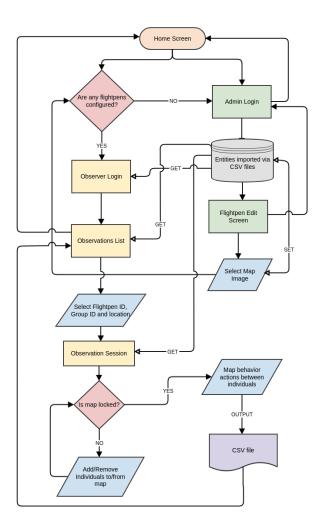
BASIL - User Guide

Behavioral Assessment Software and Interactive Logging

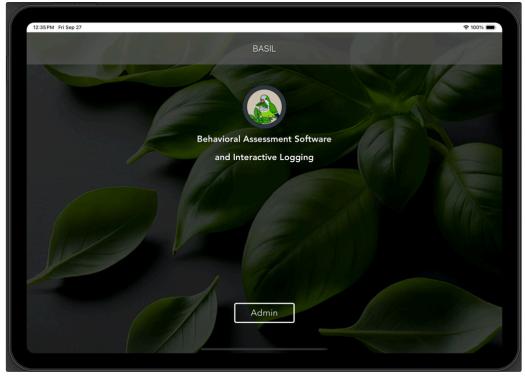
Home Screen
Admin User - Create
Admin Login
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Backend Configuration
Change Admin Password
Flush Sessions
Import CSV files
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Map Images - Upload
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Frontend
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General Workflow

Home Screen

The user can enter the backend here to get started. When first installed, the only button available is "Admin". Once at least one flightpen group is configured, the "Observer Login" will become available.



You need to create the admin user by clicking on the Admin button and entering your credentials

Admin User - Create

12:38 PM Fri Sep	27			중 100% ■
	1 All a B	BASIL		
	Bet	Admin Login Enter your username and password admin	are	
		Cancel Create		
		Admin Passwords		

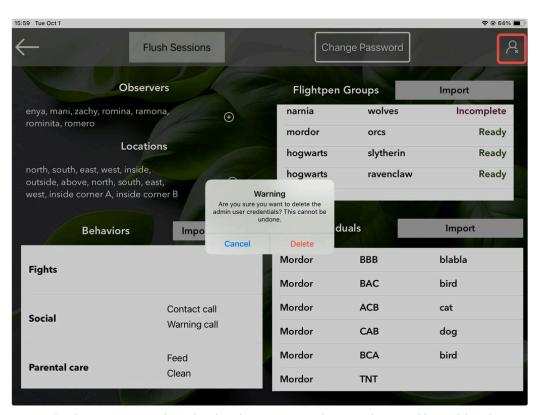
Store the credentials somewhere safe as you won't be able to retrieve them later. By clicking "Create" they will be saved and you have to click the "Admin" button again to login.

Admin Login

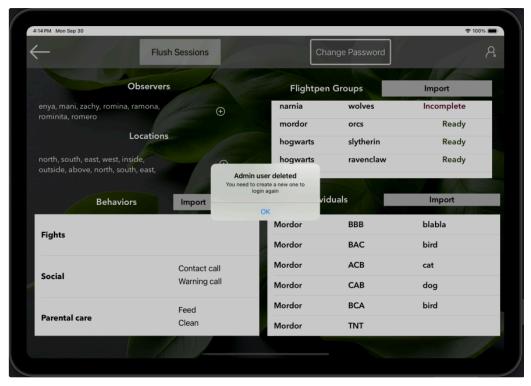


Once you hit "Create" the popup will be gone so you have to click the Admin button again and use those same credentials to Login. This procedure will only need to happen one time. Later on, you can enter your credentials by clicking the "Admin" button only once

Delete Admin User Credentials

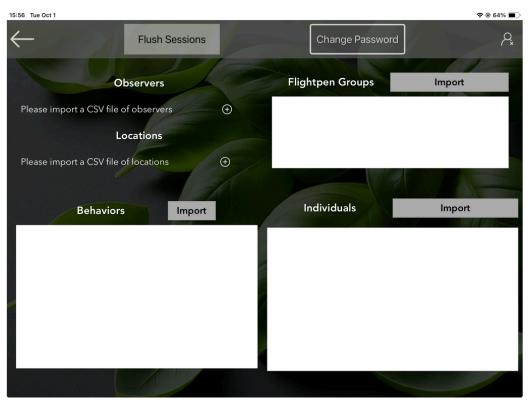


BASIL doesn't store user data other than the username and password you provide. To delete the credentials you can tap on the "delete admin account" button. The user will get a warning before proceeding



