ECOTAXA

Manual

Quantitative Imaging Platform of Villefranche sur Mer (PIQv)

piqv@imev-mer.fr
http://piqv.imev-mer.fr

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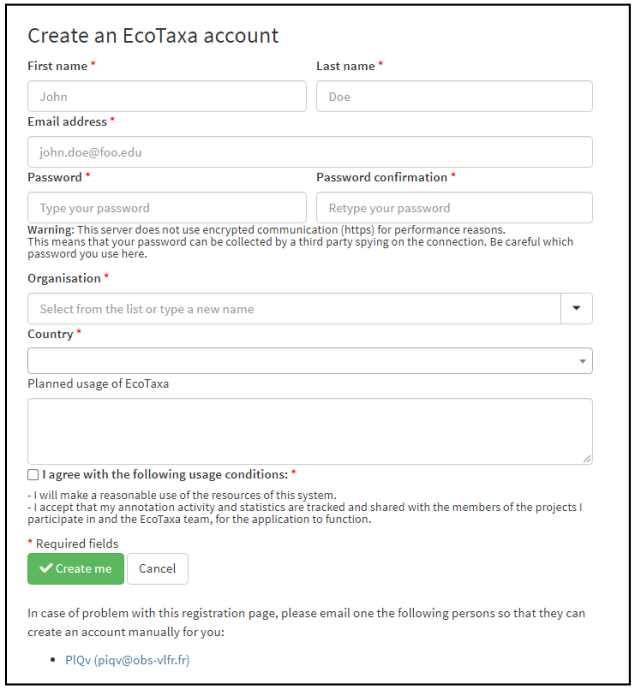
1 Registration

Go to Ecotaxa application : https://ecotaxa.obs-vlfr.fr/

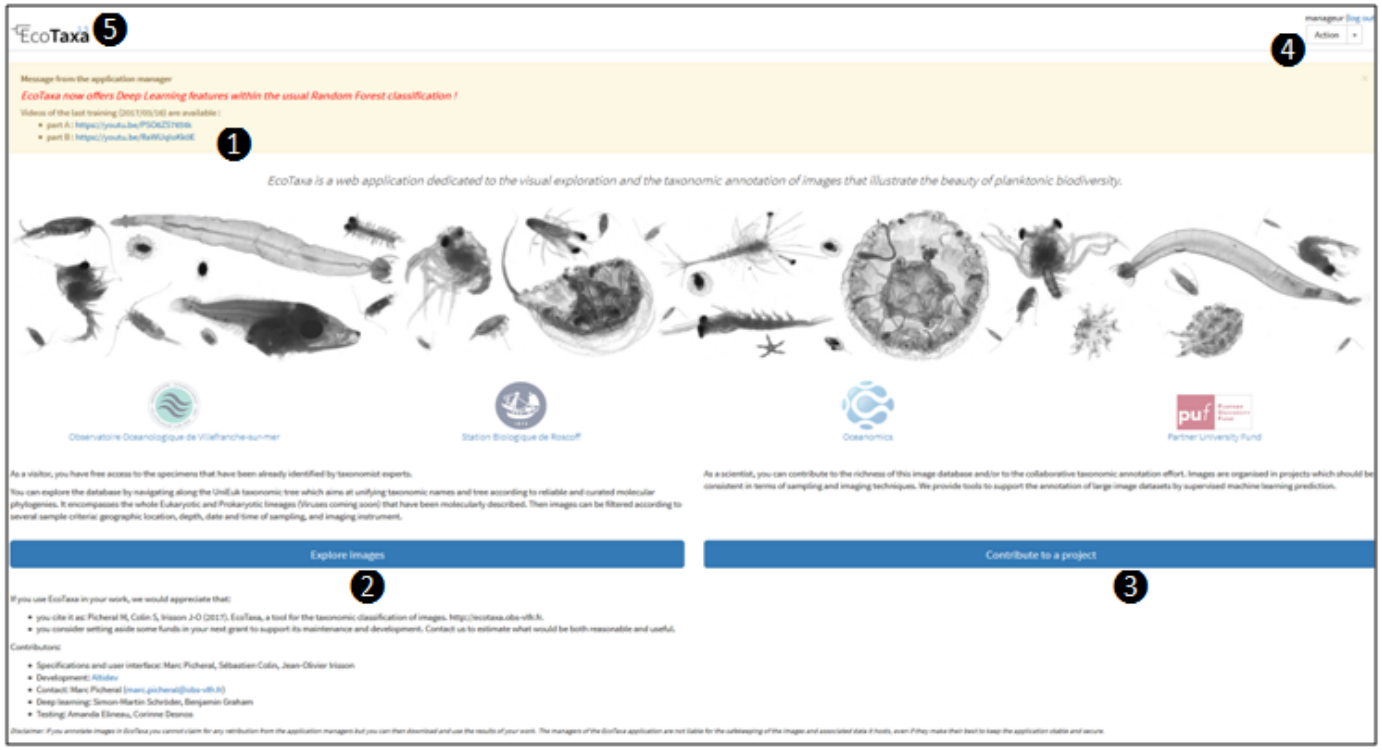
Click on "log in / register", then on "Create your Ecotaxa account":

Fill in the form:

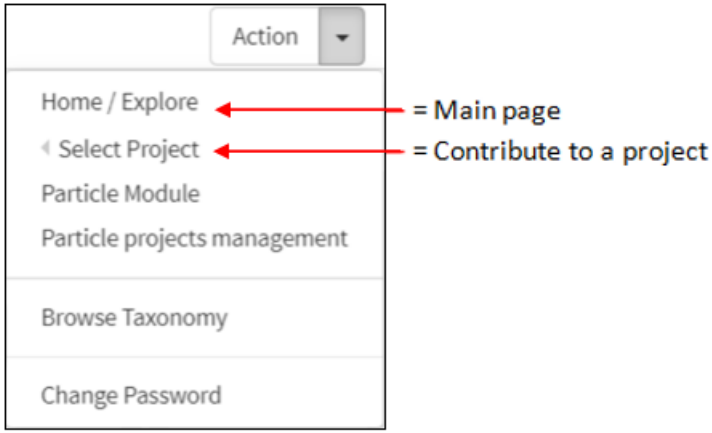


2 Presentation of Ecotaxa

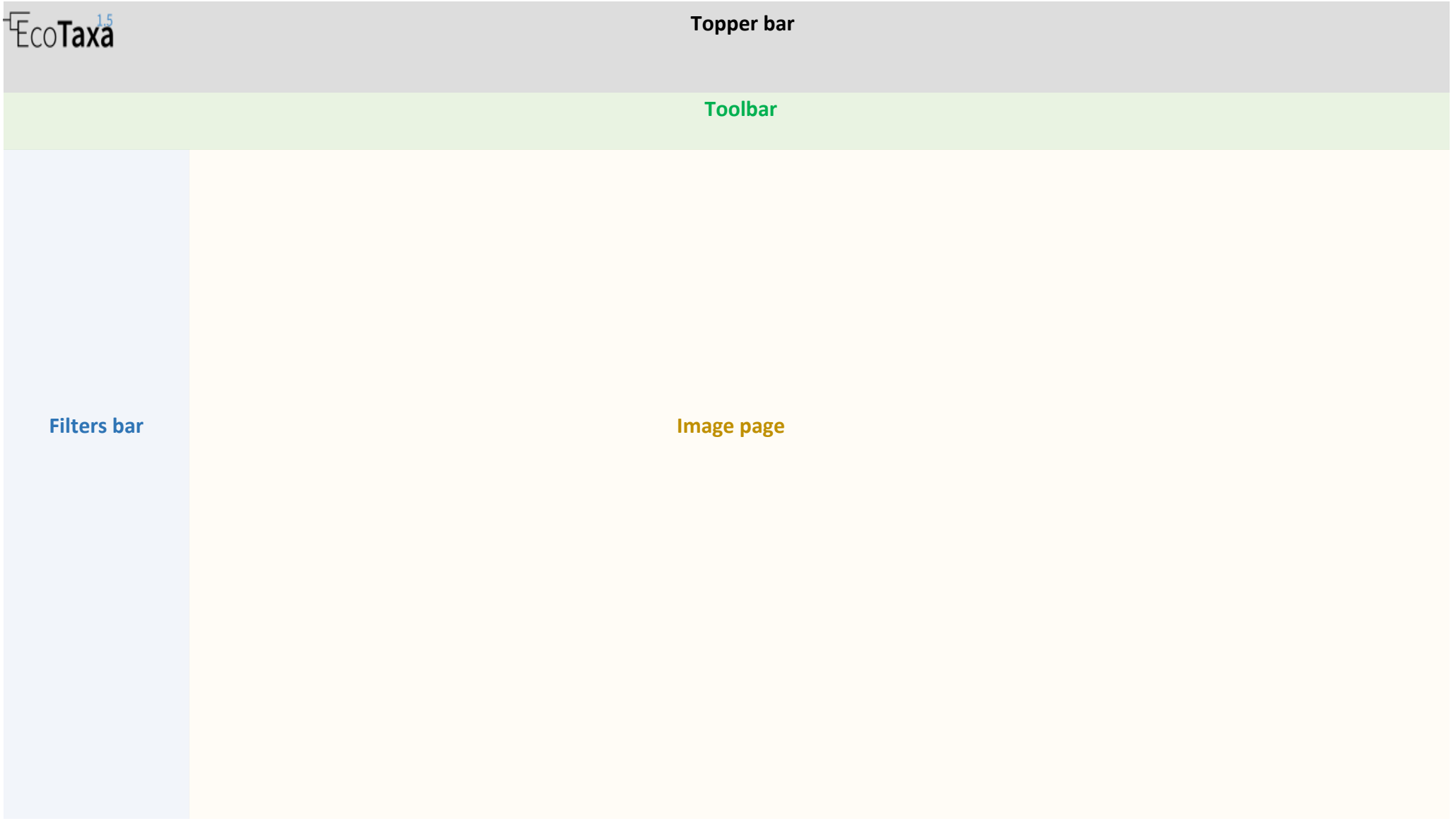
2.1 Main page



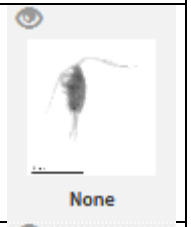
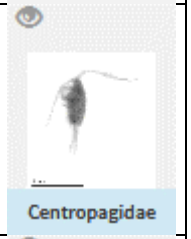
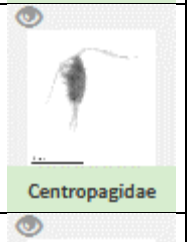
1. Video Tutorial
2. Explore images
   - no need to have an account to access to this function
3. Contribute to a project
   - need to have an account to access to this function
4. "Action" button
5. Shortcut to the main page



2.2 How is built an Ecotaxa window ?



2.3 Status of images

Status of the images	Action	Status color
Unclassified	Image just uploaded into the project	
Predicted	Image just predicted by learning	
Validation in process	Image not yet validated, just assigned	
Validated	Image validated	
Dubious	Image classified in dubious	

All = Unclassified + Predicted + Validated + Dubious

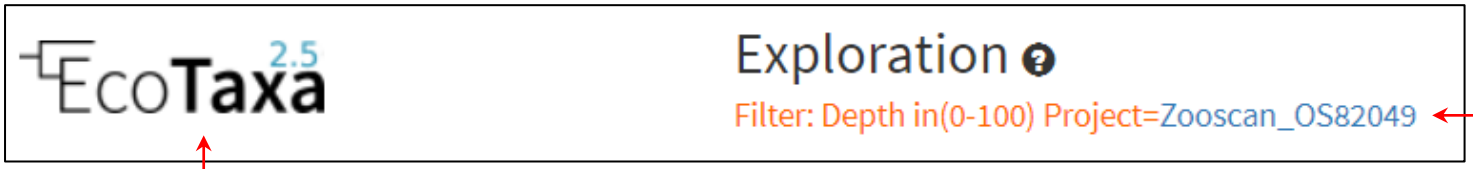
Not Validated = Unclassified + Predicted + Dubious

Classified = Predicted + Validated + Dubious

3 Explore images page

Viewing a batch of validated images taken randomly from all projects (around 1000 images) hosted on Ecotaxa

3.1 Topper bar



Informations about the selected filters

Shortcut to the main page

3.2 Toolbar

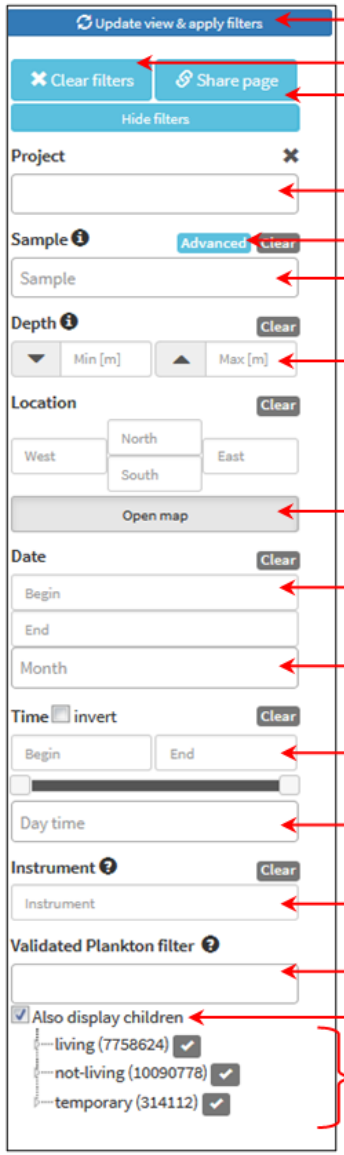
Allows to apply the requested changes about number of images, magnification and the magnifying glass

Allows to select the number of images that will appear

Allows to select the magnification of the images

When checked, apply a magnifying glass when you go over an image with the mouse pointer

3.3 Filters bar



Allows to apply the selected filters on the Image page (see below)

Allows to clear all the selected filters (see below)

Allows to share the page with your applied filters (also works for a recipient without Ecotaxa account)

Allows to select a specific project in all hosted projects on Ecotaxa

Allows to select several samples in the selected project

Allows to select one specific sample in the selected project

Allows to select all the images depending to a depth interval of sampling

Allows to select all the images depending to a specific area of sampling

Allows to select all the images depending to a date interval of sampling

Allows to select all the images depending to a specific month of sampling

Allows to select all the images depending to a time interval of sampling

Allows to select all the images depending to a specific time of sampling

Allows to select all the images depending to a specific instrument/Click on the question mark to see the list

Allows to select all the images depending to a specific taxa by writing the name

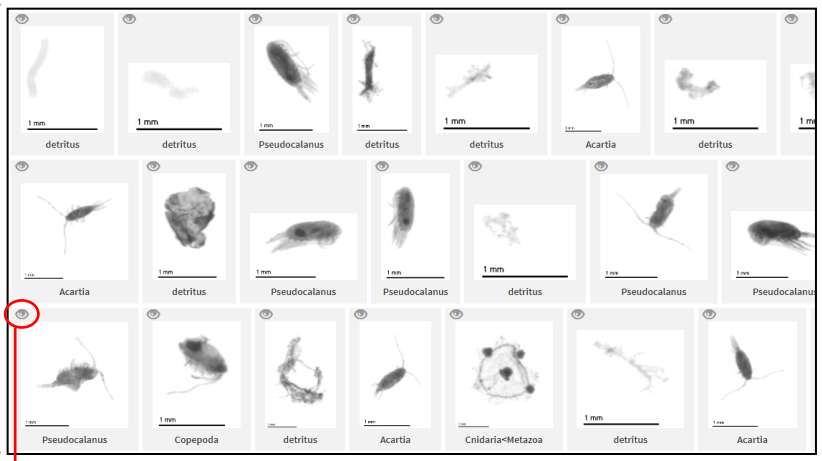
Allows to select all the images depending to a specific taxa selected + all his children when checked

Allows to select all the images depending to a specific taxa using the tree of life

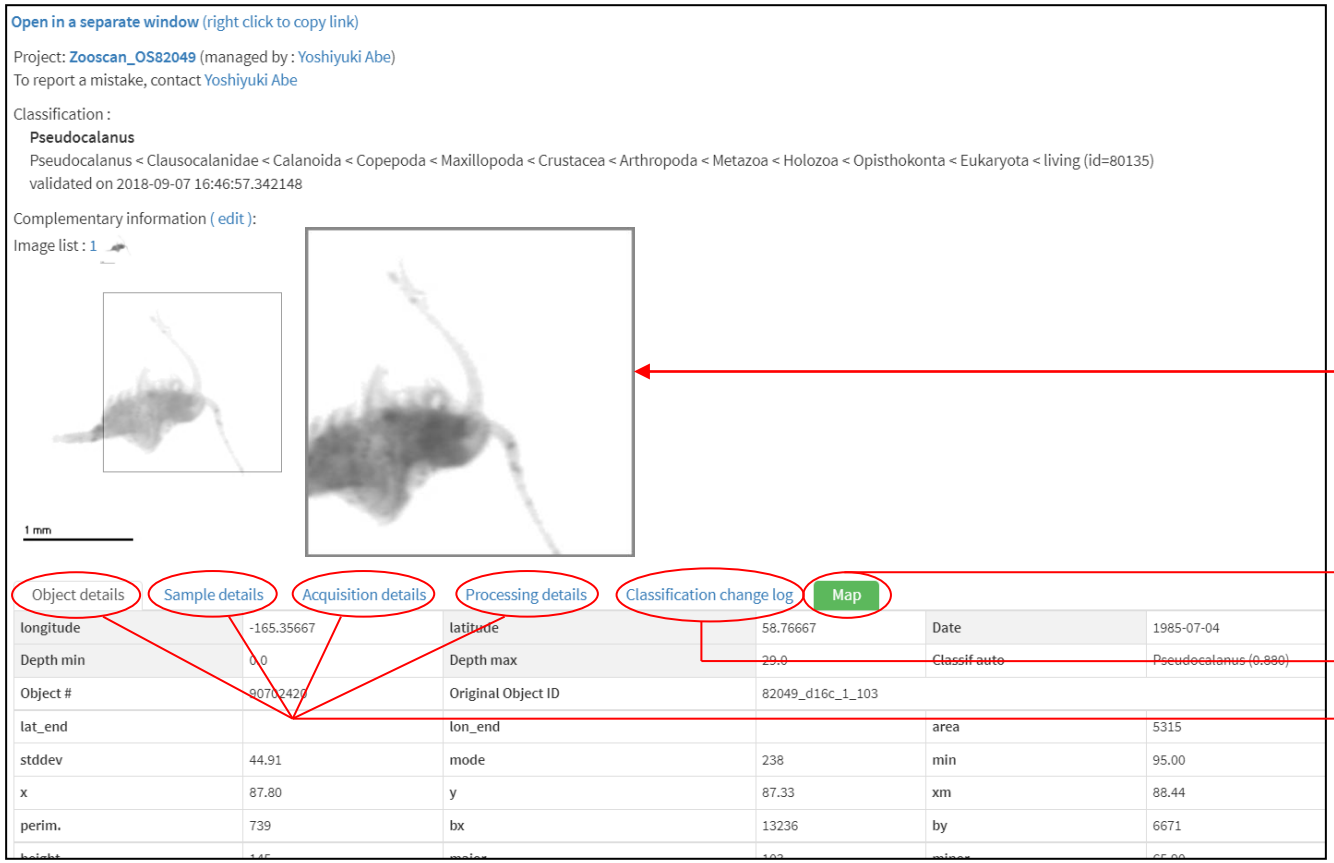
NB: Some filters can be combined

3.4 Image page

Result of the selected filters



If you click on the eye, you have more details of object



Allows to zoom when you pass your mouse in the image

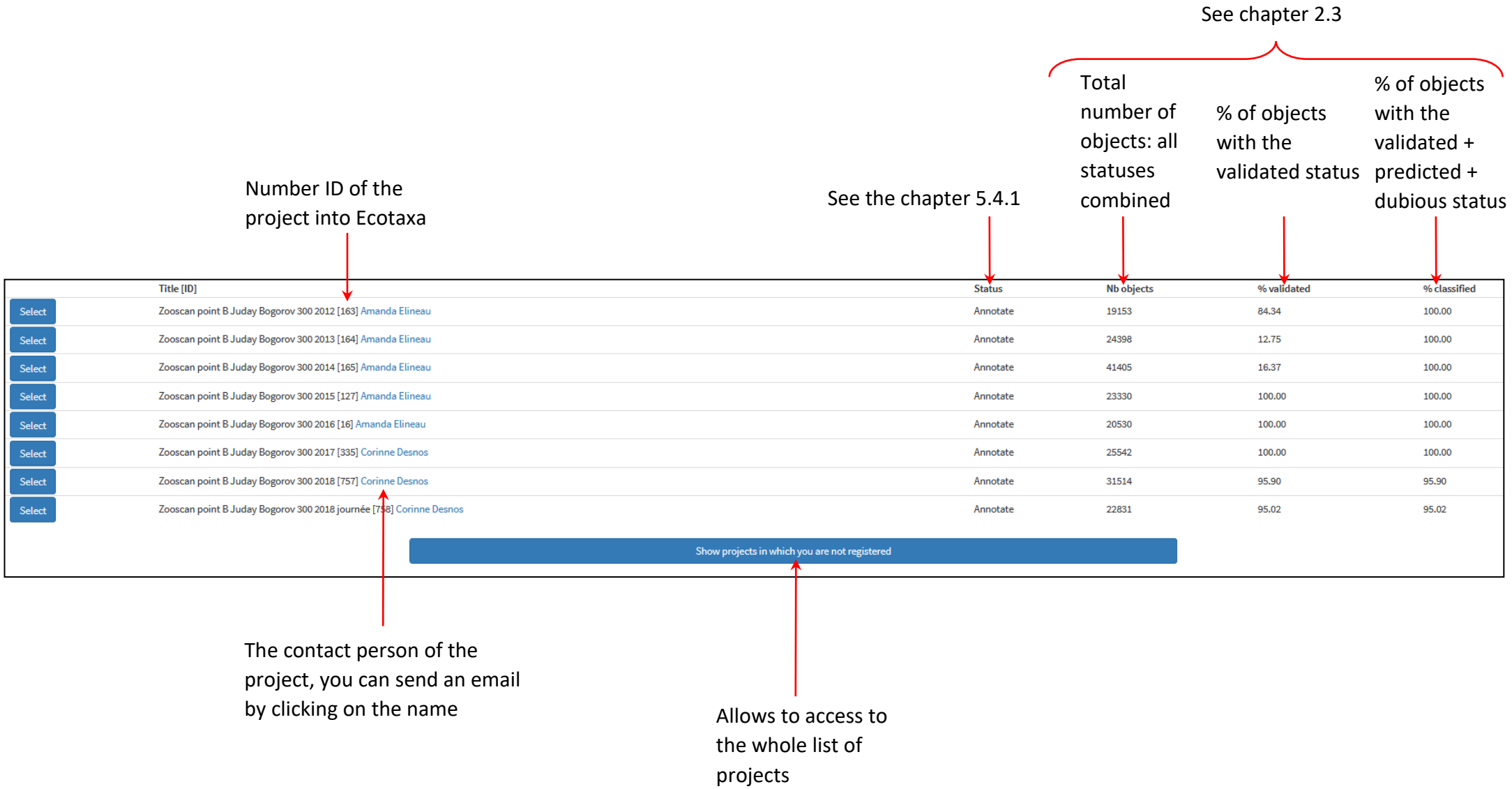
Allows to open a map that shows where the image was sampled

Allows to see the historical classification

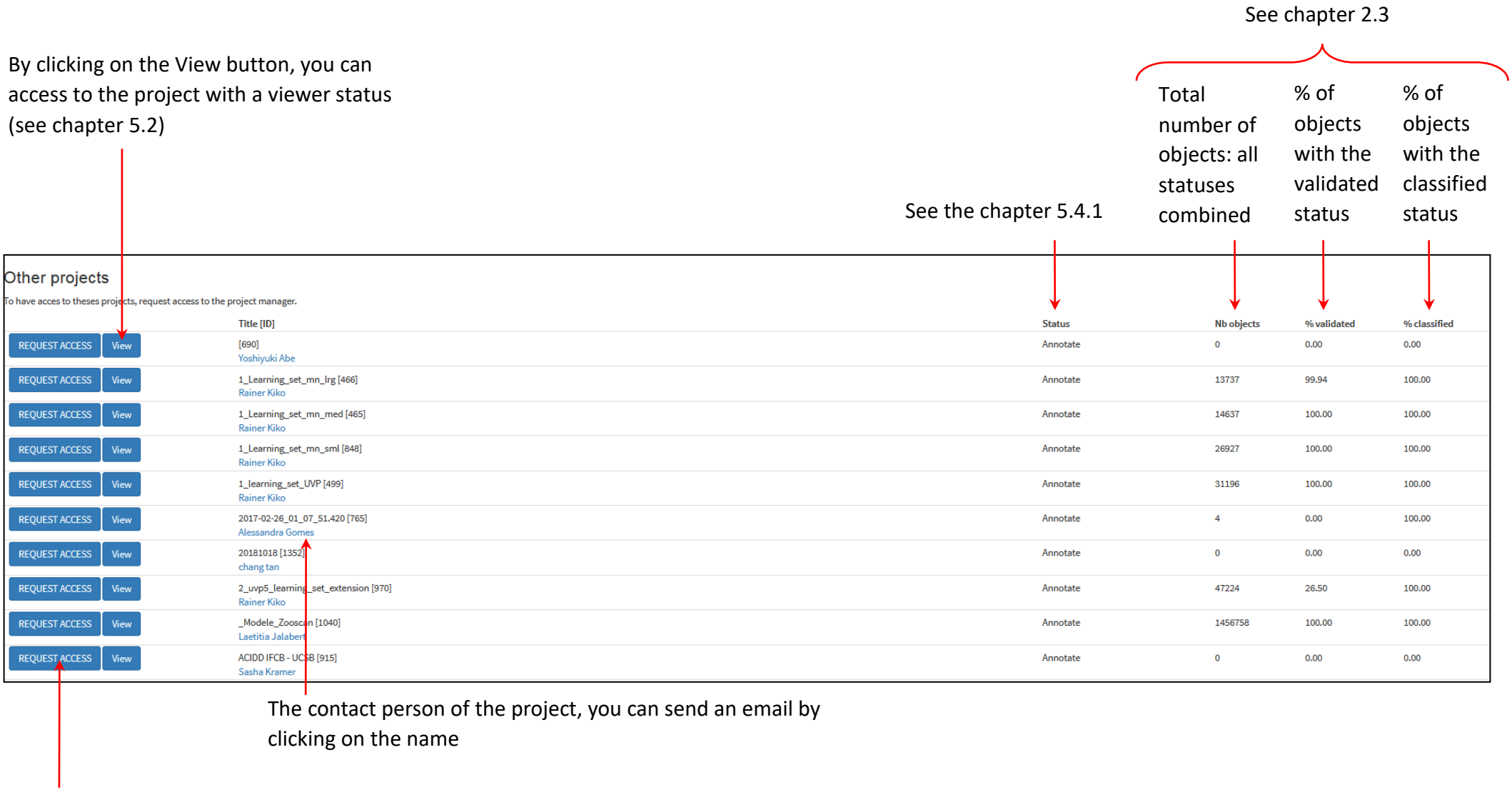
This four tabs correspond to the columns of the .tsv table : ”object_” + ”acq_” + ”process_” + ”sample_”

