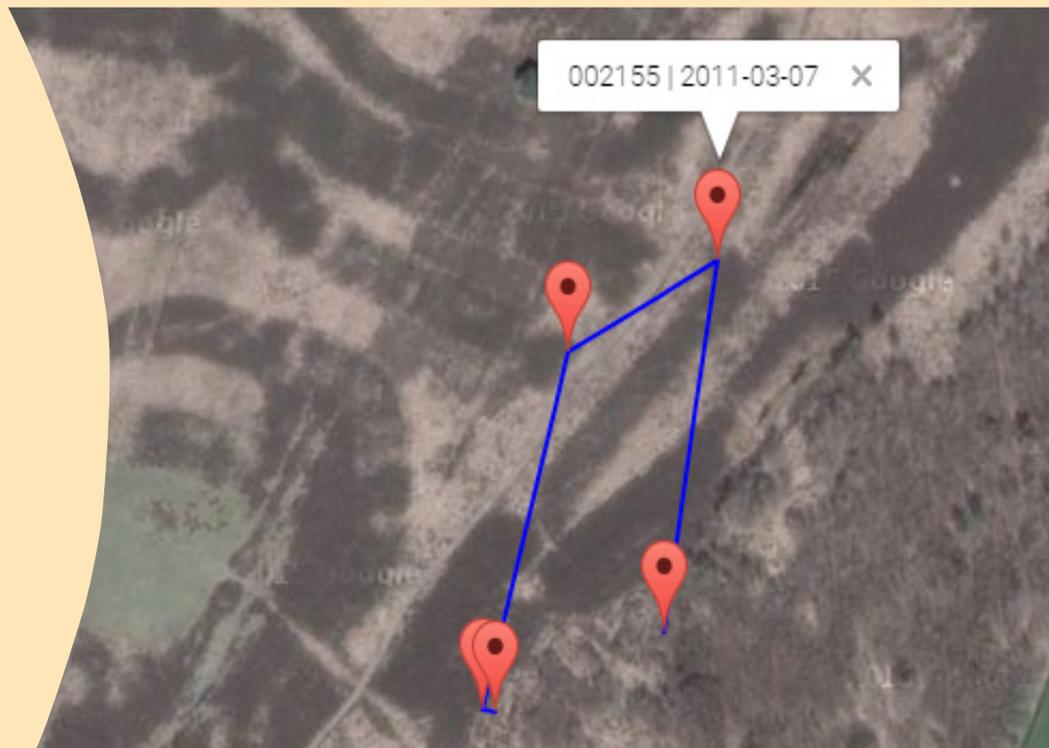


Snake Portal Manual

Rolf van Leeningen



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Colophon

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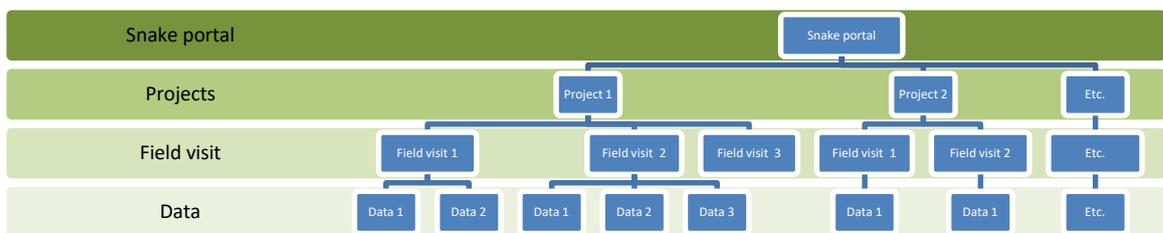
1 Introduction

The Snake portal is an online portal for importing data on snake populations, and snakes in general. Imported field data can be viewed in tables en maps. Photographs that have been uploaded can easily be compared with one another.

Following the introduction, in chapter two there is a summarized concept or framework of the snake portal. Chapter three focuses on registration with the portal, and user accounts. Chapter four describes the most important functions of the portal, which includes adding data and looking up information. Finally chapter five contains the contact information.

2 Framework Snake Portal

The snake portal is only accessible for registered users, however, the homepage and contact page are open for all visitors. User accounts can only be created and validated by the snake portal administrators. An account can be coupled to one or more projects, and the user will have access to all of these projects. Subsequently every field visit is coupled to a project. For example adder research done at the Hijkerveld, is then brought under 'Adder research Hijkerveld', and smoothsnake research in Zuid-Holland is brought under 'Smoothsnake research Zuid-Holland'. The snake portal is built up in different tiers as shown in figure 1. Within the snake portal the top tier is that of the different projects, which are divided into all the field visits, that in turn contain data for that field visit.



3 User registration, and account

3.1 Registration

Users are not able to self register an account. Only administrators are able to set up an account for new users. Therefore if you would like register and get access to the snake portal, you can do so by emailing the administrator at: r.vanleeningen@ravon.nl. Please include your:

- Desired username;*
- First-and second name;
- E-mail address;
- The projects you are involved in, and how.

*If the desired user name is already in use with the Snake portal, another user name will need to be chosen. Usernames cannot be changed once in use!

Once an account has been registered, you will automatically receive an email containing your username and password. This will allow you to log in on the Snake portal. The Snake portal can be accessed through <https://www.slangenportaal.nl>.

3.2 Homepage

The homepage contains the following items:

- News
- Latest observations entered into the Snake portal
- Snake portal statistics
- Log in form (visible when not yet logged in)
- Your own projects (visible when logged in)
- Weather map

