

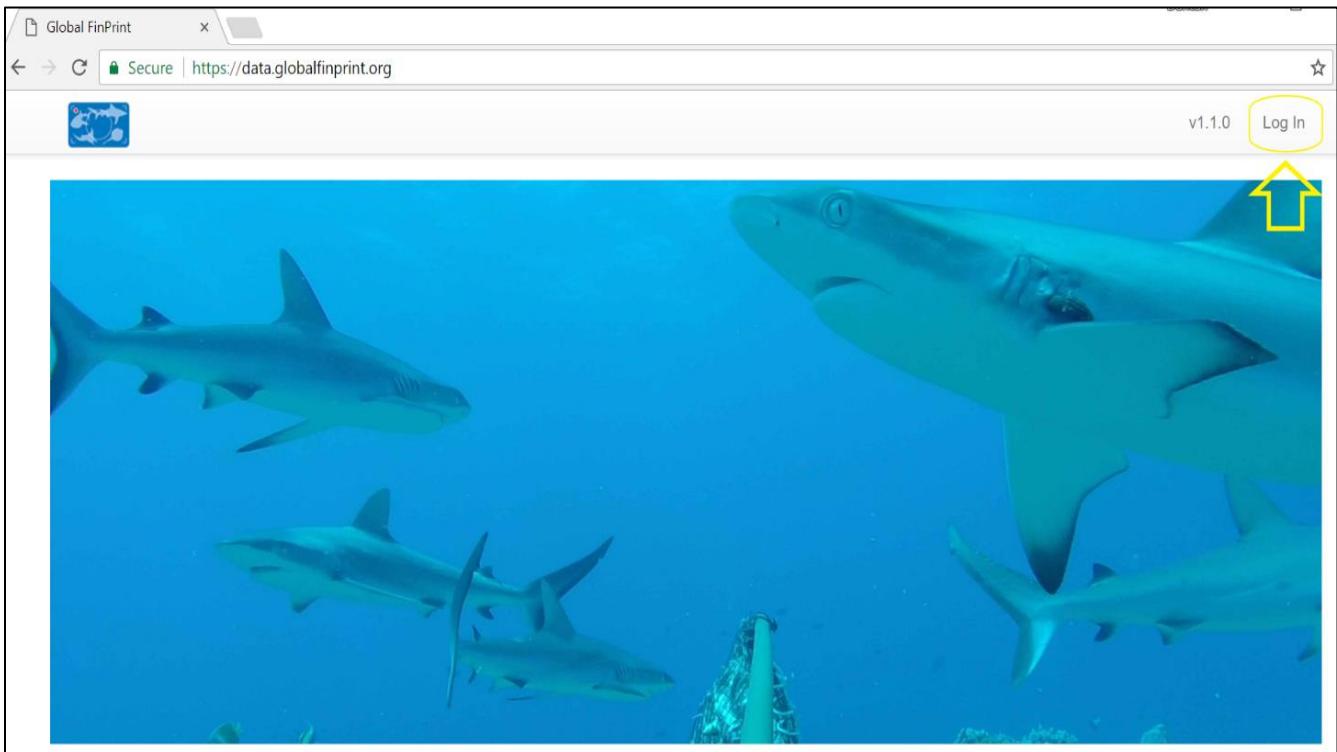
FinPrint Website User Guide

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Logging in to the website

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

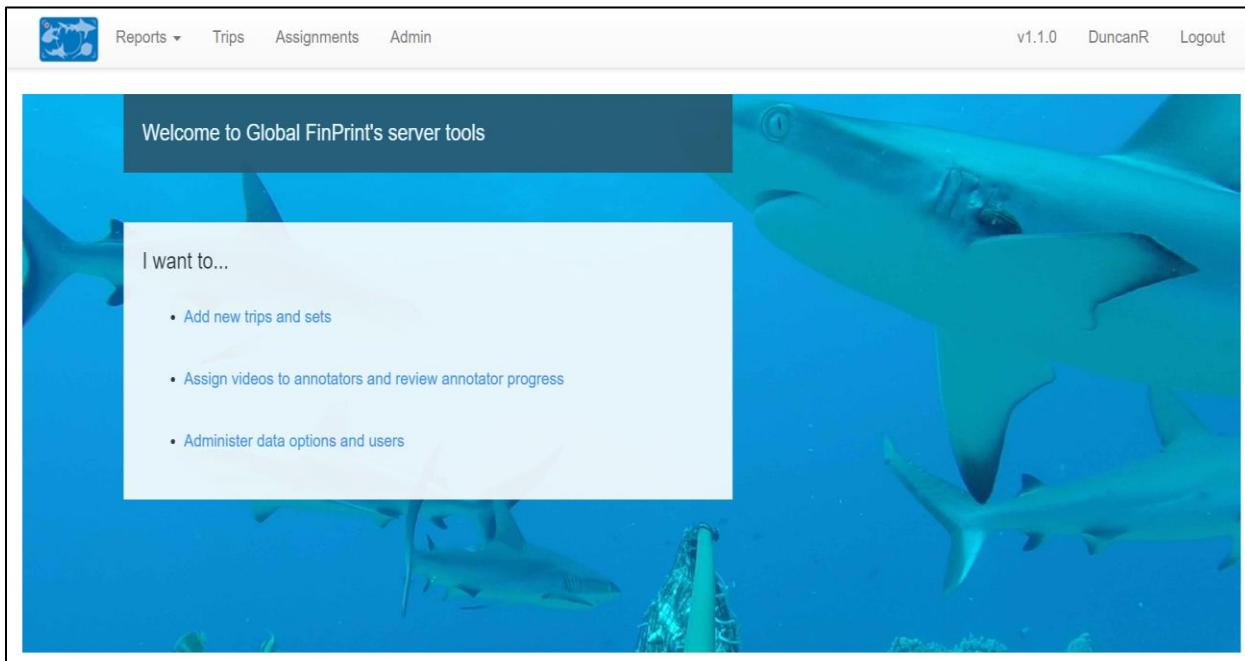
Select 'Log In' (highlighted below).



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.



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.



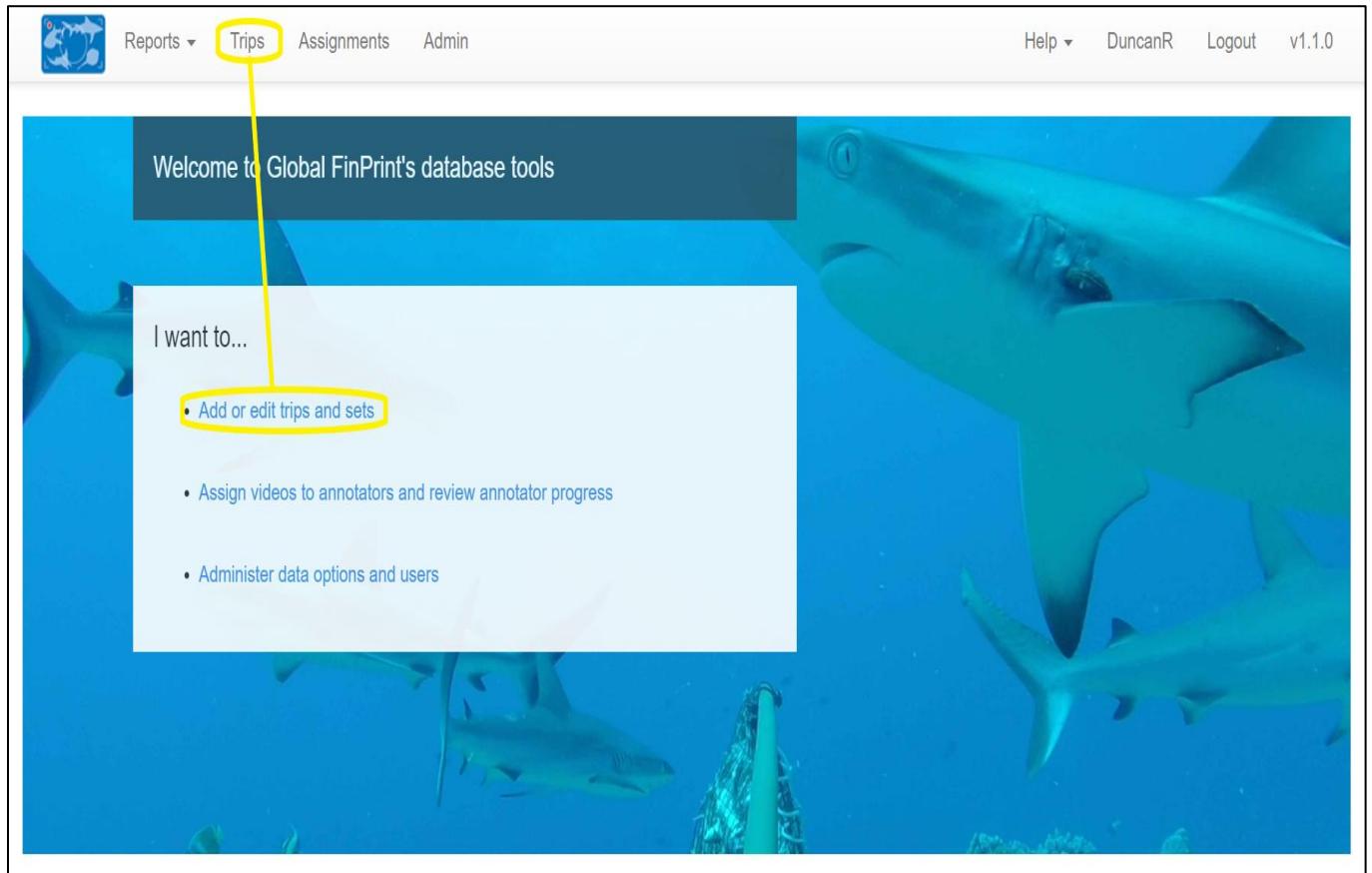
Enter your new details and click on '**Submit**'.

Change Password

Old Password	<input type="text"/>
New Password	<input type="text"/>
New Password (Again)	<input type="text"/>
<input type="button" value="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 the 'Trips' search interface. At the top, there are filters for 'Search start date', 'Search end date', 'Region', 'Location', and 'Team'. Below these is a dropdown for 'Reef'. On the right side of the search bar are 'Reset' and 'Search' buttons. In the bottom right corner of the search area, there is a blue button labeled 'Create new trip' with a yellow circle around it. Below the search bar, the text 'Page 1 of 2 (63 total trips) Next ►' is visible. Underneath the search bar, there is a dark blue header bar with the text 'Showing all trips' and several filter buttons: 'Trip code', 'Source', 'Start date', 'End date', 'Region', 'Location', 'Team', 'Boat', 'Sets', and 'Edit'. The 'Boat' and 'Sets' buttons have yellow arrows pointing towards the 'Create new trip' button.

A new trip menu will open.

