Work Instructions

Number: **016**

Name: **Dictionary application**

Title: Using the dictionary in the standardisation process by users

Status: Approved

Version: 1.0

Date: 2023-11-17

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-10-16 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-11-17 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2023-11-20 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instructions

3 Introduction

This documents contains instructions for the use of the dictionary in the standardisation process by registered users eligible for participating in the process.

4 Validity

4.1 Area

The of validity of this document is limited to the use of the dictionary in the standardisation process by registered users eligible for participating in the process.

4.2 Time

The period of validity of this WI begins on 2023-11-20 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	007	Citation management

5 Procedure

5.1 Dictionary

5.1.1 List view of classes

5.1.1.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *list-view-of-classes*

5.1.1.2 Summary

List View shows the complete list of classes in the database. Users may select the language in which the translation of a class is displayed in column **Translation**, apply multiple filters to the list, select columns to be included in the list, sort single columns and access information on individual classes.

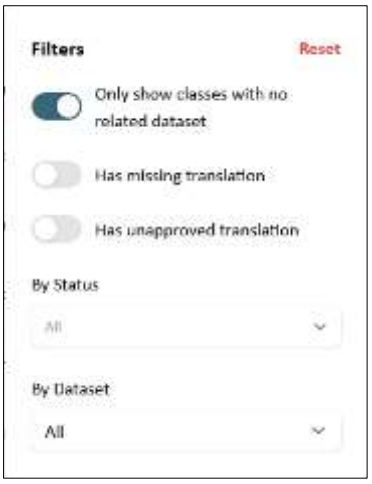
5.1.1.3 Instructions



- In the top part of the page tabs are shown that allow to switch between **Tree view**, **Translator** and **Encyclopedia**.



- **Search and filter**
  - A control panel is displayed at the top of the list, which you can use to configure the information displayed in the list.
  - On the left-hand side there is a drop-down list where you can select the languages in which the translation of a class appears in column **Translation**.
  - On the right-hand side there is a search field which searches an all columns in the table.



- Next to it is a filter that allows you to limit the list to classes:
  - which are not related to a specific dataset, no related datasets (**Only show classes with no related dataset**);
  - for which a translation in the selected language is not available (**Has missing translations**);
  - which contains translations that have not yet been approved (**Has unapproved translations**);
  - whose status is one or more of the following options to be selected from the drop-down list: **Draft** (classes that have been created but not approved by the manager of the process) or **Approved** (classes that have been approved by the manager) or **Defined** (classes that have an approved definition);
  - which are related to one specific dataset to be selected from the drop-down list (**By Dataset**).
- Next to it is a column toggle that lets you choose the **Columns** that should be displayed in the list in addition to the columns **Class description** and **Translation**.



- A status line is displayed below the control panel when at least one filter has been enabled, in which single filters or all filters can be removed.



- **Customise rows**
  - control panel is displayed in the footer of the list where you can:
    - find the results currently shown and the total number of **results**;
    - select the number of rows to be shown **Per Page** from a drop-down list (10, 25, 50, 100);
    - move backward and forward between the group of rows and select the n^{th} group of rows.

5.1.1.4 Related sections

n.a.

5.1.2 Tree view of classes

5.1.2.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *tree-view-of-classes*

5.1.2.2 Summary

Tree view shows the taxonomic structure of the classes in the database and, if applicable, the dataset to which they belong. Users may select a class for receiving detailed information. Since classes may be assigned to more than one higher-ranking ("parent") class, some classes may appear in more than one thread.

5.1.2.3 Instructions



- In the top part of the page tabs are shown that allow to switch between **List view**, **Translator** and **Encyclopedia**.



- Select **+** to expand a collapsed thread.
- Select **-** to collapse an expanded thread.
- Select a class to receive more detailed information.
- Select a dataset to receive more detailed information.

5.1.2.4 Related sections

n.a.

