

User's Guide WebAnno

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1 Introduction

This document serves as a quick user's guide for the operation of the KP-1 web-based annotation platform "WebAnno", and is targeted towards our project partners.

The platform is under development. Please do not use it merely for testing the functionalities – a loss of data can occur when we update the platform to another version.

The platform can be reached under:

<https://clarin.ukp.informatik.tu-darmstadt.de/>

The project site is the following:

<https://code.google.com/p/webanno/>

Currently there are two versions, stable and testing. Please use **stable**.

The testing version is unstable and can be changed without prior notification.

2 Description of GUI functionality

1. Log in Screen

Upon navigating to the WebAnno page, the login screen opens. Please enter your credentials to proceed.



2. Overview Screen

After login, you will be presented with the WebAnno overview screen. This screen can be reached at any time from within the GUI by clicking on the "Home" link in the left upper corner.


Here, you can navigate to one of the currently three options:

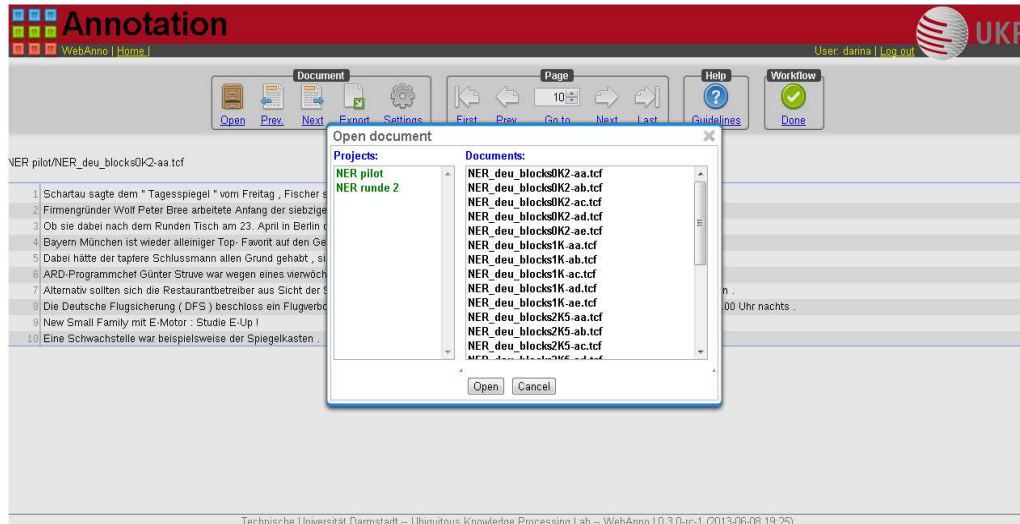
- Annotation Page: The page to perform annotations
- Curation: Merging multiple annotations (not available to mere annotators)
- Projects: The page to set up or change annotation projects (not available to mere annotators)
- Monitoring: Allows you to see the projects, their progress and change documentstatus




Please click on the functionality you need. The individual functionalities will be explained in further chapters.

