

LIFEPLAN

A PLANETARY INVENTORY OF LIFE

How to operate the *LifePlan System*

User Instruction Manual

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Developed by:

Slagkryssaren AB

In association with:

Project LIFEPLAN

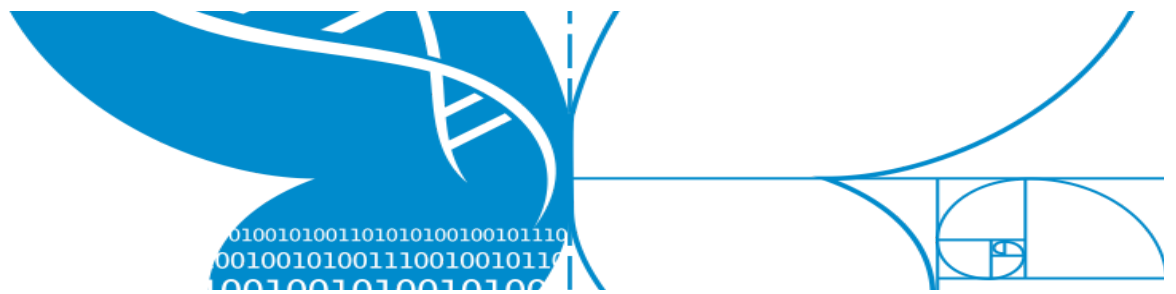


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1 Introduction

Welcome to the *LifePlan System*. Part of Project LIFEPLAN, the *LifePlan System* has been developed to help you register and track your *LifePlan* samples.

1.1 About *Project LIFEPLAN*

1.1.1 Teams

Each user is attached to one or more Team. A Team is a group of users responsible for a Site, or two sites (natural and urban) in the global design. Each team has a name and a three-letter code.

1.1.2 Sites

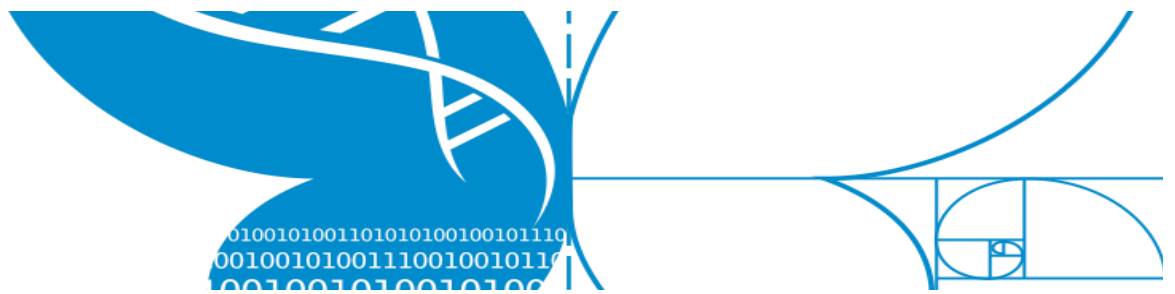
A site is a 100 x 100 metre plot that contains all the different kinds of sampling equipment.

1.1.3 Traps

Every trap has a QR code. That QR code is connected to a particular site. Don't move equipment between Sites except when switching between your team's natural and urban locations. When you switch, remember to change the QR code sticker on the trap. Contact us if you need to move equipment otherwise.

1.1.4 Activities

Every time you collect a sample and scan the trap and sample container QR codes, an Activity will be registered. This is the metadata that tells us where and when each sample was collected.



1.2 Contact

lifeplan@helsinki.fi

For general news and information about the project visit
www.helsinki.fi/en/projects/lifeplan

For reporting damaged equipment: email
lifeplan@helsinki.fi

1.3 LifePlan System

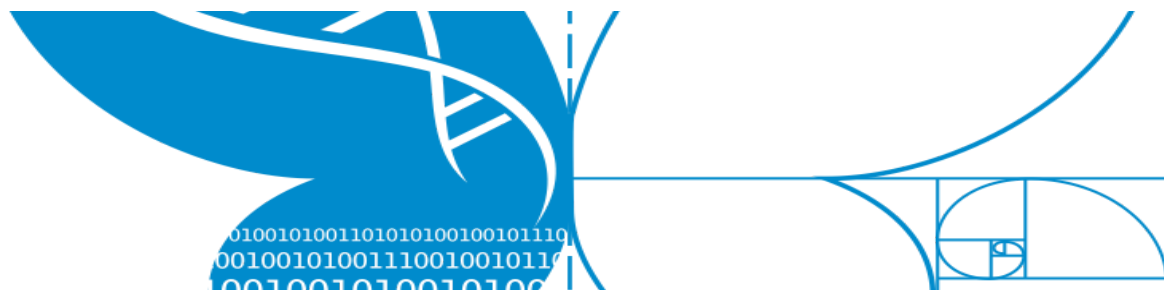
The *LifePlan System* consists of three individual parts, namely:

- **LifePlan Mobile app** - for *Android* and *iOS*
- **LifePlan ADMIN portal** - for *Google Chrome* and *Microsoft Edge* web browsers
- **Nextcloud** - for *Windows* and *Mac*

The *mobile app* is used for registering sample placement or collection activities. The app collects important metadata such as sample location, collection date, sample condition, etc.

The *LifePlan ADMIN* portal allows you to do many things, e.g. manage profile settings, track team activity and more. You may also register new collection or placement activities if there would be a problem with the mobile app.

Nextcloud is the open source cloud software you will use to conveniently transfer the large amount of image and audio data you collect to LIFEPLAN



1.4 Traps and Samples

There are a total of 6 different sample collection methods used throughout *Project LIFEPLAN*.

Some collection methods require both a reusable trap and a disposable sample container, while others only require a disposable sample container.

The 6 sample collection methods are as follows:

Method	Trap	Sample Container
Cyclone	Cyclone Sampler	Cyclone Vial/Tube
Malaise	Malaise Trap	Malaise Bottle
Photo	Camera	SD-Card (camera)
Audio	Audio Recorder	SD-Card (audio)
Soil	-	Soil Sample (plastic bag)
Root	-	Root Sample (plastic bag)

Below follows a collection of photos, depicting every Trap and sample container.



Each Trap and Sample Container has a **unique** ID Code associated with it (see section about ID Codes).



Important: You **CANNOT** replace a Soil Bag with a Root Bag or a Camera SD-Card with a Audio SD-Card.

This will **cause problems** when registering Collection or Placement activities.



1.4.1 Missing or broken equipment

If a trap or other equipment is missing, severely damaged or has any other critical issues: please contact *Project LIFEPLAN* as soon as possible using the contact information provided in the beginning of this Users Introduction Manual.

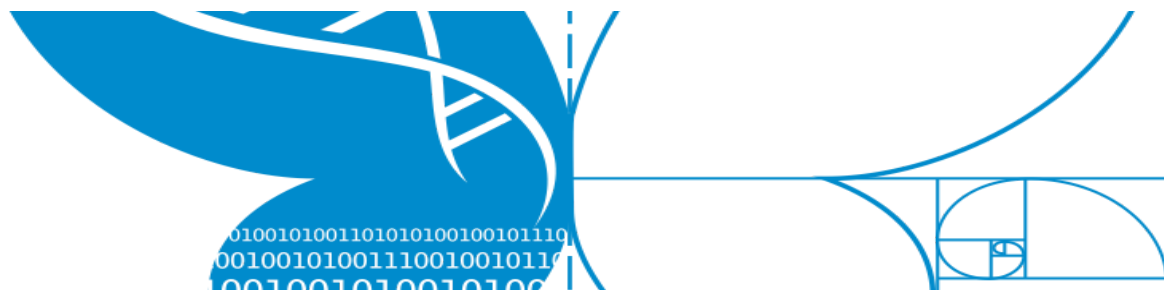
Always include as much relevant information as possible, e.g.:

- Your name
- Team name / ID
- Country (site location)
- Site name / ID
- Equipment type and ID Code (if available)
- Sample ID Code (if available)
- Problem description (what is the problem)
- Problem cause (if known)
- Have you solved the problem, if so how?



Cyclone Sampler and Cyclone Vial



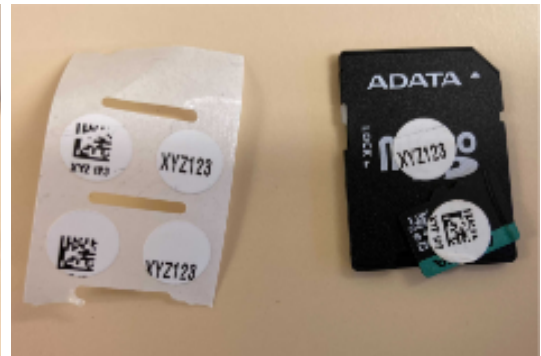


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Camera trap and image SD Card

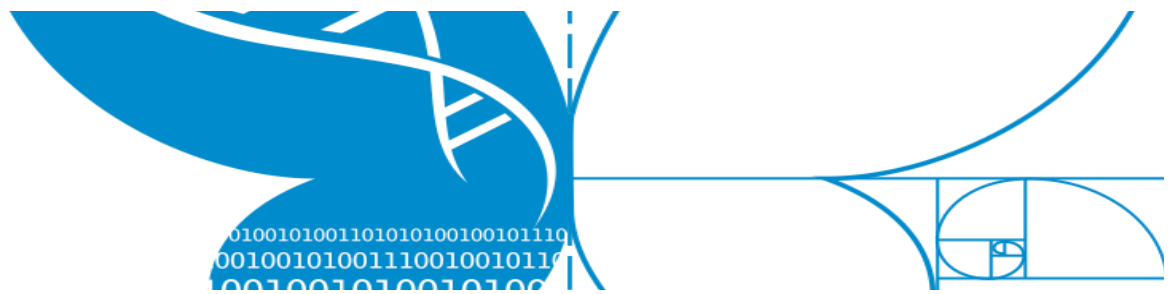


AudioMoth and audio microSD Card



Soil Sample bag





1.5 ID Codes

Every trap (malaise trap, cyclone sampler, camera, etc.) and every sample container (bottle, plastic bag, SD-card) has a sticker with a **unique ID code** printed on it. The ID code is represented by a “QR-code”, “Data-Matrix” or Barcode.



Above or below each QR code, Data Matrix or Barcode, the ID code is also printed with **letters and numbers**.



The LifePlan Mobile app is capable of scanning QR Codes, Data Matrix and Barcodes.