5.1.3 Translator

5.1.3.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *translator*

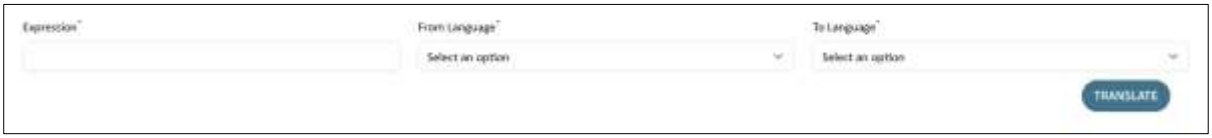
5.1.3.2 Summary

The **Translator** can be used to translate terms into other languages and also provides a definition for the respective term.

5.1.3.3 Instructions



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View** and **Encyclopedia**.



- Enter the expression to be translated.
- Select the language of the expression to be translated from the **From Language** list.
- Select the language to which the expression should be translated to from the **To Language** list.
- Select **Translate**.

5.1.3.4 Related sections

n.a.

5.1.4 Encyclopedia

5.1.4.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *encyclopedia*

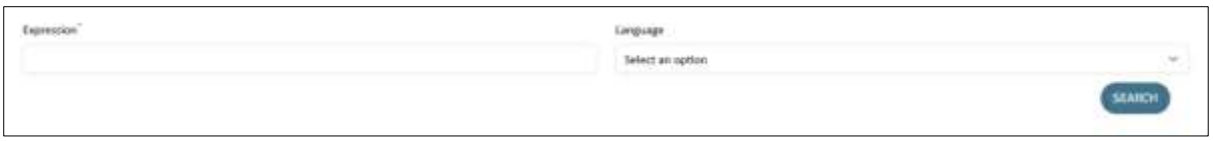
5.1.4.2 Summary

The **Encyclopedia** can be used to look for definitions of terms.

5.1.4.3 Instructions



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View** and **Translator**.



- Enter a term for which you would like to receive information on its definition (currently only in English language).
- Select the language in which the term is provided from the **Language** list. If a language is not specified, results in all available languages will be returned.
- Select **Search**. Exact matches as well as similar matches will be returned.

5.1.4.4 Related sections

n.a.

5.2 Definition of classes

5.2.1 Propose a new definition for a class

5.2.1.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *propose-a-new-definition-for-a-class*

5.2.1.2 Summary

A generally accepted definition of a class is a prerequisite for its consolidation (publication, utilisation within the EU Pollinator Hub) and subsequent translation to human language. Consolidated classes are the basis for data standardisation, as they tell both the system and its users what a given class describes in the real world. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.2.1.3 Instructions

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.



- To propose a new definition for a class select **Propose New Definition**.
- Insert the required information into the form (https://app.pollinatorhub.eu/pages/edit-a-definition-of-a-class).

5.2.1.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.2.3 (*edit-a-definition-of-a-class*)

5.2.2 Update an existing definition of a class

5.2.2.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *update-an-existing-definition-of-a-class*

5.2.2.2 Summary

Definitions may be updated by the person who created it. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.



- To update the definition of an existing class select **Edit**.
- Enter the required information in the form (https://app.pollinatorhub.eu/pages/edit-a-definition-of-a-class).

5.2.2.3 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.2.3 (*edit-a-definition-of-a-class*)

5.2.3 Edit a definition of a class

5.2.3.1 Placement in the Product Directory

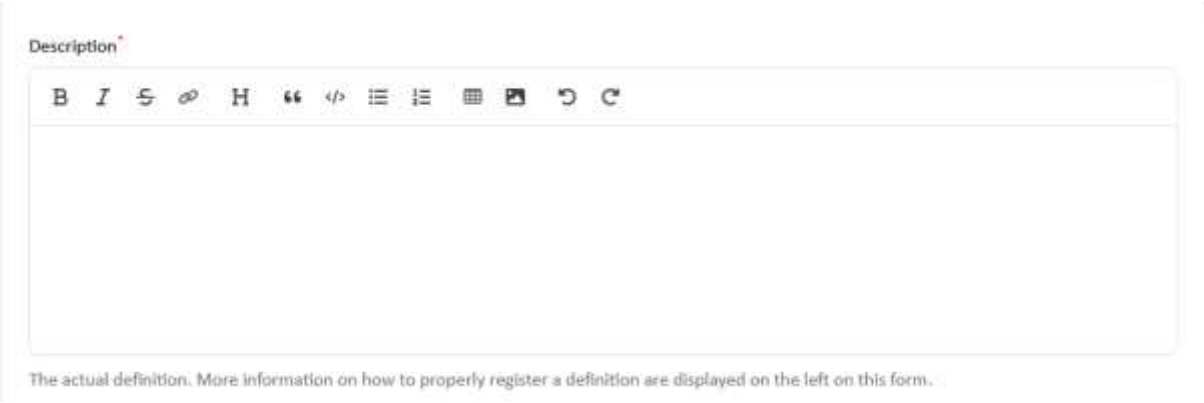
- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *edit-a-definition-of-a-class*

