

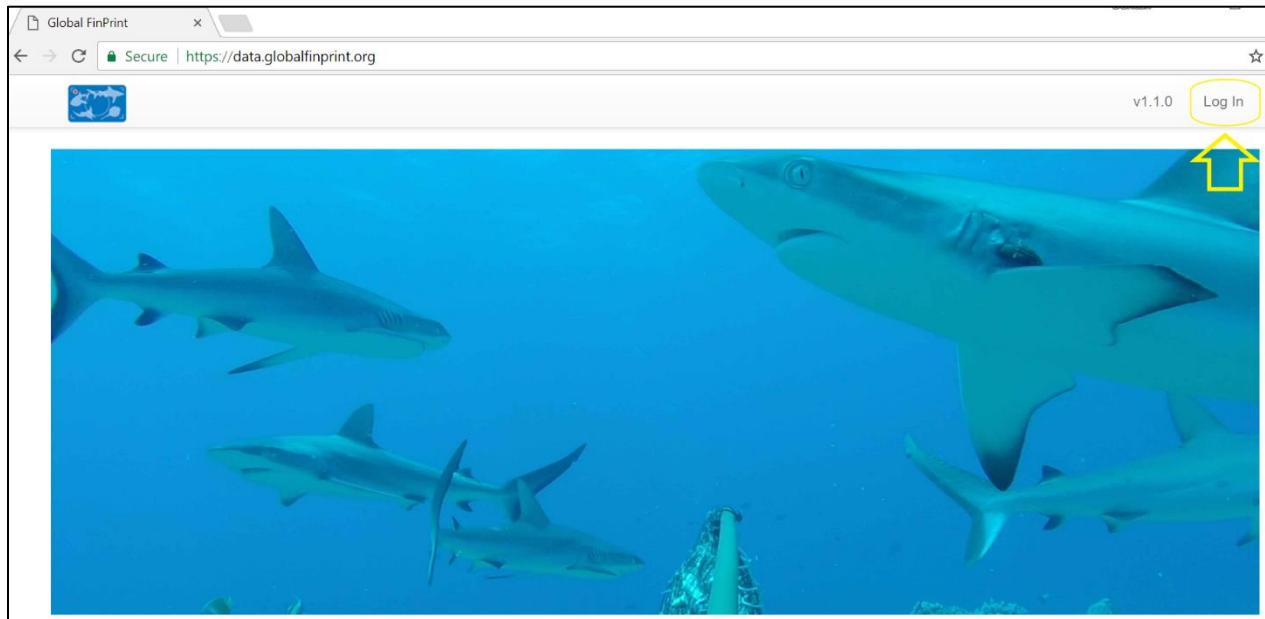
FinPrint Website User Guide

FinPrint Website User Guide	1
To Log In to the website	1
Managing Trips and Sets	3
To Create a New Trip	4
To Search for a Trip	6
To Add or Manage Sets	8
To Add a New Set	11
To Manage Assignments/videos	18
To generate automatic assignments	29
Administration of data options and users	30
To view reports	37

To Log In to the website

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

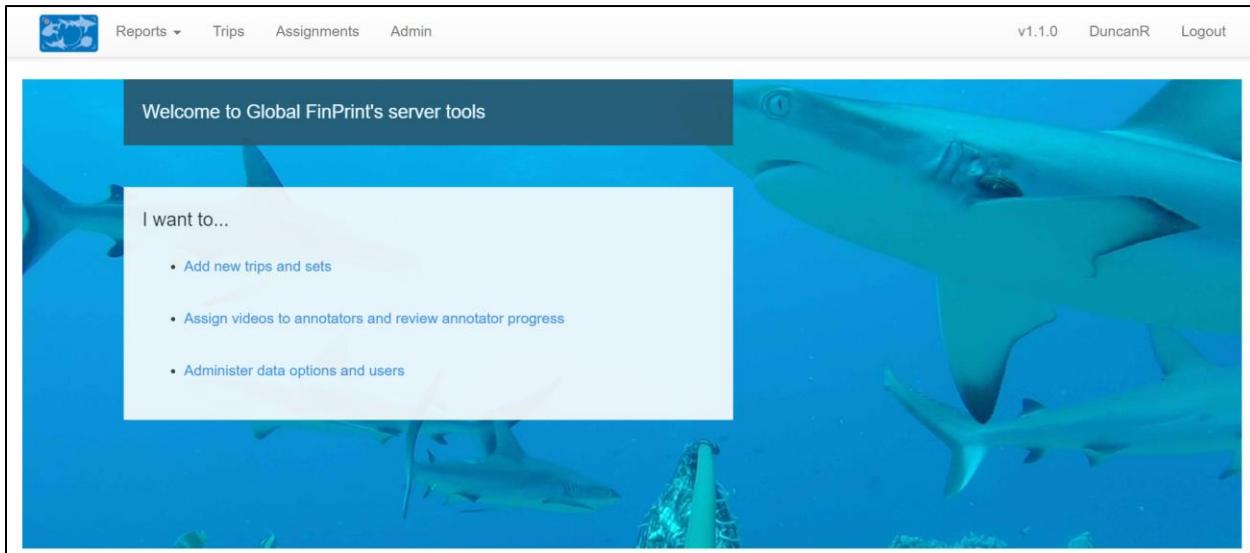
Select 'Log In' (highlighted below).



Enter your login credentials (case-sensitive) in the highlighted area in the pop-up window, then click 'Login'.



You will be directed to the Home Page.



From the Home Page you can manage Trips and Sets, Assignments, and Administration, and create and generate Reports.

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)

Submit

Managing Trips and Sets

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

Reports ▾ **Trips** Assignments Admin

Welcome to Global FinPrint's server tools

I want to...

- Add new trips and sets
- Assign videos to annotators and review annotator progress
- Administer data options and users

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

To Create a New Trip

Click on 'Create New Trip'.

The screenshot shows the 'Trips' search interface. At the top, there is a header 'Trips' and a section for 'Use filters to limit trip results' with fields for 'Search start date', 'Search end date', 'Region', 'Location', 'Team', and 'Reef'. Below these filters are 'Reset' and 'Search' buttons. A large yellow circle highlights the 'Create new trip' button, which is located at the bottom right of the page. A yellow arrow points from the text above to this button. The footer of the page displays the message 'Showing all trips' and a series of filters: 'Trip code', 'Source', 'Start date', 'End date', 'Region', 'Location', 'Team', 'Boat', 'Sets', and 'Edit'. The 'Page 1 of 2 (63 total trips) Next ➡' link is also visible.

A new trip menu will open.

New trip

Source*	Team*	Location*	Start date*	End date*
-----	-----	-----	<input type="text"/>	<input type="text"/>
Boat	Code**			
<input type="text"/>	<input type="text"/>	[source code]_[year]_[loc code]_xx		
<small>*Required Field **Note: If code is left blank, it will be automatically generated.</small>				
			<input type="button" value="Cancel"/>	<input type="button" value="Save trip"/>

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.

When you are ready, click '[Save Trip](#)'.

New trip

Source*	Team*	Location*	Start date*	End date*
Global Fingerprint	MichaelH - FIU	Bahamas (BS)	August 14 2017	August 28 2017
Boat	Code**			
<input type="text"/> Talisman	<input type="text"/>	[source code]_[year]_[loc code]_xx		
<small>*Required Field **Note: If code is left blank, it will be automatically generated.</small>				
			<input type="button" value="Cancel"/>	<input type="button" value="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*	Team*	Location*	Start date*	End date*
Global Fingerprint	MichaelH - FIU	<input type="text"/> -----	August 14 2017	August 21 2017
<small>This field is required.</small>				
Boat	Code**			
<input type="text"/>	<input type="text"/>	[source code]_[year]_[loc code]_xx		
<small>*Required Field **Note: If code is left blank, it will be automatically generated.</small>				
			<input type="button" value="Cancel"/>	<input type="button" value="Save trip"/>

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

Trip created

Trips

The Trip will now be displayed in the full list of Trips at the bottom of the screen.

Use filters to limit trip results

Search start date Search end date Region Location Team

Reef

Reset Search Create new trip

Showing all trips

Page 1 of 2 (65 total trips) Next ➔

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 Pang	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

To Search 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 Pang	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
<input type="text"/>				
Reef				
<input type="text"/>				

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
August 07 2014 <input type="button"/>	August 07 2017 <input type="button"/>	Coral Triangle <input type="button"/>	Solomon Islands (SB) <input type="button"/>	ColinS - JCU <input type="button"/>
Reef				
<input type="text"/>				

A yellow arrow points from the 'Coral Triangle' dropdown menu to the 'Search' button.