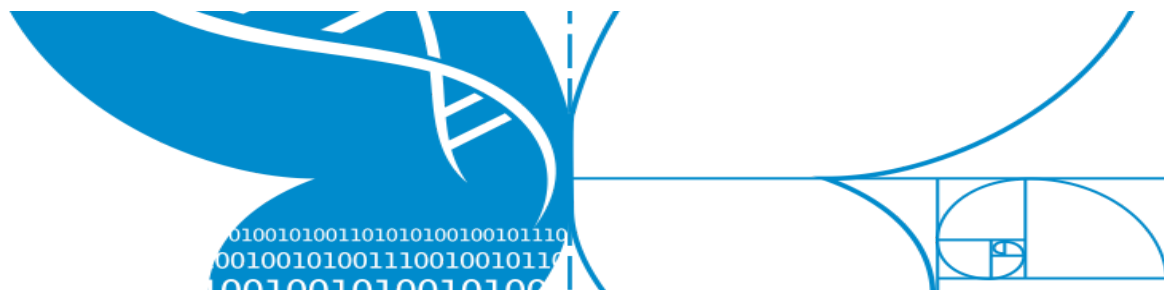


2 Getting started

Before you can begin placing and collecting samples you need to do a few things.

First, you should have received a registration email from Project LIFEPLAN. The registration email includes your **username** and a **temporary password**.

Please **follow the instructions** of the sections below to successfully set up your personal *LifePlan* account.



2.1 LifePlan ADMIN - Setup

Before you can begin collecting samples, the first thing you need to do is to set up your LifePlan account using the *LifePlan ADMIN*.

2.1.1 First time login

1. Go to <https://lifeplan.luomus.fi/>.
2. If you **do not have a password**, press the ***Forgot Your Password?*** link.

LifePlan ADMIN

Welcome Back!

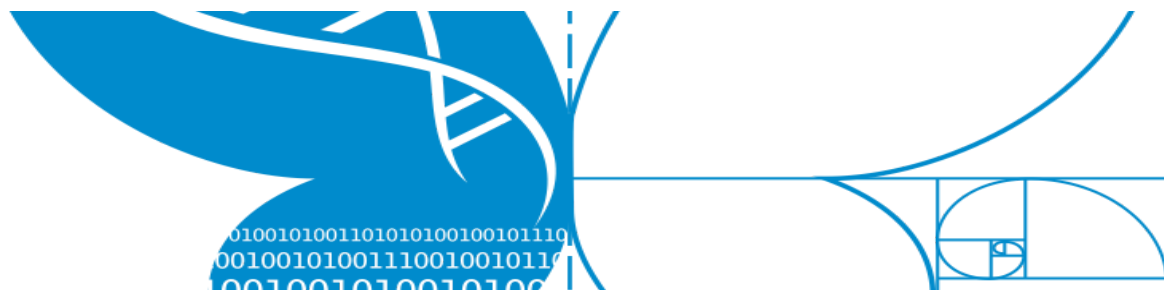
Email Address

carl.linnaeus@slu.se

Password

☐ Remember Me [Forgot Your Password?](#)

Login



- a. Enter your **email address** and press the *Send Password Reset Link*. Use the email address that you used to sign up for LIFEPLAN. If you wish, You can change the email address you use for this later.

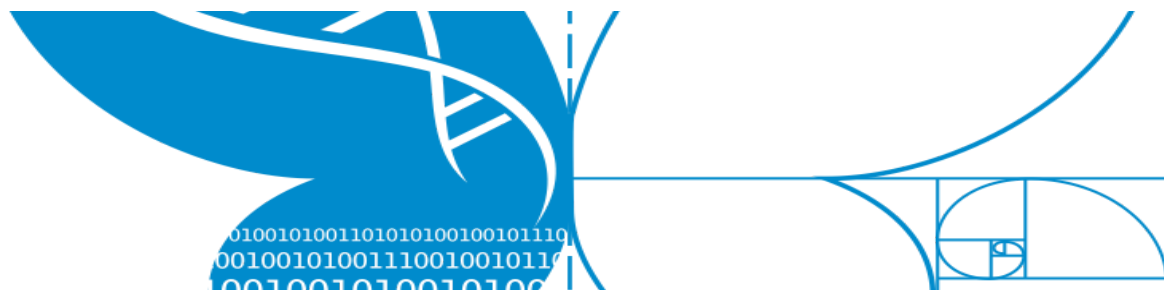
LifePlan ADMIN

Forgot your password?

Email Address

Send Password Reset Link

3. Locate the reset password email in your email inbox. Check your junk mail. If you don't receive it, contact us.
4. Click the reset password link, located in the email. You will get redirected to the *LifePlan ADMIN*.



5. Enter your email address and your new password.

LifePlan ADMIN

Reset Password

Email Address

Password

Confirm Password

Reset Password

6. Enter your **email address** and **password**, and press the *Login* button.

LifePlan ADMIN

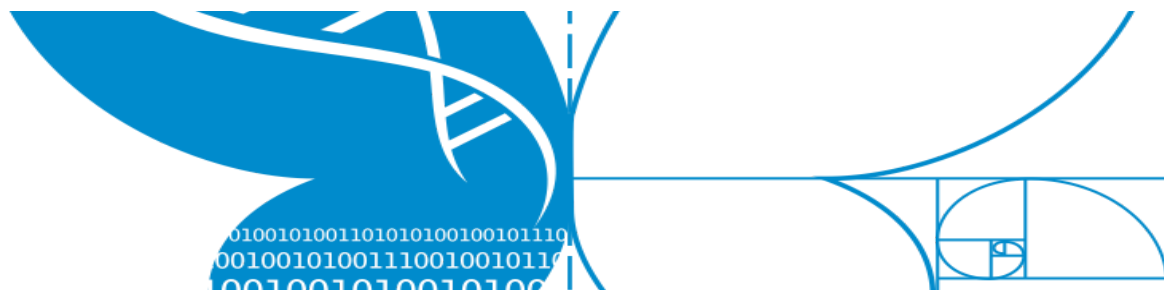
Welcome Back!

Email Address

Password

☐ **Remember Me** [Forgot Your Password?](#)

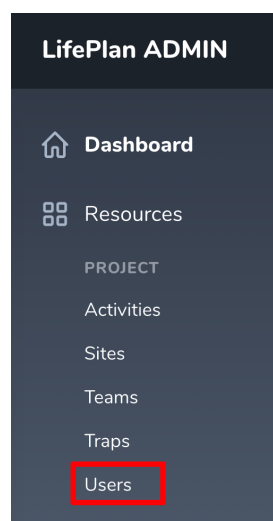
Login



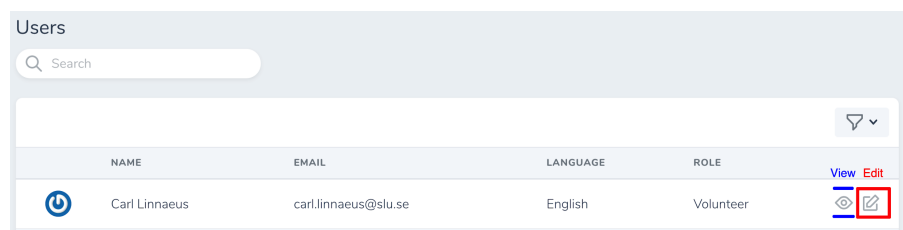
2.1.2 Update profile and change password

This section describes how to update your profile information and set a new password.

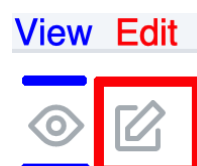
1. In the LifePlan ADMIN, On the left-hand side of the screen, **press Users**.

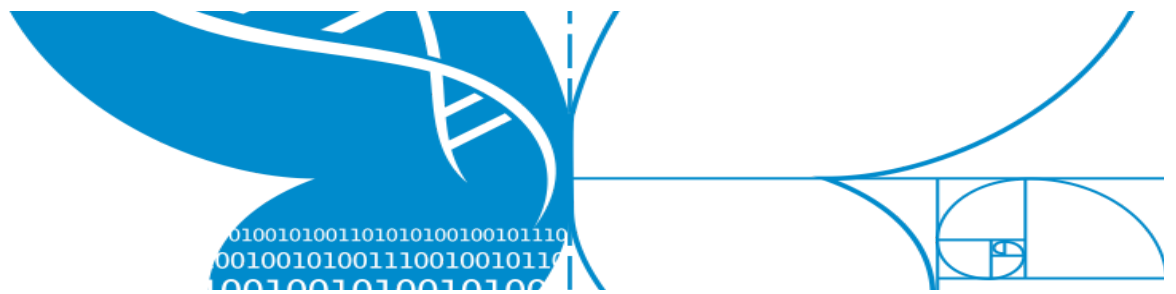


2. On the *Users* page, a list with users is shown. **Locate your user**. You may need to search for your name in the *Users* search box.



3. Click the **Edit symbol** on the right hand side of your profile (see symbol marked with the red square)





4. To change password, enter a new password in the *Password* field - followed by pressing *Update* or *Continue* or pressing *Update User*.

Update User

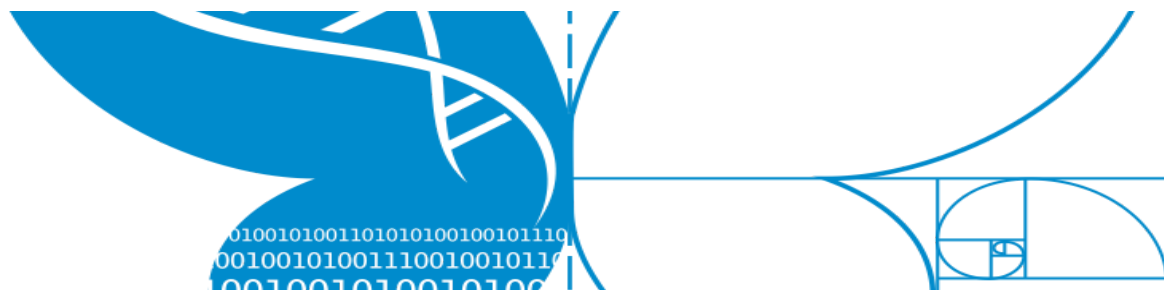
Name *	<input type="text" value="Carl Linnaeus"/>
Email *	<input type="text" value="carl.linnaeus@slu.se"/>
Phone Number	<input type="text" value="+4670-567 80 09"/>
Password	<input type="password" value="Password"/>
Language	<div>English </div> <small>You may need to refresh the page to fully update the language.</small>
Share Profile	<div><input checked="" type="checkbox"/> <small>Share email address and phone number with team members.</small></div>

Cancel Update & Continue Editing Update User

5. You can also change your name, email address, phone number, your preferred language.
6. You may also choose to **Share Profile** which means that your phone number and email address will be visible to your team members.

