

Trachoma Photo Database - user guide

Contents

How to sign in and access the trachoma photo database (for all users).....	2
To access the site:	2
For Image uploaders	2
Images and metadata	2
1. Create an image folder:	2
2. Upload images:	2
3. Upload image metadata:	3
For image viewers/downloaders	4
To search images and metadata:	4
For expert graders.....	4
To grade images:	4
Annex 1 – Metadata upload template	5

How to sign in and access the trachoma photo database (for all users)

To access the site:

- The [Tropical Data Programme Manager](#) will confirm when you have been added to the site via email.
- Once confirmed, go to trachomaphotos.tropicaldata.org Put in your email to sign in, you will then be sent an email with a link allowing you to log in, rather than needing a password.

For Image uploaders

Images and metadata

This section is separated into 3 distinct steps: (1) creating an image folder, (2) uploading relevant images to the image folder, and (3) uploading the image metadata.

1. Create an image folder:

- Once logged in, click on 'Image folders' on the top menu bar and select 'Create Image Folder'
- Type in an image folder name
 - Image folder name should be unique and reflect the project, study, location or individual where these images have come from. For example, Tropical Data Training workshop, Tanzania, 2019.
 - If you have many images to add from different projects or studies, please add them in batches, separating them out by project.
 - Each image eventually uploaded to an image folder must have a unique file name. If you have image files with the same name, they should be separated into different batches or renamed. For example, if 2 different cameras were used, and both cameras used the same naming conventions (e.g., IMG_1.jpg, IMG_2.jpg, etc.), then the photos from these 2 cameras should be uploaded to separate image folders.
 - If you have many photos from one particular project (more than a few hundred), please consider uploading these in smaller batches.
 - If you have longitudinal data, we suggest you upload photos in batches according to the different time points of the project and reflect these in the folder name.
- Ensure that the 'Active' checkbox is ticked and click 'Submit image folder'

2. Upload images:

- Click on 'Images' at the top of the page followed by 'Upload Images'.
- Select the relevant 'Image folder' from the drop-down box.
- Click on 'Choose files' to find and select the necessary images on your computer

- Once images are selected, ensure the permissions checkbox is ticked and then click 'Upload images' on the right.
 - It is important that for each image folder, the photo file names are all unique or they will fail to upload.
 - The site will confirm when the images have been successfully uploaded. If there are many files, it may take a few minutes depending on the size of images and your connection.
 - We suggest that if possible, please do upload photos in their unedited, original format, as this will also automatically upload and allow us to capture any EXIF data (i.e., the settings of the camera).

3. Upload image metadata:

- Click on 'Images' on the top menu bar followed by 'Upload Metadata'.
 - Select the relevant image folder from the drop-down box.
 - Click on 'choose file' to find and select the corresponding metadata file on your computer, and then click 'Import Metadata' on the right.
 - You will need to **prepare this file in advance** using our template [here](#). The system will confirm when metadata are successfully uploaded.
 - **A more in-depth guide to completing the metadata template can be found in Annex 1 of this guide. Please review this prior to filling in the template to help us maximise standardisation of data fields as far as possible.**
 - The only required fields for the metadata file are the image file name, located in the "Photo ID" column, and country. Image file names must include the file extensions (e.g., Picture1.jpg). As noted earlier, all photo IDs must be unique for a given image source.
 - Provide as much information as you have of the relevant metadata for each photo. If you do not have the relevant metadata then leave those fields blank.
 - If you have additional metadata that do not fit under any of the given columns, these can be entered under 'other.' Alternatively, additional columns can be created in the sheet, however, we ask you to speak to [the Tropical Data Programme Manager](#) first so we can try and ensure as much standardisation of metadata as possible.
 - Should you have any difficulties preparing this file for upload, please contact the Tropical Data Programme Manager: admin@tropicaldata.org.
 - Click on "Images" on the top menu bar followed by 'Images List' to view all uploaded images and confirm your images and metadata have been successfully uploaded.
-

For image viewers/downloaders

To search images and metadata:

- Go to 'Images' on the top menu bar followed by 'Images List'. Here you will find all uploaded images in a list. They can be searched by file name, image folder (using the drop down), by grading set or by metadata.
- To view an image and its metadata, click on the image thumbnail or the filename. Any metadata will be displayed to the right of the image.