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

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

The Edit Trip window will pop up. 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*
Global Finprint	ColinS - JCU	Solomon Islands (SB)	October 18 2015	October 30 2015
Boat	Code**	FP_2015_SB_01	[source code]_[year]_[loc code]_xx	
<small>*Required Field **Note: If code is left blank, it will be automatically generated.</small>				
			Cancel	Save trip

To Add or Manage Sets

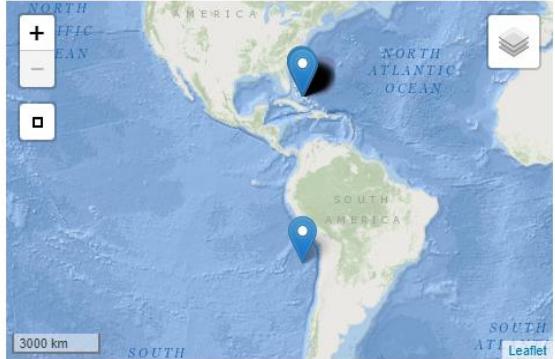
Click 'View' on the Trip for which you want to manage Sets.

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

The Sets Page will load for your selected Trip.

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* Choose File No file chosen Upload

Use filters to limit set results

Search set date	Reef	Habitat	Equipment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bait Code

Reset Search Add Set

Showing all sets All

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

From the Sets Page you can: Add Sets; Upload videos to Sets; Filter and Search for Sets to manage; and View and adjust the map.



Trips > Sets

All Trips | FP_2015_BS_01 | FP_2015_BS_01 Sets

map



Bulk Set Upload

Set file* Choose File No file chosen

Upload

upload sets

Use filters to limit set results

Search set date

Reef

Habitat

Equipment

Bait

Code

Reset

Search

filter and search for sets

add new set

Add Set

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

Showing all sets

All

To Add a New Set

Click 'Add Set'.

Use filters to limit set results

Search set date	Reef	Habitat	Equipment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bait	Code
<input type="text"/>	<input type="text"/>

Add Set

If you are adding a Set to a new Trip, a new Set tab will open with no values populated.

New set

Set location, equipment, and bait ▾

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*	Haul time
August 14 2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

m

Reef*	Habitat*	Equipment*
<input type="text"/>	<input type="text"/>	Rebar / GoPro Hero 3

Bait*	Code**
<input type="text"/>	<input type="text"/> [site + reef code]_xxx

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

If you are adding a Set to an existing Trip, existing values will be auto-filled.

Edit set "FP_2016_AU-P_04_LHKL_002"

Set location, equipment, and bait ▾

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*	Haul time
November 18 2016	<input type="text"/>	12.37846000	143.76244000	9.40	14:17	15:47

m

Reef*	Habitat*	Equipment*
Northern GBR 2 - Lagoon Reef (LKHL)	lagoon	Aluminium (AIMS) / GoProHero4Silver

Bait*	Code**
Crushed Sardines	LHKL_002 [site + reef code]_xxx

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

In either case, ensure the values entered in the required fields are accurately filled out.

When ‘Set location, equipment and bait’ is complete, use the tabs to expand or collapse further fields and enter more data.

New set

Set location, equipment, and bait 

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*	Haul time
November 18 2016 	<input type="text"/> 	12.37846000	143.76244000	<input type="text"/>	14:17 	15:47 
m						
Reef*	Habitat*	Equipment*				
Northern GBR 2 - Lagoon Reef (LKHL) 	lagoon 	Aluminium (AIMS) / GoProHero4Silver 				
Bait*	Code**					
Crushed Sardines 	<input type="text"/>					
[site + reef code]_xxx						
<small>*Required Field **Note: If code is left blank, it will be automatically generated.</small>						

Add or edit comments, annotator messages and tags.

New set

Set location, equipment, and bait ↵

Set comments, annotator messages, and tags ▾

Comments	Message to annotators	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 <input type="button" value="▼"/>
C	ppt	S/m		----- <input type="button" value="▼"/>

Estimated wind speed Measured wind speed** Wind direction Cloud cover Surface chop

<input type="text"/>	<input type="text"/>	----- <input type="button" value="▼"/>	<input type="text"/>	----- <input type="button" value="▼"/>
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 <input type="button" value="▼"/>
C	ppt	S/m		----- <input type="button" value="▼"/>

Estimated wind speed Measured wind speed** Wind direction Cloud cover Surface chop

<input type="text"/>	<input type="text"/>	----- <input type="button" value="▼"/>	<input type="text"/>	----- <input type="button" value="▼"/>
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/s	H, M, L

Habitat photo: BRUV **Habitat photo: splendor of the reef** **Benthos Categories & Forms**

+

Total % Categories must total 100%

Substrate **Substrate complexity**

-----	-----
-----	-----

Video ↗

And link/assign video(s).

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
(None)			<input checked="" type="radio"/> Remove

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

When you have filled out all the fields and linked to video, click 'Save new set'. To save and immediately open a new blank set, click 'Save & add new set'. To discard your changes without saving, click 'Cancel'.

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
(None)			<input checked="" type="radio"/> Remove

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

Cancel Save & add new set Save new set

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

Reports ▾ Trips Assignments Admin v1.1.0 DuncanR Logout

Form errors found

Trips > Sets

All Trips | FP_2017_BS_01 | FP_2017_BS_01 Sets

AFRICA

Missing fields will be highlighted.

New set

Set location, equipment, and bait ▾

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*
August 14 2017 <input type="button" value=""/>	<input type="button" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

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

Haul time Reef* Habitat* Equipment

Bait* Code**

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

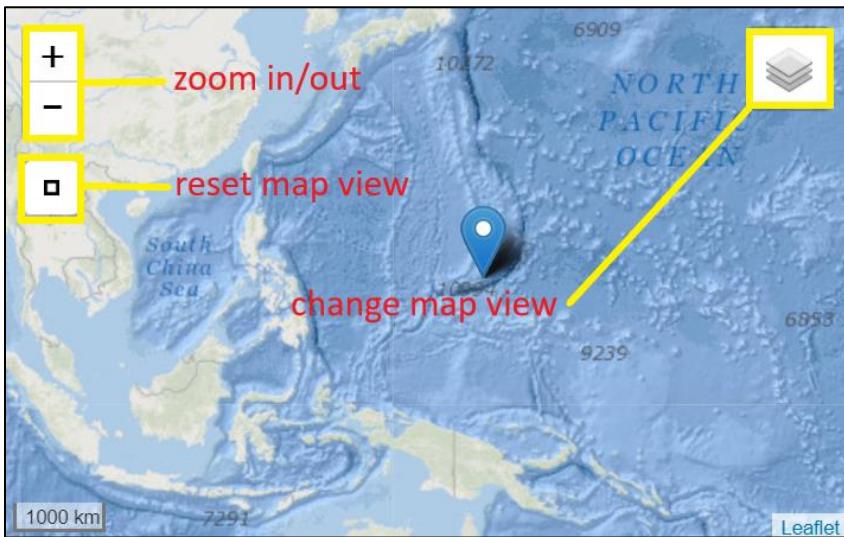
To progress, complete the missing fields and click 'Save new set'. A confirmation will pop up.

A screenshot of a software interface. At the top, there is a navigation bar with icons for Reports, Trips, Assignments, Admin, and user information (v1.1.0, DuncanR, Logout). Below the navigation bar, a green rectangular box contains the text "Set created".

The map will now automatically display the geolocation of the set.



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



The set will also be listed at the bottom of the page. Click on '[Show](#)' to see a summary of conditions for each set.

All													Edit
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Reviewed assignments	Master record	req. fields	Obs	Drop/haul	
FP_2016_AU-P_04_LHKL_002	Nov 18 2016	Australia-Pacific (AU-P) - Northern GBR 2 (LKH) - Lagoon Reef (lagoon)	12.378/143.762	9.40	Aluminium (AIMS) / GoProHero4Silver	Crushed Sardines	FP_2016_LKH_01_LKHL_002.mp4	0 / 0	No master record	False	View (0)	Show 	Edit

