

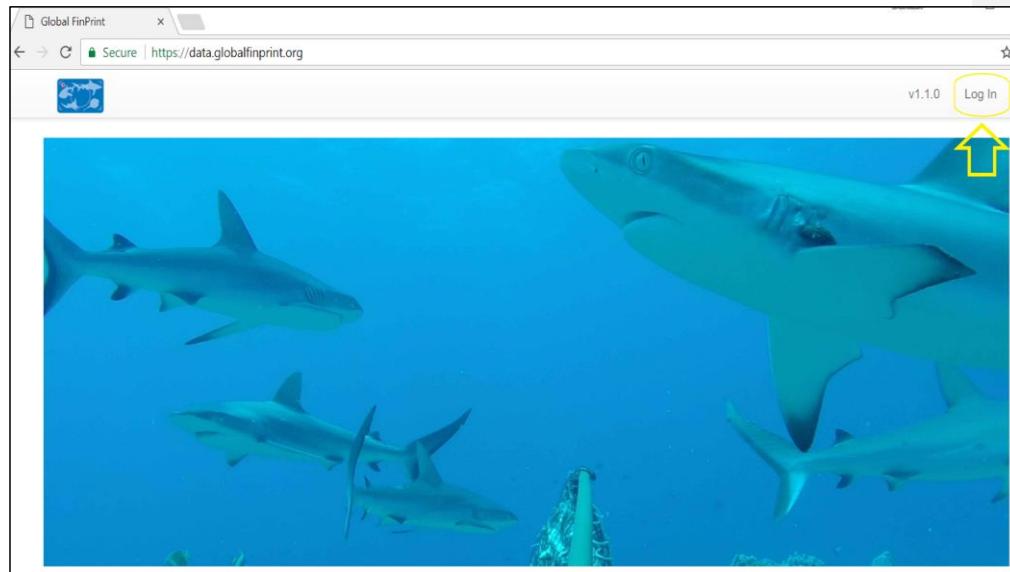
FinPrint Website User Guide

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Logging in to the website

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

Select 'Log In' (highlighted below).



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



You will be directed to the Home Page.

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

v1.1.0 DuncanR Logout

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

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

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

You can change your password, by clicking on your **user name** in the navigation bar.

Enter your new details and click on '**Submit**'.

Change Password

Old Password

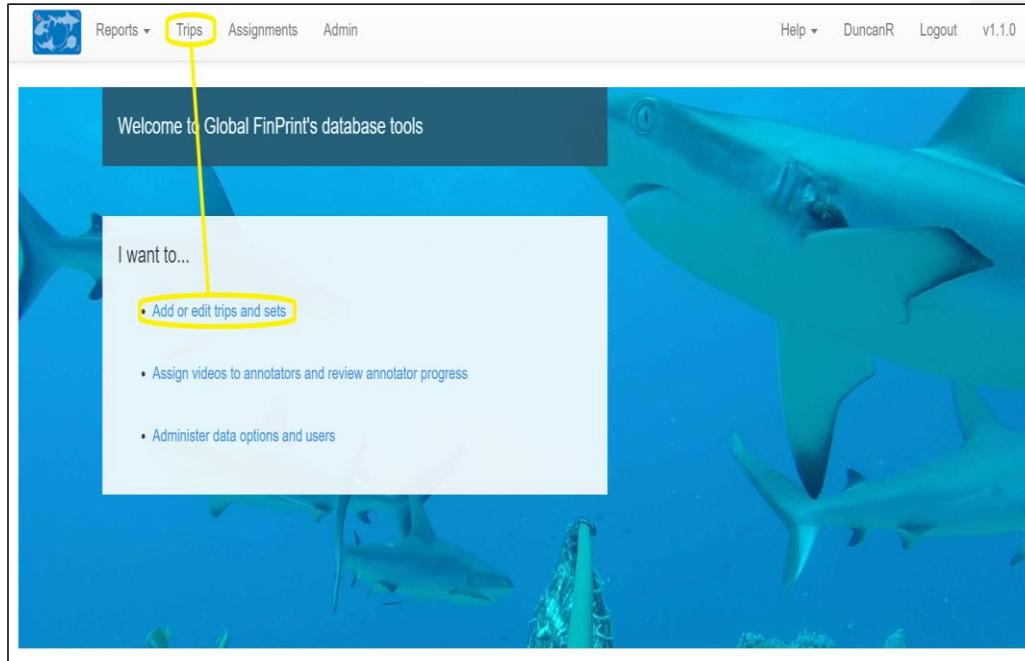
New Password

New Password (Again)

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 or edit trips and sets' link.



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

Creating a New Trip

Click on 'Create New Trip'.

The screenshot shows a search interface for trips. At the top, there are fields for 'Search start date', 'Search end date', 'Region', 'Location', 'Team', and 'Reef'. Below these are 'Reset' and 'Search' buttons. A prominent 'Create new trip' button is highlighted with a yellow circle. The main area displays a table titled 'Showing all trips' with columns for 'Trip code', 'Source', 'Start date', 'End date', 'Region', 'Location', 'Team', 'Boat', 'Sets', and 'Edit'. The 'Boat' column for the first row contains the value 'Talisman'.

A new trip menu will open.

The screenshot shows the 'New trip' creation form. It includes fields for 'Source*', 'Team*', 'Location*', 'Start date*', and 'End date*'. Below these are fields for 'Boat' and 'Code**'. A note at the bottom states: '*Required Field **Note: If code is left blank, it will be automatically generated.' At the bottom right are 'Cancel' and 'Save trip' buttons, with 'Save trip' highlighted by a yellow circle.

Fill out the required fields (marked with an asterisk) and add the name of the Boat, if known. If you leave the 'Code' field empty the system will automatically generate a Trip Code. Make sure the country you plan on using for the location is in the system. If it is not, go to [Admin](#) and add the country (look up the ISO Alpha-2 country code for consistency).

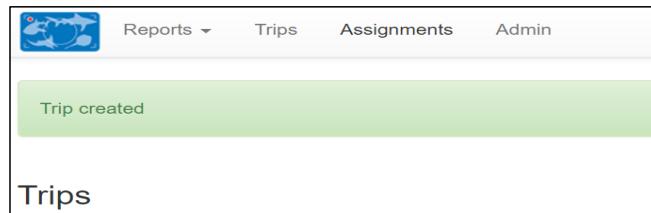
When you are ready, click 'Save Trip'.

The screenshot shows the 'New trip' creation form with sample data filled in: 'Source*' is 'Global Fingerprint', 'Team*' is 'MichaelH - FIU', 'Location*' is 'Bahamas (BS)', 'Start date*' is 'August 14 2017', and 'End date*' is 'August 28 2017'. The 'Boat' field contains 'Talisman' and the 'Code**' field is empty. A note at the bottom states: '*Required Field **Note: If code is left blank, it will be automatically generated.' At the bottom right are 'Cancel' and 'Save trip' buttons, with 'Save trip' highlighted by a yellow circle.

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

The screenshot shows the 'New trip' form. A red box highlights the 'Location*' field, which is empty. A yellow box surrounds the entire row of fields: 'Source*', 'Team*', 'Location*', 'Start date*', and 'End date*'. Below the location field, a red box contains the text 'This field is required.' At the bottom right are 'Cancel' and 'Save trip' buttons. A note at the bottom left says: '*Required Field **Note: If code is left blank, it will be automatically generated.'

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



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

The screenshot shows the 'Trips' page with a search/filter section at the top. Below it is a table of trips. A red box highlights the 'Showing all trips' header. A yellow box highlights the 'Next' link at the bottom of the table. The table has columns: Trip code, Source, Start date, End date, Region, Location, Team, Boat, Sets, and Edit. Two trips are listed:

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

Searching for a Trip

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

Commented [DR1]: Is this the place to talk about linking a video, adding sets or should that be later?

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 Events	May 28 2015	June 05 2015	Western Atlantic	Bahamas (BS)	DemianC - CPU	CEI Pangia	View (96)	Edit

To refine your search, use the Search Filters.

Use filters to limit trip results

Search start date Search end date Region Location Team

Reef

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

Use filters to limit trip results

Search start date Search end date Region Location Team

August 07 2014 August 07 2017 Coral Triangle Solomon Islands (SB) ColinS - JCU

Reef

Coral Triangle

Indian Ocean

Pacific

Reset [Search](#)

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

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

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

Commented [DR2]: Call this something better than main defining....

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

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

Edit trip

Source*	Team*	Location*	Start date*	End date*
Global Fingerprint	ColinS - JCU	Solomon Islands (SB)	October 18 2015	October 30 2015
Boat	Code**			
<input type="text"/>	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>				
<input type="button" value="Cancel"/> <input type="button" value="Save trip"/>				

Adding or Managing 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, and you'll see all the sets listed below in order of the Set code.

