

Flannotator administration manual

Introduction

The Flannotator should be set up to run normally day to day, but occasionally things will need to be added, edited or removed.

In order to run the admin section, you will need to have level 10 admin privileges. Ask your current Flannotator administrator for access.

Adding new users:

Add a new user

Enter Username:

Enter Password:

Full name:

Email address:

User level:

Laboratory:

New users will need their details emailed to them before they can access their accounts.

User levels:

Browse only	Can only view stock reports and do queries up to a specified batch
Annotator	Can annotate lines and view stock reports up to completed batch
Annotator + stocks	Can annotate lines and view stock reports up to completed batch, and edit stock information

Power user	Can annotate lines and view stock reports for any batch, and edit stock information
Administrator	Can do everything!

To add new laboratory group information, please refer to the 'add custom menu items' section

Editing new users:

Sometimes it may be necessary to edit a user's details, whether to reset a lost password or to update the batch number they have annotated up to.

Select a user to edit:

hwhitecooper ▾ next

Once you've selected which username to edit you can change the various options originally set up in the 'add user' section. Click on 'Accept changes' to write the information to the database.

User ID	Username	Password	Lab code	User level	Batch complete	User email	Full name
26	hwhitecooper	Reset	Cambridge Genetics ▾	Annotator ▾	9 ▾	helen.white-cooper@zoo.ox.i	Helen White-Cooper

Accept changes

Adding transposon constructs

Add a new construct

Enter construct:

Enter frame: ▾

Add construct

Enter the construct name and the frame the YFP is in. Click on 'add construct' to accept the changes

Editing transposon constructs

Select a construct to edit:

PB{FSVS-0} (frame 0)	next
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You can change the name of the construct or YFP frame on the next page. Click on 'accept changes' when you are finished.

Construct name	Frame
PB{FSVS-1}	1
Accept changes	

Adding a donor line

Add a new donor

Donor name:

Construct name:

Genomic location:

Chromosome:

If you don't have any YFP constructs set up yet you will have to add one with the 'add construct' admin option, otherwise the software will not be able to calculate whether any insertions with that donor are in frame or not. You can also enter the release5 scaffold and chromosome location of the donor here - if you don't know the sequenced location you can edit the donor line later.

Editing a donor line

Select a donor to edit:

754-1-2 Gla	▼	next
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You can edit any donor details here. Please note that changing the construct may change the frame information of the donor as well. Click on 'accept changes' when you are finished.

Donor name	Construct name	Location	Chr
754-1-2 Gla	PIGP3{FSVS-0} ▼	21311308	2L
<input type="button" value="Accept changes"/>			

Add news

Add a news item

Enter title:

Enter news text:

To keep the website more up to date news items can be added which will appear on the home page. The title will appear under 'latest news' on the front page and will be automatically linked to the main article.

Latest news:

[Simple queries](#)

[10,000!](#)

[New admin functions](#)

[New developmental stages](#)

[Protocol for 'glowing somewhere..'](#)

[NOT expression annotation](#)

For the main article text please use HTML code (eg for a newline, use the code
). You can also add tables and text formatting using HTML.

Editng news

Edit a news item

Use this menu to edit news, either to add / remove information or reformat an article.

Add a news item

Enter title:

Enter news text:

Administration functions have been added to allow users to edit experiment details, delete unwanted images or delete entire experiments (including all images and annotations).
WARNING!! once done the deletion actions cannot be undone, so please be very sure you want to do it before continuing.
For deleting unwanted images please move them to the unsorted bin first.

Add news

Add batch

Add a batch number to a list of stocks

Entering a batch number that already exists will add more lines to that batch.

Enter batch number:

Paste in CPTI codes, separated by newlines:

```
CPTI-004000  
CPTI-004001  
CPTI-004002  
CPTI-004003  
CPTI-004004
```

Add batch

Enter a batch number and paste in the line numbers (either from a text file or from Excel) into the text box: lines should be separated by new lines. If you enter a batch number that already exists the new stocks will be added to that batch.

Adding a line which already exists in another batch will overwrite the original information.

Edit batches

Edit a batch

9 ▾

Edit batch

Choose the batch number to edit.