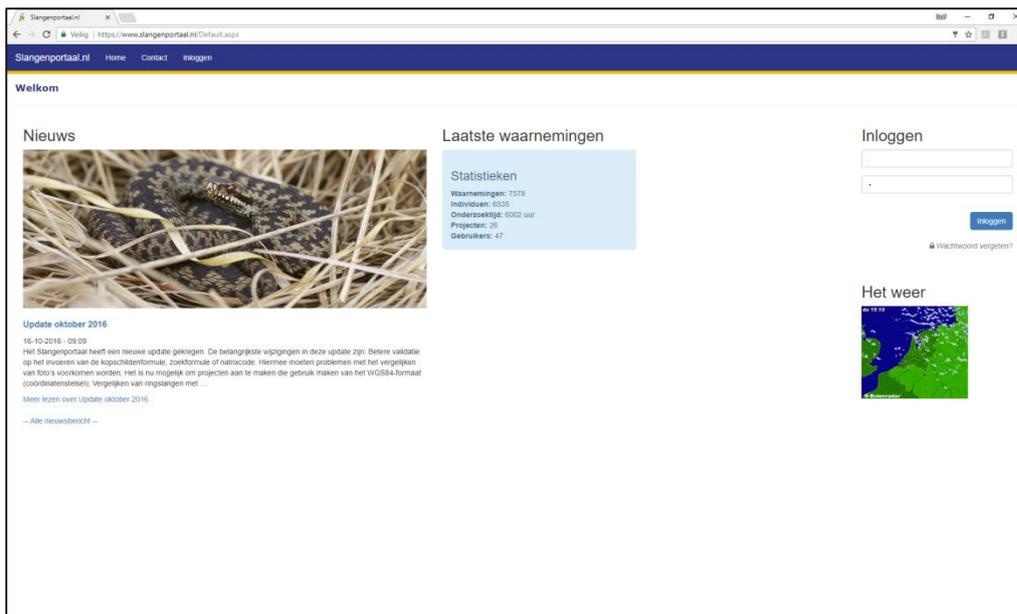
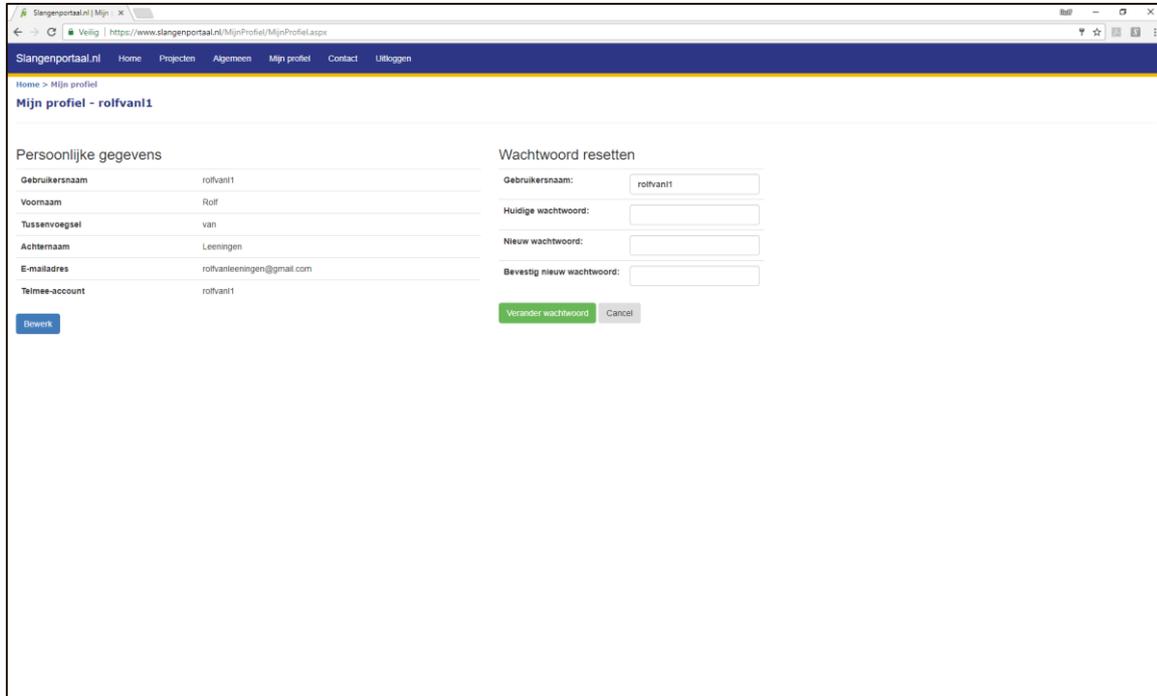


Figure 1. Homepage

3.3 Account

Several details within your account can be changed such as your password and personal details. To do so, you have to first log in. After logging in, at the top of the screen in the menu bar, the [My Profile](#) button will become visible. By clicking on the My Profile button, you will have access to your personal user account.



The screenshot shows a web browser window displaying the 'Mijn profiel' page on Slangenportaal.nl. The page is titled 'Mijn profiel - rolfvant1'. It is divided into two main sections: 'Persoonlijke gegevens' and 'Wachtwoord resetten'. The 'Persoonlijke gegevens' section contains a table with the following information:

Persoonlijke gegevens	
Gebruikersnaam	rolfvant1
Voornaam	Rolf
Tussenvoegsel	van
Achternaam	Leeningen
E-mailadres	rolfvanteeningen@gmail.com
Telme-account	rolfvant1

Below this table is a blue 'Bewerk' button. The 'Wachtwoord resetten' section contains a form with the following fields:

- Gebruikersnaam: rolfvant1
- Huidige wachtwoord: (empty)
- Nieuw wachtwoord: (empty)
- Bevestig nieuw wachtwoord: (empty)

At the bottom of the password reset form are two buttons: a green 'Verander wachtwoord' button and a grey 'Cancel' button.

Figure 2. My profile.