Trips > Sets

All Trips | FP_2015_BS_01 | FP_2015_BS_01 Sets



Bulk Set Upload

Set file* No file chosen

Use filters to limit set results

Search set date Reef Habitat Equipment

Bait Code

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

Showing all sets

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

The screenshot shows the 'Trips > Sets' page. At the top, there's a navigation bar with icons for Reports, Trips, Assignments, Admin, and user information (v1.1.0, DuncanR, Logout). Below the navigation, the page title 'Trips > Sets' is displayed, along with links for 'All Trips | FP_2015_BS_01 | FP_2015_BS_01 Sets'.

A yellow box labeled 'map' highlights the world map showing locations in the North Atlantic and South America. A yellow box labeled 'upload sets' highlights the 'Bulk Set Upload' section, which includes a file input field ('Set file*', 'Choose File') and an 'Upload' button.

A large yellow box labeled 'filter and search for sets' highlights the filtering and search area. It contains dropdown menus for 'Search set date', 'Reef', 'Habitat', and 'Equipment', and a 'Bait' dropdown with a 'Code' input field. It also includes 'Reset' and 'Search' buttons.

A yellow box labeled 'add new set' highlights the 'Add Set' button located in the bottom right corner of the search results table.

The search results table shows 'Showing all sets' with a total of 96 items on page 1 of 2. The table has columns for 'Set ID', 'Trip', 'Location', 'Status', and 'Actions'. A 'All' link is visible at the bottom of the table.

Adding 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"/>		

Reset Search **Add Set**



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

New set

Set location, equipment, and bait ▾

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

Reef* Habitat* Equipment*

Lighthouse Reef - Lighthouse Sandbore (LRSB)	slope	Rebar / cage / GoPro Hero 3
--	-------	-----------------------------

Bait* Code**

Chopped Sardines	<input type="text"/>
------------------	----------------------

[site + reef code]_xxx

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

Set comments and tags ↻

Drop environmental measure ↻

Haul environmental measure ↻

Photos and flow/substrate measures ↻

Video ↻

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

New set

Set location, equipment, and bait 

Set date*	Haul date	Latitude*	Longitude*	Depth*	Drop time*	Haul time
November 13 2015 	November 13 2015 	-90.00000000	-90.00000000		23:58 	
m						

Reef* Habitat* Equipment*

Lighthouse Reef - Lighthouse Sandbore (LRSB) slope Rebar / cage / GoPro Hero 3

Bait* Code**

Chopped Sardines [site + reef code]_xxx

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

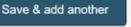
Set comments and tags 

Drop environmental measure 

Haul environmental measure 

Photos and flow/substrate measure 

Video 

Add or edit comments and tags.

New set

Set location, equipment, and bait 

Set comments and tags 

Comments  Tags 

Drop environmental measure 

Haul environmental measure 

Photos and flow/substrate measures 

Video 

Add or edit drop environmental measure.

New set

Set location, equipment, and bait <

Set comments, annotator messages, and tags <

Drop environmental measure ▾

Water temperature	Salinity	Conductivity	Dissolved oxygen	Tide state
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	mg/L <input type="button" value="-----"/>
C	ppt	S/m		
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		
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 m/s H, M, L

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

   Total 0 % Categories must total 100%

Upload image Upload image

Substrate Substrate complexity

----- -----

Video 

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

New set

Set location, equipment, and bait 

Set comments, annotator messages, and tags 

Drop environmental measure 

Haul environmental measure 

Photos and flow/substrate measures 

Video 

File name	File system/source	Path	Annotation video
(None)			<input type="radio"/> Remove

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

When you have filled out all the required and applicable fields, you'll want to save the new Set. Click '**Save**' to save the Set and remain on the current Set. Click '**Save & add another**' to save the Set and immediately create a new set. Click '**Save & exit**' to save the Set and return to the Trip-Sets list. To discard your changes without saving, click '**Cancel**'.

New set

Set location, equipment, and bait ↗

Set comments and tags ↗

Drop environmental measure ↗

Haul environmental measure ↗

Photos and flow/substrate measures ↗

Video ↗

Cancel **Save** **Save & add another** **Save & exit**

Page 1 of 2 (69 total sets) [Next ➔](#)

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

Missing fields will be highlighted.

New set

Set location, equipment, and bait ↗

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

August 14 2017 This field is required. This field is required. This field is required. This field is required.

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

○ Rebar / GoPro Hero 3 This field is required. This field is required.

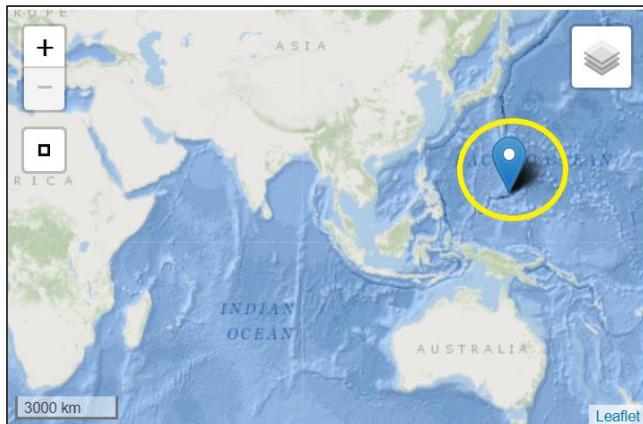
Bait* **Code****

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

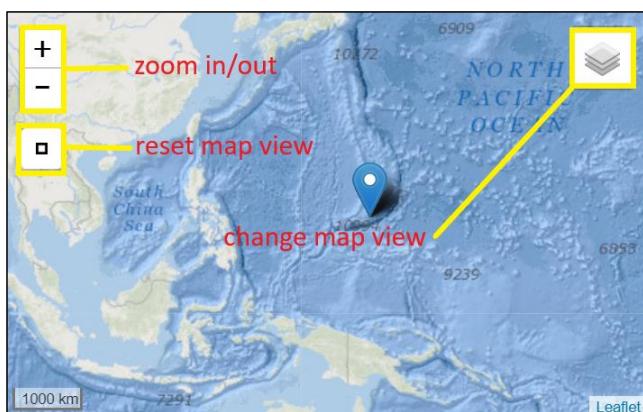
To progress, complete the missing fields and click the appropriate Save button. A confirmation will pop up.

A screenshot of a software interface. At the top, there is a navigation bar with icons for reports, trips, assignments, and admin, along with version information (v1.1.0) and user details (DuncanR). Below the navigation bar is a green horizontal bar containing the text "Set created".

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



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



Commented [DR3]: Unsure of correct terminology to use here

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

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

An overview will pop up below the set information.

Click 'Hide' to collapse this pop up.

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

Showing all sets														
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	All req. fields	Obs	All	
													Reviewed	
FP_2015_BS_01_EXN_019	Mar 06 2015	Bahamas (BS) - Exumas (EX) - North (slope)	-90/-90	7.77	Rebar / cage / GoPro Hero 3	Crushed bonito	FP_2015_BS_01_EXN_019.mp4	Show	0 / 0	No master record	False	View (0)	Edit	
														Drop/haul
														Temp
														Salinity
														Cond
														DOx
														Flow
														Direction
														Tide
														Wind spd
														Wind dir
														Cloud cover
														Chop
														Add drop measure
														Add haul measure

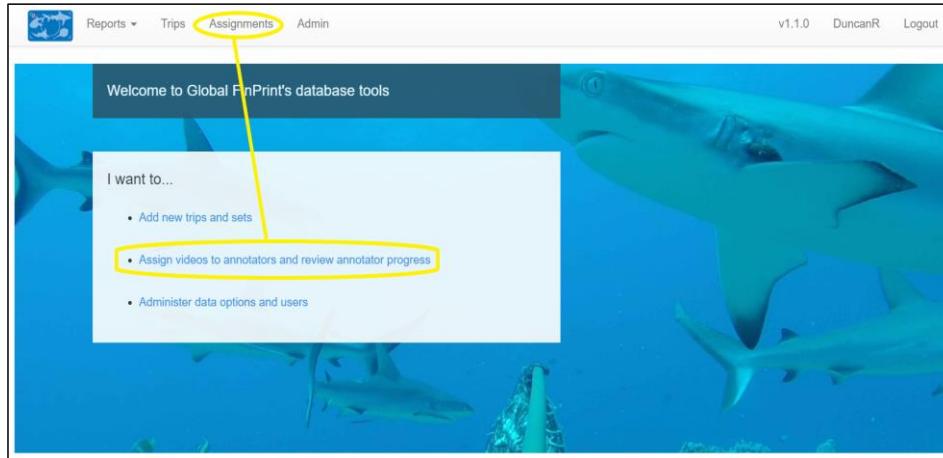
For Sets that have annotations completed, clicking the 'View' link will take you to the Observations Review page.