Edit a batch

Please enter the new batch numbers for stocks of interest. To remove a stock completely from having a batch number set its value to 0

CPTI-000787	9
CPTI-000944	9
CPTI-001403	9
CPTI-001457	9
CPTI-001473	9
CPTI-001527	9
CPTI-001636	9
CPTI-001728	9
CPTI-001796	9
CPTI-001802	9
CPTI-001881	9
CPTI-001883	9

To move a stock to a different batch number enter the desired number in the text box. If you want to remove a stock from all batches set its code to zero. Click on 'save changes' to continue.

Setting a batch to 'sent off'

Choose a batch to set to 'sent off'

7 ▾

set batch

Once a batch has been sent off to the other labs for annotating, use this option to confirm that they have been sent.

Delete COPAS experiments

Delete COPAS experiments

WARNING! THIS ACTION IS NOT REVERSIBLE!

Select experiment to delete:

Delete COPAS experiment

Choose the experiment number that you want to delete. You will get one extra warning before the decision is final. Once an experiment is deleted it cannot be undone, so make sure you really want delete it before continuing.

COPAS experiments can be edited using the *stock* menu on the Flannotator front page.

Add custom menu option

Choose a custom menu to add a new item to

eye_colour ▾

Next

The Flannotator uses a number of custom menus which you can add options to.

Menu type	Use
Eye_colour	Eye colour codes for use in stock description
Lab_info	Used in adding users – information about the lab a user belongs to
Microscope_chooser	Microscope type used in custom CV lists and experiments
Pcr_primers	Primers used in inverse PCR. Not currently used
Stock_balancer	Balancers used in stock description
Stock_chr	Chromosome stock is balanced to
Stock_lethality	Lethality code for stock description
Stock_owner	Fly stock owner / person looking after the stocks

After choosing a custom menu, current options are displayed with space to add up to five new items. If you have less than that to add just leave them blank

- 0, unknown
- 1, Leica MZ6
- 5, hubble
- 7, Leica MZ16F
- 8, Zeiss LSM 510 confocal
- 9, Zeiss Axioplan 2
- 10, Yokogawa Spinning Disk
- 11, Olympus BX50
- 12, Zeiss PASCAL
- 14, Leica SP2
- 15, Olympus 1X70
- 16, Zeiss ORTHOPLANE
- 17, Olympus FluoView1000

New item:

New item:

New item:

New item:

New item:

Clicking 'next' will confirm the new menu items.

Edit custom menu item

Choose a custom menu to edit

Choose the custom menu you wish to edit.

Edit items for microscope_chooser:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Item:

Here you can edit any custom menu options. If you want to delete any of them, remove all the text in the box. Click on 'next' to confirm any changes.

Set up tissue types

Occasionally it may be necessary to add new tissue types for annotators to use. You can do this by selecting a cv anatomy term in the left box and clicking 'add' to add them to the list on the right.

Click on 'update tissues' when you are finished.

The following form allows you to customise the tissue categories

2. Choose from a list of tissue types.

Term list

- mushroom body
- mushroom body primordium
- myoblast
- myofibril
- myotube
- mystery cell
- Nebenkern
- Nebenkern derivative
- neck
- nerve

Add >>

Tissue categories

- adult tracheal system
- cell
- central nervous system
- circulatory system
- digestive system
- embryonic adipose system
- embryonic brain
- embryonic central nervous system
- embryonic circulatory system
- embryonic digestive system
- embryonic endocrine system

Update tissues

Remove

Select Matching Options: Search

You can also remove tissue categories by highlighting one and clicking on 'remove'. If you try to remove a tissue type which has any annotations associated with it an error will be displayed and it will not be removed.

Deleting sequencing data:

Sometimes it may be necessary to delete sequence data for a particular line (for example the wrong information was entered).

Select a stock to remove sequencing data from:

CPTI-000110, line 1

Click on '*delete sequencing data*' and then choose the line you wish to look at. Click on *next* to continue

Select sequences to remove for CPTI-000110:

Location	Chr	End	Plate	Select
3629601	2L	5	133	<input type="checkbox"/>
2139262	X	3	133	<input checked="" type="checkbox"/>

DELETE SELECTED SEQUENCES

Select which sequences you want to delete by clicking on the appropriate checkboxes. Click on '*delete selected sequences*' to remove that sequence data from the database.