3.2.1 Changing personal details

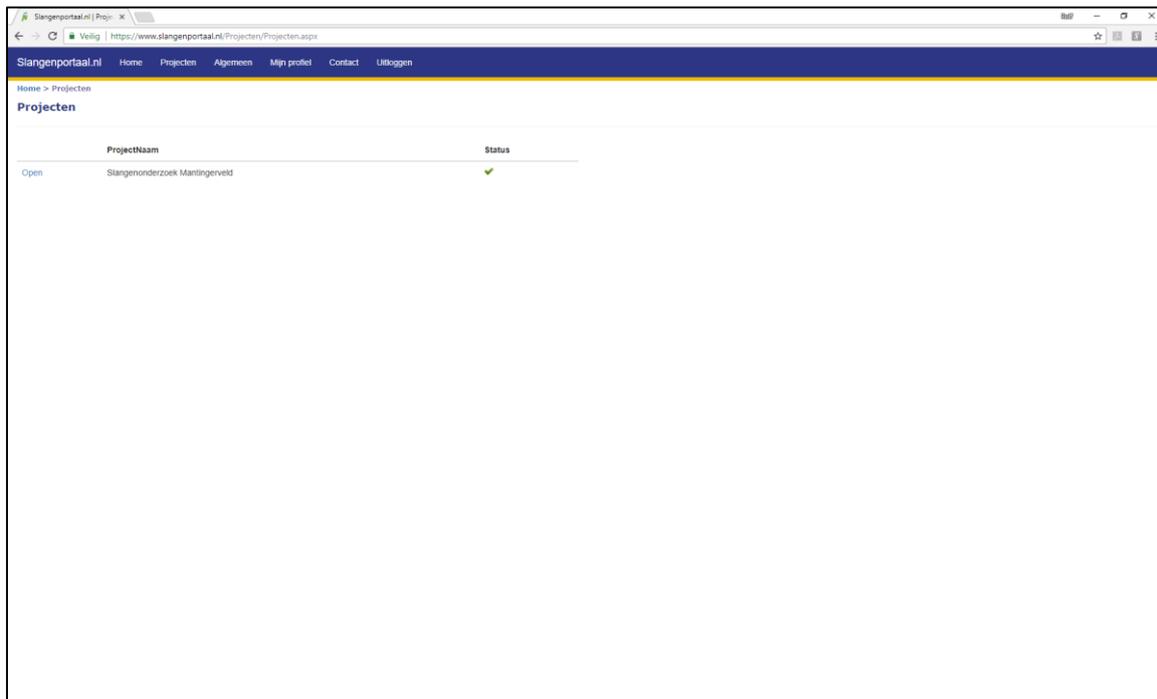
Details such as your e-mail address or name can be changed by clicking on [Edit](#) (see figure 3). To save any changes click on [Save](#).

3.2.2 Changing your password

The password that is sent to your e-mail after registration is automatically generated, and can be changed once logged in. Your username will already have been entered. Under your username fill in the password that was sent to your email (see Figure 3). In the field *New password* enter a newly chosen password, and in the field directly below repeat the new password. A new password has to be at least 7 characters long and no more than 25 characters. It is possible to use both lower- and upper case letters, numbers, and the following characters: @, &, and #. Your password will be saved after clicking on [Change password](#).

4 My projects

An overview of your projects can be seen on the homepage, once logged in. A better overview can be found by clicking on [Projects](#) in the menu tab. A table will list your projects (see Fig. 4). You can then click on [Open](#) per project to view any of your projects listed in the table



	Projectnaam	Status
Open	Stangenonderzoek Mantingerveld	✓

Figure 3. Overview of personal projects.

4.1 Projectpage

After opening a project you will enter your project page (see Fig. 5). On the left side of the screen there will be a menu. From this menu you will be able to navigate through the different parts of a project, such as an overview of your sightings or the possibility of exporting data. In the middle of the page there is a map on which all sightings of the current year are visible. To the right of the map the five latest field visits are shown.

The screenshot shows the 'Projectpagina - Slangenonderzoek Mantingerveld' on the Slangenportaal.nl website. The page is divided into several sections:

- Menu:** Projectpagina, Invoeren, Veldbezoeken, Waarnemingen, Individen, Kaart, Statistieken, Exporteren.
- Waarnemingen 2017:** A Google Maps view of the field area.
- Laatste 5 veldbezoeken:** A table with columns: Datum, Begintijd, Eindtijd, Deelgebied, and Waarnemingen.

Datum	Begintijd	Eindtijd	Deelgebied	Waarnemingen
Open 23-09-2017	12:30	15:25		0
Open 23-09-2017	11:15	12:00		0
Open 23-09-2017	11:00	11:15		0
Open 23-09-2017	09:45	11:00		0
Open 23-09-2017	09:00	09:45		0
- Projectinformatie:**
 - Status: **Actief**
 - Aantal waarnemingen: 1248
 - Aantal veldbezoeken: 521
 - Velduren: 1431 uur

Figure 4. Projectpage.

4.2 Creating a field visit

Data from field visits are particularly important for information regarding search effort. Furthermore you can fill in information on the weather and the number of observers. However, before any data can be filled in you are required to make a new field visit. This includes days on which no snakes were observed.

Click on the button Enter data on left menu. The page on which to enter field data will appear (see Fig. 6).

Four rows will appear for data entry of which the first three are mandatory.

- Data
- Start time
- End time
- Comments

When the start and end times are unknown, you can click on the Unknown button. The following start and end times will appear: 00:00 and 23:59.

Figure 5. Creating a new field visit.

In the 'Observers' field all the observers of that project will become visible, and the person entering data will have a box next to their name ticked off. It is possible to (un)tick boxes of other observers. Only observers registered on the snake portal will be visible. If observers are missing, be sure to add their names in the *Comments* section.

By clicking on the Save button the field visit will be saved and you will return to the Field visit page (see paragraph 4.3).

4.3 Field visit page

In the 'Field Visit page' field observations can be entered, and pictures can be uploaded and compared with one another (see Fig. 7).

At the top of the page there is a button to enter any observations. Directly under this button there is a table which contains observations that were entered for previous field visits (when submitting a new field visit these won't be visible yet). In the table there are a few different symbols per observation:



Compare photographs (see paragraph **Fout! Verwijzingsbron niet gevonden.**)



Edit observation (see paragraph **Fout! Verwijzingsbron niet gevonden.**)



Delete Observation (see paragraph **Fout! Verwijzingsbron niet gevonden.**)

By clicking on observation number a page will be opened with all the information of that observation (see paragraph 4.10). When an observation is compared the same applies for the Individual (see paragraph 4.11).

In the bottom left corner there is a map which contains all observations from a specific field day. To the right of the map there is detailed information for that specific field day. This information can be edited by clicking on the pencil (✎), see paragraph 4.4), or be deleted by clicking on the red cross (✖).

The screenshot shows a web application interface for field visits. The main content area is titled 'Veldbezoekpagina 3-9-2017 - Slangenonderzoek Mantingerveld'. It features a table of observations with columns: WnnrNr, PersCode, Soort, Status, Tijd, Geslacht, Stadium, Formule, X, Y, and Opmerking. Below the table is a map titled 'Kaart waarnemingen' showing the location of the field visit. To the right of the map is a 'Veldbezoek details' section with fields for Datum, Begintijd, Eindtijd, Deelgebied, Opmerking, Waarnemers, and weather information (Temperatuur, Bewolking, Bewolkingstype, Wind, Weer). The X and Y coordinates in the table are obscured by a pattern of small snakes.