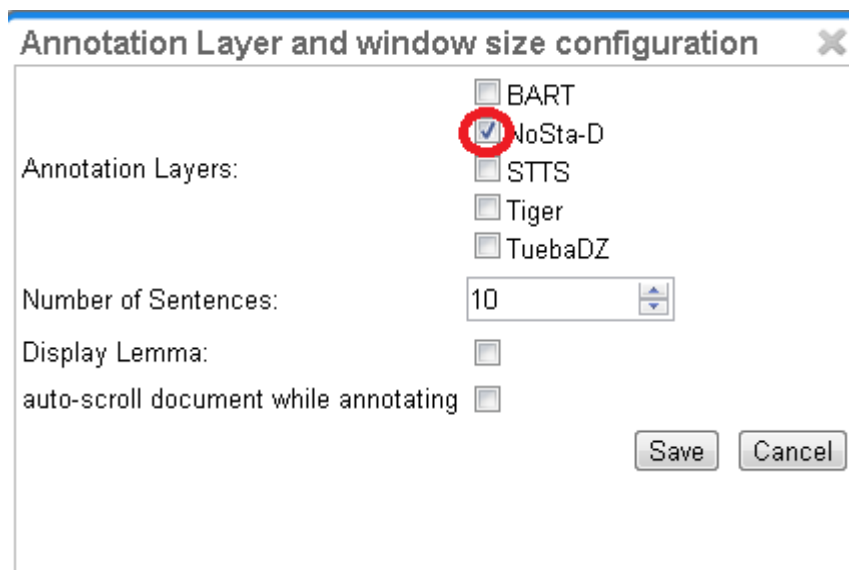
3. Annotation

When navigating to “Annotation”, a dialogue opens that allows you to select projects, and documents within the projects. If you want to open a different project or document later, click on the “Open Projects” button  to open the dialogue.



Projects appear as folders and contain the documents of the project. Double-click on a document to open it for annotation.

Once the document is opened, a default of 10 sentences are loaded on the annotation page. The “Settings” button  will allow you to specify the display window size as well as select the annotation layers to be used. For Example, for NER annotation, select the options as shown below (red check mark):





Sentence numbers on the left side of the annotation page shows the exact sentence numbers in the document.

21 Besonders Polen kommen als Firmengründer in die Stadt , 1300 Unternehme
 22 Der Wert der Kapitalanlagen ging im Vergleich zu Ende 2007 zum 30. Juni 20
 Euro zurück .
 23 führt zu einer schnellen und nachhaltigen Ausweitung des Geschäfts .
 24 Bereits vergangene Woche angelaufen ist Mennan Yapos " Die Vorahnung "
 Hauptrolle .
 25 Die ursprünglichen Farben der Töne wandelten sich drastisch und ließen sich

The arrow buttons “First Page”, “Next Page”, “Previous Page” and “Last Page” in the “Page” frame allow you to navigate accordingly.

The “Prev.” and “Next” buttons in the “Document” frame allow you to go to the previous or next document on your project list.

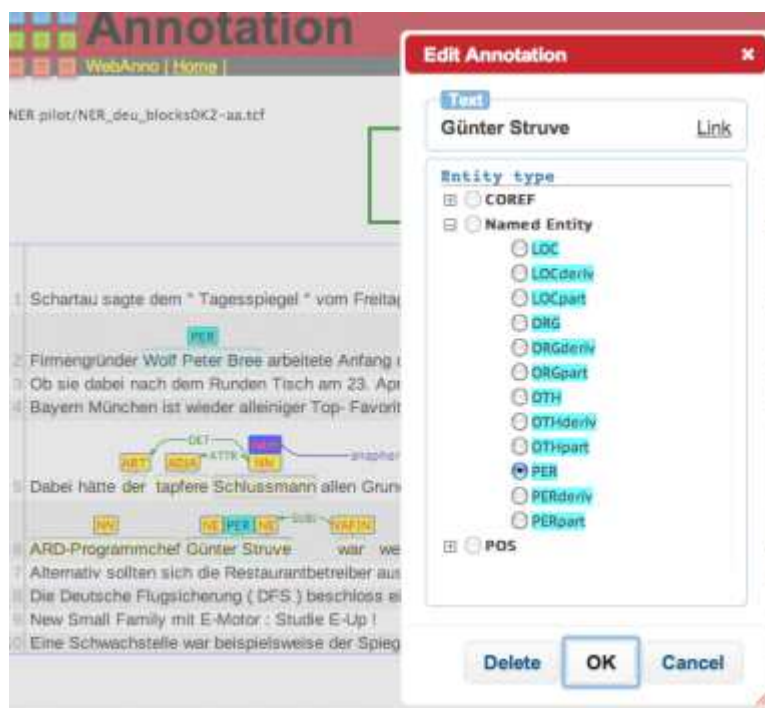
Annotations are always immediately persistent in the backend database. Thus, it is not necessary to save the annotations explicitly. Also, losing the connection through network issues or timeouts does not cause data loss. To obtain a local copy of the current document, click on “Export”  button . The document will be saved in TCF to your local disk, and can be re-imported via adding the document to a project by a project administrator. Please export your data periodically, at least when finishing a document or not continuing annotations for an extended period of time.