For expert graders

To grade images:

- Once logged into the site, a shortlist of grading sets assigned to you will show on the home screen. To view the full list of assigned grading sets please select "Grade" on the menu bar. Grading sets will appear, each one in a different box. Each one will display key details of the grading set including its name, how many images it contains and the progress made in grading those images.
- Select a grading set to complete by clicking on the name.
- An image will be displayed, examine the image and respond to the question relating to quality. A second question will then appear asking you to confirm if the eyelid is everted.
- Further questions will now appear. If you selected 'yes' to the eyelid being everted, these will relate to the presence of TF, TI and TS. If you selected that the eyelid was not everted, the questions will relate to upper eyelid and lower eyelid trichiasis.
- Even if the image is of poor quality, please go ahead and attempt to grade the image using the scale given, for each sign of trachoma.
- Once you have selected your responses, click 'submit grading' to move to the next image in the grading set.
- Once you have reached the end of the images in that grading set, the system will confirm that all images in the set have been graded. Click 'complete grading' to return to the grading dashboard.
- If you need to exit the site prior to completing the grading of a particular grading set, the system will automatically save your progress and allow you to continue from where you left off the next time you log in.

Annex 1 – Metadata upload template

An explanation of the column headers in the metadata upload template, how to complete these and an example for each.

Photo ID	Participant ID	Which eye?	Country	Year taken	TF (original field grade)	TI (original field grade)	TS (original field grade)	TT (original field grade)	TD or GTMP certified grader?
These must be unique for each template/image folder and include the file extension	As per the original study, if this information is available. This will help us identify where multiple pictures may have been taken of the same eye/person	Type 'right' or 'left', if you have this information available	Type in name of country where the photo was taken	Enter the year the photo was taken, if known	If you have a record of the grade given to this photo by the original field grader, please enter 'present' or 'absent' otherwise leave blank.			As per the previous field, mark 'absent', 'present' or leave blank. For newer photos, we will assume graders are using the updated 2019 WHO definition of TT, which considers the upper eyelid only. For older photos that were graded prior to this change, you may give us the previously assigned TT grade.	Please type 'yes' in this field if the field grader was certified under the Global Trachoma Mapping Project or Tropical Data, and 'no' if they were not. Leave blank if unknown.
Picture2.jpg	101A	Right	Kenya	2016	Absent				Yes

Continued on next page...

TF (original photo grade)	TI (original photo grade)	TS (original photo grade)	TT (original photo grade)	Captured by	Other
<p>Enter 'present' or 'absent', based on the original (consensus) grade assigned by grader(s) to the photo, if you have a record of this. If not, please leave blank.</p> <p>If this is a consensus grade we would suggest the addition of a new column in the template labelled 'Number of original graders' to capture how many graders were involved to achieve this consensus grade.</p>			<p>Grade entered as per the previous field or left blank. For newer photos we will assume the use of the updated 2019 WHO definition of TT, which considers the upper eyelid only. For older photos that were graded prior to this change you may give us the previously assigned TT grade.</p>	<p>This refers to the photographic equipment, please enter 'smartphone' 'SLR' or 'other'</p>	<p>For any other data you believe may be pertinent for future research or as background to the photo. If none, please leave blank.</p> <p>As this field is not standardised it may not be easily found by the database when searching for photos with particular characteristics or information. If you have additional metadata available which you believe would benefit from being easily searchable, please discuss with the TD Programme Manager.</p>
Absent	Absent	Present		Smartphone	