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

Global FinPrint Trip: FP_2015_MY_01 Set: FP_2015_MY_01_KKTAR_001 All observations														
Compare Assignments		Master Record		Observation										
				Organism note			Duration	Image capture	Time	Image notes	Tags	Measurables	Actions	
George, Lachlan (JCU)	N/A	None	None					Image Not Available	74:37:988		MARK HAUL TIME	Add	Edit Observation	
Natt, Michael (AIMS)	N/A	Auto-imported data.	None	N/A					74:36:540			Add	Edit Observation	
George, Lachlan (JCU)	N/A	None	None					Image Not Available	62:17:260		MARK 60 MIN TIME	Add	Edit Observation	
George, Lachlan (JCU)	N/A	None	None					Image	02:17:298		MARK ZERO TIME	Add	Edit Observation	

Assigning videos

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



The Assignments home page will open.

A screenshot of the 'Video assignments' page. The top navigation bar includes 'Reports', 'Trips', 'Assignments' (selected), and 'Admin'. The main area is titled 'Video assignments' with a 'Automatic assignment' link. It features several search filters: 'Project' dropdown (Global FinPrint Project), 'Trip(s)' dropdown ('Select one or more trips'), 'Set(s)' dropdown ('Select one or more sets'), and 'Reef(s)' dropdown ('Select one or more reefs'). Below these are sections for 'Annotator(s)' (dropdown 'Select one or more annotators') and 'Status(es)' (dropdown 'Select one or more statuses'). There are also dropdowns for 'Num. annotators assigned' and 'Days since assignment'. At the bottom right are 'Assign Videos' and 'Search Assignments' buttons. A navigation bar at the bottom includes 'Video', 'Trip', 'Set', 'Reef', 'annotator', 'Project', 'Date assigned', 'Last progress', 'Status', 'Progress', '# of Obs', 'Video Actions', and 'Assignment Actions'. A loading message 'Loading...' is visible.

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

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

The screenshot shows the 'Video assignments' search interface. At the top, there are dropdown menus for 'Project' (Global FinPrint Project), 'Trip(s)' (Select one or more trips), 'Set(s)' (Select one or more sets), and 'Reef(s)' (Select one or more reefs). Below these are fields for 'Annotator(s)' (Select one or more annotators) and 'Status(es)' (Select one or more statuses). To the right, there are dropdowns for 'Num. annotators assigned' and 'Days since assignment'. At the bottom right are two buttons: 'Assign Videos' and 'Search Assignments'. A yellow arrow points from the 'Reef(s)' field towards the 'Search Assignments' button. The interface has a header bar with links for Reports, Trips, Assignments, Admin, version v1.1.0, user DuncanR, and Logout. Below the search form is a navigation bar with links for Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, Video Actions, and Assignment Actions. A loading message 'Loading...' is visible at the bottom.

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

The screenshot shows the search results table. The search parameters are the same as in the previous screenshot: Project (Global FinPrint Project), Trip (FP_2017_JP_01), Set (OKIR_004), and Reef (Select one or more reefs). The results table has columns for Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, Video Actions, and Assignment Actions. A single row is shown for 'OKIR_004.mp4' under the 'Video' column, with the other columns showing 'N/A' or 'None' values. A large yellow oval highlights the entire results table area.

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Irionome	None	N/A	N/A	N/A	N/A	N/A	Assign	N/A	

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

Video assignments Automatic assignment

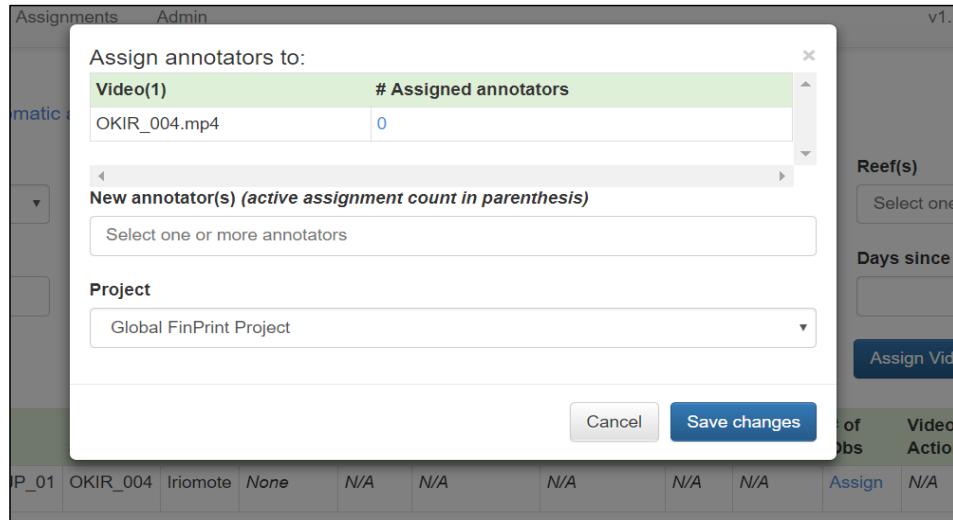
Project	Trip(s)	Set(s)	Reef(s)									
Global FinPrint Project	FP_2016_BS_03 FP_2016_BS_04	Select one or more sets	Select one or more reefs									
Annotator(s)	Status(es)	Num. annotators assigned	Days since assignment									
Select one or more annotators	Select one or more statuses	---										
<input type="button" value="Assign Videos"/> <input type="button" value="Search Assignments"/>												
Video	Trip	Set	Reef	annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Dorsch, Ilana (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	McGuire, Brad (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Yaeger, Kimberly (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Johnson, Lila (SBU)	Global FinPrint Project	Oct. 3, 2016	Feb. 7, 2017	Rejected	104:13:463	12	Assign Compare	Unassign Review

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

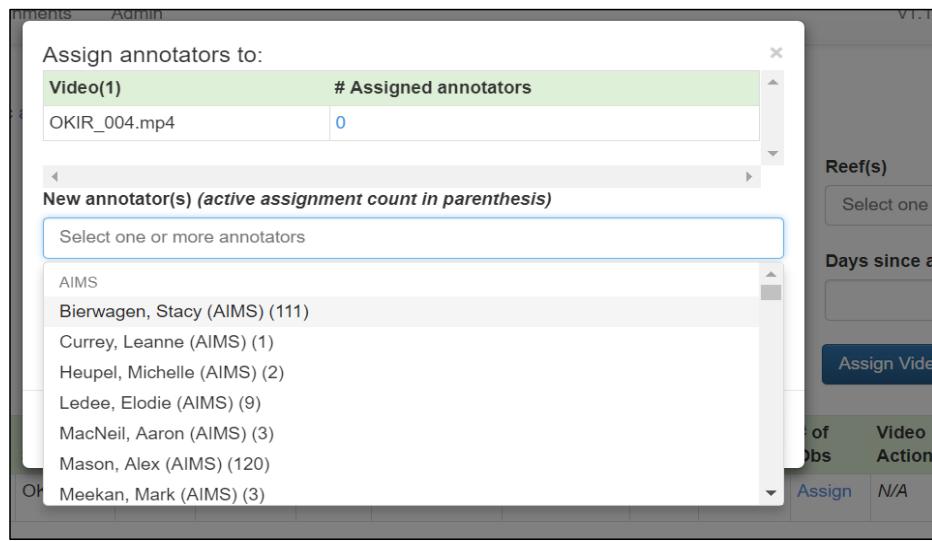
Video assignments Automatic assignment

Project	Trip(s)	Set(s)	Reef(s)									
Global FinPrint Project	FP_2016_BS_03 FP_2016_BS_04	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 type="button" value="Search Assignments"/>												
Video	Trip	Set	Reef	annotator	Project	Date assigned	Last progress	Status	Progress	# of Obs	Video Actions	Assignment Actions
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Dorsch, Ilana (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	McGuire, Brad (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input checked="" type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Yaeger, Kimberly (SBU)	Global FinPrint Project	Oct. 7, 2016 (11 months, 3 weeks ago)	Oct. 7, 2016 (11 months, 3 weeks ago)	Not started	00:00:000	0	Assign Compare	Unassign Review
<input type="checkbox"/> FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Johnson, Lila (SBU)	Global FinPrint Project	Oct. 3, 2016	Feb. 7, 2017	Rejected	104:13:463	12	Assign Compare	Unassign Review

