

MINKA

USER GUIDE MINKA APP



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MINKA APP

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The MINKA App

What is MINKA?

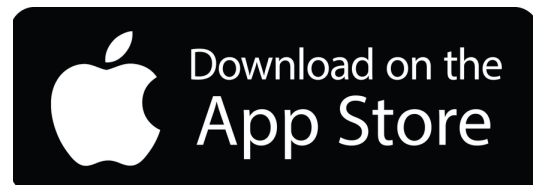
Minka is a citizen science platform, an infrastructure that facilitates the participation of citizens at multiple levels. It contributes to the Sustainable Development Goals (SDGs) with public involvement, in particular to the SDGs 14 Life below water and 15 Life on land.



The word MINKA comes from the pre-columbine language Quechua, and it means “receiving mutual help within the community”. This concept is the base on how the dynamic of the platform works. Users can contribute by uploading their own observations, improving the quality of the other users’ observations, and validating their data. All of this contributes to the general knowledge (such as the citizen or the scientific data) and therefore, contributes with data to sustain the SDGs.

How to start using the MINKA App?

The first step is to download the MINKA app in the Play store or in the Apple store depending on the operating system of your smartphone or tablet.



Once you have installed the app, it’s necessary to register in MINKA to use it. If you have an account in MINKA, you can log in with the same username and password that you have registered with on the website.

If you do not have an account, you can create one easily. You will need a username, that cannot previously exist on the platform, an email, and your password.

¹ Sustainable Development Goals - <https://sdgs.un.org/goals>

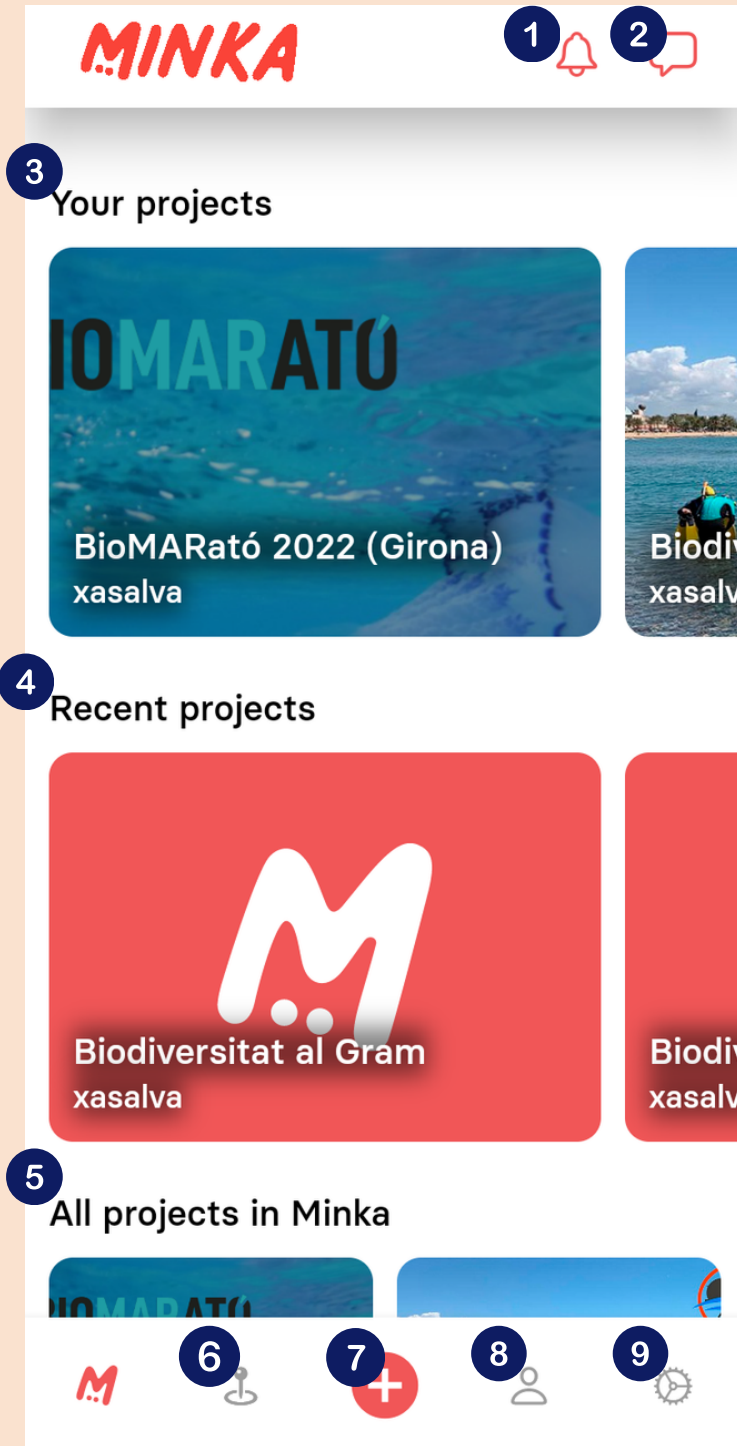
Option 1. If you do not have an account, click on “Sign up” and complete the registration. The full name is not mandatory.



Option 2. If you have an account, click on “Access” and type in your MINKA username and password.

This is the registration form for the MINKA app. It has a white background with a red MINKA logo at the top right. The form includes several input fields: "Username", "full name", "Electronic mail", "Access key" (with an eye icon for visibility), and "Confirm access key" (with an eye icon). Below these is a "Privacy policies" section with a link to "https://minka-sdg.org/pages/privacy" and a toggle switch. At the bottom, there is a green "register me" button and a link that says "Have you noticed Minka yet? Click here". A red arrow points from the "Sign up" button in the landing page to this form.This is the login form for the MINKA app. It has a white background with a red MINKA logo at the top right. The form includes two input fields: "Username" and "password" (with an eye icon for visibility). Below the password field is a link that says "Don't remember your access key?". At the bottom, there is a green "Access" button and a link that says "Don't have an account yet? Click here". A red arrow points from the "Access" button in the landing page to this form.