WnnrNr	PersCode	Soort	Status	Tijd	Geslacht	Stadium	Formule	X	Y	Opmerking
#1	007577	Adder	Levend	10:17	Man	Subadult				Waarschijnlijk 2e jaars
#2	007578	Adder	Levend	10:43	Vrouw	Adult				Oude wond op linkerz...
#3	007579	Adder	Levend	11:22	Vrouw	Adult				Oude wond in het mi...
#4	007580	Adder	Levend	11:51	Vrouw	Adult				
#5	007581	Adder	Levend	12:31	Vrouw	Adult				
#6	007582	Adder	Levend	12:46	Vrouw	Adult				

Figure 6. 'Field visit page'. The coordinates have been obscured on this page.

4.4 Edit field visit

Each field visit can be edited by going to the field visit page (see paragraph 4.4), and clicking on the edit icon (✎) behind 'field visit details', or by going to the field visit page (see paragraph 4.3 and clicking on the edit icon (✎)). A form will appear, in the same format as the input form (see paragraph 4.6) for field visits, except that now all the data has already been filled in. Here you can change any data if needed, and save your changes by clicking on Save.

4.5 Deleting field visit data

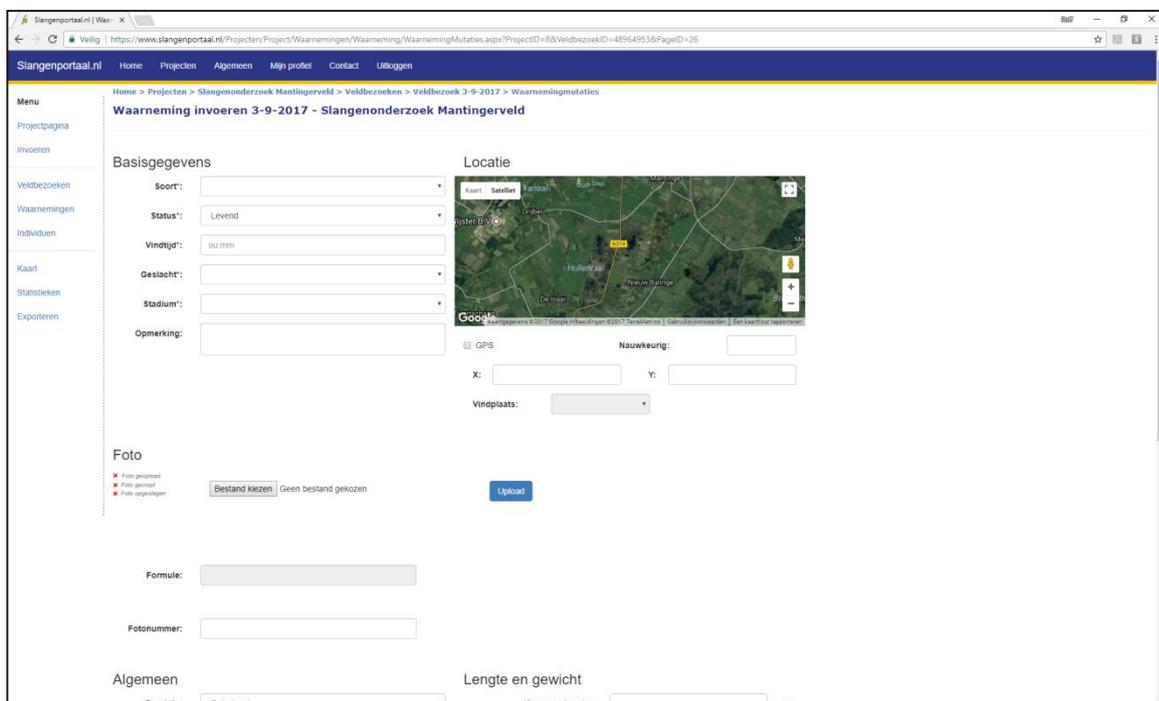
A field visit can be deleted by going to the field visit page (see paragraph 4.3), and clicking on the delete icon (✖). If any observations were added to the field visit that you wish to delete, a warning will come up. You will then have to first delete these observations, before deleting the field visit. If there are no more observations linked to the field visit then a new page will appear with a confirmation on whether or not to delete. Click on Delete in order to delete the selected field day. Once deleted all data for that field day is then lost and cannot be retrieved.

4.6 New observations

Click on [Add observation](#) on the 'Field visit page' to add new observations. A new page will appear which will have multiple fields and a map (see Fig. 8). It is mandatory to fill in the fields: *status*, *find time*, *sex*, *maturity*, and *coordinates*. All other fields are optional.

In the *coordinates* field, the coordinates chosen for that project have to be filled in. These can be Amersfoort/ RD-coordinates, or WGS84 (DD.ddddd, degrees and decimal degrees). By clicking the [Check](#) button the location of the coordinates is shown on the map. Coordinates can also be manually determined by clicking on the map.

For research that is based on find localities, there is a button [Copy coordinates](#) available. By clicking on this button coordinates from the central point of an observation will be entered.



The screenshot shows a web browser window with the URL <https://www.slangenportaal.nl/Projecten/Project/Waarneming/WaarnemingMutaties.aspx?ProjectID=53&VeldbezoekID=48964953&PageID=26>. The page title is 'Waarneming invoeren 3-9-2017 - Slangenonderzoek Mantingerveld'. The form is divided into several sections: 'Basisgegevens' with dropdowns for 'Soort' and 'Status', and text boxes for 'Vindtijd', 'Geslacht', 'Stadium', and 'Opmerking'; 'Locatie' with a map, 'GPS' checkbox, 'Nauwkeurigheid' field, and 'X'/'Y' coordinate boxes; 'Foto' with a file selection button and 'Upload' button; and 'Algemeen' with 'Dracht' and 'Lengte en gewicht' fields. A left sidebar contains navigation options like 'Projectpagina', 'Invoeren', 'Veldbezoeken', etc.

Figure 7. Page for adding or editing observations.

Below the comment field there is a section to upload any corresponding photographs. Uploading photographs is done in three steps. These steps are indicated on the page. A red cross (✗) will show per step if it has not yet been completed. A green tick (✓) will be shown upon completion.

These are the steps:

- Upload photograph
- Crop (resizing of photographs)
- Save picture

4.6.1 Uploading and cropping photographs

Uploading and cropping photographs can be done in a couple of steps.