4 Contribute to a project page

4.1 Main page



4.2 Access to the whole list of projects hosted into Ecotaxa

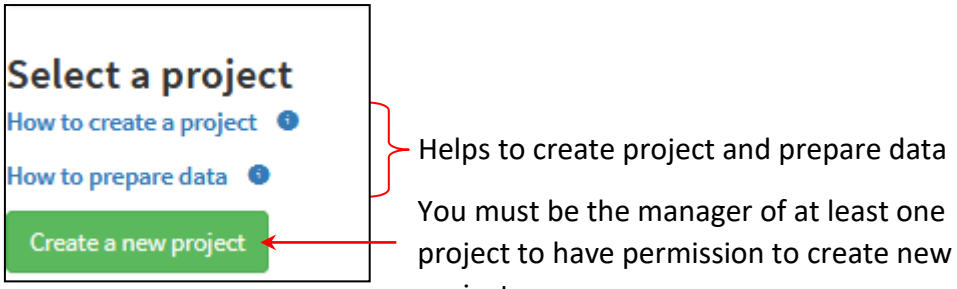


5 My project

5.1 Create a new project

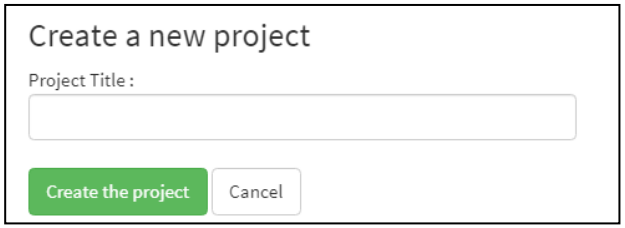
Note: This step is possible only if you have **project creator status**. You can ask it at: piqv@imev-mer.fr

Go to the main page of "contribute to a project"



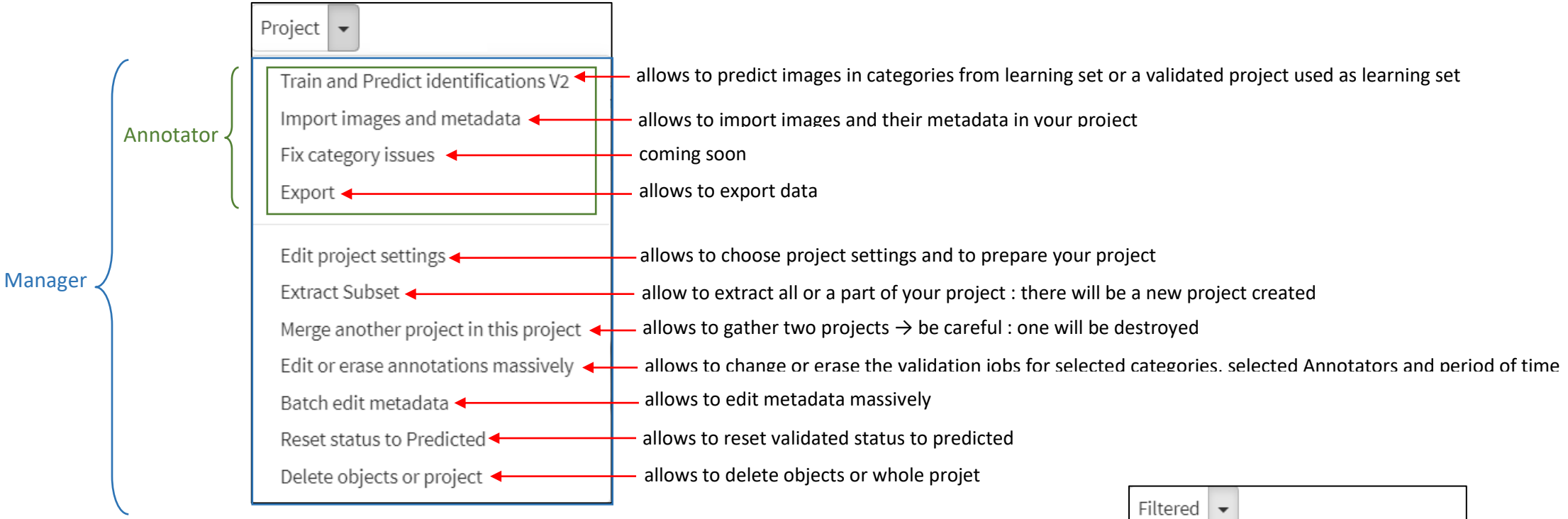
Choose a project title

N.B.: the project title must start with the name of the imaging instrument used to acquire the images (Zooscan, UVP, Zoocam, Flowcam, IFCB,...)

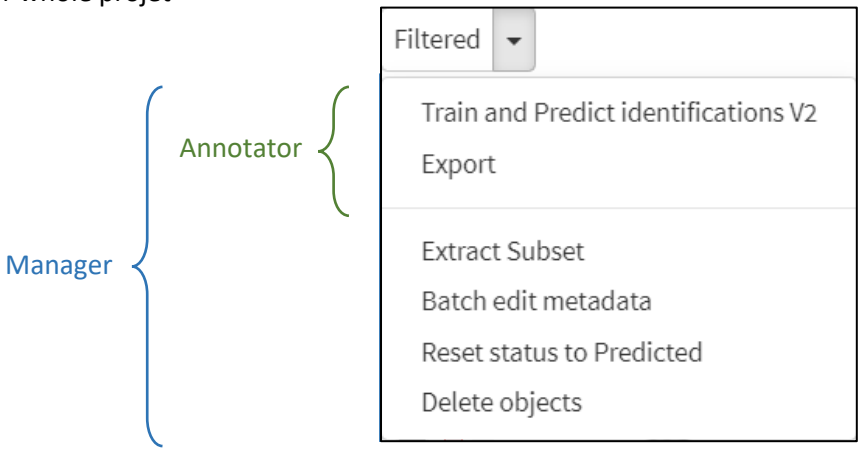


5.2 The different rights according to projects (viewer, annotator, manager)

- Viewers can view the project even when it is private; the project is listed in their project list
- Annotators can predicts, import images and metadata, classify objects and export data
- Managers have the same rights as annotators but they can edit project settings, create subset, merge projects, edit metadata, resest status of images and deteta objects or project
- The contact person is a Manager, displayed in the project table and serving as the contact point for other users and EcoTaxa's managers



This tools can be used for whole project or just predefined filters:



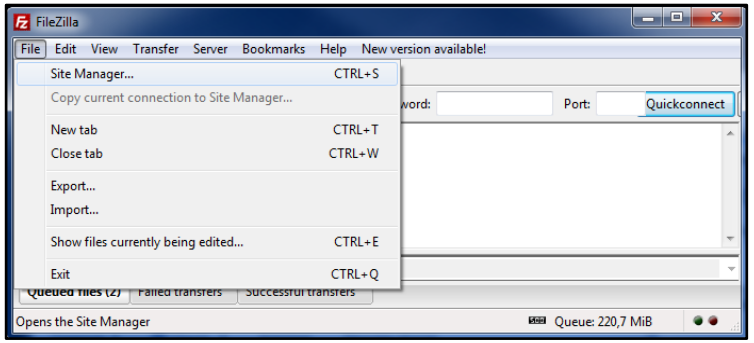
5.3 Import Images and/or Metadata

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)

5.3.1 File Transfer Protocol FTP

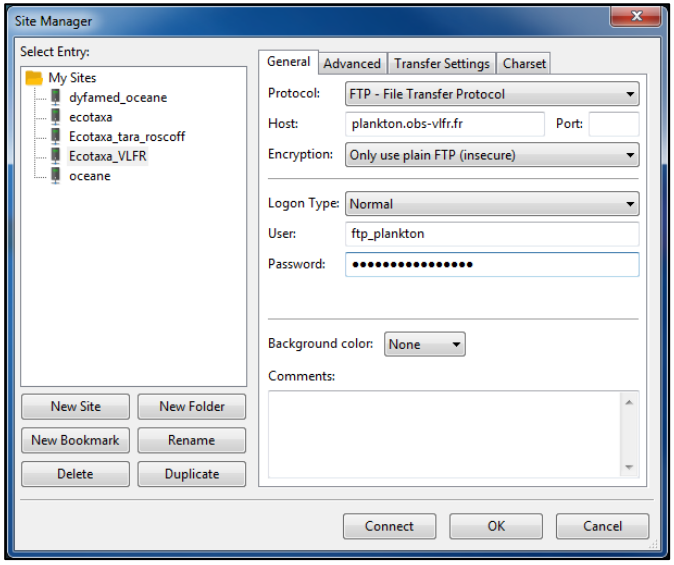
5.3.1.1 FTP connexion

- Download and install FileZilla (https://filezilla-project.org/)
- Select File > Site Manager…



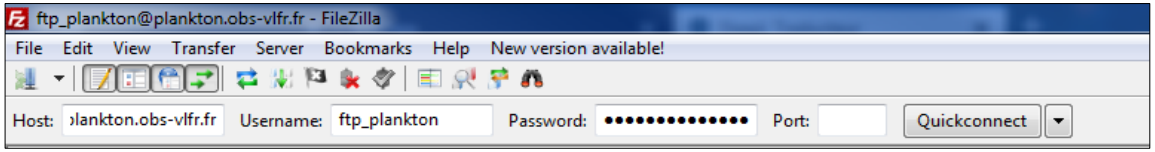
- Create a New Site called : Ecotaxa_VLFR
- In General tag :

  Host : plankton.obs-vlfr.fr
  Protocol : FTP – File Transfer Protocol
  Encryption : Only use plain FTP (insecure)
  Logon Type : Normal
  User : ftp_plankton
  Password : Pl@nkt0n4Ecotaxa



- NB: You will have a direct access by the main window

  Host: plankton.obs-vlfr.fr
  Username: ftp_plankton
  Password: Pl@nkt0n4Ecotaxa



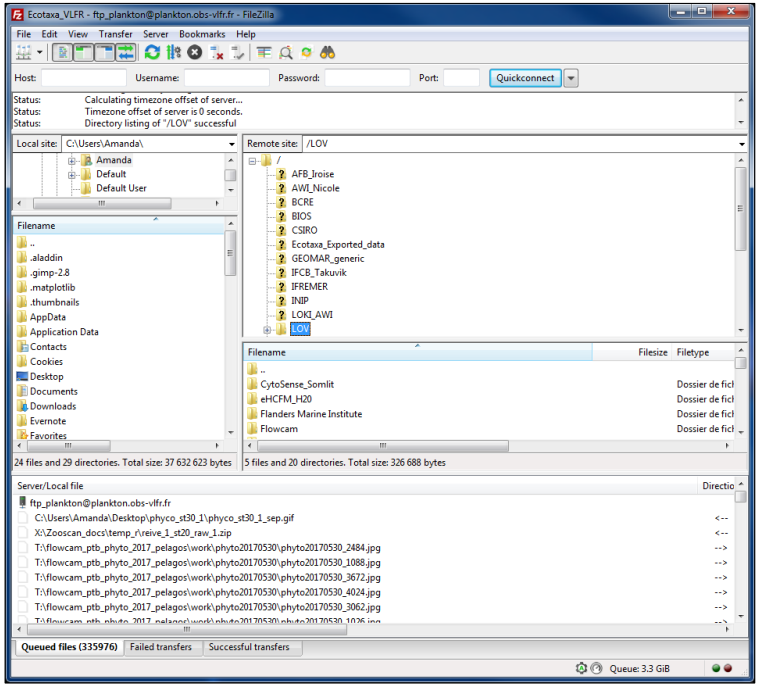
5.3.1.2 Procedures and organization of data into FTP

FlowCam & ZooScan

- Create a folder starting with your Institute name
- Drag and drop in this folder:

  *Not validated data:
  the **_work** folder from your Zooprocess project
  *Validated data (from PKId):
  the **ecotaxa** folder from your Zooprocess project

  NB: Check that all your metadata have been correctly documented before this step.



UVP

- Create a folder starting with your Institute name
- Drag and drop in this folder your WHOLE PROJECT. It will permit to import both the images and the particle data in the Particle module of Ecotaxa.

  NB: Check that all your metadata have been correctly fill in before this step.

5.3.1.3 Memory management

After the importation and the checking of your data in Ecotaxa, delete your folder from the FTP.

➔ Anyone having these writing permissions on our FTP can load and download any data from this FTP. It is thus IMPORTANT to remove your data as soon as it has been imported into Ecotaxa.

5.3.2 Import Images + Metadata

5.3.2.1 Maintain PkID Validation

You have some projects already predicted/classified with PkID and you want to export them into Ecotaxa keeping the classification. (If your projects are unclassified, see directly the next chapter).

At this step:

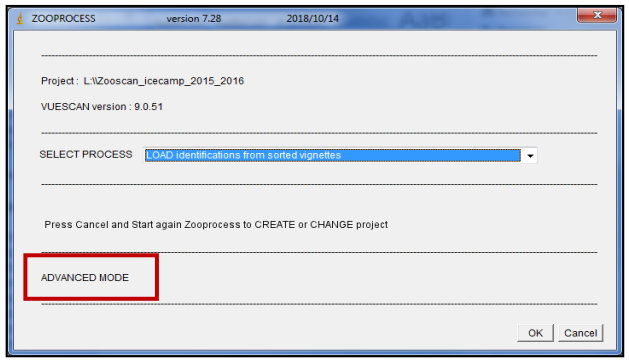
- There is 1 dat1.pid file per sample in the folder: Zooscan_nameoftheproject/PID_process/Pid_results
- There is 1 subfolder called “nameofthesample_**validated**” in the folder:
  Zooscan_nameoftheproject/PID_process/Sorted_vignettes
  In each subfolder you have all the images .jpg + 1 .txt file called “Analysis_nameofthesample_dat1.txt”

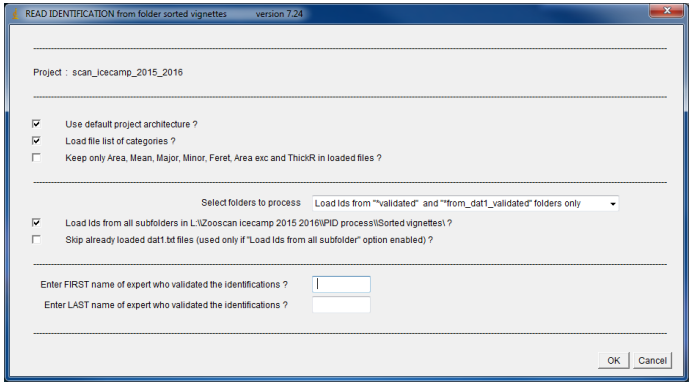
NB: The number of objects between the pid file and the Analysis txt file **must be** the same

Open Zooprocess in Advanced Mode:

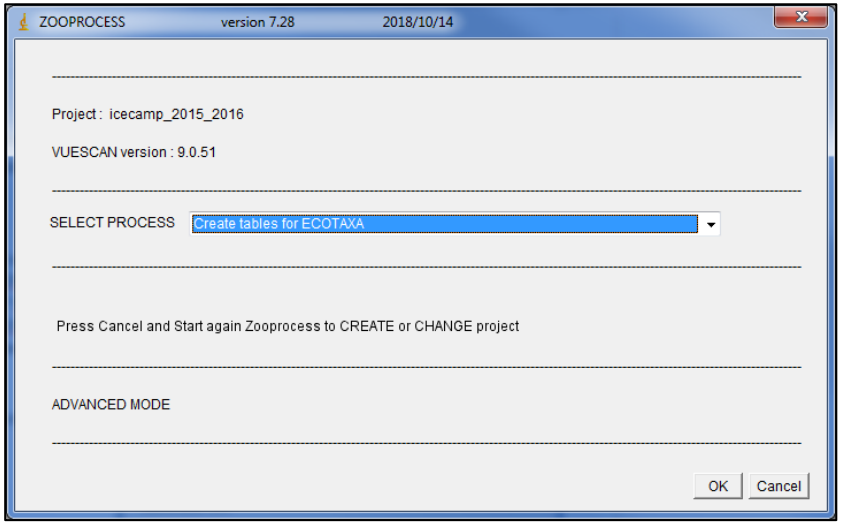
- Load identifications from sorted vignettes

It will create 2 .txt files per sample in the folder:
Zooscan_nameoftheproject/PID_process/Pid_results/
Dat1_validated

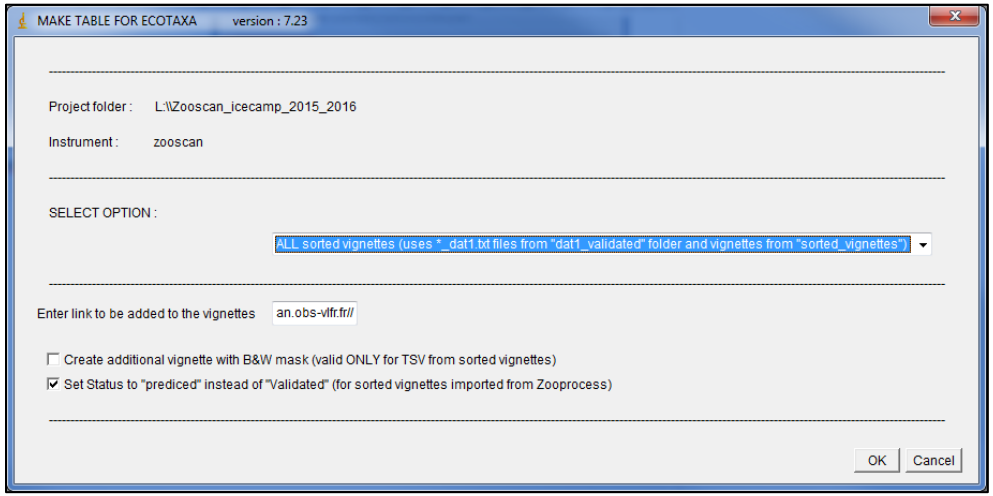




- Select Create tables for Ecotaxa



- Select ALL sorted vignettes (uses*_dat1.txt files from “dat1_validated” folder and vignettes from “sorted_vignettes”)

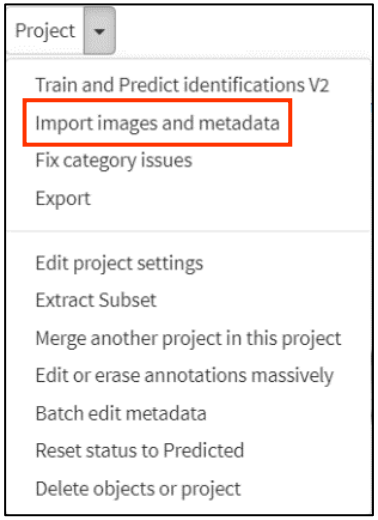


It will create 1 subfolder per sample in the folder:

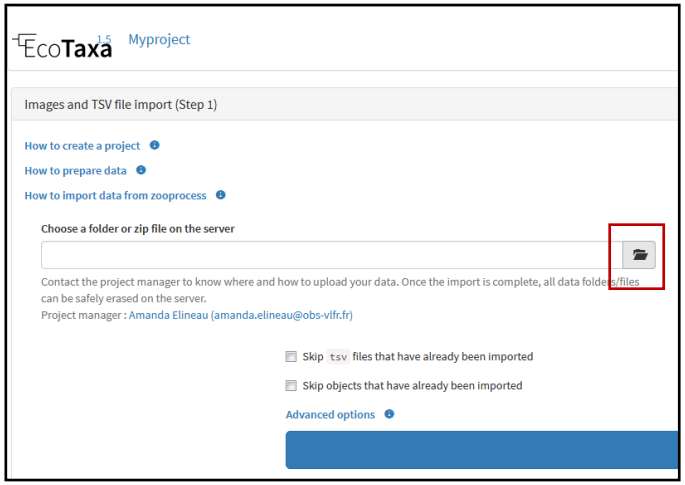
Zooscan_nameoftheproject/ecotaxa

5.3.2.2 Importation procedure into Ecotaxa

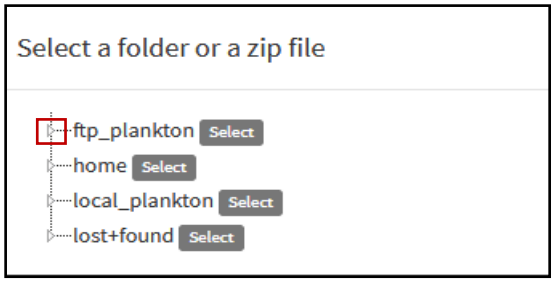
- Put your images + tsv files on the FTP: see chapter 5.3.1.
- Select Project > Import images and metadata



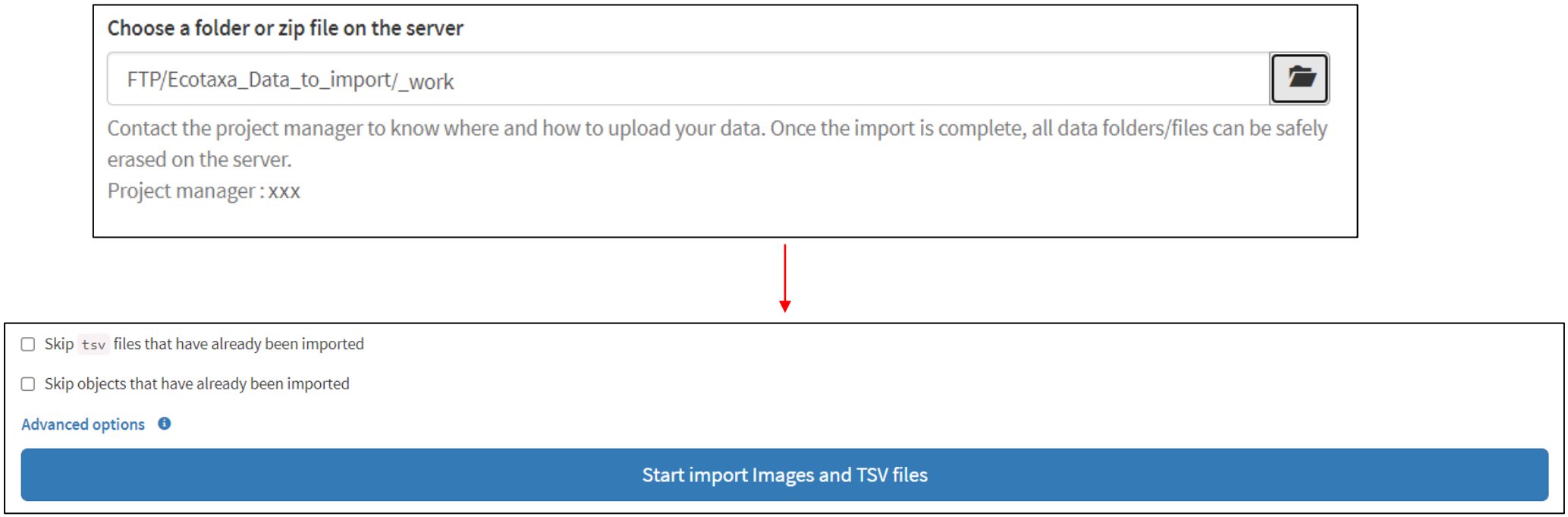
- Select the folder icon



- Access to your folder by clicking on the arrow ftp_plankton
- For FlowCAM, ZooScan and UVP5:
  Open your project by clicking on the arrow
  Then you can **select the work or ecotaxa folders** that you imported.