5.2.3.2 Summary

The EU Pollinator Hub guides you through the key elements required for a precise and accurate definition of a class. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.2.3.3 Instructions

- **Description**



  - Provide a precise and accurate definition in English language.
  - Use the buttons of the markdown editor (https://app.pollinatorhub.eu/pages/markdown-editor) to format your text. When quoting something word for word (verbatim quotations) please mark it with the **blockquote button** of the markdown editor.
- **Reference**

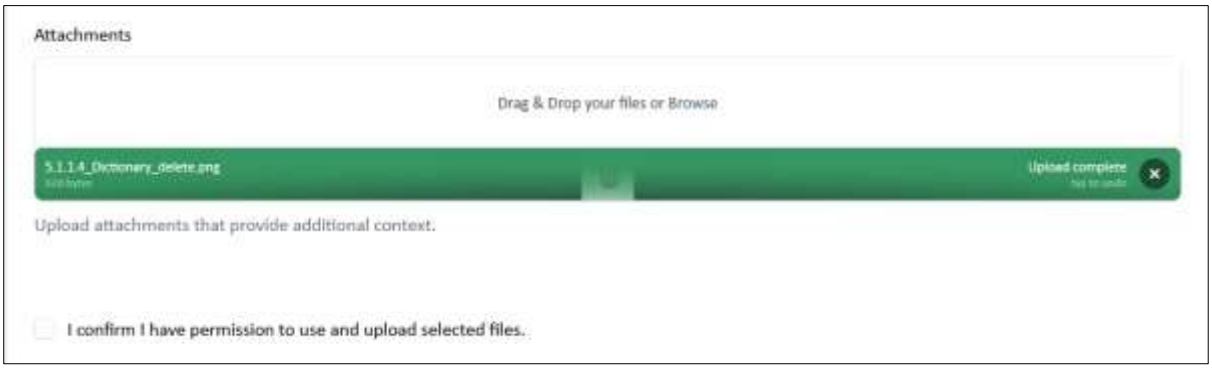


  - Whenever possible provide references from widely accepted sources for a definition. Select **Add Reference** to add a reference.



- Select the **Format** from the drop-down list in which you would like to provide the bibliographic data. **Note that currently only CSL JSON is supported by the EU Pollinator Hub**.
- Enter the bibliographic data in the selected format in the **Content** text field.
- The EU Pollinator Hub recommends the use of Zotero for creating bibliographic data in the required formats (https://app.pollinatorhub.eu/pages/exporting-bibliographic-data-from-zotero).
- For deleting a reference select the **Delete button**.

- **Attachments**



- The EU Pollinator Hub allows you to attach images or other documents to a definition in order to refine it, provided that you have permission to use and upload a given document. You may either **Drag & Drop** a file to the dedicated area or **Browse** for a file on your computer.
- After the upload has finished, confirm the checkbox.

- Save

- Select **Create** to save the information you have provided and return to the class dashboard.
- Select **Cancel** to return to the class dashboard without saving.

5.2.3.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Sectiopn 5.2.1 (*propose-a-new-definition-for-a-class*)
  - *Section 5.2.2* (*update-an-existing-definition-of-a-class*)
  - WI-007 (*exporting-bibliographic-data-from-zotero*)

5.3 Translation of classes

5.3.1 Propose a new translation for a class

5.3.1.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *propose-a-new-translation-for-a-class*