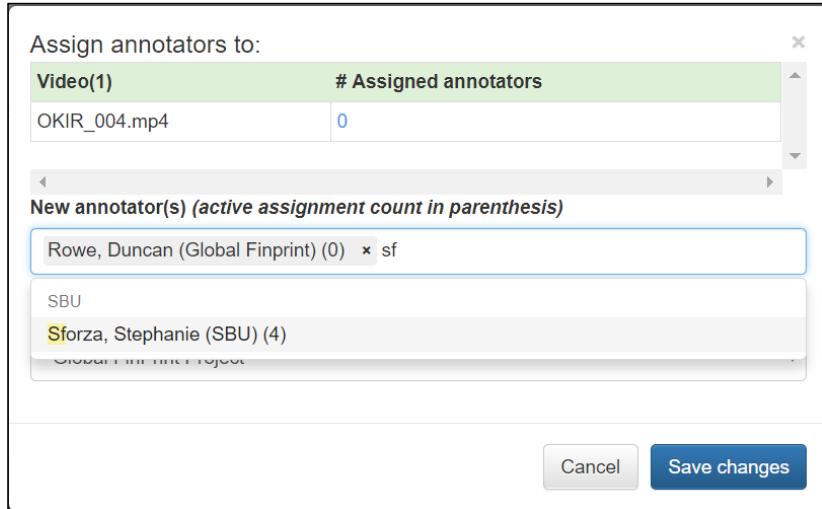
An 'Assign annotators to' window will pop up, which displays the videos you selected.



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

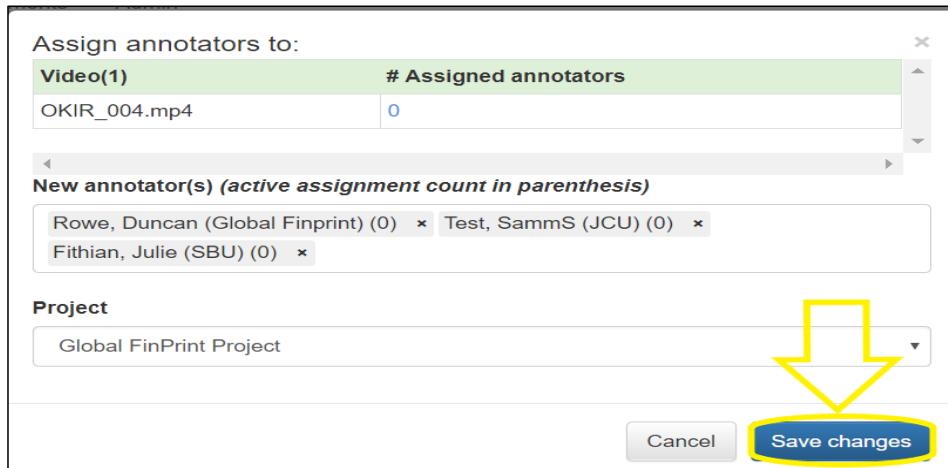


You can assign videos to more than one annotator. As previously, type the name of the annotator in the field and select them.



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

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



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

Video assignments <small>Automatic assignment</small>												
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		---									
Assign Videos Search Assignments												
Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	Progress	# of Video Obs	Actions	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 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 Review	
OKIR_004.mp4	FP_2017_JP_01	OKIR_004	Iriomote	Rowe, Duncan (Global Finprint Project)	Global FinPrint Project	Aug. 23, 2017 (23 seconds ago)	Aug. 23, 2017 (23 seconds ago)	Not started	00:00:000	0	Assign Compare Review	

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

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

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

Assignments Admin

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

Current annotators

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

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

Select one or more annotators

Project

Global FinPrint Project

Cancel Save changes

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

Auto-assigning videos

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

Reports ▾ Trips Assignments Admin

v1.1.0 DuncanR Logout

Video assignments Automatic assignment

Project **Trip(s)** **Set(s)** **Reef(s)**

--- FP_2017_JP_01 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 --- Select one or more reefs

Assign Videos Search Assignments

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

A pop-up window will open.

Trips Assignments Admin Help Duncan

Automatic video assignment

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

Trip	Reef(s)	Set(s)
Select a trip	Select one or more reefs	Select one or more sets

Affiliation Annotators per video Project

Select an affiliation	3	---
-----------------------	---	-----

Include leads?

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

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

Automatic video assignment

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

Trip	Reef(s)	Set(s)
FP_2015_BZ_01	Select one or more reefs	LRH_022 × LRH_003 × LRH_004 × LRH_005 × LRH_008 ×

Affiliation Annotators per video Project

AIMS	3	Global FinPrint Project
------	---	-------------------------

Include leads?

FP_2015_BZ_01+LRH_022LRH_003LRH_004LRH_005LRH_008+AIMS+3+Global FinPrint Project

Processed 5 video(s).
0 assignment already existed
15 new assignments made

FP_2015_BZ_01+LRH_022LRH_003LRH_004LRH_005LRH_008+AIMS+3+Global FinPrint Project

Processing 5 video(s).

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

Unassigning videos

You can unassign a video by clicking the 'Unassign' link.

Video assignments Automatic assignment

Project	Trip(s)	Set(s)	Reef(s)
---	Select one or more trips	Select one or more sets	Select one or more reefs

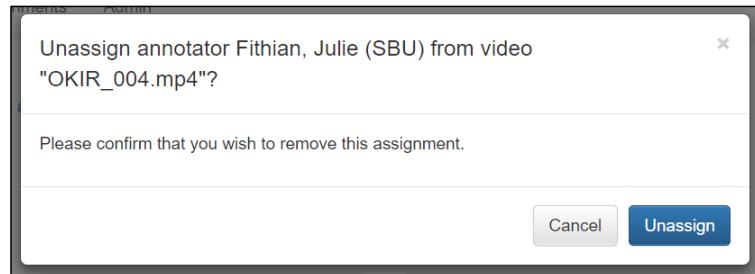
Annotator(s) Status(es) Num. annotators assigned Days since assignment

Bierwagen, Stacy (AIMS) x Select one or more statuses ---

Assign Videos Search Assignments

Video	Trip	Set	Reef	annotator	Project	Date assigned	Last progress	Status	Progress	# of Video	Cls.	Actions	Assignment Actions
FP_2016_AU-I_01_ASSE_048.mp4	FP_2016_AU-I_01	ASAE_048	Ashmore East	Bierwagen, Stacy (AIMS)	Global FinPrint Project	Oct. 25, 2016 (11 months ago)	Oct. 25, 2016 (11 months ago)	Not started	00:00:000 0	Assign Compare Review	Unassign	Unassign	Review

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



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

Reviewing Assignments

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

Video assignments Automatic assignment

Project Global FinPrint Project	Trip(s) FP_2016_BS_03	Set(s) Select one or more sets	Reef(s) Select one or more reefs									
Annotator(s) Select one or more annotators	Status(es) Ready for review	Num. annotators assigned ---	Days since assignment									
Assign Videos		Search Assignments										
Video	Trip	Set	Reef	annotator	Project	Date assigned	Last progress	Status	# of Obs	Video Actions	Assignment Actions	
FP_2016_BS_03_CC_001.mp4	FP_2016_BS_03	CC_001	Conception	Holohan, Jessica (SBU)	Global FinPrint Project	Feb. 13, 2017 (7 months, 2 weeks ago)	Feb. 21, 2017 (7 months, 1 week ago)	Ready for review	104:12:46:4	18	Assign Compare Review	Unassign Review

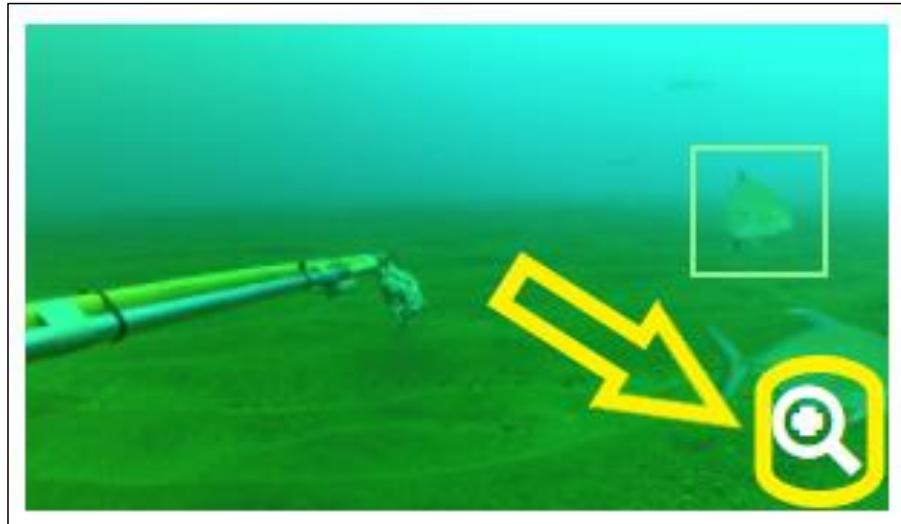
Clicking on the 'Review' link will take you the assignment review page.

