



BoK Annotation Tool (BAT)

UCGIS Tools User guides

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About

The [BoK Annotation Tool \(BAT\)](#) allows to easily annotate (associate) any PDF document with EO4GEO Body of Knowledge (BoK) concepts, to be used later in the [BoK Matching Tool \(BMT\)](#) to discover best matches.

BAT automatically edits the pdf file's metadata, adding the requested annotations using the Resource Description Framework (RDF).

The BoK Annotation Tool (BAT) is part of the EO4GEO tool suite, and was developed by the [Geospatial Technologies Research Group](#) (GEOTEC) from the Universitat Jaume I, Castelló de la Plana, Spain.



Tools Login & Registration

The BAT has two types of users: anonymous and registered users. An anonymous user can directly annotate a PDF, without being logged in (See [Home page section](#)). A registered user needs to log in and hereby gains access to additional functionalities.

Figure 1 shows the login page from all UCGIS Bok-related tools, including BAT. If you have an account, type in your email (1), your password (2) and click button 'Login' (3).

If you **forgot your password** , type in your email (1) and click 'Forgot password?' (4). You will receive an email to recover your password. If you don't have an account, click Register Now! (5) and proceed to Figure 2 Registration form. You can also sign in with your Google account (6).

The screenshot shows the login and registration interface for the University Consortium for Geographic Information Science (UCGIS) tools. The page features a header with the UCGIS logo and the text 'University Consortium for GEOGRAPHIC INFORMATION SCIENCE' and 'OCCUPATIONAL PROFILE'. The main content area is divided into two sections: 'Login' and 'Sign up'. The 'Login' section includes a 'Sign In to your account' heading, an email input field (1), a password input field (2), a 'Login' button (3), and a 'Forgot password?' link (4). The 'Sign up' section includes a 'Sign up' heading, a note 'This account can be used in all eo4geo tools.', a 'Register Now!' button (5), and a 'Sign in with Google' button (6). The footer contains links for 'UCGIS BoK Tools', 'Intro Video', 'User Manual', 'Release Notes v1.02', and 'Contact'.

Figure 1. UCGIS Tools login page



To **create a new account** , fill in your email (1), your password (2) and repeat your password (3). The password you chose should contain at least 6 characters.

Then click the 'Register' button (4) and you will be immediately redirected to the Home page (Figure 2).

The registration form is titled "Sign up" and includes the instruction "Fill in your credentials". It contains three input fields: "Email" (marked with 1), "Password" (marked with 2), and "Repeat password" (marked with 3). Below these fields is a dark "Register" button (marked with 4) and an orange "Sign in with Google" button.

Figure 2. Registration form

When registering, if you see the error 'The email address is already in use by another account', it means your email is already registered. Write your email in the login part of the form and click 'Forgot password?' to receive a link with instructions to recover it.

User details and organizations

After logging in, the user will be able to see his/her email address in the top navigation bar (Figure 3).

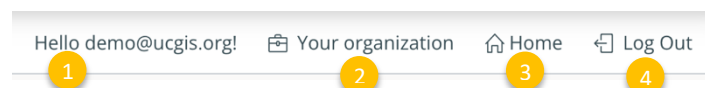


Figure 3. Navigation bar

Clicking in the email address (1) the user will be able to save his / her name and recover the password.

Clicking on the 'Your organization' (2) link displays every organization the user belongs to. These organizations are important in order to make collaborative edits of the content created in the tool, as users belonging to the same organizations are able to edit content from within



these organizations. Also, private content within an organization is not shown to anonymous or external users, but users belonging to the same organization can see it.

To create new content the user needs to belong to at least one organization.

The 'Home' button (3) goes to the list page.

The 'Log Out' button (4) logs out the user and brings them to the login page.

To **join an organization**, click on the 'Your organization' button (2). In the organizations page (Figure 4) click on the dropdown to search for the desired organization. You can type to filter by text. Once you find the desired organization, select it and click Join button (2).

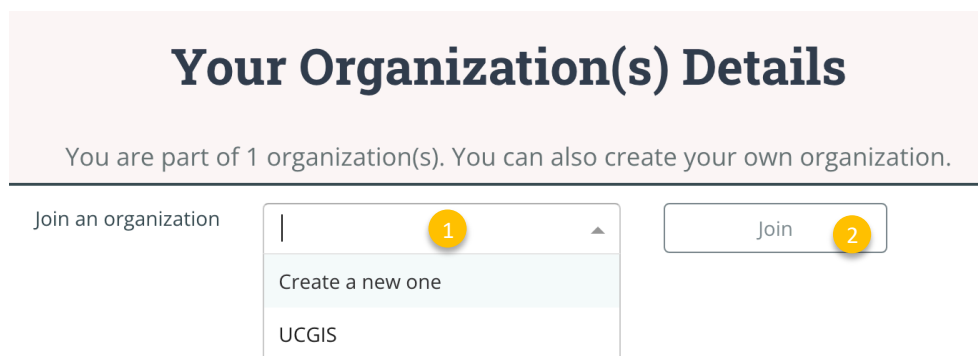


Figure 4. Dropdown in organizations page

You will be automatically added to that organization as a regular user. You can click on the **leave organization** button to be removed from it (1) (Figure 5).

