# GLORIA Web Application Help File

# Contents

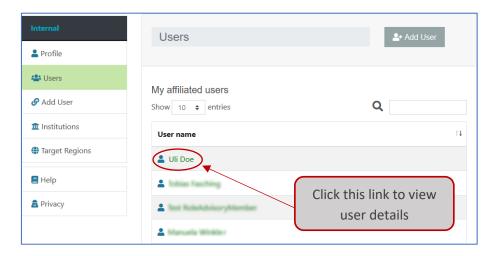
Users	2
Institutions	5
Target regions	8
Management of data access rights	11
Request input of new species/vegetation data	12
Input of new species/vegetation data	13
(1) Species pool	14
Add existing species from the GLORIA Database to your region's Species Pool	14
Add a 'completely' new species to the GLORIA Database	15
(2) Researcher Pool: Add new persons to your region's field team	16
(3) Summits: Entry of plot vegetation data	17
Adding Metadata to plot	17
Enter species data of a plot	19
(4) Consistency checks	19
1) Measurement points of plot positions and dimensions	19
2) Mandatory plots	20
3) Percentage area of top surface types in the 'Summit Area Section'	20
4) Metadata mandatory fields ('Date', 'Start Time', 'End time')	21
5) Species consistency in the 'Summit Area Section' with the corresponding quadrats .	21
6) Total top cover is 100% in the '1m² quadrats'	21
7) Sum of percentage species cover versus top cover of the surface type 'vascular plar	nts' 21

The internal GLORIA web application builds on three main categories – Users, Institutions, Target regions.



### **Users**

In this category you can find all GLORIA-specific users that are part of your institution. If you are affiliated to more than one relevant institution, respective users of each institution you belong to are displayed.

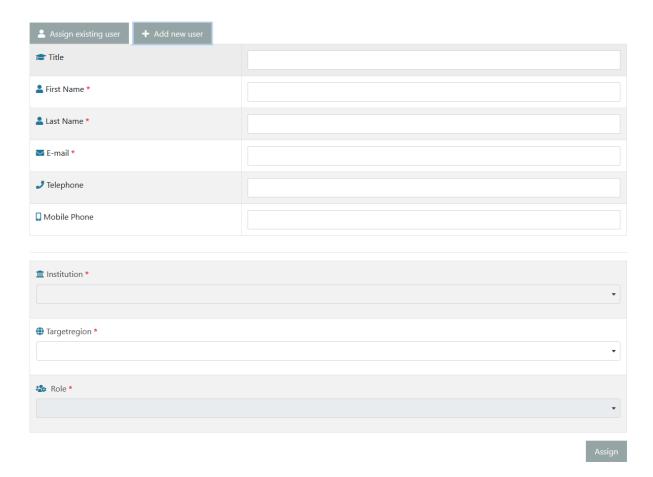


- You can filter and search within your list using the search field
- You can sort your list using the ordering icon 11 in the upper right corner of the table.
- For entering a new user (team member), click the button
- An input form pops up asking for information about the new user.

In the current state of this application, please insert field worker with the role

- "core team member" to give them the possibility to enter field data into the database
- "advisory team member" if they only worked in the field but will not enter data

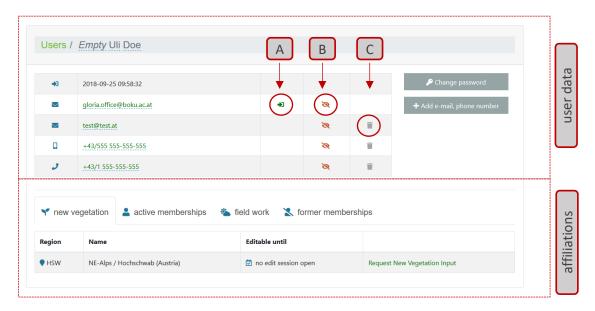
and assign them to your region and institution.



Information in the user page can be updated. Editable data is marked with blue dotted underlines (throughout this web application). To edit data just click into the respective field, update the information and enter your changes with the return key:



Required fields are marked with an asterisk. Please also consider the field preceding the first name, which is intended to enter your (academic) title, Ms. or Mr., respectively (by default, as in the example above, it is filled with 'empty').