A click on the “Help” Button  displays the Guidelines for the tool and “The Annotator's Guide to NER-Annotation”.

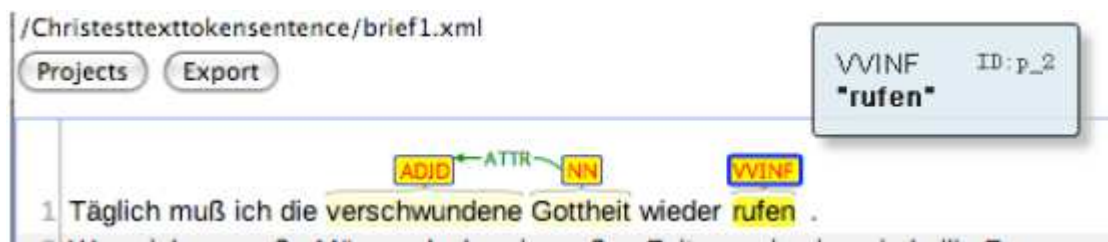
When you are finished with annotating or curating a document, please click on the “Done” button , so that the document may be further processed.



Annotation of spans works by selecting the span, or double-clicking on a token. This opens the annotation dialogue, where you can add a new annotation. To change or delete an annotation, double-click on the annotation (span or link annotations).



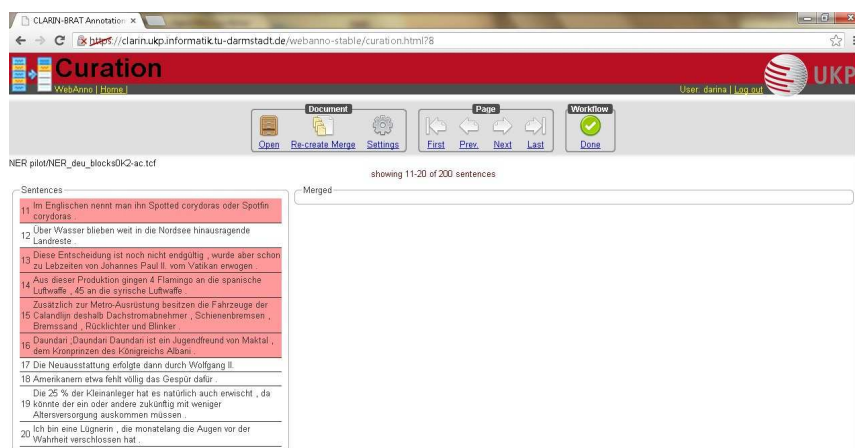
Link annotations (between POS tags) are created by selecting the starting POS-tag, then dragging the arrow to connect it to its target POS tag. All possible targets are highlighted.