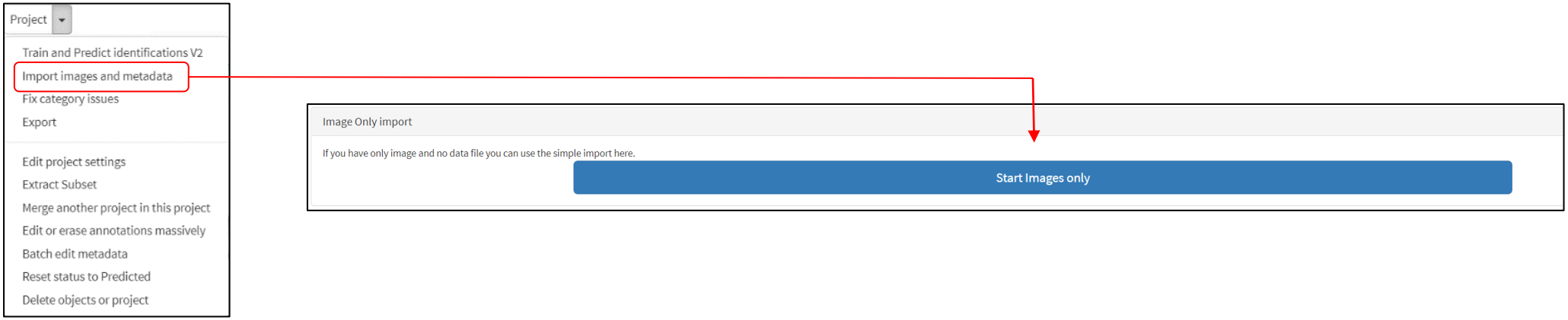
- Once folder selected, click on “Start import Images and TSV files” button

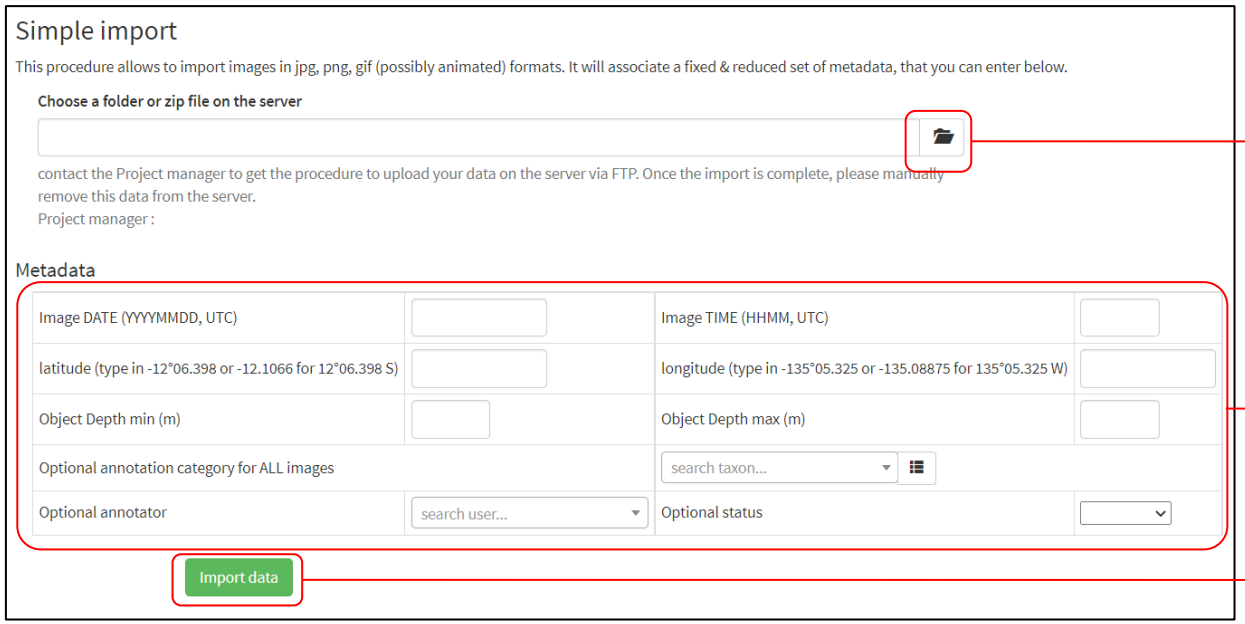


5.3.3 Import Images only

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)

- Put your images on the FTP: see chapter 5.3.1.
- Select “Import images and metadata” then “Start Images only”





Select folder icon and select your images folder that you imported in ”ftp_plankton”

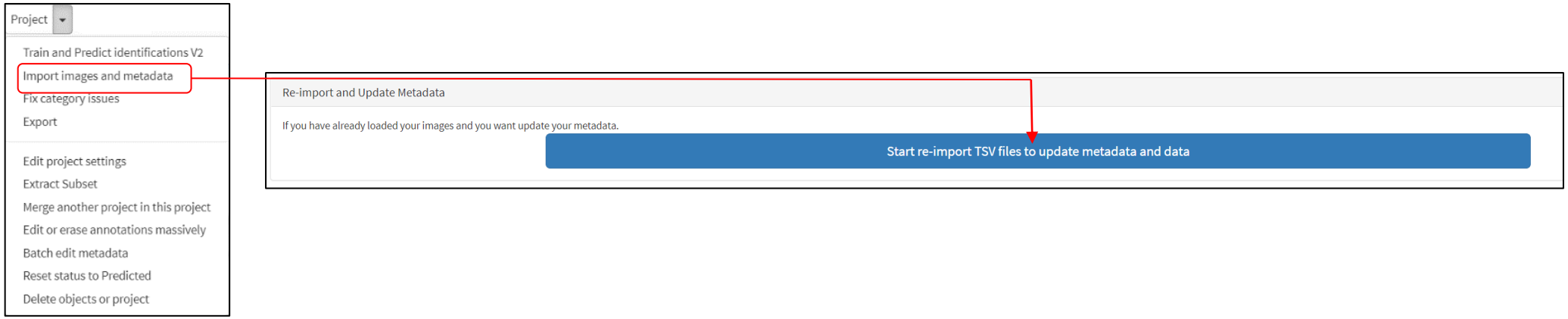
Fill in the form

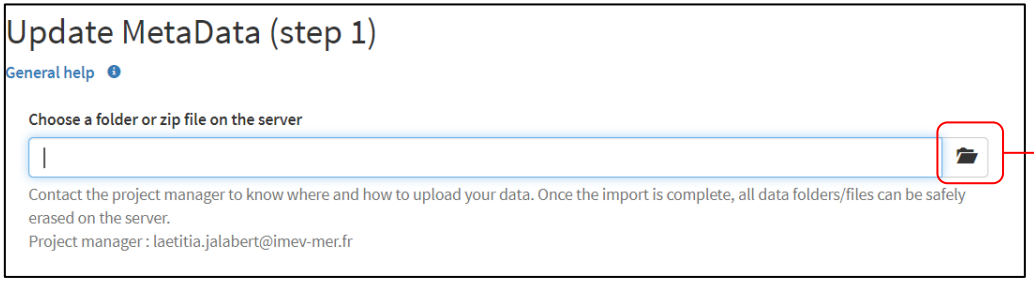
Click on the ”Import data” button

5.3.4 Update Metadata

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)

- Put your tsv files on the FTP: see chapter 5.3.1.
- Select “Import images and metadata” then “Start re-import TSV files to update metadata and data”





Select folder icon and select the work or ecotaxa folders that you imported in ”ftp_plankton”

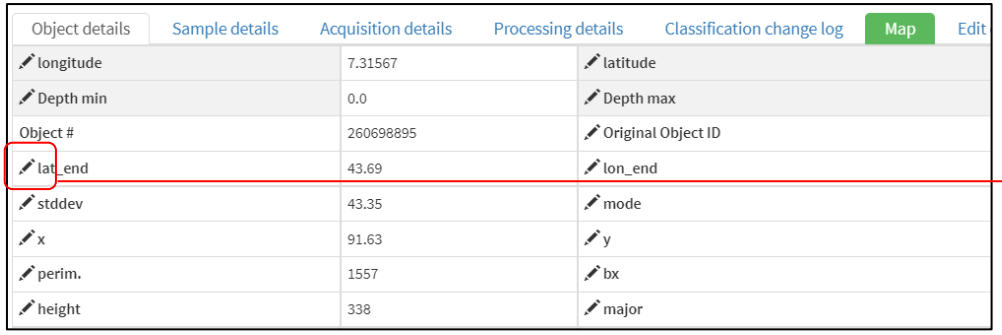
Allows to update the classification data from .tsv table that you are going to import

Click on ”Start import” button

WARNING: the PIQv strongly advises not to use these three N.B. and to use the "Import images metadata" -> "Update MetaData" tools

N.B.: 1) You can update data and metadata just for an image:

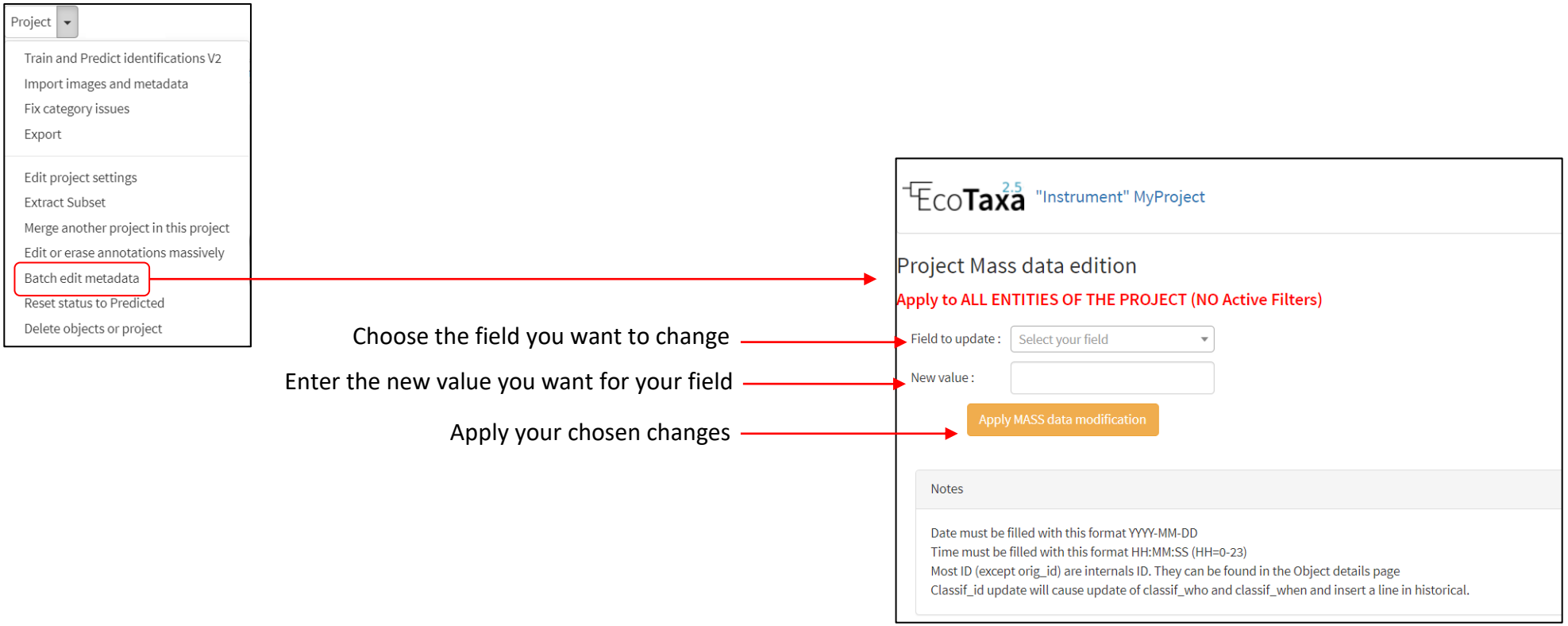
Click on the eye and after click on ”Enable Editing” button



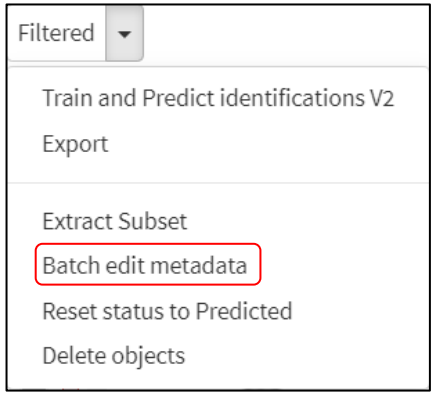
When you click on the pencil, you can edit the value (here ”lat_end”)

This is possible also for others tabs (sample + acquisition + processing)

2) You can use the “Project” button → “Batch edit metadata”:



3) You can batch edit metadata with just predefined filters rather than whole project

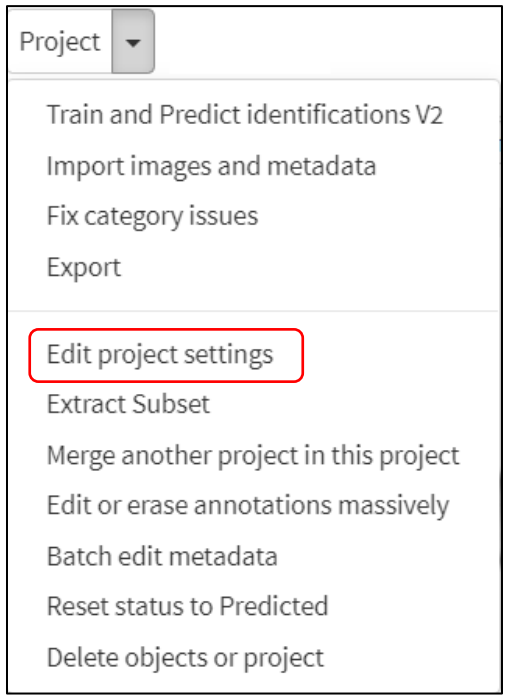


5.4 How to prepare my new project? -> Edit project settings (for a manager account)

Note: This step is possible only if you are **Manager** (see chapter 5.2)

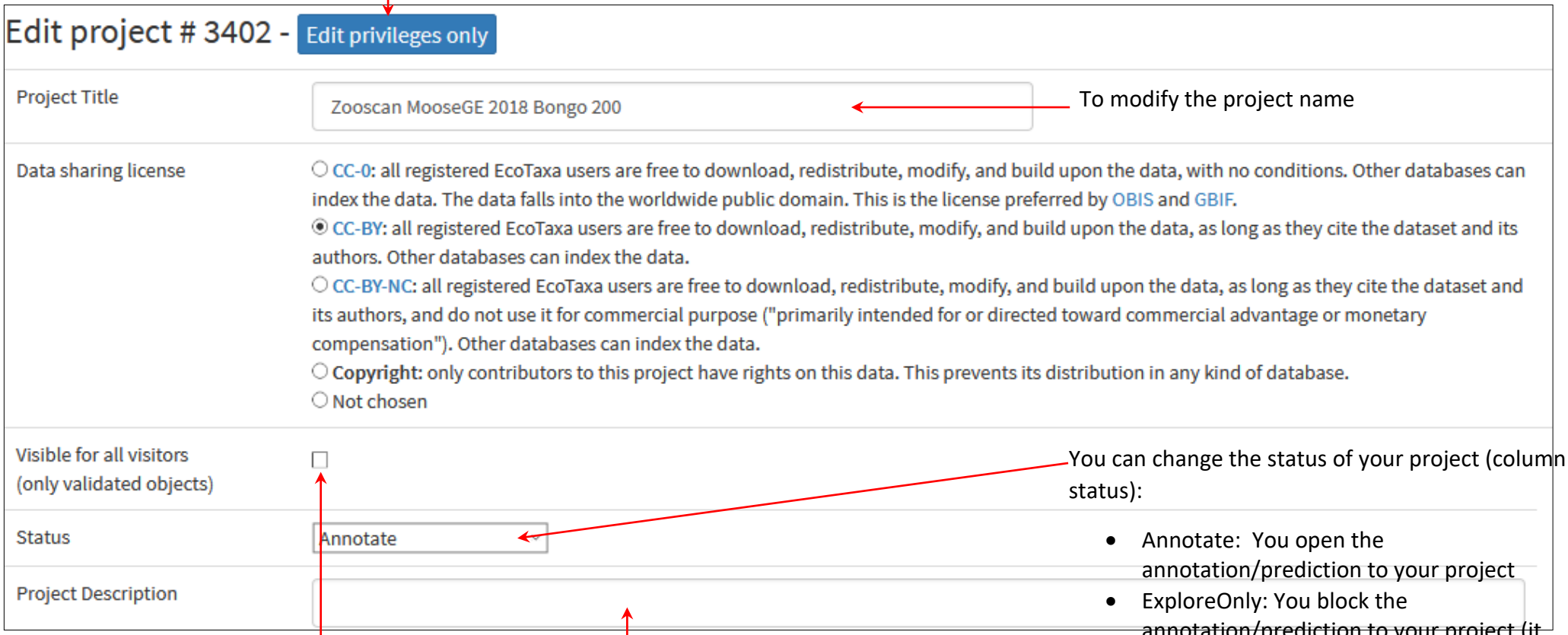
At this step you already have created your project and named it (see chapter 5.1)

“Project” button -> “Edit project settings” tool



5.4.1 Status of the project and privileges

Access button to invite new users to work on your project (see chapter 5.2)



To modify the project name

You can change the status of your project (column status):

- Annotate: You open the annotation/prediction to your project
- ExploreOnly: You block the annotation/prediction to your project (it will also impact users with annotation rights)
- Annotate No Prediction: you open the annotation but block the prediction

When it's selected, you give the access to your project to all the users of Ecotaxa like a viewer. A button "VIEW" will appear to the list of the projects (see chapter 4.2)

To give more information about your project

After any changes, you must click on "Save" button to save it at the end of the page:

5.4.2 Preset of classification list

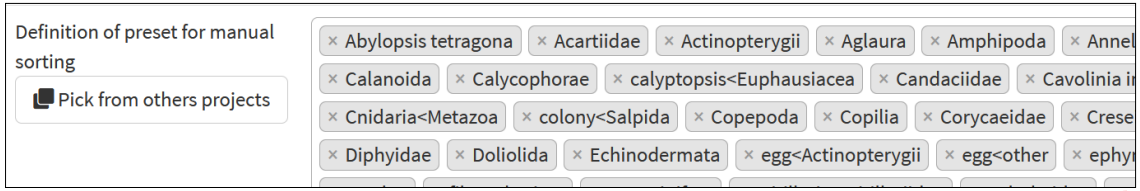
A preset is a list of classification and you can create it before starting the prediction/annotation. It gives a logical meaning to your list. If you miss this step, the categories will be classify by alphabetic order and will make the classification more difficult. It is important to create some “parents” categories in the preset even if they stay empty to regroup the child categories below.

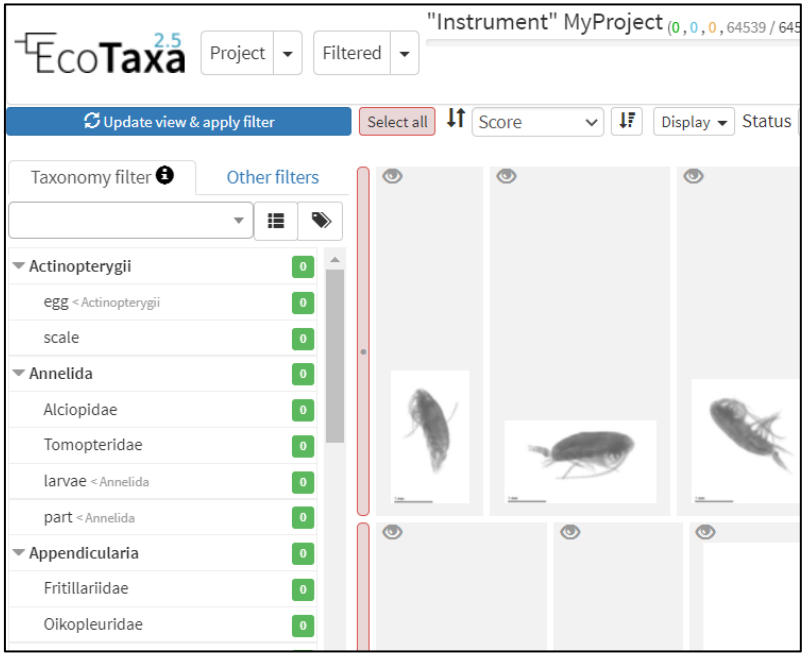
Ex:

<u>To create your preset</u>

Fill in the taxonomy field yourself ❶ OR you can use the preset of another project with the button “Pick from others projects” ❷

The Taxonomy filter list will be modified automatically



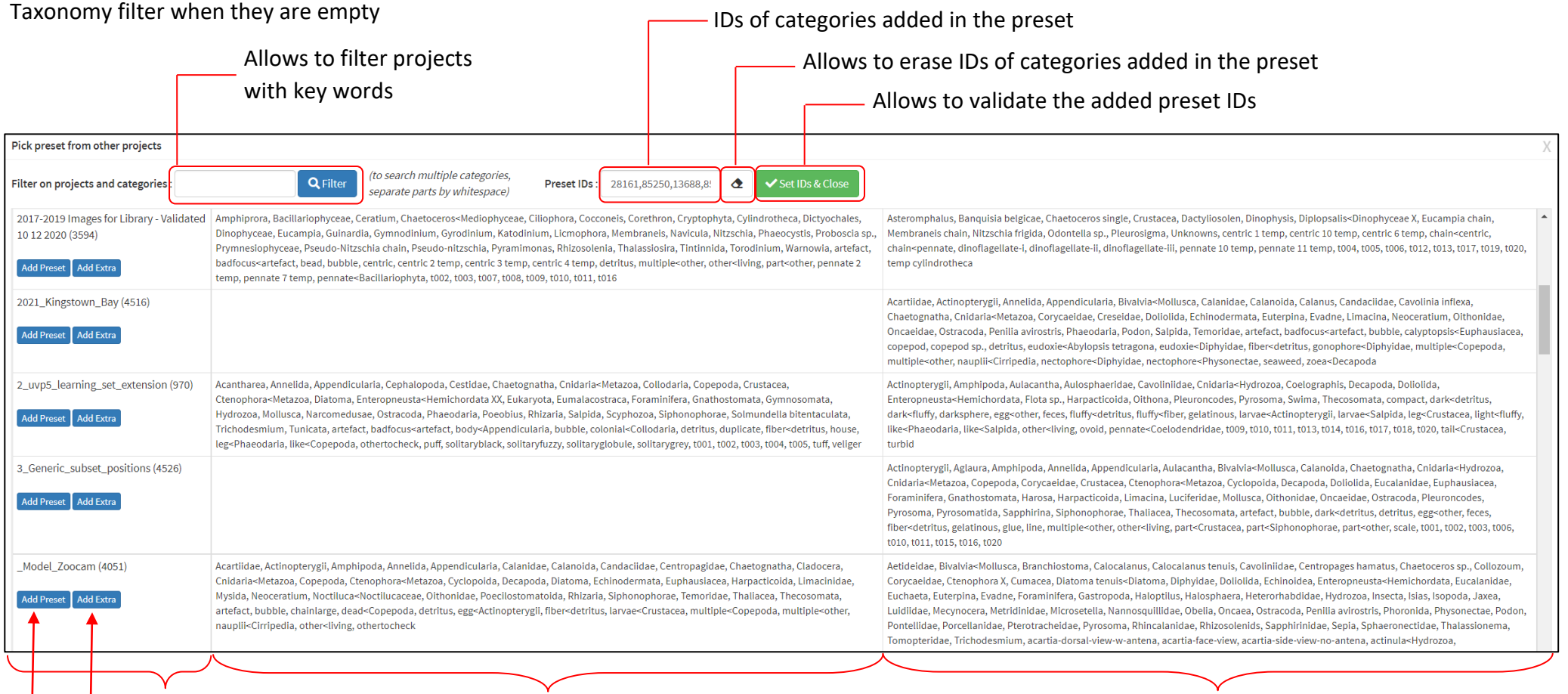


After any changes, you must click on “Save” button to save it at the end of the page:

If you choose the ❷nd option, you will have the choice to utilize the preset list from another project and/or the extra categories from this other project

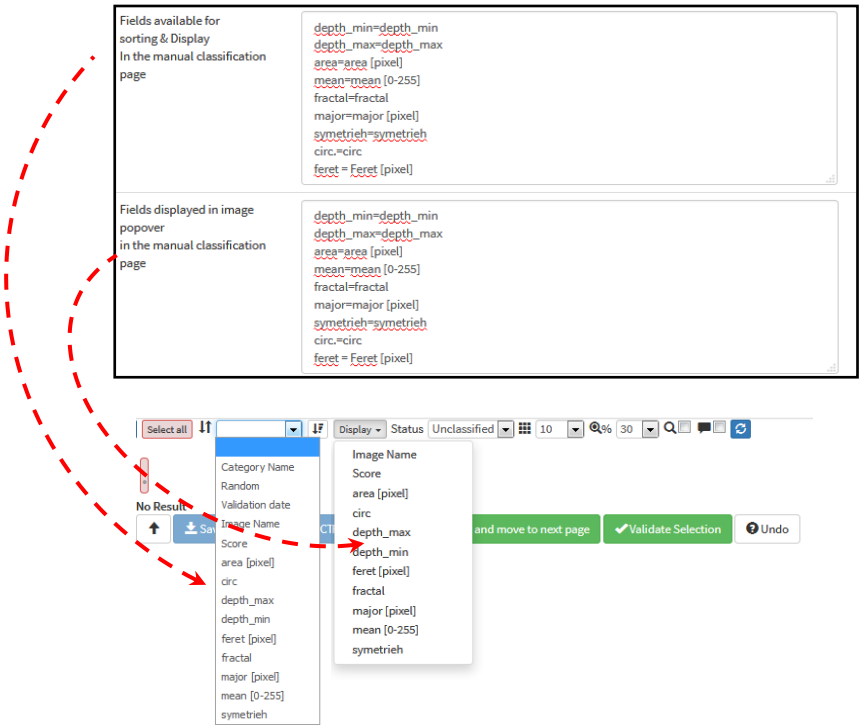
Preset categories = categories listed in the preset field into the Edit project settings of the other project

Extra categories = categories created when an image is identified in these categories but they are absent of the preset list, these categories disappear of the Taxonomy filter when they are empty



After any changes, you must click on "Save" button to save it at the end of the page:

5.4.3 Tools for classification



By filling in these fields, you will add more tools for classification assistance (see chapter 5.6): sort tools + informations on the image popover

This list corresponds to the variables that you have imported into the .tsv tables

You have to select the SCN corresponding to your instrument to benefit from the use of the Deep learning for prediction (see chapter 6).

