Lingscape

Tutorial for the creation and administration of individual projects

The project administration allows you to create, administer, and publish your own projects with Lingscape. All you need is a user account for the project administration.

Log in

Together with this tutorial you have received your personal username and password for Lingscape. These data are needed for accessing the server and administering your own data. Just go to https://lingscape-app.uni.lu/login/ and enter your username and password to log in.

The project administration offers three different types of actions that you can use for the creation and administration of your data: *Profile, Projects,* and *Pins*.

Profile

In the profile view, you can administer your user account. You can add your name and change the e-mail address that we use for notifications. Plus, you can change the log in password you have received. Please only use secure passwords if possible (min. 10 characters including numbers, special characters as well as capital and lower-case letters), so that your data are protected from unauthorized access.

Figure 1: Edit profile details

Projects

The projects view shows an overview of your personal projects. You can add new projects, change the data, languages, and annotation categories for existing projects, or delete projects. Every project is specified by different types of information that you can define when creating or editing a project. To add a project, click on the green button "**Add project**".

By the way, multiple user accounts can be linked to the same project upon request, e.g., for group projects.

Add a project

Creating a project requires a set of basic project details.
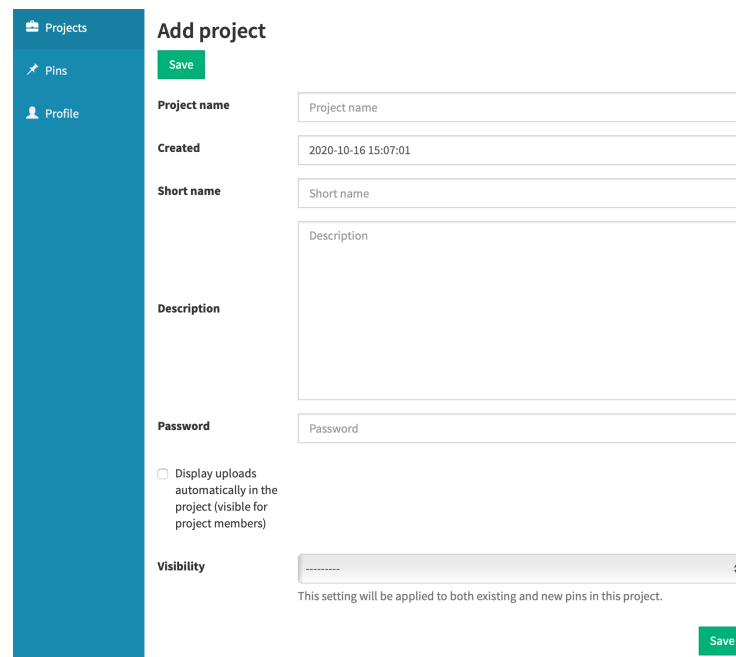
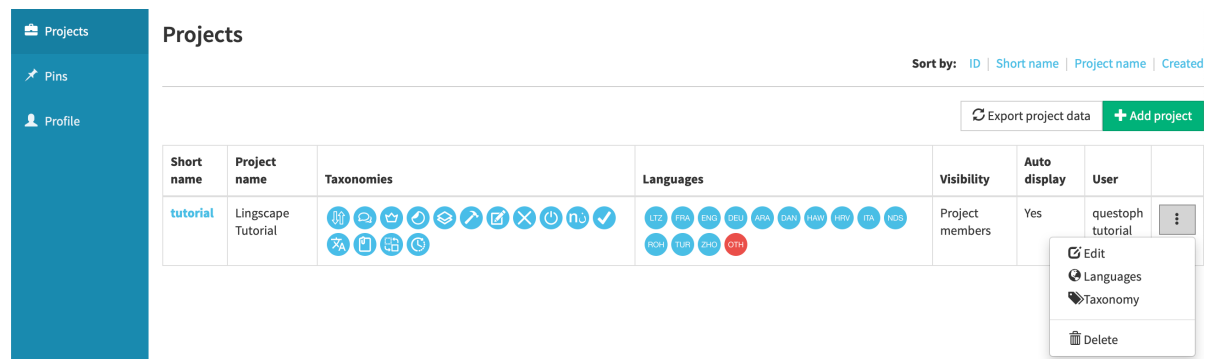