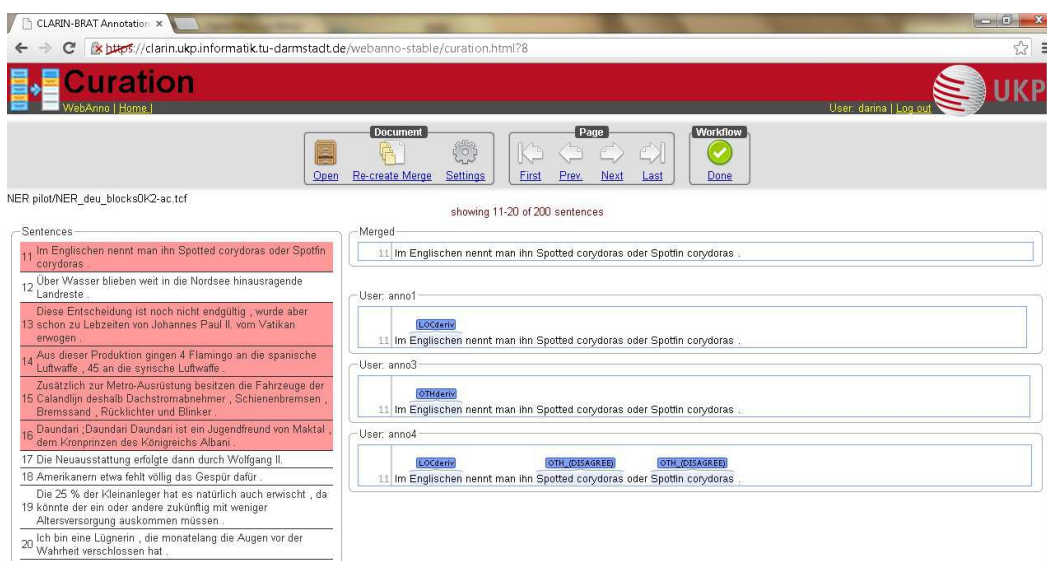
4. Curation

When navigating to the “Curation Page”, the procedure for opening projects and documents is the same as in “Annotation”. The “Page” navigation is also equivalent to “Annotation”.

In the left frame of the window, named “Sentences”, the sentences of the chosen document are displayed. The ones shaded in red created a conflict in annotation.



If you want to see the annotations that were made in a sentence, you have to click on the sentence. Then on the right side of the window, the annotations are displayed.



The frame called “Merged” shows the result of the default merge the conflicting annotations. Below, the annotated sentences are shown in separate frames, entitled with the annotators logins. By double-clicking on the annotation of an annotator's frame, you select his annotation to in the merged sentence. The sentence in the merged frame can be treated like a sentence in the “Annotation”. By selecting a word with a click you are able to produce new annotations, by clicking on an annotation, you are able to change its classification or delete it.

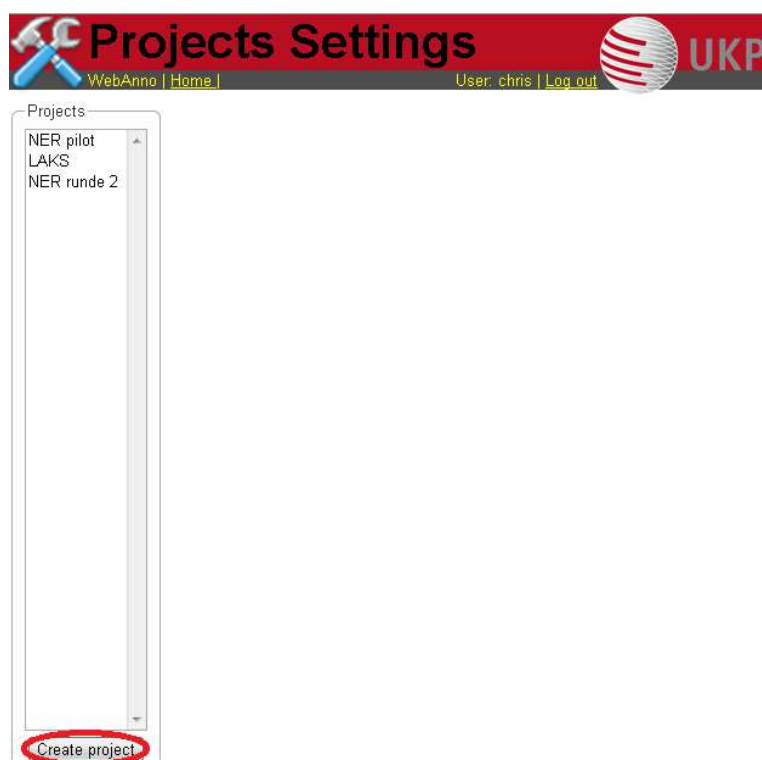
5. Projects

This is the place to specify/edit annotation projects.