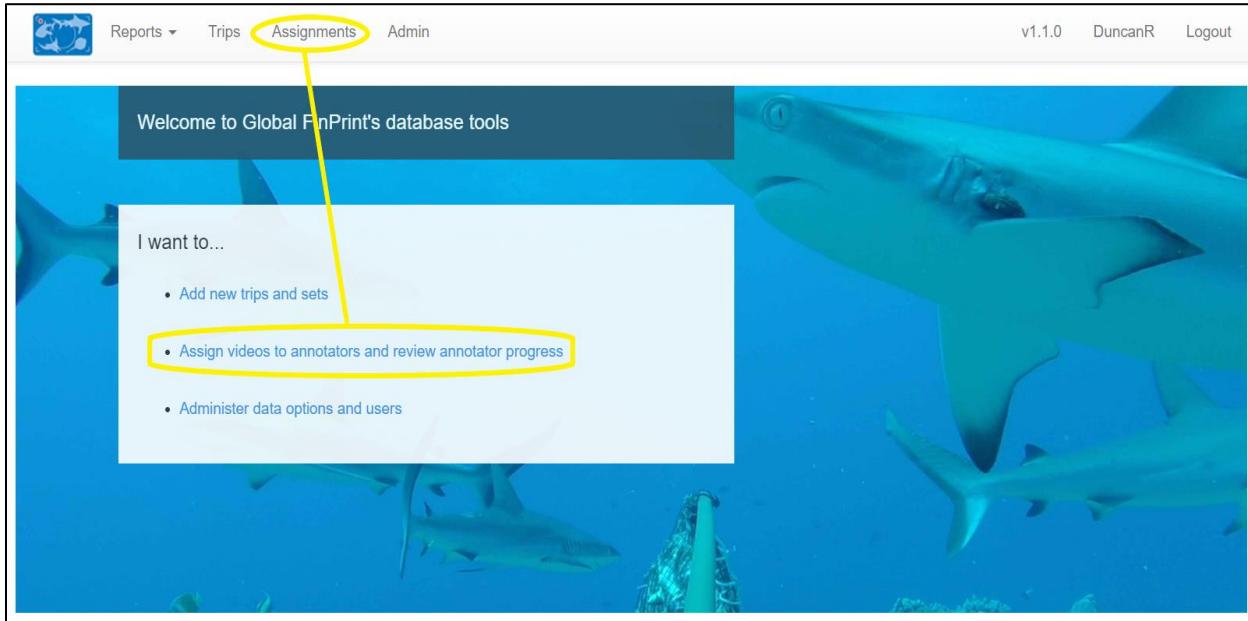
An overview will pop up below the set information.

Showing all sets																	
Trip & set code	Date	Reef		Lat/long	Depth	Equipment	Bait		Video		Reviewed assignments	Master record	req. fields	Obs	All		Edit
FP_2016_AU-P_04_LHKL_002	Nov 18 2016	Australia-Pacific (AU-P) - Northern GBR 2 (LKH) - Lagoon Reef (lagoon)		12.378/143.762	9.40	Aluminium (AIMS) / GoProHero4Silver	Crushed Sardines		FP_2016_LKH_01_LKHL_002.mp4		0 / 0	No master record	False	View (0)	Hide		
		Drop/haul	Temp	Salinity	Cond	DOx	Flow	Direction	Tide	Wind spd	Wind dir	Cloud cover	Chop				
	Drop measure	None	None	None	None	None	None	None	S2E	None		60					
	Haul measure	None	None	None	None	None	None	None	None	None	None	None	None				

Click 'Hide' to collapse this pop up.

To Manage Assignments/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.

The screenshot shows the 'Video assignments' page. At the top, there are tabs for 'Reports', 'Trips', 'Assignments' (selected), and 'Admin'. On the right, it shows version 'v1.1.0' and user 'DuncanR' with a 'Logout' button. The main area is titled 'Video assignments' with a link to 'Automatic assignment'. It has several search filters: 'Project' (dropdown to 'Global FinPrint Project'), 'Trip(s)' (dropdown to 'Select one or more trips'), 'Set(s)' (dropdown to 'Select one or more sets'), and 'Reef(s)' (dropdown to 'Select one or more reefs'). Below these are 'Annotator(s)' (dropdown to 'Select one or more annotators') and 'Status(es)' (dropdown to 'Select one or more statuses'). To the right of these are 'Num. annotators assigned' (dropdown to '---') and 'Days since assignment' (dropdown to '---'). At the bottom are two buttons: 'Assign Videos' and 'Search Assignments'. Below the filters, there's a table header with columns: Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, Video Actions, and Assignment Actions. The status of the table is 'Loading...'. A yellow arrow points from the 'Assignments' tab in the previous screenshot to the 'Assign Videos' button here.

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.

When you have refined your search parameters, click ‘Search Assignments’.

Video assignments [Automatic assignment](#)

Project	Trip(s)	Set(s)	Reef(s)
Global FinPrint Project	Select one or more trips	Select one or more sets	Select one or more reefs
Annotator(s)	Status(es)	Num. annotators assigned	Days since assignment
Select one or more annotators	Select one or more statuses	---	
<input type="button" value="Assign Videos"/> <input style="outline: 2px solid yellow; border-radius: 10px;" type="button" value="Search Assignments"/>			

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

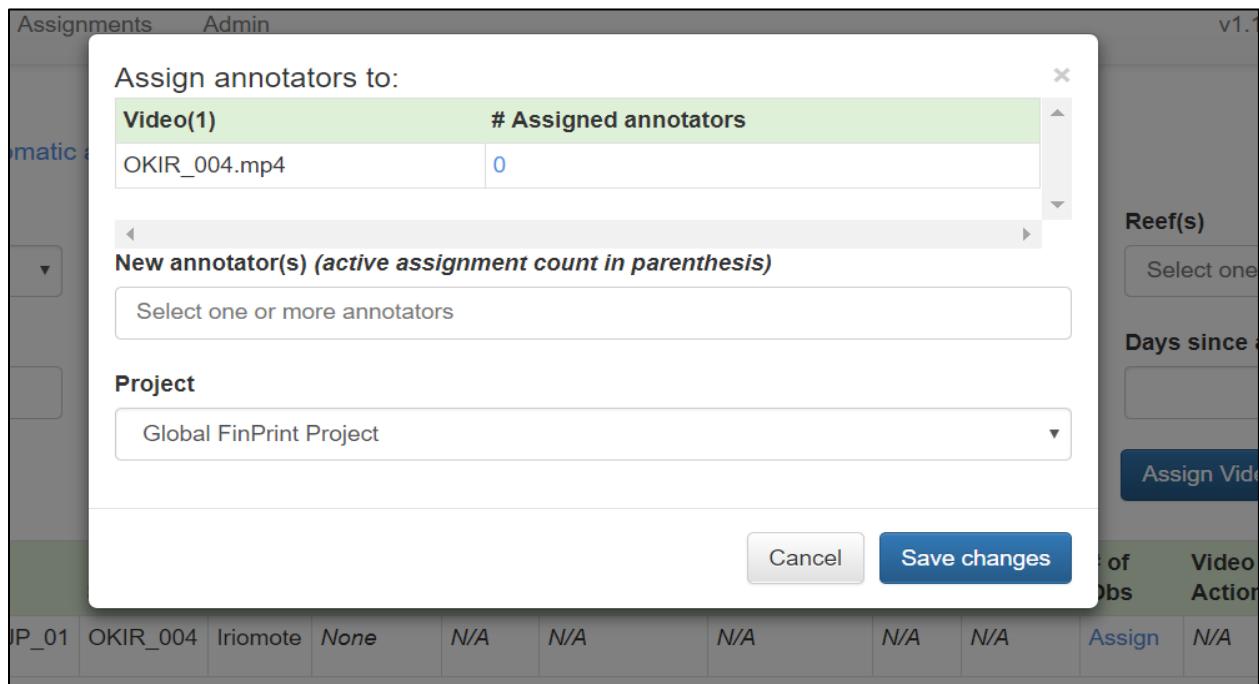
Project ---	Trip(s) FP_2017_JP_01	Set(s) OKIR_004	Reef(s) Select one or more reefs									
Annotator(s) Select one or more annotators	Status(es) Select one or more statuses	Num. annotators assigned ---	Days since assignment									
			Assign Videos Search Assignments									
Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input checked="" type="checkbox"/> OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	None	N/A	N/A	N/A	N/A	N/A	1	Assign	N/A

Select a single video by clicking the check box to the left-hand side. Clicking the main 'Video' check box will select all videos in that set of search results.

