

USER GUIDE UPLOAD DATA









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Upload data into MINKA

What is an observation?

An observation is the basic unit of data of MINKA. An observation is a record of data with associated metadata that allows its corroboration, utilization, and dissemination in an investigation. The required metadata associated to an observation is:

- The location where it has been observed
- The date and time when it has been observed
- The media (it could be a photography or a sound) that will help corroborate or improve the observation
- The id and the validation done by the community

The observations which contain the mentioned fields and that have reached the research grade, will be uploaded into global repositories, making them available to other users and the scientific community.

How can I upload observations?

Uploading observations in MINKA is easy. You only need to sign up, log into the platform and click on the "Upload" button. Once you access the menu, you have two options to upload media. One is to open the folder that contains the media, select the objects (images or sounds), and drag and drop it over the MINKA window. Alternatively, you can select "Choose files" and select the media in the folder.

1. Click on UPLOAD button

2. Upload the observations clicking the button or drag and drop the pics by the folder



Option 1: Click the button, search the folder with the pics and select the files



Option 2: Open the folder in your desktop, select the files and drag and drop over the MINKA upload window



There is no limit to the number of files that you can upload at the same time, however, we recommend not to upload more than 500 observations at a time.

Once the observations have been uploaded, the platform will read the metadata associated with the observations. If the image, or sound, contains a location and a date, the platform will automatically update those fields with the information.



Images over 20MB can not be uploaded straight onto the platform. When they are being uploaded, the platform will compress those files to reduce the storage memory. We recommend that you upload pictures that have been previously compressed, using, for instance, the open-source program "Easy Image Modifier".

Sometimes, the Metadata on the image/sound will not contain all the desired information and therefore, it will not be filled in automatically. The user will need to fill in the information so that it can be used for research purposes.

As mentioned before, the required fields are the date, the location, and the media. It's important to ensure that all the observations contain these fields. Without one of them, the observations won't be able to reach the Research grade classification. It will automatically be marked as "Casual" observations and they will not appear on the "identify" menu. In this case, it will not receive the help of the community on the identification and validation process.

If there are observations without some important fields, it can also be filled out after being uploaded. You would need to edit each observation or use the batch edit option.

Adding the same location or date to a group of observations

In some cases, you can be interested in filling out some fields with the same data for a selected set of observations. To do so, first, you should select the observations that you want to modify and work with the bar located on the left-hand side of the screen.

For instance, you could select several observations and set the same location for all of them. If all the observations are from the same day and location, you could set the same location for all the observations, setting up a wider precision circle, without making it too wide.

The data can be modified or completed individually, in each observation, or it can be modified in groups (several observations at the same time). To do so, proceed with the following steps:

1. Select the observations that you want to modify/edit. If you want to modify all of them, select the button "Select all".

2. Once a selection is made, click the location at the left-hand side of the screen.

3. Then select the location, and you can widen the precision circle.

4. If you often visit that location, you can save it by adding a name, on locality notes, and pin it.

5. Once you press that button, the location will appear at the upper tool bar on the right hand box.



In the same way, on the left hand side box you have several fields that can be modified all at once as a group with the selected observations:

1. Species Name: While it's generally not necessary to name every species as a collective group, there may be cases where it is beneficial to make modifications at the group level.

2. Edit multiple dates: The date on multiple observations can be modified at the same time. This can be useful when the camera has been set up in a wrong way.

3. Location: The most used. It is used to set the spot where you have recorded the observations.

4. Notes: Allows you to include a description to a group of observations. For instance, you can include the user name in case the person who uploads the observation is different from the observer, and those pictures have been handed over.

5. Captive/Cultivated: It is important to mention if the observation belongs to a captive organism or if it has been cultivated. Cultivated data can not be included in global repositories. See section "What is a captive or cultivated organism?" to know what qualifies as Captive/cultivated.

6. Tags: Tags can be created and included in a group of observations.

7. Projects: The observations can be included in traditional projects (for further information see projects at the page Projects).

8. Fields: extra fields can be add to the observations. This field can not be modified in group.

9. Offset time: Allows you to correct the hour in a group of observations.

Editing 1 observation:

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Geoprivacy

Another field that can be modified is the geoprivacy of the data. Those can be:

Public: Everyone has access to the location.

Obscured: The location that appears for other users is randomly allocated.

Private: The users cannot visualize where the observations have been taken.