You can either select one of the existing projects for editing, or click “Create Project” to add a project.

1) Create a New Project

Only superadmins are allowed to create projects.
Click on “Create Project” to add a project.



After doing so, a new pane is displayed, where you can name and describe your new project. Please do not forget to save.

Details

General

Name:

Description:

Annotation settings

Reverse arc direction for dependency annotation: ☐

After saving the details of the new project, it can be treated like any other already existing one. Also, you are displayed a new pane with many options to organize it.

2) Edit and Organize a Project

The pane with the options to organize and edit a project, as described above, can also be reached by clicking on the desired project in the left frame.



By clicking on the tabs, you can now set up the chosen project.

a) User administration

After clicking on “Users”, you are displayed a new pane in which you can add new users by clicking on the button “Add User”. After doing so, you get a list of users in the system which can be added to the project. By making a tick in front of the log in you can chose a new user.



Please do not forget to save after choosing all members of the project. Close the pane by clicking on “Cancel”. The rights of users created like this are that of an annotator. If you want to expand the user's status, you can do so by clicking on the user and then on “Change permission”. The following frame will pop up.

Select the user's permission levels

☐ admin

☐ curator

☒ user

Update Cancel

After ticking the wished permissions, click update.
To remove a user, click on the login and then “Remove User”.

b) Document administration

To add or delete documents, you have to click on the tab “Documents” in the project pane. Two frames will be displayed. In the first frame you can import new documents.

Import new documents

Format: XML format

Files: Dateien auswählen Keine ausgewählt

Import document

Choose a document by clicking on “Dateien auswählen”. Please mind the format, which you have to choose above. Then click on “Import document”.

The imported documents can be seen in the frame below.

To delete a document from the project, you have to click on it and then click on “Delete” in the right lower corner.

c) Tagset administration

To administer the tagsets, click on the tab “Tagsets” in the project pane.

Tagsets

[coreference type] BART

[named entity] NER_WebAnno

[pos] STTS

[dependency] Tiger

[coreference] TuebaDZ

Create tagset

Import tagsets

Format: JSON

Files: Dateien auswählen Keine ausgewählt

Import tagset

To administer one of the existing tagsets, select it by a click. Then, the tagset characteristics are displayed.

The screenshot displays two main panels in the WebAnno interface. The top panel, titled 'Tagsets', contains a list of existing tagsets on the left (including 'coreference type| BART', 'named entity|NER_WebAnno', 'pos| STTS', 'dependency| Tiger', and 'coreference| TuebaDZ') and a 'Create tagset' button. Below this is an 'Import tagsets' section with a 'Format' dropdown set to 'JSON' and a 'Files' section with a 'Dateien auswählen' button and the text 'Keine ausgewählt', followed by an 'Import tagset' button. The right panel, titled 'Tagset details', shows fields for 'Name' (set to 'NER_WebAnno'), 'Language' (set to 'de'), and 'Layer' (set to 'named entity'). A large text area for 'Description' contains the text 'Named Entity annotation'. At the bottom of this panel are buttons for 'Export as: JSON', 'Export tagset', 'Save tagset', and 'Delete tagset'.

The bottom panel, titled 'Tags', shows a list of existing tags on the left (including 'LOC', 'LOCderiv', 'LOCpart', 'ORG', 'ORGderiv', 'ORGpart', 'OTH', and 'OTHderiv') and a 'Create tag' button. The right panel, titled 'Tag details', shows fields for 'Name' and 'Description'. At the bottom of this panel are buttons for 'Create tag', 'Save tag', and 'Delete tag'.

In the Frame “Tagset details”, you can change them, export a tagset, save the changes you made on it or delete it by clicking on “Delete tagSet”.