- A) This icon manages the login email address of a person. The email address actually used for the login process is marked green. If you want to change your login-email address, just replace it with the new email address.
- B) This icon indicates if this data line will be displayed to the internal GLORIA communication book. This is an interim feature which will be unlocked in a further version of this web application.
- C) To delete this data line, click the 'trash basket' symbol. Data will disappear from the display, but will be stored for backup reasons and will be deleted automatically from the database after the expiration of one year.

To add new contact data, click the corresponding button

+ Add e-mail, phone number

• Email address(es), phone and mobile phone numbers can be entered.

If you want to change your password (this button is only visible in your own profile) click the corresponding button

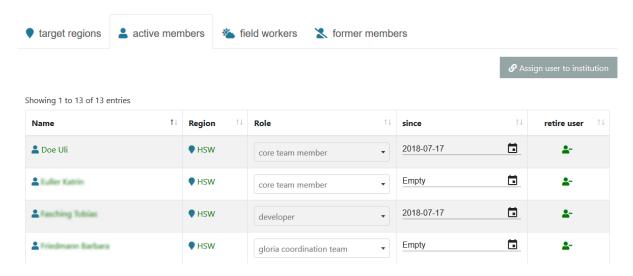
\*\*Change password\*\*



The tabs below indicate the current and former affiliations of the particular user and her/his participation as field worker.

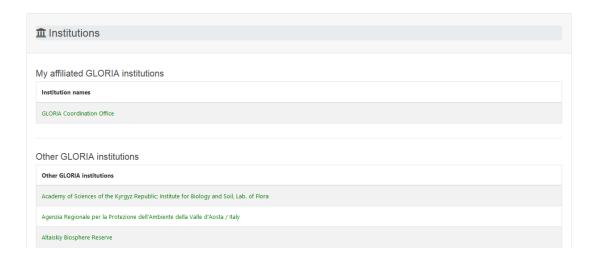
Fieldworkers cannot be entered at this place of the web application, but will be fed into the database through the entry of the vegetation data.

If you want to re-activate a membership of a user: select in the sidebar 'Institution' go to the tab 'former memberships'. You can re-active a user by clicking this symbol \*\*

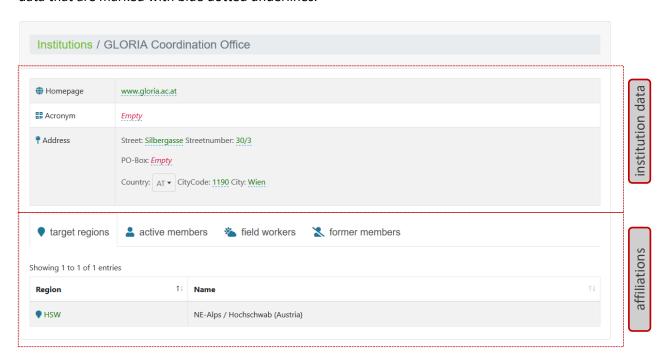


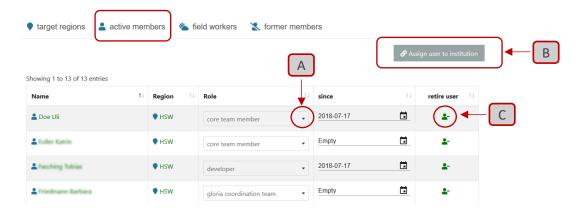
### **Institutions**

In this category you can find all institutions that are (or formerly were) related to the GLORIA network. Institutions to which you are affiliated to are listed on top, followed by all others.



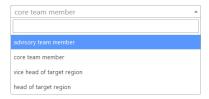
If you click on the institution you are affiliated with, the following overview appears. You can edit data that are marked with blue dotted underlines.