After tapping 'Delete' The user will have to create a new admin user to access the admin settings screen

Backend Configuration



After login successfully to the admin section for the first time, you will see empty tables. The user can always go back to the home screen by clicking the left arrow button

Change Admin Password

16:00 Tue Oct 1					奈 ֎ 64% ■
\leftarrow	Flush Sessions		Cha	nge Password	<u>R</u>
Ob	servers		Edit new password	Groups	Import
enya, mani, zachy, romina, rominita, romero	ramona,			wolves	Incomplete Ready
Lo	cations	Cancel	Save	slytherin	Ready
north, south, east, west, ins outside, above, north, sou west, inside corner A, insic	th, east,	+	hogwarts	ravenclaw	Ready
Behaviors	Import		Individ	luals	Import
Fights			Mordor	BBB	blabla
			Mordor	BAC	bird
Social	Contact cal		Mordor	ACB	cat
	Warning ca	I	Mordor	CAB	dog
Parental care	Feed		Mordor	BCA	bird
Farental care	Clean		Mordor	TNT	

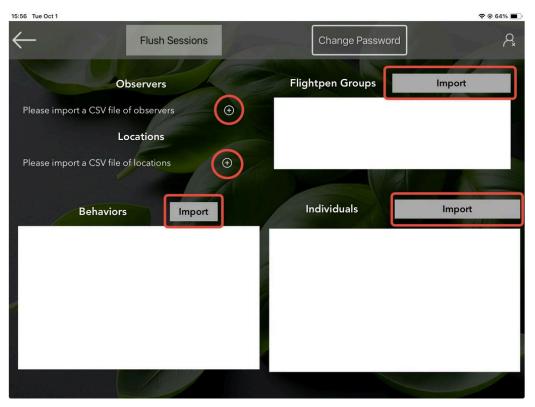
The admin user can change the password as many times they want by clicking "Change Password". No verification needed. Always write down your latest password somewhere safe as you won't be able to retrieve it. By clicking "Save" you will be required to enter the same password the next time to login as an admin

Flush Sessions

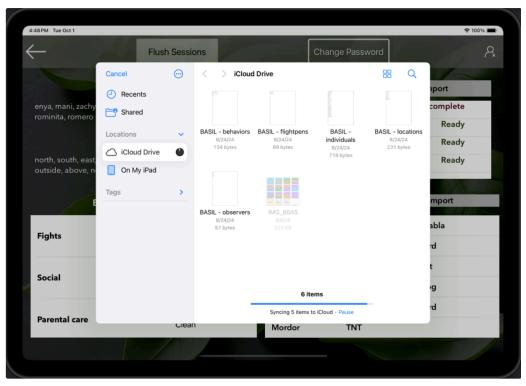
16:01 Tue Oct 1				奈 ֎ 64% ■
←	ush Sessions	Char	ige Password	P.
Obser	vers	Flightpen	Groups	Import
enya, mani, zachy, romina, ram rominita, romero	ona, (+)	narnia mordor	wolves	Incomplete Ready
Locati	ons	hogwarts	slytherin	Ready
north, south, east, west, inside outside, above, north, south, e	ast,	hogwarts	ravenclaw	Ready
west, inside corner A, inside co	Deleted 0 Obs	Observations ervation entities. CSV ailable in BASIL_Data	uals	Import
Fights		Mordor	BBB	blabla
		Mordor	BAC	bird
Social	Contact call	Mordor	ACB	cat
	Warning call	Mordor	САВ	dog
Parental care	Feed	Mordor	BCA	bird
raientai cale	Clean	Mordor	TNT	
				and the second sec

The admin user can delete all the observation entities by clicking "Flush Sessions". This functionality will remove all the rows from the observations table from each observer. This won't delete any files in the folder BASIL_Data, only the observations persisted data. A popup will inform the admin user how many observation entities got deleted

Import CSV files



The admin user should import all entities (observers, locations, flightpens, individuals, behaviors) by clicking on each entity's import button. You can find sample CSV files to import here: https://lastralab.github.io/BASIL/#csv

