Tutorial for the creation and administration of individual projects

The project administration allows you to create, administer, and publish your own projects with Lingscape. All you need is a user account for the project server.

Log in
Together with this tutorial you have received your personal access data for the Lingscape server. User name and password are needed for accessing the server and administering your own data. Just go to https://lingscape.ibros.ch/login/ and enter your user name and password to log in.

In the project administration view, there are three different types of actions you can use for the creation and administration of your data: Profile, Projects, and Pins.

Profile
In the profile view, you can administer your user account. You can add your name and change the e-mail address that we use for notifications. Plus, you can change the log in password you have received. Please only use secure passwords (min. 10 characters including numbers, special characters as well as capital and lower case letters), so that your data are protected from unauthorized access.

![Figure 1: Edit profile details](image)

Projects
The projects view shows an overview of your personal projects. You can add new projects, change the data, languages, and annotation categories for existing projects, or delete projects. Every project is specified by different types of information that you can define when creating or editing a project. To add a project, click on the green button Add project.

By the way, multiple user accounts can be linked to the same project upon request, e.g., for group projects.
Add a project
Creating a project requires a set of basic project details.

![Create new project](image)

**Figure 2: Create new project**

**Necessary information for a new project:**

- **Name:** This is the title of your project, e.g., “Names of hairdresser's shops in Germany”.
- **Short name:** Enter a short name for your project here, an abbreviation or acronym that is easy to remember, e.g., “Haircrimes”.
- **Description:** Here you can enter a short description of your project that we can use to mention your project on our website. The text should be illustrative but not too long so that everyone understands what you are working on.
- **Password:** This is the password you enter in the app to collect photos for your project. [→ App settings]. It should be easy to remember, in case you want to share it with other people for a joint project, but not easy to guess, e.g., “hA1rcR1meS”.
- **Visible for:** Here you can define for whom the photos in your project shall be visible, either for all users of the app or only the participants of your project. In general, data in Lingscape should be visible to all users, but in case you want to collect photos first, e.g., for a school project, you can also make them publicly available only after the project is finished.
- **Publishing uploads automatically:** Here you can choose, if you want new photos that are added to your project to be published automatically or if you want to release them manually for publication. Automatically means that an image is visible on the map (in your project) right after the upload, manually means you have to manually share the image. For most projects, "publish automatically" is the right setting.
After you have added the basic information for your project, you can select languages and additional annotation categories (= taxonomies) for your project in the next step. Go to the project overview.

**Project browser**

The project browser displays all the important information about your own projects: the short name and name of the project, enabled taxonomies and languages, the visibility and publication settings, and the user profiles associated with this project.

![Figure 3: Project browser](image)

To edit the settings for a project, click on the button on the far right with the three dots. In the context menu you can make the following settings for your project:

- **Edit**: Here you will get to the basic settings for your project, which you entered during the creation.

  ![Figure 4: Edit project details](image)

- **Languages**: Here you can choose which languages should be displayed in your project. This refers to the language selection menu in the app. If you have entered a password in the app, only the languages selected for the project will be
displayed in the language selection menu. You can either choose all available languages or choose which languages you need for your project.

- **Taxonomy:** Here you can choose which annotation categories to display in your project. This refers to the upload process in the app. If you have entered a password in the app, the taxonomies and categories selected for the project will be displayed during upload. You can enable or disable each taxonomy individually (Figure 6) by opening the context menu on the right. Activated taxonomies (green symbol) are displayed in the app, deactivated taxonomies (gray symbol) are not. If you click on Categories, you can individually activate and deactivate the available categories for each taxonomy (Figure 7), depending on which you want to use for your project.

- **Delete:** Of course, you can also delete your project if you no longer need it. If you want to do that, please let us know in advance, so that we can transfer your pictures to the general database and keep them for the project.

**Pins**

Pins are the little red symbols on the app map that stand for the individual uploaded photos. The pin administration serves the purpose to administer the photos in your projects. You can sort and filter the data using different criteria as well as change the information for each pin. Plus, you can hide or even delete individual photos. The image
browser gives you the most important information for every photo in your projects. You can change most of these data by opening the **context menu** to the right.

![Figure 8: Image browser](image)

**Information in the image browser:**

- **Check box:** With this box, you can select entries for further editing. Once you have selected one or more images, you will be presented with additional editing options:
  - **Check | Uncheck:** With this you can mark that you have checked an entry as appropriate for your project. This setting does not affect the visibility of photos on the map.
  - **Publish | Unpublish:** This setting determines, whether a pin is visible on the (project) map or not.
  - **Delete:** If there is an image that is not suitable for your project, you can delete it with this option.

- **Preview:** Here a preview of the photo is shown. By clicking on the preview photo, you can open a detail view of the respective entry.

- **ID:** The ID is the identification number of the photo in our database. With this number, you can refer to individual photos in Lingscape, e.g., for publications.