After any changes, you must click on "Save" button to save it at the end of the page:

5.5 Topper bar

Shortcut to the main page

Project name

Number of images in your project depending of the status (see chapter 2.3)

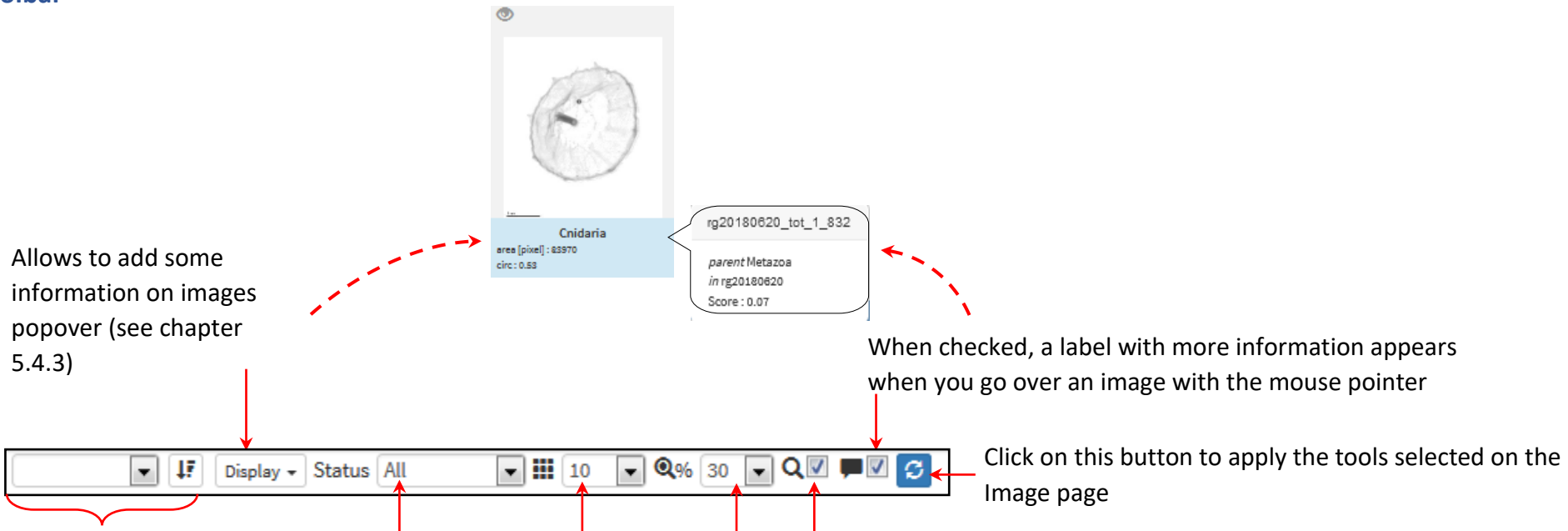
Total number of objects: all statuses combined

Tools that you can use on the project as a whole

Tools that you can use after applying filters

The color bar shows the progress of your project

5.6 Toolbar



Allows to add some information on images popover (see chapter 5.4.3)

When checked, a label with more information appears when you go over an image with the mouse pointer

Click on this button to apply the tools selected on the Image page

Allows to filter your images according to variables in ascending/descending order (see chapter 5.4.3)

Allows to filter your images according to the status (see chapter 2.3)

Allows to select the number of images/page that will appear

Allows to extend the images on the page

When checked, apply a magnifying glass when you go over an image with the mouse pointer

5.7 Filters bar

See chapter 3.3

Allows to select all the images depending to a specific annotator

Allows to select all the images depending to specific variables from Object details

Allows to select all the images depending to specific variables from Sample/Acquisition/Processing details

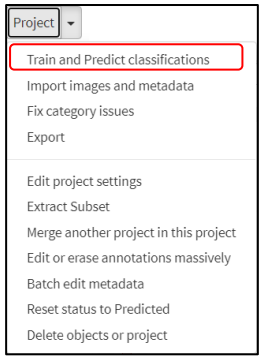
Allows to save your selected filters

Apply your selected filters even if you disconnect from Ecotaxa

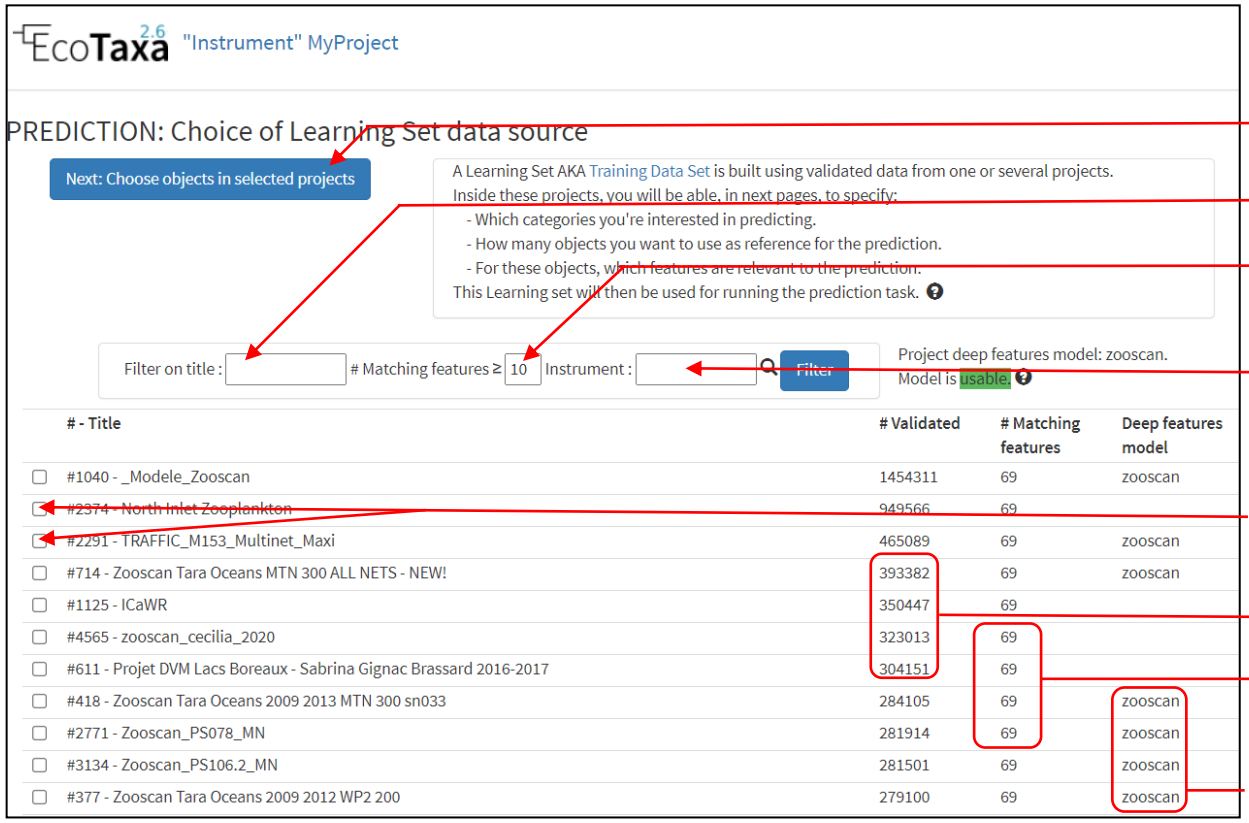
6 Prediction

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)

- Click on "Project" button, then "Train and Predict identifications":



- Choose your learning set:



After choosing a project like a learning set*, allows to pass to the next page of prediction

Allows to filter projects thanks to key word on the title

Allows to filter from the number of common features between your project and the learning set

Allows to filter projects by instrument

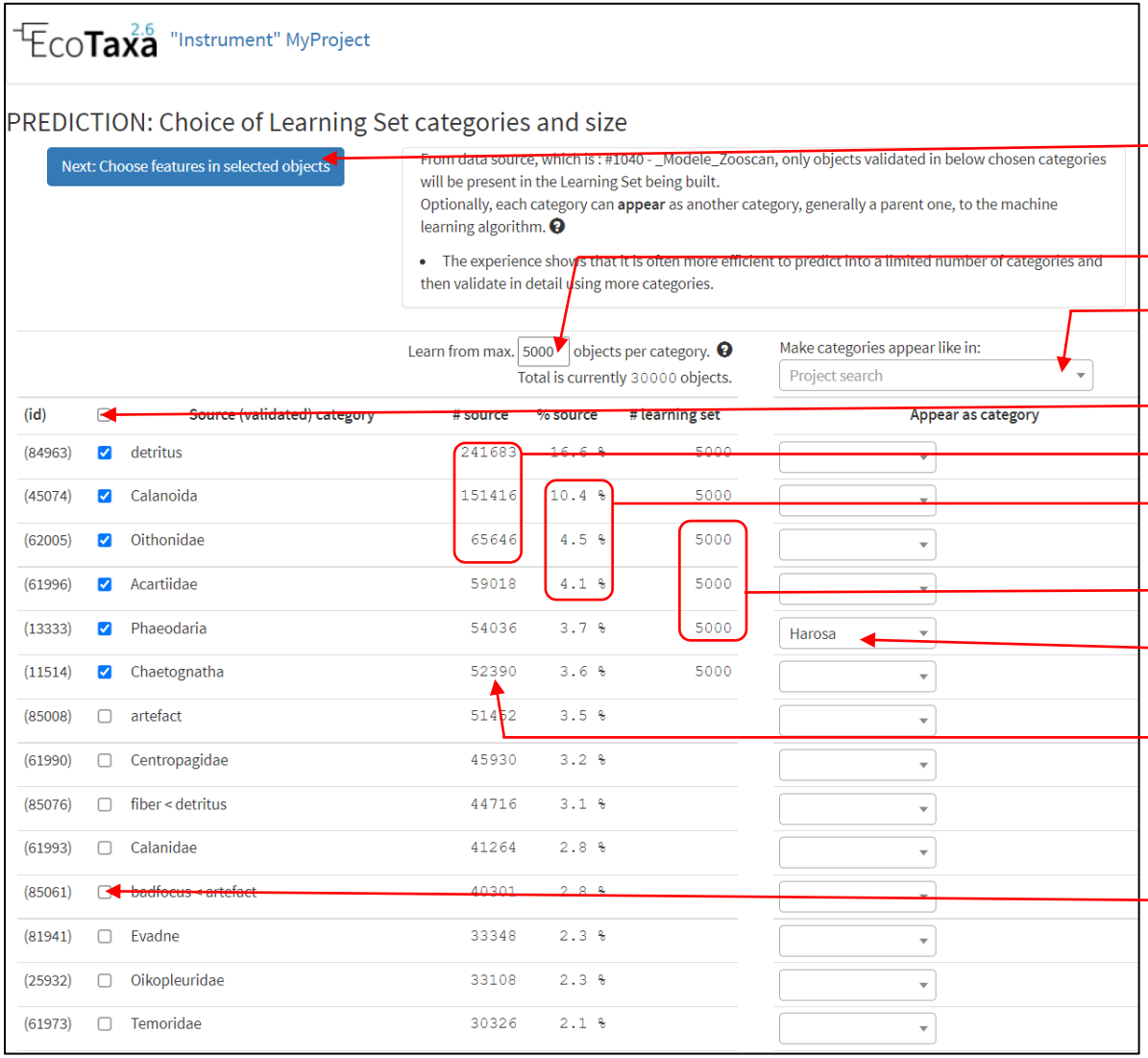
*Allows to select one or some project to constitute a learning set : the best is proposed first

Number of validated objects

Number of matching features with your project

Model of deep features used for your prediction

- Select categories you would like to predict



Click on this button after choosing the learning set categories and size

Allows to choose the number of objects per category* to train the model

Allows to map categories of your project with all categories of another project

Allows to select all categories or none

Number of validated objects per categorie in your learning set

Representation in percentage of number of validated objects per categorie in your learning set

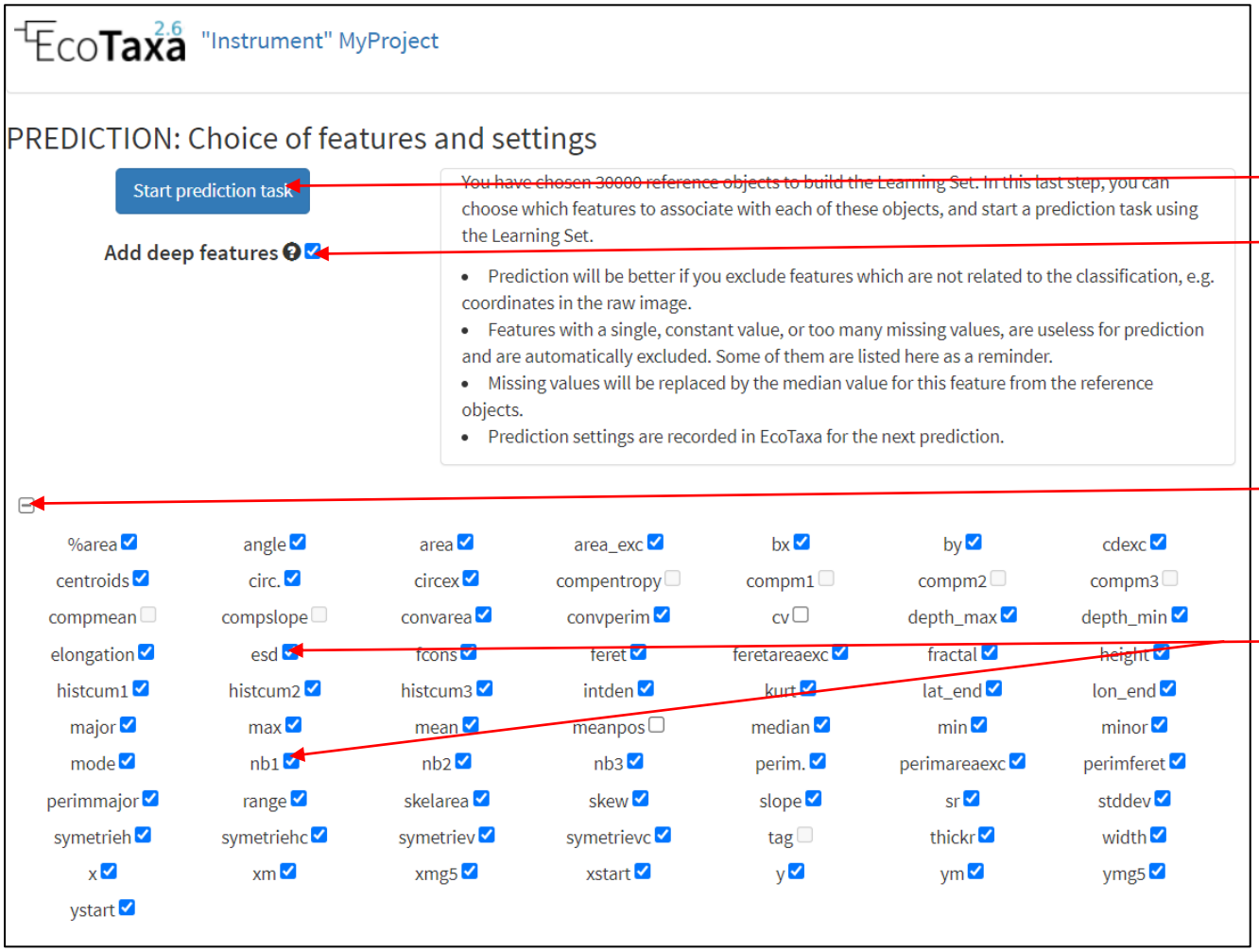
*Number of objects per category used to train the model

Allows to map a category with another category i.e. you can choose all Phaeodaria to be predicted in Harosa

If you click on a number of validated objects, it deselects categories that have less than this number of validated objects

Allows to select or unselect categories

- Choose prediction settings



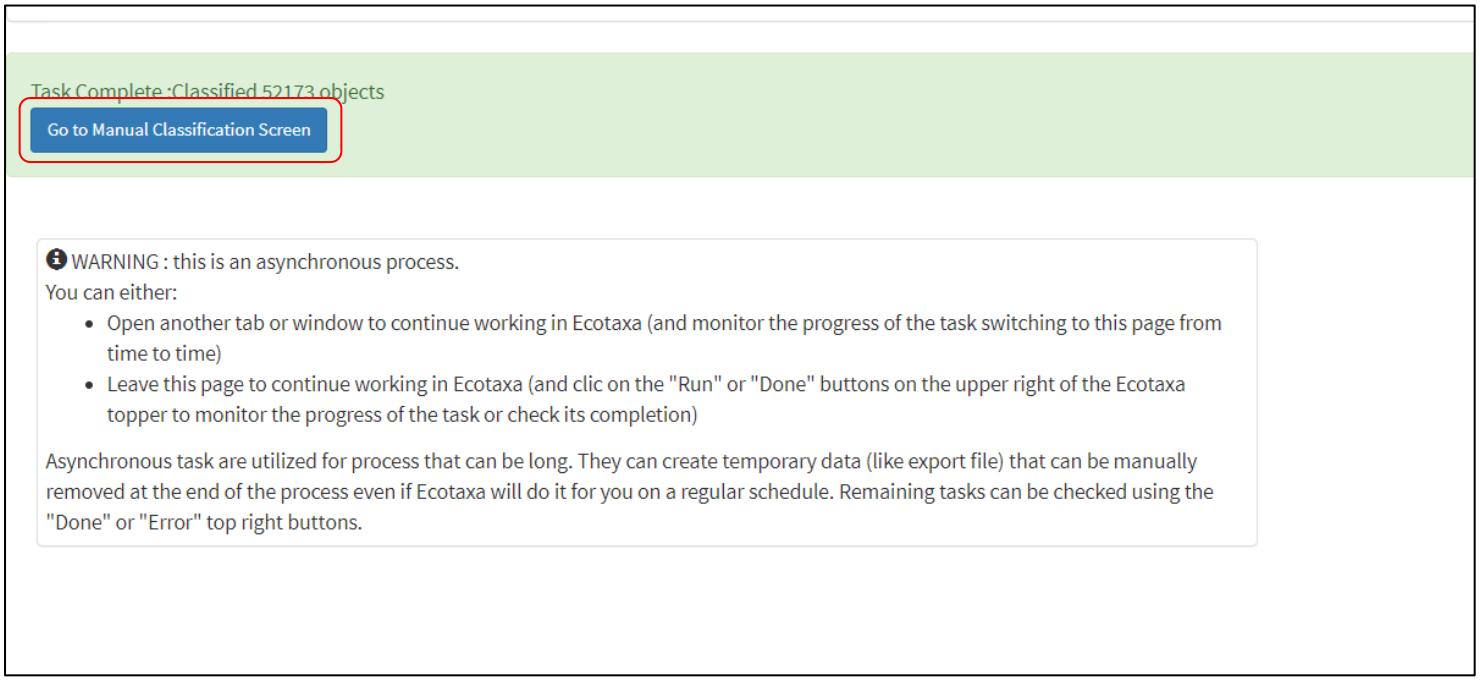
Allows to launch the prediction

Allows to use deep features to predict your project (possible only if SCN Network is defined (see chapter 5.4.3)

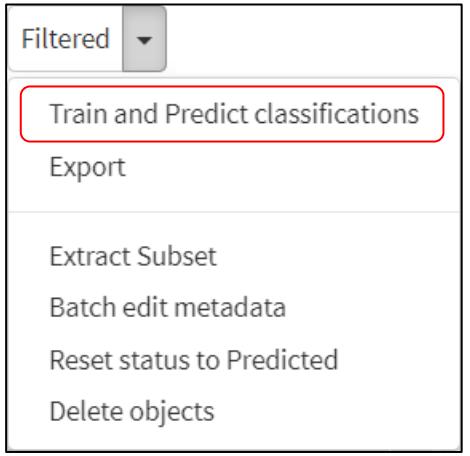
Allows to select or unselect all variables

Allows to select the variables one by one

When it is finished, you can click on “Go to Manual Classification Screen” to start validation:



N.B.: You can launch prediction with just predefined filters rather than whole project

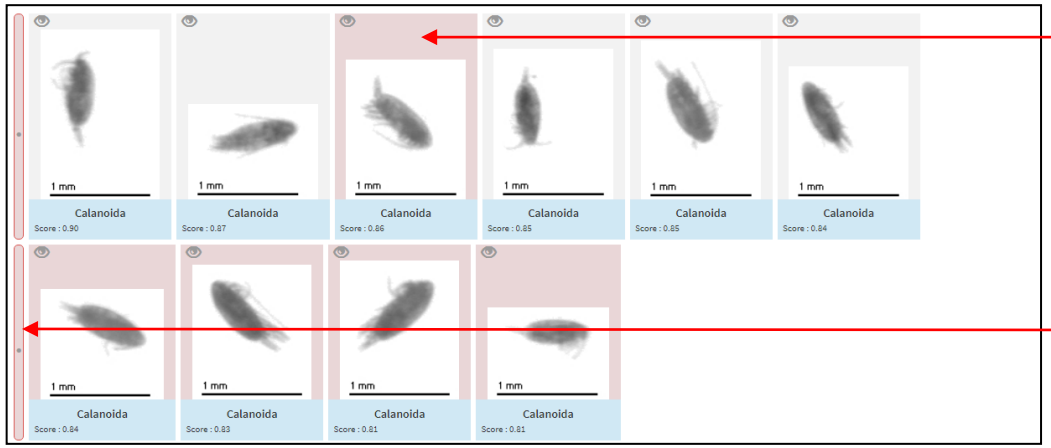


7 Validation

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)

7.1 Select or unselect images

7.1.1 Select or unselect some images



If you click once on an image, it is selected. If you click a second time on an image, it is unselected.

If you click once on the bar, the line of image is selected. If you click a second time on the bar, it is unselected.