1) **Uploading Photographs**

The photograph does not have to be cropped beforehand. However, it can only have a maximum size of 4Mb, and the photo has to be in .jpg or .jpeg format. Make sure that the photo is properly rotated, so that for example the top of a snakes head or belly is pointing upwards. Click on [Select file](#) to choose a photograph that you would like to upload. In the popup that will appear, select the right file, select your photo from the file, and click on [Open](#). Then click on [Upload photo](#). After the file has been uploaded, the photo will appear (see Fig. 9). If the wrong photo was uploaded, click on [Upload other photo](#), this will remove the uploaded photograph. If you are happy with the uploaded picture click on the [Crop photo](#) button.

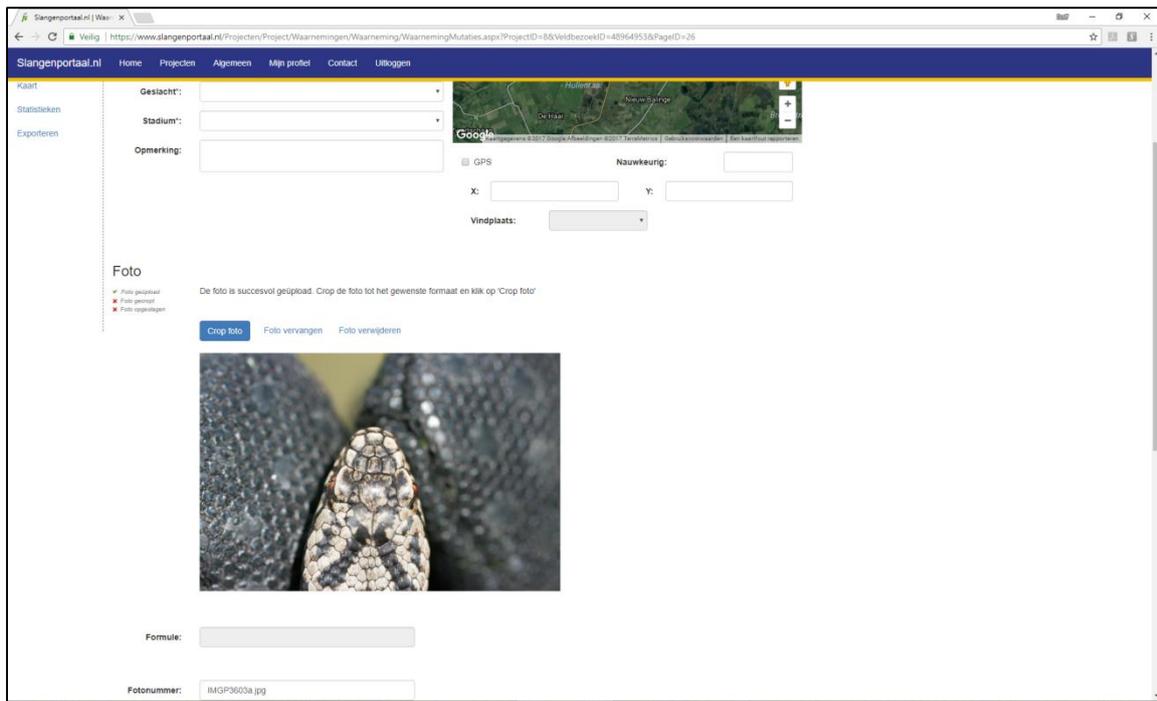


Figure 8. Uploaded photo.

2) Cropping photos

To ease the process of comparing different photos of snakes, it is important that only a specific part of the animal is shown for individual recognition. Therefore we will have to crop photos. When you move the mouse over an uploaded photograph, the mouse pointer will change into a cross (+). Click on the left mouse button, hold it down, and drag the pointer, to which a boxed selection is made. By letting go of the left mouse button the selected area is set. This area has been standardized to the ratio of 2:3 (w x d). The format can be changed by moving the cursor over the edge of the box. The cursor will then change into a double pointed arrow (↔). Click on the box's edge, hold, and drag the cursor to either enlarge the box or make it smaller. The selected area of a given picture can be moved by moving the cursor to the centre of the box, after which the cursor will change into four arrows (⤵). Click and hold to drag the selected area. If you would like to create a completely new box, just click on the picture outside of the previously made box. Figure 10, shows that a selected area has been made around the head. If the selected box is as desired you can click on the [Crop photo](#) button.

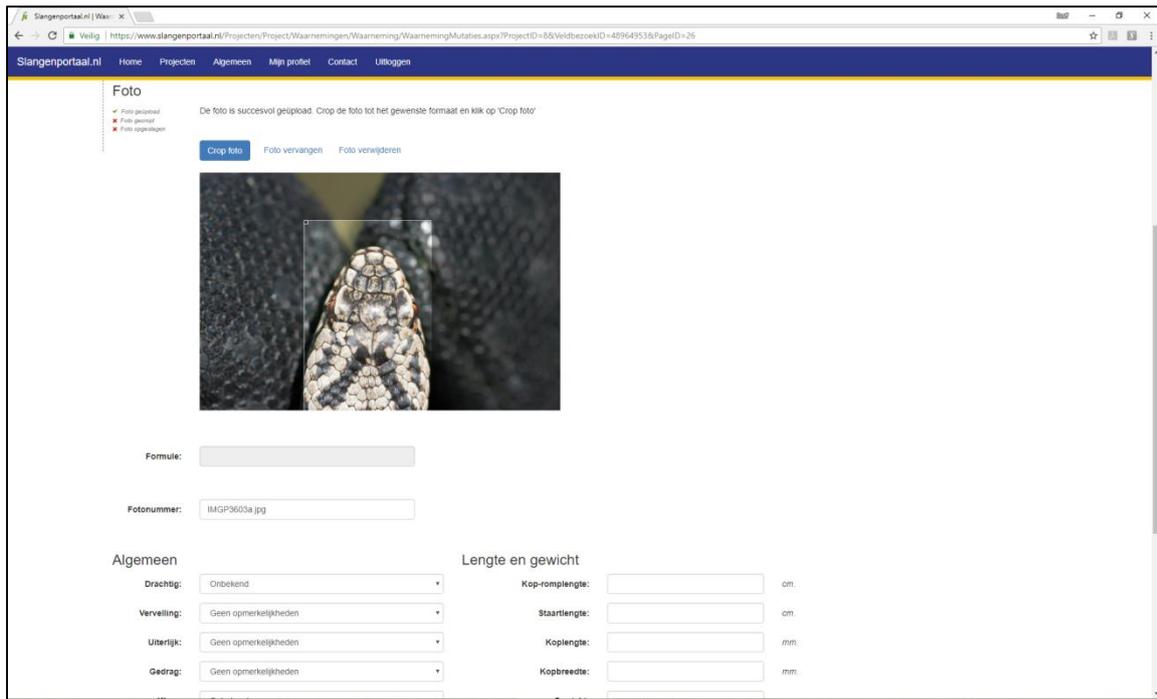


Figure 9. A selection has been made around the head of the adder.