Commented [DR4]: DR insert here

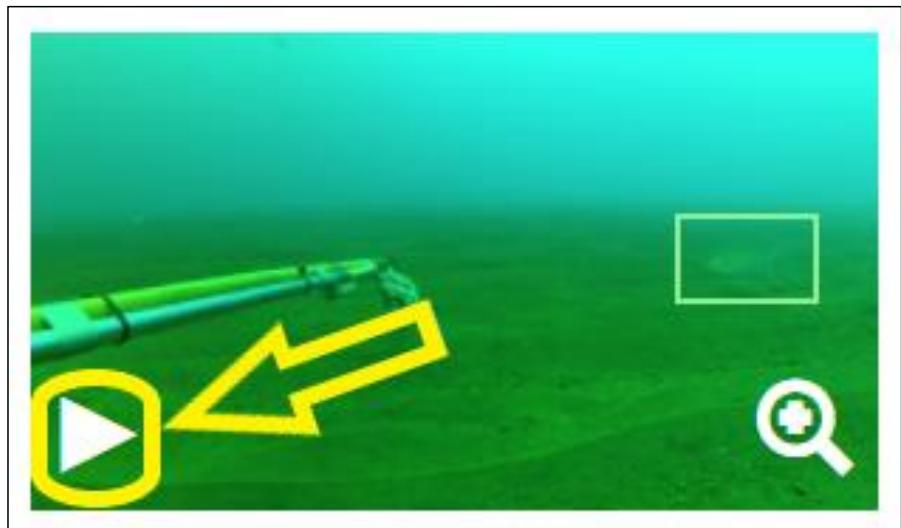
The Assignment Review page allows you to review all the observations for an assignment, edit observations and events, add and edit measurables, and update the status of the assignment.

Compare Assignments		All Observations		Master Record		Not started		In progress		Ready for review		Reviewed		Disabled		Rejected	
Page 1 of 1 (13 total observations)																	
Annotator	Organism	Observation note		Change set status		Image capture		Time		Image notes		Tags		Measurables		Actions	
		Test capture video relaunching	None	None	Image capture	27:00:445	Test	Male	Add	Edit Observation		Add measurable		Edit Observation		Add	
Global FinPrint, Annotator Test (Global Finprint)	Cone grouper (Cephalopholis fulva)	Test capture video relaunching	None	None		26:02:979			Add	Edit Observation		Add measurable		Edit observation		Add	
Global FinPrint, Annotator Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None	None		25:54:179	Test video	Passing	Add	Edit Observation		Edit observation		Add		Edit Observation	
Global FinPrint, Annotator Test (Global Finprint)	Black grouper (Mycteroperca bonaci)	TEst video2	None	None		25:21:019	Fish	Attracted	Add	Edit Observation		Edit Observation		Add		Edit Observation	
Global FinPrint, Annotator Test (Global Finprint)	Atlantic tarpon (Megalops atlanticus)	Video test again	None	None					Watch 8s video clip	Edit Observation		Add measurable		Edit Observation		Add	

To zoom in on an observation image, click on the 'Zoom' button (looks like a magnifying glass) in the thumbnail image.



To watch an 8-second video clip, if one exists, click on the 'Play' icon in the thumbnail image.



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

Page 1 of 1 (13 total observations)								
Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables Actions
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)		None		26:02:979			Add Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Black grouper (Mycteroperca bonaci)	TEst video2	None		25:54:179	Test video	Passing	Add Edit Observation
Global FinPrint, Annotator1 Test (Global Finprint)	Atlantic tarpon (Megalops atlanticus)	Video test again	None		25:21:019	Fish	Attracted Add	Edit Observation

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

Tags	Measurables	Actions
MARK HAUL TIME	Add	Edit

An Add measurables window will open.

Add measurables

MaxN	<input type="text"/>
Length	<input type="text"/>
Test measure	<input type="text"/>

Save **Cancel**

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

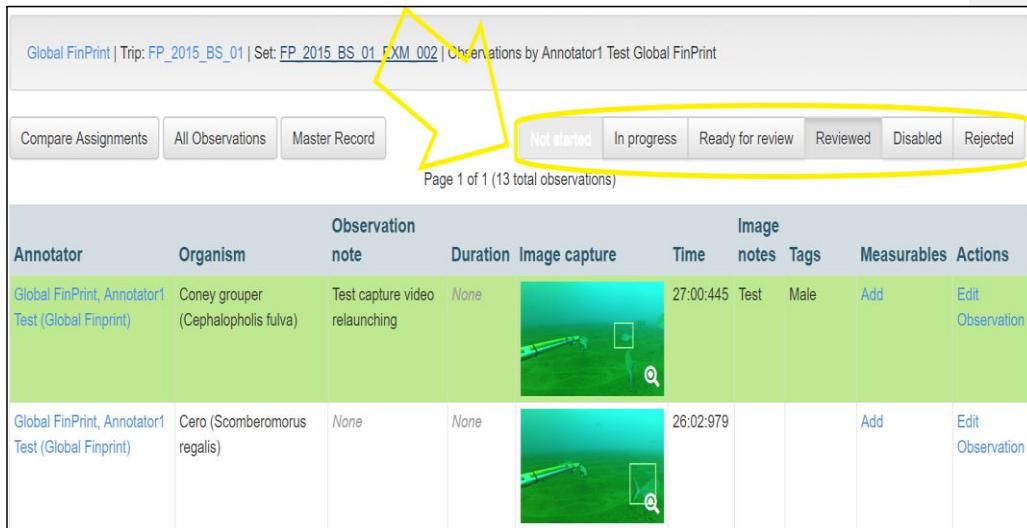
To edit an Observation, click '**Edit Observation**'.

Page 1 of 1 (4 total observations)						
Duration	Image capture	Time	Image notes	Tags	Measurables	Actions
None		09:01:229	None	Passing	Add	Edit Observation
None		01:41:018		First appearance of organism	Add	Edit Observation

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

Compare Assignments	All Observations	Master Record	Not started	In progress	Ready for review	Reviewed	Disabled	Rejected
Page 1 of 1 (13 total observations)								
Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables Actions
Global FinPrint, Annotator1	Coney grouper (Cep	Test capture video relaunching			27:00:445	Test video	Male x	Save Cancel

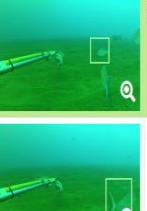
The status bar shows the current status of the assignment and allows you to update it by clicking on any of the buttons. Typical protocol would be to review the observations for an assignment that's in a status of "Ready for review" and then update it to "Reviewed" after having reviewed and made any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



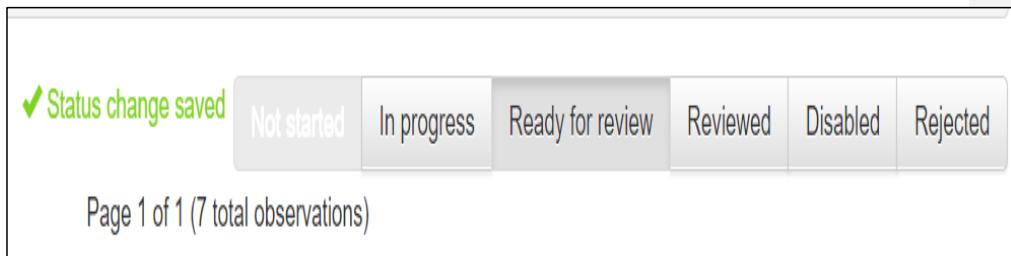
Global FinPrint | Trip: FP_2015_BS_01 | Set: FP_2015_BS_01_EXM_002 | Observations by Annotator1 Test Global FinPrint

Compare Assignments All Observations Master Record Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (13 total observations)

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

You will see a confirmation of the change of status.