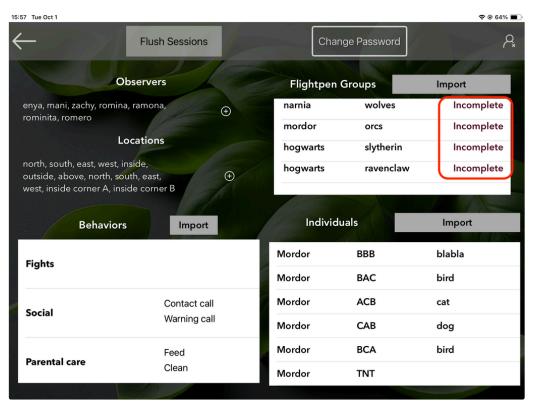


Every time the admin imports new data, the previous data (if any) will be overwritten entirely

ISPM Tue Oct 1					 \$ 100%
	lush Sessions	and the second second	C	nange Password	3
Observ	vers		Flightpe	n Groups	Import
enya, mani, zachy, romina, ramon	а,	÷	narnia	wolves	Incomplete
rominita, romero	and the second second		mordor	orcs	Ready
Locati	ons		hogwarts	slytherin	Ready
north, south, east, west, inside, outside, above, north, south, east		Importing	Behaviors	ravenclaw	Ready
Behaviors	Import	all existing da	e will overwrite ta, do you want ntinue?	iduals	Import
		Cancel	Yes	BBB	blabla
Fights			Mordor	BAC	bird
	Contact ca	ii ii	Mordor	ACB	cat
Social	Warning ca	all	Mordor	САВ	dog
	Feed		Mordor	BCA	bird
Parental care	Clean		Mordor	TNT	

A warning popup will notify the user which entity is being imported so the user can click "Cancel" if they think they selected the wrong CSV file. By clicking "Yes" the new data will be imported and visible

Flightpen group configuration



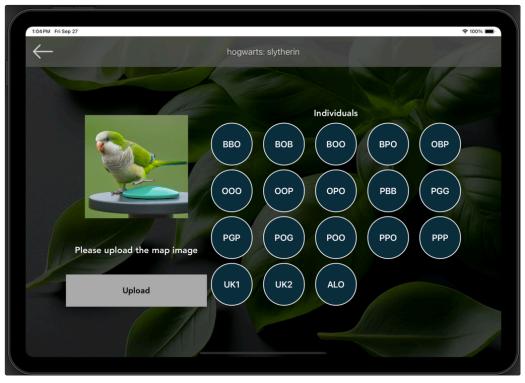
The status of each flightpen group will be indicated at the right end of each row. Each row will include the Flightpen ID, Group ID and Status (Incomplete/Ready)

59 Tue Oct 1					奈
	Flush Sessions	P	Chanç	ge Password	P
OI	oservers		Flightpen C	Groups	Import
enya, mani, zachy, romina rominita, romero	, ramona,	÷	wolves	Incomplete	EDIT ENABLE
	10		mordor	orcs	Ready
Lo	ocations		hogwarts	slytherin	Ready
north, south, east, west, in outside, above, north, sou west, inside corner A, insi	uth, east,	(+)	hogwarts	ravenclaw	Ready
Behaviors	Import		Individu	als	Import
Fights			Mordor	BBB	blabla
Fights			Mordor Mordor	BBB	blabla bird
	Contact cal				
Fights Social	Contact cal Warning cal		Mordor	BAC	bird
			Mordor Mordor	BAC	bird cat

The admin user can interact with each row by swiping to the left to reveal two options: "Edit" and "Enable/Disable" depending on the current group status

15:59 Tue Oct 1						🗢 🕑 64% 🔳
Flus	sh Sessions	6	Chan	ge Password		P *
Observe	ers		Flightpen (Groups	Import	
enya, mani, zachy, romina, ramor rominita, romero	na,	÷	narnia mordor	wolves	Inco	omplete Ready
Location	ns		hogwarts	slytherin		Ready
north, south, east, west, inside, outside, above, north, south, eas west, inside corner A, inside corr		(ravenclaw		Ready EDIT	DISABLE
Behaviors	Import		Individu	ials	Impor	t
Fights			Mordor	BBB	blabla	
			Mordor	BAC	bird	
Social	Contact call		Mordor	ACB	cat	
	Warning call		Mordor	CAB	dog	
Parental care	Feed		Mordor	BCA	bird	
	Clean		Mordor	TNT		