Saving cropped photos

The cropped photograph will appear (see Fig. 11). If the Crop is not as desired you can click on Make a new crop. If the crop is as desired, then click on Save Picture. The picture is now added to the observation, and all steps will have been marked with a green tick.

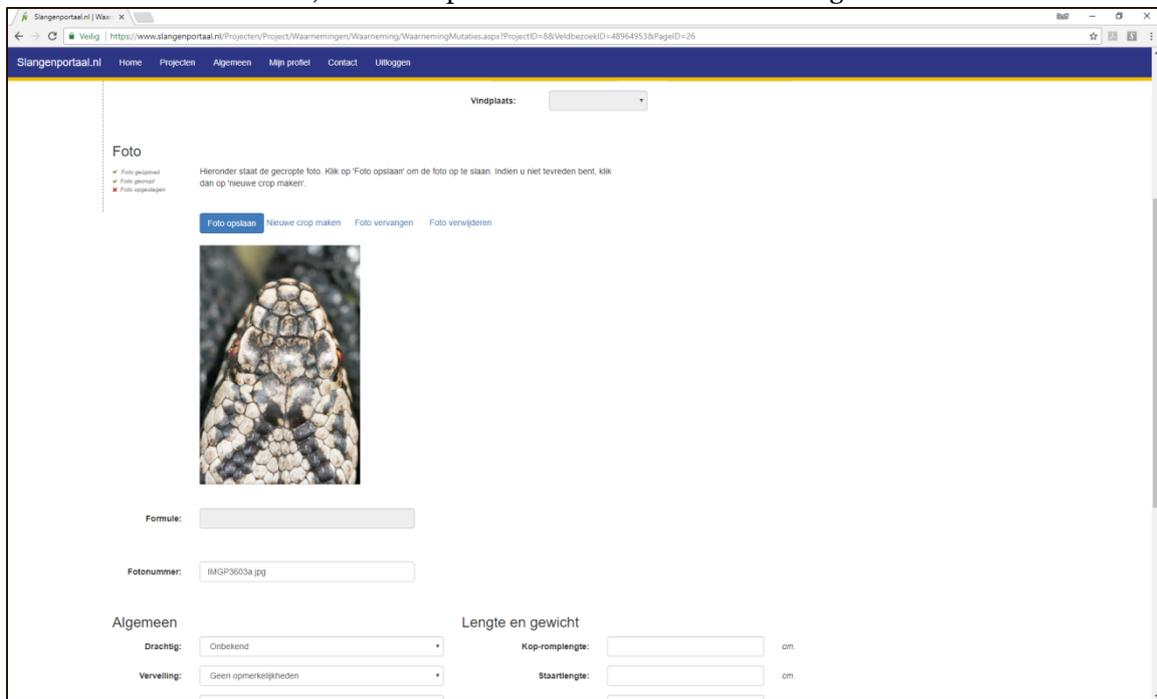
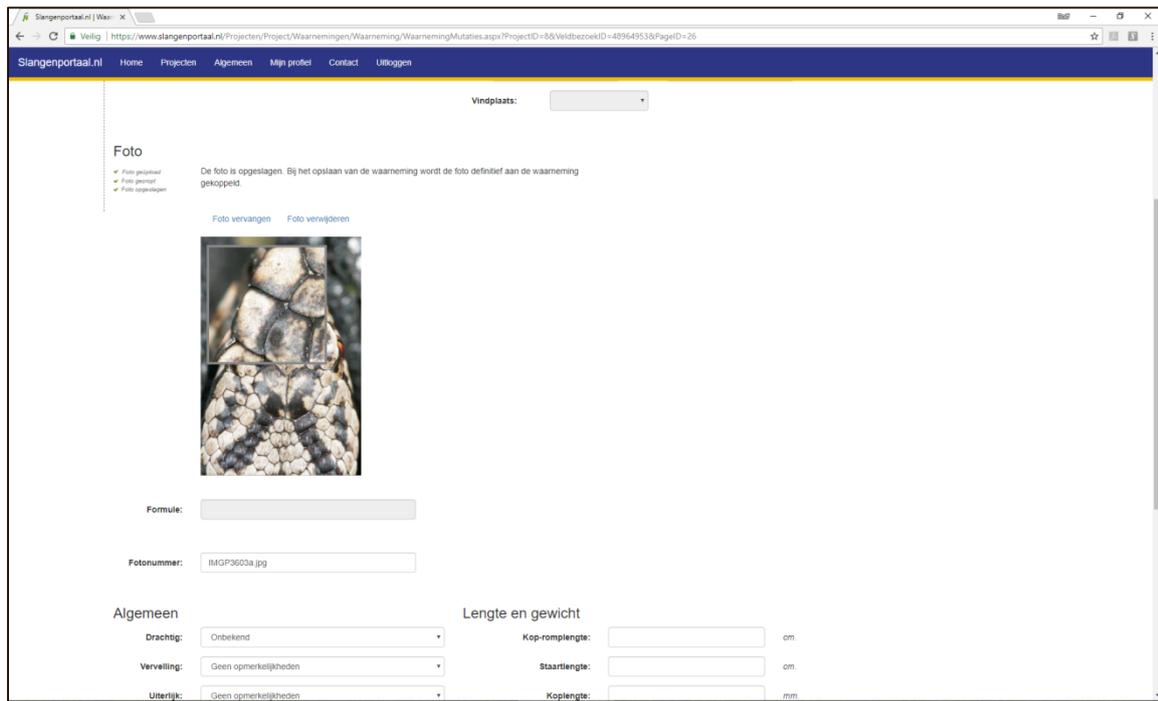


Figure 10. The photo has been cropped and can be saved.

After the photograph has been uploaded and saved, there is a possibility to enter a corresponding formula. Directly under the formula field it will indicate which (special) symbols can be used. For some formulas you will be able to use wildcard. These can be implemented for

positions within a formula where it is not certain whether a number can be used. Wildcards are indicated with a percentage symbol (%).

By moving your mouse over a photograph, an enlarged area will be shown.