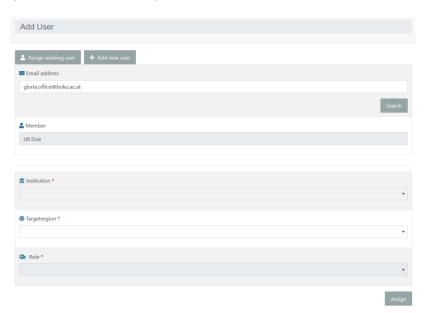
All current GLORIA members of an institution and their assigned target regions are listed in the tab 'active members'. Every member has a GLORIA-specific role in their institution and target region (for the definition of roles see below under 'Management of data access rights'). Different membership configurations to target regions and institutions are possible.

A) To change a role just use the drop-down button



B) Use this button to add an 'existing person' in the database to a new institution and/or target region.

To find a person in the database you have to search her or his email first.

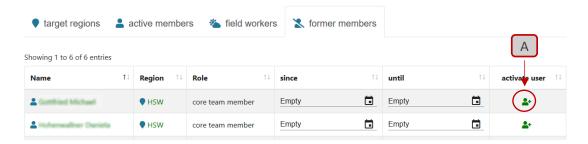


C) To sign off a user's membership in an institution use this button —. You can re-active any user in the tab 'former members' using this symbol —

If a user is signed off from all memberships in the GLORIA database, the person is automatically blocked from login!

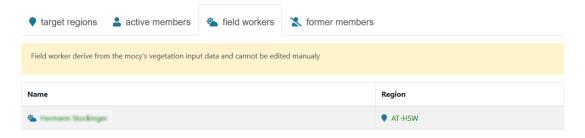
If you want to grant a former member still the rights to read data, assign the role 'advisory team member'. See section 'management of data access rights' in this document.

The tab 'former members' contains all users that once worked within this institution and were signed off through the symbol and in the tab 'active members'.



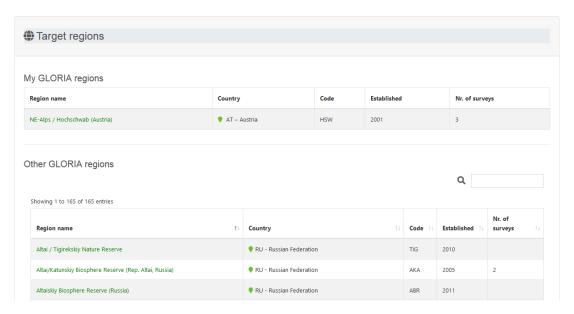
A) You can re-active all user in the tab 'former members' using the symbol \*\*. Users will then be listed in the tab 'active members' again.

The tab 'field workers' contains data that are only fed into the database through the entry of vegetation data.

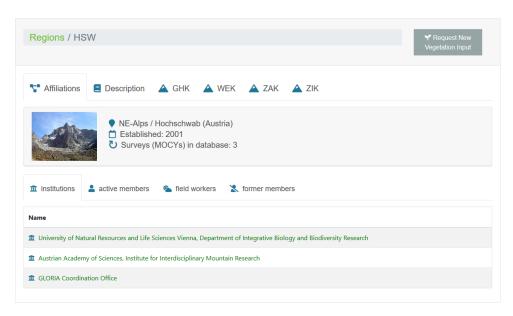


# **Target regions**

In this category you can find all target regions that are part of the GLORIA network, with those you are assigned to on top.

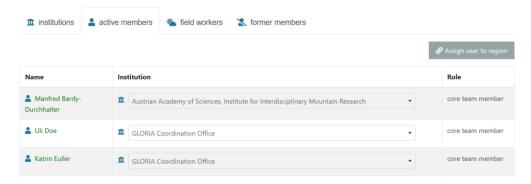


If you click on your target region, the following overview appears. All institutions related to the target region are listed in the first tab 'institutions'.

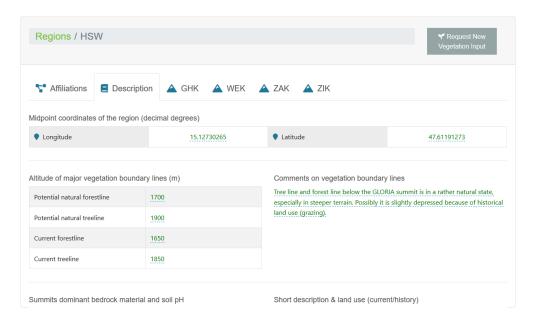


All current members of a target region are listed in the tab 'active members'. Every member has a GLORIA-specific role in their institution and target region. If you are member of more than one institution, you can add an institution to a target region (the institutions you are affiliated to can be selected through the drop-down button).