However, only team members¹ will be able to see your personal information.

¹Project LIFEPLAN coordinators will be able to see your contact information regardless.

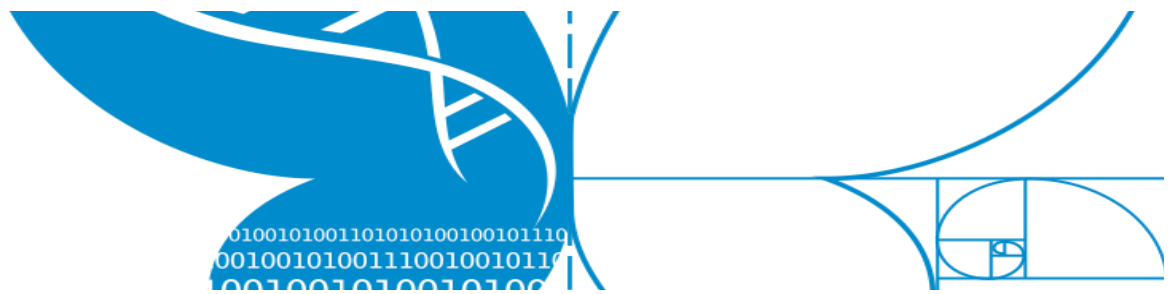


2.2 LifePlan Mobile app - Setup

Before you continue, download the *LifePlan Mobile* app. The mobile app is available for both *Android* and *iOS* devices.

2.2.1 Download the LifePlan Mobile app

1. Open *App Store* or *Google Play*
 - a. For **iOS** devices go to the *Apple App Store*.
 - b. For **Android** devices go to the *Google Play Store*.
2. Search for **LifePlan**, published by *Sveriges Lantbruksuniversitet*.



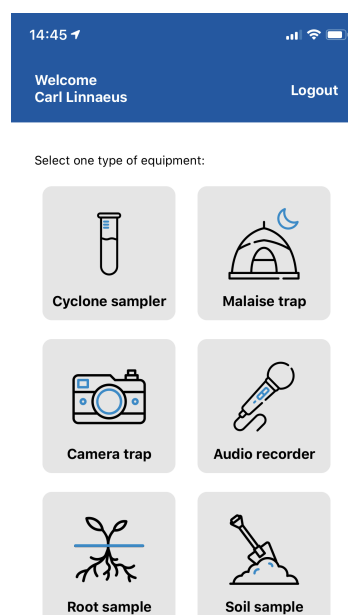
2.2.2 Launch & Login

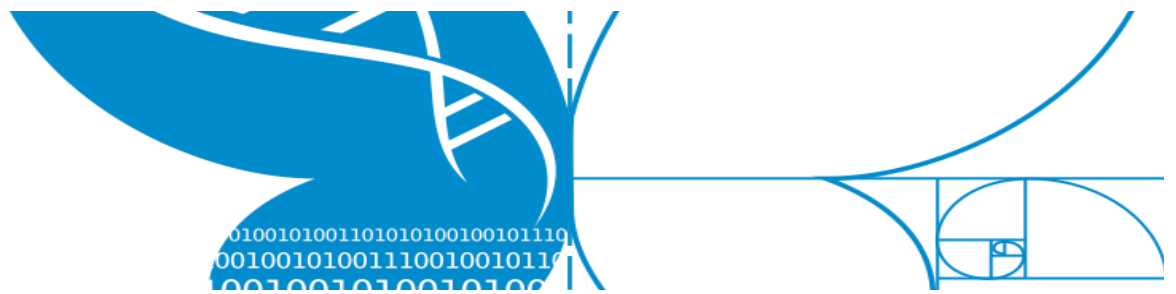
Once the mobile app has been downloaded and installed, launch the *LifePlan* mobile app.

1. Launch the *LifePlan Mobile* app.
2. Enter your **email address** and **password**.
3. Press the **Login** button.



4. When successful, the following screen will appear.





2.2.3 Logging out

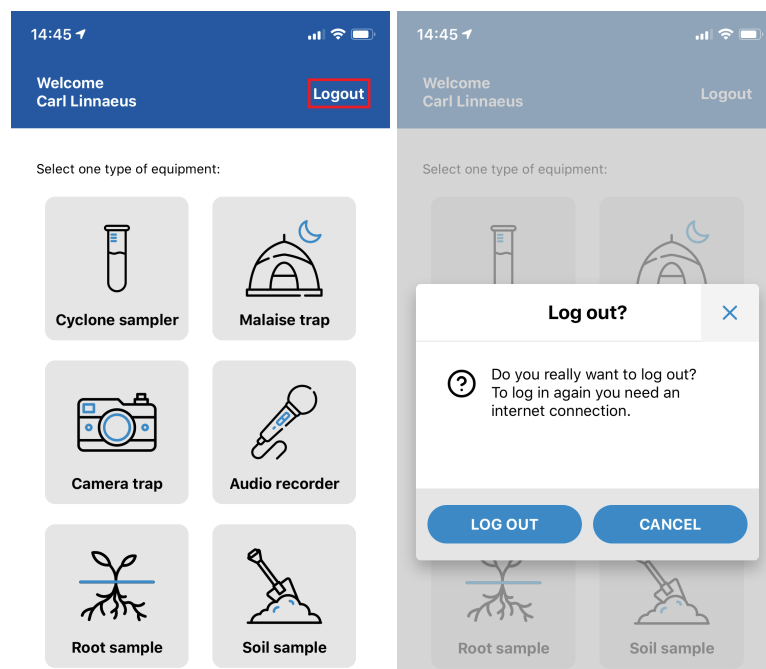


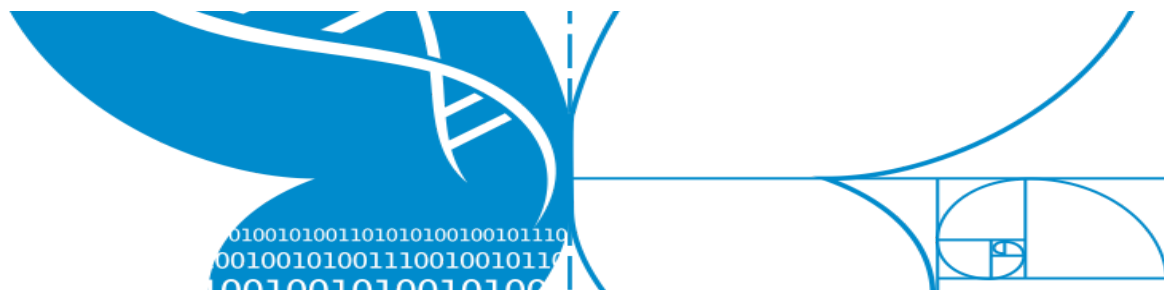
Important: Before logging out!

In order to log in again, you **MUST** have an internet connection. A logged out user **CANNOT USE** the *LifePlan Mobile* app.

Logging out from the *LifePlan Mobile* app:

1. Press the **Logout button** in the top right-hand corner of the screen (see red rectangle).
2. A confirmation dialog window will appear.
 - a. Press the **LOG OUT** button to log out
 - b. Press the **CANCEL** button to stay logged in

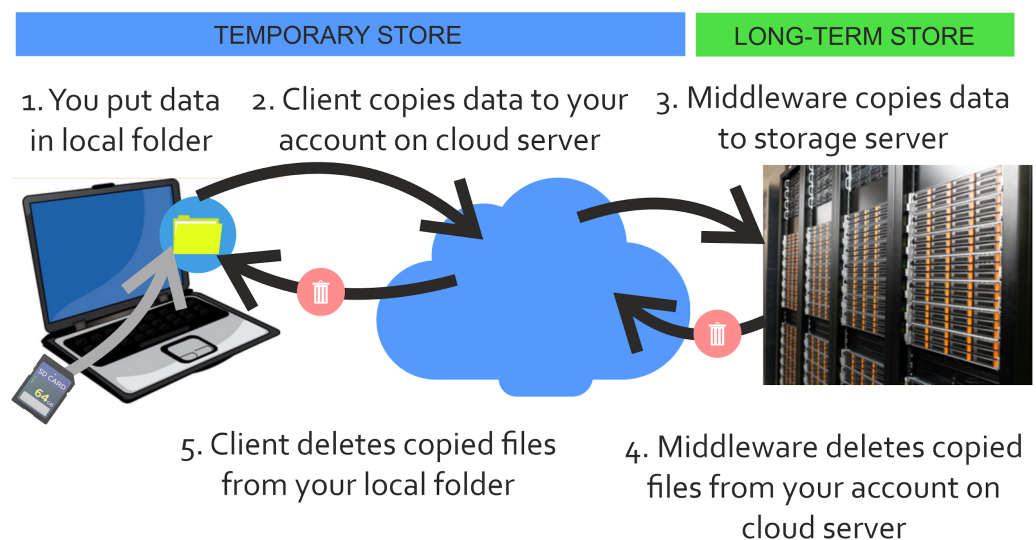




2.3 Nextcloud - Setup

In LIFEPLAN, we collect large amounts of image and audio data from all over the world, including places with sometimes slow internet connections. As this can take multiple days for each week's data, and as there are hundreds or thousands of files to upload and internet connections can get interrupted, you need a cloud-based setup with a local sync client. Nextcloud is open source software, and we have used it to make our own cloud server for LIFEPLAN.

You will create a local folder on your computer where you place the collected data. You will connect this local folder to the LIFEPLAN cloud server with the Nextcloud sync client, which is a free programme you install on your computer. The Nextcloud sync client will copy this data automatically in the background to your Nextcloud folder on the LIFEPLAN cloud server. From there, the data will be moved to our large storage server, and deleted from your Nextcloud account and local folder to make room on your computer.





- www.helsinki.fi/en/projects/lifeplan



3 Weekly field activities

This chapter describes how to register your samples. Everytime you place or collect a sample container you need to register a **placement** or **collection** action. There are two types of activities, namely: Place and Collect.

- If you **place** a new sample container (e.g. a malaise bottle) in a trap you have to register this activity.
- If you **collect** a sample (e.g. an audio SD-card or a root sample) you have to register this activity.