Figure 2: Create new project

The necessary information for a new project comprises:

- **Project name:** This is the title of your project, e.g., "Silly names of hairdresser's shops in Germany".
- **Created:** The creation date of your project. This entry is generated automatically.
- **Short name:** Enter a short name for your project here, an abbreviation or acronym that is easy to remember, e.g., "Haircrimes". This short name will be used within the app and in the public photo stream to identify your project. So, try and choose an abbreviation that is indicative of what you are surveying in your project (e.g., not something like "XYme").
- **Description:** Here you can enter a short description of your project that we can use to mention your project on our website. The text should be illustrative but not too long so that everyone understands what you are working on.
- **Password:** This is the password you enter in the app to collect photos for your project. **[→ App settings]**. It should be easy to remember, in case you want to share it with other people for a joint project, but not easy to guess, e.g., "hA1rcR1meS".
- **Visibility:** Here you can define for whom the photos in your project shall be visible, either for all users of the app or only the participants of your project. In general, data in Lingscape should be visible to all users, but in case you want to collect photos first, e.g., for a school project, you can also make them publicly available only after the project is finished.
- **Display uploads automatically:** Here you can choose if you want new photos that are added to your project to be displayed automatically or if you want to add them manually. Automatically means that an image is visible in your project right after the upload, manually means you have to manually approve the image. For most projects, "display automatically" is the right setting.

After you have added the basic information for your project, you can select **languages** and additional annotation categories (= **taxonomies**) for your project in the next step. Go to the project overview.

Project overview

The project overview displays all the important information about your own projects: the **short name** and **name** of the project, enabled **taxonomies** and **languages**, the **visibility** and **display** settings, and the **user profiles** associated with this project.
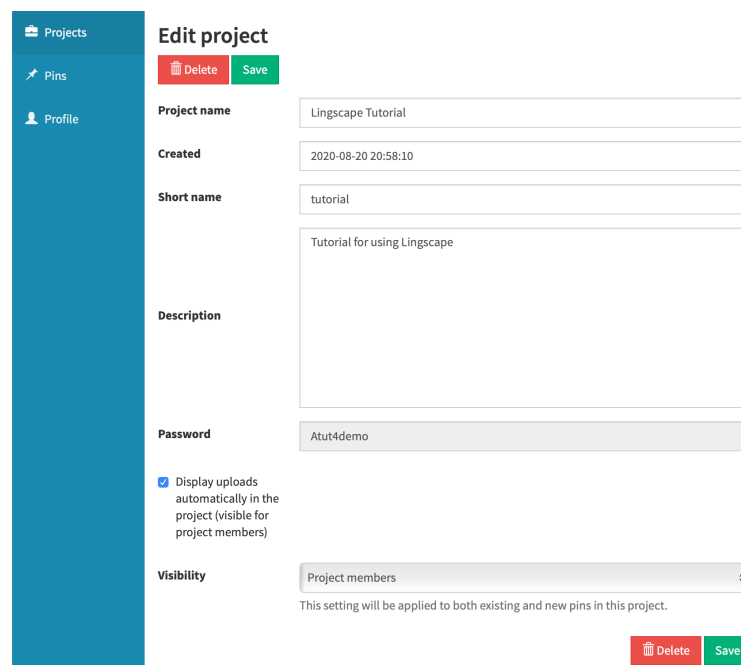

Figure 3: Project overview

To edit the settings for a project, click on the **button on the far right with the three dots**. In the context menu you can edit the following settings for your project:

- **Edit:** Here you will get to the basic settings for your project, which you entered during the creation.