Geoprivacy

Open	~
Open	
Obscured	
Private	

The obscured data is useful for vulnerable or endangered species. These data, appear in a random point on the map, making it difficult to know the exact location. However, when it comes to uploading a dataset of observations, if you want to only mark one observation as an obscured organism, you should make the entire data set obscured, otherwise other users could still locate the obscured one.

Private observations are visible only to the user who uploaded them, making it challenging for others to identify the species, determine the location, or include the data in collective projects. This is due to the restriction of the private location associated with the observations.

We encourage the open use of data, and as a consequence, we discourage choosing the private location on geoprivacy, because our main objective is working collectively within the community to have open data accessible for everyone.

Having said so, in case you need to know the location of some of those obscured or private observations, you have some options to the location. The first one would be to take part in a project within the platform, where you have to join the project. Once you join the project you can accept to show your obscured and private locations. Another option would be contacting the user and asking them to include you as a reliable user. This second choice would be a way of seeing the location only for this user. You will need to repeat the procedure with every user observations that you want to know the obscured or private locations. The second choice requires the following steps:



2. After following the user, select ACCOUNT SETTINGS on the menu that appears on display, underneath Settings, you will find Relationships

Dashboard	Settings	3. After clicking Relationships
Add Observations Calendar	Profile	will be displayed, you can tic
Lists	Account	the box: Trust with hidden
Journal Favorites	Notifications	will have access to you
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Once the data needs to be uploaded into repositories, the obscured and private data will be uploaded as UTM quadrants instead of location itself, just to mark the presence of this species in the area without compromising its location.

How can I combine different pics in one observation?

When you upload pictures, it is possible that you have several images of the same specimen. To avoid creating fake observations by duplicating the same specimen, you can combine all the observations or images of one organism in a single observation. This way the observation will have different views of the specimen and this probably will help the community to contribute in the correct identification of the species. For example, in the case of plants, we recommend uploading 4 different pics per observation: the general view, the leaves, the texture of the plant and, if the plant has, the flowers or fruits. Those pics will contribute to a better identification of the plant.

To combine pics, you have two options:

Option 1: Select all the observations of the same specimen and click the "Combine" button, at the top of the menu.

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lauter is white	Location	Location	Location	Location	Location
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Tags •					
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E Fields					

Option 2: Select all the pics except one, and drag and drop all in the non selected observation

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If you have more than one pic of the same specimen, it is important that you combine those pics in a single observation. With this procedure we will avoid duplicate data into the global repositories, thus ensuring that the data set remains at a higher quality.

How can I duplicate an observation?

Sometimes, in a single image, we can identify more than one species. In this case, we recommend duplicating the observation, using the uploading menu or once you have the observation uploaded and, for example, some user tell you about the presence of the secondary or associated species.

To duplicate an observation, proceed with the following steps:

Option 1: In case you are uploading the observation, select it and click the "Duplicate" button. You can create one duplicate per species in the observation so, if you have an image that shows four species, you will duplicate the observation three times. It is important to write in the notes of each observation which area or species you are referring to. Those notes are important because users will see the same pic for more than one observation and it could be confusing for the community, especially if the specimen is very displaced or has little prominence in the image.



In the case below, the pic has seven different species so, we should duplicate the observation six times, writing notes in each observation regarding what species or area we refer to in the observation.



Option 2: If the observation has already been uploaded, we can duplicate by opening the observation and clicking in the dropdown arrow next to "Edit" and selecting "Duplicate".



Once you are in the Edit/Duplicate menu, you can add the species using the same metadata as the previous observations. You are also able to add notes and other complementary fields in this new observation.

The platform can't find the scientific name. What can I do?

Once you have the observations in the uploading menu and all the necessary fields have been filled, it's time to write the scientific name of the species. If you don't know the species, don't worry, the community will help you identify it.

To add an id, you only need to write the name or part of the name, for example, the first letter of the genus and the first or part of the species, and the platform will search for matches.

If you try to write a scientific or common name and don't obtain any result, it's possible that this species or common name does not yet exist yet on the platform. If it is a scientific name, you can try to click on "Search external name providers" to include the name. If it does not work, it is possible that the name is old (and therefore the most upto-date name will appear on the platform), it was wrongly written or it's new and, at this moment, is not available yet on the external providers. You can write the name in the observation description and flag the observation for curation.



If it's a common name, it's necessary to include it. Flag the species and comment on what common name and in what language.

A species only has a scientific name, but I know the common name in my language. How can I add it?

If you see a species without a common name in your language and you know the common name in your language, you can flag the species, writing the common name and the language to be included by curators.