- Parts of the starting menu of the MINKA App



1. Notifications

In this menu you will see the notifications about identifications or interactions with your observations



2. Private messages

3. Your projects

4. Recent projects

The last projects created in MINKA

5. All the projects in MINKA

You can find all the projects in MINKA, ordered by creation date, the first are the oldest projects.

6. Map/Explore menu

7. Upload observations

8. User menu

9. Settings

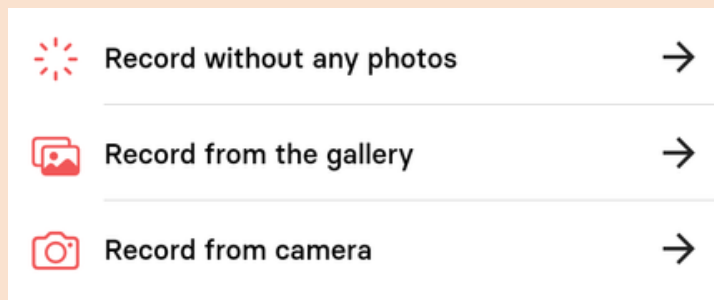
How to upload an observation?

There are 3 ways of uploading an observation using the MINKA app. Follow the next steps:

1. Click the central orange "+" button.



2. A menu for uploading observations will open. Here we have 3 options:



a. Record without any photos

Bear in mind that without a picture, the observation will never be able to reach the research grade. This option can be useful if we see an organism and we can not take a clear shot with the phone, but we can have a clear picture with a camera. Then once uploaded, you could modify it afterwards and enclose the picture of the organism, at the exact location where it was seen.

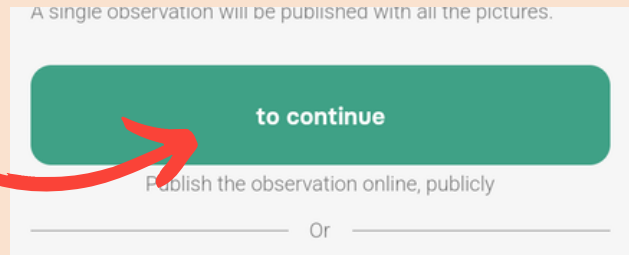
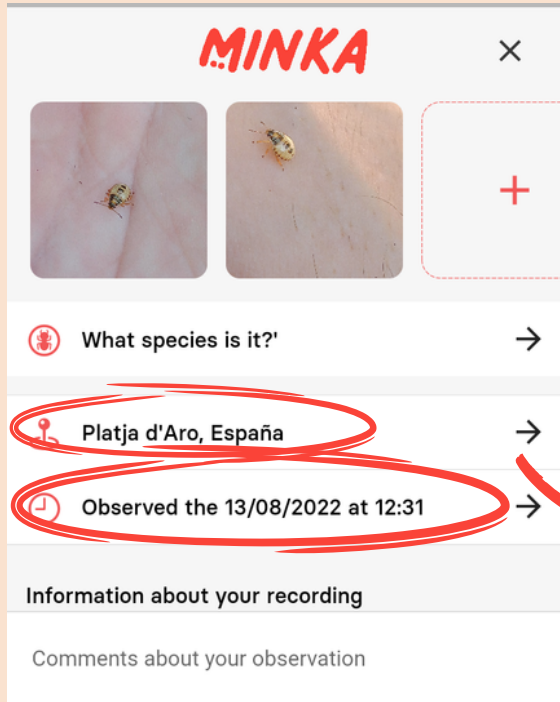
b. Record from the gallery

If we have images on our device, we can upload a picture from the gallery. In this option, the app will ask whether we want to use the image's metadata or not. If the picture already has a date and the location where it was taken, the metadata can automatically be included. If we choose not to include the metadata, we will need to add it ourselves.

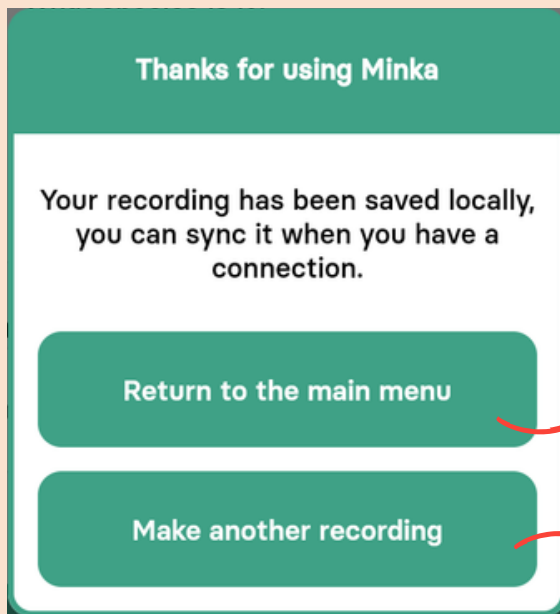
c. Record from camera

You are able to capture a picture from an organism straight from the phone camera. If we want to add more pictures, we need to press the button "+", next to the picture, to include more images. Regarding the location, we can choose our current location, since it would be next to our target organism.

3. After filling in all these data, the observation can be uploaded.

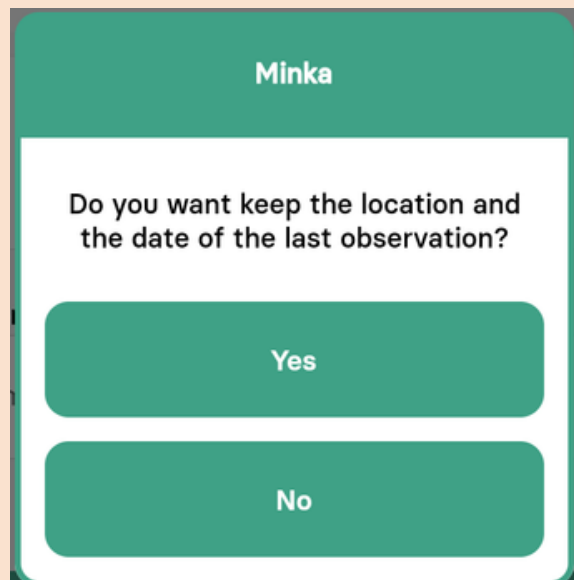


4. The application will ask what you want to do



The app will ask whether you want to continue uploading observations or not. If we want to continue, then a message will appear asking if we want to keep the same metadata as the previous observation.