Figure 4: Edit project details

- **Languages:** Here you can choose which languages should be displayed in your project. This refers to the language selection menu in the app. If you have entered a password in the app, only the languages selected for the project will be

displayed in the language selection menu. You can either choose all available languages or choose which languages you need for your project.
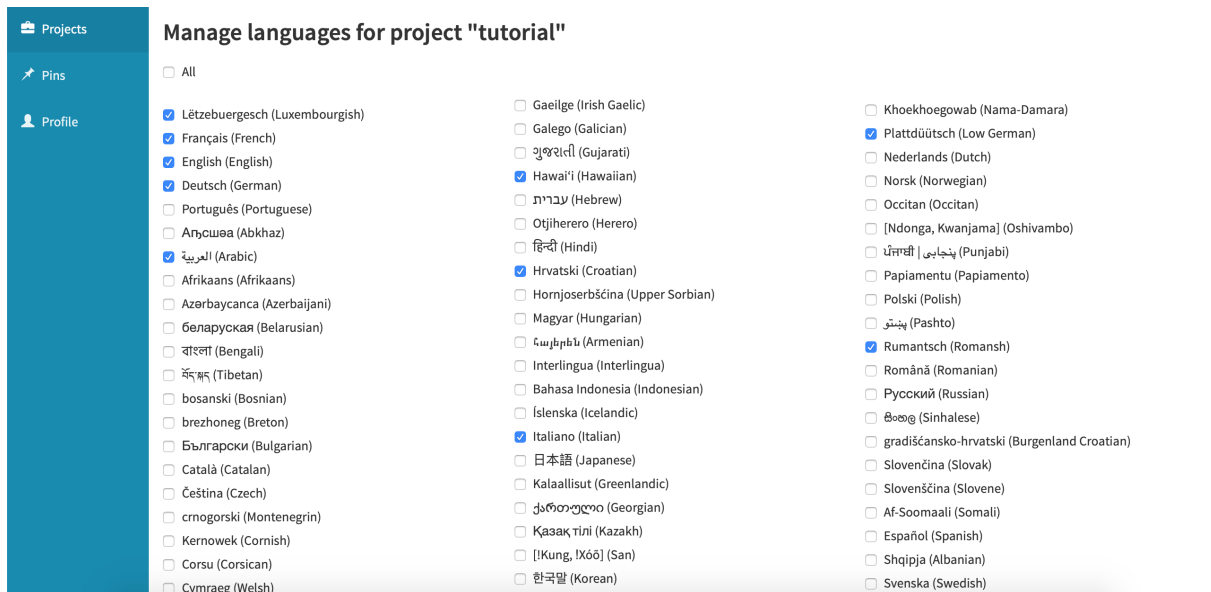

Figure 5: Edit languages for projects

- **Taxonomies:** Here you can choose which annotation categories to display in your project. This refers to the upload process in the app. If you have entered a password in the app, the **taxonomies** and **categories** selected for the project will be displayed during upload. You can enable or disable each taxonomy individually (Figure 6) by opening the context menu on the right. Activated taxonomies (**green symbol**) are displayed in the app, deactivated taxonomies (**gray symbol**) are not. If you click on **Categories**, you can individually activate and deactivate the available categories for each taxonomy (Figure 7), depending on which you want to use for your project. You can find a list of the taxonomies and categories that are currently available in the project here: https://lingscape.uni.lu/taxonomies. Should you miss a specific taxonomy that would be helpful for your project, just reach out and we will add it to the list.
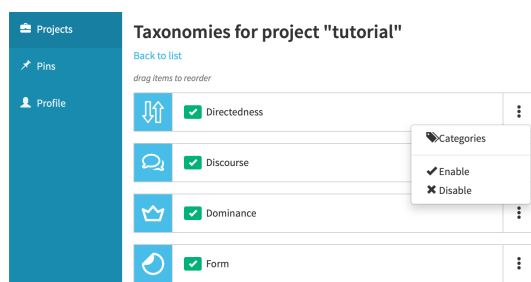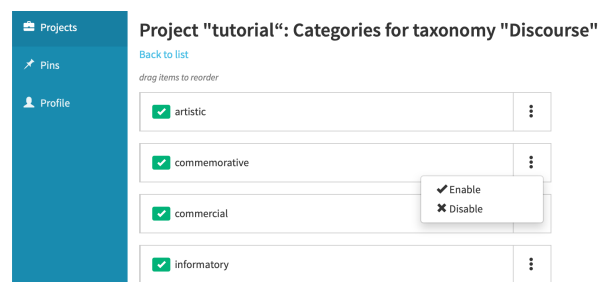