✓ Status change saved

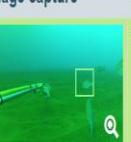
Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (7 total observations)

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

Global FinPrint Trip: FP_2015_BS_01 Set: FP_2015_BS_01_EXM_002 Observations by Annotator1 Test Global FinPrint											
Compare Assignments		All Observations	Master Record		Not started		In progress	Ready for review	Reviewed	Disabled	Rejected
Page 1 of 1 (13 total observations)											
Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions		
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation		
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation		

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

Global FinPrint Trip: FP_2015_BS_01 Set: FP_2015_BS_01_EXM_002 Observations by Annotator1 Test Global FinPrint											
Compare Assignments		All Observations	Master Record		Not started		In progress	Ready for review	Reviewed	Disabled	Rejected
Page 1 of 1 (13 total observations)											
Annotator	Organism	Observation note	Duration	Image capture	Time	Image notes	Tags	Measurables	Actions		
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add	Edit Observation		
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Add	Edit Observation		

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

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

Legend

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

Master | Status: In progress | Completed | Deprecated | Save | Review

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

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

Legend

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

Legend - dot colors corresponding to animal group

Master | Status: In progress | Completed | Deprecated | Save | Review

1 Monti, Giovanna (SBU) | Status: ready for review

Not available | **Review** | Go to assignment review page

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

The screenshot shows a timeline interface for a trip (FP_2016_BS_04) and set (FP_2016_BS_04_ANS_049). A legend at the top identifies various categories: Shark (blue), Ray (green), Reptile (purple), Bony fish (orange), Mammal (yellow), Moray (pink), Cephalopod (red), and Of interest (grey). Below the legend, a timeline shows several events. Event 1, labeled 'Balek, Natassia (SBU)' with status 'ready for review' and 'Not available', has a green callout box. Inside the box, it says 'Nurse shark (Ginglymostoma cirratum)' with an image thumbnail, and provides details: 'Event time 35:47:528', 'Image notes', 'Tags', and 'Measures'. Event 2, labeled 'Quiles, Jonathan (SBU)' with status 'not started' and 'Not available', is shown below. The timeline consists of a horizontal axis with blue dots representing events and green dots representing gaps.

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

This screenshot shows a detailed view of an observation for a Caribbean reef shark (Carcharhinus perezi). The pop-up has a green header bar with buttons for 'In progress', 'Completed', 'Deprecated', 'Save', and 'Review'. The main content area displays the species name 'Caribbean reef shark (Carcharhinus perezi)', an image thumbnail, and event details: 'Event time 61:01:174', 'Image notes', 'Tags', and 'Measures'. A yellow arrow points from the 'Close' button in the top right corner to the 'X' icon in the top right corner of the pop-up window. The background shows a timeline with blue and green dots.

Creating the Master Record

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

Video assignments Automatic assignment

Project	Trip(s)	Set(s)	Reef(s)
---	FP_2016_BS_11	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	---	

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

Video	Trip	Set	Reef	annotator	Project	Date assigned	Last progress	Status	Progress	# of O's	Video	Assignment Actions
BREEF01.mp4	FP_2016_BS_11	ABB_001	Bight Reef	Whitman, Beth (FIU)	Global FinPrint Project	Feb. 1, 2017 (7 months, 3 weeks ago)	Feb. 2, 2017 (7 months, 3 weeks ago)	In progress	126:34:821	16	Assignment Compare Review	
BREEF01.mp4	FP_2016_BS_11	ABB_001	Bight Reef	March, Alexa (FIU)	Global FinPrint Project	Feb. 15, 2017 (7 months, 1 week ago)	April 25, 2017 (5 months ago)	Ready for review	126:33:822	17	Assignment Compare Review	

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

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

Legend Observations Legend

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

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

Blank Master Record

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

Assignment status Not Available button

2 Murphy, Veronica (SBU) **Status: ready for review** [Not available](#) [Review](#)

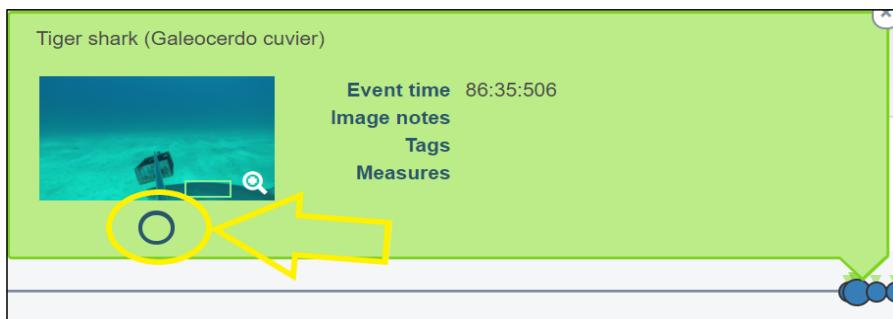
Not Available button

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

The screenshot shows a user interface for managing assignments. At the top, there's a 'Legend' section with colored circles corresponding to animal groups: Shark (blue), Ray (green), Reptile (purple), Bony fish (orange), Mammal (yellow), Moray (red), Cephalopod (pink), and Of interest (grey). Below the legend is a 'Master | Status:' section with buttons for 'In progress', 'Completed', 'Deprecated', 'Save', and 'Review'. A yellow box highlights the 'Master record status' area. The main part of the screen is a horizontal timeline with colored dots representing observations. A yellow box highlights the 'Select All' button for the first assignment (Monti, Giovanna) which is marked as 'reviewed'. Another yellow box highlights the 'Not available' button for the second assignment (Feeirick, Jesse) which is marked as 'in progress'. Labels 'Select All button' and 'Not available button' point to their respective highlighted areas. The timeline also features small green downward-pointing arrows between some of the colored dots.

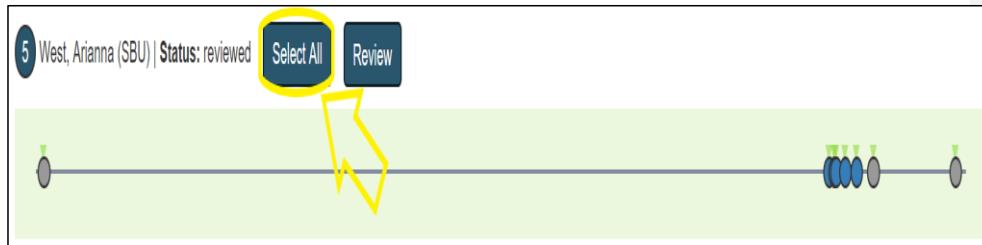
The second button labeled "Review" allows you to review the assignment by taking you to the assignment review page.

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

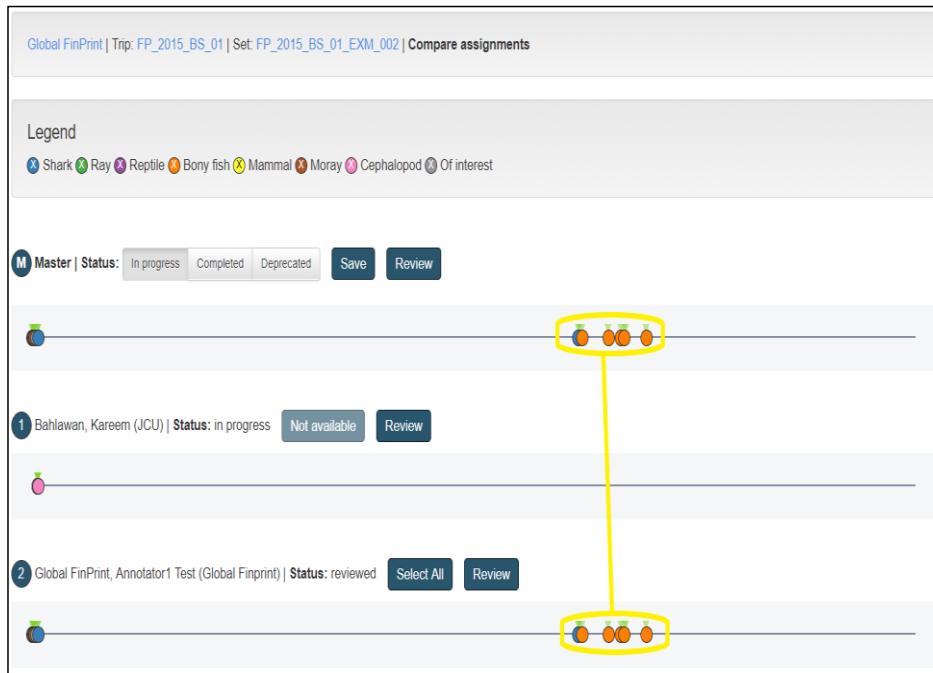


Note that you can quickly navigate through the observations on a timeline by using the **left/right arrows** and you can easily promote an observation to the master record by pressing the **space bar**.