The screenshot shows the 'New trip' form. It has fields for 'Source*', 'Team*', 'Location*', 'Start date*', and 'End date*'. Below these are fields for 'Boat' and 'Code**'. A note below the code field says '[source code]_[year]_[loc code]_xx'. At the bottom left, there is a note: '*Required Field **Note: If code is left blank, it will be automatically generated.' On the right side, there are 'Cancel' and 'Save trip' buttons, with the 'Save trip' button having a yellow circle around it.

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' form again. The fields are filled with sample data: 'Source*' is 'Global Finprint', '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 below the code field says '[source code]_[year]_[loc code]_xx'. At the bottom left, there is a note: '*Required Field **Note: If code is left blank, it will be automatically generated.' On the right side, there are 'Cancel' and 'Save trip' buttons, with the 'Save trip' button having a yellow circle around it. A yellow arrow points from the 'Boat' field down to the 'Save trip' button.

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 with several fields. The 'Location*' field is highlighted with a yellow circle and contains a red error message: 'This field is required.' Below the form, a note states: '*Required Field **Note: If code is left blank, it will be automatically generated.'

Source*	Team*	Location*	Start date*	End date*
Global Finprint	MichaelH - FIU	-----	August 14 2017	August 21 2017

Boat **Code****
[source code]_[year]_[loc code]_xx

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

Cancel Save trip

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

The screenshot shows the 'Trips' page with a green header bar containing the text 'Trip created'. Below this, the word 'Trips' is centered in a large white area.

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, a message says 'Showing all trips'. At the bottom, there is a table of trip data and a pagination link 'Page 1 of 2 (65 total trips) Next ➤' highlighted with a yellow circle.

Trip code	Source	Start date	End date	Region	Location	Team	Boat	Sets	Edit
FP_2015_BS_01	Global Finprint	May 28 2015	June 05 2015	Western Atlantic	Bahamas (BS)	DemianC - SBU	CEI Pang	View (96)	Edit
FP_2015_BS_02	Global Finprint	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.

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	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 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 (eg Source, Team, Location, Start/End Date and Trip Code).

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 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 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>				
<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.

Page 1 of 1 (9 total 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.

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

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

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 links for Reports, Trips, Assignments, Admin, and user information (v1.1.0, DuncanR, Logout). Below the navigation is a map of the North and South Atlantic Oceans, with two blue location markers. A yellow box highlights this map area, with a red arrow pointing to it labeled 'map'. Below the map is a 'Bulk Set Upload' section, also highlighted with a yellow box. It contains a 'Set file*' input field with 'Choose File' and 'No file chosen' options, and a dark blue 'Upload' button. A red arrow points to this button labeled 'upload sets'. Further down is a section titled 'Use filters to limit set results', which includes dropdown menus for 'Search set date', 'Reef', 'Habitat', and 'Equipment', and another for 'Bait' with a 'Code' input field. This entire filter section is highlighted with a yellow box, and a red arrow points to it labeled 'filter and search for sets'. At the bottom right of this section is a dark blue 'Search' button and a light blue 'Reset' button. To the right of the filter section is a dark blue 'Add Set' button, which is also highlighted with a yellow box and has a red arrow pointing to it labeled 'add new set'. At the very bottom left, a dark blue bar displays the text 'Showing all sets'. On the far right of the bottom bar is a small 'All' link.

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

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
November 13 2015 <input type="text"/>	<input type="text"/>	-90.00000000 <input type="text"/>	-90.00000000 <input type="text"/>	<input type="text"/>	23:58 <input type="text"/>	<input type="text"/>

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 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 ↵

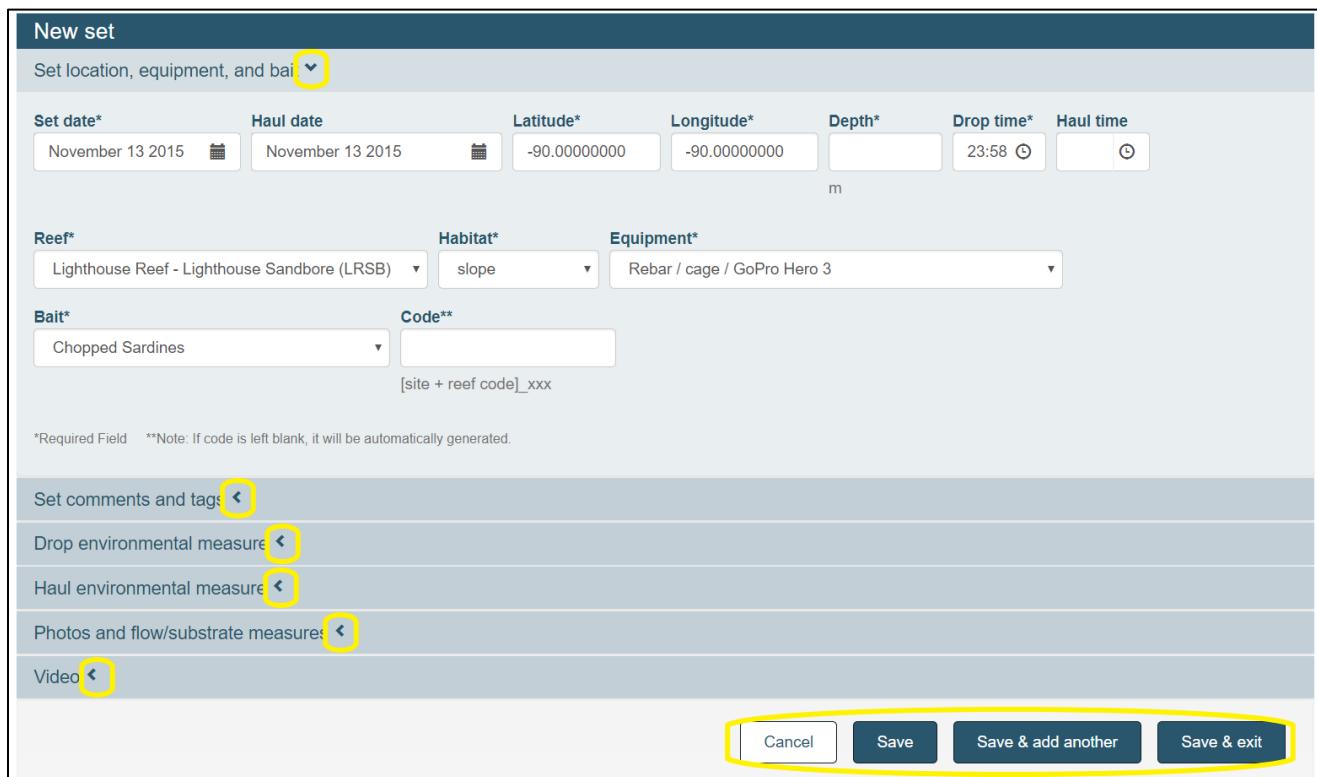
Drop environmental measure ↵

Haul environmental measure ↵

Photos and flow/substrate measures ↵

Video ↵

Cancel Save Save & add another Save & exit



Add or edit comments and tags.

New set

Set location, equipment, and bait ↵

Set comments and tags ▾

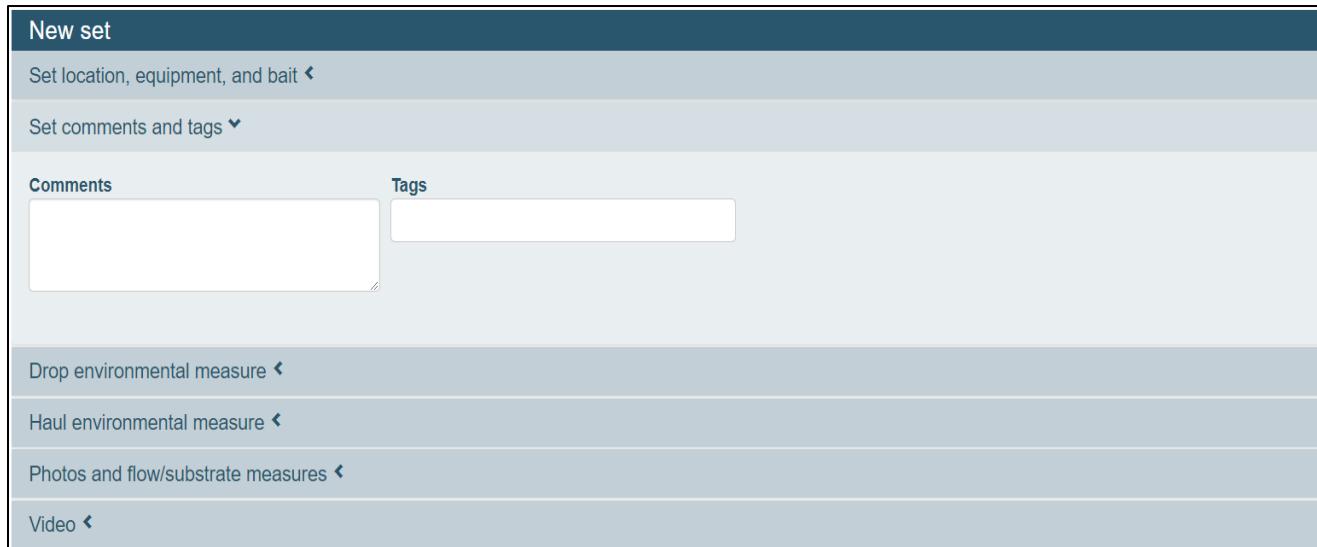
Comments	Tags

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"/> mg/L <input type="button"/>				
C	ppt	S/m		-----

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

<input type="text"/>	<input type="text"/>	<input type="text"/> -----	<input type="text"/>	<input type="text"/> -----
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"/> mg/L <input type="button"/>				
C	ppt	S/m		-----

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

<input type="text"/>	<input type="text"/>	<input type="text"/> -----	<input type="text"/>	<input type="text"/> -----
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%

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 checked="" 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		<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

m

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

This field is required. This field is required.

