

# **Tweeti Manual**

**Admin Edition**

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# Contents

<b>Copyright</b>	<b>2</b>
<b>1 Load Messages</b>	<b>4</b>
1.1 Upload Data Files . . . . .	4
1.2 Example . . . . .	5
<b>2 Download Labeled Dataset</b>	<b>6</b>
2.1 Forbidden . . . . .	6
2.2 Get Dataset . . . . .	6
2.3 API via Script . . . . .	7
<b>3 User Management</b>	<b>8</b>
3.1 Adding a User . . . . .	8
3.2 Granting a User Admin Rights . . . . .	9
<b>4 Labels</b>	<b>11</b>
4.1 Adding Labels . . . . .	11
4.2 Modifying Labels . . . . .	15
<b>Bibliography</b>	<b>16</b>

# 1 Load Messages

To access the upload page, there is no dedicated button in the admin interface. Instead, you must use a direct URL to navigate to the upload page. Uploading a file requires a CSV file with at least two mandatory columns: `id_str` and `full_text`. The `id_str` column contains a unique identifier that links each Tweeti entry to the original items from the uploaded dataset (since every entry in Tweeti will receive its own numeric ID when the CSV file is loaded). The `full_text` column should contain the main content of the message (e.g., a tweet or post), which may include text, hashtags, emojis, and URLs.

## 1.1 Upload Data Files

To upload a data file, ensure your Tweeti instance is running at `<your url>` (e.g., `https://www.example.com`). Navigate to `<your url>/upload` (e.g., `https://www.example.com/upload`) to access the upload page, as shown in Figure 1. On this page, you can select a data file and optionally provide a description that will be visible on the admin page. Once you click the “Upload” button, the file will be uploaded to Tweeti.



UPLOAD TWEETS

Description:

Document:  No file chosen

Figure 1: File upload page to load a CSV file in Tweeti.

### 1.1.1 File Requirements

To ensure the file is processed correctly, it must meet the following requirements:

- The file must be in CSV format (comma-separated values).
- The file encoding should be UTF-8.
- The first row must contain headers, with at least `id_str` and `full_text` headers present (additional headers are allowed and will be stored under content).
- Each subsequent row must have values for the `id_str` and `full_text` columns.
- Optionally, a column can be included for URLs, which can link to the original resource of the message. This URL will be displayed to labelers, allowing them to access the original message for additional context.

## 1.2 Example

Below is an example of the content of a suitable CSV file (this could be exported from Excel with a comma , as the delimiter):

Id	id_str	full_text	url
0	1234	this is a message,	url_to_original_resource
1	2345	this is also a message,	url_to_original_resource
2	3456	this is another message,	url_to_original_resource

## 2 Download Labeled Dataset

Files can be downloaded via the Tweeti API by going to <your url>/api/tweets/ (e.g. <https://www.example.com/api/tweets/>).

### 2.1 Forbidden

If you are not logged in or do not have admin rights, you will see a page with a 403 Forbidden message (see Figure 2). In that case, you can click the “Log in” button in the top right corner to log in as an admin user.