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



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



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

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

Legend

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

M Master | Status: In progress

Coney grouper (Cephalopholis fulva)

Event time 27:00:445
Image notes Test
Tags Male
Measures

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

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

Legend

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

M Master | Status: In progress | Completed | Deprecated | Save | Review

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

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

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

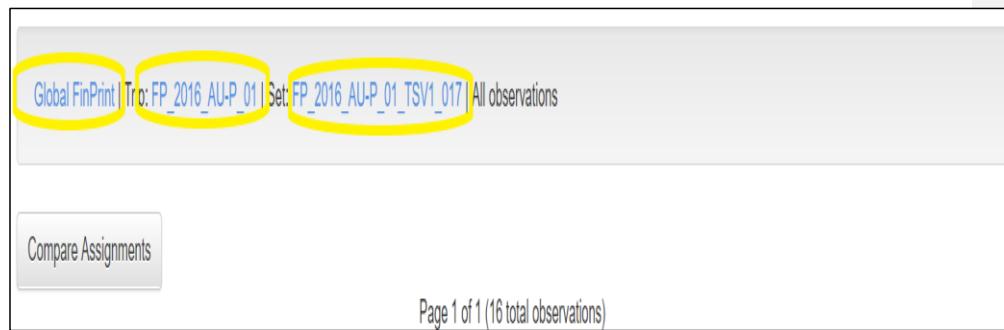
At any point while creating or modifying the master record, you can Click '**Save**' to save your changes.



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

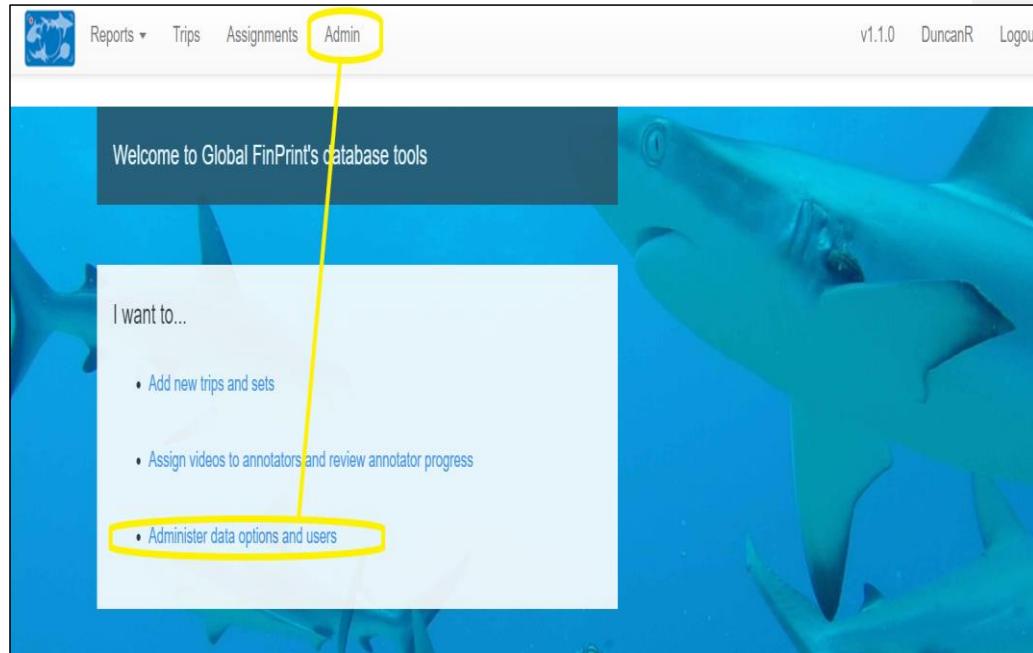
IMPORTANT NOTE: Setting the master record to "Completed" means it is now ready to be incorporated into the project data analysis. So, you'll want to be SURE you're satisfied with the master record before marking it complete.

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



Administrating data options and users

Click on either the 'Admin' link at the top of the Home Page, or use the 'Administer data options and users' link.



You will be directed to the Administration home page.

Global FinPrint data administration

Site administration

ANNOTATION

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

AUTHENTICATION AND AUTHORIZATION

Groups	+ Add	Change
Users	+ Add	Change

BRUV

Bait containers	+ Add	Change
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WELCOME, D. VIEW SITE | CHANGE PASSWORD | LOG OUT

Return to home page of main site

Recent actions Change password Log out

My actions
None available

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

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

Global FinPrint data administration

Site administration

ADMINISTRATION CATEGORY

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

ADMINISTRATION SUB-CATEGORY

AUTHENTICATION AND AUTHORIZATION	+ Add	Change
Groups	+ Add	Change
Users	+ Add	Change

BRUV	+ Add	Change
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.

The screenshot shows the 'Site administration' interface. The 'ANNOTATION' section is highlighted with a blue bar. Under 'Animal groups', there is a yellow callout pointing to the '+ Add' button, which is also highlighted with a yellow circle. Other categories like 'Animals', 'GlobalTags', 'Measurables', 'Projects', and 'Tags' are listed below with their respective '+ Add' and 'Change' buttons.

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

The screenshot shows the 'Global FinPrint data administration' interface. The 'Add animal group' form is displayed. The 'Name:' input field is highlighted with a yellow circle and a yellow callout arrow pointing to it. Below the form, there are three save options: 'Save and add another', 'Save and continue editing', and a large blue 'SAVE' button.

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.

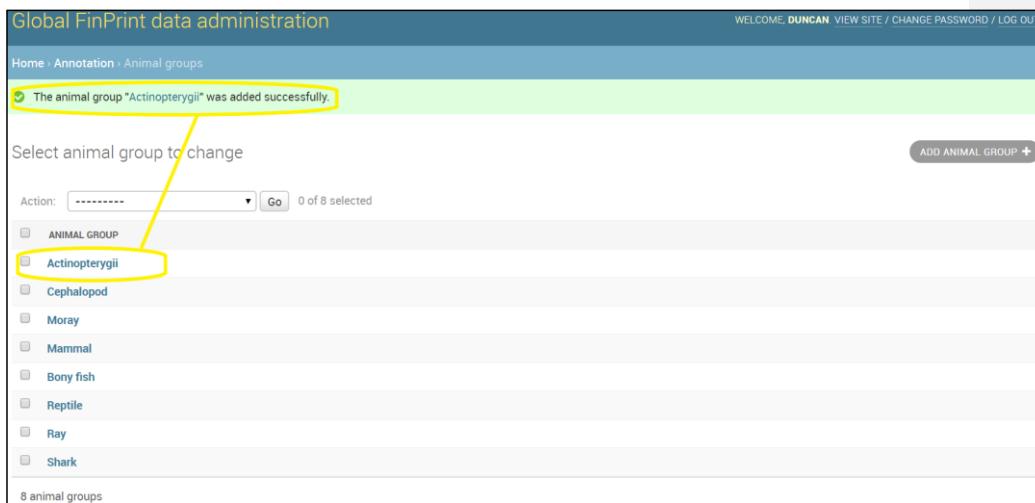
Select animal group to change

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

ANIMAL GROUP

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

8 animal groups



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

Global FinPrint data administration

WELCOME, DUNCAN VIEW SITE / CHANGE PASSWORD / LOG OUT

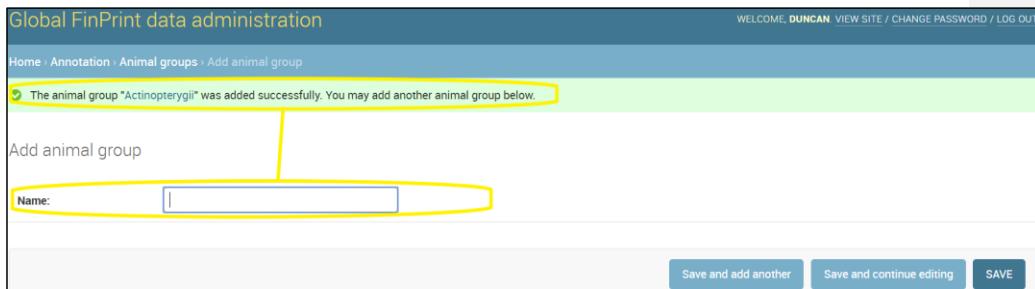
Home > Annotation > Animal groups > Add animal group

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

Add animal group

Name:

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. Saved confirmation

Change animal group

Name:	Actinopterygii	View 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.