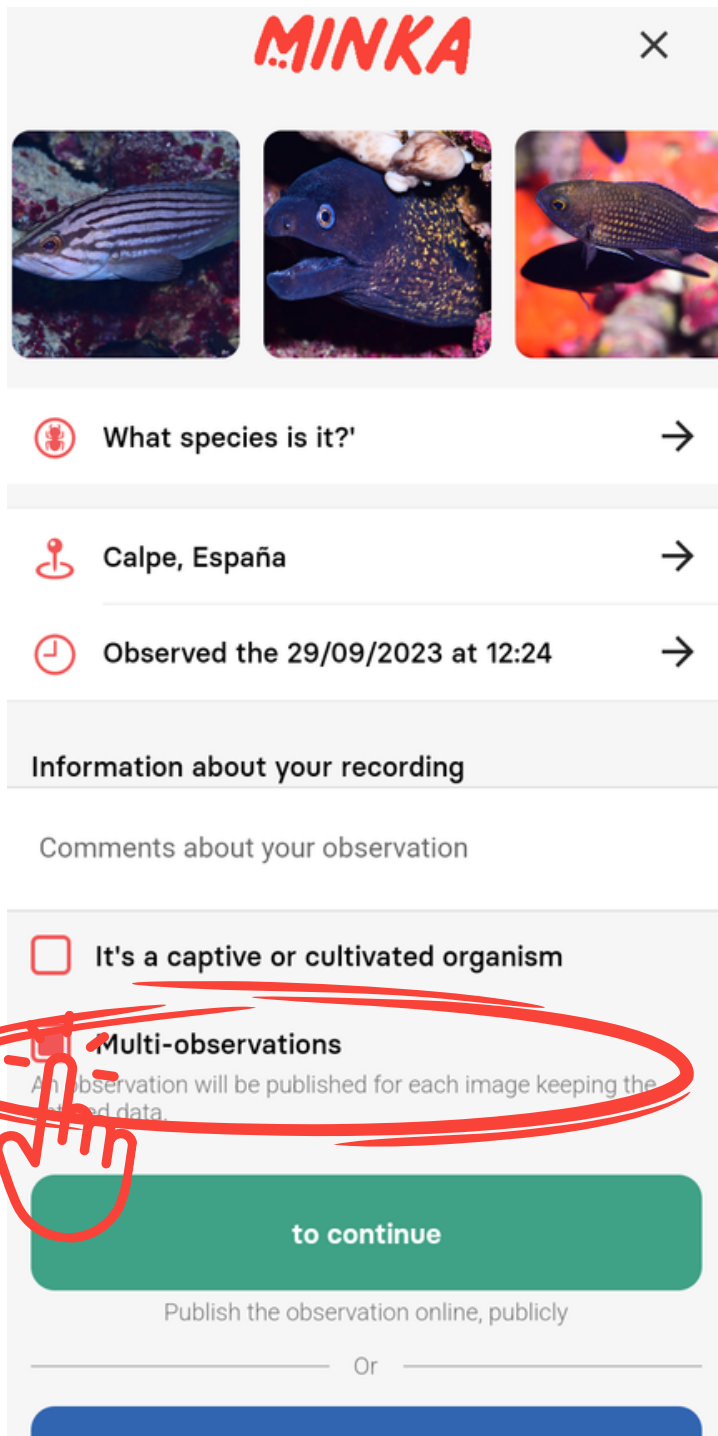
4.1. If you do not want to keep on uploading observations, the app will take us into the main menu



4.2. If you want to make another recording, the app will ask if you want to keep the same metadata for the next observation

How to upload one observation per photo?

Sometimes, we have several pictures from different organisms which share the same location and date. One can upload all the observations individually, maintaining the metadata in the consecutive observations, or we could use the “multi-observation” function. To do this, you should select more than one image, keeping the first one selected, and tapping on the other images.



The screenshot shows the MINKA app interface for uploading an observation. At the top, the word "MINKA" is displayed in red, followed by a close button (X). Below this are three square images of different fish species. Under the images are three input fields with red icons and right-pointing arrows: "What species is it?", "Calpe, España", and "Observed the 29/09/2023 at 12:24". Below these fields is a section titled "Information about your recording" and another titled "Comments about your observation". At the bottom, there are two checkboxes: "It's a captive or cultivated organism" (unchecked) and "Multi-observations" (checked). The "Multi-observations" checkbox is circled in red, and a red hand icon is pointing to it. Below the checkboxes is a green button labeled "to continue" and the text "Publish the observation online, publicly". At the very bottom, there is a blue bar and the word "Or" followed by a horizontal line.

It is crucial that all these images were captured in the same location and during the same time slot. If this condition is not met, it is advisable to upload each observation individually.

