Quick User Guide
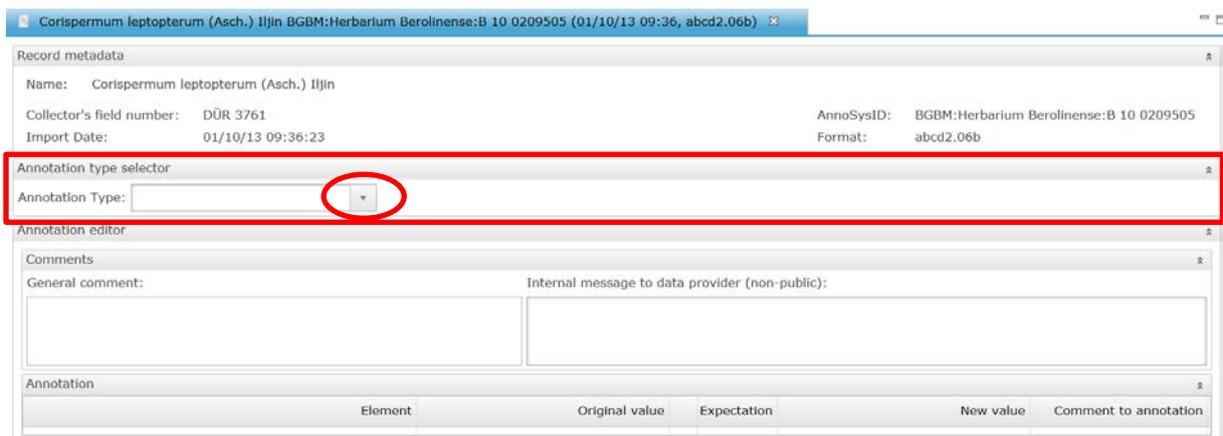
This is a quick User Guide to AnnoSys. For more detailed instructions and documentation please visit the User Instructions.

Coming to AnnoSys from a portal – What do I do?

When coming from a portal after you have clicked the "annotate specimen" button there, you will see the AnnoSys interface.

Here, the name and ID of the record as well as the import data and the data schema are displayesd in the blue highlighted header. The fields below this header display the record metadata, the annotation type selector and the **annotation editor**. This is the part of the interface you will work with to actually conduct annotations.

Figure 1: AnnoSys interface view when coming from a portal after having clicked the "annotate specimen" link there.

Annotation Type Selector – what is it?

The annotation type describes the topic an annotation refers to, i.e. whether the annotation refers to the scientific name, the gathering event, the type status, storage locality of duplicates, etc.

In order to conduct an annotation you have to choose an annotation type, first.

Once you have selected the appropriate annotation type, you are prompted to log in. If you are not registered, yet, you have to do so to receive annotation rights.

How to enter annotations

After you have successfully logged in and selected an annotation type, the corresponding record data elements are displayed in the **Annotation** window with their original values. You can now enter new values (i.e. annotations) into the "**New value**" column, either by typing in the new value or, for some fields, by selecting a value from a drop down menu.

If you wish to make a general comment to the specimen, you can use the **Comments** window. Here, you can either make a public comment ("General comment") which will be saved and made visible for subsequent users, or you can send a non-public, internal message to the data provider. If you don´t want to use the general comments function, you can minimise it by clicking the **double arrows** in the top right corner of the window.

Figure 2: Comments window and Annotation window of the AnnoSys user interface.

To enter a specific comment to the annotated value in the Annotation window, you can use the column "Comment to annotation".

How to save and publish annotations

To save and publish your annotation click the "Save & Publish button" in the top left corner or use the CTRL-S keyboard shortcut. Your annotation is now stored in the system and visible to all users.
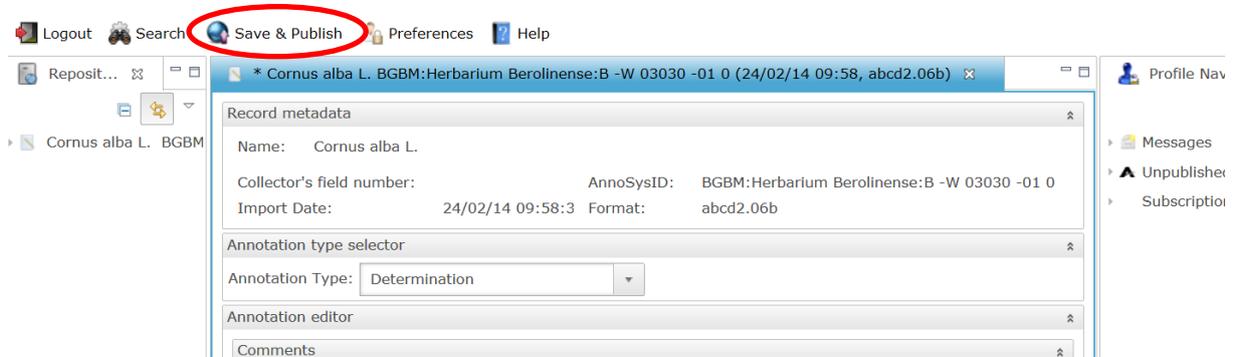

Figure 3: Saving and publishing your annotation

Logout

After you have finished your work log out by using the Logout button in the top left corner.

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