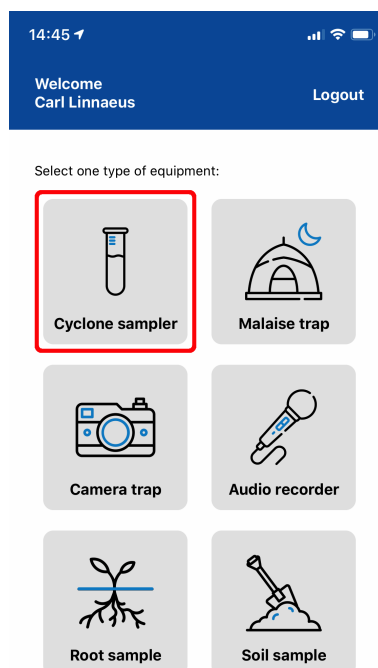
Placement and collection **activities are registered** using either: the *LifePlan Mobile* app or the *LifePlan ADMIN*.

3.1. Register activity using LifePlan ADMIN

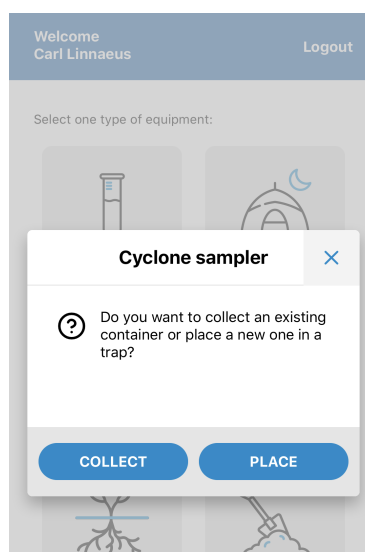
The *LifePlan ADMIN* portal can be used to register and modify, both new and old activities. However, activity submission using the *LifePlan ADMIN* will not be covered by this user instructions manual. Instead, this manual describes how to register and submit new activities using the *LifePlan Mobile* app.

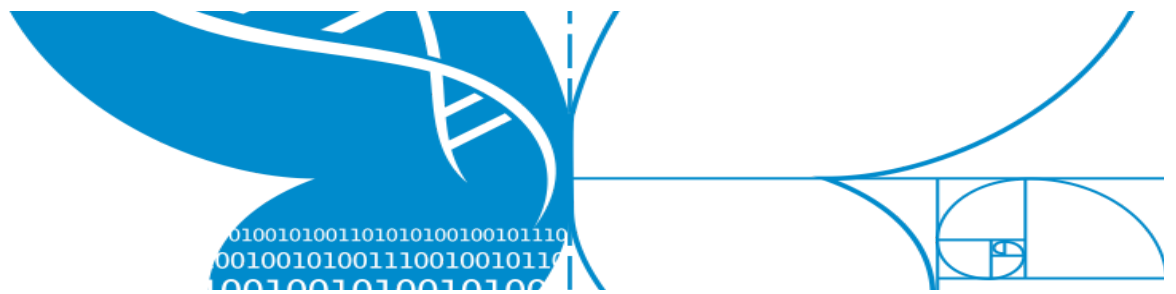
3.2 Register activity using *LifePlan Mobile* app

1. First, **press** the trap/sample you want to place or collect. For example, select the *Cyclone sampler*.



2. Select whether to **COLLECT** a sample **or** **PLACE** a new sample container in a trap.





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For Root and Soil samples there is no trap.

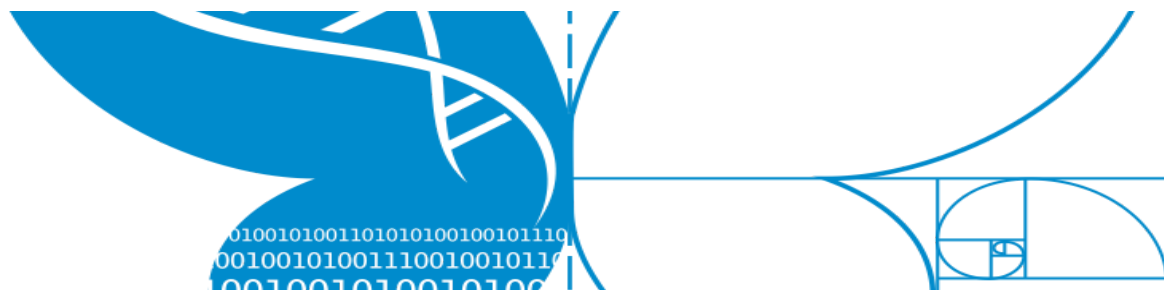
3. Point the camera of your mobile phone towards the **ID code** of the **trap**. You can zoom by pinching out in the camera window, and turn on the phone light from the flashlight icon.

- a. If successful the phone will **vibrate** and show a **green tick mark** alongside the trap code.

1. Scan trap code
Code: ABC123L



- b. If unsuccessful you might get a **red error message** similar to this:



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1. Scan trap code
Code: ?

2. Scan the vial code
Code: ?

You seem to have scanned a Malaise trap instead of a Cyclone sampler.

4. Point the camera of the mobile phone towards the ID code of the **sample** container. You can zoom by pinching out in the camera window, and turn on the phone light from the flashlight icon.

14:53

Cyclone sampler

Cancel

Follow the instructions, then press continue:

1. Scan trap code
Code: ABC123L

2. Scan the vial code
Code: ?

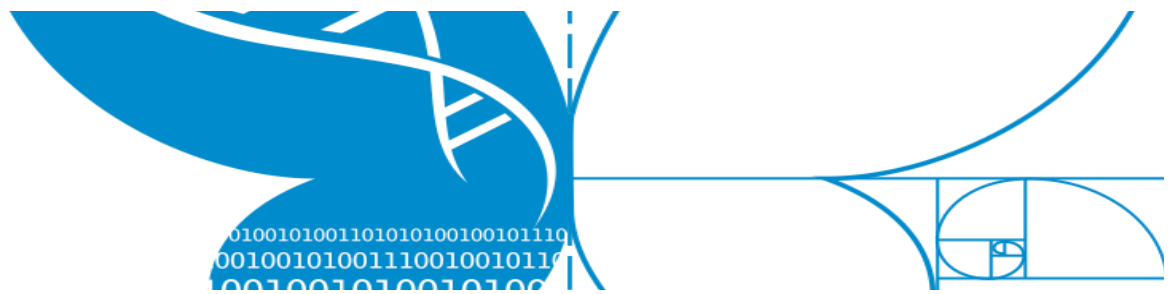
CLEAR

CONTINUE

- a. If successful the phone will **vibrate** and show a **green tick mark** alongside the trap code.

2. Scan the vial code
Code: CBC123J

- b. If unsuccessful you might get an **error message** similar to this:



1. Scan trap code
Code: ?

2. Scan the vial code
Code: ?

You seem to have scanned a Bottle instead of a Cyclone sampler.

5. If you can't scan a particular QR code, there is an option to input it manually by clicking the MANUAL INPUT button. You can then type in the code that you see on the sticker.
6. Now, **double check** that the scanned **ID Codes** are correct.

14:53

Cyclone sampler

Cancel

Follow the instructions, then press continue:

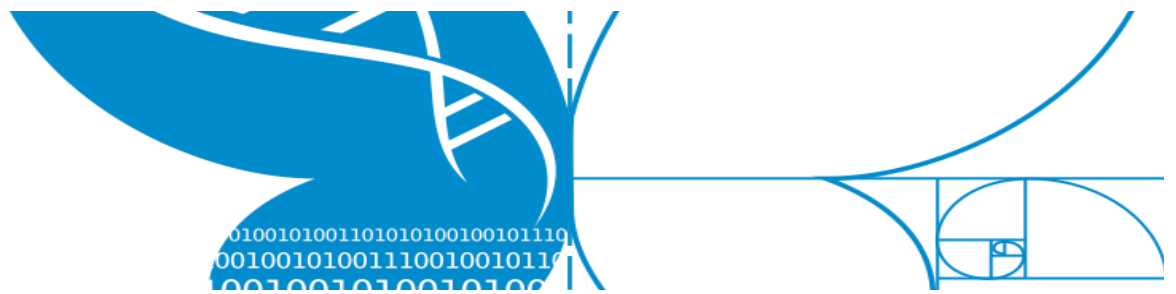
1. Scan trap code
Code: ABC123L

2. Scan the vial code
Code: CBC123J

CLEAR

CONTINUE

- a. If the ID Codes are Incorrect, press **CLEAR** (press once for each green tick mark) and repeat all steps from step 3.
- b. If the ID Codes are Correct - press **CONTINUE**



7. Enter the **trap** and **sample condition**. See chapter 5 for a description of what conditions to use.

Cyclone sampler
Cancel

Trap condition

OK

Issue 1 – Battery died before site visit

Issue 2 – Fallen over

Issue 3 – Frozen

Issue – Other

Sample condition

OK

Issue 1 – Filled with water/ice

Issue – Other

Broken

More information about trap & sample conditions in the user manual.

Notes

GO BACK
CONTINUE

Normal Sample

Root sample
Cancel

Site

My Garden (Garden in Monza)

Sample location

Corner 2

Corner 3

Corner 4

Middle

Composite

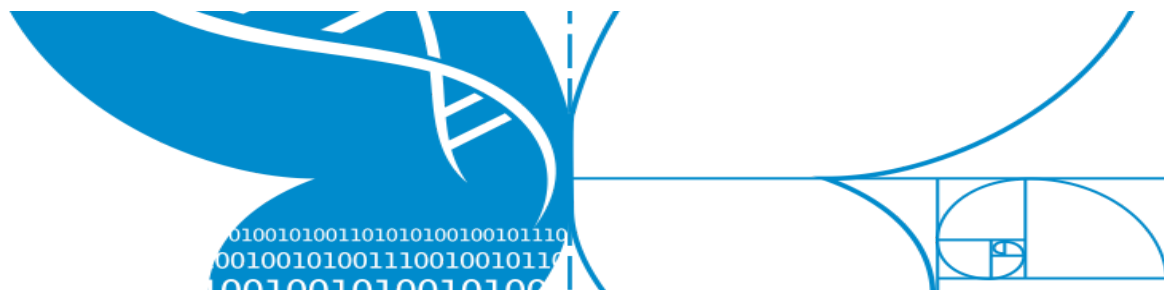
More information about sample location in the user manual.

Notes

GO BACK
CONTINUE

Root/Soil Sample

- a. If the trap or sample is **damaged** or has any other issues, please **notify Project LIFEPLAN**. See section about *Missing or broken equipment*.
- b. For **Root** and **Soil** samples you cannot set trap or sample condition; instead you choose which site and location the sample was collected from.