Figure 6: Manage project taxonomies

Figure 7: Manage project categories

- **Delete:** You can also delete your project should you no longer need it. If you want to do that, please let us know in advance, so that we can transfer your pictures to the general database and keep them for the project.

Export project

You can export the data from your personal projects (Fig. 8). Your data will be exported as a **.csv file** that can be easily imported into applications like Excel or Numbers. Additionally, you can include **all photos** in the download. The following options are available:
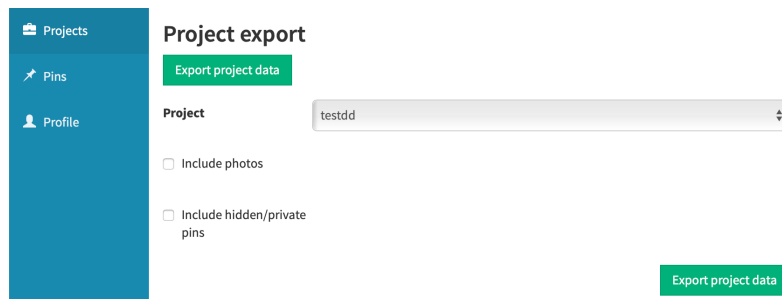

Figure 8: Project export

- **Project:** You can choose the project to export by its **short name**.
- **Include photos:** Should you want to include the images in the download, activate this option.
- **Include hidden/private pins:** If you want to add data and images that are **not visible** to the public or of status **hidden**, activate this option.

Pins

Pins are the little red symbols on the app map that stand for the individual uploaded photos. Every pin represents an **image** with **meta data** and **annotations**. The pin administration serves the purpose to administer the photos in your projects. You can sort and filter the data using different criteria as well as change the information for each pin. Plus, you can hide or even delete individual photos. The image browser (Fig. 9) gives you the most important information for every photo in your projects. You can change most of these data by opening the **context menu** to the right.
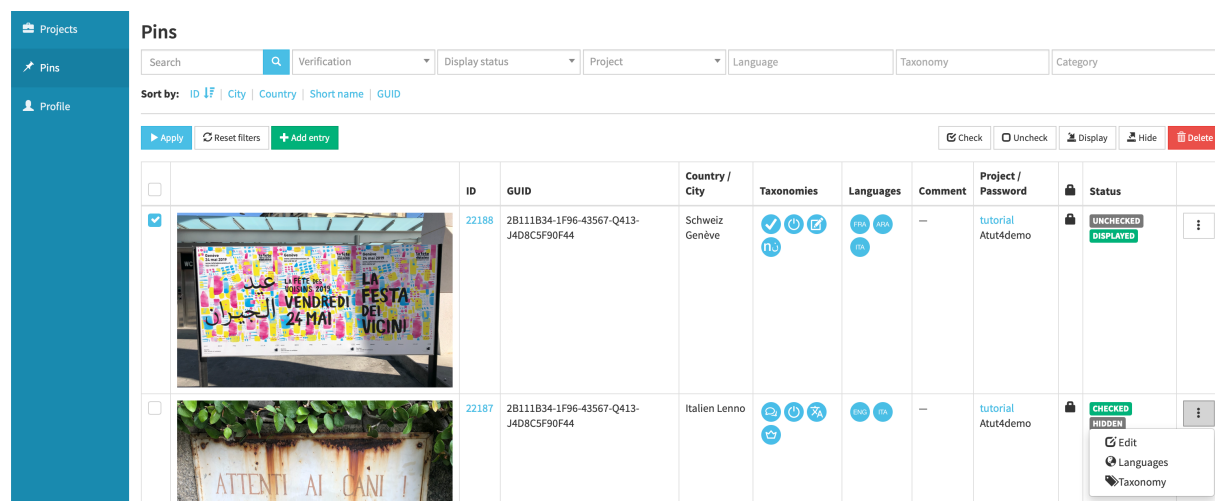