7.1.2 Select or unselect all images

Allows to select all images

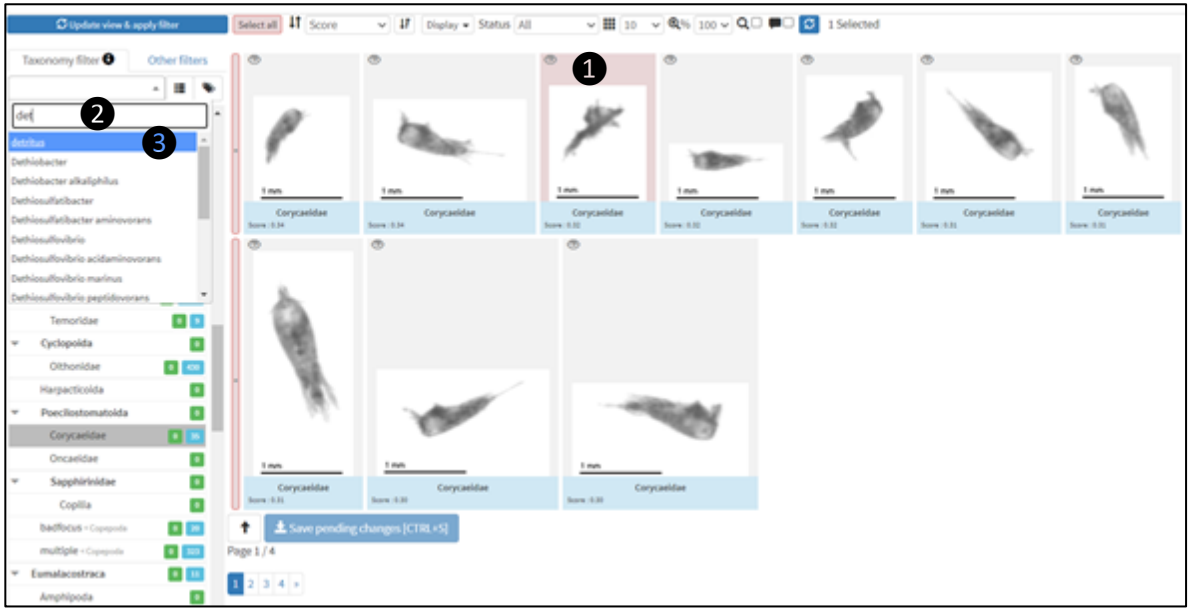
Keyboard shortcut: ctrl+a

To unselect images, you can :

- Hold shift key and click again on ”select all” button
- press ”ctrl” button on your keyboard and click on a image. This image will be the only one selected. Unselect it by clicking on it again

7.2 Validate some images

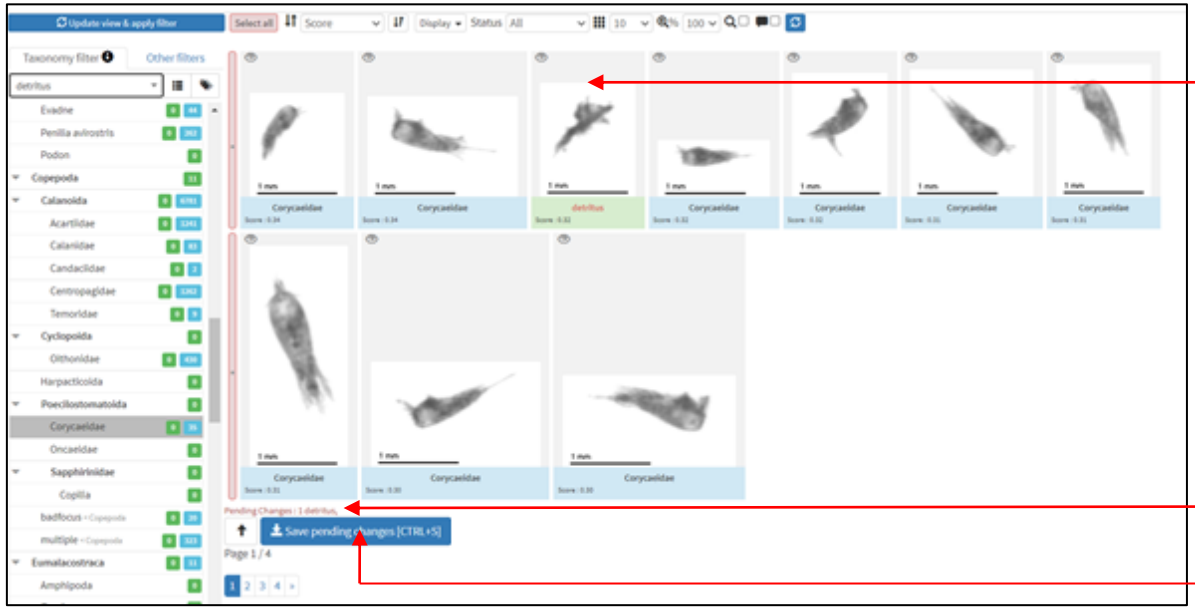
7.2.1 Assign category by writing and validation: option 1



❶ Select one image (see chapter 7.1.1)

❷ Write the first three letters of the category
No need to click on the search taxonomic bar before because your keyboard is automatically link it
If the desired category has been previously entered in the project preset, it will appear underlined and first in the list of choices (see chapter 5.4.2)

❸ Either you click or you press enter on the desired category



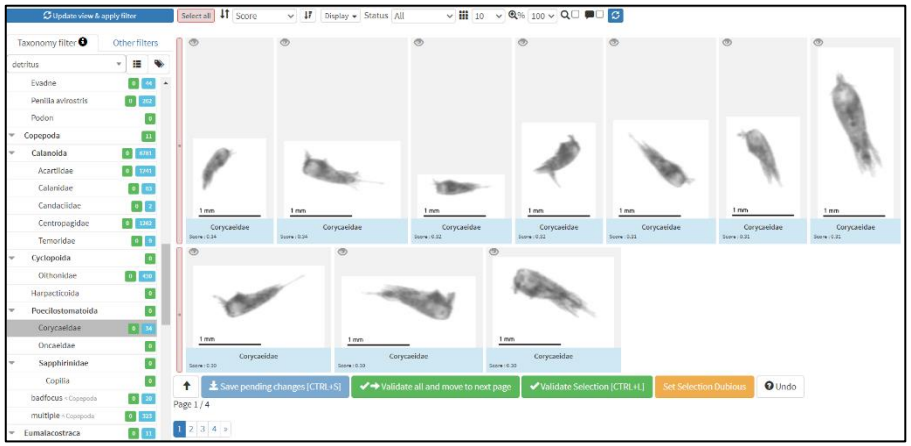
Assigned image but not yet validated (see chapter 2.3)

Resume the number of pending changes

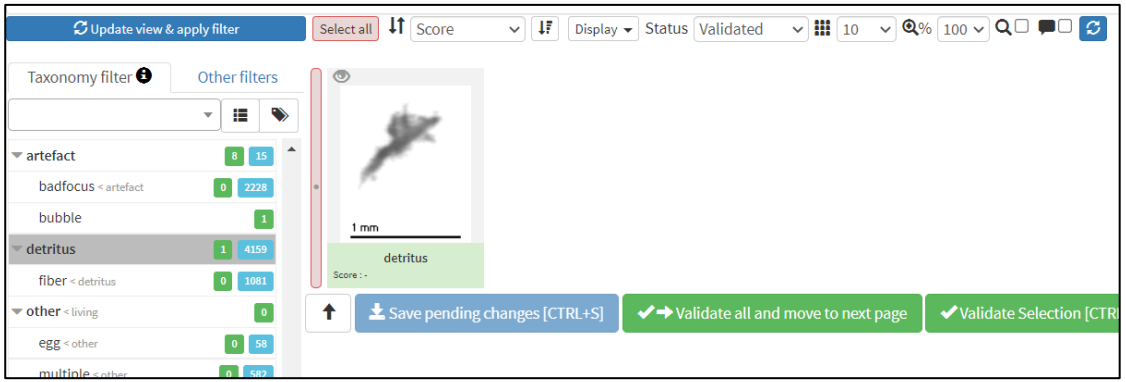
Allows to save pending changes

Keyboard shortcut : ctrl+s

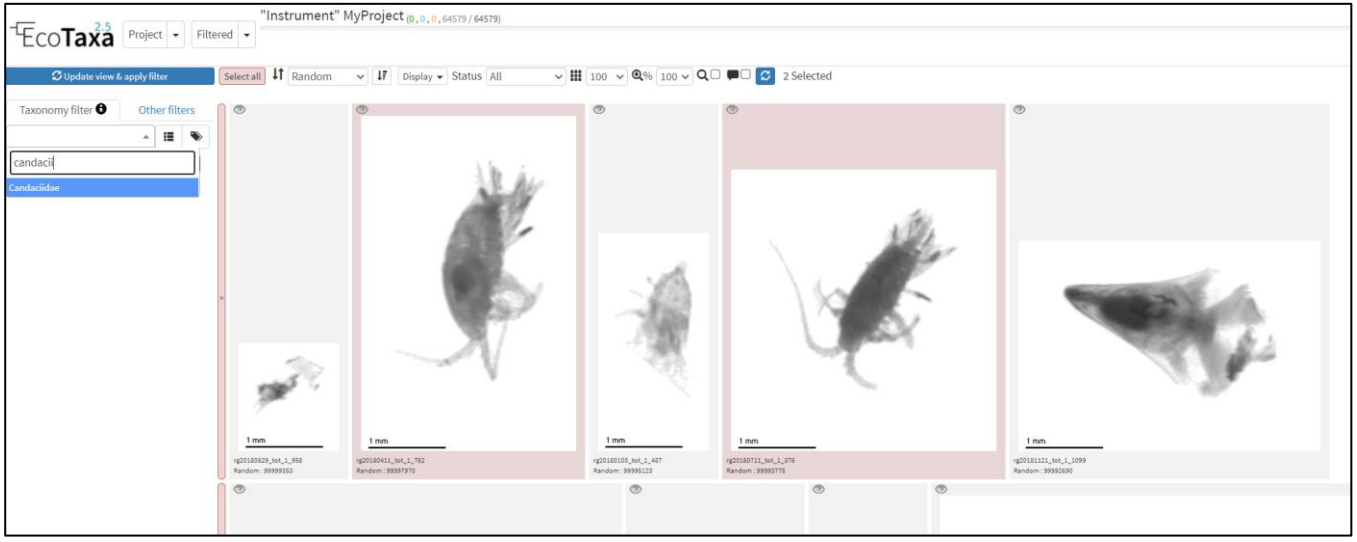
After saving pending changes, the image is validated in its category (in the example: detritus) and does not appear anymore in the previous category (in the example : Corycaeidae):



+



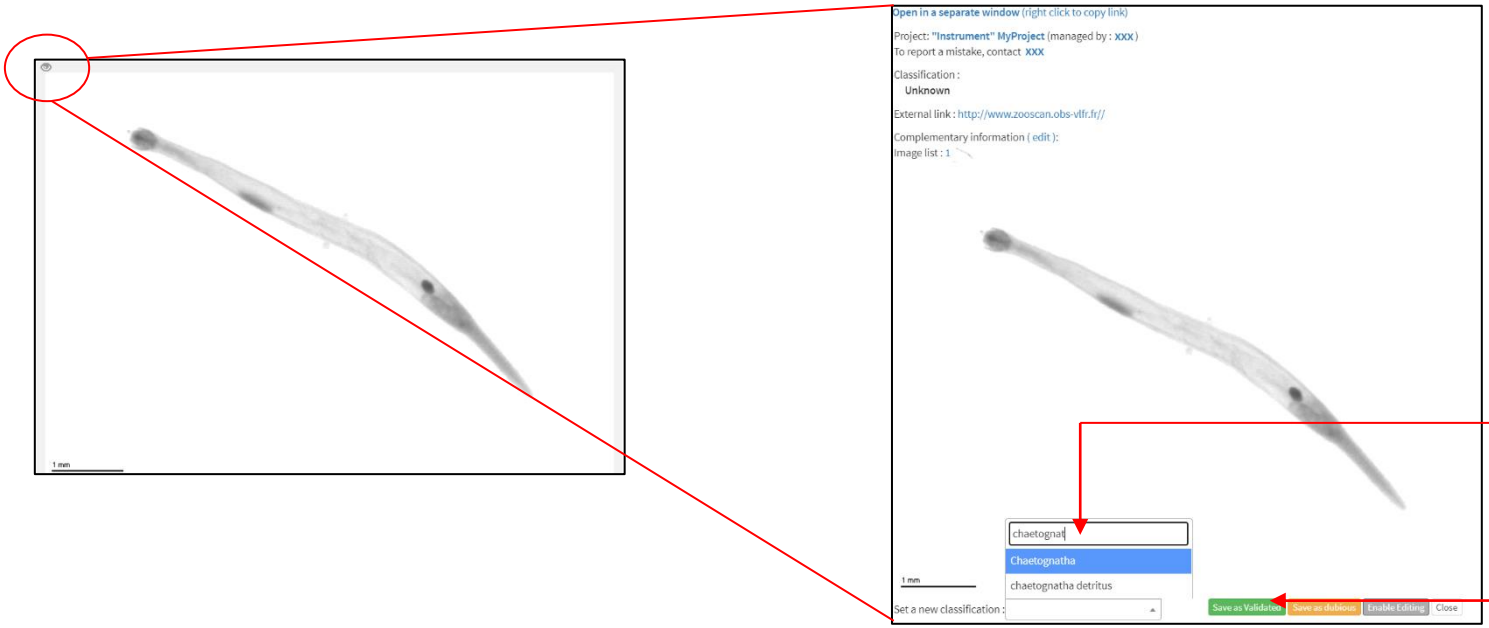
You can also validate unclassified objects (see chapter 2.3) with the same method:



If you validate enough images (about 100) in each category of the taxonomic list that you have defined for your project, you can use your own project as a learning set to predict the rest of images (see chapter 6).

7.2.2 Assign category by writing and validation: option 2

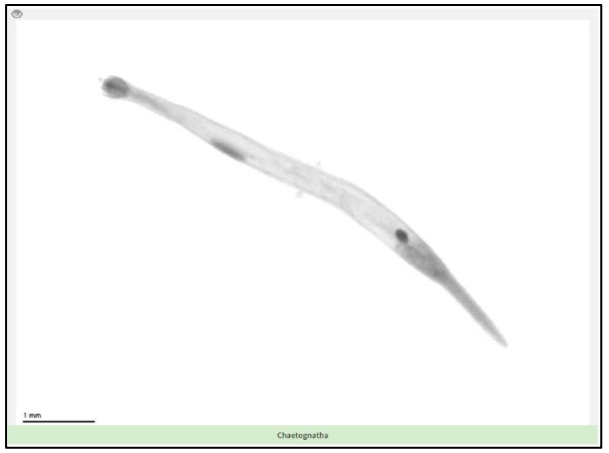
Click on the eye at the top left corner of the predicted or unclassified image (see chapter 2.3)



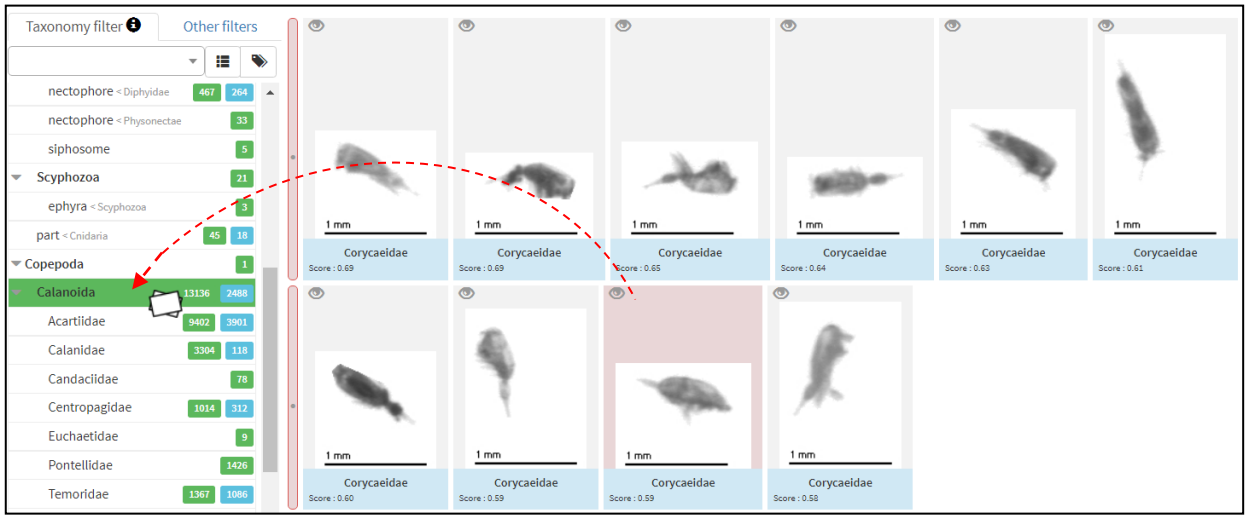
Write the category name

Click on the "Save as Validated" button after choising your category

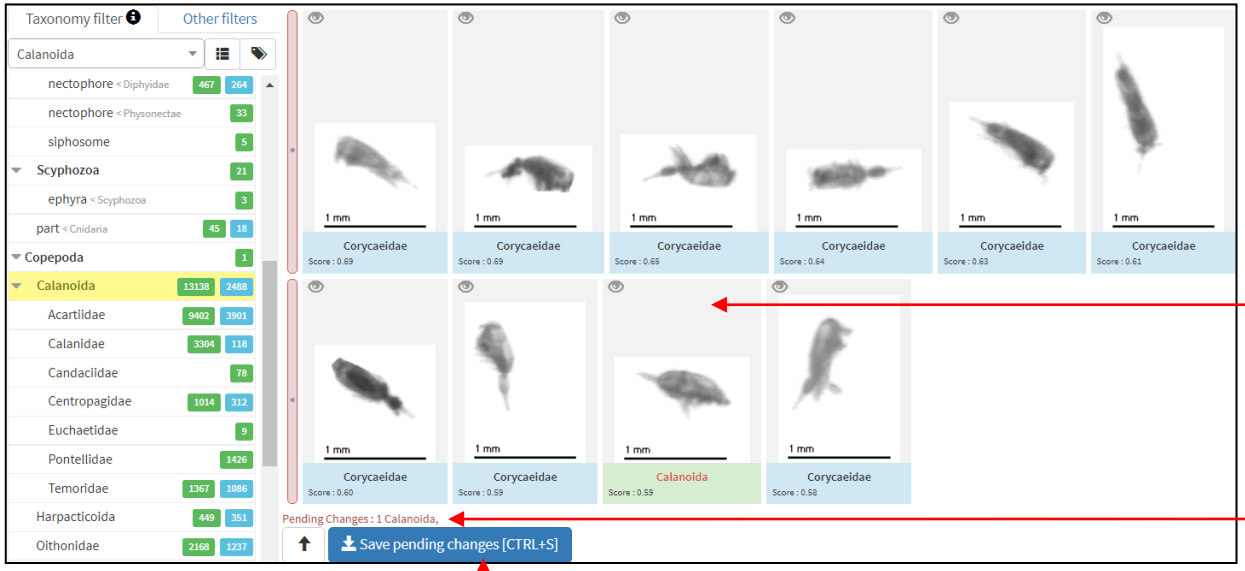
After this steps, your image has the validated status (see chapter 2.3):



7.2.3 Assign category by drag-and-drop and validation



Select your image (see chapter 7.1.1) and drag and drop to assign your category



Assigned image but not yet validated (see chapter 2.3)

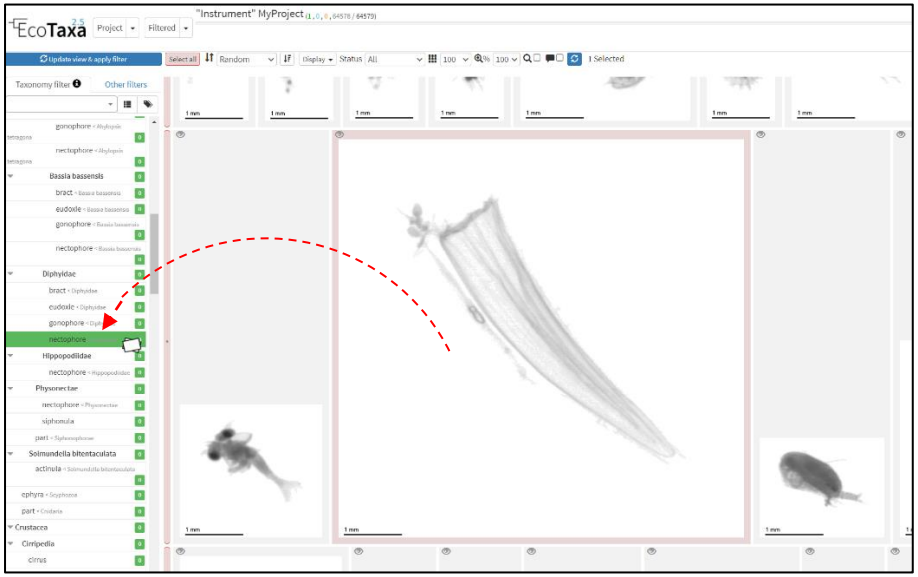
Resume the number of pending changes

Allows to save pending changes

Keyboard shortcut : ctrl+s

You can also validate unclassified objects (see chapter 2.3) with the same method.

If you validate enough images (about 100) in each category of the taxonomic list that you have defined for your project, you can use your own project as a learning set to predict the rest of images (see chapter 6).



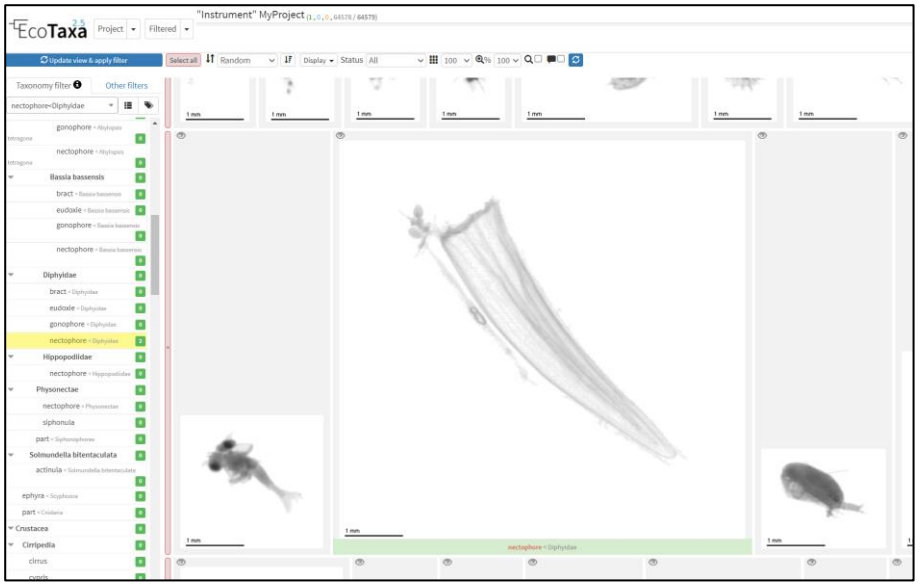


Image with validated status (see chapter 2.3) in its category

7.2.4 Validate Selection button

This button is possible only after a prediction

Select the image(s) (see chapter 7.1.1)

Click on the "Validate Selection" button

Keyboard shortcut : ctrl+l

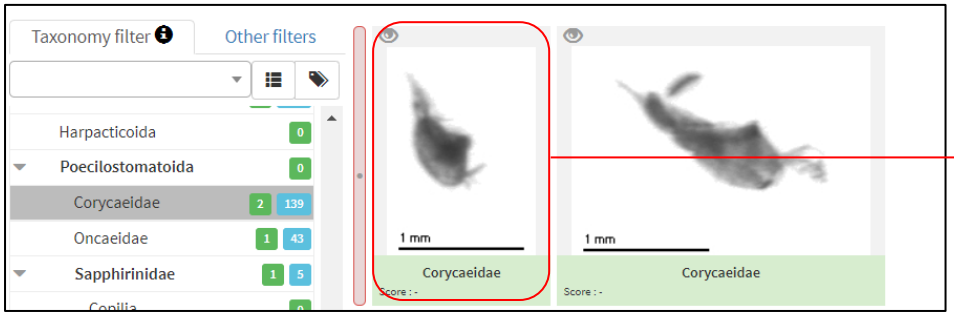
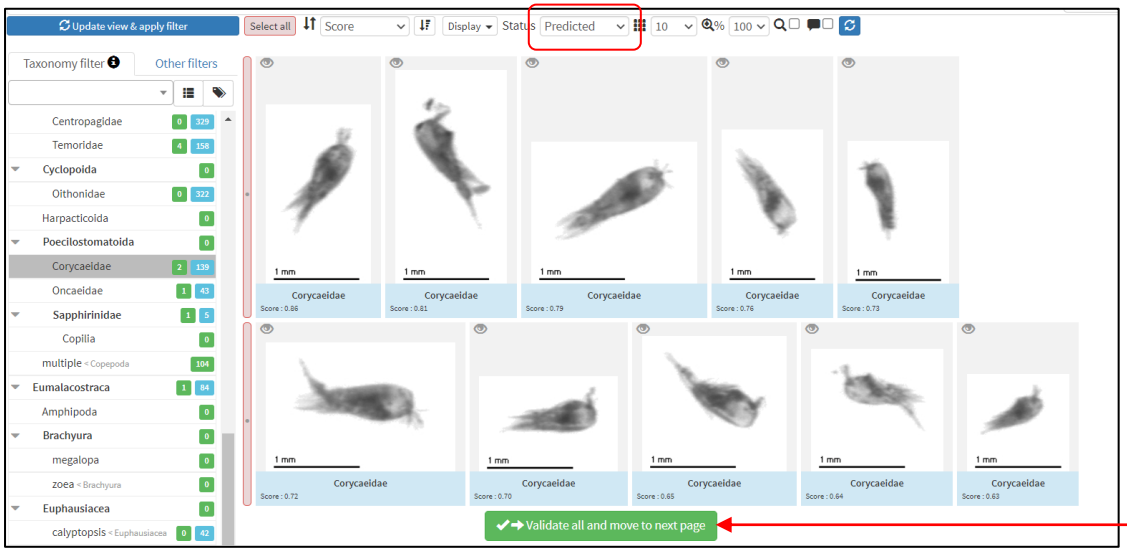


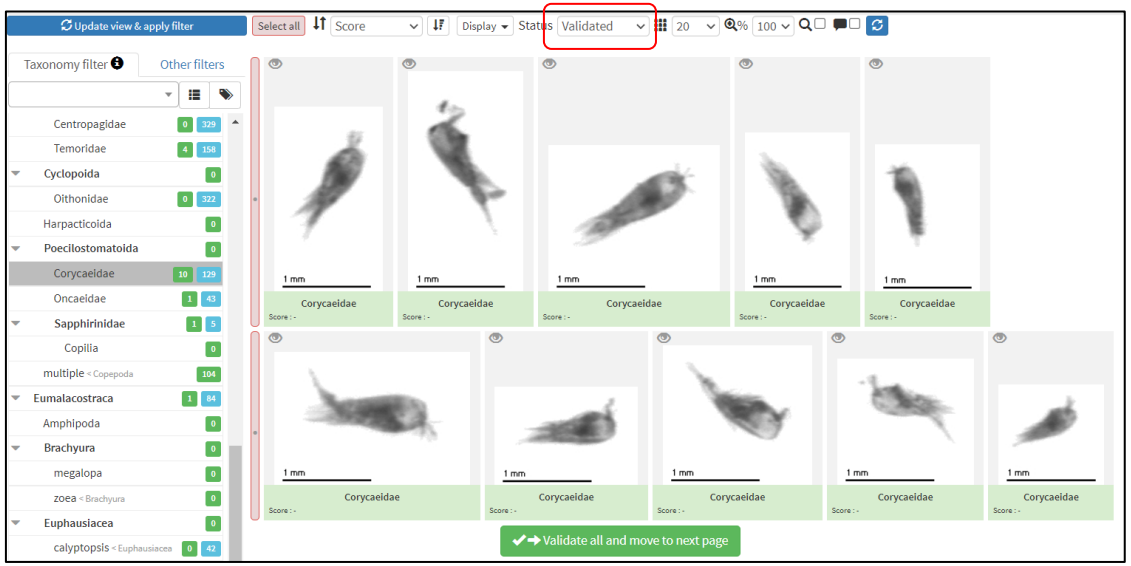
Image with validated status in its category (see chapter 2.3)