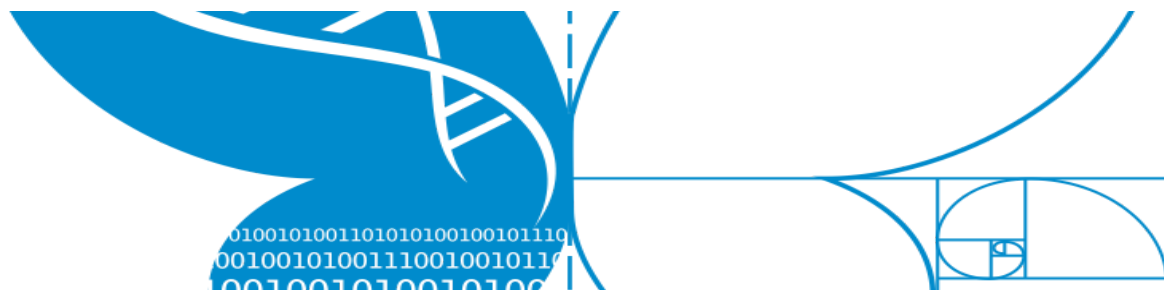
8. Add **notes**. Enter any relevant information about the trap or sample, e.g. a more detailed description of the sample condition. **See chapter 5** for a description of how to use the notes field.

Notes

GO BACK

CONTINUE

9. Press **CONTINUE** to proceed or **GO BACK** to return to the ID Code scanner.



When performing a Placement action with a Camera and Audio recorder, a Pop-Up message will appear reminding you to start recording.

10. **Check** that all **information is correct**. All relevant information collected from your activity is shown.

14:57

Cyclone sampler Cancel

Please make sure that the following information is correct:

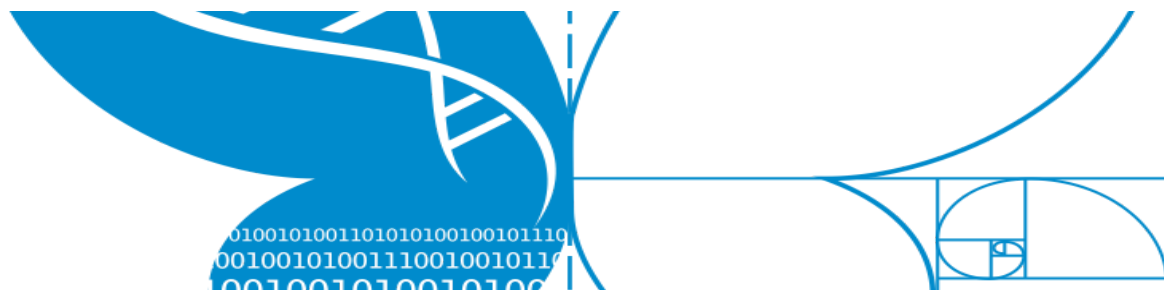
	User Carl Linnaeus
	Time Tuesday, September 15, 2020 2:56 PM
	Type Collection
	Location Accuracy 15 meters.
	Equipment Cyclone sampler ABC123L
	Equipment condition Good
	Sample

GO BACK SUBMIT



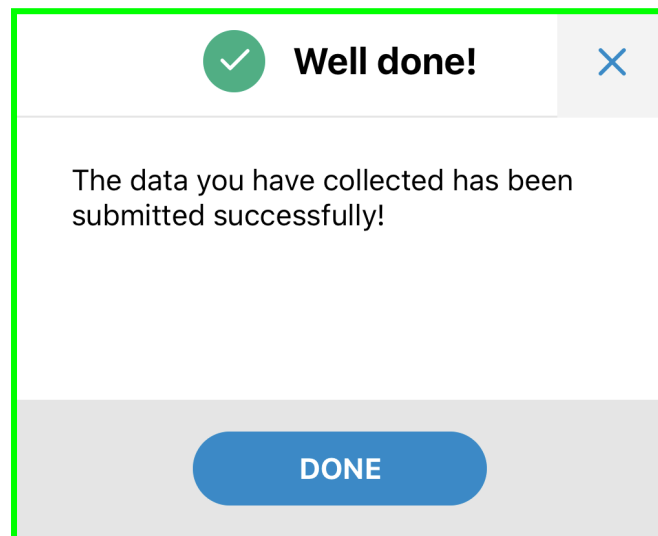
Important: Notice the **Location field**. The location will get updated until you press the SUBMIT button. Sometimes it may take up to **90 seconds** to record a good GPS location.

- If any information is **WRONG**, press the **GO BACK** button.
- If all information is Correct, press the SUBMIT button.

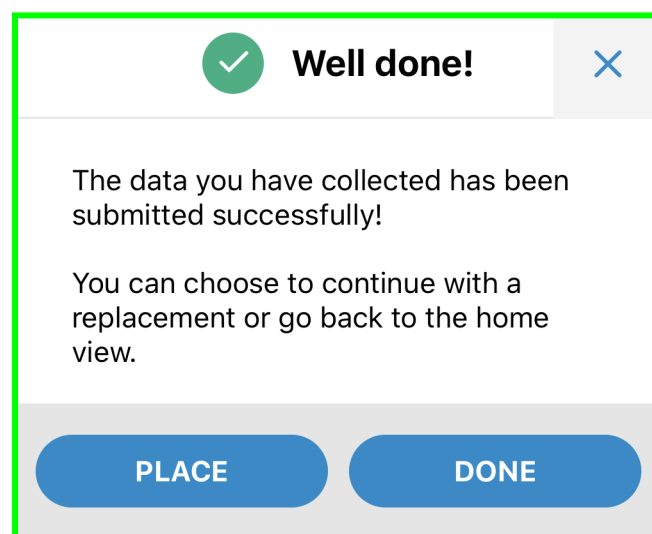


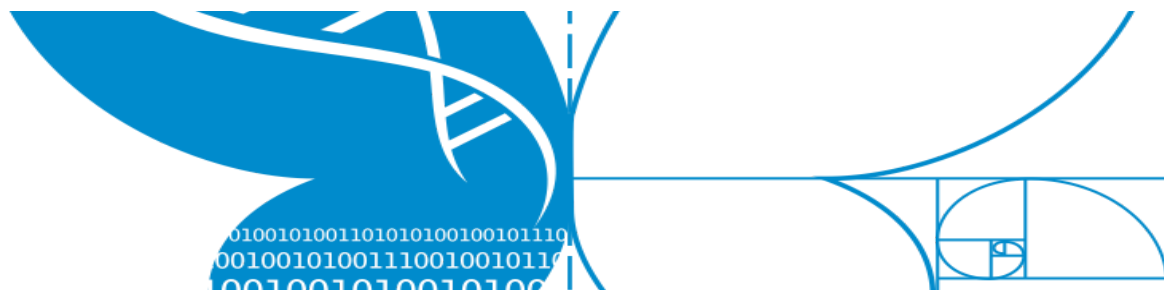
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11. After pressing the **SUBMIT** button, one of the following four pop-up windows will be displayed.
- a. Successful - press **CONTINUE** to return to the home screen.

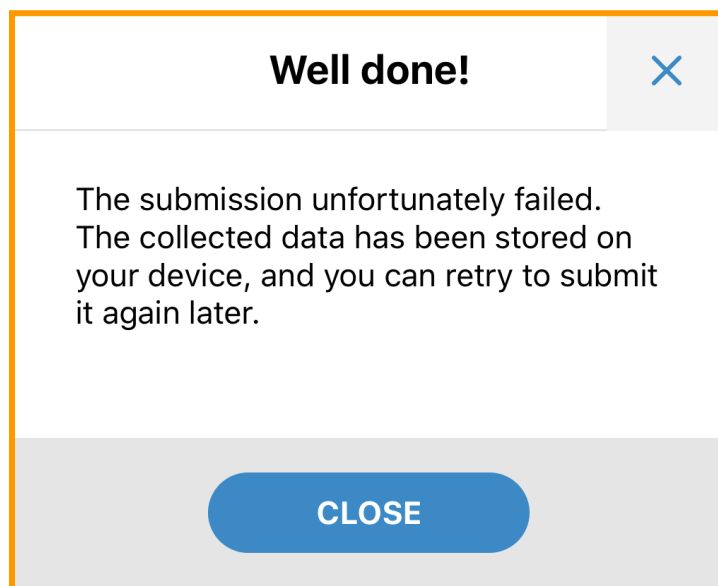


- b. Successful - press **CONTINUE** to return to the home screen or **PLACE** to start a new placement activity for this trap.

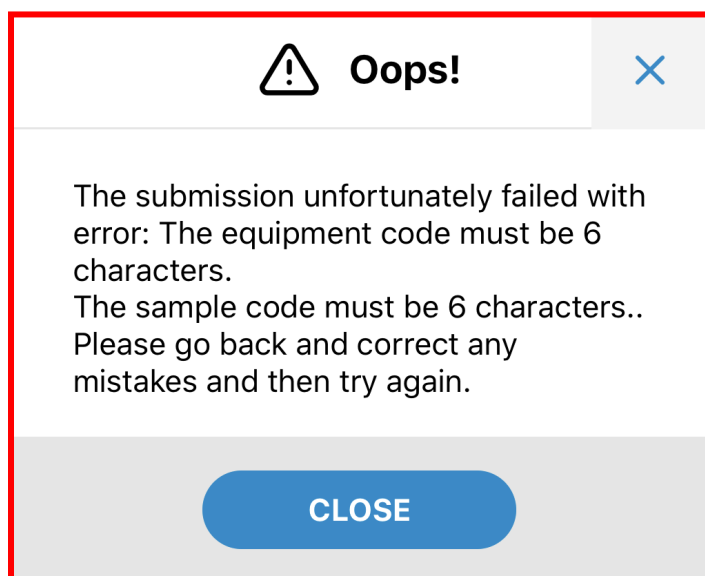


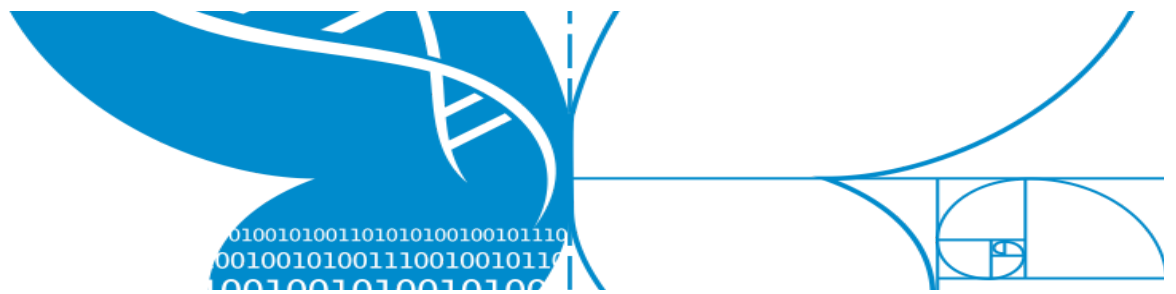


- c. Successful - **No internet connection.** The submission was recorded and saved locally (on this phone). Manual resubmission required when internet connection is restored (see instructions in separate section below).