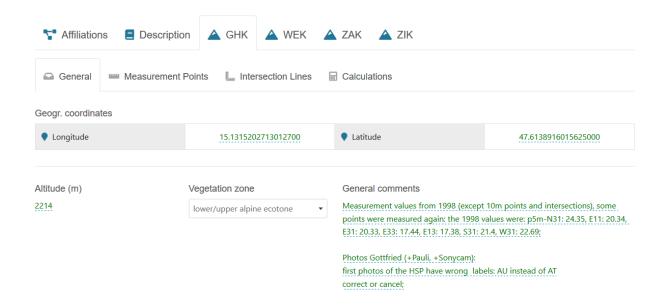
The user's role is linked to the institution. User roles therefore only can be changed in the institution category! Follow the link in for a quick access to the corresponding institution.



In tab 'Description' you can add or edit data which are marked with blue dotted underlines.



In each summit tab (in the example target region HSW these are 'GHK', 'WEK', 'ZAK' and 'ZIK'), you can add or edit general summit meta-data which are marked with blue dotted underlines. The measurement data of plot position and size for each summit are also located here.



# Management of data access rights

ONLY the GLORIA Coordination Office can assign ...

- ... new target regions
- ... new institutions to target regions

If you establish a new target region or if a new institution gets involved with your existing target region, please send a mail to gloria.office@boku.ac.at

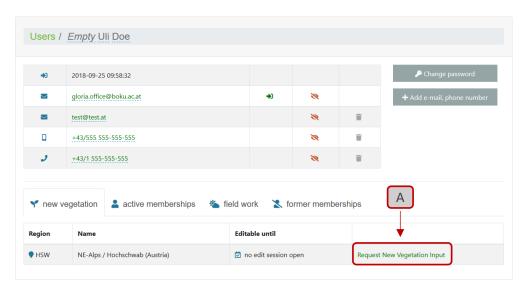
The following roles are currently implemented:

Role Name	Description	Login	View		Edit	
Note Nume		Login	local	global	local	global
advisory team member	former members	1	1	X	X	X
field worker	only manageable by database system	×	X	X	×	×
core team member	target region team member	1	1	X	1	X
vice head of target region		1	1	X	1	X
head of target region	Responsible for a target region	1	1	×	1	×
gloria coordination team	Core team in Vienna	<b>✓</b>	1	1	1	1

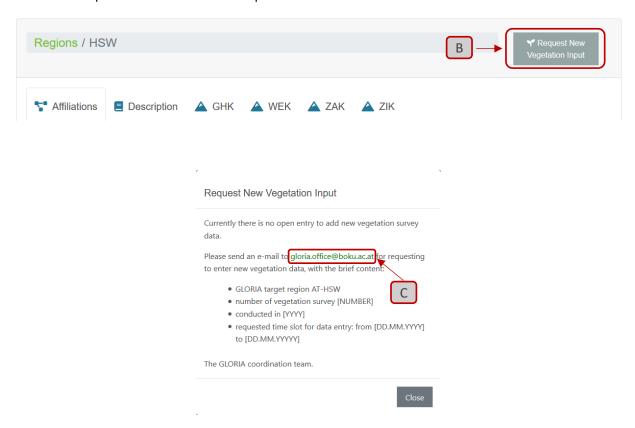
- Every registered core team- and (vice)head-user of a 'target region team' can see and edit all team members of the respective target region AND institution
- For any other institution and target region (to which you are not affiliated/assigned to) only basic information will be displayed, which excludes information about current and former members or fieldworkers and data are not editable.

# Request input of new species/vegetation data

If you login on the Webpage you will start in your user profile page.