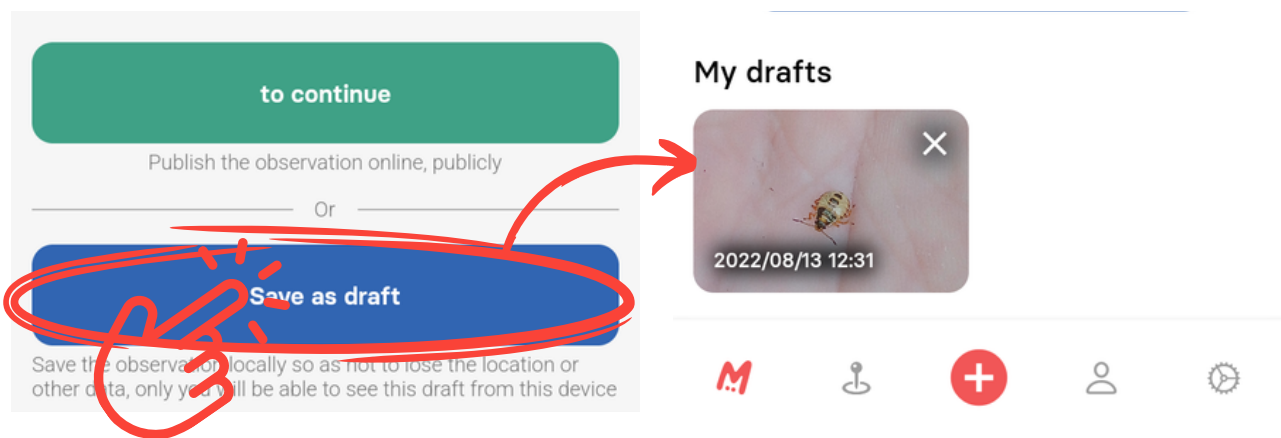
Once all the images have been uploaded into the upload menu, we should press the button “multi-observation”, located on top of the continue button. The app will upload every image as a single observation, keeping the same metadata for all of them, which makes it easier when you upload several pictures from the same place and day.



it is very important to check the box in case you have photos of different species otherwise they will all be uploaded in a single observation, making it difficult for the community to help us with identification

What is a draft?

In the menu where you upload observations, there is another button, underneath “the continue”, named “Save as draft”. This one allows you to save your observations as a draft, you can use it for example, when you have some data missing or even to duplicate the observation afterwards. Drafts are useful, when we see an organism and we want to save the exact location, but we do not have the picture, or when we want to include further information with pictures captured with a camera different than the one from our device. Another example would be when we take some water in a particular point and we want to upload all the organisms from that water after observing them on a microscope.



You can find all your drafts in the starting menu, under the section “All projects in MINKA”

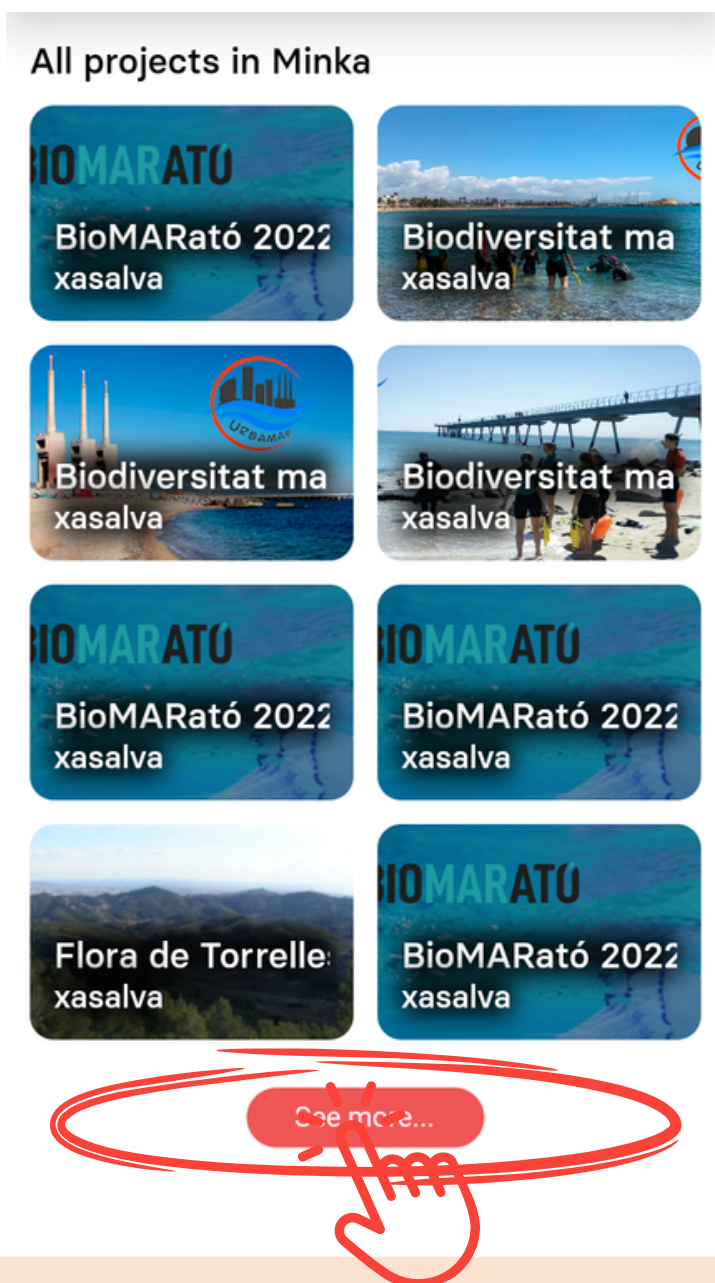
What is the offline mode?

If we are in a location with limited signal, or without proper internet connection, the app will switch into an “Offline mode”. This will turn off several menus on the app, making them unavailable for instance, the search on the map. However, this will allow us to keep on recording observations and storing them on the device. Once we are back online, we can access the app and upload all the pictures by synchronizing.



How can I search for projects?

Currently the app does not have a searching for projects option. However, you can look up projects in the initial MINKA menu, at the section of MINKA projects, by pressing the button "see more". This process can be tedious so we encourage you to check them on the [MINKA platform website](#).



There is nothing to worry about, your observations will automatically be included into the collective projects as long as they meet the requirements of the project, except for the traditional projects. You can look up this on our [MINKA projects user guide](#).

How can I edit observations?