- **GUID:** This identification number will be transmitted from your phone when uploading images. It serves to distinguish the uploads of different contributors to your project and should not be changed. Note that on iOS, the GUID will be replaced with a new one as soon as the app is deleted/reinstalled or you change your phone.

- **Country / City:** The data for country and city are added automatically during upload. They describe the geographical location at which the photo was taken.

- **Languages:** In this field, all languages that have been added to the photo during upload are displayed.

- **Comment:** Here you can find the comments and annotations that have been added during upload. If you want to know more about which special characters you can use in this field to annotate your data, look at the **Tips & tricks** section in the app.
• **Short name / Password:** These fields show information about the project a photo belongs to (Short name) and which project password was used to upload the photo.

• **Visible for:** The lock symbol displays the visibility for each image. If the lock is visible in the corresponding field, the image can only be seen by project participants, otherwise the image is visible to all users.

• **Status:** This field indicates the check and visibility status for your photos. A photo can be **published** or **unpublished**, **checked** or **unchecked**.
  - **(Un)Checked:** Hereby you mark, that you have checked the appropriate entry and classified as suitable for the project. This setting does not affect the visibility of photos on the map.
  - **(Un)published:** This setting determines whether or not a pin is visible on the project map in the app. Non-public photos are not displayed in the app, neither on the project map nor on the general map for all users. Published photos are displayed on the project map in the app; they will only appear on the general map if you have specified in the project settings that your project should be visible to all users.

![Figure 9: Edit pin details](image)

• **Context menu | Edit:** With this option (Fig. 9) you get to the basic information for a picture. You can change the following information here:
  - **Latitude | Longitude:** These are the geographical coordinates as defined during upload. You should only change them, if the location of a photo on the map is wrong or inexact.
  - **Country | City:** Country and city are automatically added during upload. You should only test them if they are obviously wrong.
  - **Comment:** Here you can enter or remove additional information.
  - **Image file:** Here you can replace the image file linked to the entry with another one, for example if you want to crop an image later to remove people from the image.
- **Checked** | **Published**: These informations correspond to the data in the field **Status** in the image browser.
- **Project**: Here you can assign a photo to one your projects. To do so, just pick the project **short name** for the respective project from the dropdown menu. Right now, a photo can only be assigned to one project.

- **Context menu** | **Languages**: With this setting you can subsequently change the languages assigned to a picture (Fig. 10).
- **Context menu** | **Taxonomy**: With this setting, you can subsequently change the annotation categories assigned to a picture (Fig. 11).

**Search, filter, and sorting options in the image browser:**

- **Search**: With the search field, you can search your entire photo collection for specific information, e.g. for city names or hashtags that have been entered in the comment field, to filter the displayed data.
- **Filter**: You can filter your photo collection based on different criteria. These can also be combined:
  - **Check status**: You can display only photos that are marked as checked/unchecked.
  - **Visibility**: You can display only published/unpublished photos.
  - **Language**: You can display only photos that have been tagged with a specific language.
- **Sort**: You can sort the table view based on different criteria (ID, GUID, Country, City, Short name, Password). Repeated clicking on a category changes the order (ascending/descending).

**Add pins manually**

You can also manually add individual pins to your collection if you want to add photos to your projects that you do not have on your mobile phone. Make sure you specify all the details, especially the geo coordinates, so that the photo is displayed correctly on the map. The easiest way to do that is to search for the exact location in Google Maps and transfer the coordinates to the appropriate fields. Since the Lingscape uses the same map projection as Google (WGS84), it ensures that the coordinates are exact.
App settings

To collect photos for your own project, you must enter a **project password** in the app. This password is identical to the password you have defined when creating a project. You can find the password in the project overview in the row **Password**. Simply go to the app settings, enter the password in the text field, and tap the button **Submit**. This stores the password in the app so that every new upload will be added to your project. You can also share the password with other people when carrying out a project together with your seminar or class.

When you have stored a password in the app, the app map only displays photos that belong to your project. If you delete the password from the app settings, the app map will change back to the general map for all users.

![Figure 12: Enter a project password in the app settings screen](image)

**Tips & tricks**

You can find further advice on how to use the app on this page with tips & tricks from the app: [http://lingscape.purschke.info/en/tips.html](http://lingscape.purschke.info/en/tips.html). This includes a complete list of currently available languages as well as additional annotation categories to use in the comment area.

**Contact & suggestions**

We hope that the use of the project administration is simple and enables you to realize your projects in the best possible way. However, it can be that a specific language or function you need for your project are missing. If that should be the case, just send us an e-mail via [lingscape@uni.lu](mailto:lingscape@uni.lu), so that we can develop further Lingscape to be as useful as possible to you and the other users. Languages for example can be added at any time. Plus, we are constantly working on new features for the app and project server. We are also glad about praise and criticism, about likes on Facebook or mentions on Twitter.