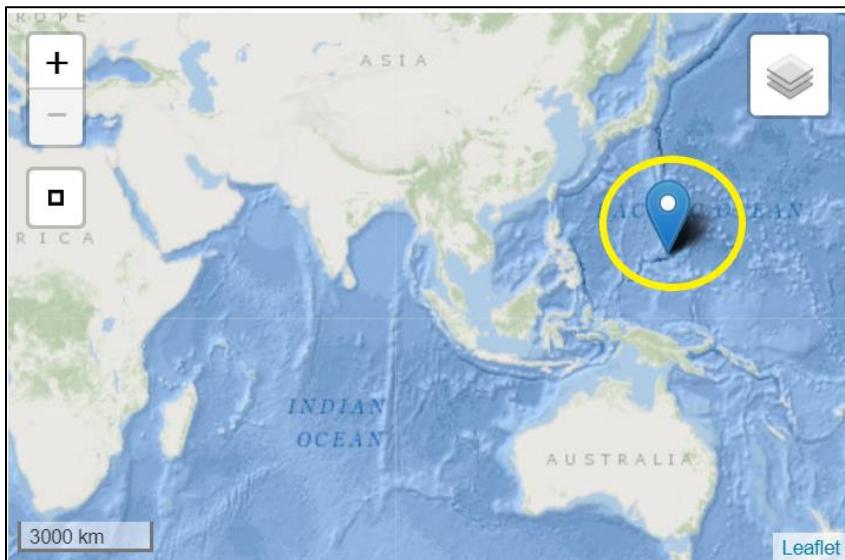
Bait*	Code**
<input type="text"/>	<input type="text"/>

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

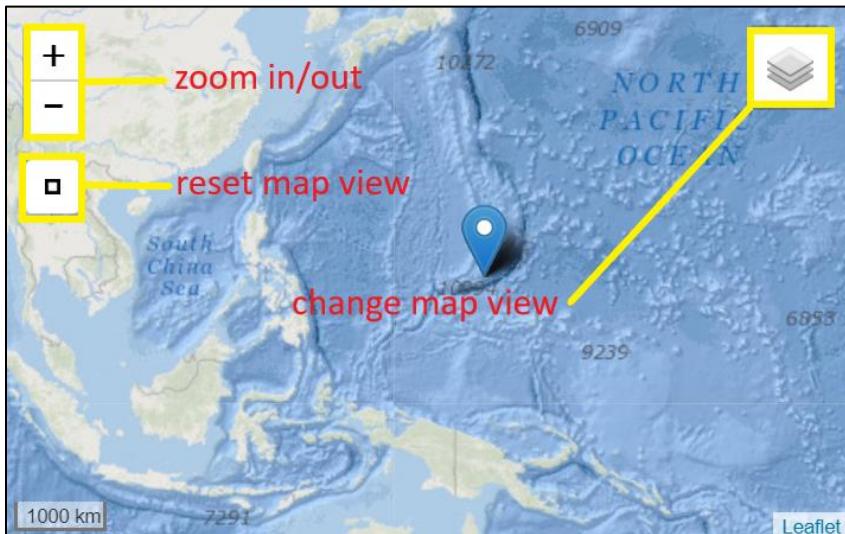
To progress, complete the missing fields and click the appropriate Save button. A confirmation will pop up.

A screenshot of a software application 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. 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.



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												
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	req. fields	Edit
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)

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	Edit	
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	Hide	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													

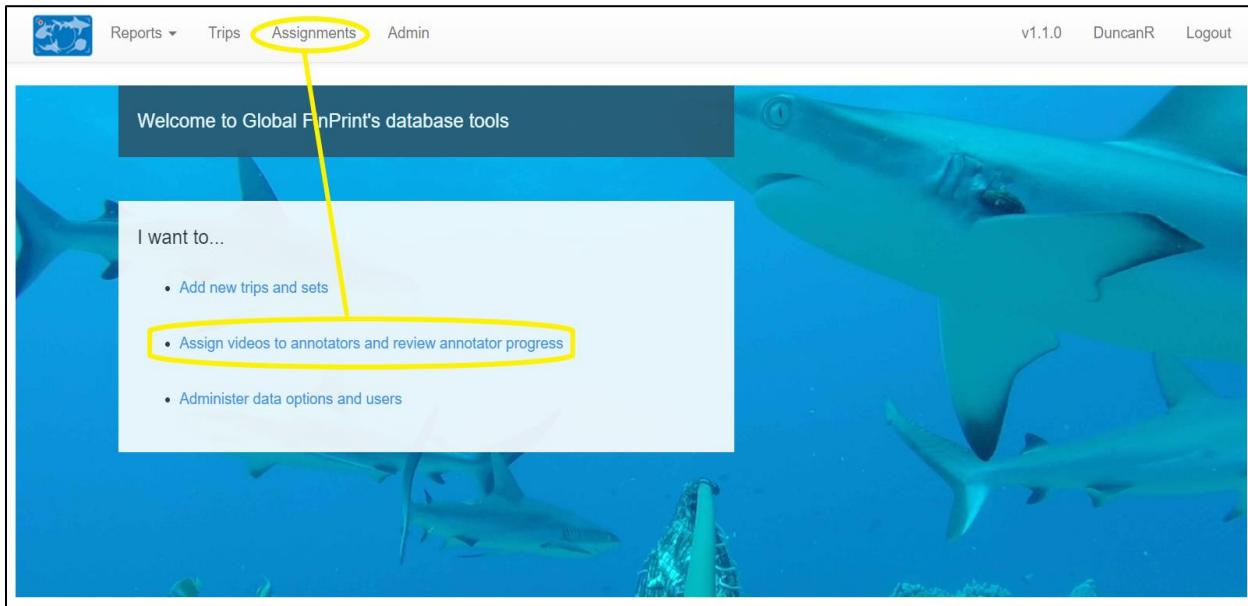
For Sets that have annotations completed, clicking the 'View' link will take you to the Observations Review page.

Showing all sets														
Trip & set code	Date	Reef	Lat/long	Depth	Equipment	Bait	Video	Drop/haul	Reviewed assignments	Master record	All req. fields	Obs	Edit	
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 / GoPro Hero 4	Crushed slimy 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		Page 1 of 1 (4 total observations)							
Annotator	Organism	Observation 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 page title is 'Video assignments' with a link to 'Automatic assignment'. There are four main search filters: 'Project' (dropdown set to '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 two rows of filters: 'Annotator(s)' (dropdown 'Select one or more annotators') and 'Status(es)' (dropdown 'Select one or more statuses'); and 'Num. annotators assigned' (dropdown '---') and 'Days since assignment' (dropdown). At the bottom are two buttons: 'Assign Videos' and 'Search Assignments'. A table header is visible at the bottom, with columns for 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...'.

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)' and 'Status(es)'. A dropdown menu for 'Num. annotators assigned' shows '---'. A dropdown menu for 'Days since assignment' is also present. At the bottom right are two buttons: 'Assign Videos' and 'Search Assignments'. A yellow box highlights the 'Search Assignments' button. Below the search area is a table header with columns: Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, Video Actions, Assignment Actions. A message 'Loading...' is displayed below the header.

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

The screenshot shows the search results table. The table header includes columns: Video, Trip, Set, Reef, Annotator, Project, Date assigned, Last progress, Status, Progress, # of Obs, Video Actions, Assignment Actions. The table body contains one row with the following data: OKIR_004.mp4, FP_2017_JP_01, OKIR_004, Iriomote, None, N/A, N/A, N/A, N/A, N/A, Assign, N/A. A large yellow box highlights the entire 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	Iriomote	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

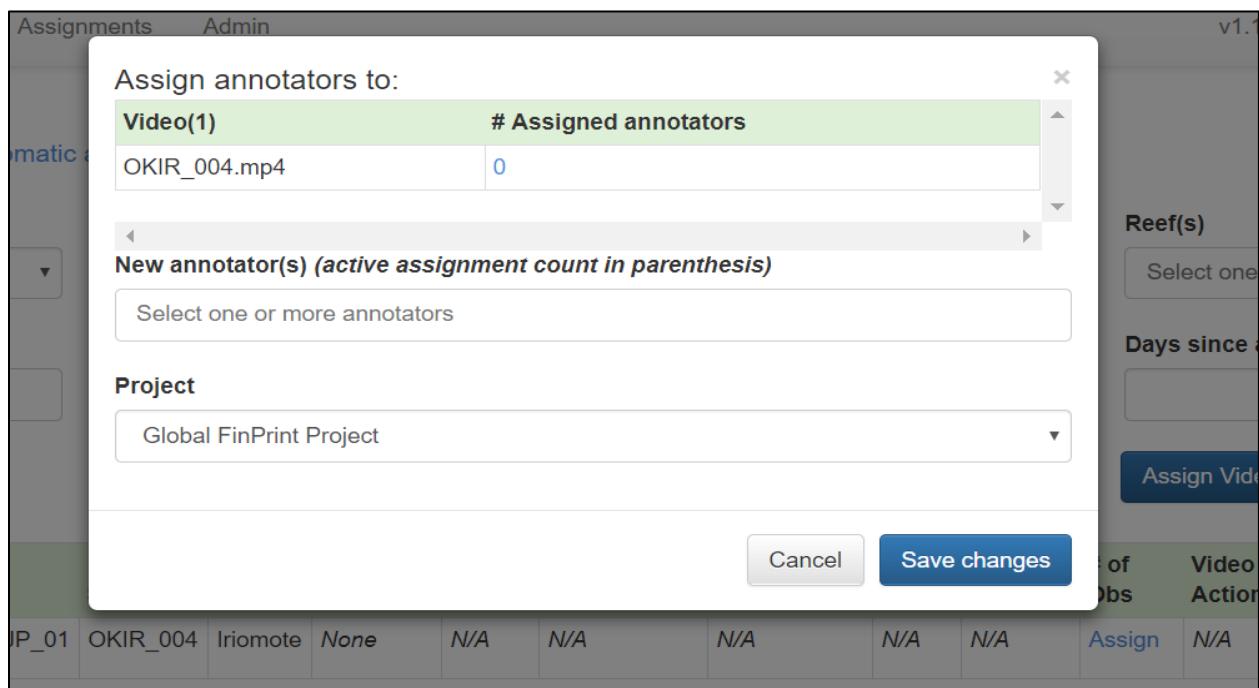
Project	Trip(s)	Set(s)	Reef(s)									
Global FinPrint Project	FP_2016_BS_03 FP_2016_BS_04	Select one or more sets	Select one or more reefs									
Annotator(s)	Status(es)	Num. annotators assigned	Days since assignment									
Select one or more annotators	Select one or more statuses	---										
<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 checked="" 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'.