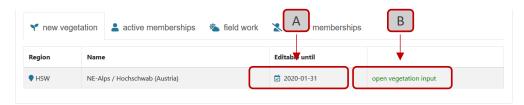
If you will start to enter new species/vegetation data you need to request a new vegetation input. Following the Link (A) you are directed to your region page where the button (B) will inform you about the required data to finish the request.



Send the data (target regions code, number of survey, year, time slot needed for data entry) to gloria.office@boku.ac.at. Clicking on this email in the popup window may already open your email browser with a prepared text. Upon this email, the GLORIA coordination will unlock your site for data entry.

### Input of new species/vegetation data

When your input session is unlocked by the coordination team, your user profile view will show (A) a date until which data can be entered (i.e. the date you indicated in your email request; after this date, the application automatically will close your input session) and (B) a shortcut to the editable region.



Your region view shows two new buttons: "open vegetation input" (C) and "close vegetation input" (D).



CAUTION: 'Close vegetation input' locks the application from further data input and will inform the coordination team via mail that your data session is finished. The GLORIA coordination team will check all new taxa names for consistency and synonymy in order to achieve an unambiguous GLORIA-wide list, which usually requires consultation with the field team.

Clicking vegetation input you enter a view where you manage your region's vegetation data:

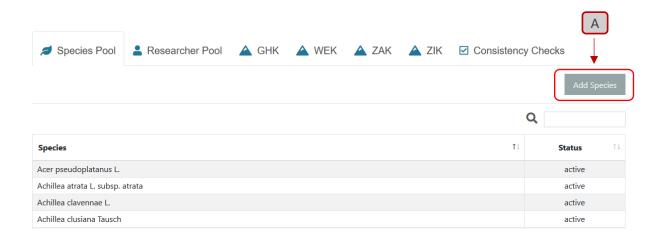


- 1) Species pool: only species listed here can be selected for your plot-based data entry. It is highly recommendable to check the completeness of your species list prior to the entry of vegetation data. If your data entry is from a re-survey, all species/taxa entered from your preceding surveys will be displayed and only newly found taxa need to be added. See below for entering species data. (In the case that you encounter species names in your list that do not exist in your region, please contact the GLORIA coordination).
- 2) Researcher pool: only persons listed here can be selected as researchers in your input forms of plot metadata. It is recommendable to enter all fieldworkers involved in your campaign prior to the entry of vegetation data. See below for entering researchers (field workers). (Please contact the GLORIA coordination team if you list contains researcher names unknown to you.)
- 3) Summits of your region: by selecting a summit you can enter the corresponding data from your field forms 2, 3, and 4 as well as 5 and 6 (if applicable).

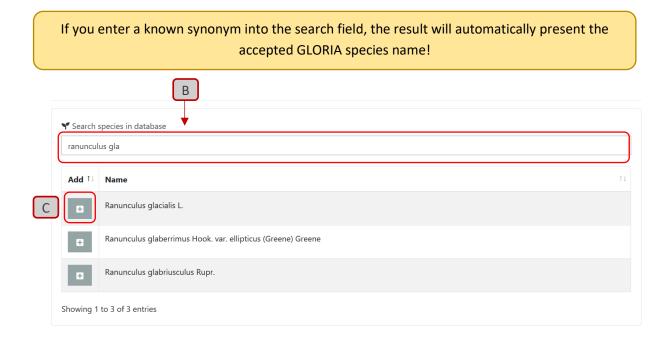
4) Consistency checks help you to find gaps and inconsistencies in your entered data Please check and repair your data consistency before you close your edit session ('close vegetation input').

# (1) Species pool

Add existing species from the GLORIA Database to your region's Species Pool



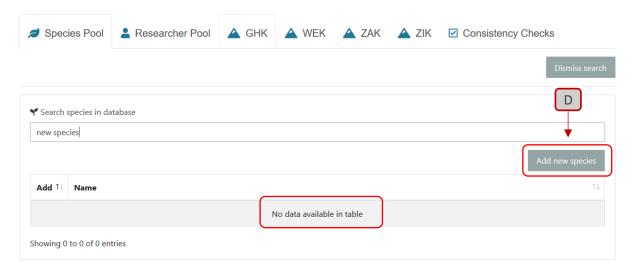
To add a species from the GLORIA database to your region, click the "Add Species" (A) button on the top right. This will open a search box (B). Here you can type in the name of the species, which you want to add to this region. Below the search box, a list will appear containing the results from the database search. To add a new species to your region, click the plus button positioned left to the species name. (C)