To modify observations, you will need to click on an observation, and below you will find the "edit" button, press it. By doing this you can edit your observation, include more images, modify the location or date, or include further comments in the description, among others. The batch editing option is only available on the [MINKA platform website](#).

comments

Wied il-Ghajn →

Church Zonqor Il-Bajja ta' Marsask Trq'ls-Salini

Observed the 22/11/2015 at 14:58

It's a captive or cultivated organism

Editar my observation

Modify the images or other fields of observation.

Clone my observation

Generate a copy of this observation and modify the fields you prefer before publishing it.

Recorded on 24/11/2023 at 16:53

Add new images

Scorpaena scrofa →

Wied il-Ghajn, Malta →

Observed the 22/11/2015 at 14:58 →

Information about your recording

Comments about your observation

It's a captive or cultivated organism

To update



The batch editing option is only available on the [MINKA platform website](#). In the app observations must be edited one by one.

How can I search for observations?

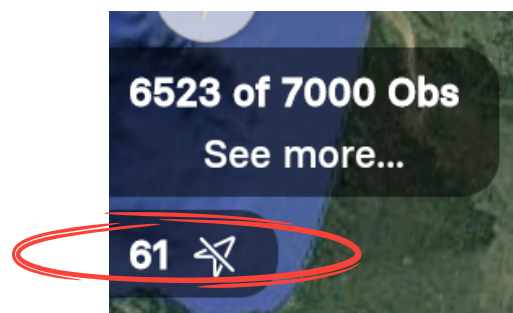
The second icon is the map menu. It displays the latest observations which have been uploaded onto the platform. There are three tabs in the upper menu. The map is displayed by default.

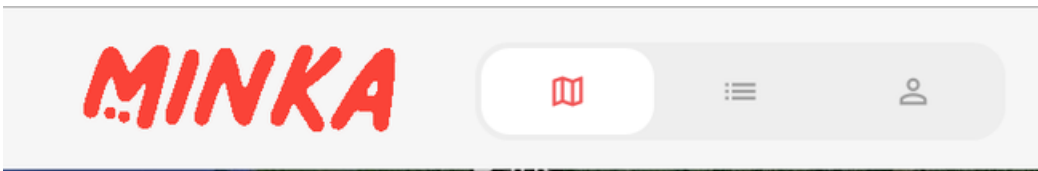


The map will display the latest 200 observations that have been uploaded onto the platform as circles, being the green ones from other users, the red ones your observations and the purple ones a mix. We can see further observations by pressing: "see more" which will display 200 additional observations. The more observations we load the slower the map will go.

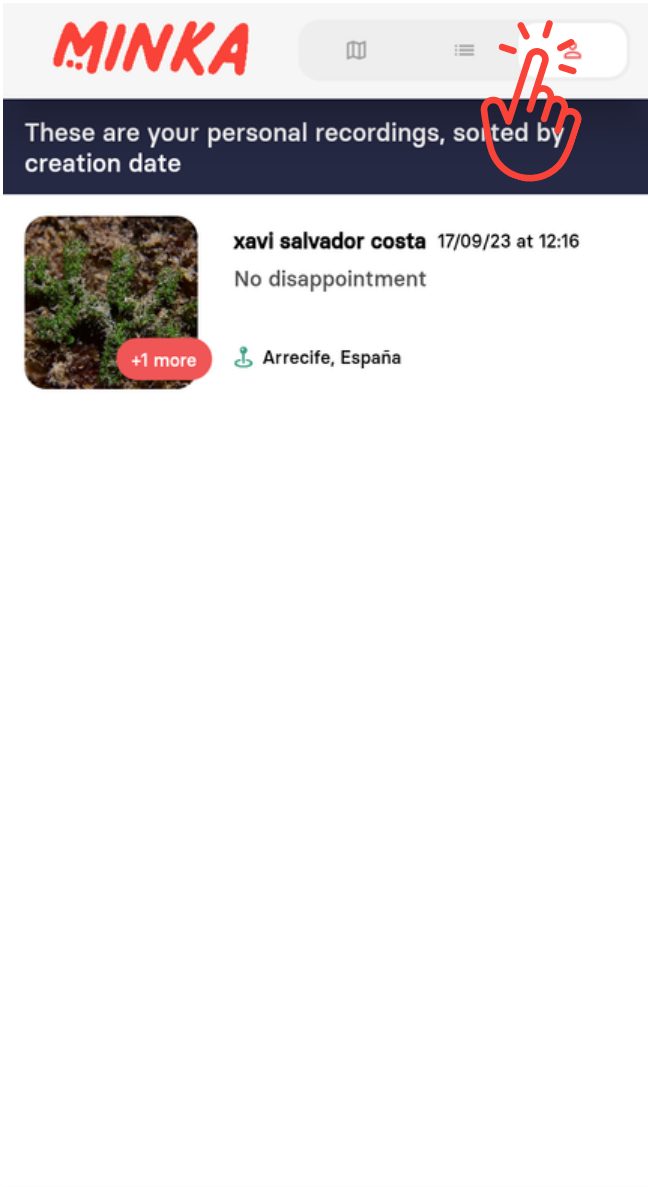
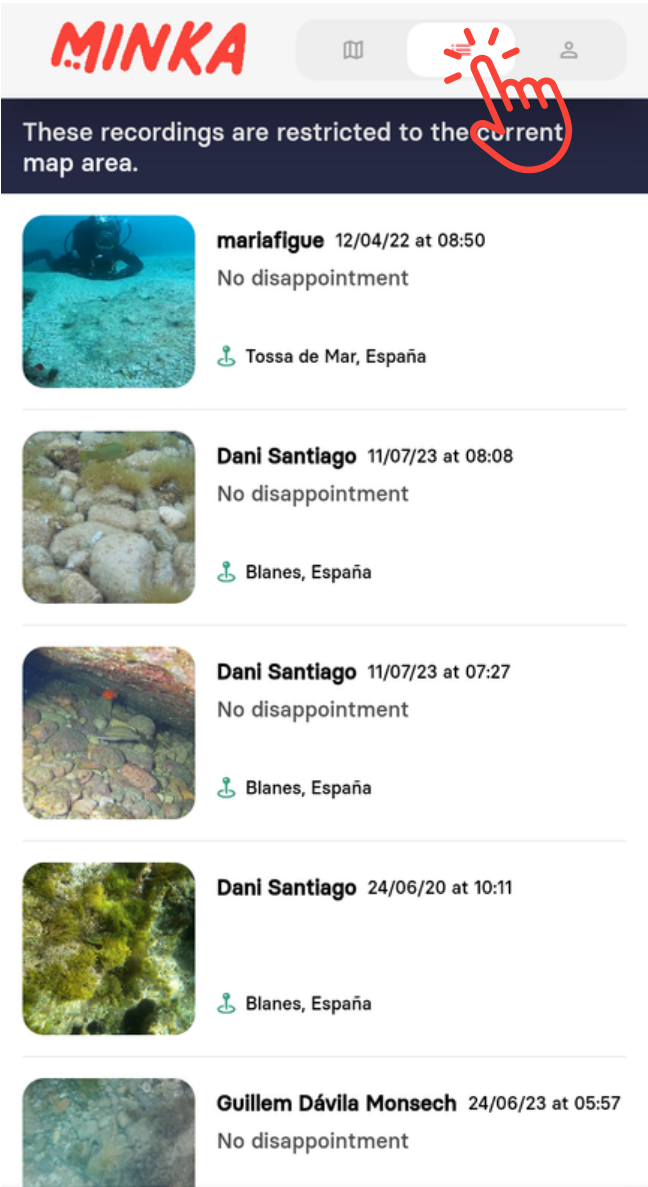