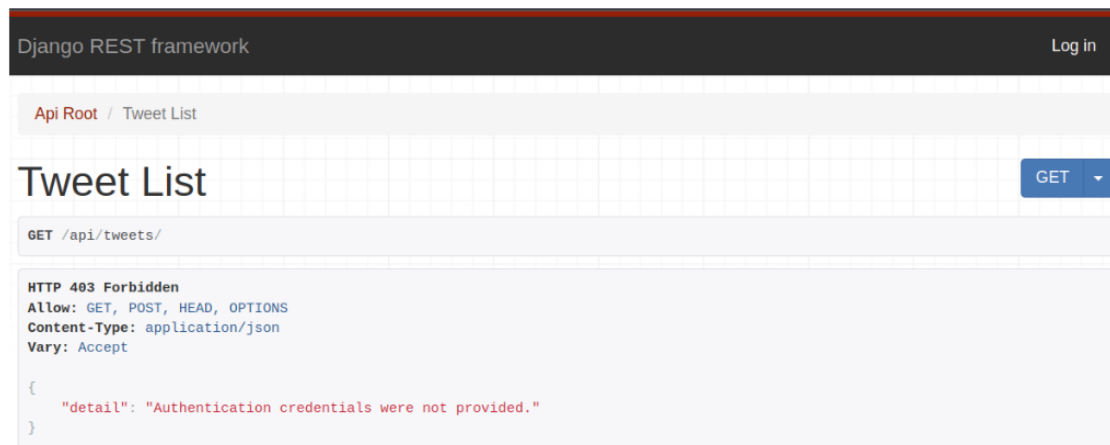


Figure 2: Default 404 page when a non-admin user tries to open the download page.

### 2.2 Get Dataset

When you log in as an admin, you can see a JSON file and press the “GET” button to download the labelled dataset, see figure 3.

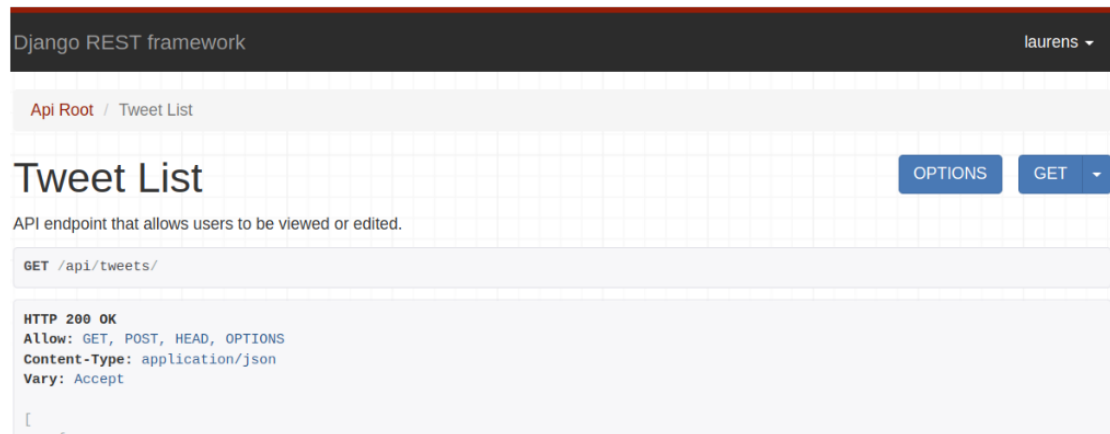


Figure 3: Download page when logged in as an admin, use the “GET” button to download the labelled dataset.

## 2.3 API via Script

The Tweeti API is also callable via a script, for example use the following script to download the labelled dataset.

```
import requests
import pandas as pd

auth = HTTPBasicAuth("<user name>", "<user password>")
request = requests.get('https://<your url>/api/tweets/', auth=auth)

demo_df = pd.DataFrame.from_dict(json.loads(request.text))
demo_df.to_csv("some_file_name.csv")
```

### 3 User Management

Users can be managed through the admin page (which is automatically generated by Django) at <your url>/admin (e.g. <https://www.example.com/admin>). Under “AUTHENTICATION AND AUTHORIZATION,” click on “Users” to manage the users (see Figure 4).