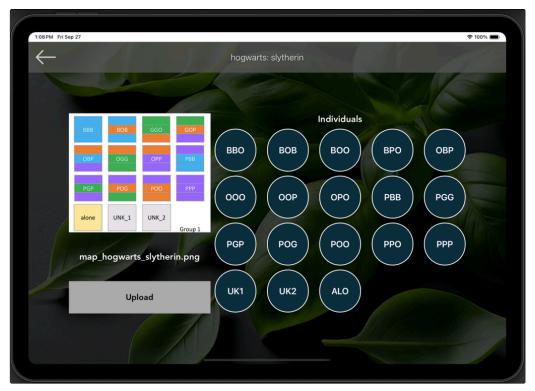
If later on, the admin user wants to prevent the observers to use a flightpen group temporarily, it can be disabled so it won't show up as an option for the observers until it gets enable again. The option Edit will take the user to the map image edit screen



The user will be able to validate the list of individuals associated to that group and upload(select) the map image from the photo gallery

1:06 PM Fri Sep 27			중 100% ■
\leftarrow		hogwarts: slytherin	
	Cancel	Recently Shared	
	Photos		
	C Favorites	(43)	
	Days	dens UNK_3 UNK_3 Events	
	People & Pets		OBP
	Memories		
	📋 Trips		PGG
	Utilities 🗸 🗸		
	🐼 Hidden 🔒		
Please	Recently Saved		PPP
Flease	 Recently Viewed 		
	Recently Shared		
	Media Types 🗸 🗸		
	Screenshots		

By tapping "Upload" you will be able to select the image from the iPad's photo gallery/files. The image will be renamed and added to the BASIL_MapImages folder to retrieve it later on the frontend.



By selecting the image, if there aren't more entities left to import, this action will enable the flightpen group automatically. Otherwise, you will have to enable it manually

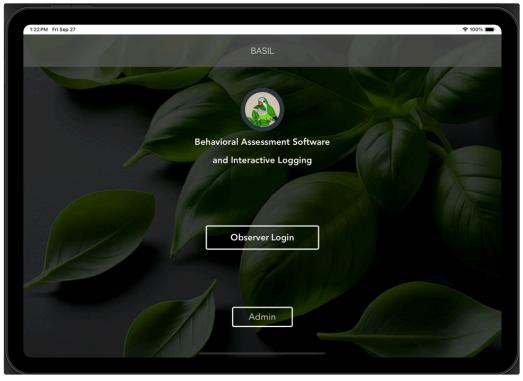
Map Images - Import

The user can connect the iPad to a Mac and navigate to BASIL_MapImages directory under BASIL_. To add all the images at once, they should follow the naming convention: "map_{flightpenID}_{groupID}.png" (values exactly as stated in the flightpen csv import file), one image per flightpen group. Logging into the backenda after adding the images to this folder will update the flightpens automatically and enable them if no other data is missing. If the user is already logged-in and the images are copied into the folder during the admin session, logging out and back in will update the flightpen status. Failing to see this, you can enable them manually and no warnings should popup. See Transfer Data for reference

9 PM Tue Oct 1	Flush Sessions	Cha	inge Password	€ 100%
Obse	rvers	Elizhtean		Import
enya, mani, zachy, romina, ramo		Flightpen	wolves	Ready
rominita, romero		mordor	orcs	Incomplete
Loca	tions	hogwarts	slytherin	Ready
north, south, east, west, inside, outside, above, north, south, ea Behaviors	Map Ima	hogwarts Internal error ge not found for mordor:orcs, please upload it again OK	ravenclaw	Ready Import
Fights		Mordor	BBB	blabla bird
Social	Contact call	Mordor	ACB	cat
Jocial	Warning call	Mordor	CAB	dog
Parental care	Feed	Mordor	BCA	bird
Parental care	Clean	Mordor	TNT	

If the user removes an image from the BASIL_MapImages folder, and the fligthpen is still enabled, logging into the backend will disable it and show an error message including the flightpen and group IDs

Frontend



If at least one flightpen group has been configured by the admin user, the observer login button will be displayed in the home screen

Observer Login

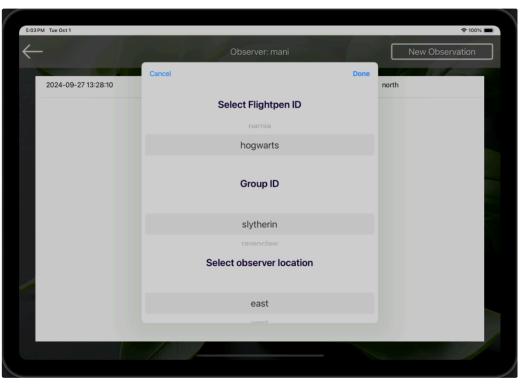


The observer can select their name from the observers list to login and start new observations

