ISN_018	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_012	Aug. 3, 2016, 9:59 p.m.
FP_2017_ID_01_BBIL_091	April 17, 2017, 12:50 a.m.
FP_2016_ZA_01_SL_ISS_108	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_026	Aug. 3, 2016, 10:38 p.m.

To view current Leaderboards, select 'Leaderboards' from the Reports drop-down menu.



Several automatically-generated Leaderboards will be displayed.

Leaderboard Title
Top 25 Overall: Count of Ready-for-Review and Reviewed Assignments
Top 25 Overall: Hours of Ready-for-Review and Reviewed Assignments
Top Monthly Annotators by Affiliation: Count of Ready-for-Review and Reviewed Assignments
Top Monthly Annotators by Affiliation: Hours of Ready-for-Review and Reviewed Assignments

Click on any of them to expand the Leaderboard.

Month	Affiliation	Name	Count of watched	Rank
2017-08	AIMS	Elodie Ledee	22	1
2017-08	AIMS	Conrad Speed	4	2
2017-08	FIU	Ray and Pat Heithaus	16	1
2017-08	FIU	Yamilla Samara	3	2
2017-08	FIU	Isabella Correa	2	3
2017-08	FIU	Anna Renner	2	3
2017-08	FIU	Haley Clinton	2	3
2017-08	FIU	Given Suman	1	6