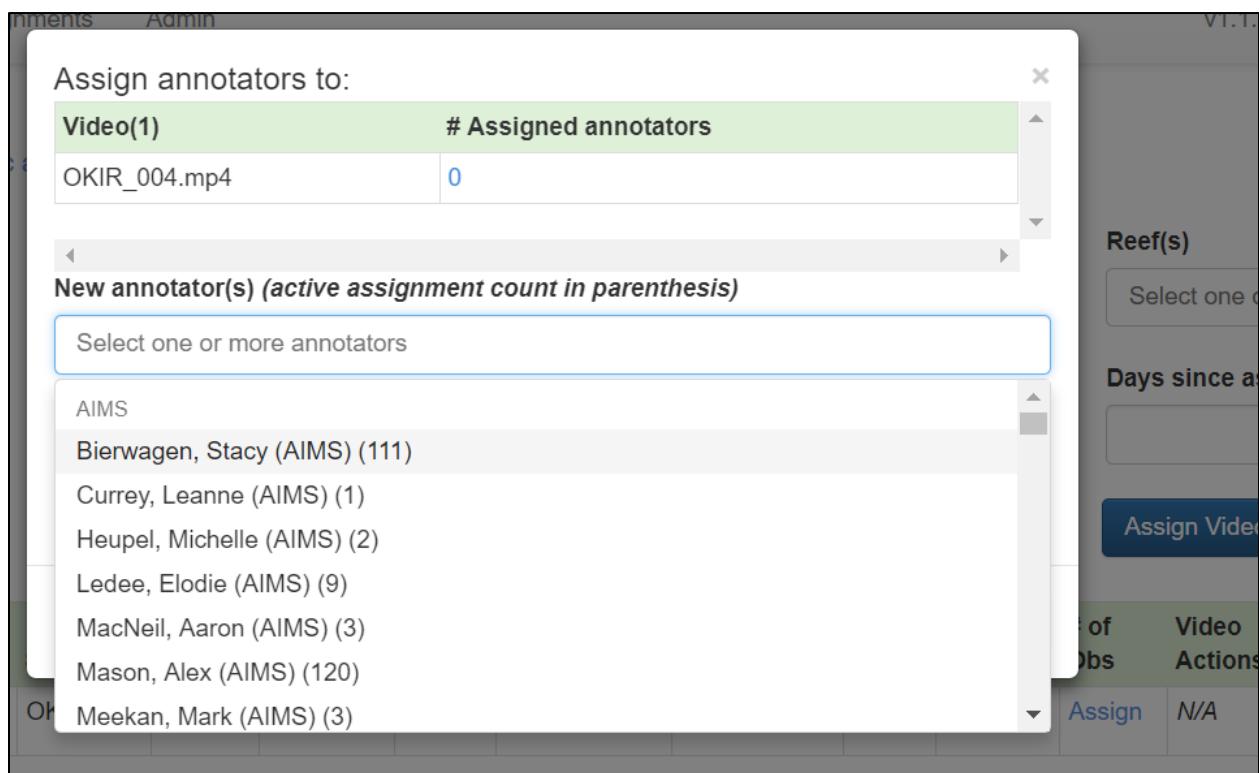
	Assign Videos	Search Assignments									
Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	# of Obs	Video Actions	Assignment Actions
<input checked="" type="checkbox"/> OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	None	N/A	N/A	N/A	N/A	1	Assign	N/A

When you have selected all the videos you want to assign, click 'Assign Videos'.

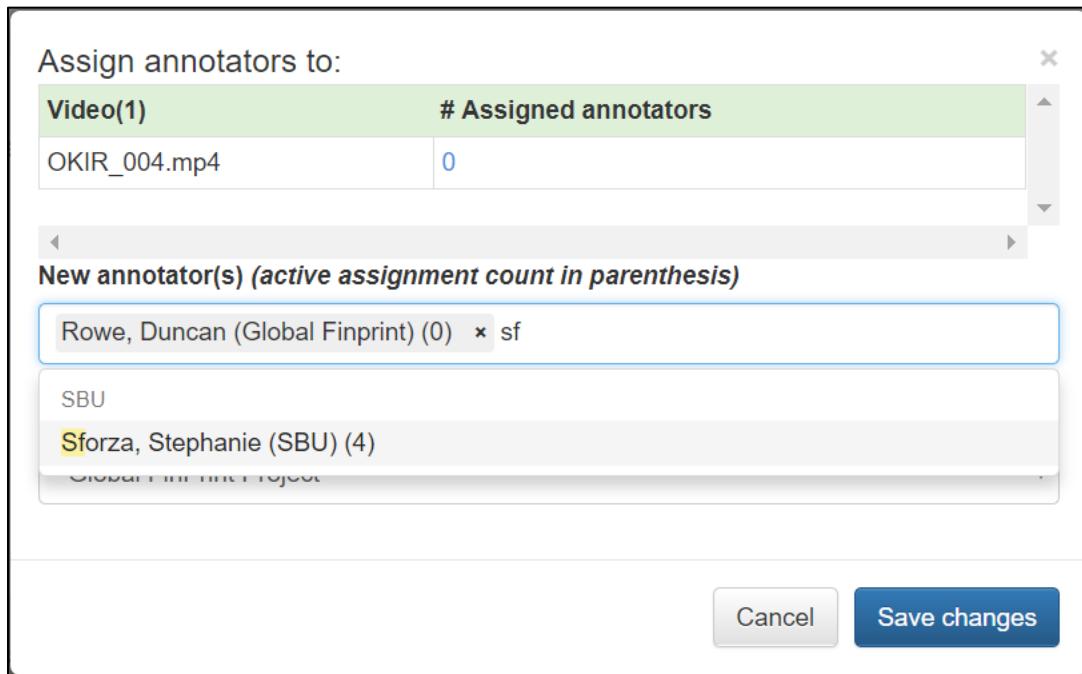
An 'Assign to annotator' window will pop up.



Start typing the name of the annotator in the 'New annotator(s)' field and select the correct annotator from the drop-down list.

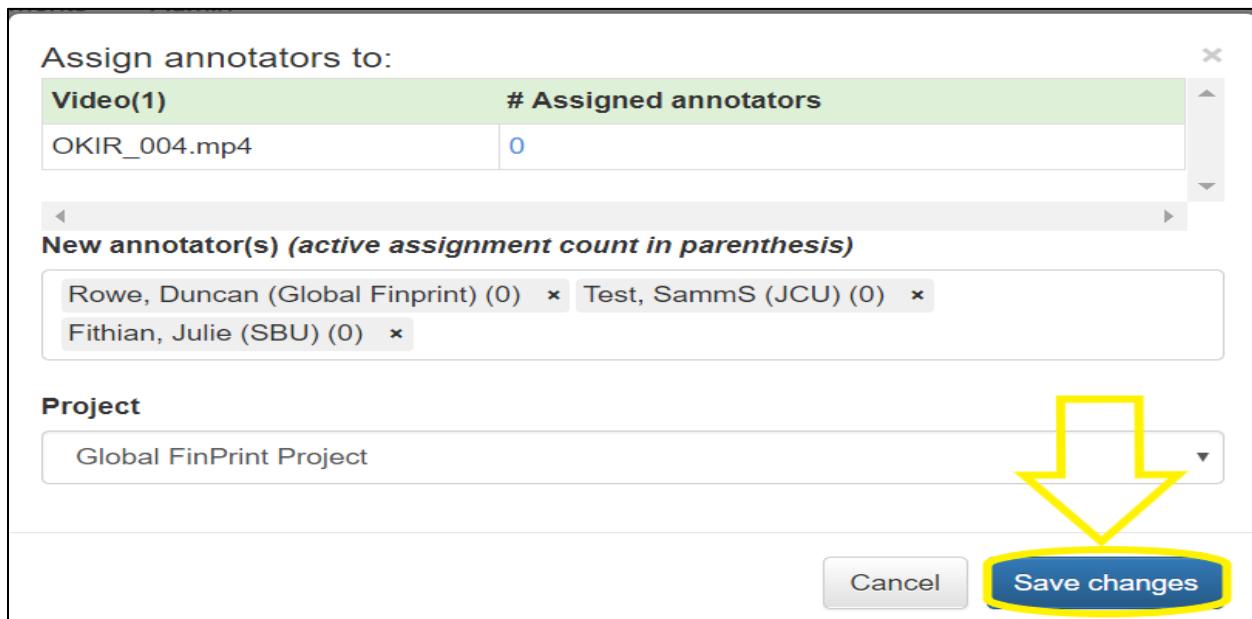


You can assign videos to more than one operator. As previously, type the name of the annotator in the field and select them.



When you have entered the annotators, you click must hit '**ESC**' or click inside the '**Assign to Annotator**' 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



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

Video assignments [Automatic assignment](#)

Project	Trip(s)	Set(s)	Reef(s)
---	FP_2017_JP_01	OKIR_004	Select one or more reefs
Annotator(s)	Status(es)	Num. annotators assigned	Days since assignment
Select one or more annotators	Select one or more statuses	---	
<input type="button" value="Assign Videos"/> <input type="button" value="Search Assignments"/>			

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

From here, you can Assign the video(s) to more annotators or Unassign video(s). When annotation has started you can Compare annotation results, and once a video has been submitted by the annotator, you can Review it.

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Video Obs	Assignment Actions
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	00:01:000	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

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

The screenshot shows a modal dialog titled "Assign annotators to 'OKIR_004.mp4' (FP_2017_JP_01_OKIR_004)". The left side of the dialog lists "Current annotators" with three entries: Fithian, Julie (SBU), Test, SammS (JCU), and Rowe, Duncan (Global Finprint). The right side contains fields for "Reef(s)" (a dropdown menu) and "Days since assignment" (a dropdown menu). Below these are two buttons: "Assign Videos" and "Search Assignments". At the bottom of the dialog are two buttons: "Cancel" and "Save changes".

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

Click 'Unassign' to open an 'Unassign annotator' pop-up window.

The screenshot shows a modal dialog titled "Unassign annotator Fithian, Julie (SBU) from video 'OKIR_004.mp4'?". It contains a confirmation message: "Please confirm that you wish to remove this assignment." At the bottom are two buttons: "Cancel" and "Unassign".

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

When annotation is underway, click ‘Compare’ to open the Assignments Comparisons page.