Figure 9: Image browser

Information in the image browser (from left to right):

- **Check box:** With this box, you can select entries for further editing. Once you have selected one or more images, you will be presented with additional editing options:
    - o **Check | Uncheck:** With this you can mark that you have checked an entry as appropriate for your project. This setting does not affect the visibility of photos on the map.
    - o **Display | Hide:** This setting determines, whether a pin is displayed on the (project) map or not.
    - o **Delete:** If there is an image that is not suitable for your project, you can delete it with this option.
- **Preview:** Here a preview of the photo is shown. By clicking on the preview photo, you can open a detail view of the respective entry.
- **ID:** The ID is the identification number of the photo in our database. With this number, you can refer to individual photos in Lingscape, e.g., for publications.
- **GUID:** This identification number will be transmitted from your mobile device when uploading images. It serves to distinguish the uploads of different contributors to your project and should not be changed. Note that on iOS, the GUID will be replaced with a new one as soon as the app is deleted/reinstalled, or if you change your phone.
- **Country / City:** The data for country and city are added automatically during upload. They describe the geographical location at which the photo was taken.
- **Languages:** In this field, all languages that have been added to the photo during upload are displayed.
- **Comment:** Here you can find the comments and annotations that have been added during upload.
- **Short name / Password:** These fields show information about the project a photo belongs to (short name) and which project password was used to upload the photo.
- **Visibility:** The lock symbol displays the visibility for each image. If the lock is visible in the corresponding field, the image can only be seen by project participants, otherwise the image is visible to all users (in the app and the public photo stream).
- **Status:** This field indicates the **check** and **visibility** status for your photos. A photo can be **displayed** or **hidden**, **checked** or **unchecked**.
    - o **(Un)Checked:** Hereby you mark, that you have checked the appropriate entry and classified as suitable for the project. This setting does not affect the visibility of photos on the map.
    - o **Displayed/Hidden:** This setting determines whether or not a pin is displayed on the project map in the app and in the public photo stream. Hidden photos are not displayed in the app, neither on the project map nor on the general map for all users. Displayed photos are visible on the project map in the app; they will only appear on the public map and photo stream if you have specified in the project settings that your project should be visible to all users.

Figure 10: Edit pin details

- **Context menu | Edit:** With this option (Fig. 10) you get to the basic information for a pin. You can change the following information here:
    - **Latitude | Longitude:** These are the geographical coordinates as defined during upload. You should only change them, if the location of a photo on the map is wrong or inexact.
    - **Country | City:** Country and city are automatically added during upload. You should only change them if they are obviously wrong.
    - **Comment:** Here you can enter or remove additional information.
    - **Image file:** Here you can replace the image file linked to the entry with another one, for example, if you want to crop an image to remove people.
    - **Checked | Displayed:** This information corresponds to the data in the field **Status** in the image browser.
    - **Project:** Here you can assign a photo to one your projects. To do so, just pick the project **short name** for the respective project from the drop-down menu. Right now, a photo can only be assigned to one project.

Figure 11: Edit pin languages

Figure 12: Edit pin categories

- **Context menu | Languages:** With this setting you can subsequently change the languages assigned to a pin (Fig. 11).
- **Context menu | Taxonomies:** With this setting you can subsequently change the annotation categories assigned to a pin (Fig. 12).

Search, filter, and sorting options in the image browser

You have different options for searching and filtering your data in the image browser. To activate a specific filter, click in the **blue button "Apply"** below the filter fields, to reset all filters click on the **white button "Reset filters"**.

