

# Getting Started with Cleared Leaf Image Database

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## Table of Contents

1. Access the Database .....	1
2. User Registration .....	1
3. Login.....	2
4. Become a Curator .....	2
5. Create Image Collection .....	2
6. Manage Collection Membership .....	2
7. Add Images to the Managed List.....	3
8. Bulk Download Images .....	3
9. Upload Processed Images .....	3
10. Upload Image Metadata.....	4

## 1. Access the Database

To experience full functionality of the database, specifically bulk image upload, we encourage scientists and end users to use a HTML5 compliant browser to access the database.

Access the following url in a browser:

<http://www.clearedleavesdb.org>

It will prompt for username and password. Enter 'leafbase' for user name and 'LEAFBASE' for password. Please note, username and password are case sensitive.

## 2. User Registration

Please register to create and manage your own image collections. To register, please click on the 'Register' link on the top right corner of the database web site. An email will be sent to your account with login information. Please check your email account after registration for an email

from [admin@clearedleavesdb.org](mailto:admin@clearedleavesdb.org). If you have email filters setup, the email might land in your ‘trash’ folder. Follow the instructions on the email.

### 3. Login

If you are a registered user of the database, use the ‘Login’ link on the database web site to login to the database.

### 4. Become a Curator

A registered user has full access to the database except bulk upload of images. So, to bulk upload images become a **Curator**. Please access the “**How to be a curator**” sub-menu under the “**Curators**” menu and fill out a form by clicking on the ‘**form**’ link on the page. User will be notified via email on approval of the request. Note that applications for curator status may take 1-2 week to be processed. Our objective is to personally review each request for a curator.

### 5. Create Image Collection

To create an image collection, please select “**Create Collection**” sub-menu under “**Collections**” menu. To create a private/public image collection, select collection visibility option appropriately. After saving the collection, user will be directed to collection view page, where he/she can click on the “Leaf Image” in “Add to Collection” section to add a leaf image to the newly created collection. If user is a curator, he/she can access the “**Bulk Upload Images**” sub-menu under the “**Collections**” menu to upload more than one image.

### 6. Manage Collection Membership

Collection administrator can manage user and their roles in a collection. By default collection administrator can add new members to the group and manage group membership requests, but cannot edit roles and permissions.

To add new member to the collection:

- Go to “My Collections” page by selecting the “My Collections” sub-menu under “Collections” menu.
- Select the collection name to which you want to add a member.
- Click on “Group” tab
- Click “Add people” link.

A registered user can even request membership for a collection by clicking on the “Request collection membership” link of the collection view page. All membership requests can be managed by collection administrator by taking following steps:

- Go to “My Collections” page by selecting the “My Collections” sub-menu under “Collections” menu.
- Select the collection name to which you want to add a member.
- Click on “Group” tab

- Click on “People” link

To create custom user roles and permissions:

- Go to “My Collections” page by selecting the “My Collections” sub-menu under “Collections” menu.
- Select the collection name for which you want to override roles and permissions.
- Click on the ‘Edit’ tab
- Select “Override default roles and permissions” option and click save.
- Click on the “Group” tab.
- Click on “Roles” and “Permissions” link to manage roles and permissions respectively.

## 7. Add Images to the Managed List

Images can be added to the managed list either from the collection view page or from search page. To add images from the collection view page follow these steps:

- Select one collection from the “Collections” page (i.e. click on the “Collections” menu) to go to the view page.
- Select images by clicking on the checkboxes next to it and add them to “Managed List” by clicking on the “Add to Managed List” button.

Similarly images can be added to the managed list from the search page (i.e. click on the “Images” menu).

## 8. Bulk Download Images

To bulk download images go the “Managed List” page by clicking on the “Managed List” sub-menu under “Images” menu, select some or all images and click on the “Download” button. It will prompt you to save a “.zip” file containing all images and its metadata.

## 9. Upload Processed Images

A registered user can add processed images to the database. Processed images are associated to an image. You can add processed images in either of following ways:

- From the image view page: Select an image from anywhere (Collection view page, image search page) in the site to go to the view page. Click on the 'Add new processed image' link to add processed image and its results to the database.
- Batch upload processed images and its result file using our client application. Please follow the directions mentioned in the following page on the web site.

[http://www.clearedleavesdb.org/tools?qt-tools\\_quicktabs=2#qt-tools\\_quicktabs](http://www.clearedleavesdb.org/tools?qt-tools_quicktabs=2#qt-tools_quicktabs)

## **10. Upload Image Metadata**

A registered user and creator of a collection can upload an excel file (.xls) file containing metadata information for the images in the collection. Go to the collection view page by selecting a collection name from your collections listed on “MY COLLECTIONS” page. From the collections view page, click on the “Upload Metadata” link to upload an excel file containing the metadata. Please see “How to upload metadata for images in a collection?” section on FAQ page on the web site i.e.

[http://www.clearedleavesdb.org/?q=about-clid&qt-about\\_clid=3#qt-about\\_clid](http://www.clearedleavesdb.org/?q=about-clid&qt-about_clid=3#qt-about_clid)