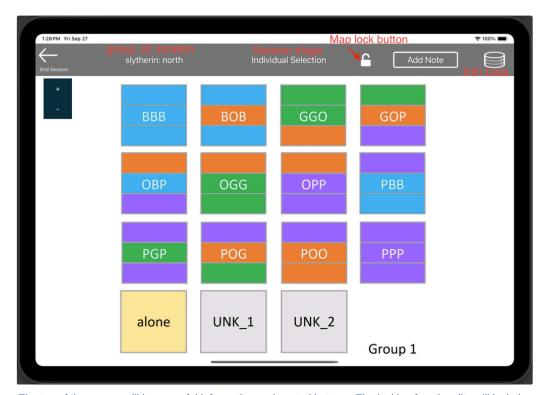


After the login, the observer user will be able to see a list of all the observations registered under their name (unless flushed by the admin). Their name will be displayed on the top and new sessions can begin with the "New Observation" button

Observation Session

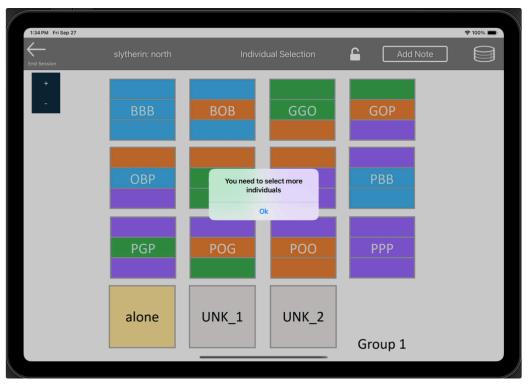


The observer can configure the new session by selecting the Flightpen ID, Group ID and observer location. If nothing is actively selected, whatever is on the screen will be selected as default when clicking "Done". In this example we can see that "mordor(orcs)" is not an option in the flightpen ID picker because it was disabled from the admin

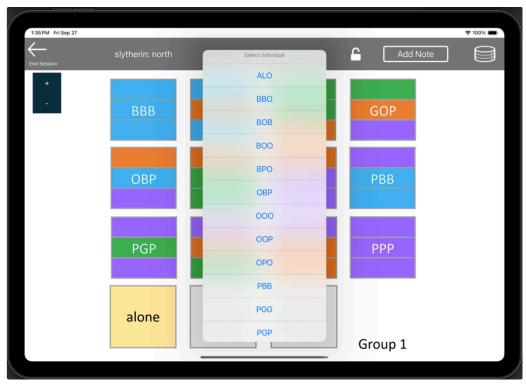


Individual Selection

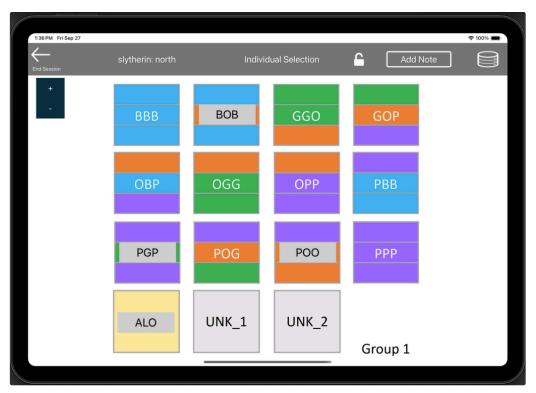
The top of the screen will have useful information and control buttons. The locking functionality will lock the labels on their set position and set their size so the user can start mapping behaviors. The buttons on the top-left of the screen (+/-) will increase/decrease the font size of the labels on the map



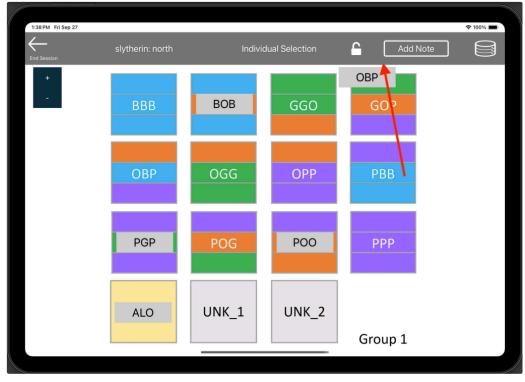
If the lock button is clicked but there aren't enough individuals added yet (>=2), a warning popup will be displayed



Tapping on any point on the map will show a menu of all the individual labels associated to that group. The observer can select a label to be added to the map, and it will be removed from the list