The screenshot shows a web browser window with the URL <https://www.slangenportaal.nl/Projecten/Project/Waarnemingen/Waarneming/WaarnemingMutaties.aspx?ProjectID=58&VeldboekID=48964953&PageID=26>. The page title is "Slangenportaal.nl" and the navigation menu includes "Home", "Projecten", "Algemeen", "Mijn profiel", "Contact", and "Uitloggen".

The main content area is titled "Foto" and contains the following elements:

- A status message: "De foto is opgeslagen. Bij het opstaan van de waarneming wordt de foto definitief aan de waarneming gekoppeld."
- Buttons: "Foto vervangen" and "Foto verwijderen".
- A photograph of a snake's scales with a magnified inset showing a close-up of the scale pattern.
- A "Formule:" input field.
- A "Fotonummer:" input field containing "IMGP3603a.jpg".
- Measurement fields under "Lengte en gewicht":
 - "Drachtig:" dropdown menu with "Onbekend" selected.
 - "Vervelling:" dropdown menu with "Geen opmerkelijkheden" selected.
 - "Uiterlijk:" dropdown menu with "Geen opmerkelijkheden" selected.
 - "Kop-romplengte:" input field with "cm" unit.
 - "Staartlengte:" input field with "cm" unit.
 - "Kopplengte:" input field with "mm" unit.

Figure 11. Entering a formula.

Under the section where photos are uploaded, there are several boxes with the following categories:

- General characteristics: with young, shedding skin, appearance, behaviour, and colour.
- Length and weight: Snout-vent length, tail length, head length, head width, and weight.
- Scales: Number of sub caudal scales, ventral details in different categories.
- Other: Micro temperature, internal temperature, vegetation, terrain elements, own Observation ID, own Individual code.

To save an observation (with photo) click the Save button at the bottom of the page. You will be redirected to the 'Field visit page'.

4.7 Comparing photographs

The page where you can calculate the formula that goes with a certain picture can be accessed in two different ways: Firstly after calculating the formula click on the Save & compare button or by going to the 'Field visit' page and clicking on the compare icon (🌐) for a specific observation.

On the left hand side of the screen a picture will appear of the observation that you would like to compare with the rest of the database. To its right there will be smaller pictures visible with the same formula (see Fig. 13). An individual summary of data can be found above each photograph for comparison.

Only candidate photos are shown of snakes that have already been compared, and therefore have already received a personal code. Observations without an individual code will NOT be

shown. Also only one photo per individual is shown, which in most cases is the most recent photograph.

Extra options may be chosen to the right of the photographs. It is possible to type in an alternative formula. If you then click on Filter, only photographs will be displayed with the alternative formula. It is also possible to use wildcards here. By clicking on Reset the initial formula is implemented.

Below the extra options it is possible to adjust the photo gallery format. The amount of photographs next to each other, under each other, and photo size can be altered. The chosen format will be saved, and will remain so whenever the page is opened, unless changed again.

When your photograph matches that of one in the photograph comparison list, that photo can be selected and Coupled to your photograph. The selected photo will then be enlarged. When they are indeed a match, click on Save. Your photograph will then take on the same individual code as the comparison photograph, and they will be coupled. If there are no comparison photographs that match your observation, click on No comparison just below your picture. Your observation will then gain a new individual code.

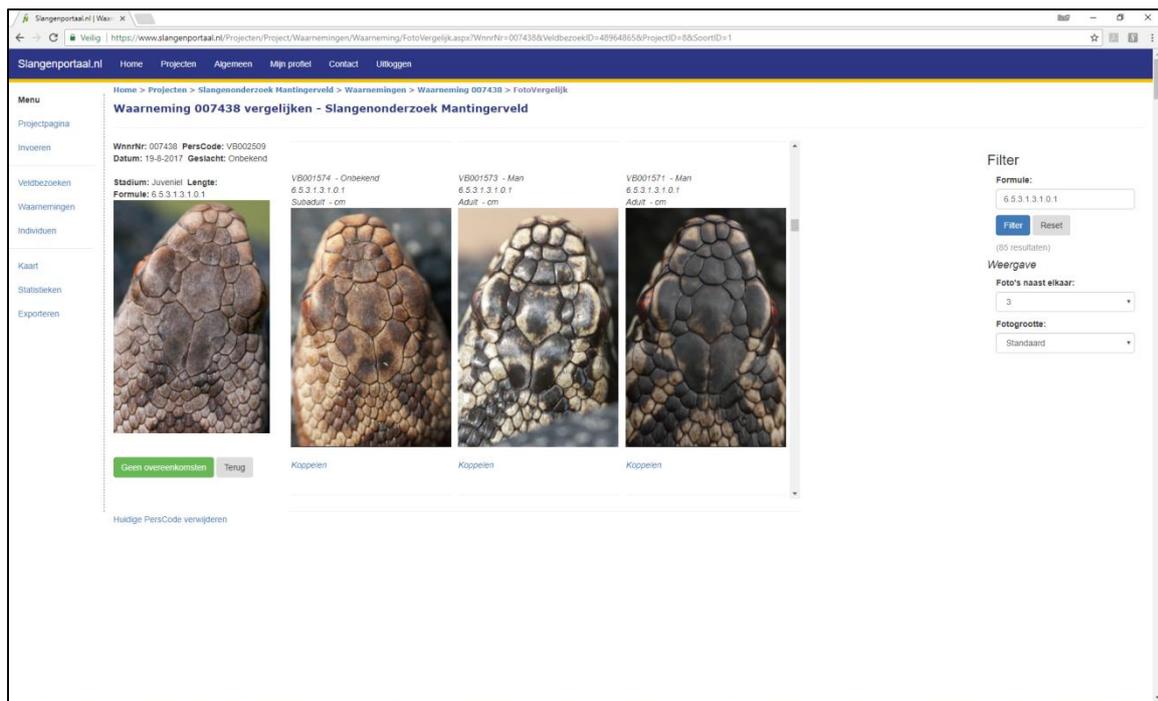


Figure 12. Comparing photographs.