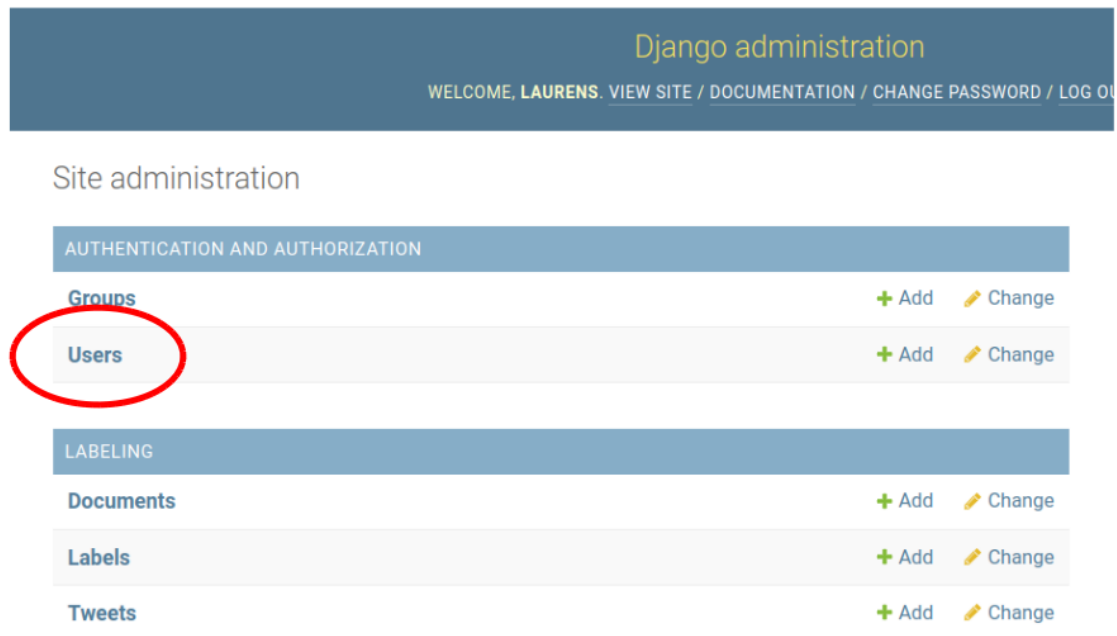


Figure 4: Admin view.

#### 3.1 Adding a User

Go to <your url>/admin (e.g. <https://www.example.com/admin>) and click on “Users”. Then, click on “ADD USER” (the gray button in the top right corner), fill in the required information, and click “SAVE” (see Figure 5).

After creating a user, you will be directed to a page where you can enter additional information. Under “Permissions” make sure the user is marked as “Active” and is a member of the “Labeller” group (see Figure 6).

If you have configured an email client in Django’s `settings.py`, Tweeti can also send emails to users (for example, to set or reset passwords). In that case, it is useful to enter the user’s email address. Other details (such as first and last name) are optional.



Django administration

WELCOME, LAURENS. [VIEW SITE](#) / [DOCUMENTATION](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Authentication and Authorization > Users > Add user

### Add user

First, enter a username and password. Then, you'll be able to edit more user options.

**Username:**

Required. 150 characters or fewer. Letters, digits and @/./+/-/\_ only.

**Password:**

Your password can't be too similar to your other personal information.  
Your password must contain at least 8 characters.  
Your password can't be a commonly used password.  
Your password can't be entirely numeric.

**Password confirmation:**

Enter the same password as before, for verification.

» Save and add another Save and continue editing SAVE

Figure 5: Added user (password, email and username can be set by hand).

## 3.2 Granting a User Admin Rights

Once a user is created (see “Adding a User”), you can choose to grant them admin rights (making the user a “superuser”). When a user has admin rights, they can access the admin page and make changes (such as creating users, modifying labels, uploading documents, etc.).

To grant a user admin rights, select “Staff status” and “Superuser status” (you can also select all permissions, but this is not necessary), see Figure 7.

**Permissions**

☒ **Active**  
Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

☐ **Staff status**  
Designates whether the user can log into this admin site.

☐ **Superuser status**  
Designates that this user has all permissions without explicitly assigning them.

**Groups:**

Available groups

Filter

Chosen groups

Labeller

Choose all Remove all

The groups this user belongs to. A user will get all permissions granted to each of their groups. Hold down "Control", or "Command" on a Mac, to select more than one.

**User permissions:**

Available user permissions

Filter

admin | log entry | Can add log entry  
admin | log entry | Can change log entry  
admin | log entry | Can delete log entry  
admin | log entry | Can view log entry  
auth | group | Can add group

Chosen user permissions

Choose all Remove all

Specific permissions for this user. Hold down "Control", or "Command" on a Mac, to select more than one.

Figure 6: Active user.

**Permissions**

☒ **Active**  
Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

☒ **Staff status**  
Designates whether the user can log into this admin site.

☒ **Superuser status**  
Designates that this user has all permissions without explicitly assigning them.