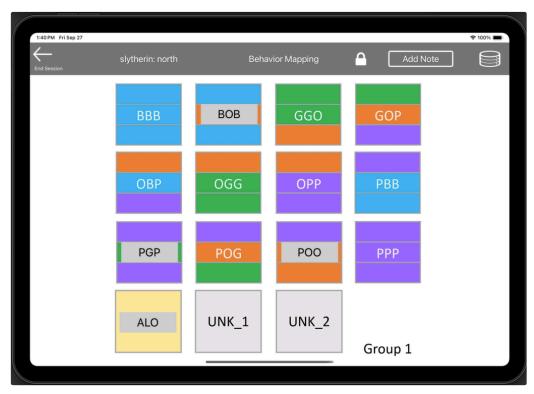


The observer user can increase/decrease the size of the font by using the blue buttons. Any new labels added after changing the size will inherit the same font size as the existing labels. The labels can be moved around to ensure their alignment in the map



If the user added the wrong individual label, this can be dragged to the top (header). It will be removed from the map

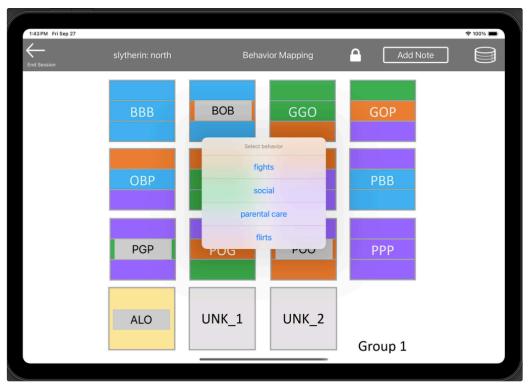
Behavior Mapping



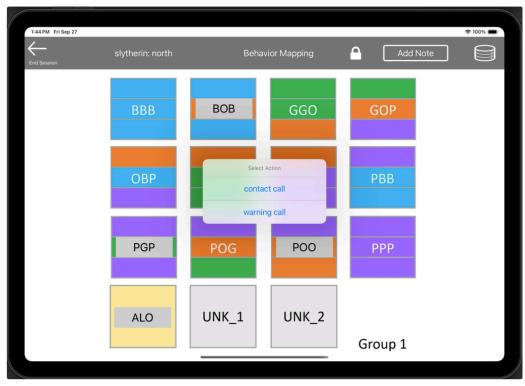
When the labels are positioned as expected and their sizes are correct, the user can lock them by clicking on the "lock" button. The increase/decrease font buttons will be hidden and an automatic note will be added to the CSV file indicating that the session started



To map a behavior action, the observer can select on the "actor" individual and drag the point to the "target" label

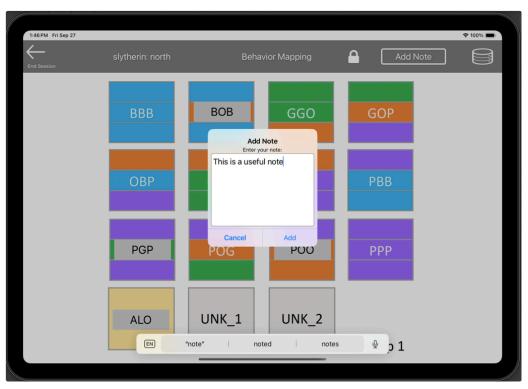


When lifting the touching point, a menu of the behavior groups will be displayed so the user can select the "action"

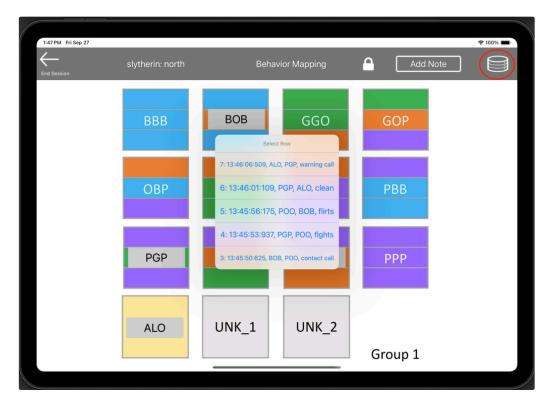


If the selected action has nested options, the menu will now show the updated options. Selecting the final action will write a new row in the CSV file with all the information (timestamp, actor, target, action, observer)

Adding notes



The observer can add notes to the CSV file by clicking "Add note", entering a short text and clicking "Add". Adding notes is available in both stages and it will be printed in the CSV file as a new row