5.3.1.2 Summary

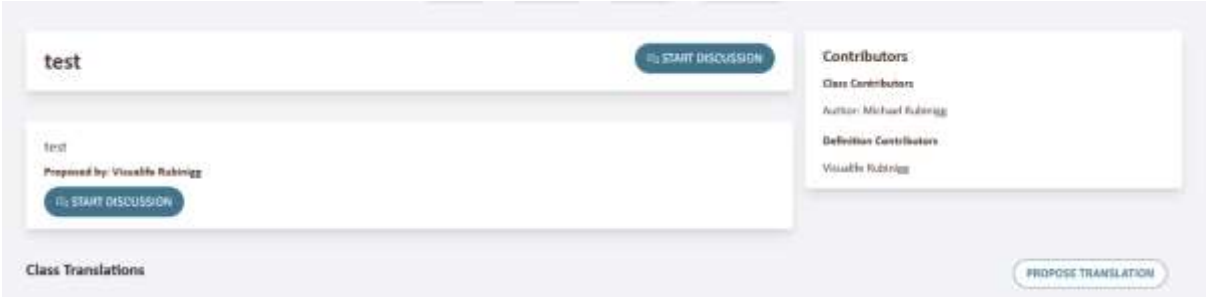
Translating classes into various languages allows customers to understand standardised data even if it has not been provided in their native language. A definition must be approved by the process manager before translation can start. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.3.1.3 Instructions

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.



- To propose a new translation for a class select **Propose Translation**.
- Enter the required information in the form (https://app.pollinatorhub.eu/pages/edit-a-translation-of-a-class).

5.3.1.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.3.3 (*edit-a-translation-of-a-class*)

5.3.2 Update an existing translation of a class

5.3.2.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *update-an-existing-translation-of-a-class*

5.3.2.2 Summary

Translation may be updated by the person who created it. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.3.2.3 Instructions

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.



- To update an existing translation of a class select **Edit**.
- Enter the required information in the form (https://app.pollinatorhub.eu/pages/edit-a-translation-of-a-class).

5.3.2.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.3.3 (*edit-a-translation-of-a-class*)

5.3.3 Edit a translation of a class

5.3.3.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *edit-a-translation-of-a-class*

5.3.3.2 Summary

The EU Pollinator Hub guides you through the key elements required for a precise and accurate translation. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.3.3.3 Instructions

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.
- **Language**



  - Select the language of the translation from the **Language** list.
- **Expression**



  - Enter the **Expression** in the selected language.
- **Domains**

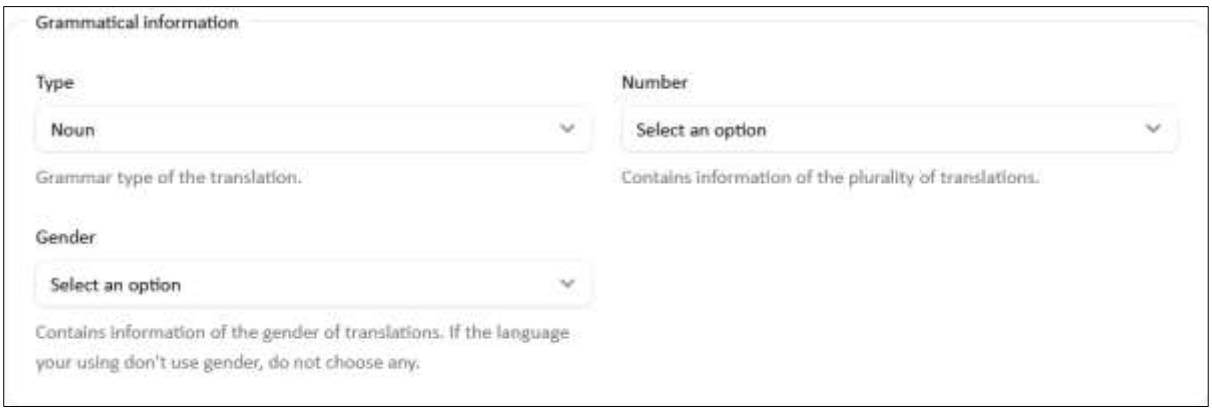


- If an expression is specific for a particular domain contained in the list of **Domains** but has a different meaning in other circumstances, select the most appropriate domain for which this expression is specific. You may add multiple domains.

- **Grammatical information**



- Grammatical information might be required in some cases to specify a translation, for example in cases in which singular and plural or different grammatical genders of a noun mean different things. It will always help people with limited language skills to correctly use an expression. It is therefore possible to add grammatical information.
- First select the grammatical **Type**.