The screenshot shows the 'Compare assignments' page. At the top, there's a legend with icons for various marine life categories: Shark (blue), Ray (green), Reptile (purple), Bony fish (orange), Mammal (yellow), Moray (brown), Cephalopod (pink), and Of interest (grey). Below the legend, there's a header bar with a 'Master' status indicator and 'Save' and 'Review' buttons. The main area displays two events on a horizontal timeline:

- Event 1:** Mackegard Hansson, Astrid (JCU) | Status: ready for review | Not available | Review. This event has a pink dot on the timeline. A green callout box is positioned above the timeline, containing the timestamp '51:21:736' and the text 'Image Not Available'. To the right of the callout, there are links for 'Organism', 'Obs. note', 'Duration', 'Image notes', 'Tags', and 'Measures'.
- Event 2:** Bakker, Nina (JCU) | Status: in progress | Not available | Review. This event has a pink dot on the timeline.

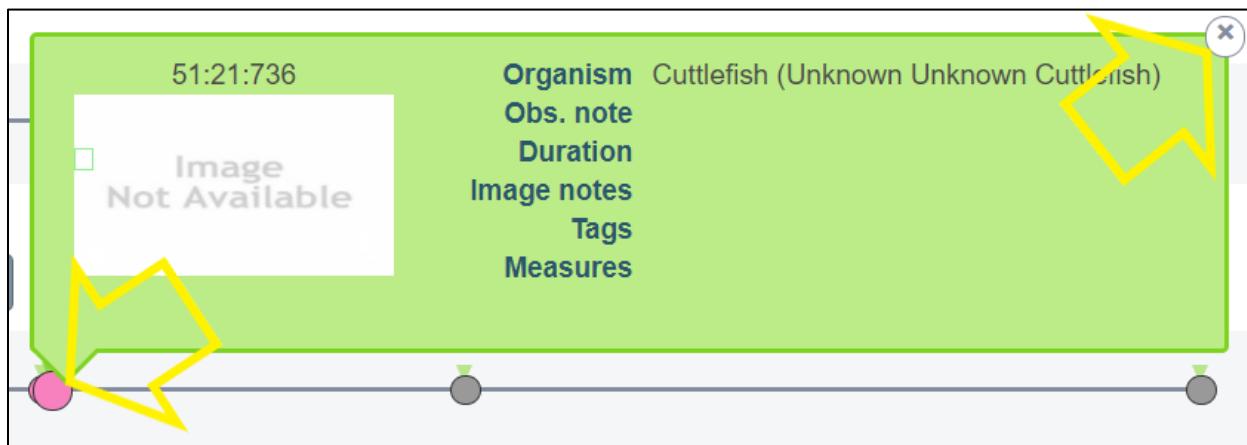
Annotations are marked according to the legend on the sliders. Click on any event to open a pop-up displaying the event details.

This screenshot shows the same 'Compare assignments' page as the previous one, but with a more detailed view of the first event's callout. The callout box is larger and contains the following information:

- Timestamp: 51:21:736
- Image status: Image Not Available
- Organism: Cuttlefish (Unknown Unknown Cuttlefish)
- Links: Obs. note, Duration, Image notes, Tags, Measures

A close-up view of the 'Image Not Available' section is shown, with a small 'X' icon in the top right corner of the callout box.

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



To review the complete set of observations by an annotator, click '**Review**'.



From here you can Add or Edit Measurables or Actions, Compare all Assignments, or Change the Status of the Set.

Global FinPrint Trip: FP_2016_AU-P_01 Set: FP_2016_AU-P_01_TSV1_017 Observations by Nina Bakker										change set status
Compare Assignments		All Observations		Not started In progress Ready for review Reviewed Disabled Rejected						
Page 1 of 1 (7 total observations)										
Annotator	Organism	note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions	
Bakker, Nina (JCU)	N/A	None	None	Image Not Available	96:28:798	This is the end of the video and it ended on the bottom	MARK HAUL TIME	Add	Edit	
Bakker, Nina (JCU)	Blacktip reef shark (Carcharhinus melanopterus)	None	None	Image Not Available	93:12:599		Passing < Add		Edit	
Bakker, Nina (JCU)	Giant moray (Gymnothorax javanicus)	None	None	Image Not Available	84:46:073		Attracted, Feeding	Add	Edit	
Bakker, Nina (JCU)	N/A	None	None	Image Not Available	63:23:679		MARK 60 MIN TIME	Add	Edit	

To add or edit a measurable value, click 'Add'.

Tags	Measurables	Actions
MARK HAUL TIME	Add	Edit

An Edit Measurables window will open.

The screenshot shows a modal dialog titled "Edit measurables". Inside the dialog, there is a dropdown menu set to "MaxN", a text input field, a red "Remove" button, and a blue "Save" button. A large yellow arrow points from the "Edit" button in the main interface above to the "Edit" button in this dialog box. The background shows a list of tags and their corresponding measurable values.

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

To edit an action, click 'Edit'.

Attracted, Feeding	Add	Edit
MARK 60 MIN TIME	Add	Edit

Make any amendments needed and click ‘Save’, or ‘Cancel’ to exit without saving.

Bakker, Nina (JCU)	Giant moray (Gymno... ▾				Image Not Available	84:46:073		Attracted x Feeding x	Add	Save Cancel
-----------------------	-------------------------	--	--	--	------------------------	-----------	--	--------------------------	-----	----------------

To update the status of an assignment, click on the relevant status.

Global FinPrint | Trip: FP_2016_AU-P_01 | Set: FP_2016_AU-P_01_TSV1_017 | Observations by Nina Bakker

Compare Assignments All Observations

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (7 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables
Bakker, Nina (JCU)	N/A	None	None	Image Not Available	96:28:798	This is the end of the video and it ended on the bottom	MARK HAUL TIME	Add

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)

To return to the Observations page, click ‘All Observations’.

Global FinPrint | Trip: FP_2016_AU-P_01 | Set: FP_2016_AU-P_01_TSV1_017 | Observations by Nina Bakker

Compare Assignments All Observations

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (7 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables
Bakker, Nina (JCU)	N/A	None	None	Image Not Available	96:28:798	This is the end of the video and it ended on the bottom	MARK HAUL TIME	Add

From here, to return to the Comparisons page, click ‘Compare Assignments’.

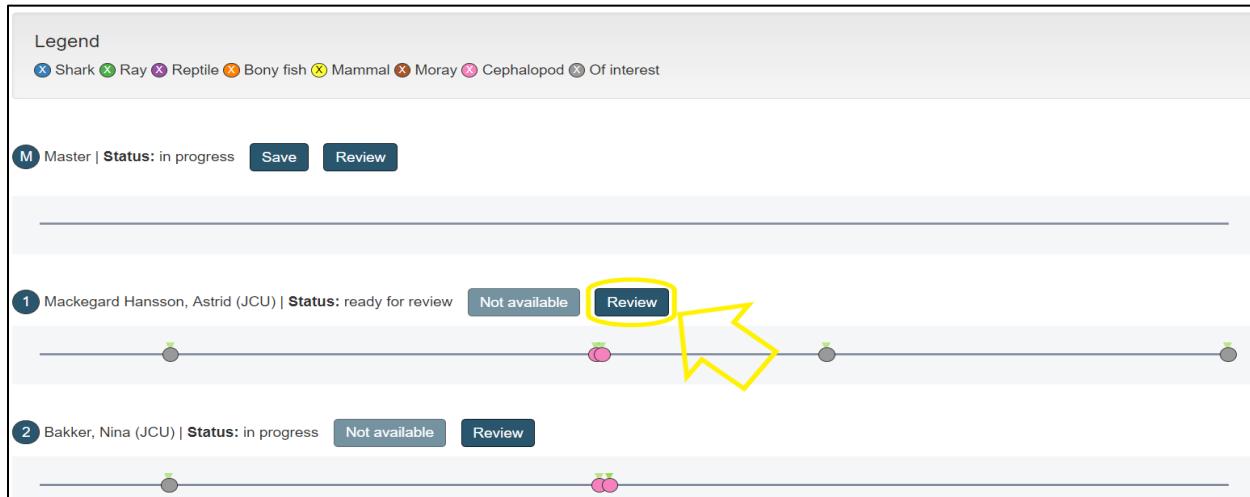
Global FinPrint | Trip: FP_2016_AU-P_01 | Set: FP_2016_AU-P_01_TSV1_002 | All observations

Compare Assignments

Page 1 of 1 (8 total observations)

Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
Mackegard Hansson, Astrid (JCU)	N/A	None	None	Image Not Available	108:36:068		MARK HAUL TIME	Add	Edit
Mackegard Hansson,	N/A	None	None	Image Not Available	71:53:922		MARK 60	Add	Edit

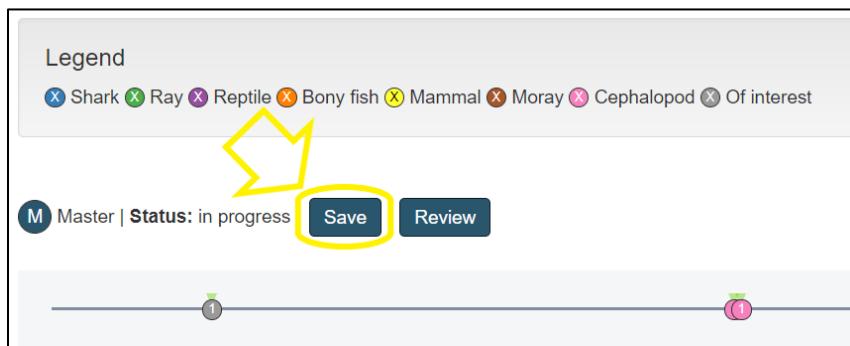
When an annotation is complete and status set to 'Reviewed', click on 'Select All' to add to the Master annotation.