7.3 Massively validation of images

This button is possible only after a prediction. If you agree with the prediction on an entire page, you can validate all images at the same time:

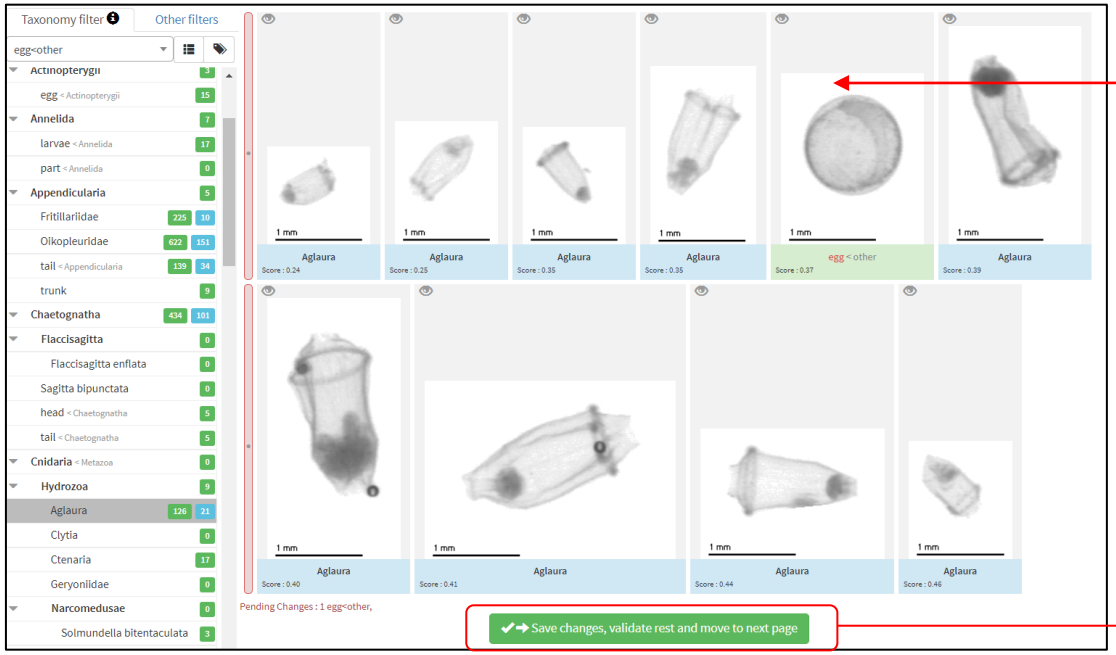


Allows to validate all images of this page and move to the next page of predicted images



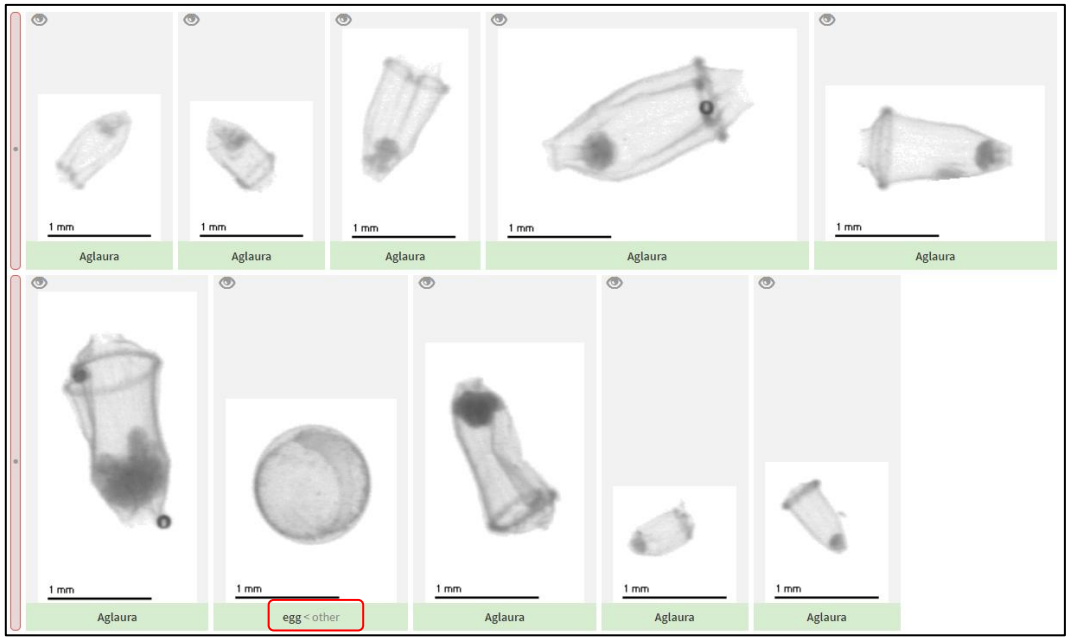
After clicking on this button, your images have a validated status on its category (see chapter 2.3)

If you agree with the prediction on the page but you see some errors, you can make changes and validate the rest:



Assigned image but not yet validated (see chapter 2.3)

After making your changes (see points ❶❷❸ chapter 7.2.1 and chapter 7.2.2 and chapter 7.2.3) you can click on this button. It Allows to save changes, validate the rest of images and move to the next page



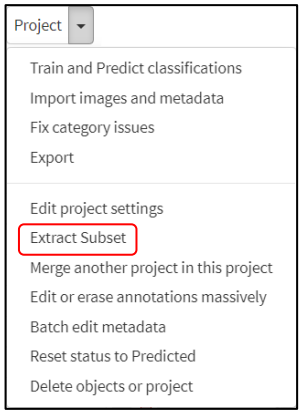
Images are the validated status (see chapter 2.3) in each of their categories

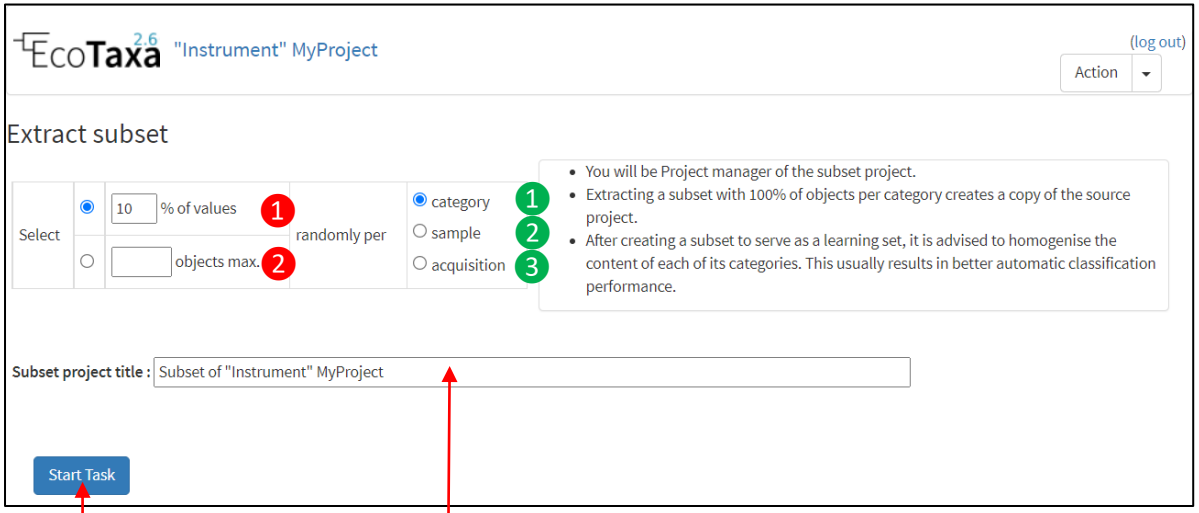
8 Extract subset

Note: This step is possible only if you are **Manager** (see chapter 5.2)

When you extract a subset of your project, you create a new project.

“Project” button -> “Extract Subset” tool





You can choose to extract:

1 A percentage of value

or

2 A maximum number of objects

by

1 category

or

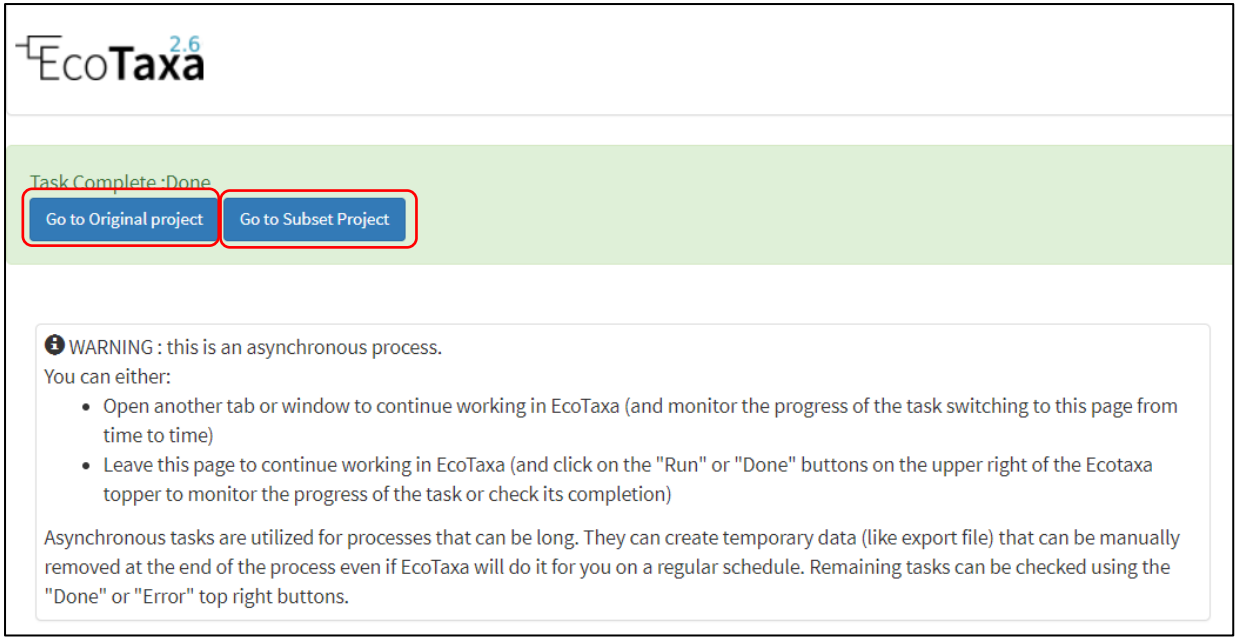
2 sample

or

3 acquisition

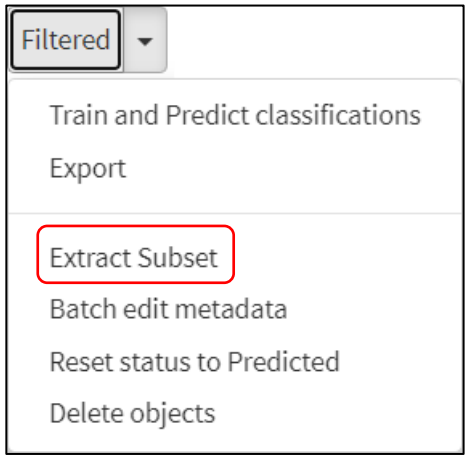
Choose the title of your subset (future project)

Click on ”Start Task” button to create your subset



When it is finished, you can go to original project or to your subset project

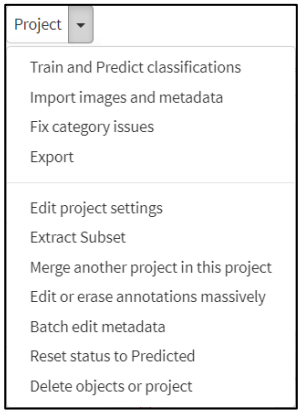
N.B.: You can extract subset with just predefined filters rather than whole project. For example, if you want extract just Copepoda

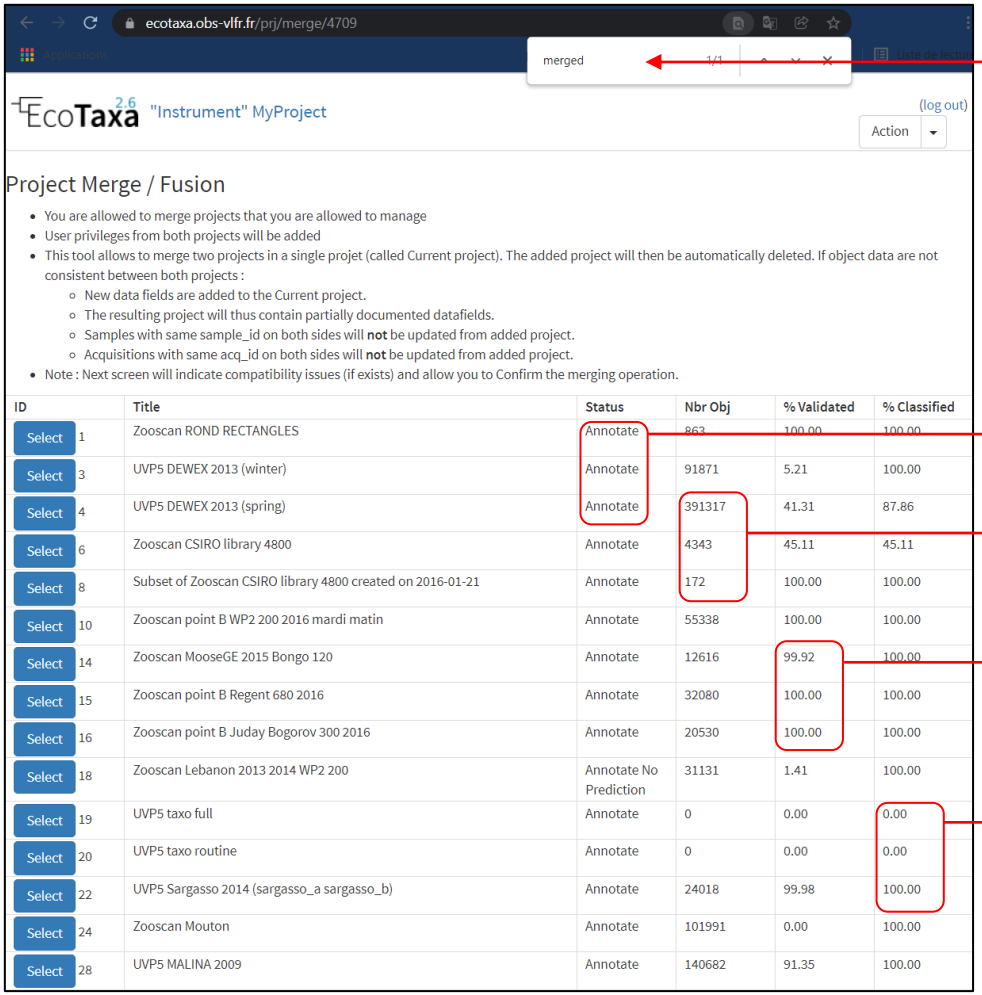


9 Merge projects

Note: This step is possible only if you are **Manager** (see chapter 5.2)

“Project” button -> “Merge another project in this project” tool





ID	Title	Status	Nbr Obj	% Validated	% Classified
Select 1	Zooscan ROND RECTANGLES	Annotate	863	100.00	100.00
Select 3	UVP5 DEWEX 2013 (winter)	Annotate	91871	5.21	100.00
Select 4	UVP5 DEWEX 2013 (spring)	Annotate	391317	41.31	87.86
Select 6	Zooscan CSIRO library 4800	Annotate	4343	45.11	45.11
Select 8	Subset of Zooscan CSIRO library 4800 created on 2016-01-21	Annotate	172	100.00	100.00
Select 10	Zooscan point B WP2 200 2016 mardi matin	Annotate	55338	100.00	100.00
Select 14	Zooscan MooseGE 2015 Bongo 120	Annotate	12616	99.92	100.00
Select 15	Zooscan point B Regent 680 2016	Annotate	32080	100.00	100.00
Select 16	Zooscan point B Juday Bogorov 300 2016	Annotate	20530	100.00	100.00
Select 18	Zooscan Lebanon 2013 2014 WP2 200	Annotate No Prediction	31131	1.41	100.00
Select 19	UVP5 taxo full	Annotate	0	0.00	0.00
Select 20	UVP5 taxo routine	Annotate	0	0.00	0.00
Select 22	UVP5 Sargasso 2014 (sargasso_a sargasso_b)	Annotate	24018	99.98	100.00
Select 24	Zooscan Mouton	Annotate	101991	0.00	100.00
Select 28	UVP5 MALINA 2009	Annotate	140682	91.35	100.00

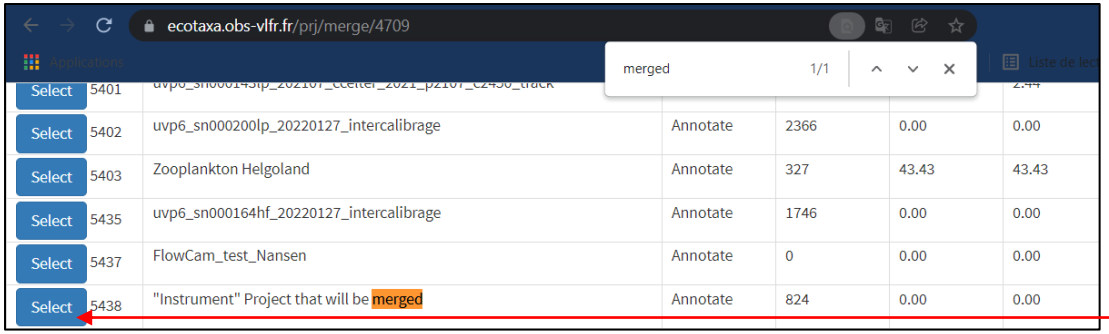
With your keyboard press "ctrl+F" to open a keyword search engine and write a word in the name of your project that you want to merge

Project status (see chapter 5.4.1)

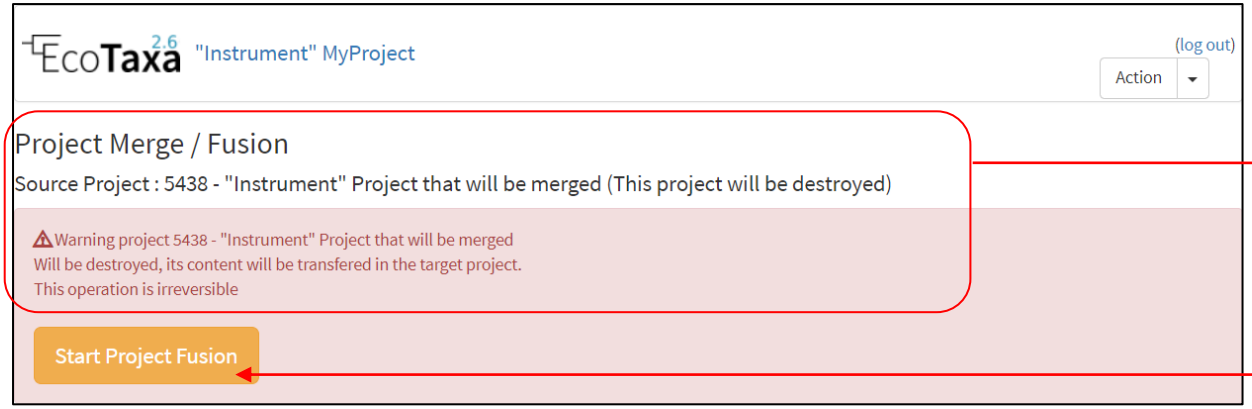
Objects number in the project

Percentage of validated objects in the project (see chapter 2.3)

Percentage of classified objects in the project (see chapter 2.3)

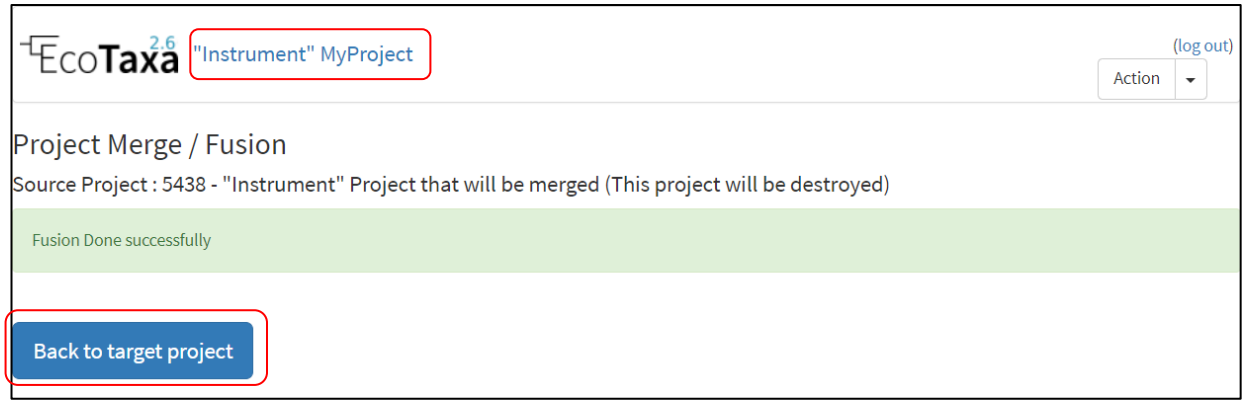


Click on the ”Select” button



Take the time to read the message and be sure to merge

Click on the ”Start Project Fusion” button

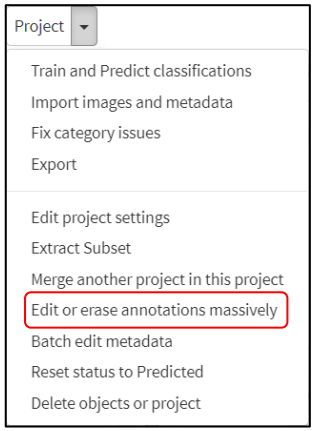


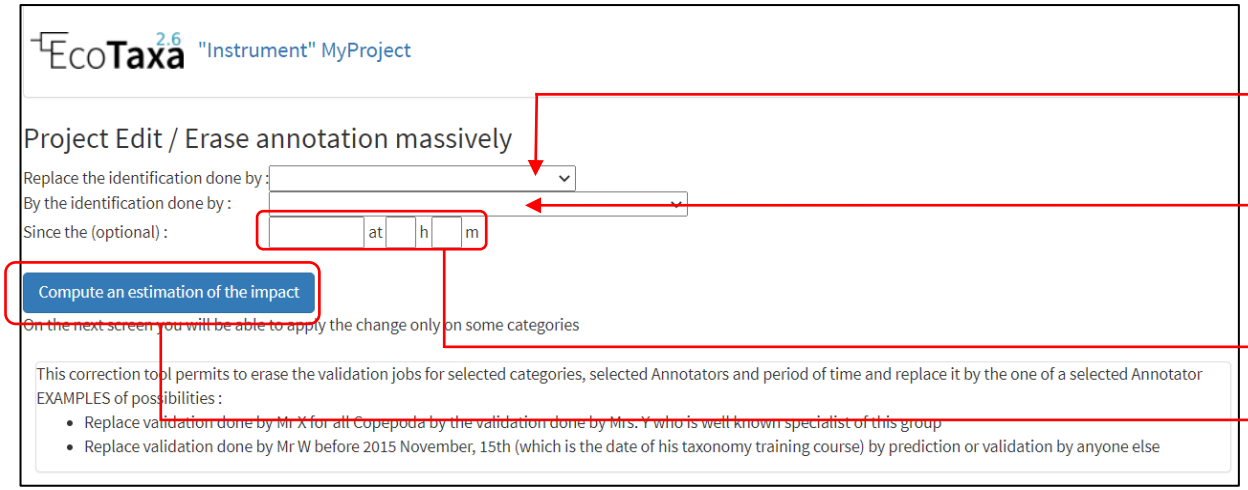
Click on the title of your project of ”Back to target project” to return to your project

10 Edit or erase annotations massively

Note: This step is possible only if you are **Manager** (see chapter 5.2)