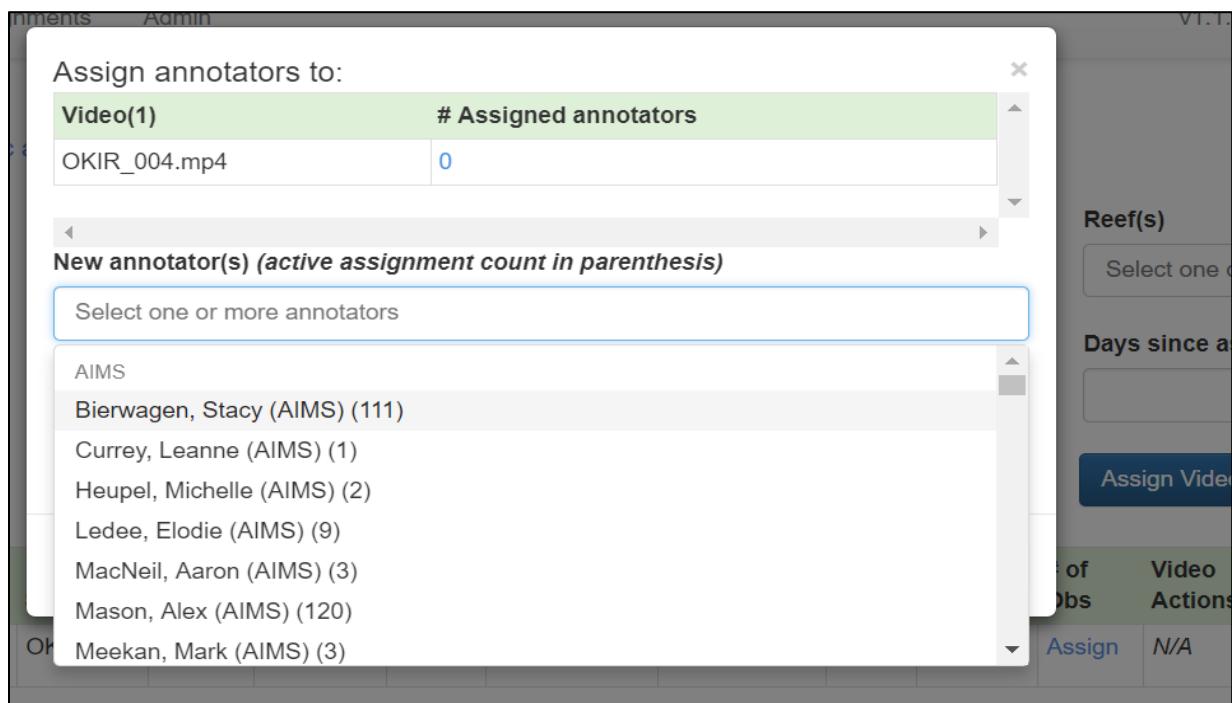
Video assignments Automatic assignment

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 checked="" 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

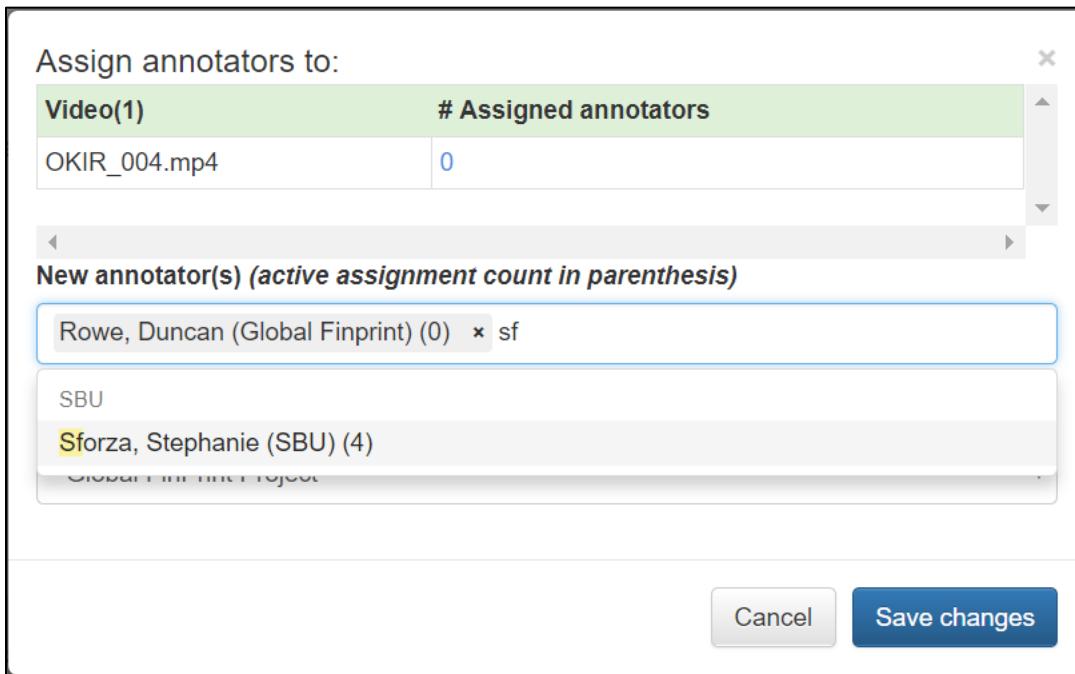
An 'Assign annotators to' window will pop up, which displays the videos you selected.



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.

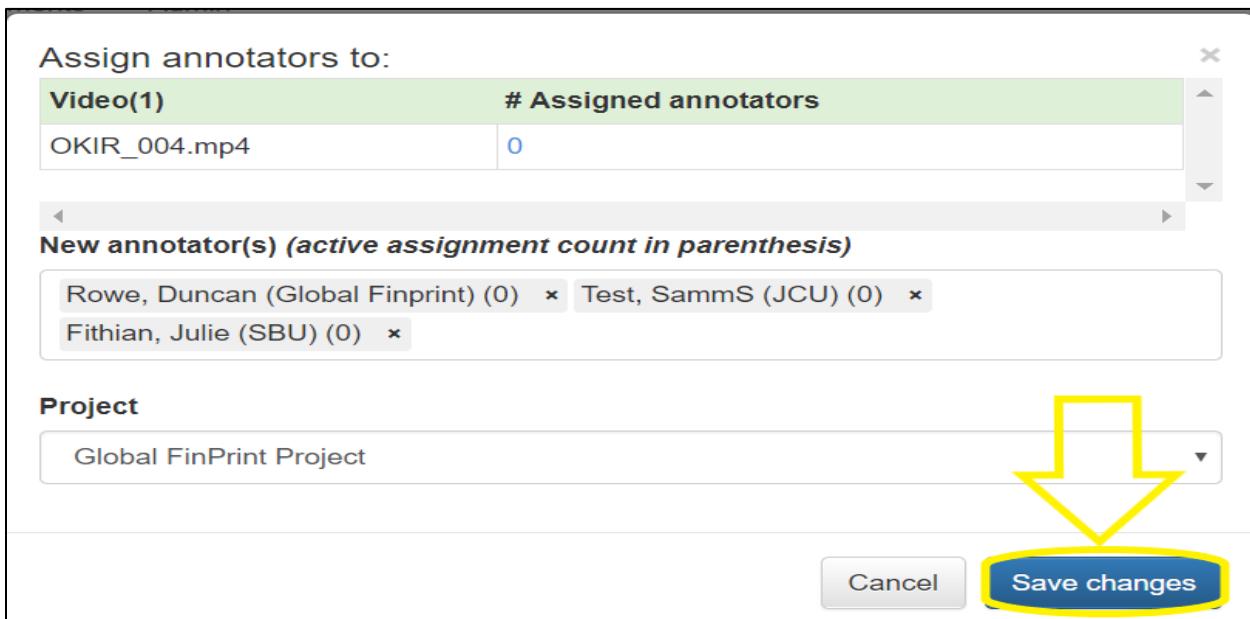


You can assign videos to more than one annotator. As previously, type the name of the annotator in the field and select them.



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 [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 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	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

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_01_ASAE_048.mp4	FP_2016_AU_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	Unassign Review

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

Assignments Admin v1.1.0 DuncanR Logout

Reef(s) Select one or more reefs

Days since assignment

Assign Videos **Search Assignments**

Annotations	Project	Status	Active assignments
Fithian, 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) FP_2017_JP_01 Set(s) Select one or more sets Reef(s) Select one or more reefs

Announcer(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	Announcer	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	Bakker, 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

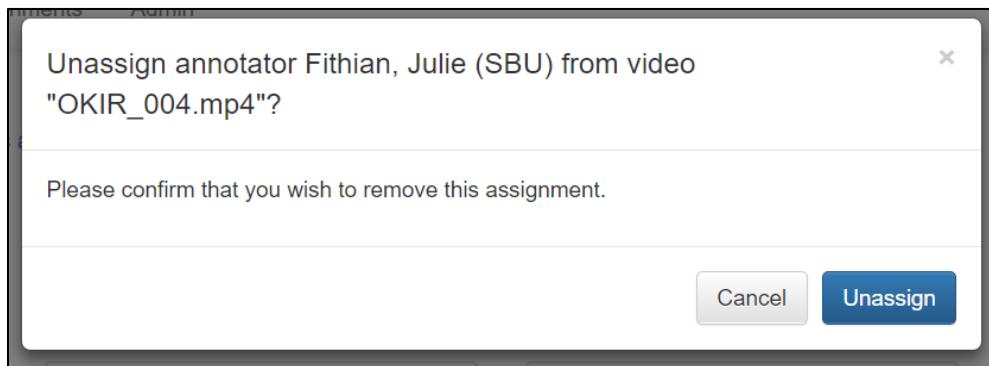
Annotator(s) Status(es) Num. annotators assigned Days since assignment

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

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

Video	Trip	Set	Reef	Annotator	Project	Date assigned	Last progress	Status	# of Video Obs	Assignment Actions
FP_2016_AU-I_01_ASSE_048.mp4	FP_2016_AU-I_01	ASSE_048	Ashmore East	Bierwagen, Stacy (AIMS)	Global FinPrint Project	Oct. 25, 2016 (11 months ago)	Oct. 25, 2016 (11 months ago)	Not started	00:00:00 0	Assign Compare 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

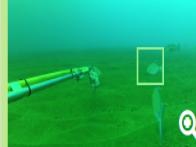
Once an annotator has begun watching and annotating a Set video, the 'Review' link will be clickable. When an annotator has completed watching a video and marked it as "Ready for Review", you will see this reflected in the "Status" column and you can click 'Review' to review their observations.

Video assignments Automatic assignment

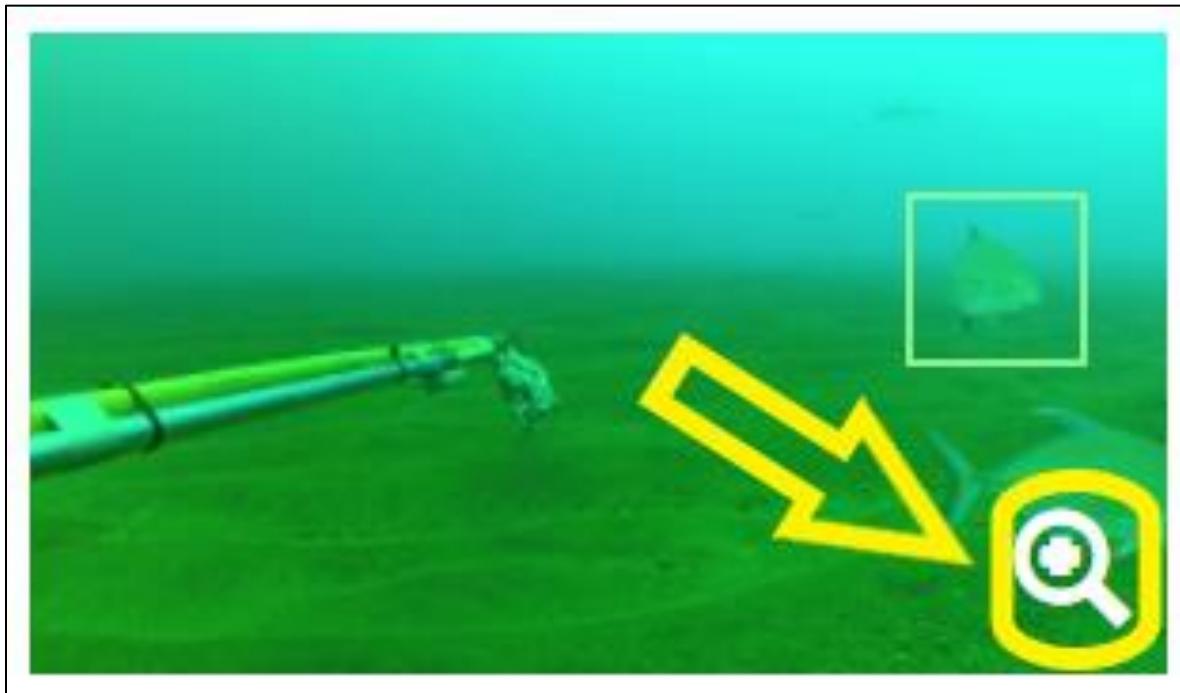
Project	Trip(s)	Set(s)	Reef(s)									
Global FinPrint Project	FP_2016_BS_03	Select one or more sets	Select one or more reefs									
Annotator(s)	Status(es)	Num. annotators assigned	Days since assignment									
Select one or more annotators	Ready for review	---										
<input type="button" value="Assign Videos"/> <input type="button" value="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	104:12:464	18	Assign Compare Review	Unassign Review