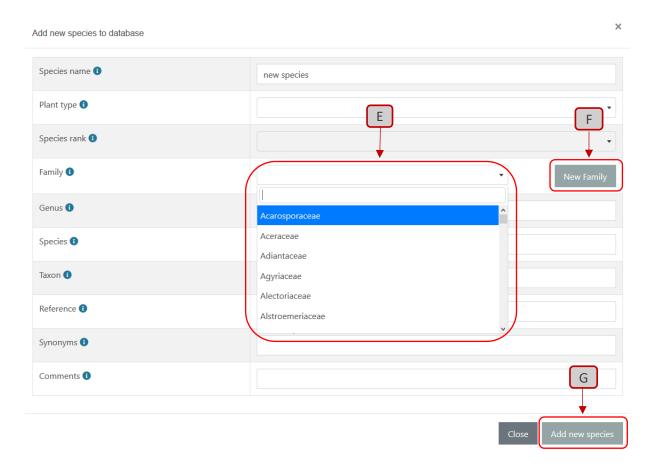
#### Add a 'completely' new species to the GLORIA Database

New species/taxa not yet included in the entire GLORIA species list can be added.

Carefully check by using the search box (B), if the species/taxon is definitely not in the GLORIA list. If so, use the "Add new species" (D) button which will appear on the right side below the search box.



When clicked, a new window opens where you can type in the information for the new species you want to add to this region:



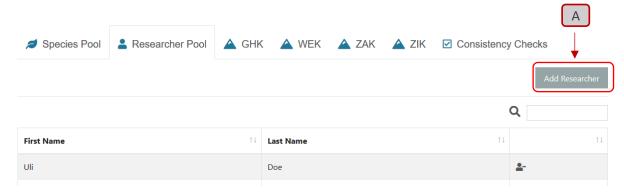
For entering the plant family the species belong to, there is a dropdown menu (E), where you can select from the respective family name. If this menu doesn't contain a suitable family name for your

species, you can add a new one by pressing the "New Family" (F) button right of the dropdown menu. This will change the dropdown menu to a text field, where you can enter the new family type:

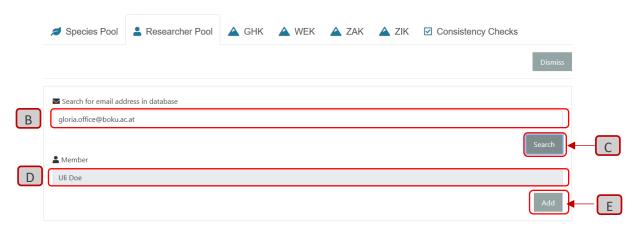


When all required information is entered, you can finish the action by pressing the "Add new species" (G) button to the bottom right.

# (2) Researcher Pool: Add new persons to your region's field team



Similar to the species section you can add a researcher (usually a field worker) by clicking the "Add Researcher" (A) button on the top right side of the list. This will open a search box (B). Here you need to enter the researcher's email address. Now click the "Search" (C) button on the button left of the search box. When the E-Mail address was correctly entered the Name of the researcher will appear in the "Member" field (D). To finally add the researcher, click the "add" (E) button on the bottom right of the member field.



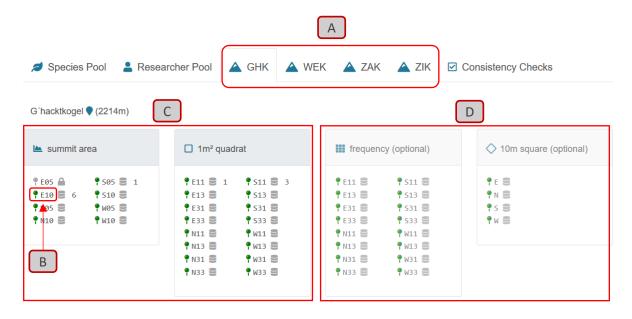
To remove a researcher from the pool simply click on the icon (F) in the corresponding row:



# (3) Summits: Entry of plot vegetation data

All summit sites of a target region (usually four summits) are displayed with their 3-digit summit code (example form AT-HSW, Hochschwab, Northeast Alps).