“Project” button -> “Edit or erase annotations massively” tool



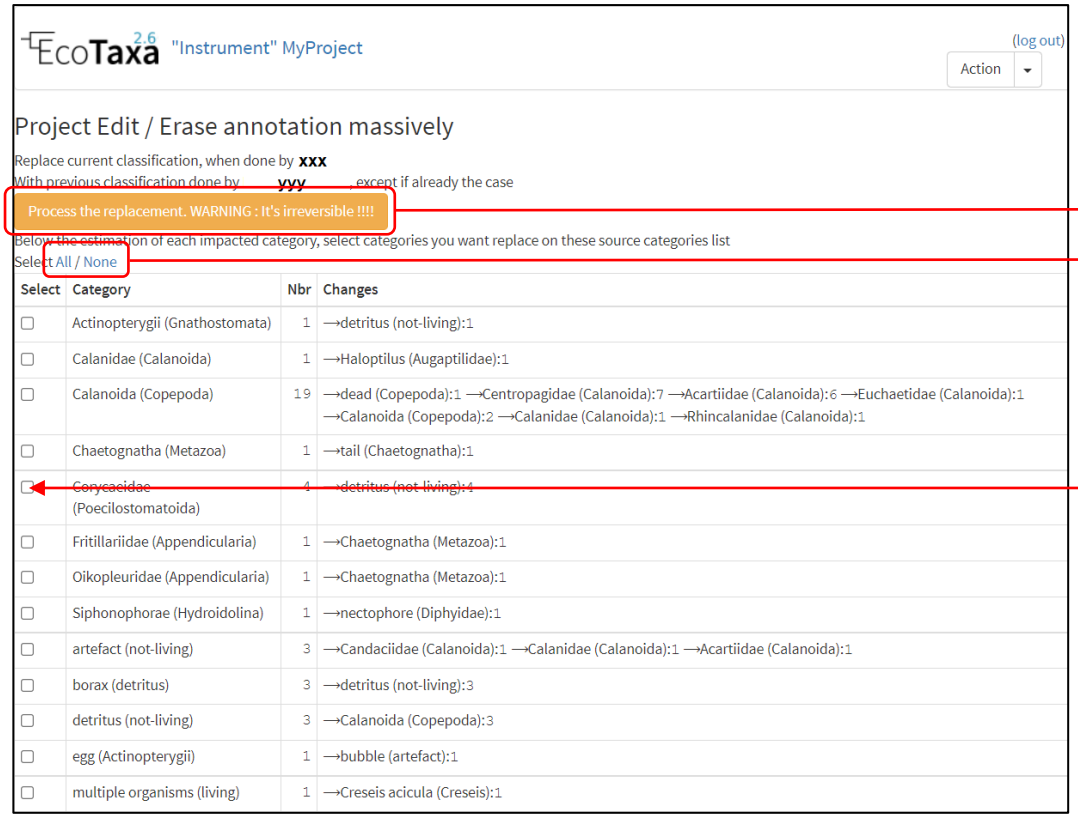


Choose the name of the person you want the identification to be replaced by

Choose the name of the person for whom you want to change their annotations

You can choose a period

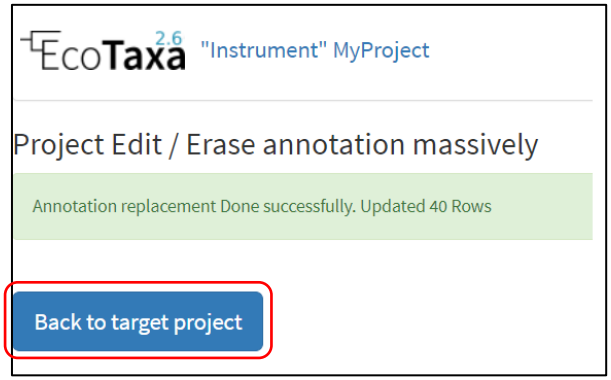
Allows to see the impact of your changes



Allows to launch the changes

Allows to select all or none changes

Allows to select one by one the changes



11 Tips

11.1 Comment an image and last buttons

Allows to go to the top of the page

See chapter 7.2

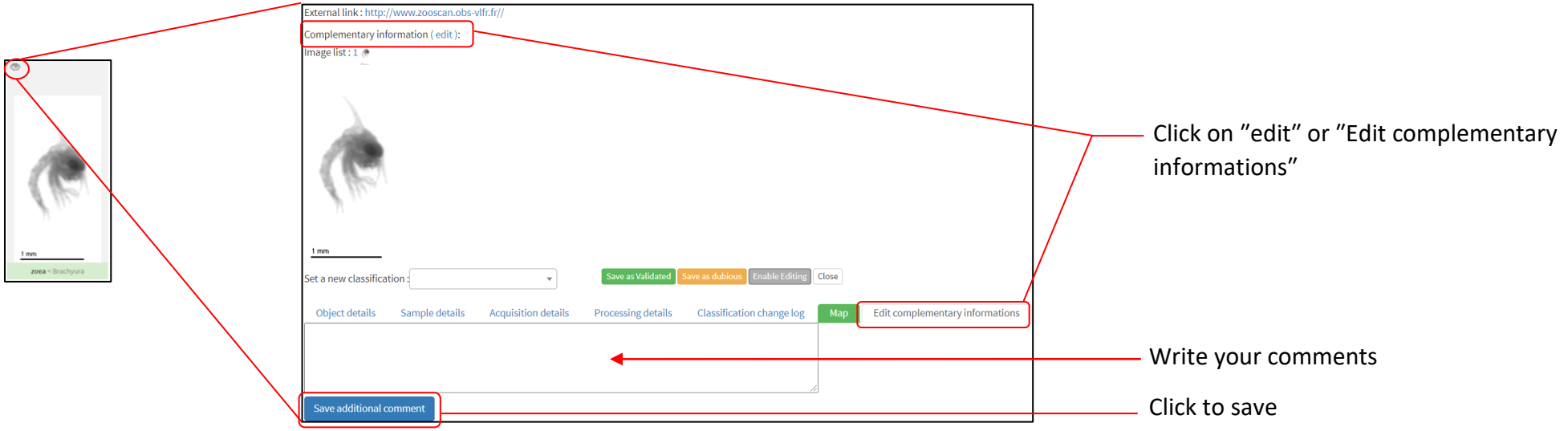
See chapter 7.3

See chapter 7.2.4

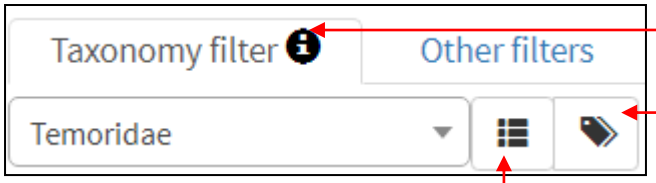
See chapter 11.5.1

To correct validation mistakes (no UNDO button in Ecotaxa):
1. Select Validated Status
2. Sort by : Validation date
3. Move the most recent (erroneous) validated objects into the suitable category

You can add a comment for an image. Click on the eye:



11.2 Taxonomy filter : bonus

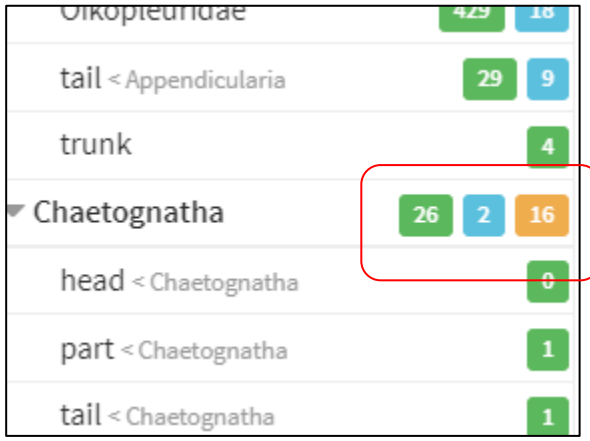


Allows to have taxonomy filter help

Allows to assign category name written in the field to one or more selected images

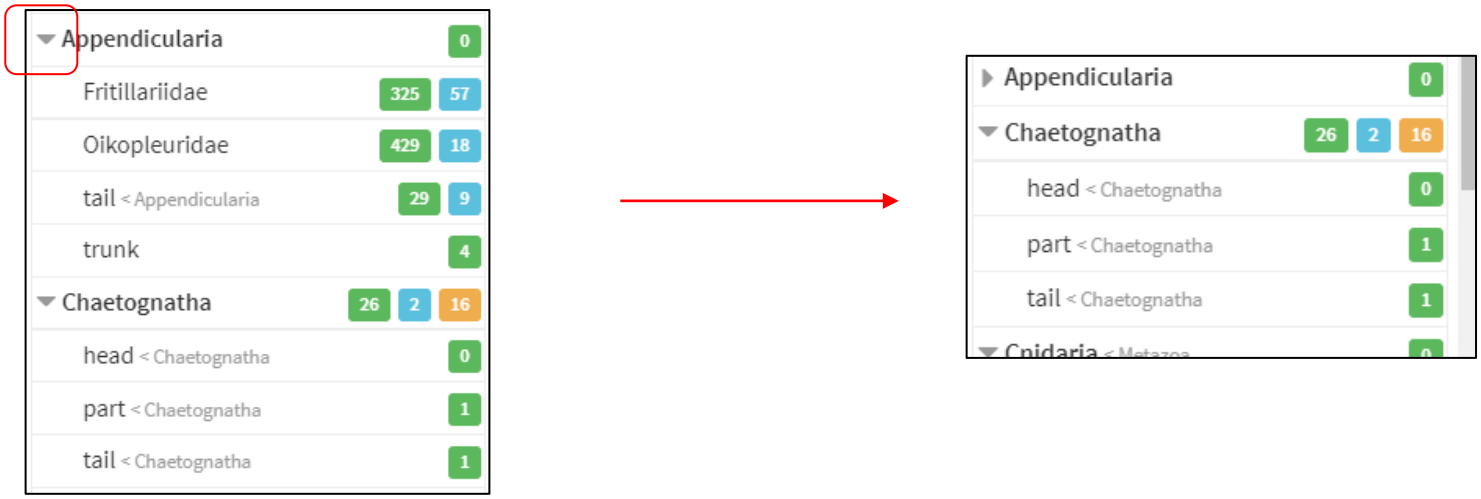
Keyboard shortcut : ctrl+d

Allows to search a category name on Taxonomy Tree



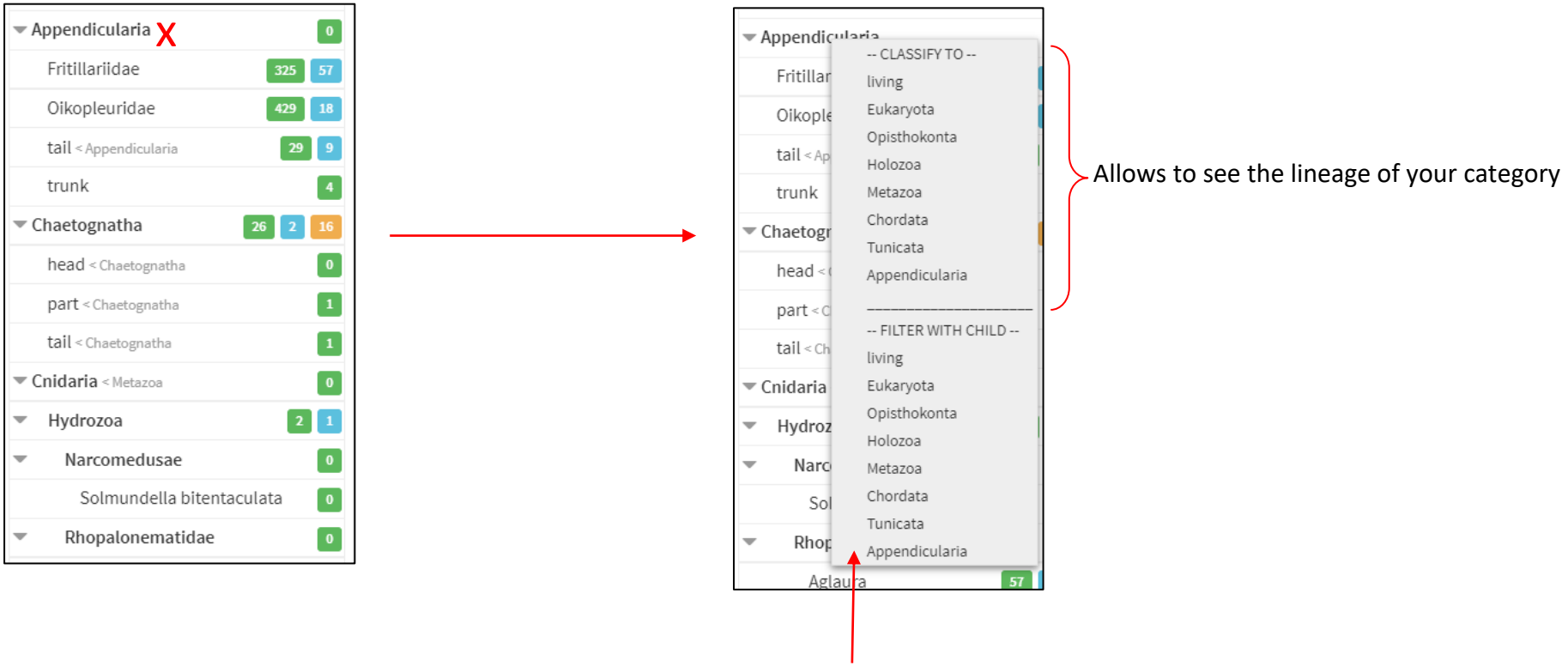
Allows to know the number of images by status (see chapter 2.3)
For example : there are 26 validated images + 2 predicted images + 16 dubious images in the ”Chaetognatha” category.

If you click on this arrow, it allows to hide children categories:



To hide all empty categories, you can click on this button at the bottom:

If you right click (X) on a category, you can see the lineage (Classify to). You can also filter with child:

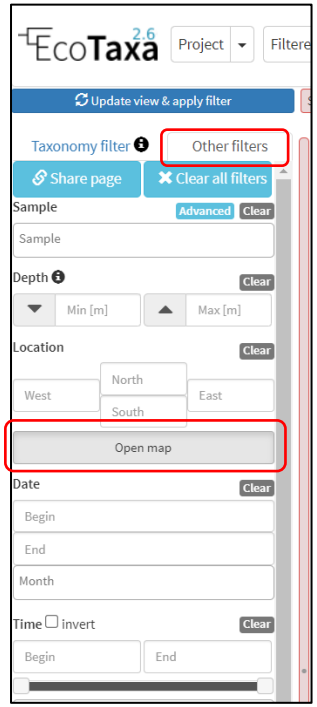


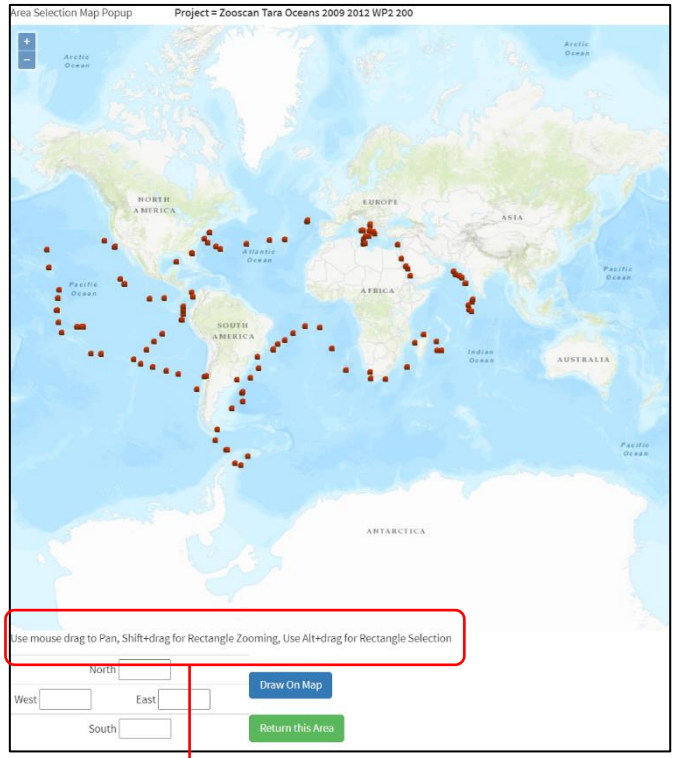
If you click on Appendicularia, it creates a filter "Appendicularia with child" :

In this example, the images Appendicularia + Fritillariidae + Oikopleuridae + tail + trunk will be visibles

11.3 Select sample on the map

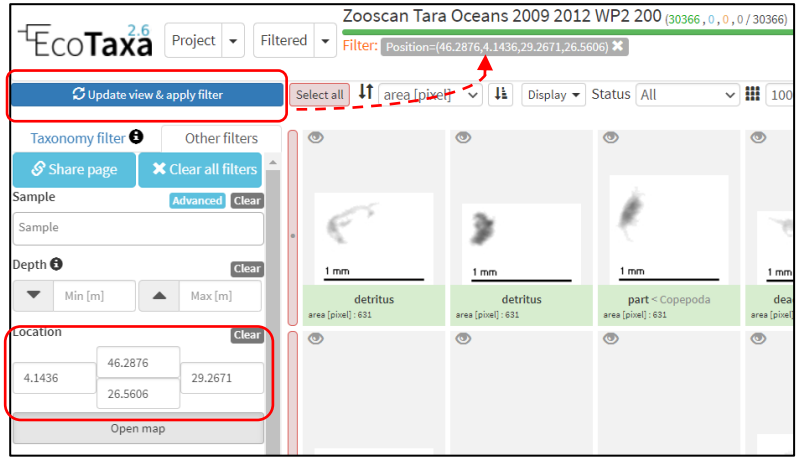
When you have many samples in your project all around the world, you can select a group of samples in a particular region.





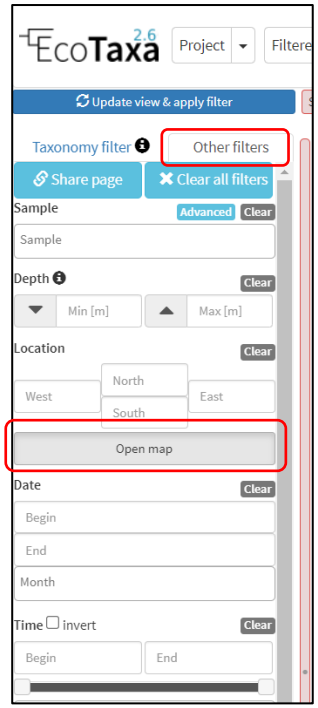
alt+drag

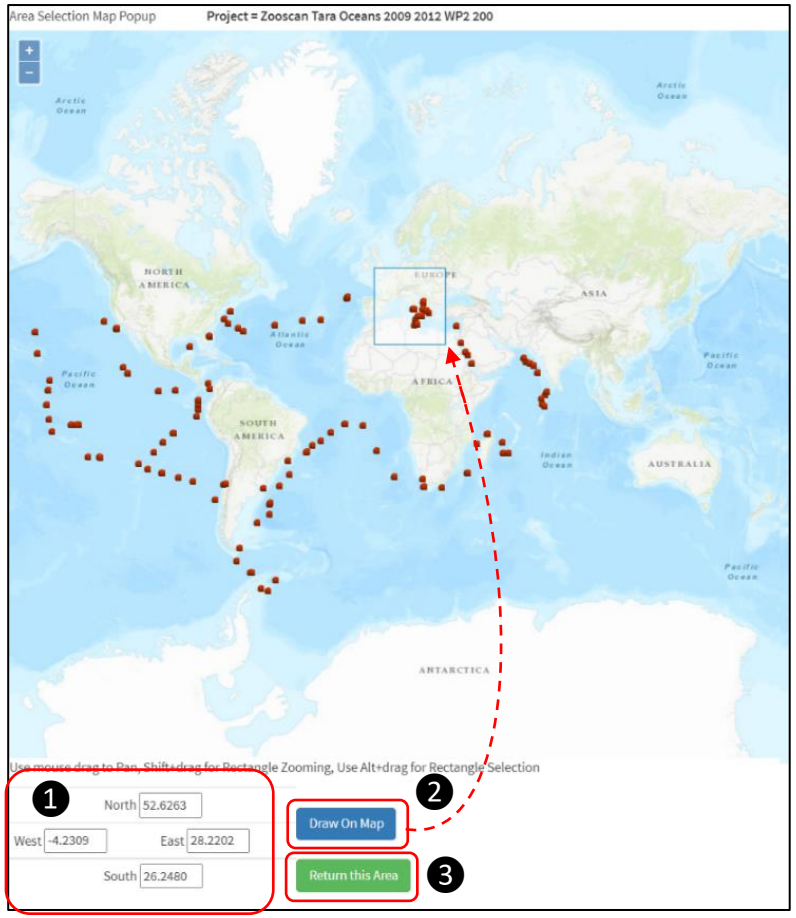
Follow the instructions

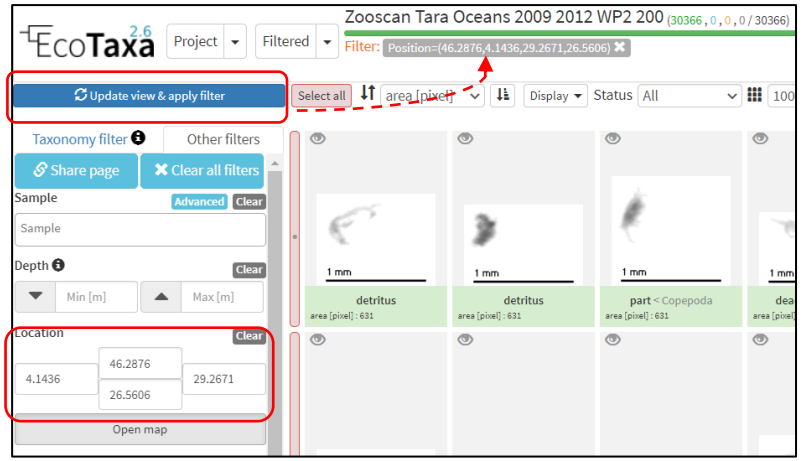


Click on "Update view & apply filter" button to apply your geographical area

If you already know the GPS coordinates of your geographical area, you can enter them directly:





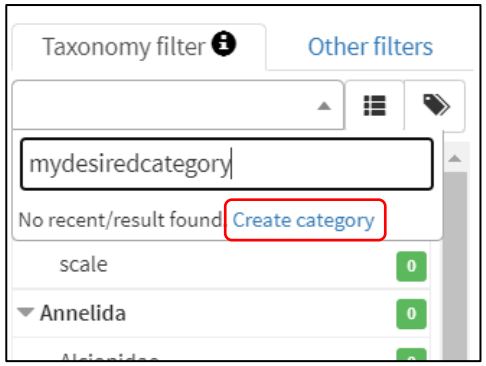


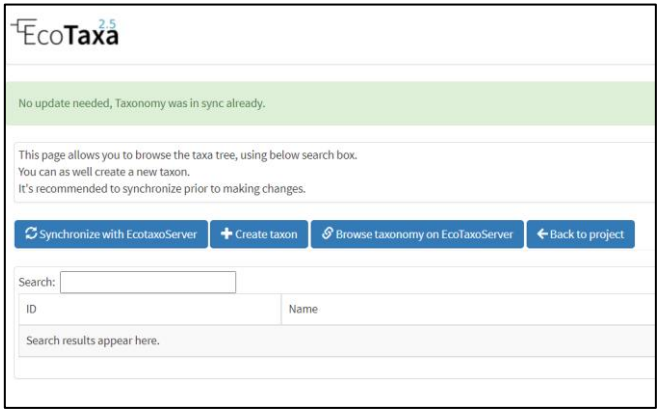
Click on "Update view & apply filter" button to apply your geographical area

1. Write the GPS coordinates of your geographical area
2. Click on "Draw on Map" button to check the entered zone
3. Click on "Return the Area" button to keep your zone in your filters

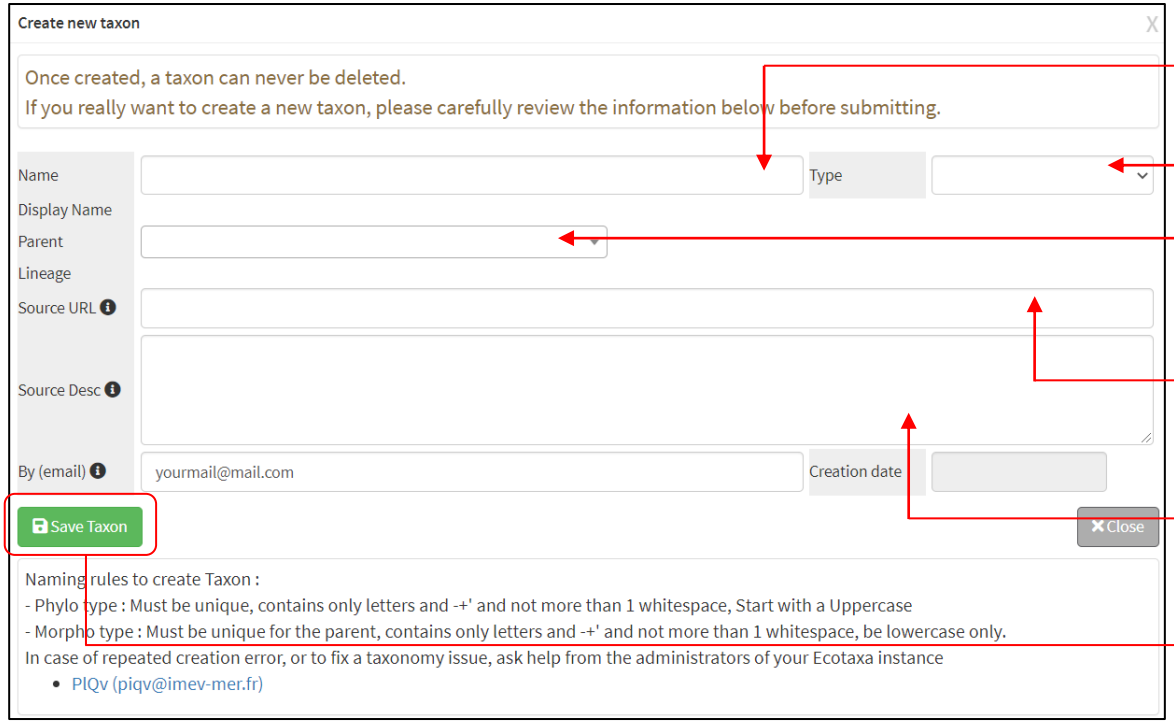
11.4 How to create a new category

If you do not find your category because it does not exist in ecotaxa, you can create it by clicking on ” Create category”:





Click on ”Create taxon”



Write the name of desired category

Choose the type of your categorie*

Write the name of category above the desired category in the lineage. If it does not exist, you have to create it.