- **Search:** With the search field, you can search your entire photo collection for specific information, e.g., for city names or hashtags that have been entered in the comment field, to filter the displayed data.
- **Filter functions:** You can filter your photo collection based on different criteria. These can also be combined:
  - **Verification:** You can display only photos that are marked as checked/ unchecked.
  - **Display status:** You can display only displayed/hidden photos.
  - **Project:** Choose the short name of a project to show all photos linked to this project.
  - **Language:** You can display only photos that have been tagged with a specific language.
  - **Taxonomy:** You can display only photos to which a specific taxonomy has been added.
  - **Category:** You can display only photos to which a specific category has been added.
- **Sort:** You can sort the table view based on different criteria (ID, GUID, country, city, short name). Repeated clicking on a category changes the order (ascending/descending).

Add pins manually

You can also manually add individual pins to your collection if you want to add photos to your projects that you do not have on your mobile phone. To do so, click on the **green button "Add entry"**. Make sure you specify all the details, especially the geo coordinates, so that the photo is displayed correctly on the map. The easiest way to do that is to search for the exact location in Google Maps and transfer the coordinates to the appropriate fields. Since the Lingscape uses the same map projection as Google (WGS84), it ensures that the coordinates are exact.

App settings

To collect photos for your own project, you must enter a **project password** in the app. This password is identical to the password you have defined when creating a project. You can find the password in the project overview in the row **Password**. Simply go to the app settings (Fig. 13), enter the password in the text field, and tap the button **Submit**. This stores the password in the app so that every new upload will be directly added to your project. You can also share the password with other people when carrying out a project together with your seminar or class.

When you have stored a password in the app, the app map only displays photos that belong to your project. If you delete the password from the app settings, the app map will change back to the general map for all users.
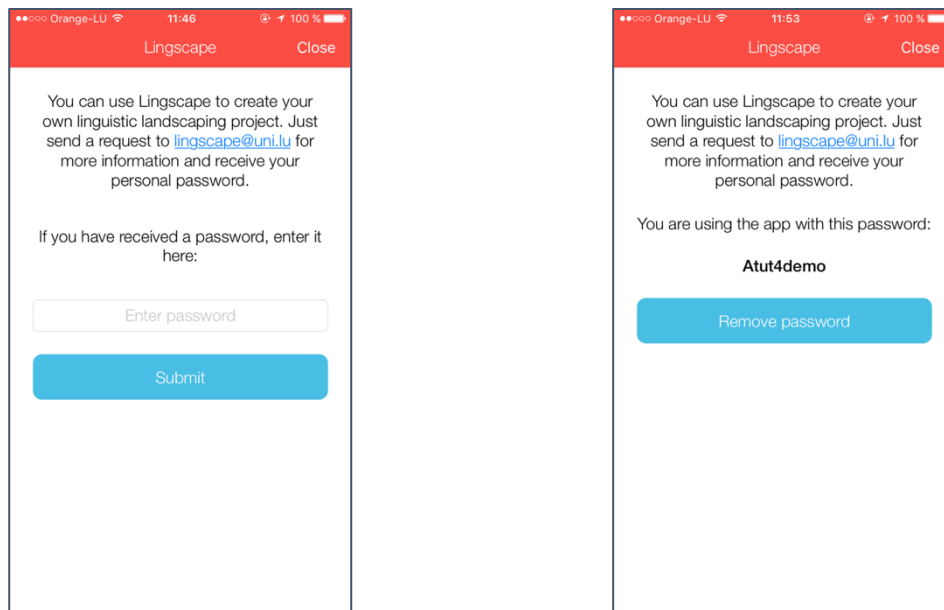

Figure 13: Enter a project password in the app settings screen

Contact & suggestions

We hope that the use of the project administration is simple and enables you to realize your projects in the best possible way. However, it can be that a specific language or function you need for your project are missing. If that should be the case, just send us an e-mail via lingscape@uni.lu, so that we can develop further Lingscape to be as useful as possible to you and the other users. Languages for example can be added at any time. Plus, we are constantly working on new features for the app and project server.