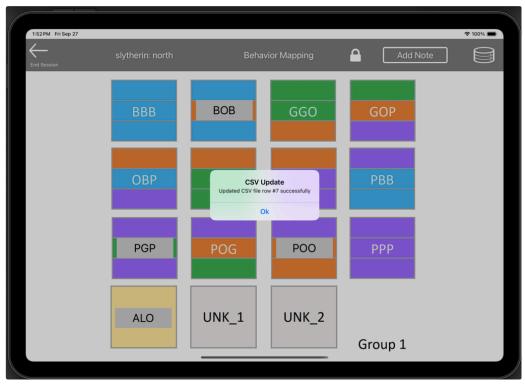


Edit CSV Data

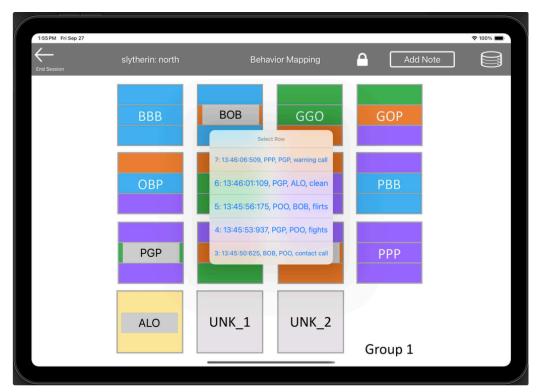
By clicking on the "data" button, the observer can see all the behavior action rows listed by row number, newest on the top of the menu. Clicking on any row will allow the user to correct the data directly on the CSV file. For this example we will select row #7



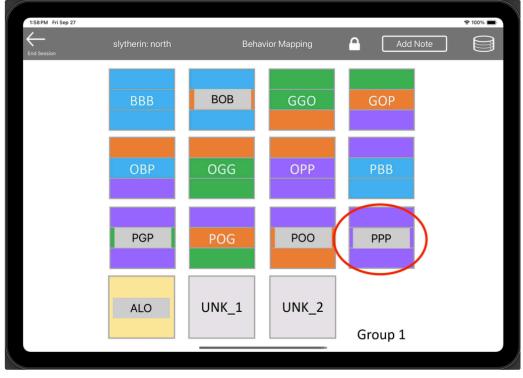
In this example, we realized we can identify the individual previously added as "ALO" and we want to correct the data by adding the new label to the actor field "PPP"



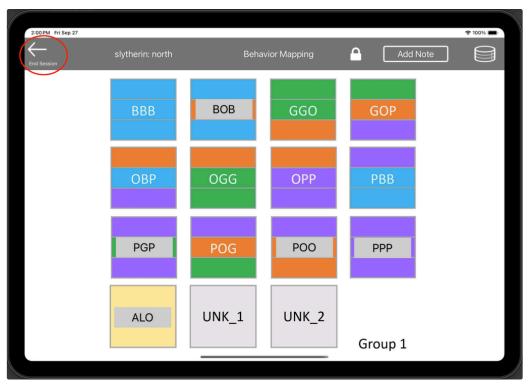
By clicking "save", the user should get a confirmation alert and a note will be added to the CSV file indicating which row was changed, which column, which value was there before and which value should be there after the change



The observer can click on the "data" button again just to confirm the change was applied correctly. In this example, the row #7's 'actor' column got changed from "ALO" to "PPP" correctly. The observer can then change other rows that had "ALO" in them. Tapping on any point outside the menu should make it go away



After correcting the data, the user can unlock the map, tap on the new individual found, add the label and lock the map to proceed with the session. Unlocking the map will add a note to the CSV file indicating the session was paused, then another note indicating that the session got started again after the map gets locked again



To end the session, the user can click on the left arrow button on the top left corner of the screen

2024-09-27 13:28:10 hogwarts slytherin north	2:10 PM Fri Sep 27				중 100% ■
2024-09-27 13:28:10 hogwarts slytherin north			Observer: mani	New Observ	
	2024-09-27 13:28:10	hogwarts	slytherin	north	
	1				

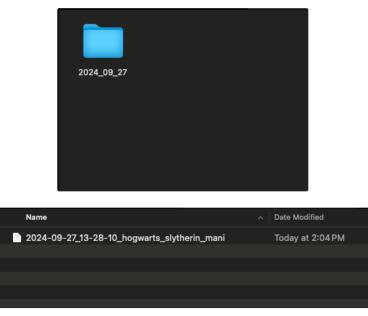
New observation will be listed on the top of the table, the oldest will be at the bottom

CSV output

BASIL_will create a folder called "BASIL_Data" to store all the CSV files generated by each observation session

BASIL_Data

Every day, a new folder will be created inside BASIL_Data, here all the CSV files of that day will be created. To trigger this functionality, an observer user must start a new observation.