If the category is described on the web, you enter the link (for exempla WORMS)

If the category is not described on the web, you have to write a description of your category

Click on Save Taxon button after filling the form

*type : ”Phylo” = phylogenetic name or ”Morpho” = refers to a morphological category (for example : part of Crustacea)

11.5 I do not know this organism, where do I classify it?

11.5.1 Save as dubious

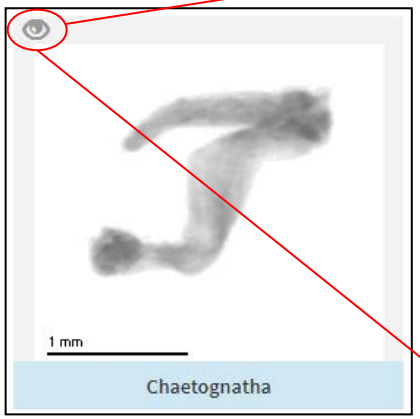
Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)
When you are not sure which category to put an image in, you can classify it as dubious: You have 2 options

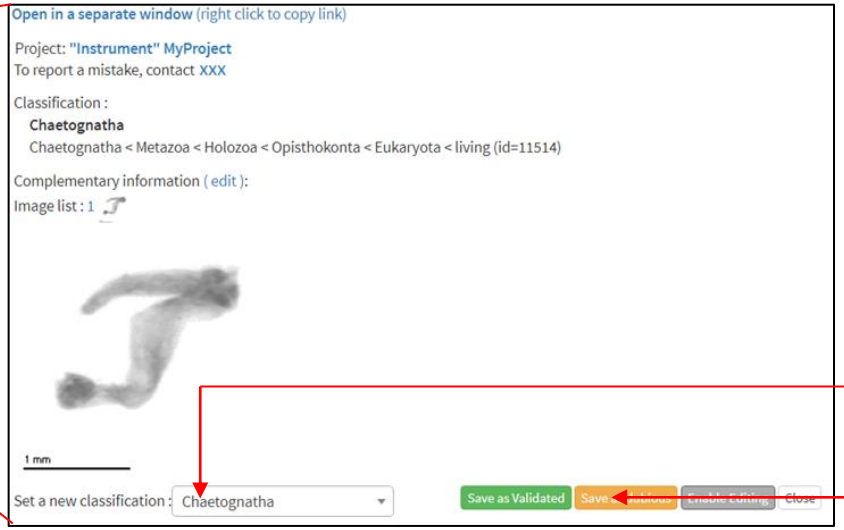
First way:

Select the image(s) (see chapter 7.1.1 and chapter 7.1.2)

Click on the "Set Selection Dubious" button : this image will be dubious "Chaetognatha" because it is already predicted on this category

Second way:





Write the category name

Click on the "Save as dubious" button

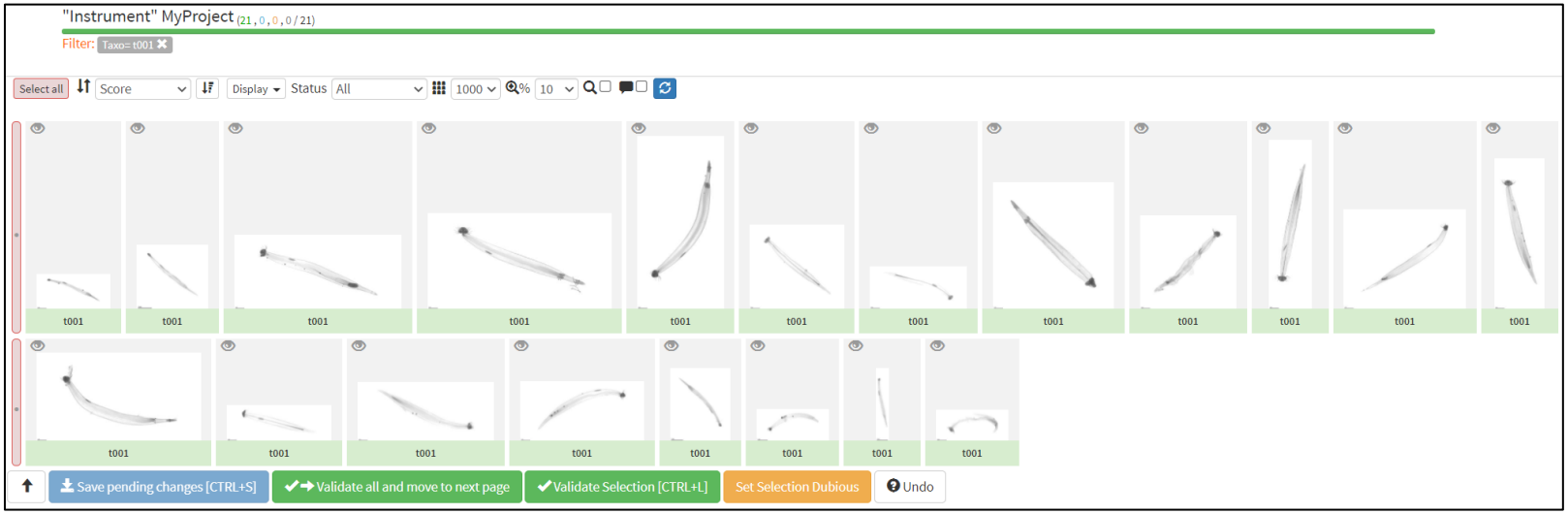
Result:

Your image has the dubious status (orange color ; see chapter 2.3)

11.5.2 Temporary categories and share page

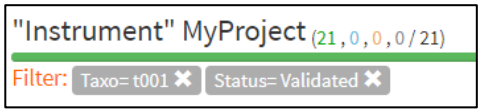
- If you have several images that you do not know how to classify and which **do not have** common morphological characteristics, you can put them in ”othertocheck” or ”other”:

- If you have several images that you do not know how to classify and which **have** common morphological characteristics, you can put them in temporary categories (t001, t002, t003,….):

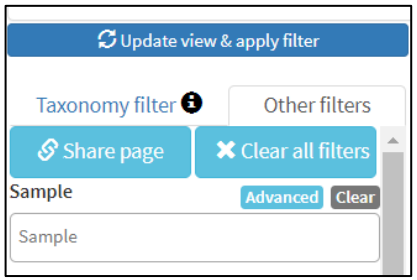


- After your sorting, you want help on unknown temporary categories. For this, you can share your page with colleague or a taxonomic expert:

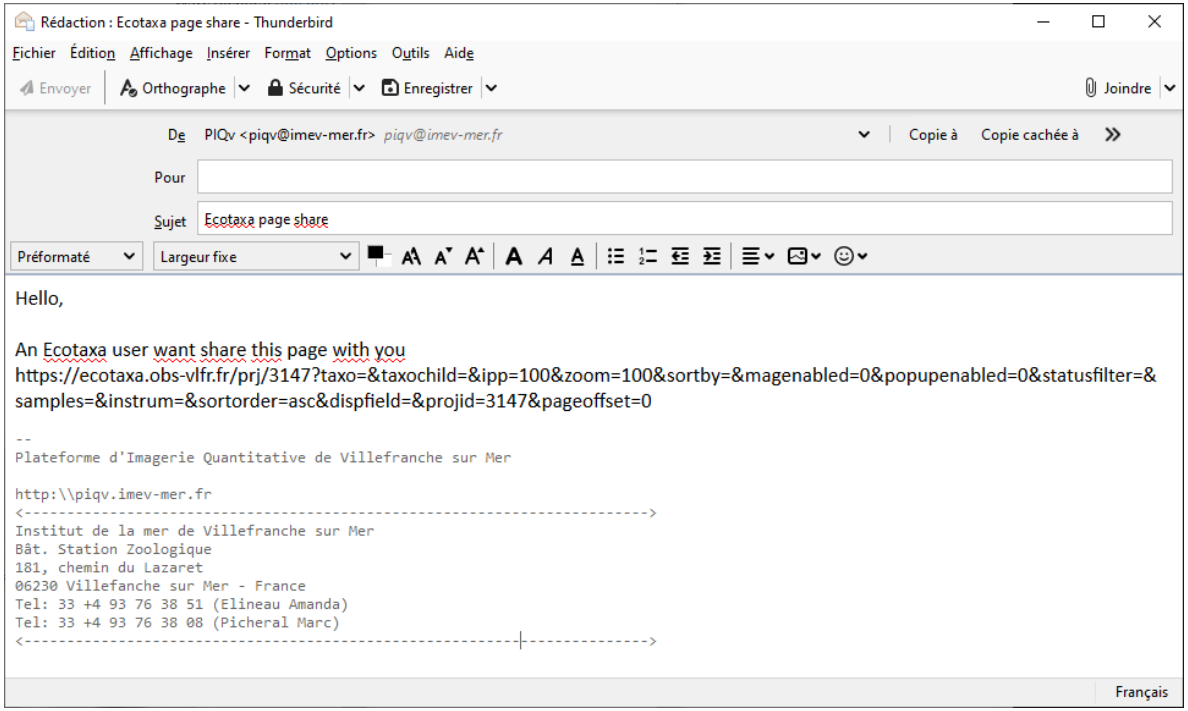
Define your filters :



Click on ”Other filters”, then ”Share page” button:



An email page opens and you can share you page to have an opinion on your images

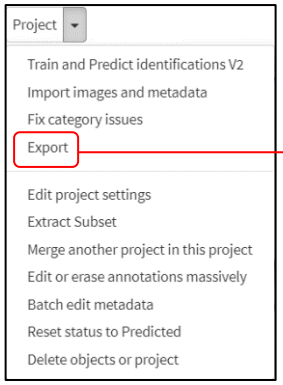


11.6 Keyboard shortcut summary and new ones

Action	Keyboard shortcut	Chapters
Select all	ctrl+a	7.1.2
Assign category name	ctrl+d	7.2
Save validation	ctrl+s	7.2
Validate selected image	ctrl+l	7.2.4
Move from one image to another	ctrl+← or ctrl+↑ or ctrl+→ or ctrl+↓	none

12 Export data

Note: This step is possible only if you are **Manager or Annotator** (see chapter 5.2)



you can choose columns and options in your exported table .tsv

allows to export the initial table .tsv in which you find the classification columns in addition

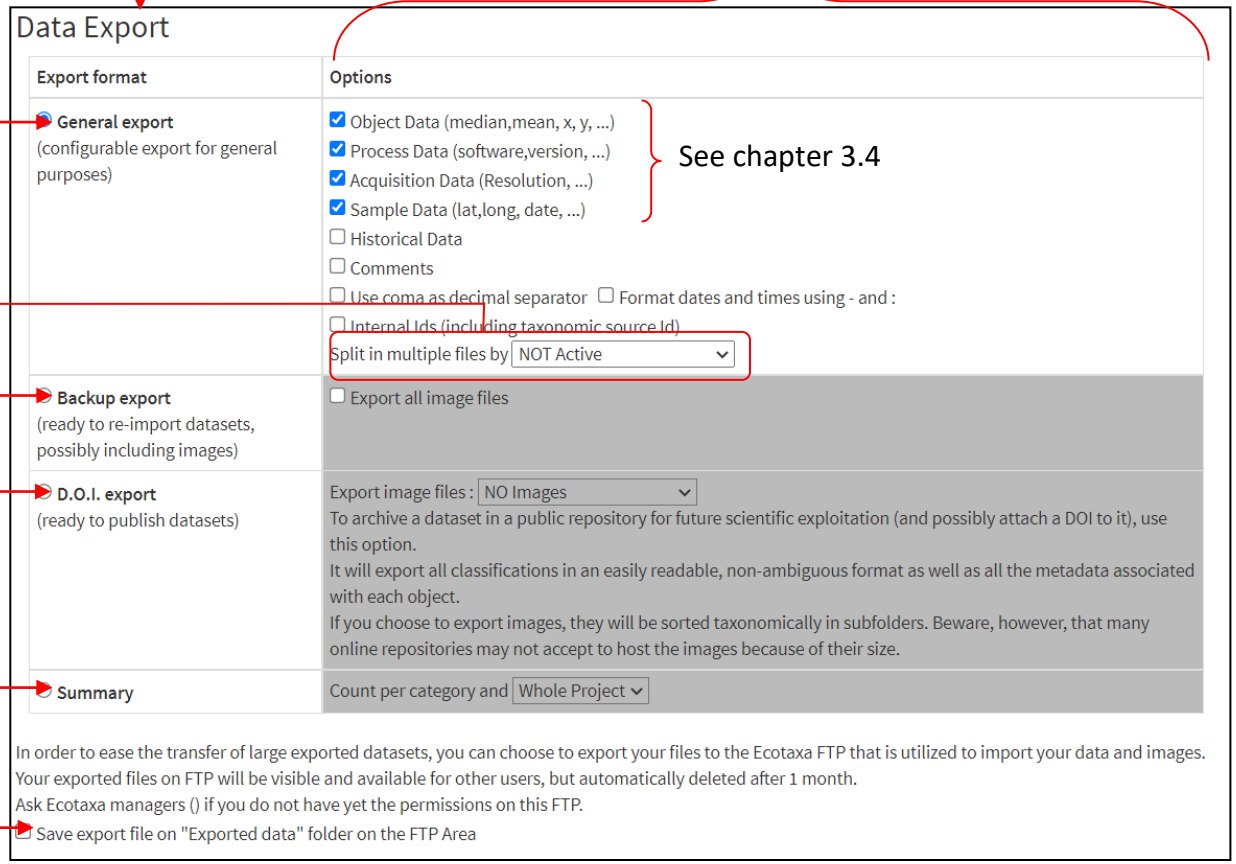
allows to have juste one .tsv table with all data or one .tsv table by sample or one .tsv table by categorie

allows to export a backup with or without images

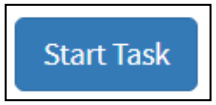
allows to export DOI for publication

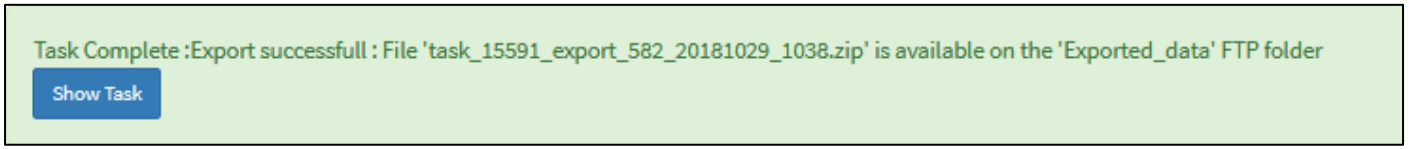
allows to have a summary of count per category

Click to save on the FTP Area



Click on "Start Task" button





Your data is compressed in a zip or a tsv file named automatically depending to the format that you selected :

“task_numberofthetask_export_numberIDoftheproject_AAAAMMDDoftheexport_HHMMoftheexport.zip”

“……._exportimg_……zip”

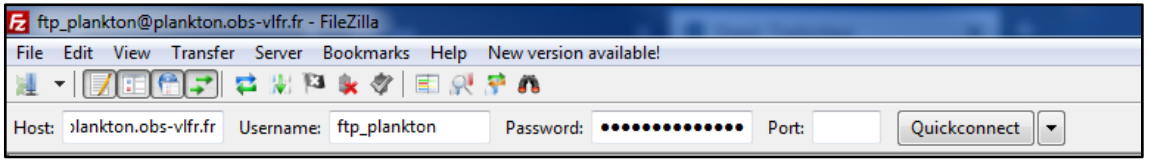
“……._export_detailled_……zip”

“……._export_reduced_……zip”

“……._export_summary_……tsv”

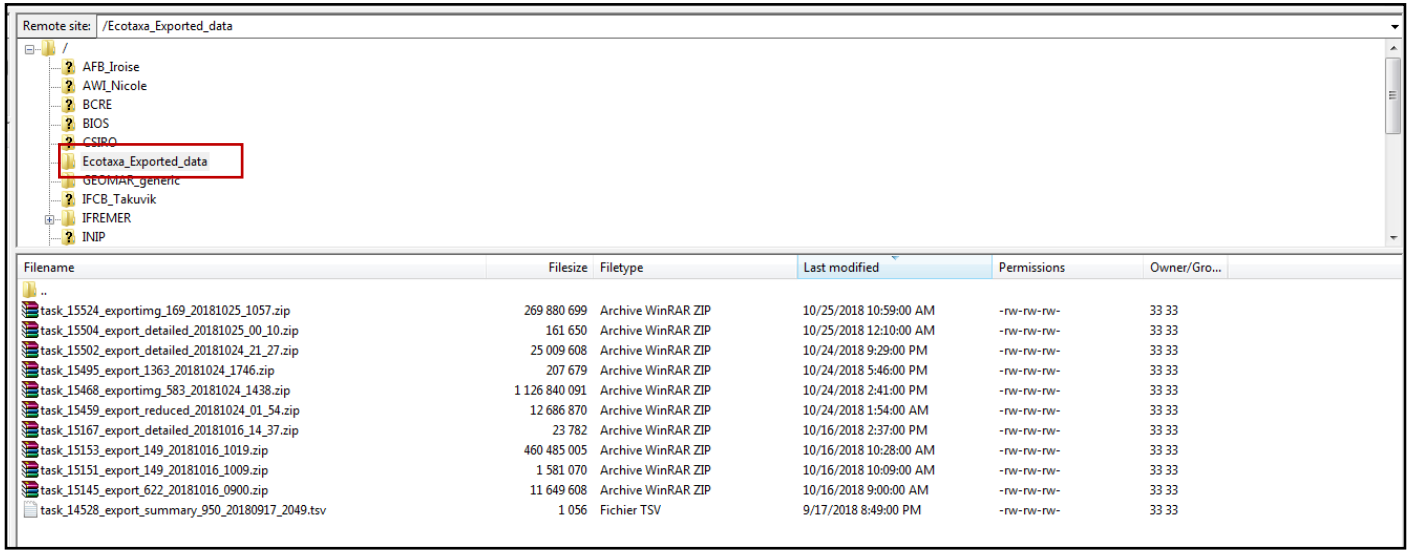
- Connect your FTP

  Host : plankton.obs-vlfr.fr
  Username : ftp_plankton
  Password : Pl@nkt0n4Ecotaxa



- Access to your data by clicking on Ecotaxa_Exported_data folder

- Drag and drop your file into your computer

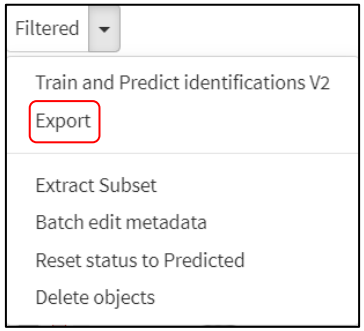


- Memory management

After the exportation of your data, delete your files from the FTP.

➔ Anyone having these writing permission on our FTP can load and download any data from this FTP. It is thus IMPORTANT to remove your data as soon as it has been exported.

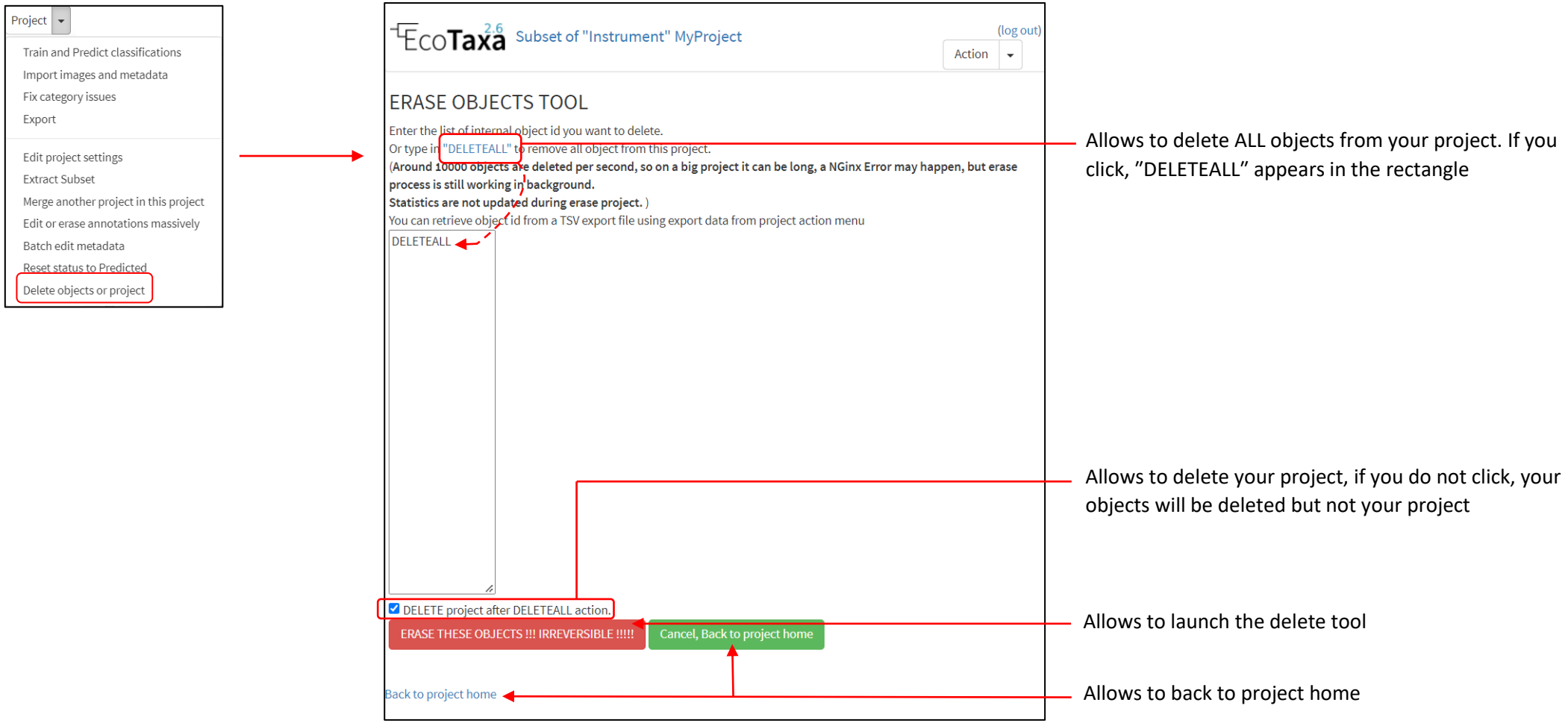
N.B.: you can export data by using predefined filters rather than whole project

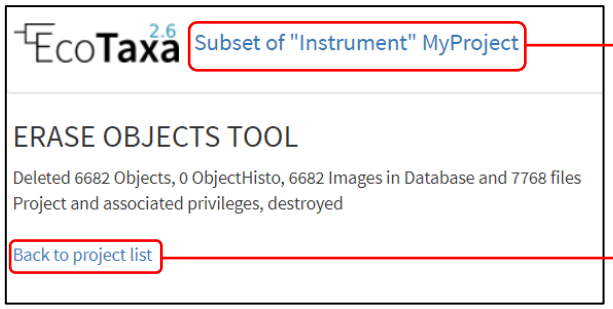


13 Delete objects or project

Note: This step is possible only if you are **Manager** (see chapter 5.2)

"Project" button -> "Delete objects or project" tool





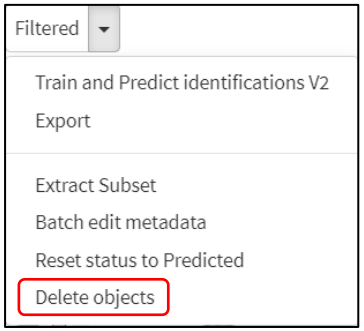
click

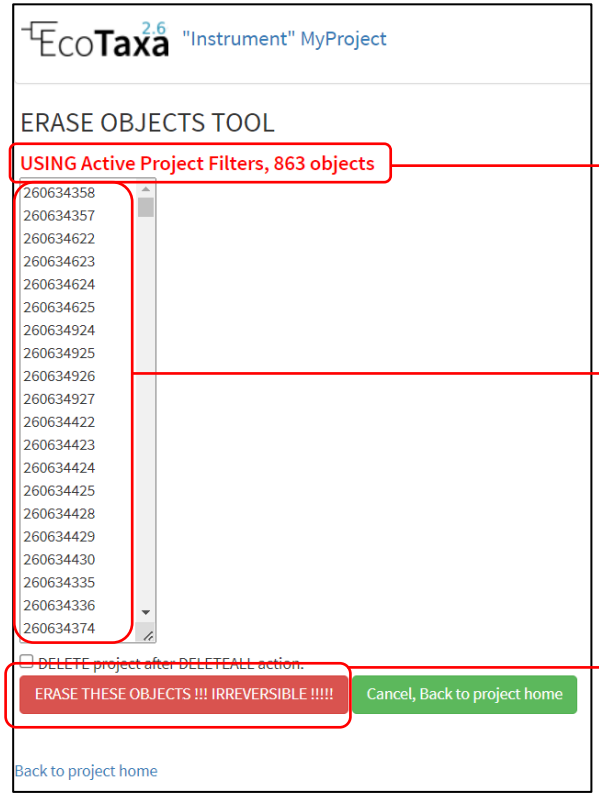
When it is finished, you can back to project list

The project has been successfully deleted

Allows to back to project list

N.B.: you can delete objects by using predefined filters rather than whole project for example a sample





reminder on using filters + number of objects will be deleted

list of objects ID will be deleted