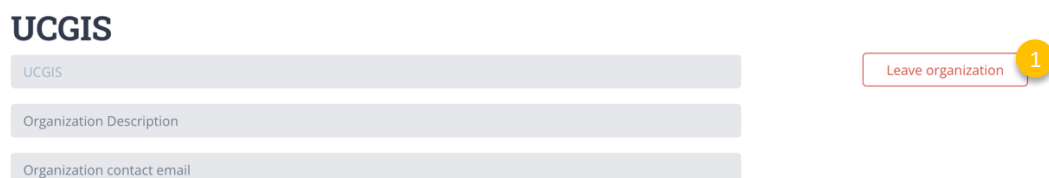


Figure 5. A regular user being member of an organization

If you want to **create an organization** select the 'Create a new one' option and click on the 'Join' button (1) (Figure 6). After that, you can fill in your organization name and description (2) and save changes (3) or you can **delete your organization** (4).



To help in organizing the content inside your organization you can create 'Divisions' under an organization. As you are the creator of the organization, that makes you 'Admin'. As an Admin, you can **create or delete divisions**, by typing the name and 'Add division' button (5). They are not compulsory to be able to create content but divisions will help in organizing the content inside your organization.

You can change a user role (Admin / Regular) inside your organization by clicking the button group (6). An admin can also **remove users** (7) of an organization.

Finally, you can **add users** to your organization by typing the email address they used to log in. After your organization is created, new users can also join themselves.

The screenshot shows the 'UCGIS' organization administration page. At the top, there are buttons for 'Join an organization', 'Create a new one' (with a dropdown arrow), and 'Join' (callout 1). Below this, the organization name 'UCGIS' is in a text box (callout 2), followed by an 'Organization Description' text box. To the right of the description are 'Save changes' (callout 3) and 'Delete organization' (callout 4) buttons. Below the description is a section 'Add / Remove divisions to this organization' with a 'Division to add' text box and an 'Add division' button (callout 5). Underneath is a section 'Add / Remove users or change permissions' containing a table with columns: Name, Email, Permission, Click to change, and Remove. The table has one row for 'Aida Monfort Muriach' with email 'amuriach@uji.es' and permission 'Admin'. The 'Click to change' column has buttons for 'Admin' (callout 6) and 'Regular'. The 'Remove' column has a trash icon button (callout 7). Below the table is a 'User email to add' text box and an 'Add user' button (callout 8).

Figure 6. Organization administration

Annotating view

Figure 7 shows BAT's annotating view for a logged in user. If user is anonymous, BAT allows to annotate a PDF and download it, but not to save it for later use.

Annotated PDFs can be saved to be used in BoK Matching Tool (BMT) by other members of your organization, you can select it from the dropdown (1) when saving the Annotated PDF. Division is not mandatory but can help organizing your content.



The visibility switch (2) determines if everybody can see the annotation from BMT or only people inside your organization.

The 'Save' button (3) makes the PDF available in the BMT and in 'My annotated PDFs', see section My annotated PDFs view.

Figure 7. General information to annotate a PDF

To **upload a PDF** , click 'Browse' button (4) and select a PDF file from the computer. Then you can add annotations to it.

To **add annotations to a PDF** , (Figure 8) browse the Body of Knowledge either graphically, clicking on the concepts, or textually, clicking on the links to sub/superconcepts.

You can also search for any concept in the search bar (3), results appear in the text and selected in the graph.

Once you find a concept you want to annotate with, click the 'Add' button (4) and the concept will appear in the 'Knowledge annotated' list. You can remove a concept from the list by clicking the 'x' (5).

Once all concepts desired are selected, **save or download the PDF** to save it to your computer. The annotations are stored in the metadata, and BMT can afterwards interpret them.