- d. **Error** - Something went wrong. Something went critically wrong. No information has been saved. You should **repeat** the Placement or Collection **activity from the beginning**.





4 Upload photos and audio files

Once a Camera or Audio recording has been registered using the *LifePlan Mobile* app, you must send us the data itself. There are six steps to do:

1. **Extract** the image or audio files from SD card and **back up** the files to the external hard drive.
2. **Empty and format** the SD card to re-use it
3. **Copy** the files to Nextcloud.
4. Wait for Nextcloud to **synchronise**.
5. Later in the week, **create a share link**.
6. Using LifePlan ADMIN, **register the share link**.



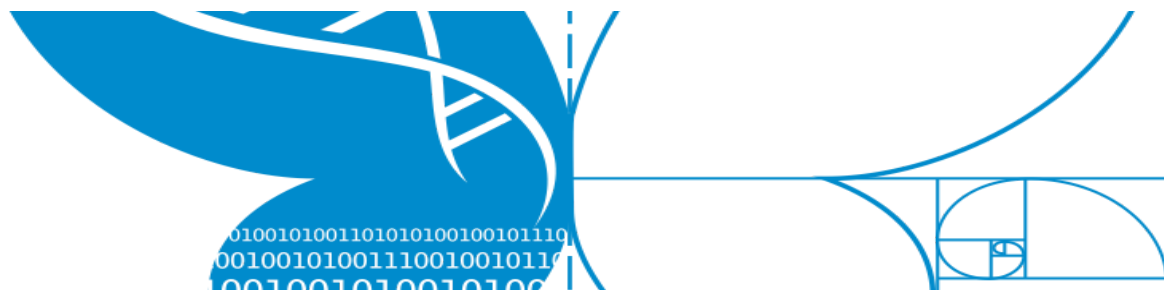
Multiple folders of camera images?

Images are named "SYFR0001"... "SYFR9999". **If more than 9999 pictures are taken by the camera in a week**, it creates a second folder and starts again from "SYFR0001".

On the memory card, the images should be in folder DCIM/100MEDIA. If you also see other folders like 101MEDIA, please take those extra images too, and upload them to the same folder as the ones from 100MEDIA. Your computer will then complain about files having the same name: allow the computer to RENAME the files, NOT overwrite. The exact filename format does not matter for uploading.

4.1 Extract and back up files from SD card

1. Open the external hard drive on your computer:
 - i. Plug the external hard drive provided by LIFEPLAN into your computer or the USB hub. If your computer has only one



USB port use the hub, as you will be plugging in another device as well.

- ii. Open the external hard drive in its own window.

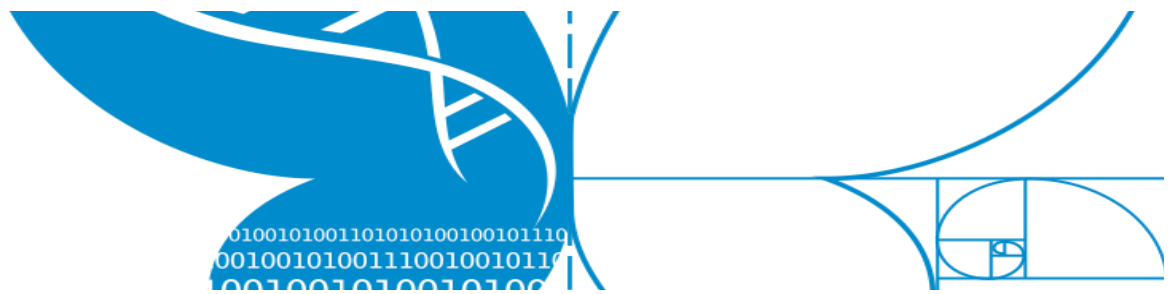
2. REPEAT FROM HERE FOR EACH SD CARD:

Audiomoth files are on a microSD card, which comes with an adapter. Insert the microSD card in the adapter to make it the size of a regular SD card.

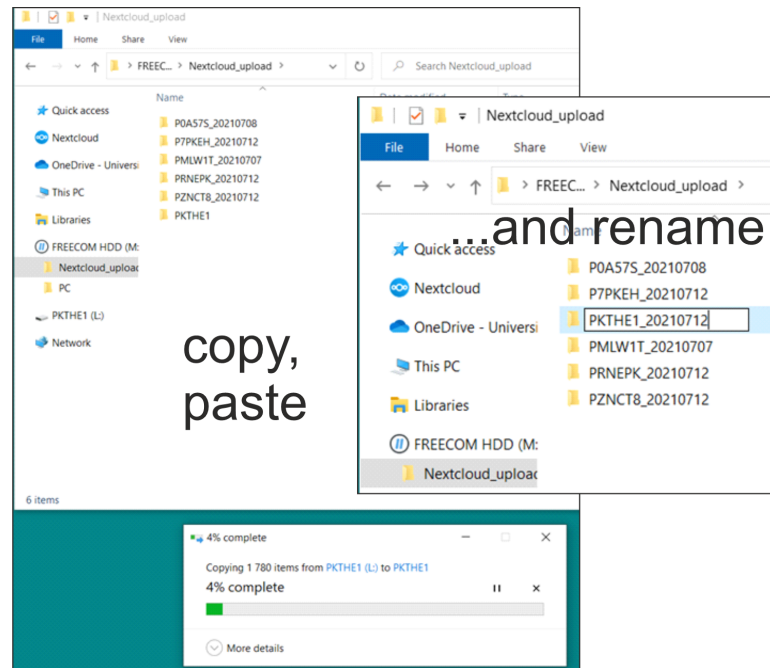
3. Insert the SD card into the card reader.

- i. If your computer has a card reader slot, use that
- ii. If your computer does not have a card reader slot, use the card reader provided by LIFEPLAN by plugging it into the USB hub provided by LIFEPLAN, and then plugging the USB hub into the USB port of your computer.

4. Navigate to the SD card on your computer. (*The card should be named the same as the ID code on the sticker on the card - if not, right-click the card icon to rename it*). Select the icon for the SD card, right-click it and select “copy”. Go to your external hard drive folder, right-click inside it and select “paste”. Your computer should now create a new folder inside the external hard drive with the same name as the card.



5. Once the data has been copied, rename the folder so that it includes the collection date after the card id.



6. Still with the same card, move on to the next step...

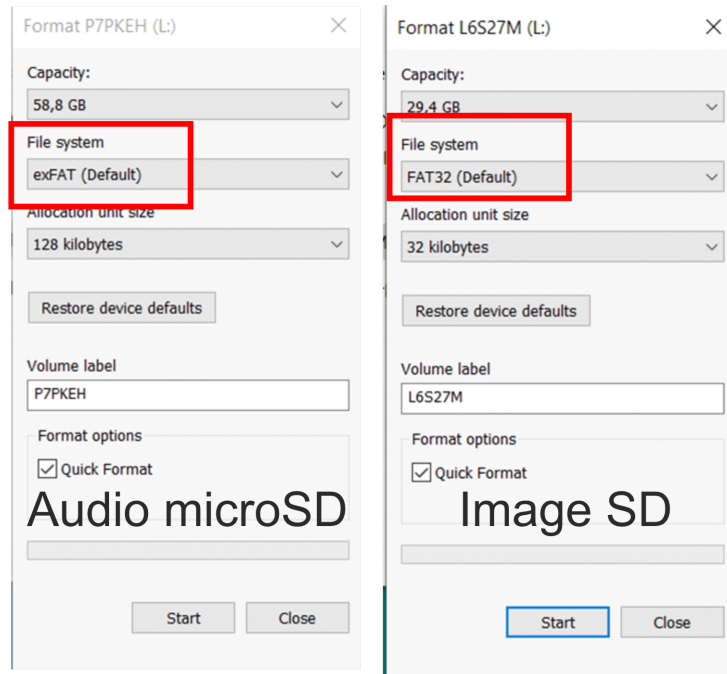
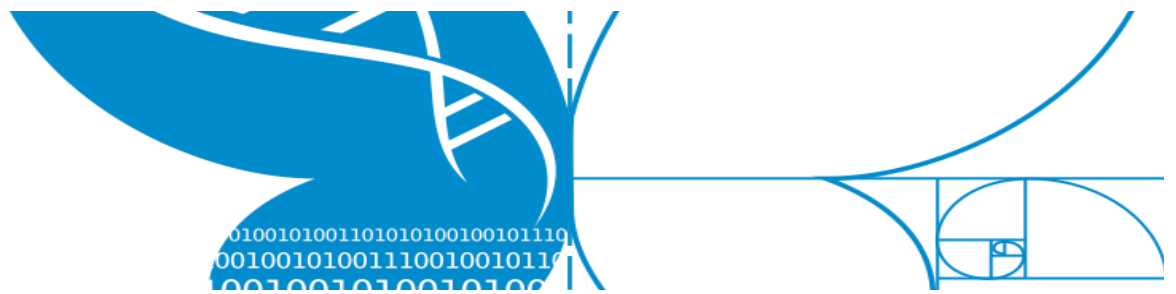


Some files not copying?

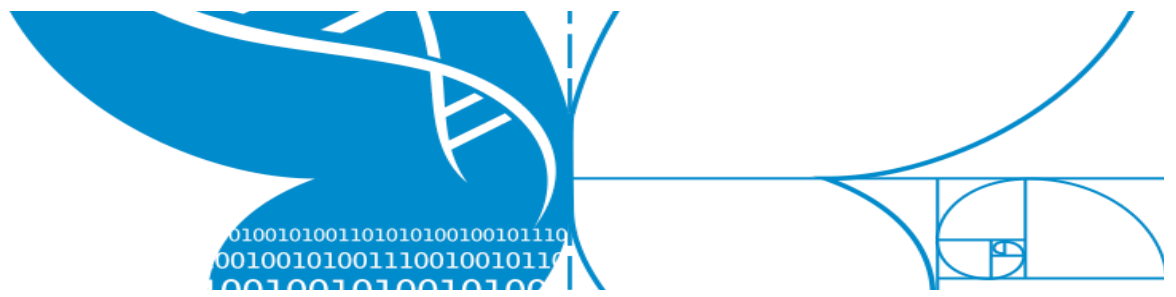
Sometimes files get corrupted and cannot be copied. You don't need to try to save them, as it will require some technical expertise. Just leave those problem files untransferred and format the card.