For each summit, two mandatory sets of plot types ('summit area' and '1m² quadrat') and two additional optional ones ('frequency' and '10m square') are available for data entry.



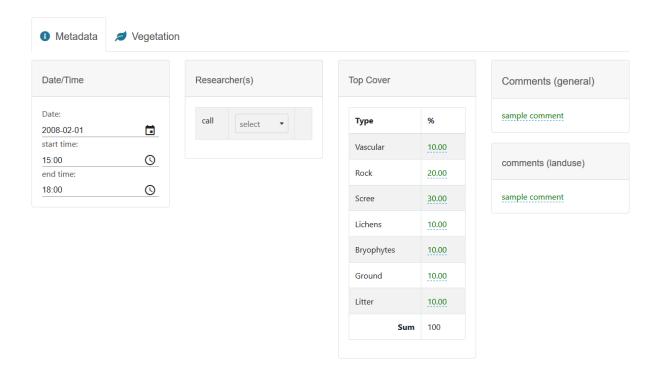
Each plot is displayed with four elements:  $\P$  E10  $\equiv$  5

- A green pin denotes that the plot is available for data entry, whereas a grey one indicates a restricted status.
- 3-digit plot code, e.g. E05
- The database symbol shows that the plot is now open for data entry. If there is a lock symbol instead of the database symbol, another user is currently editing this plot. A plot can only be edited by one user at the same time, but more than one user can enter data concurrently as long as they work on different plots.
- Species count: The number on the right shows how many species currently are entered in this plot. A missing number usually means that the plot is still unworked.

If you want to edit a plot, for example in 'summit area', simply click on the respective plot code, e.g. E10 (B).

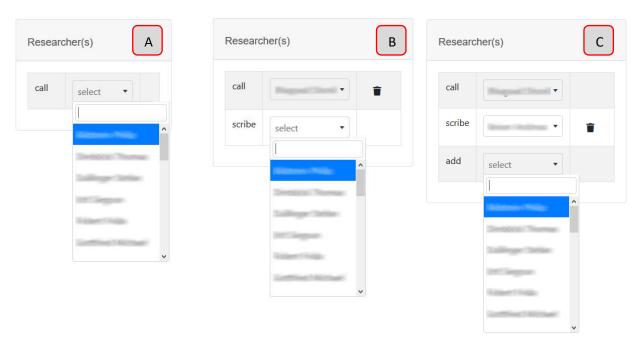
### Adding Metadata to plot

Clicking on a plot code will redirect you to the 'metadata' part of that plot. Here you can enter all necessary data for the selected plot such as date/time, top cover, researchers and comments:



### Adding researchers to plots

When adding researchers, you need to click the select dropdown and then pick a researcher (A). After the first researcher is added as "call", a second dropdown list will appear, where you can choose someone as "scribe" (B), if applicable. After that the last dropdown list shows, so the user can select one more additional researcher (C), which would be an exceptional case. Commonly, only one research is doing the plot survey. Adding researchers only works in this order: Call → Scribe → Add

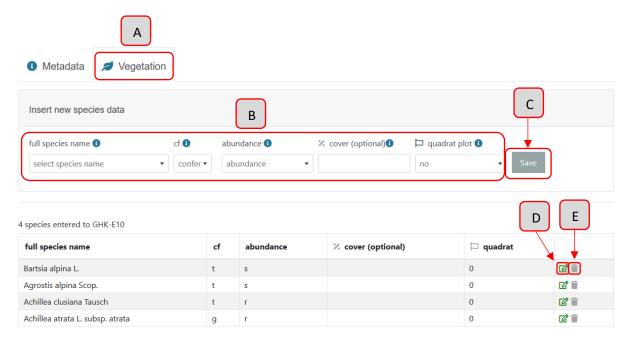


### Remove researchers from plot

Remove a researcher by clicking on the trash basket icon.  $\blacksquare$  Removing researchers only works in the opposite adding order: Add  $\rightarrow$  Scribe  $\rightarrow$  Call

### Enter species data of a plot

To insert species data, click the "Vegetation" tab (A). After selecting the necessary information (species name, cf., abundance, ...) (B), you can click the "Save" button (C) to add the species data to the plot.