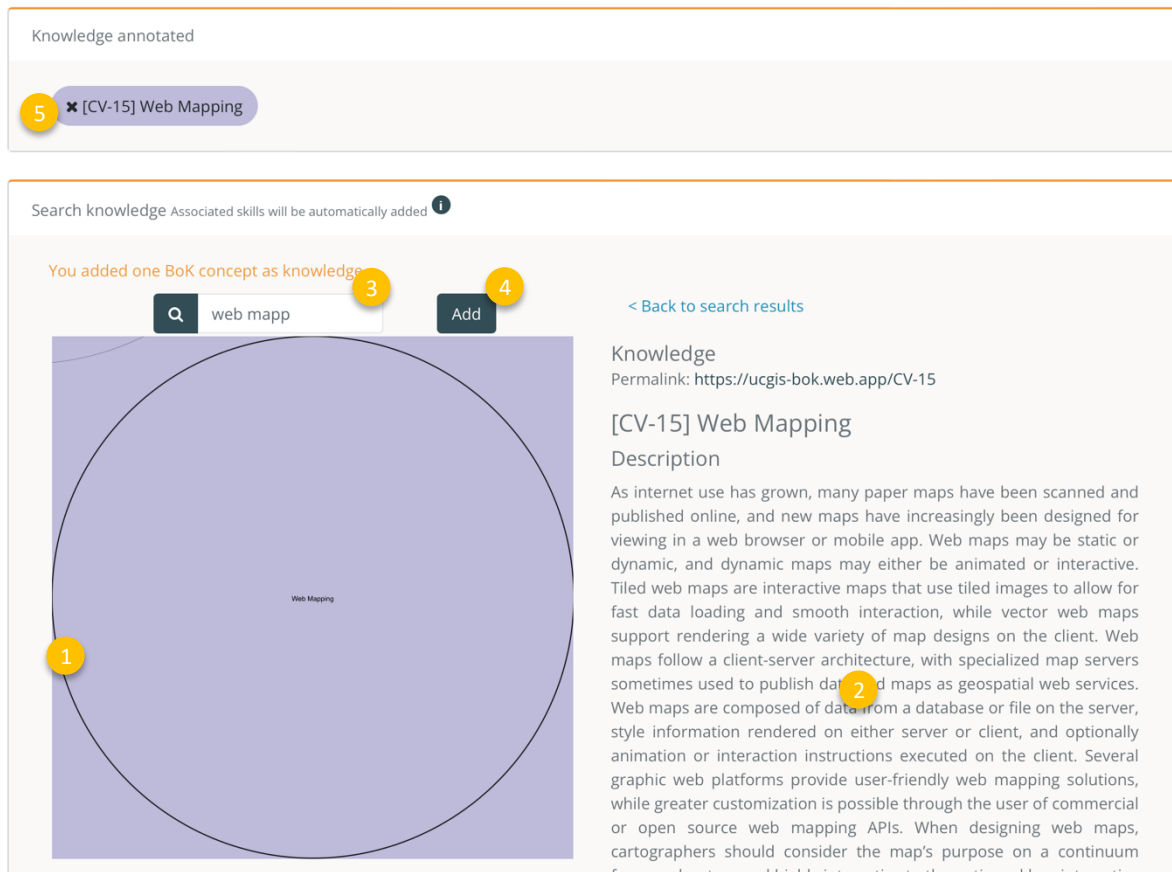


Figure 8. Browsing the BoK to add annotations

My annotated PDFs view

A user can check her/his previously annotated PDFs saved in 'My annotated PDFs' accessible by the top menu (Figure 9).



Figure 9. Top menu

This view (Figure 10) allows users to check a previously annotated PDFs clicking on its title (1).



To **edit an annotated PDF** , click the 'Edit' button (2) to add or remove annotations as explained in Annotating view section.

To **download an annotated PDF** , click the 'Download' button (3) to save the file in your computer.

To **remove an annotated PDF** , click the 'Remove' button (4) to remove it from your list and from BMT.

You can also **filter annotated PDFs** by searching in the text field (4) or **start a new annotation** with the 'Annotate new PDF'(5).



Figure 10. Annotated PDFs list

Detail view

Figure 11 shows details of a previously saved annotated PDF, title and description and knowledge annotated (1).

You can also download the annotated PDF (2) and remove it (3) from the list and the BMT.



Figure 11. Detail view of an annotated PDF



Glossary of terms

ESCO. Classification of European Skills, Competences, Qualifications and Occupations

EQF. The European Qualifications Framework for Lifelong Learning. The core of the EQF concerns eight reference levels describing what a learner knows, understands and is able to do, ranging from basic (Level 1) to advanced (Level 8)

https://ec.europa.eu/ploteus/sites/eac-efq/files/broch_en.pdf

Field. Term related to a specific area of study, following the ISCED-F classification

ISCED-F. International Standard Classification of Education: Fields of Education and Training 2013, maintained by UNESCO.

https://ec.europa.eu/esco/portal/escopedia/International_Standard_Classification_of_Education_58_Fields_of_Education_and_Training_2013_40_ISCED-F_41

Knowledge. The body of facts, principles and theories and practices that is related to a field of work or study

Skills means the ability to apply knowledge and use know-how to complete tasks and solve problems.

Transversal Skills are those typically considered as not specifically related to a particular job, task, academic discipline or area of knowledge but as skills that can be used in a wide variety of situations and work settings, since they are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.