4.2 Empty and format SD card for re-use

1. Select the SD card icon again, right click and select "format"
2. File system: Audio microSD cards are formatted to exFAT, and image SD cards are formatted to FAT32



3. Select the SD card icon again, right click and select “format”
4. File system: Audio microSD cards are formatted to exFAT, and image SD cards are formatted to FAT32
5. For Audio microSD cards, put the CONFIG files back on the cards. They are available in the [Downloads](#) section of our Instructions page. There are different files for the middle (red dot) and corner cards. Both files need to be named CONFIG on the card for the AudioMoth to read them.
6. Select the SD card icon again, right click and select “format”
7. File system: Audio microSD cards are formatted to exFAT, and image SD cards are formatted to FAT32
8. For Audio microSD cards, put the CONFIG files back on the cards. They are available in the [Downloads](#) section of our Instructions page. There are different files for the middle (red dot) and corner cards. Both files need to be named CONFIG on the card for the AudioMoth to read them.



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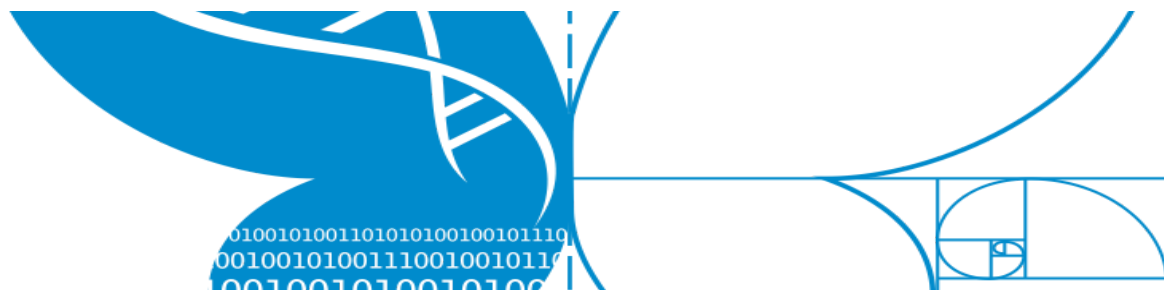
9. **END OF REPEAT:** remove the card and insert the next one, then start again from step 4.1.2. After you have backed up and formatted all 10 cards, move on to the next step to upload all the files to Nextcloud.



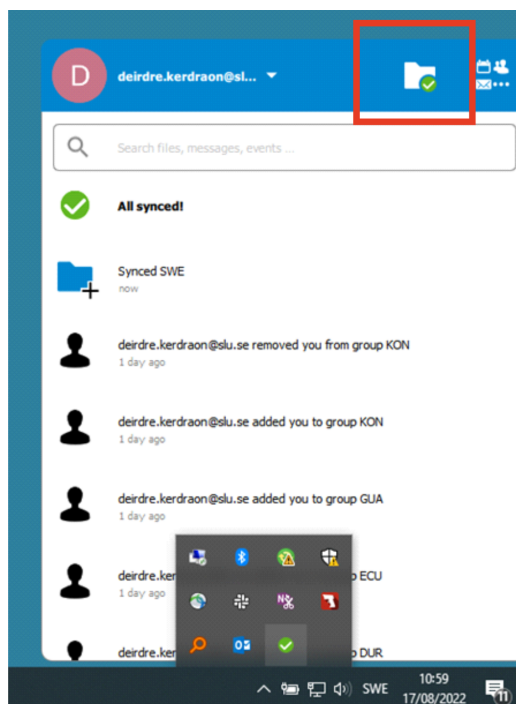
4.3 Copy to Nextcloud

Nextcloud is a **temporary** file storage that we use to transfer the audio and camera data that each lifeplan team collected. The maximum storage size of nextcloud is 5TB and it has to be **shared** with all the teams.

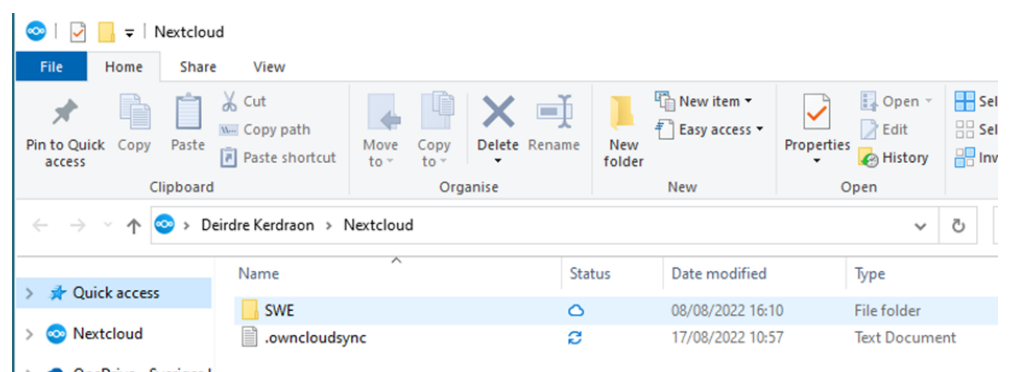
The nextcloud folder on your desktop has a maximum quota of 100 GB. Files should only be placed in this desktop folder when you are ready to transfer the data. Uploading this data can take a few minutes to a few days depending on your internet upload speed and the amount of space available in the Lifeplan 5 TB nextcloud storage. In special circumstances, the Lifeplan administrators may have to remove your files from nextcloud therefore: Always have your data saved on a hard drive.

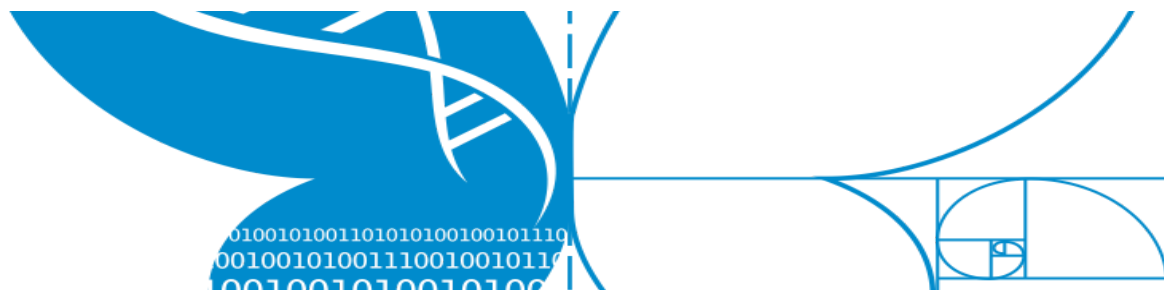


1. Open the local Nextcloud folder on your computer:
 - i. Open the Nextcloud program, and the client will open on your screen.
 - ii. At the top of the client, click the white folder icon to open your local folder.

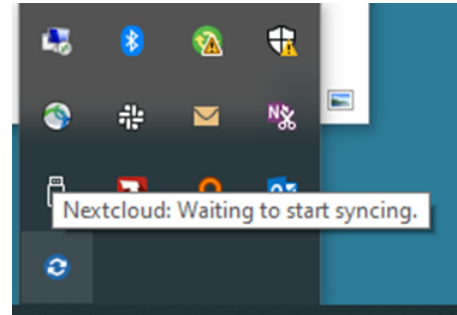


2. Open the folder with your 3 letter team code. This team folder is shared with all the members of your team: this allows anyone on the same team to create share links or fix other issues that occasionally arise.





3. From the external hard drive, select the folders you have created and renamed, and copy them to the Nextcloud team folder. Wait for the data to copy. **Only add up to 100 GB of files at a time or your folders will not sync fully.**

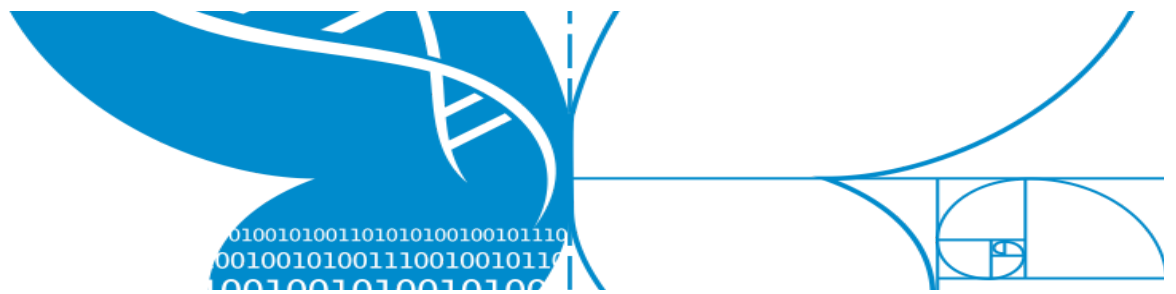


How to avoid failed Nextcloud uploads:

Make sure that the folders that your share links point to contain ONLY jpg, txt or DAT files. No subfolders can be inside.

If there is no data on a card (no pictures or audio recorded that week), don't make an empty Nextcloud folder. You can add to the notes field of the activity in the Web Admin to explain there was no data recorded. It can happen!

The format of the share link should be
<https://nextcloud.rahtiapp.fi/s/xxxxxxxxxxxxxxxx> OR
<https://nextcloud.rahtiapp.fi/index.php/s/xxxxxxxxxxxxxxxx>
(15 letters&numbers at the end)



4.4 Synchronise files to our Nextcloud server

As soon as you placed files in the Nextcloud folder, it started uploading (syncing) those files over the internet to the Nextcloud server. You should see a Nextcloud icon in the system tray (Windows, KDE), status bar (macOS), or notification area (Linux). While the sync is going on, the icon is blue. The sync may take several days, depending on your internet connection and amount of data. It will happen in the background and you can pause it if you need to. Don't worry if you lose internet connection, the client will handle it automatically and continue when your connection comes back.



To pause syncing, click the icon. A box will pop up. Click your name at the top, and from the menu that appears click "Pause sync for all". The icon will turn grey. To resume, click "Resume sync for all" from the same menu.



When the sync is complete, the icon will turn green. **Do not go on to the next step until the icon is green.** This can take several days. To see how the sync is progressing and estimate time remaining, you can go to the Nextcloud web client and see how many of your files and folders have already appeared there.