To change an individual tag, you select one in the list displayed in the frame “Tags”. You can then change its description or name or delete it by clicking “Delete tag” in “Tag details”. Please do not forget to save your changes by clicking on “Save tag”.

To add a new tag, you have to click on “Create tag” in “Tag details”. Then you add the name and the description, which is optional. Again, do not forget to click “Save tag” or else the new tag will not be created.

d) Guidelines administration

To add or delete guidelines, which will be accessible by users in the project, you have to select the tab “Guidelines”. Two new frames will be displayed.

To upload guidelines, click on “Dateien auswählen” in the first frame – “Add guideline document”, select a file from your local disc and then click “Import guidelines”.

The screenshot shows a frame titled 'Add guideline document'. It contains a label 'Guideline document:' followed by a 'Dateien auswählen' button and the text 'Keine ausgewählt'. Below this is an 'Import guidelines' button.

Uploaded guidelines are displayed in the second frame – “Guideline documents”.

To delete a guideline document, click on it and then on “Delete” in the right lower corner of the frame.

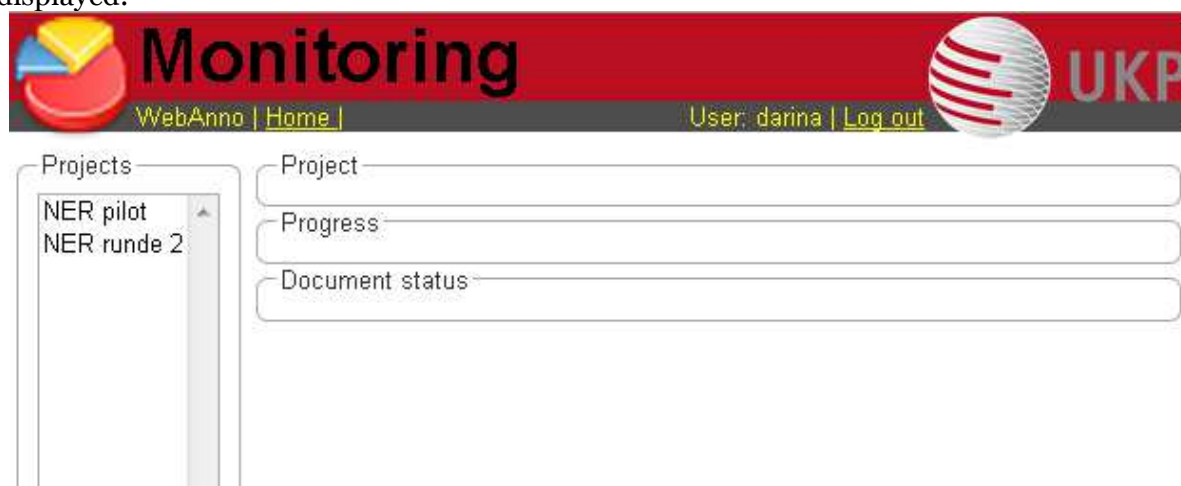
3) Delete Project

The screenshot shows the 'Projects Settings' interface. On the left is a 'Projects' list with items 'NER pilot', 'LAKS', 'NER runs 2', and 'Tutorial'. A 'Create project' button is at the bottom. The main area has tabs for 'Details', 'Users', 'Documents', 'Layers', 'Tagsets', 'Guidelines', and 'Export'. The 'Details' tab is active, showing a 'Name' field with 'Tutorial' and a 'Description' text area with the text 'This project is created for demonstration'. Below this is an 'Annotation settings' section with a checkbox for 'Reverse arc direction for dependency annotation'. At the bottom right of the 'Details' tab are 'Save' and 'Delete' buttons, with the 'Delete' button circled in red. The footer of the interface reads 'Technische Universität Darmstadt – Ubiquitous Knowledge Processing Lab – WebAnno (0.3.0-rc-1 (2013-06-08 19:25))'.