- If grammatical type **Noun**, **Adjective**, **Compound noun** or **Compound adjective** is chosen, then additional information may be added.
- Select the grammatical **Number** from the list.
- Select the grammatical **Gender** from the list.

- **Synonyms**



- If more than one translation is provided for a given class, then one expression is the preferred translation and other translations are synonyms. Select from the list of **Synonyms** the term that is considered the preferred translation.

- **References**



  - Whenever possible provide references from widely accepted sources for a translation. Select **Add Reference** to add a reference.



  - Select the **Format** from the drop-down list in which you would like to provide the bibliographic data. **Note that currently only CSL JSON is supported by the EU Pollinator Hub**.
  - Enter the bibliographic data in the selected format in the **Content** text field.
  - The EU Pollinator Hub recommends the use of Zotero for creating bibliographic data in the required formats (https://app.pollinatorhub.eu/pages/exporting-bibliographic-data-from-zotero).
  - For deleting a reference select the **Delete button**.

- **Save**



  - Select **Suggest** to save the information you have provided and return to the class dashboard.
  - Select **Cancel** to return to the class dashboard without saving.

5.3.3.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.3.1 (*propose-a-new-translation-for-a-class*)
  - Section 5.3.2 (*update-an-existing-translation-of-a-class*)
  - WI-007 (*exporting-bibliographic-data-from-zotero*)

5.3.4 Approve a translation of a class

5.3.4.1 Placement in the Product Directory

- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *approve-a-translation-of-a-class*

5.3.4.2 Summary

Translation may be approved by translation managers for a given language. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

5.3.4.3 Instructions

- Enter a class dashboard by selecting a class.



- In the top part of the page tabs are shown that allow to switch between **List view**, **Tree View**, **Translator** and **Encyclopedia**.



- To rate a translation select the **Arrow up** button for consent or **Arrow down** button for rejection on the left-hand side of a translation, which also shows the number of users who have performed the same action.
- To approve an existing translation of a class select **Approve**.

5.3.4.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.3.1 (*propose-a-new-translation-for-a-class*)
  - Section 5.3.2 (*update-an-existing-translation-of-a-class*)
  - Section 5.3.3 (*edit-a-translation-of-a-class*)