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

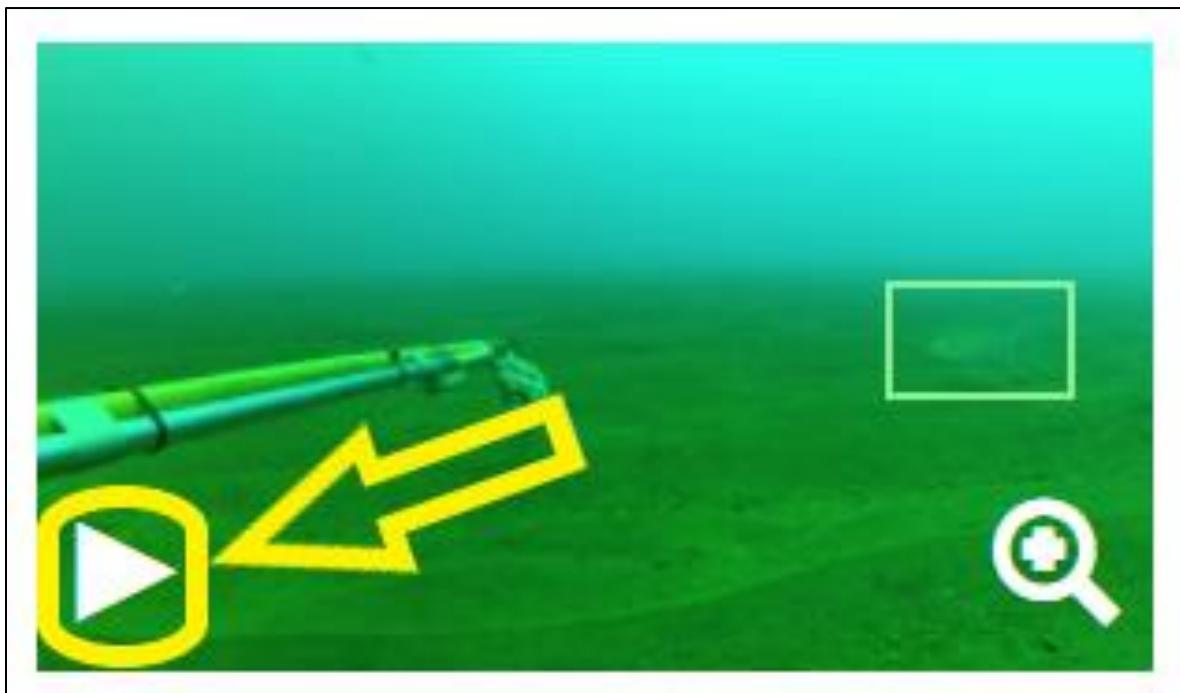
The Assignment Review page allows you to review all the observations for an assignment, edit observations and events, add and edit measurables, and update the status of the assignment.

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		Measurables		Actions			
		Duration	Image capture	Time	notes	Tags	Add						
Global FinPrint, Annotator1 Test (Global Finprint)	Coney grouper (Cephalopholis fulva)	Test capture video relaunching	None		27:00:445	Test	Male	Add measurable	Edit Observation				
Global FinPrint, Annotator1 Test (Global Finprint)	Cero (Scomberomorus regalis)	None	None		26:02:979			Edit observation	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 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)	Cone 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
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 Test (Global Finprint)	Coney grouper (Cep	Test capture video relaunching			27:00:445	<input type="text"/> Test video	<input type="text"/> Male	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.

Annotator	Organism	Observation note		Duration	Image capture	Time	Image notes		Tags	Measurables	Actions
		note	Image capture				notes	Tags			
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		

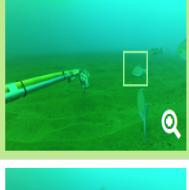
You will see a confirmation of the change of status.

✓ Status change saved

Not started In progress Ready for review Reviewed Disabled Rejected

Page 1 of 1 (7 total observations)

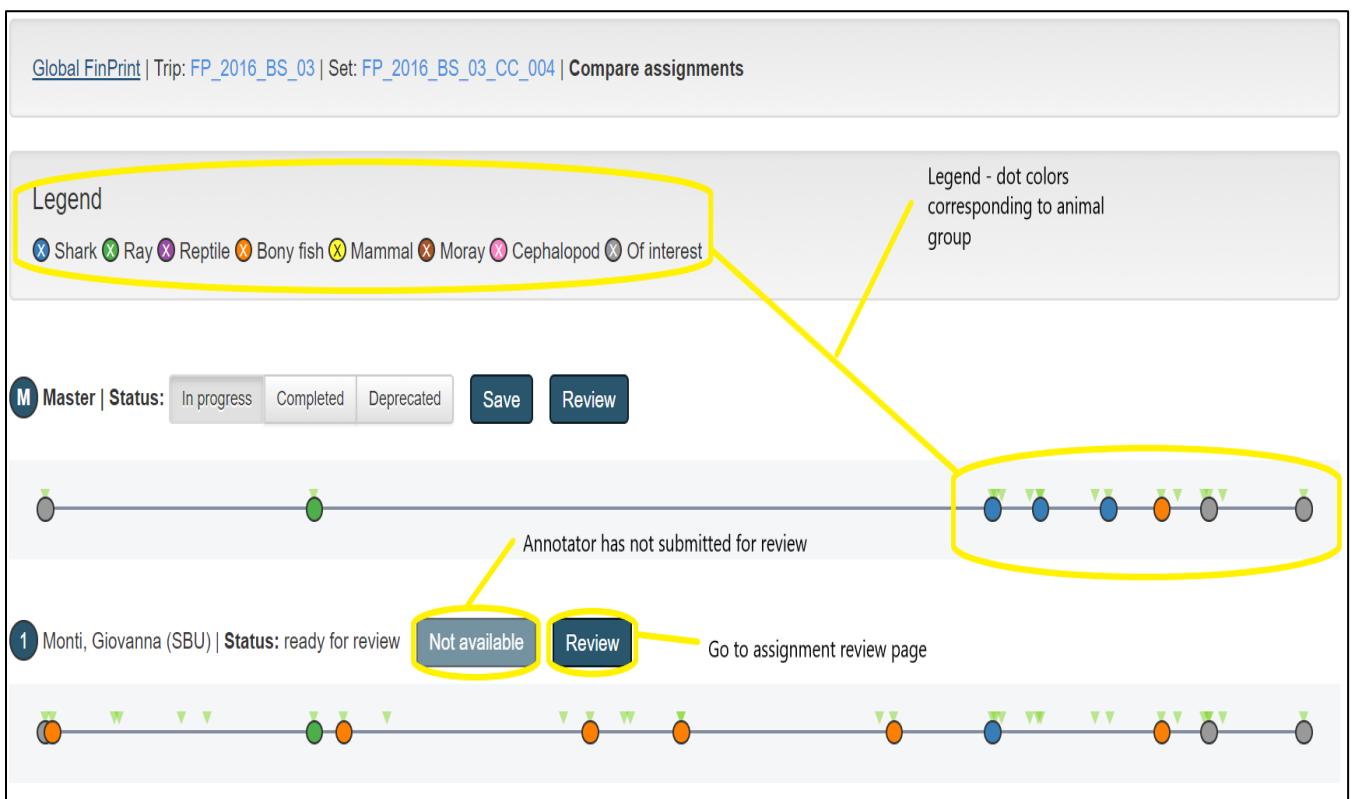
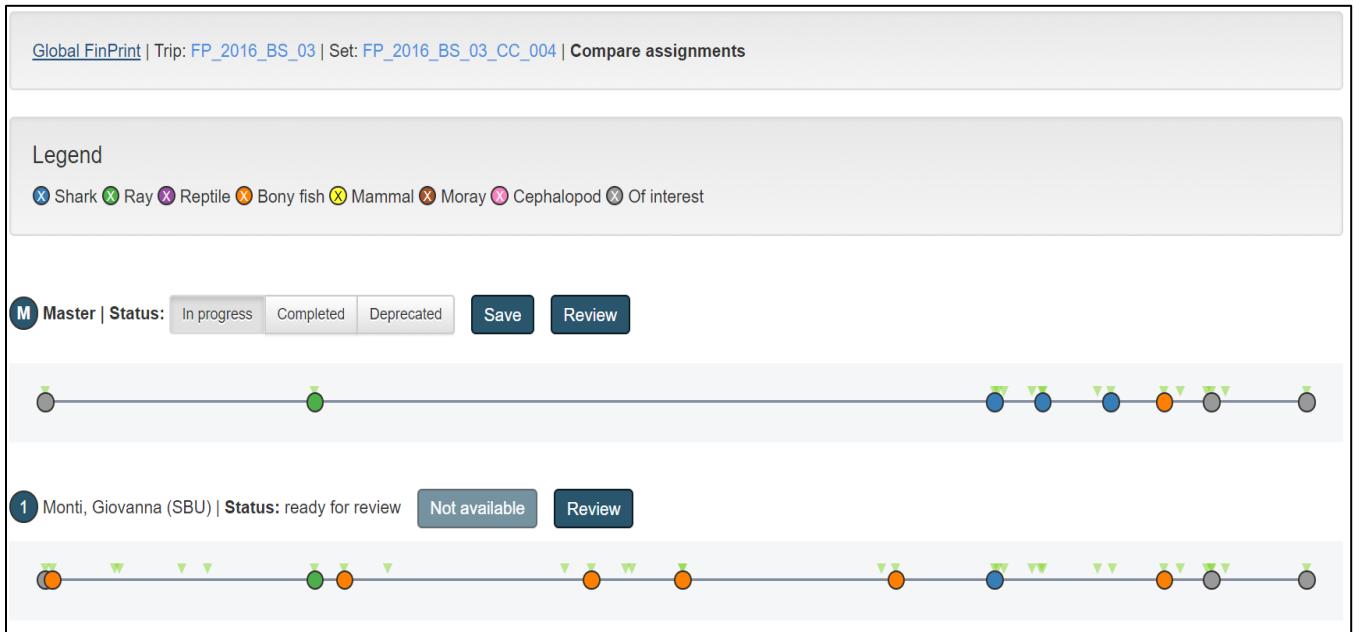
Clicking on the 'All Observations' button will take you to the page that displays all observations from all the assignments for the video.