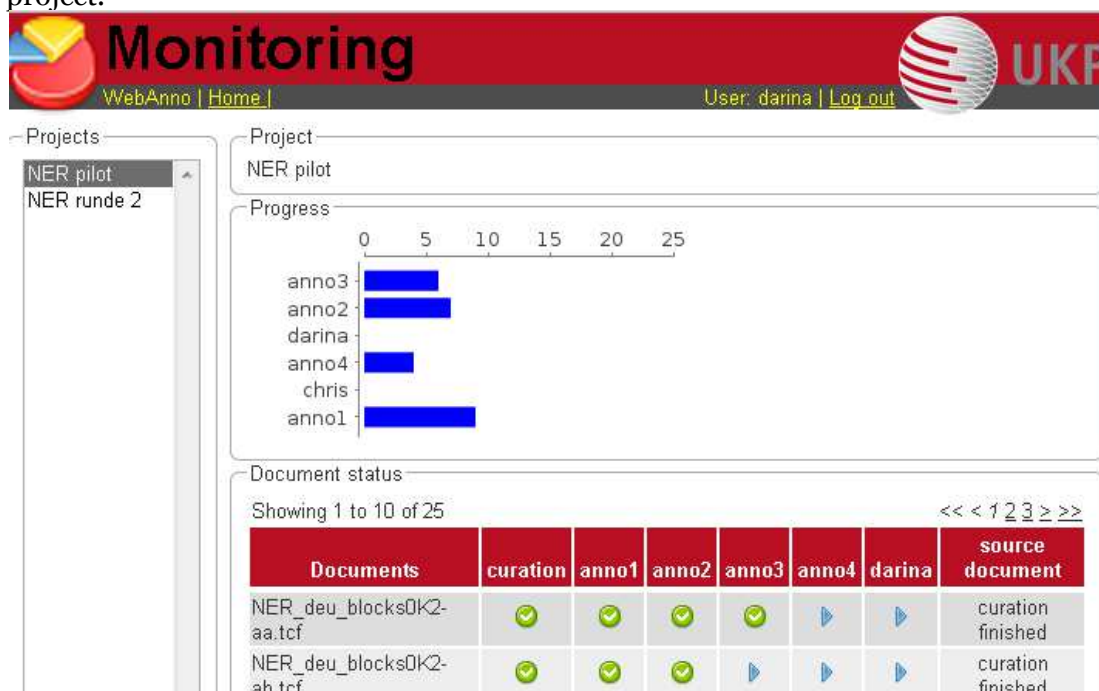
To delete a project, click on it in the frame “Projects”. Then you are displayed the details of the project. Click on “Delete”.

6. Monitoring

As an administrator, you are able to observe the progress and document status of projects you are responsible for. After clicking on “Monitoring” in **Home**, the following page is displayed:




In the left frame all the projects that you are administrator of. By clicking on a project, you are able to observe the progress and document status of individual group members in the project.



You can also alter the document status of annotators. The tick symbol means that the document is marked as “Done”. The triangle symbol means that the annotation is in progress. By clicking on the symbols you can change between “Done” and “In Progress”. The symbol means that this document has not been opened by the annotator yet. The symbol means that the annotator is not allowed to open or annotate this document.

Actually, he is not even able to see it. By clicking on this symbols you can change between “New” and “Blocked” status.

The second column of the Document status frame displays the status of the curation. As there is only one curator for one document, curation is not divided into individual curators. The tick and “new symbols” and mean the same as in annotation status. The symbol  means that curation is in progress.

3 Known Issues and Error reporting

If the tool is kept open in the browser, but not used for a long period of time, you will have to log in again. For this, press the reload button of your browser.

If the tool does not react for more than 1 minute, please also reload and re-login.

We are collecting error reports to improve the tool. For this, the error must be reproducible: If you find a way how to produce the error, describe it (including your login ID, name of project, name of document), and we will try to fix it.