To remove a certain data-row from the plot, click on the trash basket icon (E), either in the edit window or in the table.

# (4) Consistency checks

'Consistency checks' give you an overview of requirements that need to be met before the vegetation input can be completed and displays plots where data are obviously missing or need revision. The consistency check of this online data input tool contains eight components. (In case that some components cannot be solved, please send an email to the GLORIA Coordination Office explaining the issue.)

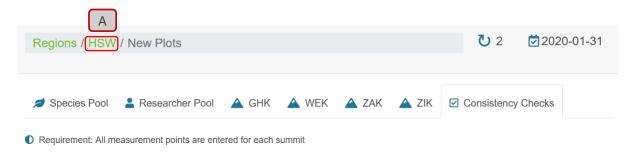
Components of the Consistency checks:

### 1) Measurement points of plot positions and dimensions

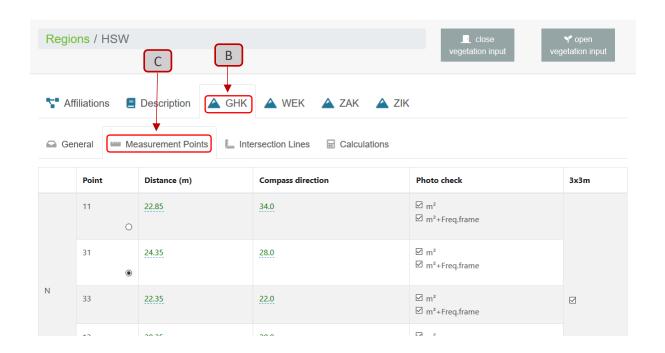
Requirement (1): All measurement points are entered for each summit

All measurement points are filled ⊘

You can add and change the measurement data for a summit by going back to your Target regions's main page. Just click the 3-digit target region code on the top of the window (A).



Here you need to select the corresponding Summit (B) and select "Measurement Points" (C).



### 2) Mandatory plots

Paguirement (2): All obligatory plots in 'Summit Area Section' [8 plots] and '1m² quadrats' [16 plots] are entered



The plots listed above require data entry. You can go directly to one of the plots by clicking on the plot code.

### 3) Percentage area of top surface types in the 'Summit Area Section'

Requirement (3): 'Summit Area Section' sum of top cover percentages must be 100%



Again, by clicking on a plot code, you will get to the window where you can enter the missing top cover value.

•	•	fields ('Date', 'Sta date/time fields ['Date', 'Start Time'	•	time')	
date of the		The following plots require start time entries  GHK -N31	The following plots require end time All time pairs have be entries correctly (start time <		_
To edit	these fields, click on a	a plot code to get redirect	red.		
5) Species	consistency in	the 'Summit Area	a Section' with	the	
•	nding quadrats ement (5): '1m² quadrats' versus	s 'Summit Area Sections': all species	in the quadrat are also listed i	n the corresponding 'Summi	it Area
The follo	_	species listed in the corresponding '1m²	quadrats'-plots  GHK -E05		
,	•	% in the '1m² qua m of top cover percentages must			
The fo	llowing plots have a top cover sur	not equal to 100%			
	HK-E11 ☐ GHK-S: HK-E13 ☐ GHK-W:		☐ ZAK-E13 ☐ ZAK-E31		☐ ZIK-N33
7) Sum of	percentage sp	ecies cover versus	s top cover of t	:he surface	
, ,	ular plants' irement (7): 1m² quadrats	s: Sum of %-species cover mu	ust be ≥ %-top cover of the	ne surface type 'vascul	ar plants'
Sum	Of %-species cover is ≥ %-top cov	of 'vascular plants' in all plots (	9		