**Groups:**

Available groups

Filter

Chosen groups

Labeller

Figure 7: A user with admin rights.

## 4 Labels

To add or update labels, go to the Django default admin page at `<your url>/admin` (e.g. `https://www.example.com/admin`). Under the “Labelling” section, select “Labels.” Here, you will see an overview of all existing labels, where you can add or modify labels as needed (see Figure 8).

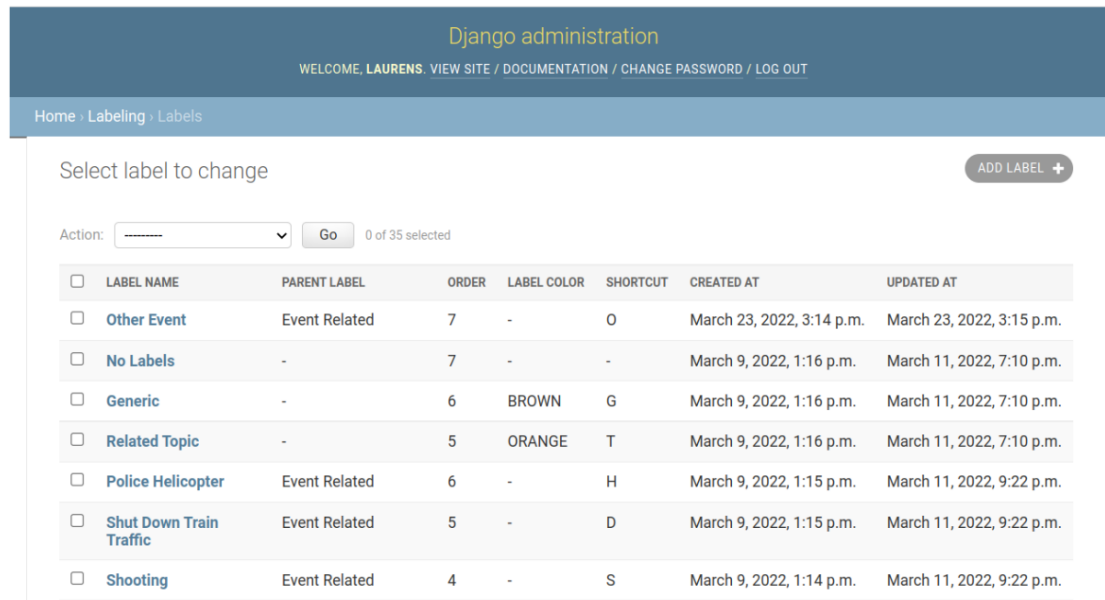


Figure 8: Admin view for labels

### 4.1 Adding Labels

To add a new label, click the gray “ADD LABEL” button in the top right corner. This will take you to a screen where you can specify the label name, a shortcut key, and optionally, a color and order.

Within Tweeti, there are two types of buttons related to labels: “menu” buttons and “label” buttons. A “menu” button is a label without a parent label (and it will contain “label” buttons that use this label as their parent). A “label” button, on the other hand, can either have a parent label (appearing within a menu) or no parent label (appearing as a standalone “label” button).

As shown in Figure 8, you can place a label within a menu by selecting a “parent” label. This makes the label a submenu item under a menu button (see also Figure 10 for how users will see this). If no parent label is selected, the label will appear as a standalone label button without a menu (see Figure 9).

#### 4.1.1 Add Label Button

When a user clicks on a label button, the label is added to the message (Figure 9).

