



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 details 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.

Lingscape	
Projects	Profile
Pins	
Profile	
Profile	
Email address	<input type="text" value="tutorial@lingscape.uni.lu"/>
First name	<input type="text" value="Tutorial"/>
Last name	<input type="text" value="Deluxe"/>
Change password	Change password
	<input type="button" value="Save"/>

Projects

The projects view shows an overview of your personal projects. You can add new projects, change the data 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**. To delete a project, click on the red button **Delete project**. To edit an existing project, click on the blue colored **Short name** of the project.

Lingscape		Welcome, Tutorial Deluxe		Log out			
Projects	Projects		<input type="button" value="+ Add project"/>				
Pins							
Profile							
Short name	Name	Password	Languages	Visible for	Auto publish	User	
tutorial	Lingscape Tutorial	Atut4demo	<input type="radio"/> ITZ <input type="radio"/> FRA <input type="radio"/> DEU <input type="radio"/> ENG <input type="radio"/> ARA <input type="radio"/> DAN <input type="radio"/> HAW <input type="radio"/> HRV <input type="radio"/> NDS <input type="radio"/> POL <input type="radio"/> TUP <input type="radio"/> ZHO <input type="radio"/> OTH	All	No	tutorial	<input type="button" value="Delete"/>

NOTE: If you ever want to delete a project that still contains photos, please let us know in advance so that we can reassign and add them to the general map.

Information categories:

- **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”.
- **Languages:** Here you can choose which languages you want to display in your project. This relates to the language menu in the app. If you have entered a password in the app, only the languages chosen for the project will be displayed in the language menu during upload.
- **Visible for:** Here you can define for whom the photos in your project shall be visible, either 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 after the project is finished.
- **Auto publish:** 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. [→ **Pins**].
- **User:** This category shows the user who can administer the project. Right now, only one user account per project is supported, but in later versions it will be possible to add multiple user accounts to your projects.

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 table view gives you the most important information for every photo in your projects. You can change most of these data by clicking on the blue colored **ID** for an entry.

You can also manually add pins to your collection, if you want to add photos to your projects that you don’t have stored on your mobile phone. When adding pins manually, pay attention to enter all data exactly, especially the geographical coordinates, so that the photo is correctly displayed on the map. The easiest way to do that is by searching the exact location in Google Maps and copying the coordinates in the respective fields. Since Lingscape uses the same map projection as Google does (WGS84), this makes sure that the coordinates are exact.

	ID	GUID	Country	City	Languages	Comment	Short name	Password	Visible for	Status
<input type="checkbox"/>	3665	80A876C2-2CA2-4790-9633-B29492EE2B7B	Luxemburg	Ettelbrück	LTZ, DEU	Op engem Secherungskaste gepécht	tutorial	Atut4demo	All	<input type="checkbox"/> UNCHECKED <input type="checkbox"/> UNPUBLISHED
<input type="checkbox"/>	3652	38C27AA8-73CC-4D4F-8CDB-06FC32FF1018	Luxemburg	Luxemburg	FRA	—	tutorial	Atut4demo	All	<input checked="" type="checkbox"/> CHECKED <input type="checkbox"/> UNPUBLISHED
<input type="checkbox"/>	3515	C90531E6-00B3-42FC-BFAF-28E957119528	Luxemburg	Sandweiler	FRA	—	tutorial	Atut4demo	All	<input type="checkbox"/> UNCHECKED <input checked="" type="checkbox"/> PUBLISHED
<input type="checkbox"/>	3411	38C27AA8-73CC-4D4F-8CDB-06FC32FF1018	Österreich	Wien	FRA, DEU	—	tutorial	Atut4demo	All	<input checked="" type="checkbox"/> CHECKED <input checked="" type="checkbox"/> PUBLISHED

Information in the table view:

- **Check box:** With this box, you can select entries for further editing (**check**, **change visibility**, **delete**).
- **Status:** This field indicates the **check** and **visibility** status for your photos. A photo can be **published** or **unpublished**, **checked** or **unchecked**.
 - **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. Unpublished photos aren't displayed in the app, neither on the project map nor the general map for all users. Published photos are displayed on the project map in the app. They are only displayed on the general map, if you made your project data **visible for** all users in the project settings.
- **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 identifier is being transferred from your mobile phone during photo upload. You can distinguish uploads by different users in your project with it. Therefore, you shouldn't change it. (NOTE: On iOS, the GUID is replaced by a new one, when you delete/reinstall the app or change your device.)
- **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 | Visible for:** These fields show information about the project a photo belongs to and which project password was used to upload the

photo. Plus, they tell you for whom the photo is visible in the app (all users | only project participants).

Additional information when editing individual pins:

- **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.
- **Image file:** Here you can replace the photo that is linked to the entry by another one, e.g. if you want to crop a photo after upload (to remove people from the photo).
- **Checked | Published:** These data correspond to the data in the field **Status** in the table view.
- **Project:** Here you can assign a photo to one your projects. To do so, just pick the project **password** for the respective project from the drop-down menu. Right now, a photo can only be assigned to one project.

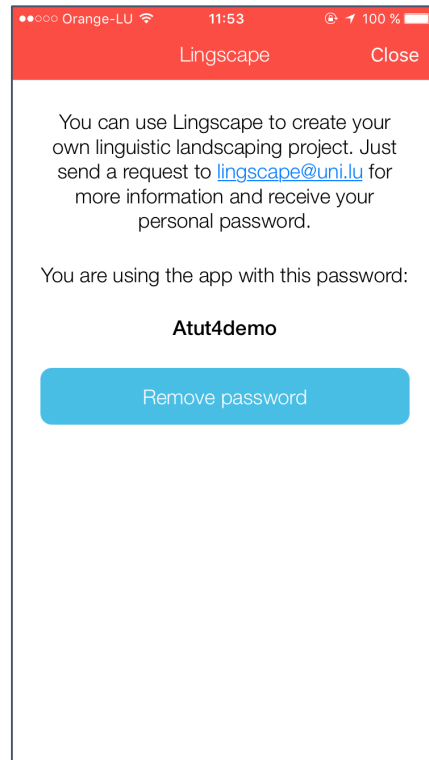
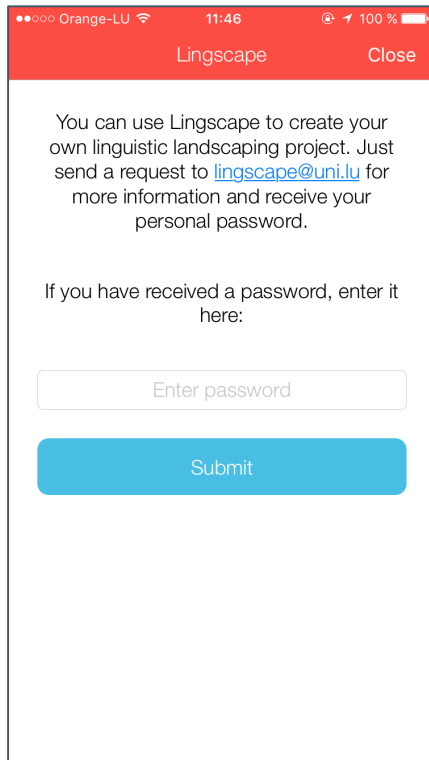
Search, filter, and sorting options in the table view:

- **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).

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. Du 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.



Contact & criticism

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, 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.

We want to thank you for your interest in working with Lingscape! In combining our efforts, we are creating a new and exciting piece of science together, in which linguistic landscaping and citizen science combine.