Coris julis **9** Filter by Place TOP IDENTIFIER TOP OBSERVER anellides xasalva 173 512 LAST OBSERVATION TOTAL OBSERVATIONS March 22, 2023 1,002 -----View Yours ÷ 0 History Seasonality 260 240 220 180 160 140 120 100 80 60 40 View More O Map About Taxonomy Status Curation lag for Curation dit Photos More me 4 « Back to Eutima gegenba New Flag for Eutima gegenbauri Flag this content to let the curators know something is wrong with it. Flag it! "I'm flagging this taxon because Add Another Flag »

How can I add fields to an observation?

Sometimes you need to include extra data to an observation because it could be interesting for the observation or it is needed for a specific project. This is an example of how an abundance field can be added individually to our observations.

To add a field, first, we need to select the observation, click on the left column, in the "Field" dropdown, and write the name of the field. In case that the field doesn't exist, you can create it.

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Tags	•	
Projects	-	
Fields	•	
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		2023/03/26 3:55 PM CES
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ew Field Options 🗹 Offset Time	•	Location

The field must be added individually, observation by observation, because it's possible that not all the observations have the same value in the fields.

I can't find my project in the upload menu. What can I do?

If you want to upload observations in a particular project, previously you will need to know about what kind of project it is. In traditional projects, you can only add observations manually by using the project field in the left column.

For the rest of the projects, such as main projects or bioblitzes, the observations that comply with the constrictions of the projects, will automatically be included in it. Therefore, if our project does not appear in the left column, it means that our observations will already be included in this project (and others) in which the requirements are met automatically, thus facilitating the incorporation of the data.

Editing 1 observation:		Cast		
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Offset Time	=	2023/03/26 3:55 PM CES	=	2023/03/26 4:22 PM CES
	•	Location	•	Location
	Note	es	Not	es

If we write the name of our project, but it does not appear in this section, it means that our project is a collective project, not traditional, and that our observations (as long as they meet the requirements) will be automatically incorporated/included.

What is the quality grade of an observation? Which quality grades can we have?

Quality grade and its validation is essential for citizen science platforms. It helps improve the traceability and use of these data for the scientific community. All this is framed in the concept of FAIR data (Findable, Accessible, Interoperable & Reusable). For this reason, having different quality grades allows us to filter those data that have a sufficient quality grade to be incorporated into repositories or, on the contrary, to detect if they lack some condition that means they still do not have the necessary grade. The most important fields for data traceability and its quality are:

- Date: all the observations, to be used in science, they need a date of observation.
- Location: the coordinates or the name of the area where the observation was taken.
- **Media** (image, sound, paper, or other media): they are necessary for the corroboration of the data.
- Organism state: it's important that the organism belongs to wildlife. Captive or cultivated organisms will not be included in global repositories, because without the human intervention, those organisms would not be present in the environment. See section "<u>What is a captive or cultivated organism?</u>" to know what qualifies as Captive/cultivated.
- External validation: community validation (usually by experts) is an important part of the quality grade. It is necessary to have more than ²/₃ of the community agreeing in order for the observation to be validated.

	Community Taxon		What's this?
	<i>Plocamium cartilagi</i> Cumulative IDs: 2 of 2	neum	
	0	2/3	rds 2
uality arade:	✓ Agree	≓ Compare	1 About

There are three different levels of quality grade:

• Research grade:

Research Grade

Observations that have a date, location, a media to corroborate the identification and are validated by the community.

• Needs identification:

Needs ID

Observations that have all the necessary metadata to acquire the research degree but lack either identification or validation by the community.

• Casual:

Casual

Observations that lack any essential data such as date, place, or media or that are captive or cultured organisms.

All those observations that acquire the degree of research can be incorporated into global repositories, becoming available to the entire global academic community. On the other hand, these observations that need the help of the community to be identified, will be shown in the "Identify" section, where they can receive help from the rest of the community.



Casual observations, due to the lack of some data will not be able to acquire the degree of research, it will be more difficult for them to receive help from the community in identification, therefore it is important to verify that all the fields are properly completed.

What happens if an observation does not have media, date, or location?

If an observation does not have media, date, or location, it will never reach the Research Grade, achieving just the "Casual" grade.



The observations with a casual grade do not appear in the "Identify" section and will be more challenging to find by other users and receive help from the community. This is the reason why it is fundamental that all the observations include the date, the location, and the media to support it.

When uploading observations, it is important to review that all observations have the data.

If the following message appears when uploading observations, you must check that each of the observations contains the corresponding dates and locations:

You are submitting observations without dates or locations. Observations without this information are often impossible to identify and will not be visible by default in observation searches.