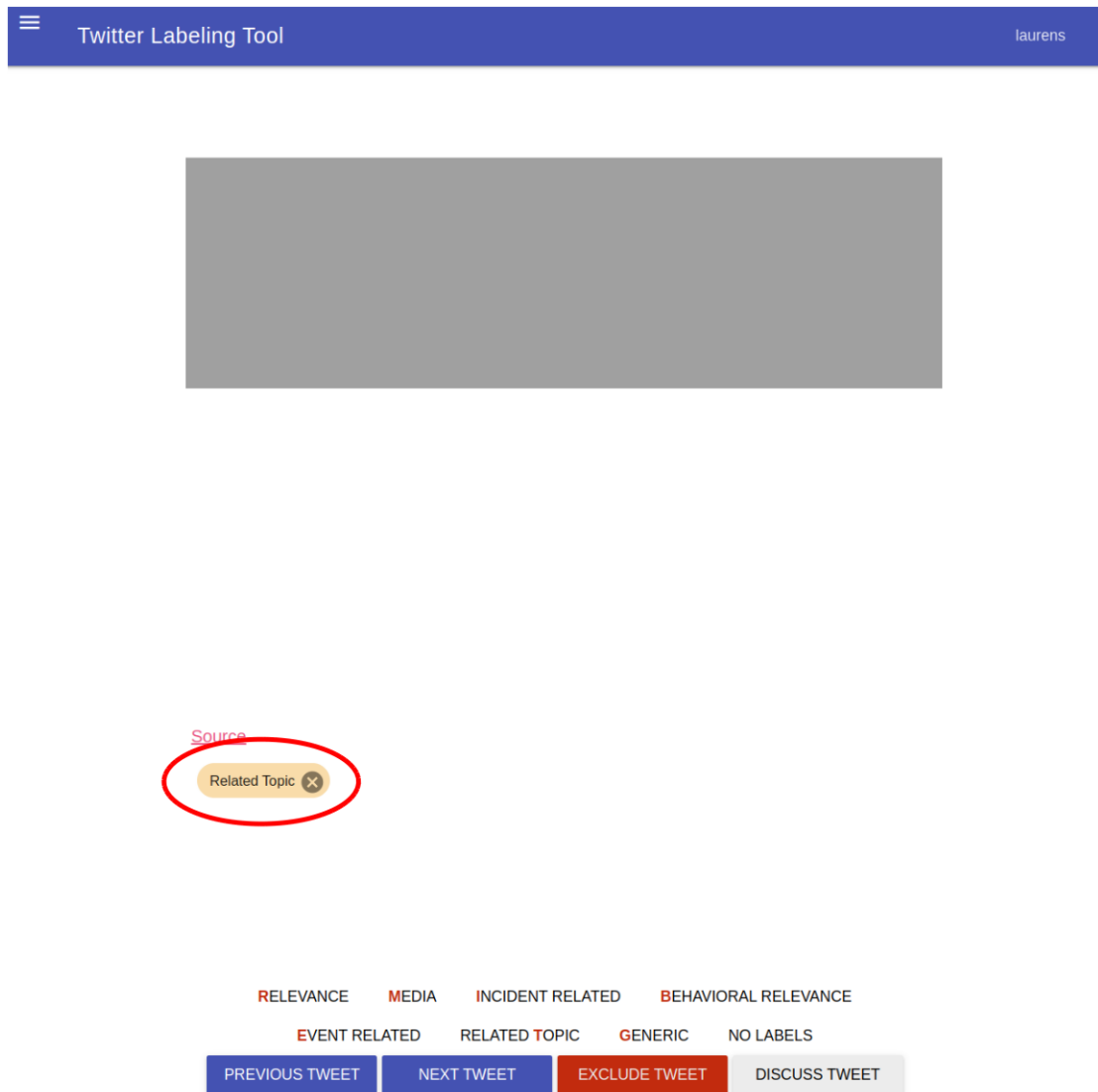


Figure 9: This is how a user experiences a “label” button press, a label is shown under the messages.

#### 4.1.2 Add Menu Button

When a user clicks on a menu button, a menu appears with the associated label buttons (Figure 10).