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	
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	
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.



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.

Global FinPrint | Trip: FP_2016_BS_04 | Set: FP_2016_BS_04_ANS_049 | Compare assignments

Legend

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

M Master | Status: In progress Completed Deprecated **S** Share **R** Review

Nurse shark (*Ginglymostoma cirratum*)

Event time 35:47:528

Image notes
Tags
Measures

1 Balek, Natassia (SBU) | Status: ready for review Not available Review

2 Quiles, Jonathan (SBU) | Status: not started Not available Review

This screenshot shows the Global FinPrint software interface. At the top, there's a header with the trip and set names. Below it is a legend for various marine life categories. A navigation bar includes 'Master' status buttons like 'In progress', 'Completed', and 'Deprecated', and sharing/review buttons. The main area features a timeline with several circular markers. One marker is highlighted with a green box and contains a detailed pop-up for a 'Nurse shark (*Ginglymostoma cirratum*)'. The pop-up includes the event time (35:47:528), and links to 'Image notes', 'Tags', and 'Measures'. Below the timeline, two other entries are listed: 'Balek, Natassia (SBU)' with a status of 'ready for review' and 'Quiles, Jonathan (SBU)' with a status of 'not started'.

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

In progress Completed Deprecated **S** Share **R** Review

Caribbean reef shark (*Carcharhinus perezi*)

Event time 61:01:174

Image notes
Tags
Measures

This screenshot shows a detailed observation pop-up for a 'Caribbean reef shark (*Carcharhinus perezi*)'. The pop-up includes the event time (61:01:174), and links to 'Image notes', 'Tags', and 'Measures'. The background shows a timeline with circular markers, and a yellow arrow points to the 'Close' button in the top right corner of the pop-up. Another yellow arrow points to the timeline dot corresponding to the event time.

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 Q's	Video Actions	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	6	Assign Compare Review	Unassign 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	Assign Compare Review	Unassign 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

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

Observations Legend

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

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

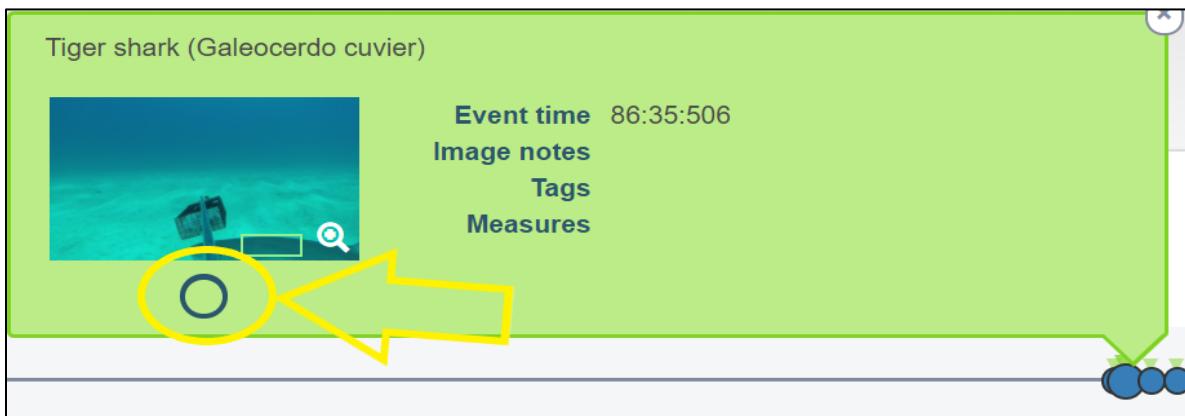
Not Available button

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 the Global FinPrint assignment review interface. At the top, it displays the trip and set information: Global FinPrint | Trip: FP_2016_BS_03 | Set: FP_2016_BS_03_CC_004 | Compare assignments. Below this is a legend for animal observations, which is highlighted by a yellow oval. The legend includes categories like Shark (blue), Ray (green), Reptile (purple), Bony fish (orange), Mammal (yellow), Moray (brown), Cephalopod (pink), and Of interest (grey). A 'Master record status' section follows, with buttons for In progress, Completed, Deprecated, Save, and Review. A 'Select All' button is highlighted with a yellow oval. The main area shows two assignments: 1. Monti, Giovanna (SBU) | Status: reviewed, with a 'Select All' button highlighted. 2. Feerick, Jesse (SBU) | Status: in progress, with a 'Not available' button highlighted. The timeline below the assignments features colored dots corresponding to the legend, with a 'Not available' button highlighted.

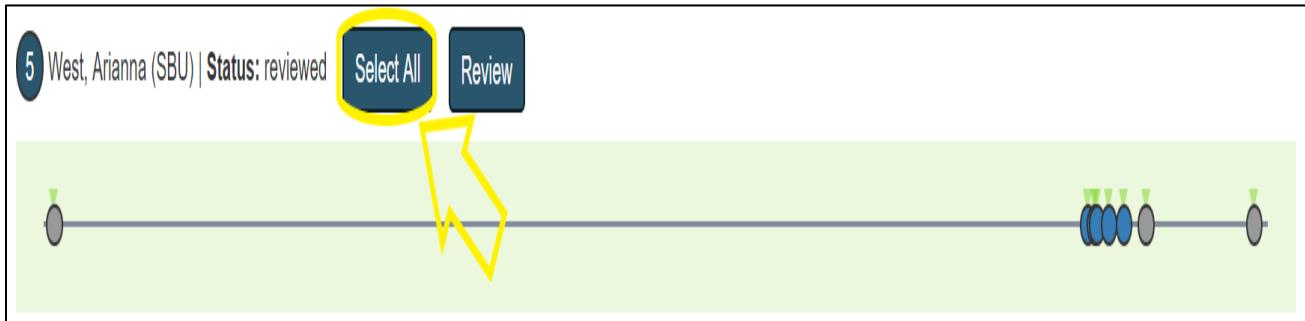
The second button labeled "Review" allows you to review the assignment by taking you to the assignment review page.

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.

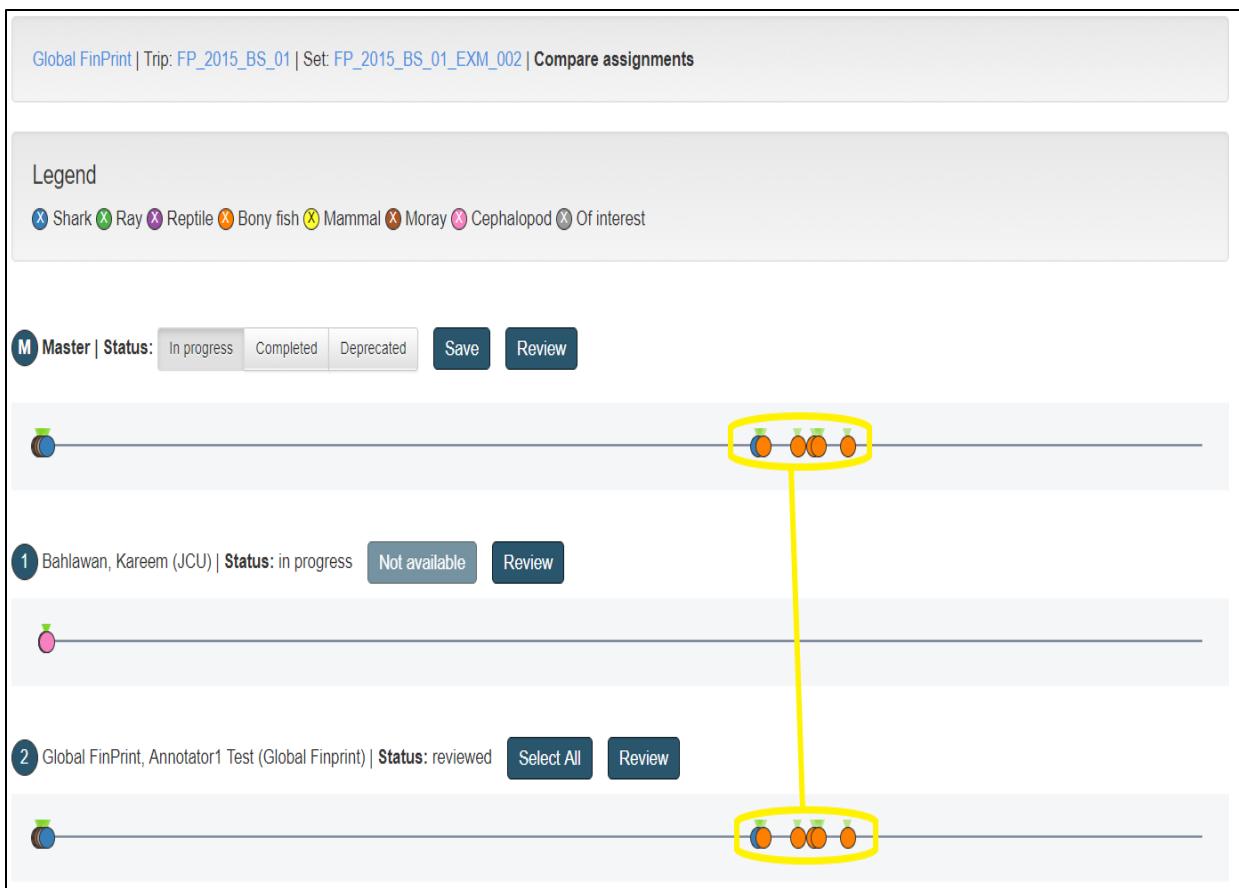


Note that you can quickly navigate through the observations on a timeline by using the **left/right arrows** and you can easily promote an observation to the master record by pressing the **space bar**.