4.8 Editing observations

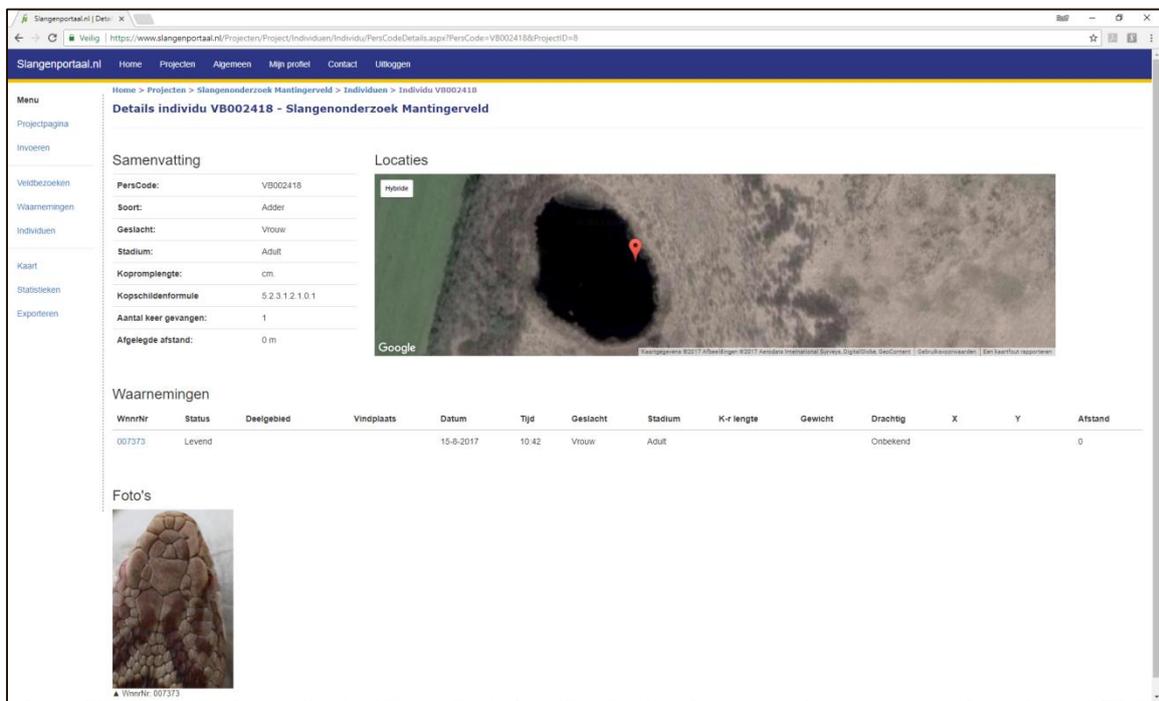
Observations can be edited by clicking on the edit icon (✎) behind the observation on the 'Field visit page' (see paragraph 4.3) or the page with observations (see paragraph 4.12). A form will appear, which is the same as in paragraph 4.6, except now all the fields are filled out. You can now edit any fields necessary and click on Save to save any changes.

4.9 Deleting observations

An observation can be deleted by clicking on the red cross (✖) next to it. A new page will open with a summary of the observations data, and a conformation to delete. After clicking on Delete the observation including photograph will be deleted. Note: Once deleted the data is gone, and cannot be retrieved.

4.10 Observation details

Details belonging to an observation can be viewed by clicking on Observation number on the 'Field visit page', or on the page with details of individual observations. All the collected data is on a single page per observation, including a map which contains the location of the corresponding snake photograph (when present) (see Fig. 14). If the observation has a Individual code (=compared), then you can click on this code so that details of the individual can be viewed (see also chapter 4.11).



The screenshot shows the 'Details individu VB002418 - Slangenonderzoek Mantingerveld' page. It features a navigation menu on the left, a summary section with fields for PersCode, Soort, Geslacht, Stadium, Kopromplengte, Kopschildenformule, Aantal keer gevangen, and Afgelegde afstand. A map shows the location of the observation. Below the map is a table of observations with columns for Winnr, Status, Deelgebied, Vindplaats, Datum, Tijd, Geslacht, Stadium, K-r lengte, Gewicht, Drachtig, X, Y, and Afstand. A photograph of the snake is shown at the bottom left.

Winnr	Status	Deelgebied	Vindplaats	Datum	Tijd	Geslacht	Stadium	K-r lengte	Gewicht	Drachtig	X	Y	Afstand
007373	Levend			15-8-2017	10:42	Vrouw	Adult			Onbekend			0

Figure 13. Observation details.

4.11 Individual snake details

Details of an observation can be viewed by clicking on the Individual code on the 'Field visit page' or on the page with observation details. The upper row will show a few basic details such as: *Sex*, *Number of recaptures*, and *distance travelled* (see Fig. 15). The table below with these details will show the observations of the individual snake. By clicking on Observation number, more information can be found regarding the observation (see chapter 4.10). In the final column of the table the travelled distance between observations can be seen. The total travelled distance is displayed under the table. A (possible) travelled route is also displayed in the Google Map just below the travel distance. If you click on the map markers the Observation number will become

visible, and you will be able to see when and how the animal moved. Photographs of the individual are displayed below the map.

The screenshot shows the 'Details individu VB000690 - Slangenonderzoek Mantingerveld' page. It features a left-hand menu with options like 'Projectpagina', 'Invoeren', 'Veldbezoeken', 'Waarnemingen', 'Individen', 'Kaart', 'Statistieken', and 'Exporteren'. The main content area is divided into several sections:

- Samenvatting:** A table with fields: PersCode (VB000690), Soort (Adder), Geslacht (Man), Stadium (Adult), Kopromplengte (cm), Kopschildenformule (6.3.3.1.3.1.0.1), Aantal keer gevangen (5), and Afgelegde afstand (212 m).
- Locaties:** A map showing the snake's movement path with red location markers and a blue line connecting them.
- Waarnemingen:** A table listing observations with columns: WnmrNr, Status, Deelgebied, Vindplaats, Datum, Tijd, Geslacht, Stadium, K-r lengte, Gewicht, Drachtig, X, Y, and Afstand.
- Foto's:** A gallery of five photographs showing the snake's head and body.

Figure 14. Details of individual snakes. The coordinates have purposely been obscured.

4.12 Observations

To view all observations within the snake portal, click on [Observations](#) in the left hand menu. All the observations can be seen in a table. It is possible to select filters in order to define your search, such as: sex, maturity, and year. For more detailed information on observations click on [Observation number](#). For more information on the individual snake you can click on [Individual code](#).

4.13 Field visit

To view any submitted field visits, you can click on [Field visit](#) in the left menu. All your field days will be visible in a table, and can be opened by clicking on a selected field day. You will then go to the 'Field visit page' (see chapter 4.3).

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