The session CSV file name will include date, created_at time, flightpen ID, group ID and observer name

CSV Data

Headers: date, clock_time, decimal_time, flightpen, group, location, actor, target, action, observer, notes

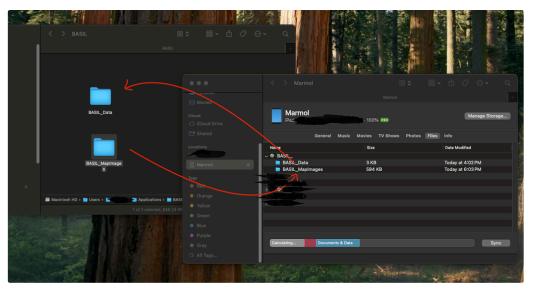
	2024-09-27_13-28-10_hogwarts_slytherin_mani
2024-09-27,13:40:36:001,13.67666 2024-09-27,13:45:50:625,13.76388 2024-09-27,13:45:56:175,13.76328 2024-09-27,13:45:100,13.765352 2024-09-27,13:46:06:509,13.766333 2024-09-27,13:46:06:509,13.766333 2024-09-27,13:57:14:30,13.76335 2024-09-27,13:57:14:31,3.97316 2024-09-27,13:57:14:31,3.95383 2024-09-27,13:57:22:66,13.955833 2024-09-27,13:57:23:803,13.955888 2024-09-27,13:57:23:803,13.955888 2024-09-27,13:57:23:803,13.955888	<pre>htpen,group,location,actor,target,action,observer,notes 6666666666,nogwarts,slytherin,north,N/A,N/A,N/A,Mani,Session started 8888888,hogwarts,slytherin,north,B0B,POO.contact call.mani, 2222222,hogwarts,slytherin,north,POB,POD,ofights,mani, 555555556,hogwarts,slytherin,north,POP,PPP,clean,mani, 1333333334,hogwarts,slytherin,north,PPP,PCP,varning call,mani, 666666667,hogwarts,slytherin,north,N/A,N/A,N/A,mani,This is a useful note 11111111,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Changed row #7 [actor]: ALO → PPP 88888888,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Session started 188888888,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Changed row #6 [target]: ALO → PPP 111111111,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Session started 1888888888,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Session started 1888888888,hogwarts,slytherin,north,N/A,N/A,N/A,mani,Changed row #1 [action]: flirts → fights 555555556,hogwarts,slytherin,north,N/A,N/A,N/A,Mani,Session ended</pre>

Notes will always display N/A for columns: actor, target, action

Transfer Data

•••	< > Marmol		
E Movies		Marmol	
iCloud ← iCloud Drive [←] Shared	Marmol	- 98% 🗭	Manage Storage
	General Music Mo	vies TV Shows Photos Files	Info
	Name	Size	Date Modified
🔲 Marmol 🔺	✓	3 KB	Today at 4:02 PM
Tags	BASIL_MapImages	882 KB	Today at 3:58 PM
• Red	→ 🕲 Brave → Contro Scentive		
Orange	> Colorent Contin		
Yellow			
Green			
• Blue			
Purple			
● Gray	Documents & Data Other		Sync
O All Tags			

Connect the iPad via USB. These folders will be under BASIL_



To transfer from the iPad to a Mac and vice versa you can drag the folders back and forth

Glossary for BASIL

- Admin User: The primary user responsible for managing their own credentials, settings, and configurations within the BASIL_App.
- Observer: A frontend user who will be able to create and modify observation sessions.
- Individual: An entity representing the observation subjects: Label, Flightpen (where the individuals are contained) and Description (optional property to describe the individual). Individuals can be either actor or target.
- Observer: A frontend user who will be able to create and modify observation sessions.
- Behavior: A group of actions that the individuals can perform during an observation, it can have sub-behaviors or be the end action to be printed in the CSV output file.
- Import file: The CSV data responsible to create the flightpen groups configuration.
- Flush Sessions: Admin action that deletes all observation entries without affecting the data files stored in the BASIL_Data folder.
- Map Images: Images representing flightpen groups, which are uploaded and configured in the backend to be used for behavior mapping.

- **Behavior Mapping**: The process during an observation where an observer logs interactions between individuals, including actors, targets, and actions.
- Observation Session: A session where observers record individual behaviors, interactions, and notes, which are saved as CSV files in BASIL_Data