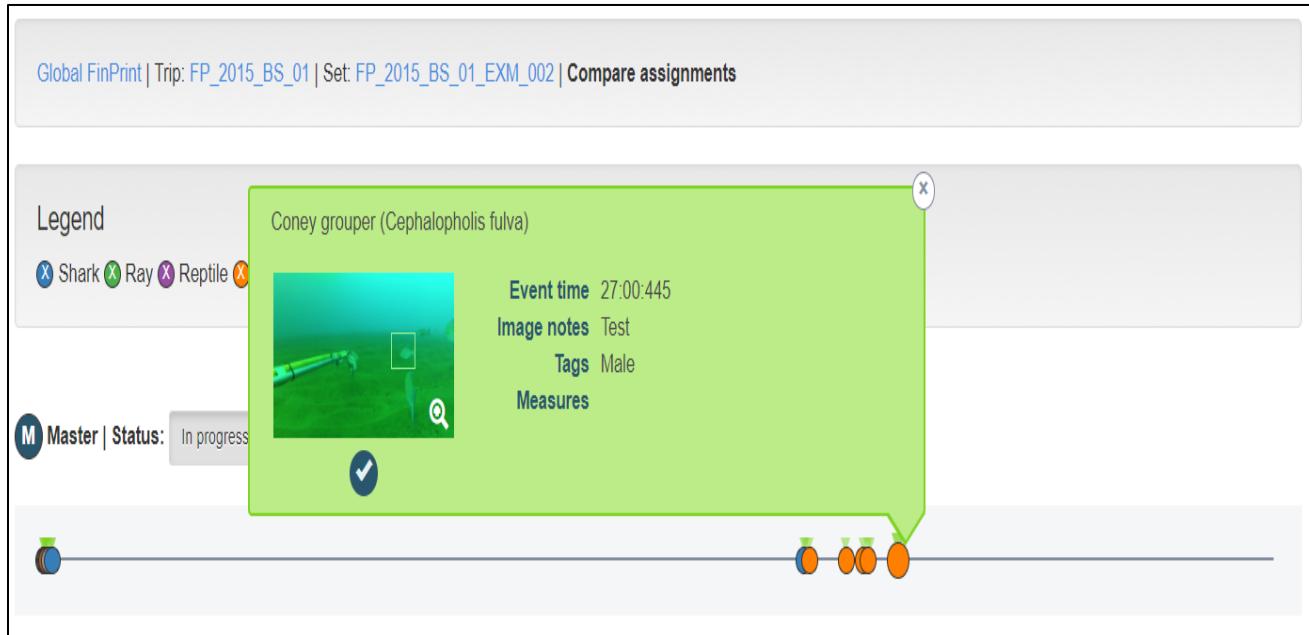
Alternatively, you can promote all the observations for a specific assignment up to the master record by clicking on the '**Select All**' button.



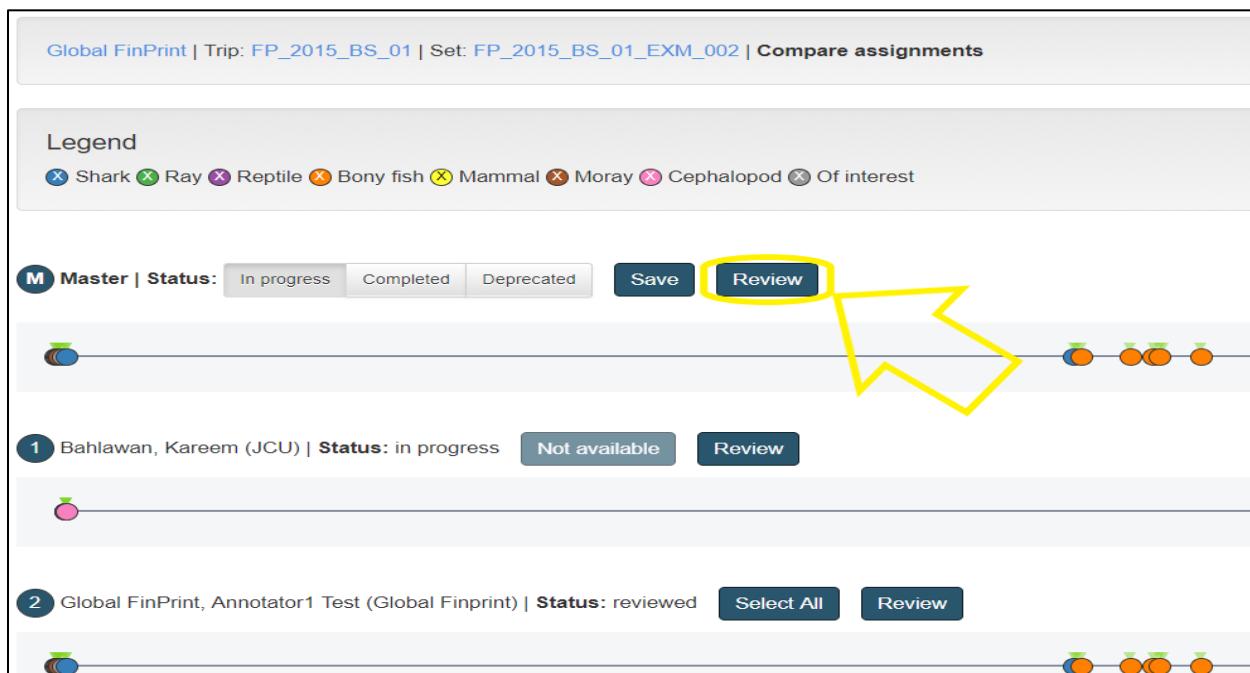
As you promote observations to the master record, you'll notice dots appearing in the Master Record timeline for them.



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**.



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.



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.

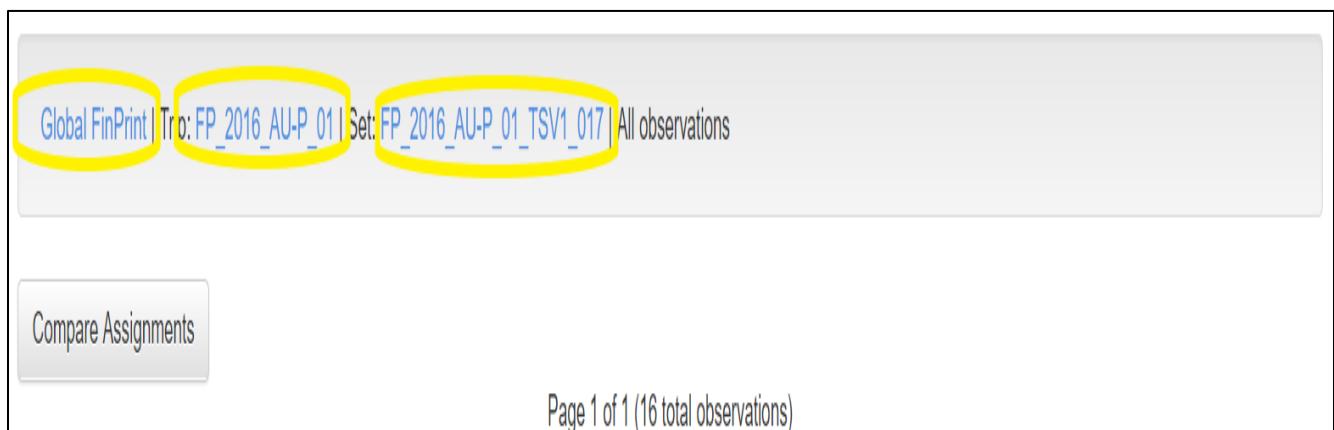
At any point while creating or modifying the master record, you can Click '**Save**' to save your changes.



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.

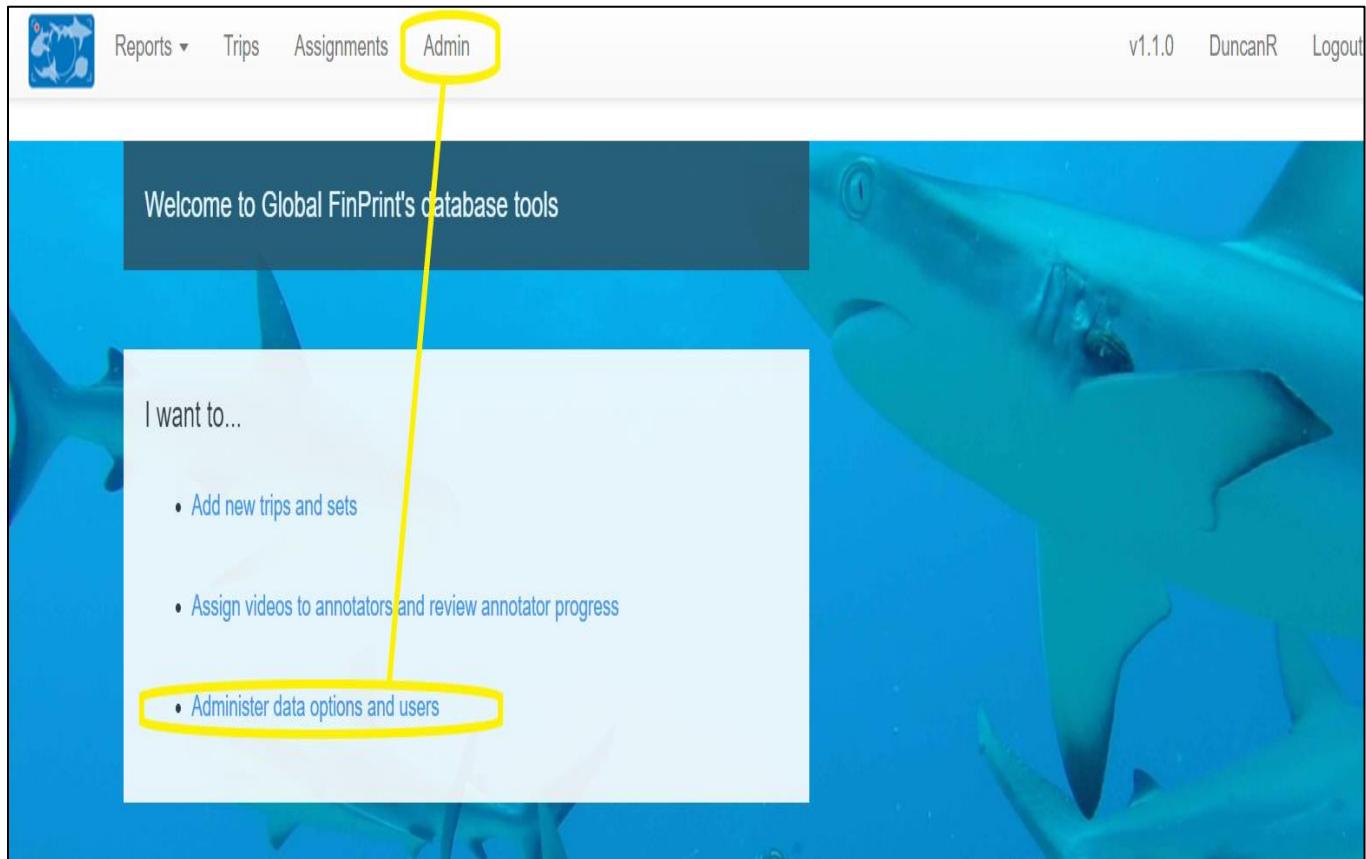
IMPORTANT NOTE: Setting the master record to "Completed" means it is now ready to be incorporated into the project data analysis. So, you'll want to be SURE you're satisfied with the master record before marking it complete.

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.