If there is an icon with a cutted triangle, it means that we have uploaded the observation without a location, either because the location is private or because the user has forgotten to include it.





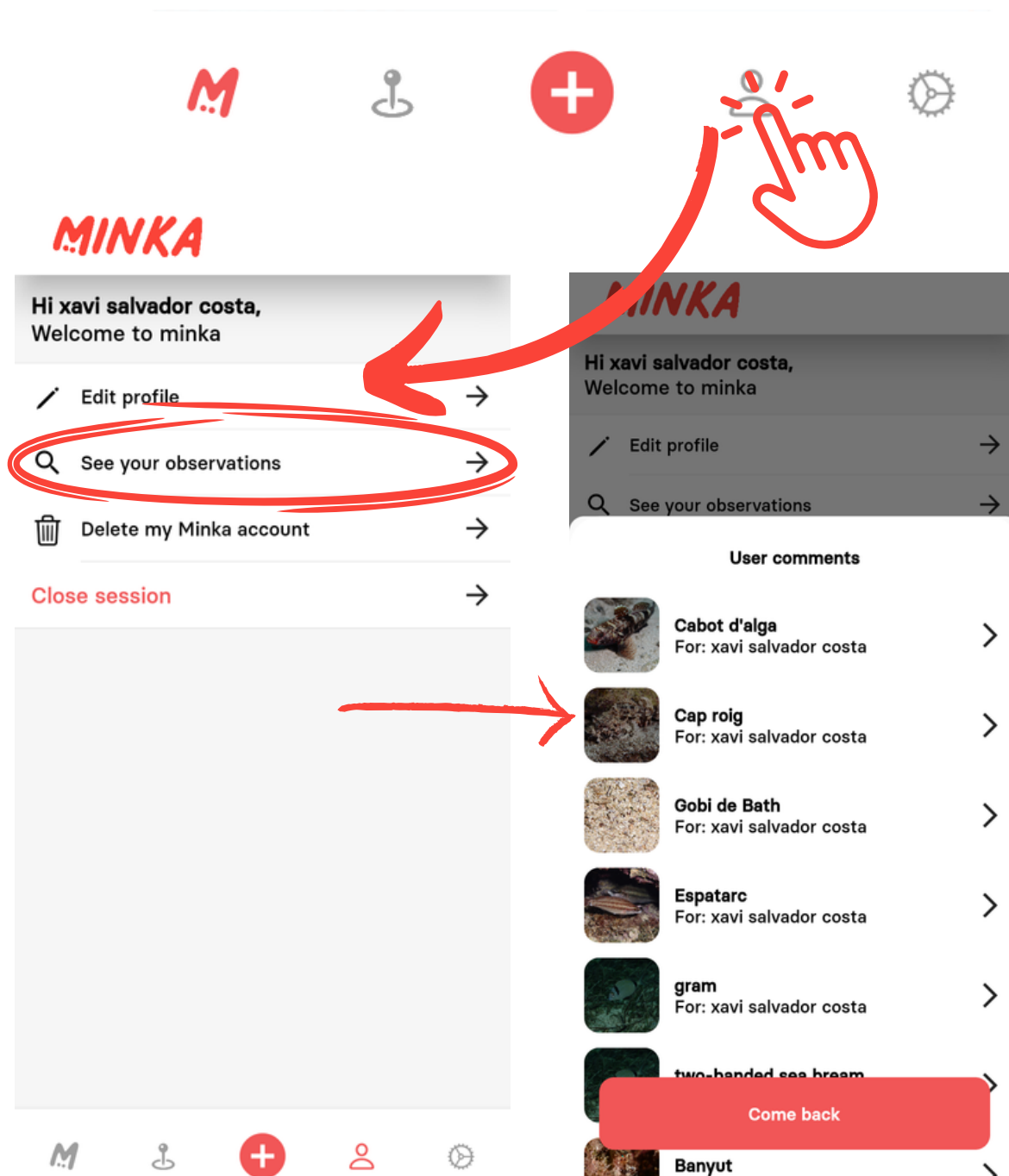
The first tab shows the map and the observation positions. The second tab, will show all the observations that are loaded on the map as a list to be consulted. If we zoom into an area, the list will only display those observations within the limits of the area. As per the third tab, only the observations that have been uploaded onto the map will be shown.



 We are working to include more functionalities in this menu, to make it more similar to the website platform.

How can I see my observations?