5.4 Discussion

5.4.1 Discussion

5.4.1.1 Placement in the Product Directory

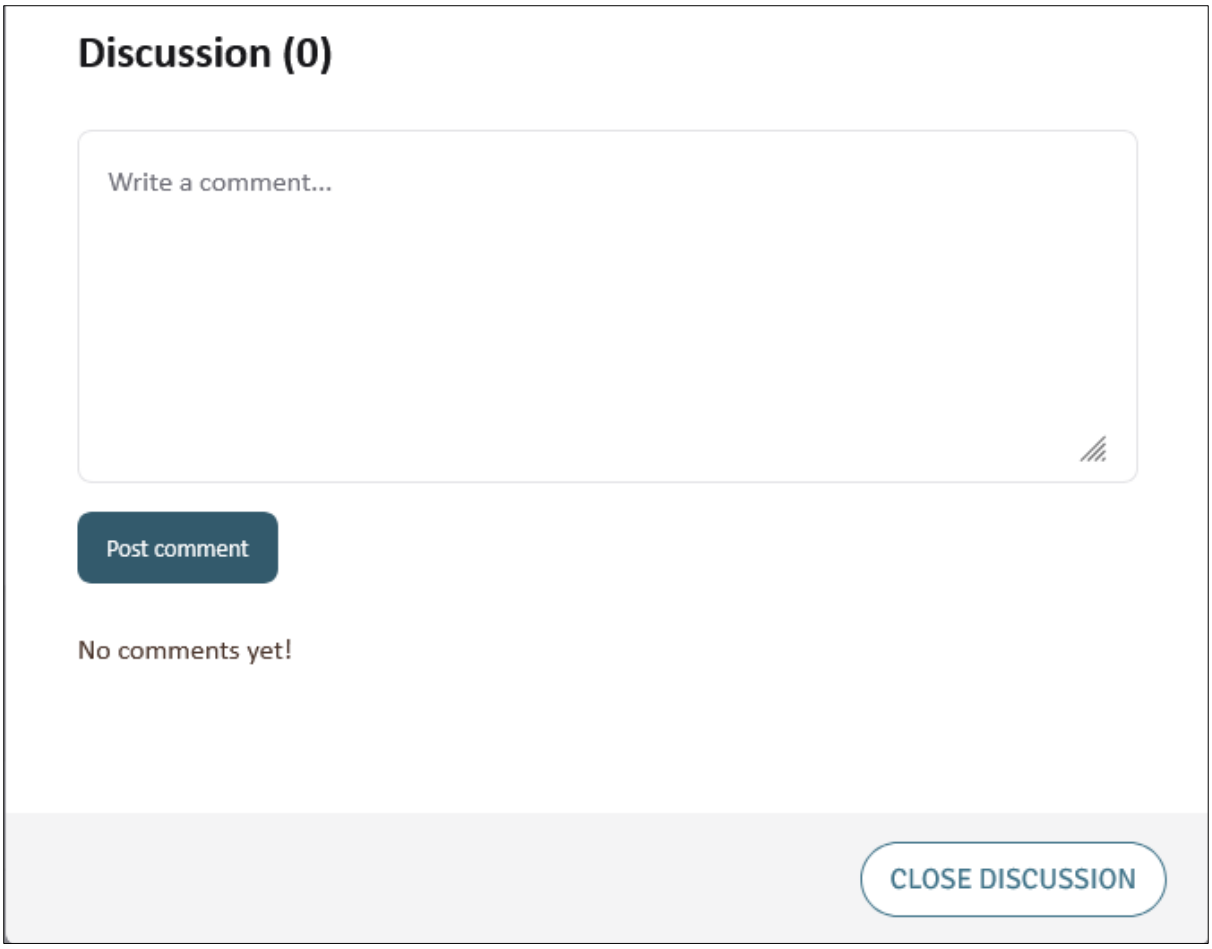
- In the product directory of the EUPH the instructions for this section are available through the following slug:
  - English: *discussion*

5.4.1.2 Summary

This feature enables users to discuss on definitions and translations of classes. Please note that you must have the necessary access rights to actively participate in the process described below. Contact the EU Pollinator Hub (support@pollinatorhub.eu) for more information.

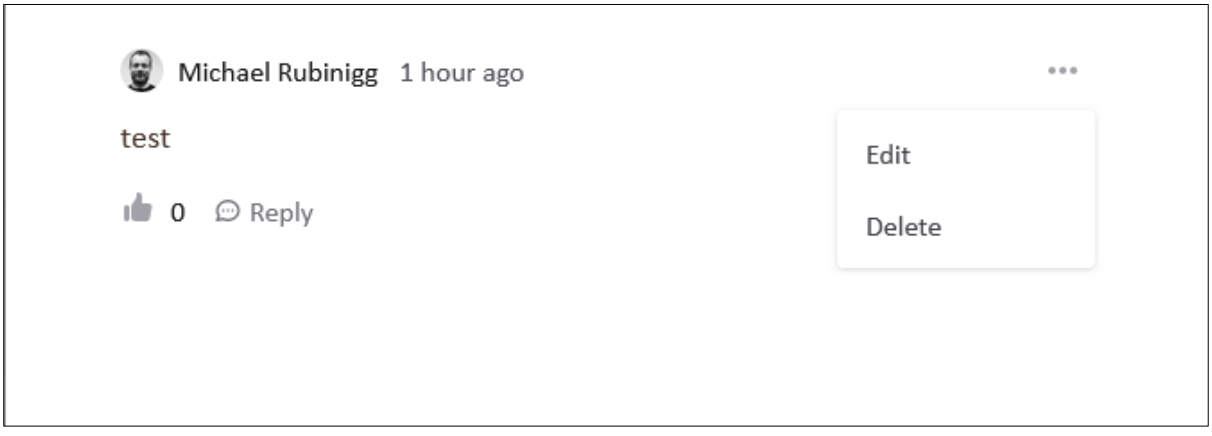
5.4.1.3 Instructions

- **Open discussion window**
  - Start a discussion process by selecting **Start discussion** or enter an existing discussion process by selecting **See discussion** in the *Class Definition* area of the class dashboard.
  - Start a discussion process or enter an existing discussion process by selecting the **Start discussion icon** in the *Class Translations* area of the class dashboard.
- **Contribute**



- Write your contribution into the text field.
- Select **Post comment** to submit your contribution.
- Select **Close Discussion** to close the window.