The screenshot shows the Global FinPrint data administration interface. In the top right corner, there is a navigation bar with three buttons: "WELCOME, D", "VIEW SITE / CHANGE PASSWORD", and "LOG OUT". A yellow arrow points from the text "Return to home page of main site" to the "VIEW SITE / CHANGE PASSWORD" button. Another yellow arrow points from the text "Change password" to the "CHANGE PASSWORD" button. A third yellow arrow points from the text "Log out" to the "LOG OUT" button.

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

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.

The screenshot shows the Global FinPrint data administration interface with a focus on the hierarchical structure of categories and sub-categories.

Administration category: The "ANNOTATION" section is highlighted with a yellow box and a yellow arrow pointing to it from the text "Administration category".

Administration sub-category: The list of sub-categories under "ANNOTATION" (Animal groups, Animals, GlobalTags, Measurables, Projects, Tags) is highlighted with a yellow box and a yellow arrow pointing to it from the text "Administration sub-category".

Recent actions: A sidebar on the right side of the interface displays "Recent actions" and "My actions", both of which are currently empty.

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

Baits	+ Add	Change
-------	-----------------------	------------------------

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	+ 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

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

Action: Go 0 of 8 selected

ANIMAL GROUP
 Actinopterygii
 Cephalopod
 Moray
 Mammal
 Bony fish
 Reptile
 Ray
 Shark

8 animal groups

ADD ANIMAL GROUP +

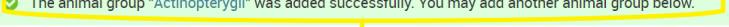


To add more than one item to a sub-category, click '**Save and add another**'. You will receive the same confirmation, above a new addition window (see below).

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 **HISTORY**

Delete addition

Delete

Save and add another

Save and continue editing

SAVE

This screenshot shows the 'Animal groups' section of the Global FinPrint data administration. A success message at the top indicates that the 'Actinopterygii' group was added successfully. Below this, there's a form to change the group name, which is currently set to 'Actinopterygii'. On the right side of the screen, there are three buttons: 'Save and add another', 'Save and continue editing', and a prominent red 'SAVE' button. To the right of the 'SAVE' button is a yellow circle highlighting the 'HISTORY' link. At the bottom left of the main content area, there's a red box highlighting the 'Delete' button, with a yellow arrow pointing to it from the text 'Delete addition'.

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**

This screenshot shows a delete confirmation dialog. It asks if the user is sure they want to delete the 'Actinopterygii' group. It lists the 'Summary' as one animal group and the 'Objects' as one animal group named 'Actinopterygii'. At the bottom, there are two buttons: a red 'Yes, I'm sure' button and a grey 'No, take me back' button.

Click on '**HISTORY**' to view changes made to any sub-category.

Global FinPrint data administration

WELCOME, DUNCAN | VIEW SITE /

Home > Annotation > Animal groups > Actinopterygii > History

Change history: Actinopterygii

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

This screenshot shows the 'History' page for the 'Actinopterygii' group. It displays a table of changes made to the group. The table has columns for 'DATE/TIME', 'USER', and 'ACTION'. There is one entry: 'Aug. 31, 2017, 11:48 a.m.' by 'DuncanR (Duncan Rowe)' with the action '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: 0 of 8 selected

<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

	ANIM
<input checked="" type="checkbox"/>	Actinopterygii
<input type="checkbox"/>	Cephalopods
<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.

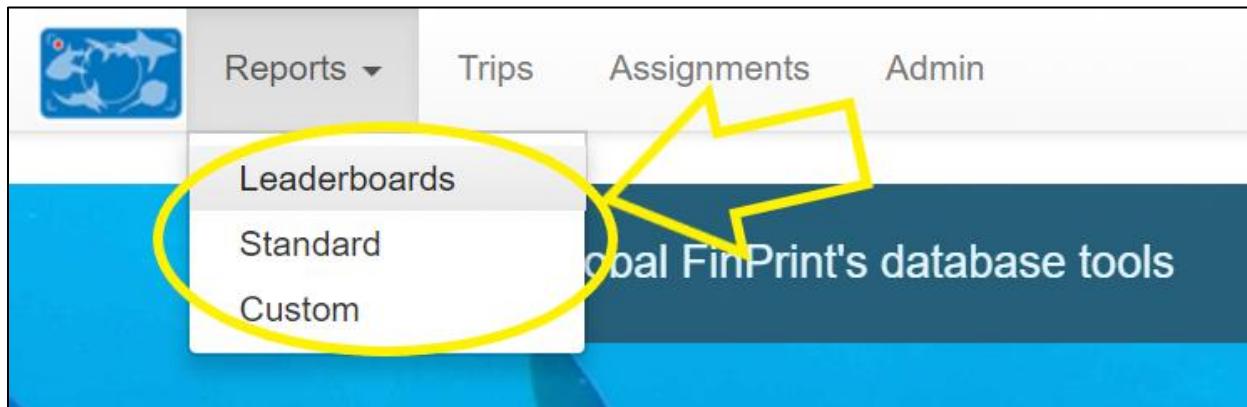
Reports ▾ Trips Assignments Admin

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’.

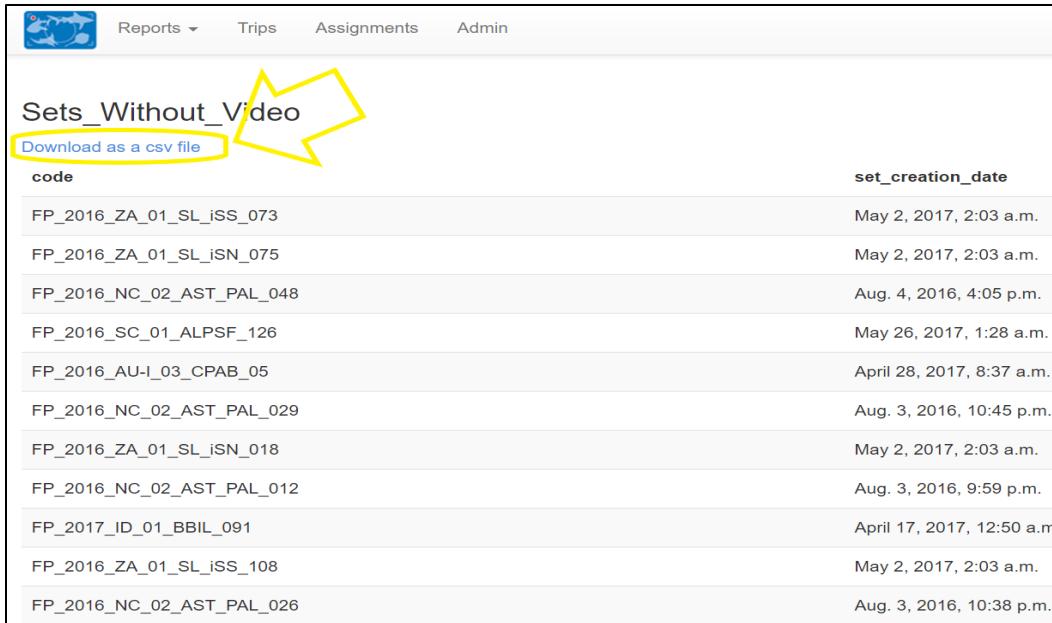


Click on ‘Standard’ to open a list of pre-designed reports.

Standard reports

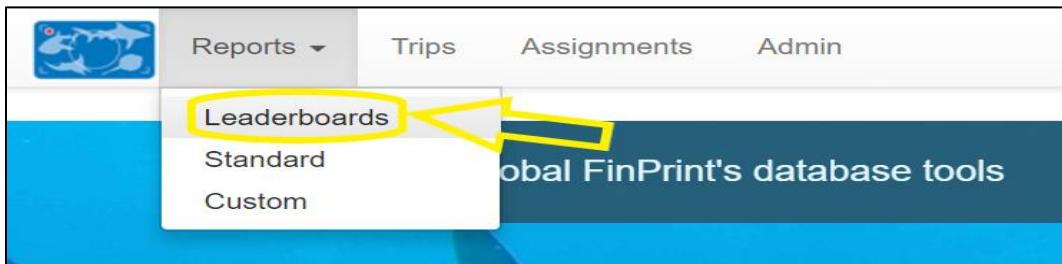
- [Annotation_Status_By_Annotator](#)
- [Annotation_Status_By_Team](#)
- [Assignment_Status](#)
- [Assignment_Status_By_File](#)
- [Core_Set_Data](#)
- [Global_Set_Counts](#)
- [Global_Set_Counts_By_Source](#)
- [Machine_Learning_Corpus](#)
- [Maxn_Issues_Report](#)
- [Observations_Coral](#)
- [Observations_Coral_Summary](#)
- [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).

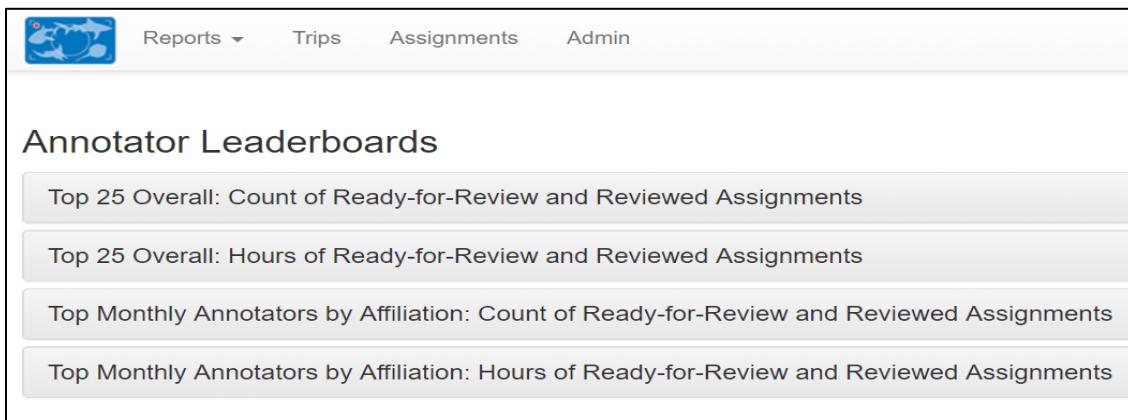


Sets_Without_Video		
code		set_creation_date
FP_2016_ZA_01_SL_iSS_073		May 2, 2017, 2:03 a.m.
FP_2016_ZA_01_SL_iSN_075		May 2, 2017, 2:03 a.m.
FP_2016_NC_02_AST_PAL_048		Aug. 4, 2016, 4:05 p.m.
FP_2016_SC_01_ALPSF_126		May 26, 2017, 1:28 a.m.
FP_2016_AU_I_03_CPAB_05		April 28, 2017, 8:37 a.m.
FP_2016_NC_02_AST_PAL_029		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.



Several automatically-generated Leaderboards will be displayed.



Annotator Leaderboards

- 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.



Reports ▾ Trips Assignments Admin v1.1.0 DuncanR Logout

Top 25 Overall: Ready-for-Review and Reviewed Assignments

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

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