Global FinPrint data administration

Home > Annotation > Animal groups > Actinopterygii > History

Change history: Actinopterygii

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

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

Global FinPrint data administration

Home > Annotation

Annotation administration

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

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

Global FinPrint data administration

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

Home > Annotation > Animal groups

Select animal group to change

Action: Go 0 of 8 selected

[ADD ANIMAL GROUP +](#)

<input type="checkbox"/>	ANIMAL GROUP
<input 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

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

Global FinPrint data administration

Home > Annotation > Animal groups

Select animal group to change

Action: ----- Go of 8 selected

<input type="checkbox"/>	ANIM
<input checked="" type="checkbox"/>	Actinopterygii
<input type="checkbox"/>	Cephalopoda
<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

Export to Report
Delete selected 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

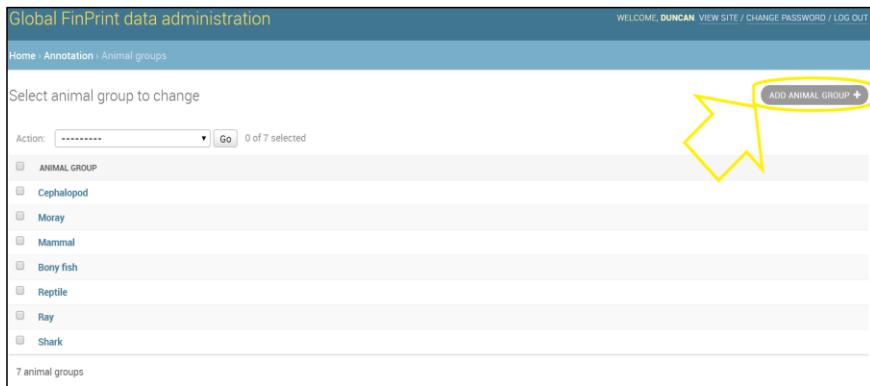
- Animal groups: 1

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

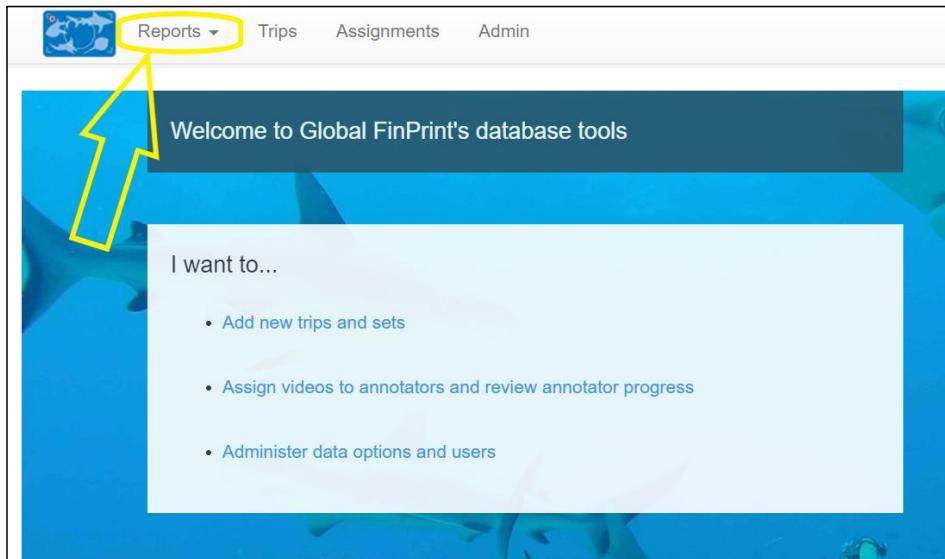
7 animal groups

ADD ANIMAL GROUP +

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

Viewing and Generating Reports

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



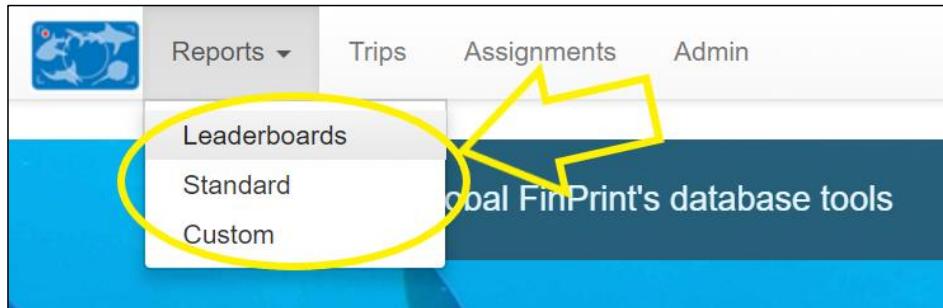
Reports ▾ Trips Assignments Admin

Welcome to Global FinPrint's database tools

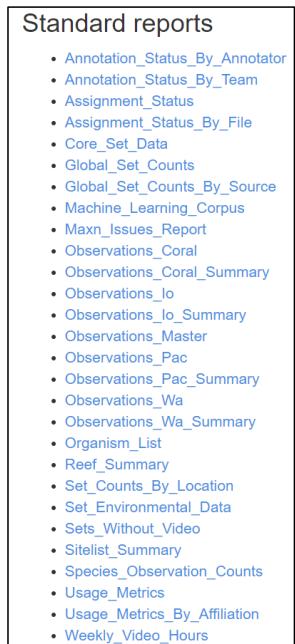
I want to...

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

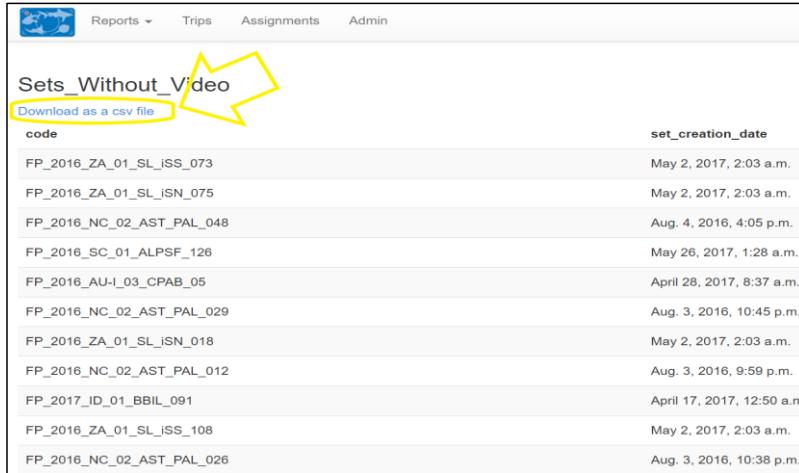
From there, select either ‘Standard’, ‘Leaderboards’, or ‘Custom’.



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

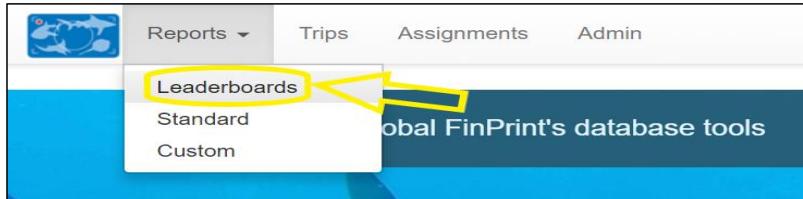


Click on any of the report hyperlinks to generate a report. The report will be automatically displayed on screen. You can also download any report as a .csv file. To do so, click on the ‘Download as a CSV file’ link (see below).

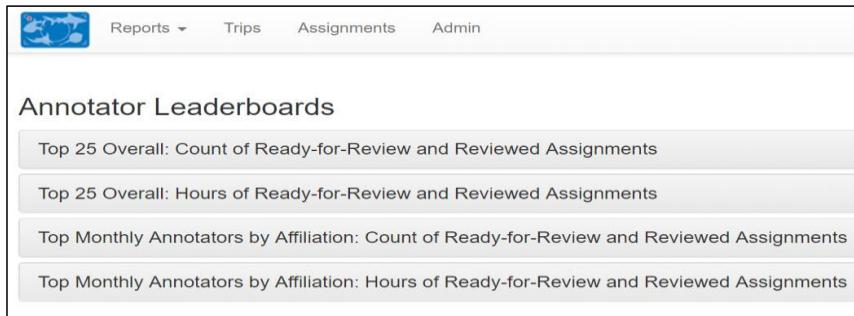


code	set_creation_date
FP_2016_ZA_01_SL_ISS_073	May 2, 2017, 2:03 a.m.
FP_2016_ZA_01_SL_ISN_075	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_048	Aug. 4, 2016, 4:05 p.m.
FP_2016_SC_01_ALPSF_126	May 26, 2017, 1:28 a.m.
FP_2016_AU_I_03_CPB_05	April 28, 2017, 8:37 a.m.
FP_2016_NC_02_AST_PAL_029	Aug. 3, 2016, 10:45 p.m.
FP_2016_ZA_01_SL_ISN_018	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_012	Aug. 3, 2016, 9:59 p.m.
FP_2017_ID_01_BBIL_091	April 17, 2017, 12:50 a.m.
FP_2016_ZA_01_SL_ISS_108	May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_026	Aug. 3, 2016, 10:38 p.m.

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



Several automatically-generated Leaderboards will be displayed.



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

Click on any of them to expand the Leaderboard.

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