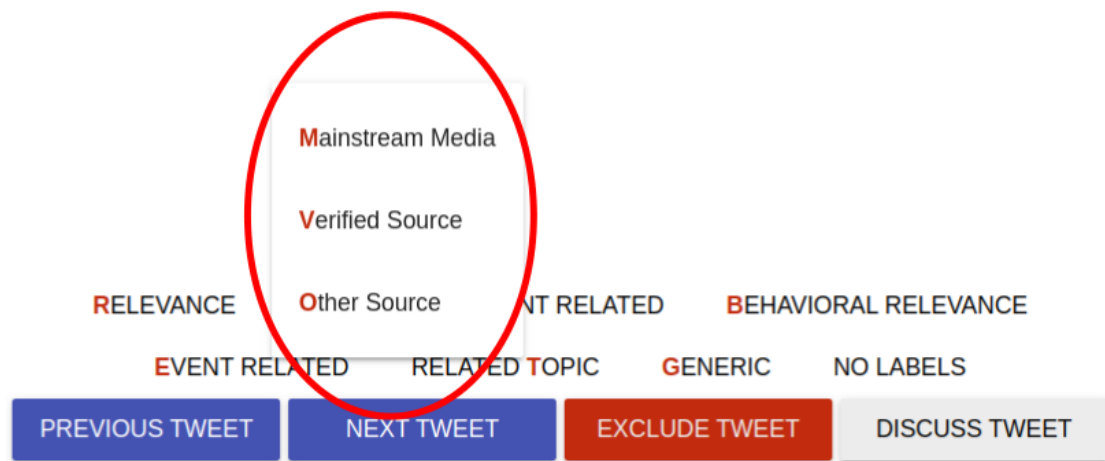


Figure 10: This is how the user experiences an “parent” button, it shows a menu of “label” buttons when pressed.

#### 4.1.3 Example 1

If you want to create only three standalone labels—“Label A,” “Label B,” and “Label C”—without using menu buttons, create three labels without a parent label (order, color, and shortcut are optional) (see Figure 11).

Change label

Label name:	<input type="text" value="label A"/> <small>name or reference to a label</small>
Parent label:	<input type="text" value="-----"/> <small>optional parameter to allow hierarchical labels</small>
Order:	<input type="text" value="1"/> <small>sorting order of labels displayed on the tool (left-right, top-bottom) starts with 0</small>
Label color:	<input type="text" value="RED"/> <small>color of the labels shown when label is selected</small>
Shortcut:	<input type="text" value="A"/> <small>optional parameter for keyboard shortcut</small>

Figure 11: Example of a “label” button definition.

#### 4.1.4 Example 2

If you want to create a menu button called “Menu” that contains three labels—“Label A,” “Label B,” and “Label C”—first create the menu button (a label without a parent, named “Menu”; order, color, and shortcut are optional), see Figure 12. Then, create the three labels with the “menu” button as their parent label (order, color, and shortcut are optional, see Figure 13).

Change label

Label name:	<input type="text" value="menu"/>	<small>name or reference to a label</small>
Parent label:	<div><div>-----</div><div>▼</div></div> <div><small>optional parameter to allow hierarchical labels</small></div>	<div><div></div><div></div></div>
Order:	<input type="text" value="1"/>	<small>sorting order of lables displayed on the tool (left-right, top-</small>
Label color:	<div><div>RED</div><div>▼</div></div> <div><small>color of the labels shown when label is selected</small></div>	
Shortcut:	<input type="text" value="M"/>	<small>optional parameter for keyboard shortcut</small>

Figure 12: Example of a “menu” button, containing label A, label B, and label C.

Change label

Label name:	<input type="text" value="label A"/>	<small>name or reference to a label</small>
Parent label:	<div><div>Menu</div><div>▼</div></div> <div><small>optional parameter to allow hierarchical labels</small></div>	<div><div></div><div></div></div>
Order:	<input type="text" value="1"/>	<small>sorting order of lables displayed on the tool (left-right, top-</small>
Label color:	<div><div>-----</div><div>▼</div></div> <div><small>color of the labels shown when label is selected</small></div>	
Shortcut:	<input type="text" value="A"/>	<small>optional parameter for keyboard shortcut</small>

Figure 13: Exmample of a “label” button with a parent “menu” button.

## 4.2 Modifying Labels

You can modify labels by selecting “Labels” on the admin page and clicking on the name of the label you want to edit.

When you click on the label name, the same input fields you used when creating the label will appear, allowing you to make changes.

At the bottom, you will see two non-editable fields, “Created at” and “Updated at,” which show the date and time the label was created and last modified, respectively.

## **Bibliography**