If you want to see your observations, you can press the icon of your profile and select the option "See your observations". Automatically, all your observations will be displayed starting with the most recent.

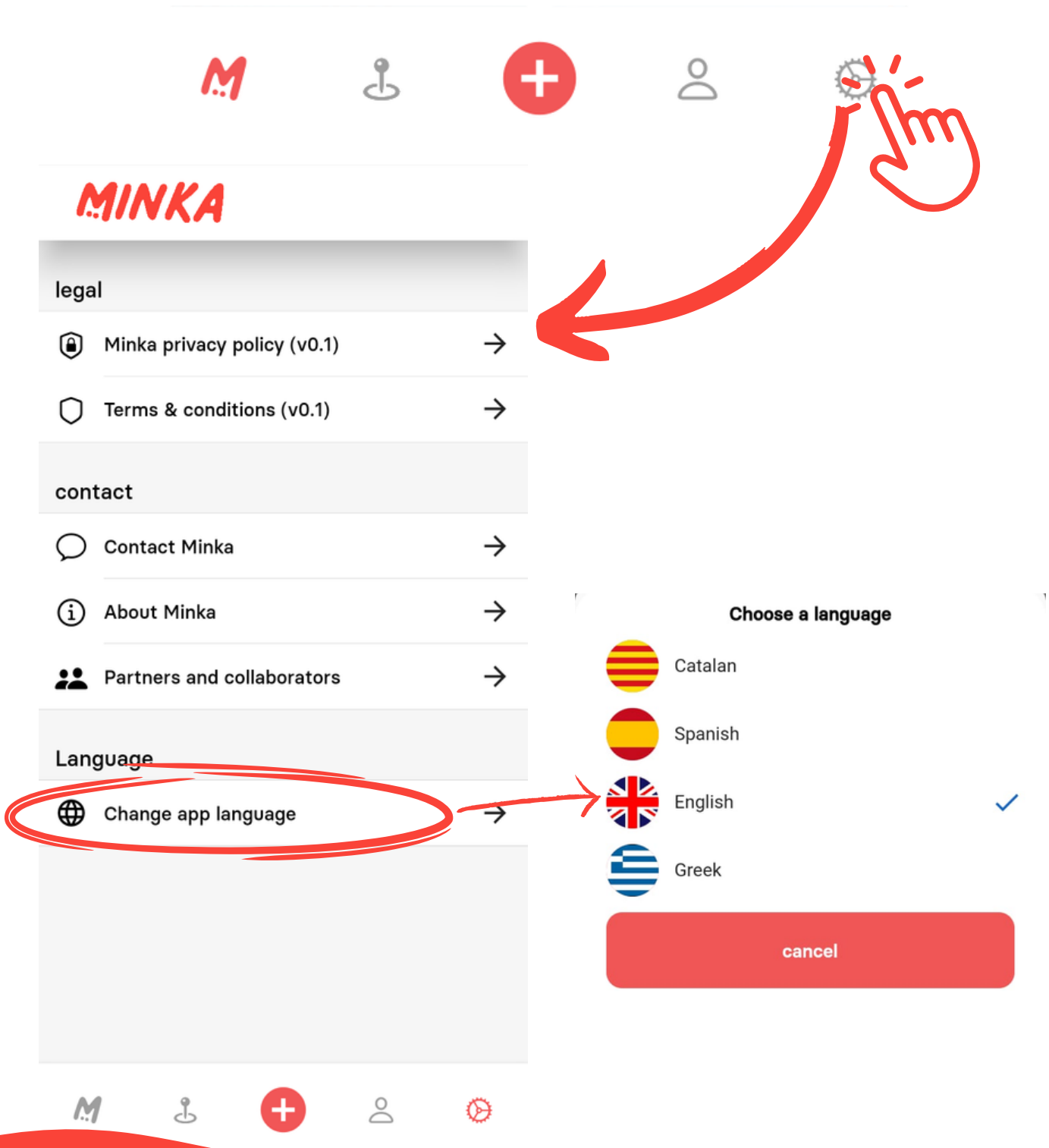


If we have just uploaded observations, it is possible that it will take some time for them to be displayed in this menu, so please allow a few minutes for the data to update.

How can I change the language?

Access the settings menu, you will find MINKA's privacy policy, terms and conditions, among others, and underneath this, there is the option to change languages.

Currently the app is available in English, Catalan, Spanish and Greek. If you prefer another language which is not available at the moment, you can contribute by collaborating with the translation of MINKA into another language through the Crowdin app. If you require further information about how [Crowdin](#) works, there is a guide available on the [MINKA translation user guide](#).