Note that the events have been added to the Master annotation.



Click 'Save' to save your changes.



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

The screenshot shows a navigation bar with the following items: Global FinPrint, Trip: FP_2016_AU-P_01, Set: FP_2016_AU-P_01_TSV1_017, and All observations. Below the navigation bar is a button labeled "Compare Assignments". At the bottom center of the screen, it says "Page 1 of 1 (16 total observations)".

To generate automatic assignments

You can automatically send assignments to any Affiliation. Click the 'Automatic assignment' link.

The screenshot shows the 'Video assignments' section of the Global FinPrint interface. It includes fields for Project (dropdown), Trip(s) (FP_2017_JP_01), 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 (dropdown), Days since assignment (dropdown), and two buttons: 'Assign Videos' and 'Search Assignments'. Below these fields is a table with columns: Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, and Video Actions. One row is visible: 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, and 'Assign | Compare'.

A pop-up window will open

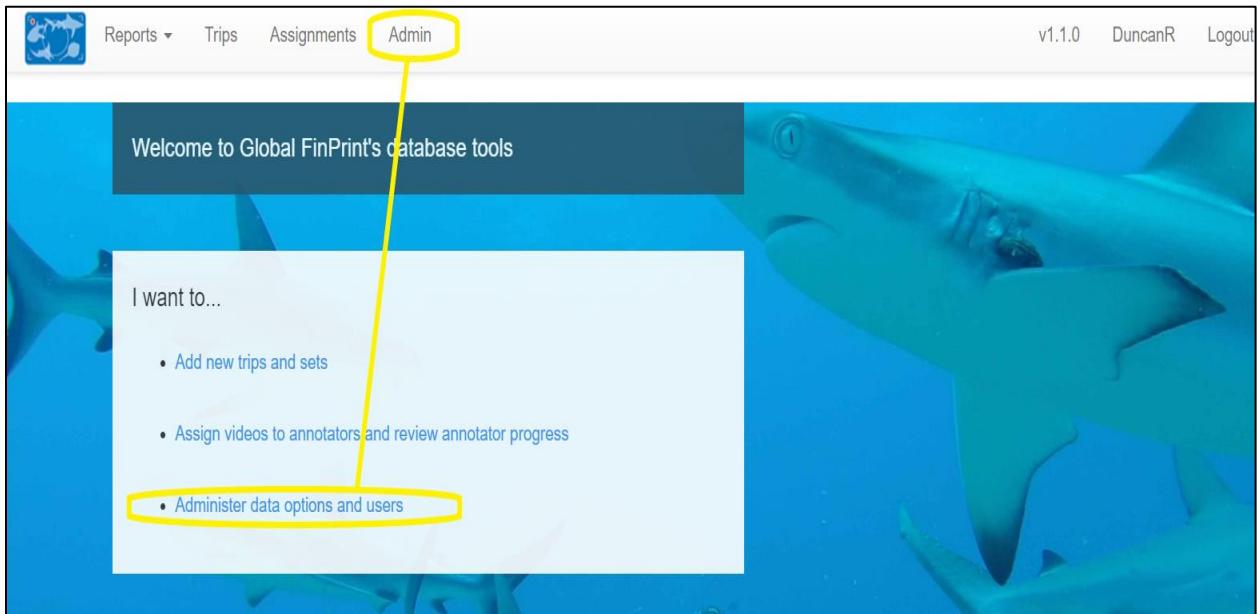
The screenshot shows the 'Automatic video assignment' dialog box. It contains instructions: "Select a Trip for which sets should be assigned annotators, an Affiliation from which annotators should be drawn, a total number of Annotators desired for each video (including annotators already assigned), then press "Assign" to distribute annotators evenly among available assignments." Below these instructions are several input fields and buttons:

- Trip:** A dropdown menu labeled "Select a trip".
- Reef(s):** A dropdown menu labeled "Select one or more reefs".
- Set(s):** A dropdown menu labeled "Select one or more sets".
- Include leads?**: A checkbox labeled "Include leads?".
- Affiliation:** A dropdown menu labeled "Select an affiliation".
- Annotators per video:** A text input field containing the value "3".
- Project:** A dropdown menu labeled "Select one or more projects".
- Buttons:** "Cancel" and "Assign" buttons at the bottom right.

Follow the instructions on screen, then click 'Assign' or 'Cancel'.

Administration of 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.



You will be directed to the Administration home page.

The screenshot shows the Global FinPrint data administration page. At the top, it says 'Global FinPrint data administration'. Below that, it says 'Site administration'. There are three main sections: 'ANNOTATION', 'AUTHENTICATION AND AUTHORIZATION', and 'BRUV'. The 'ANNOTATION' section contains links for 'Animal groups', 'Animals', 'GlobalTags', 'Measurables', 'Projects', and 'Tags', each with 'Add' and 'Change' buttons. The 'AUTHENTICATION AND AUTHORIZATION' section contains links for 'Groups' and 'Users', each with 'Add' and 'Change' buttons. The 'BRUV' section contains links for 'Baits', 'Benthic categories', 'Equipment', and 'Frame types', each with 'Add' and 'Change' buttons. At the top right, it says 'WELCOME, DUNCAN' with a yellow circle around it, followed by 'VIEW SITE', 'CHANGE PASSWORD', and 'LOG OUT', each with a yellow circle around it. Below these, there are links for 'Return to Home Page', 'Recent actions', 'My actions', and 'None available'. A yellow arrow points from the 'Change password' link in the top right to the text 'Change your password, or log out using the links in the top-right corner.' located below the administration page screenshot.

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

ANNOTATION

- Animal groups
- Animals
- GlobalTags
- Measurables
- Projects
- Tags

Administration category

Administration sub-category

AUTHENTICATION AND AUTHORIZATION

Groups

+ Add Change

Users

+ Add Change

BRUV

Baits

+ Add Change

Recent actions

My actions

None available

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
- Animals
- GlobalTags
- Measurables
- Projects
- 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

<input type="checkbox"/> ANIMAL GROUP
<input checked="" type="checkbox"/> Actinopterygii
<input type="checkbox"/> Cephalopod
<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

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

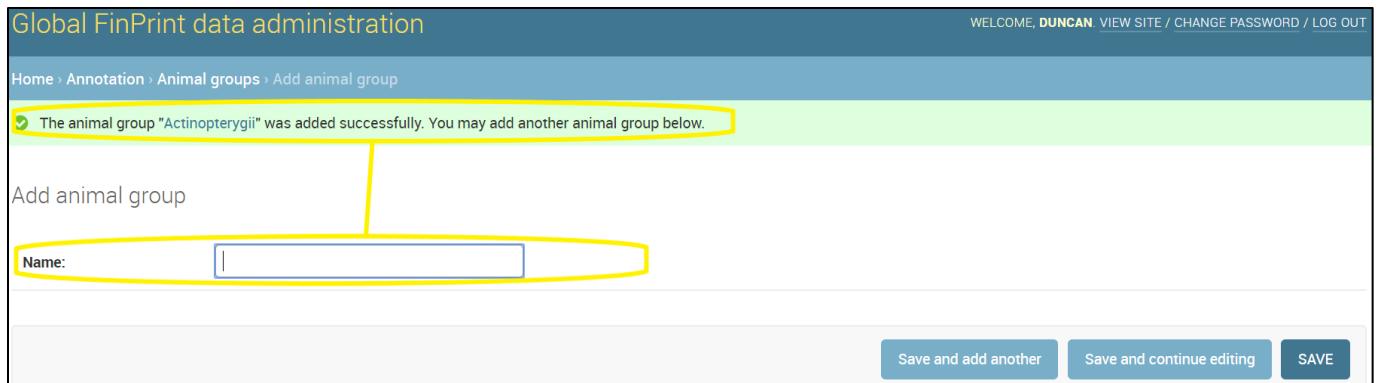
Home > Annotation > Animal groups > Add animal group

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

Add animal group

Name:

Save and add another Save and continue editing SAVE



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.