- **Edit a comment**

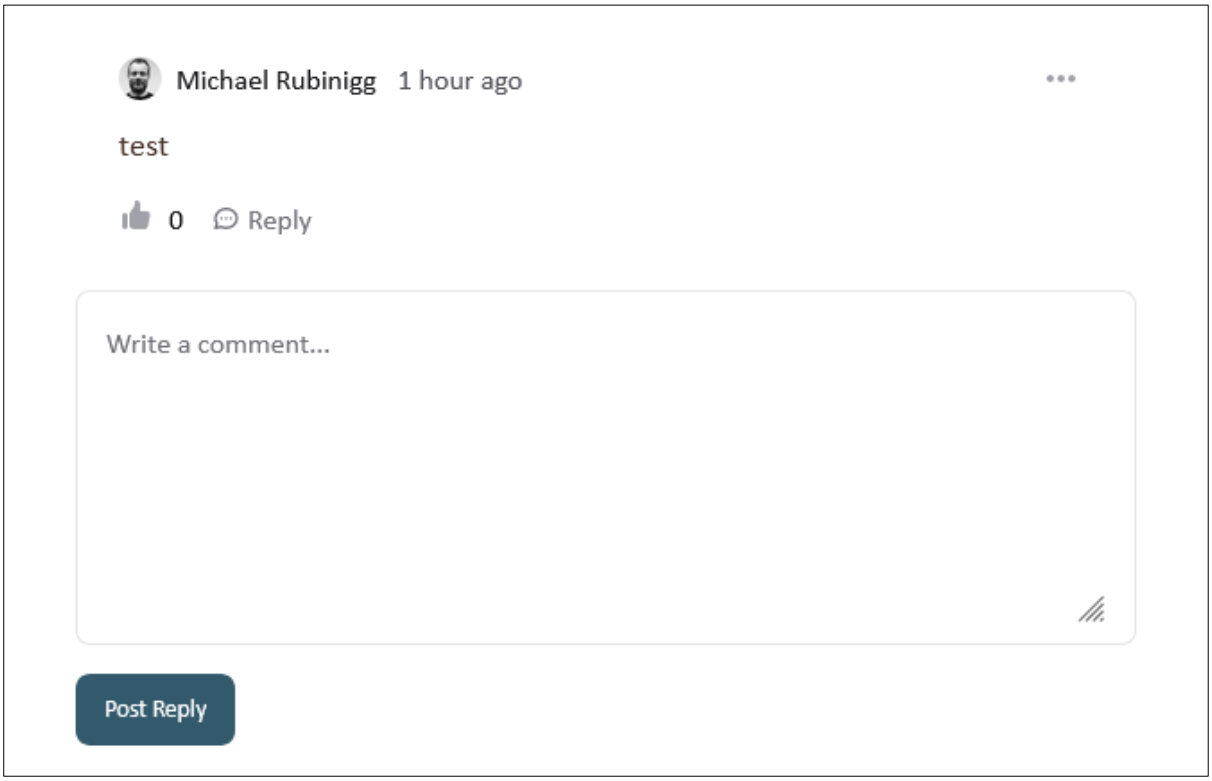


- Select **Edit** to update your contribution.
- Select **Delete** to remove your contribution.



- Update your contribution.
- Select **Edit Comment** to save the updated information.

- **Reply**



- Select the **Thumb up** icon to express your consent.
- Select **Reply** to comment on the related contribution.
- Enter your comment on the related contribution.
- Select **Post Reply** to save your comment.

5.4.1.4 Related sections

- In the product directory of the EUPH the following sections should be linked through their slug:
  - Section 5.2.1 (*propose-a-new-definition-for-a-class*)

- Section 5.2.2 (*update-an-existing-definition-of-a-class*)
- Section 5.3.1 (*propose-a-new-translation-for-a-class*)

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.