Go back

Continue



In this case, press "Back" and verify that there are no date and location fields left blank.

What is a captive or cultivated organism?

Captive or cultivated species include those that are in some place as a result of human activity and cannot leave this area. For example, caged animals, pets, cattle stock or garden plants may be considered captive or cultivated animals.

In these cases, the organisms would not be there without human activity, and therefore they are not considered as natural. It is crucial to label observations as 'captive/cultivated' to distinguish them as casual. This distinction ensures that they are not included in repositories used for scientific studies, as they may not align with the criteria for wild or natural observations.

To mark a species as cultivated or captive, it can be done in three ways:

1. In the uploading menu, mark as captive/cultivated the observation.

- 2. In tje Identify menu, under the pic of the observation.
- 3. Using the Data quality assessment field, inside of the observation.



How can I add tags or the same comments to a group of observations?

While you are uploading observations, you have the option to add new fields or specifications and comments to your observations.

The first case are tags. Tags allow observations that have the same tag to be searched for. For example, if you upload observations of a specific BioBlitz, you can add to all the observations the name of the BioBlitz as a tag. On the upload menu, select all the observations that you want and, in the left column, click on Tag and write the name of the Tag.

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Projects	*		15			
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		Location	Location	Location	Location	Location
		Notes	Notes	Notes	Notes	Notes

If you want to add some further comments to all your observations, for example if you are uploading observations of a friend (with their consent), you can add in the comments of all the observations, the name of the data collector. In this case, select all the observations you need and, in the left column, write in the comments square the text. All the observations will incorporate the same text.

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Captive / Cultivated					
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The tags are not the same as tag users. To tag a user, you write in the observation comments @ and the user's name, if you do so, the user tagged will receive a notification.

How can I edit observations in batch?

Sometimes it can happen that we have made a mistake when uploading a set of observations, for example, by putting the location or date of the camera that has been incorrectly configured. Editing each observation individually can be time-consuming. Because of this, it is better to edit observations in batches.

We have to go to the dropdown under our profile and click "Edit observations".



Once the number we need is selected, click "Search" to filter the observations unless the ones we want to edit already appear:

	JE J					
Add Obser	ations Batch out * Search					
Search 😡		search all fields 🐱				
Filter	w/ photos □ w/ sounds Quality grade ● Any ○ Research ○ Needs ID Reviewed ● Any ○ Identifications ● any ○ most agree ○ some agree ○ most disagree Captive / Cultivated ● Any ○	Yes O No O Yes O No				
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Search						

We have different filters to be able to filter the observations that appear. One of the most used in this case is to filter by date.

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		February	
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We select the filters and once filtered, press the batch edit button and select those observations we want to edit. If they are all that appear, we can click the option "Select all" and then "Edit selected".

	Add	Observations	Stop Editing Edit Selected St	Ref All Chay None > Add to Project	Delete Selected > Sea	rch	
		Photos / Sounds	Species / Taxon Name	Dat observed	Place	Date Added	
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	2		Gibberula miliaria	February 10, 2020 11:24 PM CET	♥ Cala Maset (Google, OSM)	May 12, 2022 09-38 PM CEST	1 ID Research Grade Edit View »
	•		Candiella manicata	February 10, 2020 11:22 PM CET	♥ Cala Maset (Google, OSM)	May 12, 2022 09:38 PM CEST	1 ID Research Grade Edit View »
		C. S. S. S.	Aplysia punctata	February 10, 2020 11:17 PM CET	♥ Cala Maset (Google, OSM)	May 12, 2022 09-38 PM CEST	1 ID Research Grade Edit View »
			Callionymus pusillus	February 10, 2020 11:00 PM CET	♥ Cala Maset (Google, OSM)	May 12, 2022 09-38 PM CEST	1 ID Research Grade Edit View »

Per page 200 🗸

Once in the batch editing menu, we can modify the observations individually or open the "Batch operations" dropdown.

« Back to your observations

Edit a Batch of Observations

What)	When	Where		
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Here we can edit the same field in all the observations at the same time, for example the place or the date. You only need to modify it, press the "Apply" button that corresponds to the edited column and once done, go down to the bottom of the page and press "Save all".





MINKA is an initiative of the research group EMBIMOS of the Institute of Marine Sciences (ICM-CSIC) in Barcelona







MINKA receives financing of the European Projects ANERIS, MINKE, GUARDEN, ARSINOE, ProBleu, DTO BioFlow and ECS















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