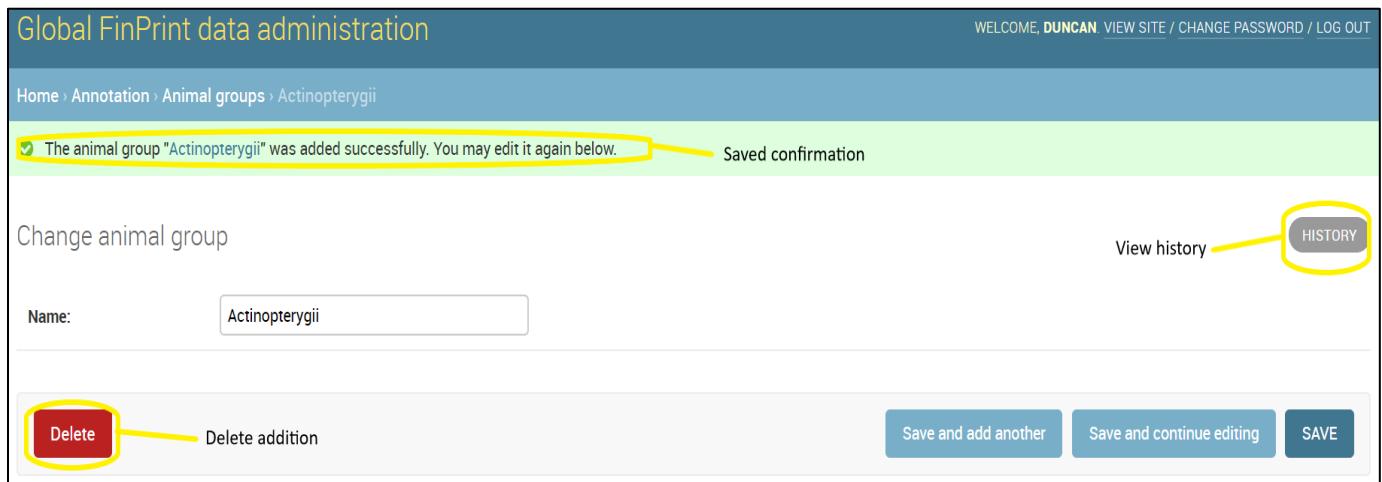
Change animal group

Name:

View history HISTORY

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.

The screenshot shows a 'Change history' page for the sub-category 'Actinopterygii'. At the top, there's a header bar with 'Global FinPrint data administration' on the left and 'WELCOME, DUNCAN VIEW SITE /' on the right. Below the header, the URL 'Home > Annotation > Animal groups > Actinopterygii > History' is displayed. The main content area is titled 'Change history: Actinopterygii'. A table lists one entry:

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'.

The screenshot shows the 'Annotation administration' page. At the top, there's a header bar with 'Global FinPrint data administration' on the left and 'Home > Annotation' on the right. Below the header, the title 'Annotation administration' is displayed. Under the 'ANNOTATION' section, there's a list of sub-categories:

Sub-Category	Add	Change
Animal groups	+ Add	Change
Animals	+ Add	Change
GlobalTags	+ Add	Change
Measurables	+ Add	Change
Projects	+ Add	Change
Tags	+ Add	Change

The 'Animal groups' row is highlighted with a yellow circle around the entire row. The 'Change' link for 'Animal groups' is also highlighted with a yellow circle.

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

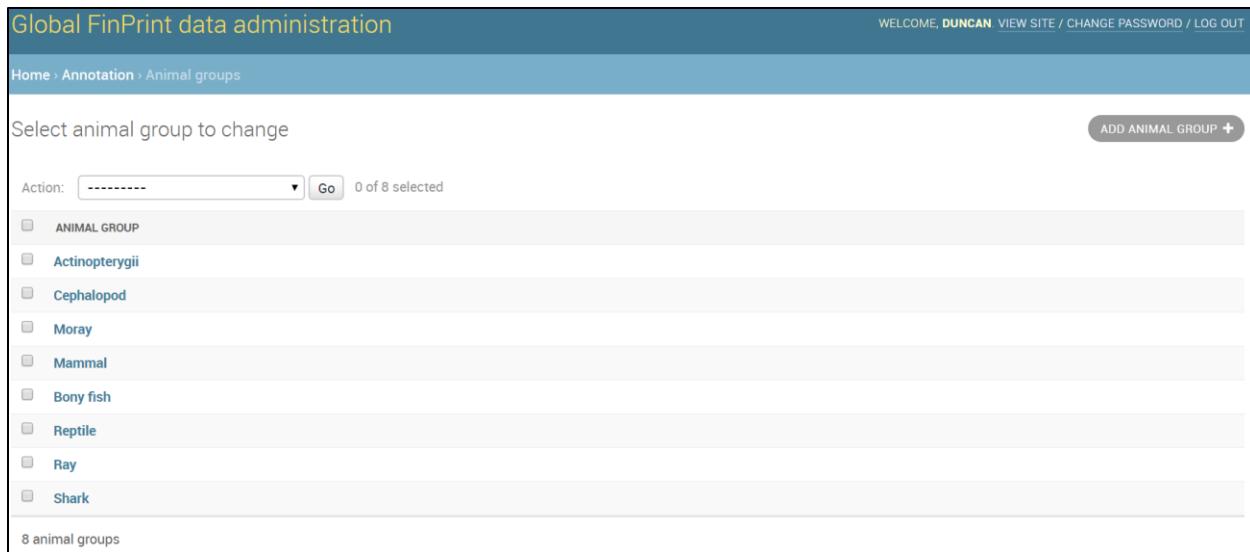
Select animal group to change

Action: Go 0 of 8 selected

ANIMAL GROUP
 Actinopterygii
 Cephalopod
 Moray
 Mammal
 Bony fish
 Reptile
 Ray
 Shark

8 animal groups

[ADD ANIMAL GROUP +](#)



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

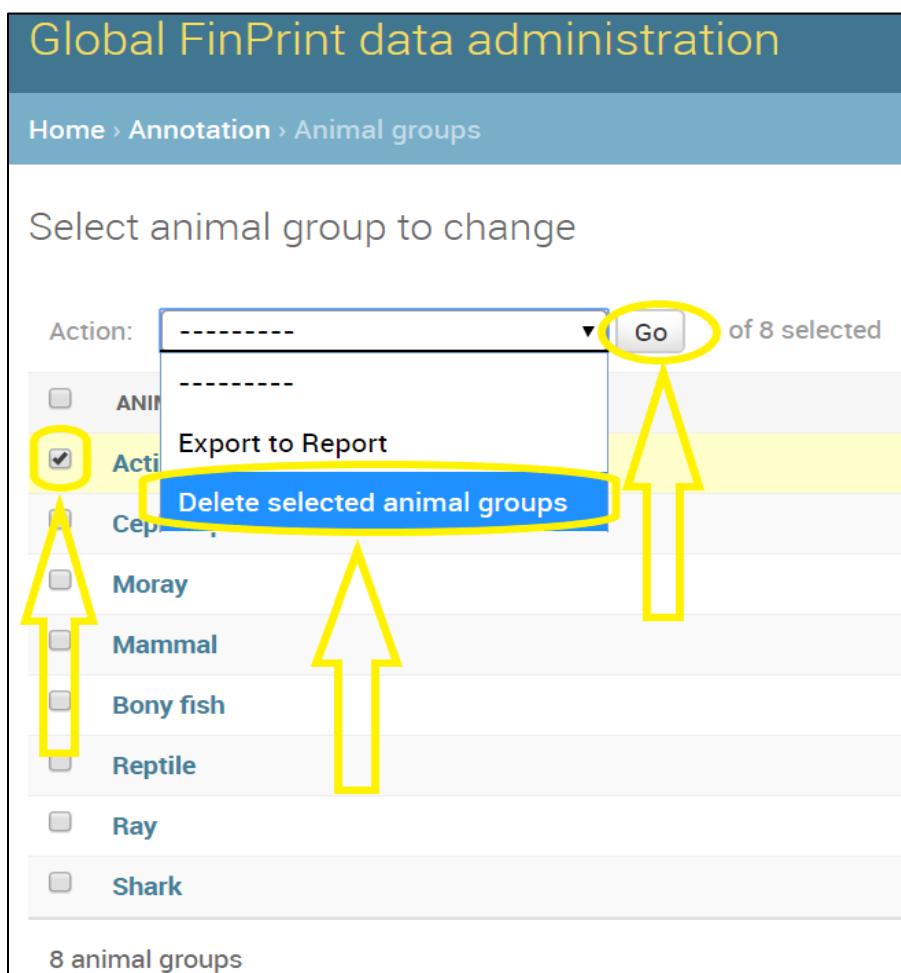
Home > Annotation > Animal groups

Select animal group to change

Action: Go 0 of 8 selected

ANIMAL GROUP
 Actinopterygii
 Cephalopod
 Moray
 Mammal
 Bony fish
 Reptile
 Ray
 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.