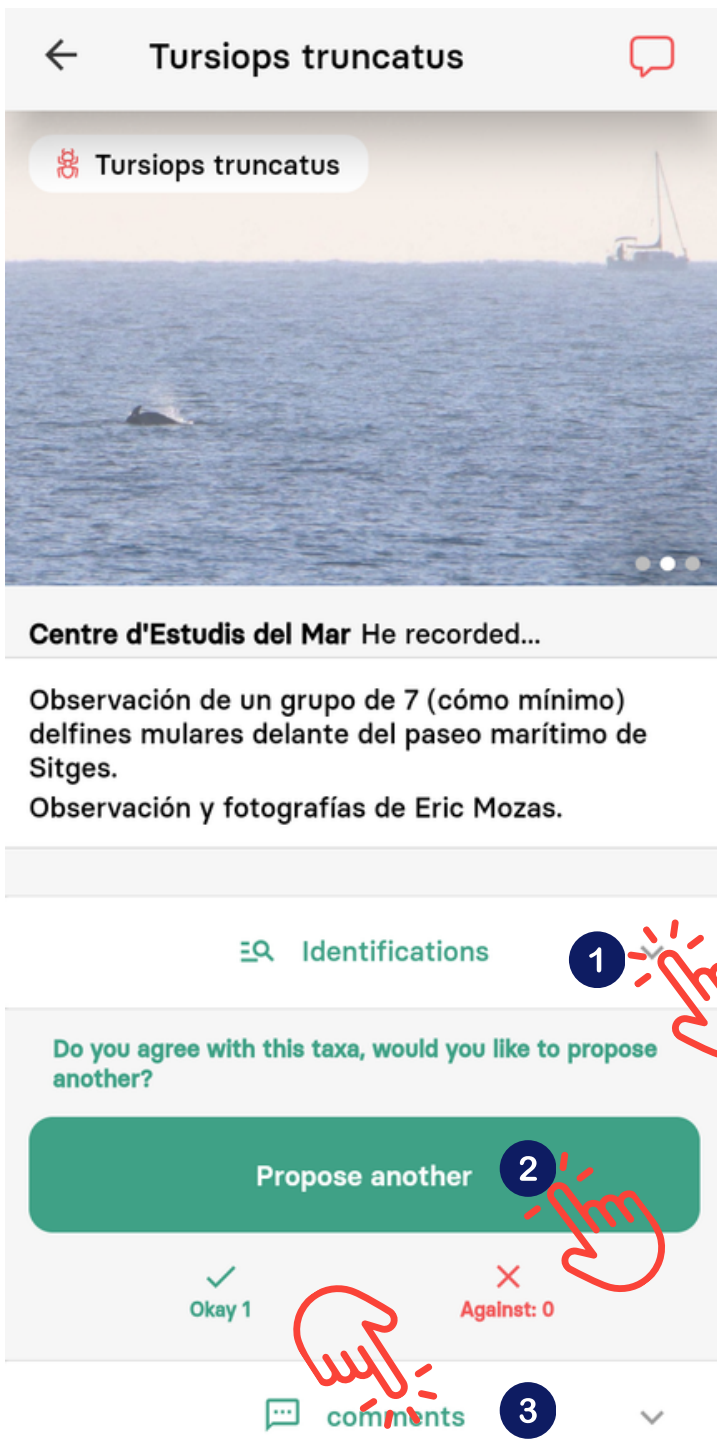


How can I add an identification?

To include an identification, we should open the observation, click on the identifications, and you can either agree with the current id proposed or suggest a new id, including a comment on this one.



The menu “Identify” is not available on the app. It is only available on the [MINKA website](#).



1 Click the dropdown to see the previous identifications and accept them

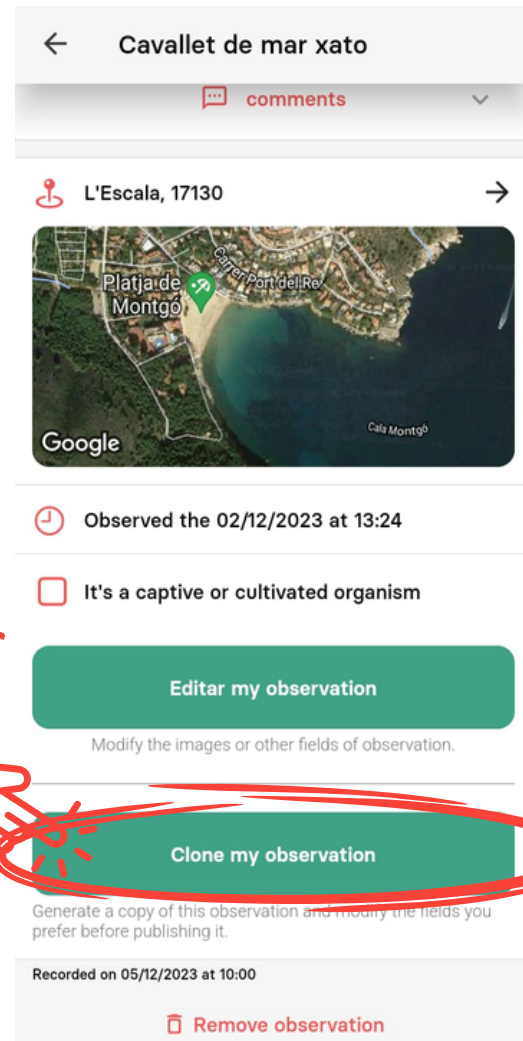
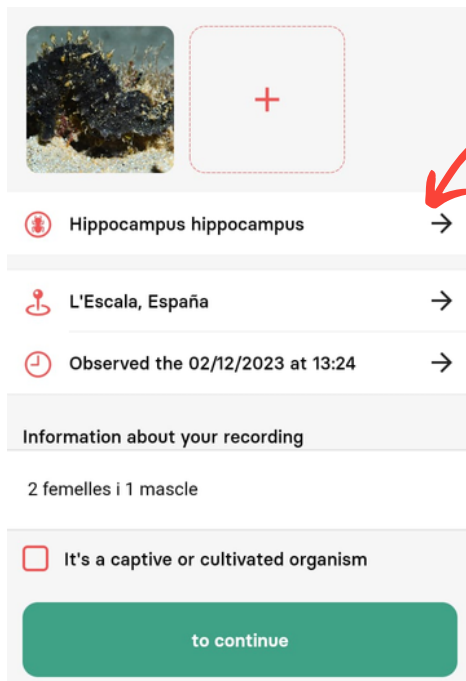
2 Click to propose another identification and if you want, a comment

3 Click to write a new comment about the observation

How can I duplicate an observation?

If you need to duplicate an observation, for example, because a user tells you in the comments that in the observation there are two different species, you only need to open the observation, and under the option to "Edit my observation", you have the option "Clone my observation".

If you click in, all the metadata and media will be the same but you can add a new identification with the secondary species and add notes about it.



How can I report an error in the app?

If you see anything that does not work properly on the app or you have any functionality errors, we would appreciate it if you could notify those issues at help@minka-sdg. Explain what the issue is, enclose a screenshot from the device and let us know which system and version your phone uses. Unlike the website, when it comes to the app, issues can arise from a particular brand or model of the phone used or different versions of Android and IOS. As soon as possible, we will contact you to request further information and sort out the problem.

MINKA

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