Global FinPrint data administration

WELCOME, DUNCAN | VIEW SITE / CHANGE PASSWORD / LOG OUT

Home > Annotation > Animal groups

Select animal group to change

Action: ----- Go 0 of 7 selected

ANIMAL GROUP
 Cephalopod
 Moray
 Mammal
 Bony fish
 Reptile
 Ray
 Shark

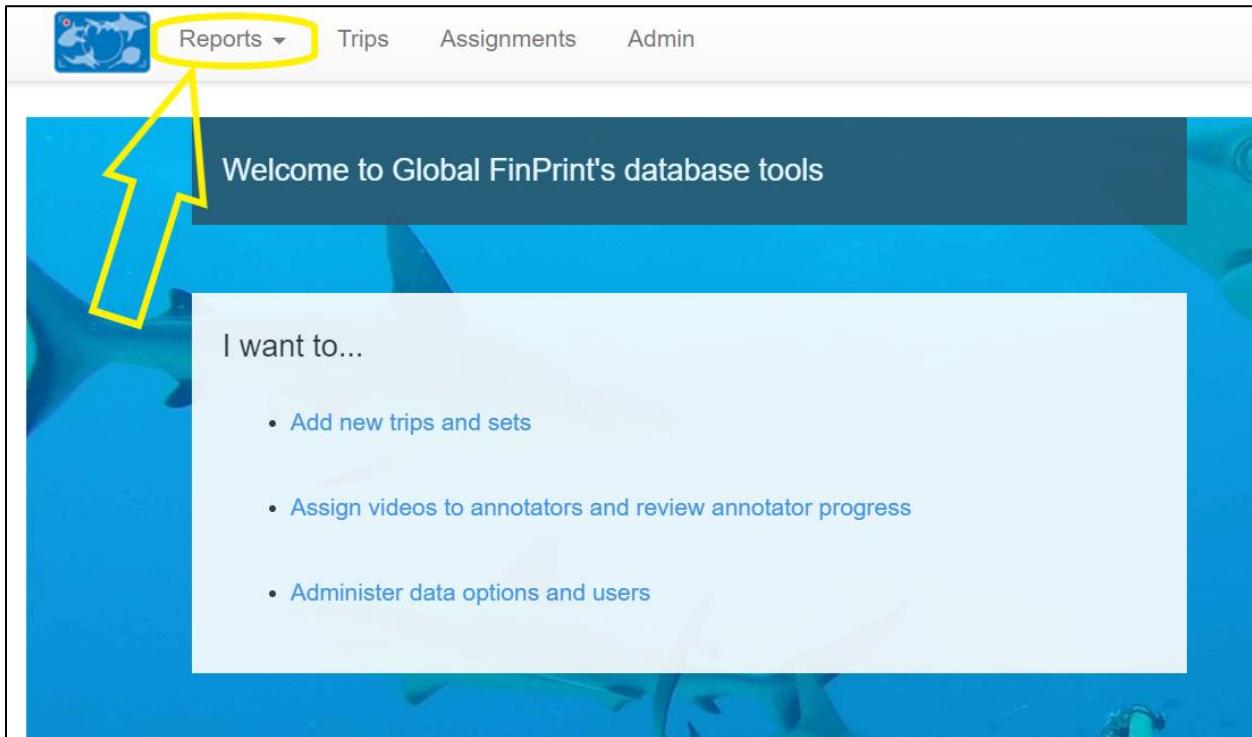
7 animal groups


ADD ANIMAL GROUP +

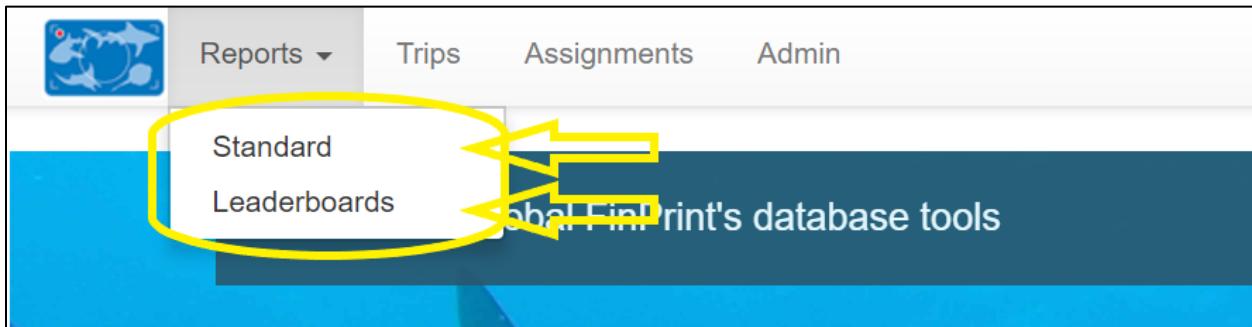
All the Administration sub-categories can be edited or added to using the processes outlined above.

To view 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' or 'Leaderboards'.

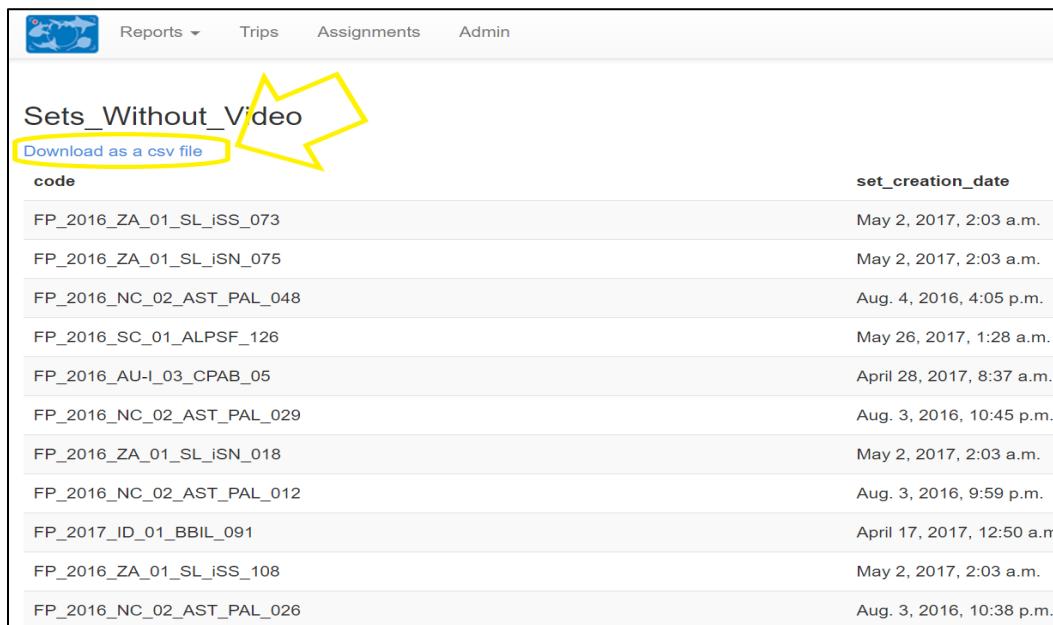


Click on 'Standard' to open a list of pre-designed reports.

Standard reports

- Annotation_Status_By_Annotator
- Annotation_Status_By_Team
- Assignment_Status
- Assignment_Status_By_File
- Core_Set_Data
- Global_Set_Counts
- Global_Set_Counts_By_Source
- Machine_Learning_Corpus
- Maxn_Issues_Report
- Observations_Coral
- Observations_Coral_Summary
- Observations_Io
- Observations_Io_Summary
- Observations_Master
- Observations_Pac
- Observations_Pac_Summary
- Observations_Wa
- Observations_Wa_Summary
- Organism_List
- Reef_Summary
- Set_Counts_By_Location
- Set_Environmental_Data
- Sets_Without_Video
- Sitelist_Summary
- Species_Observation_Counts
- Usage_Metrics
- Usage_Metrics_By_Affiliation
- Weekly_Video_Hours

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).



Sets_Without_Video	
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_1_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.

A screenshot of a web-based application interface. At the top, there's a navigation bar with icons for a magnifying glass, a map, and a user profile, followed by the text "Global FinPrint". Below this is a horizontal menu bar with links: "Reports ▾", "Trips", "Assignments", and "Admin". A yellow oval highlights the "Reports" dropdown menu, which is currently open, showing two options: "Standard" and "Leaderboards". A yellow arrow points from the text "Select 'Leaderboards'" in the instructions above to the "Leaderboards" option in the dropdown menu. The background of the page is blue with white text.

Three automatically generated Leaderboards will be displayed.

A screenshot of the Global FinPrint dashboard. The top navigation bar includes a logo, "Reports ▾", "Trips", "Assignments", and "Admin". Below the navigation, three leaderboards are listed in separate grey boxes:

- Top 25 Overall: 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.

A screenshot of the Global FinPrint dashboard showing the expanded "Top 25 Overall: Ready-for-Review and Reviewed Assignments" leaderboard. The top navigation bar is visible again. The expanded view shows a table with the following columns: Month, Affiliation, Name, Count of watched, and Rank. The data is as follows:

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