If the icon is grey with three dots, that means your application has lost connection with our server. Check your internet connection.

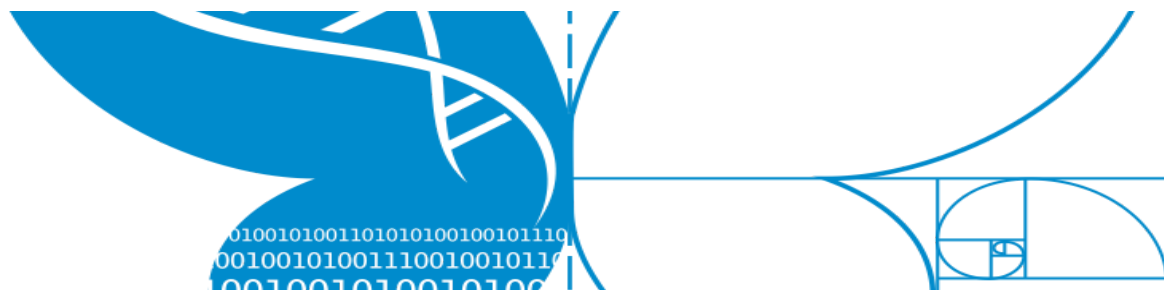


If the icon is yellow, there is some notification of a problem waiting for you and you should click the icon.



If the icon is red, there is a problem with your configuration. Click on your name and check the Settings.

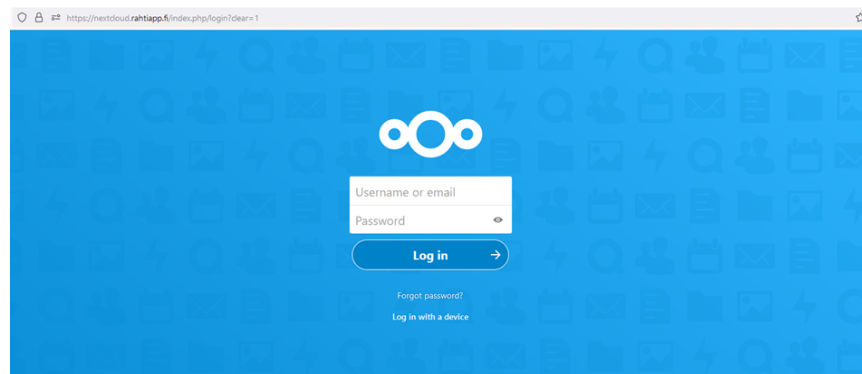
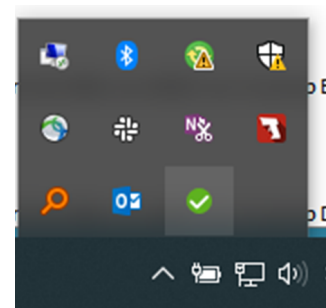




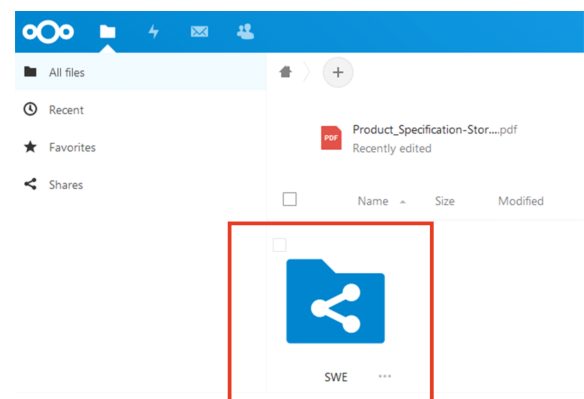
4.5 Create a share link

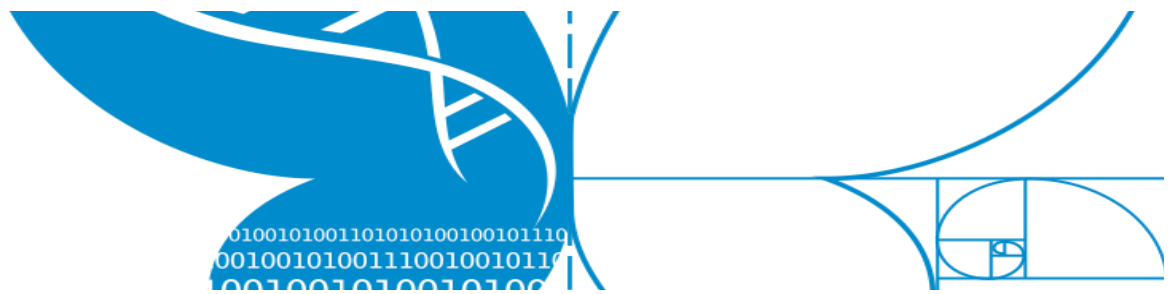
For each image / audio folder, you should do this step and the following step one after the other, so repeat steps 4.5 and 4.6 until all five audio folders and all five image folders are done. This will save you some time and effort when you don't have to write share links down.

1. **Wait until the Nextcloud icon turns green, which means the sync is complete.** This can take several days, depending on your internet connection.
2. Open the web client at nextcloud.rahtiapp.fi and log in.



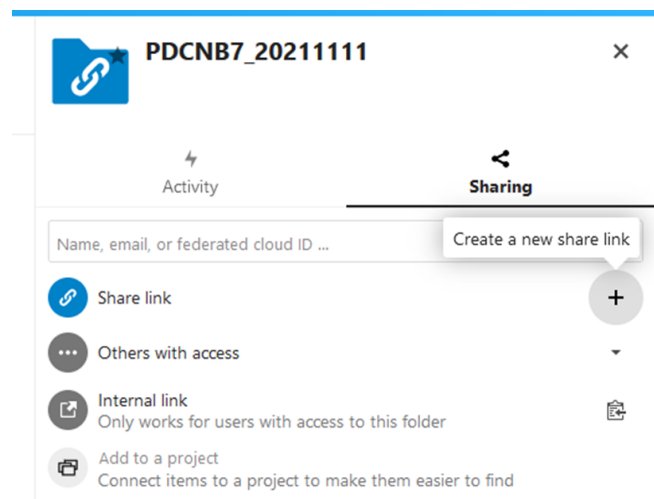
3. Open the folder with your team code that contains your synced files.



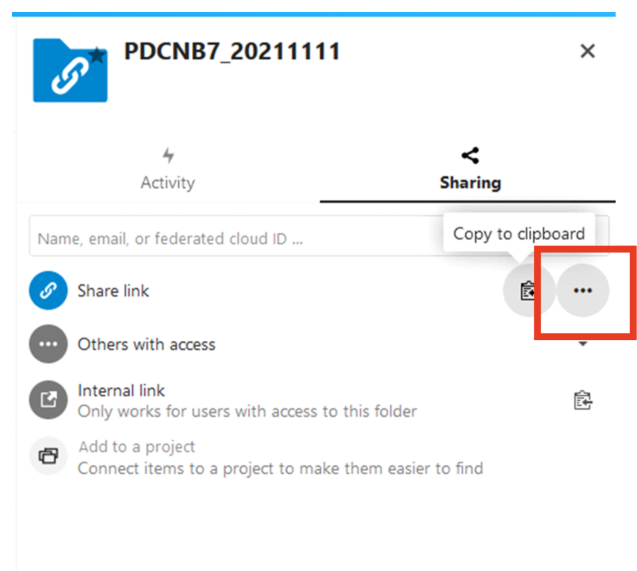


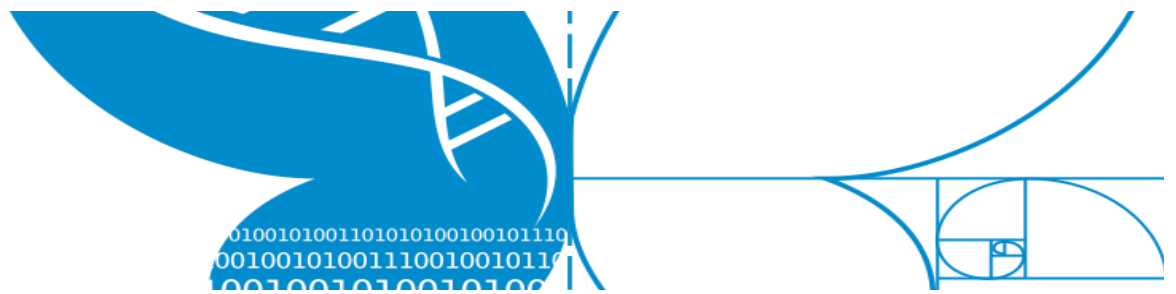
- 4. REPEAT FROM HERE FOR EACH FOLDER:** Inside your team folder, click the three dots next to the name of the audio/image data folder you are linking. Click “Share” in the menu that appears.

- 5.** A new menu opens up on the right. Click the + next to “share link”.



- 6.** Click on the three dots

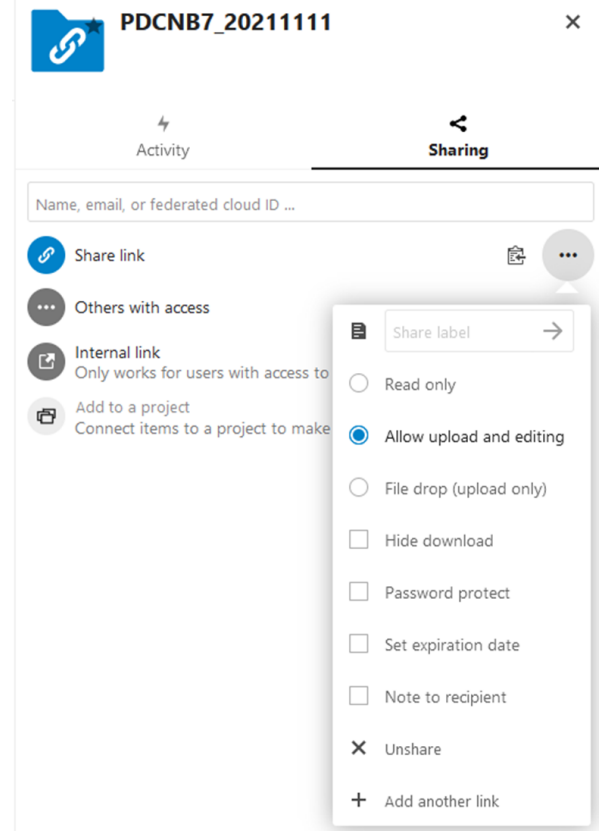


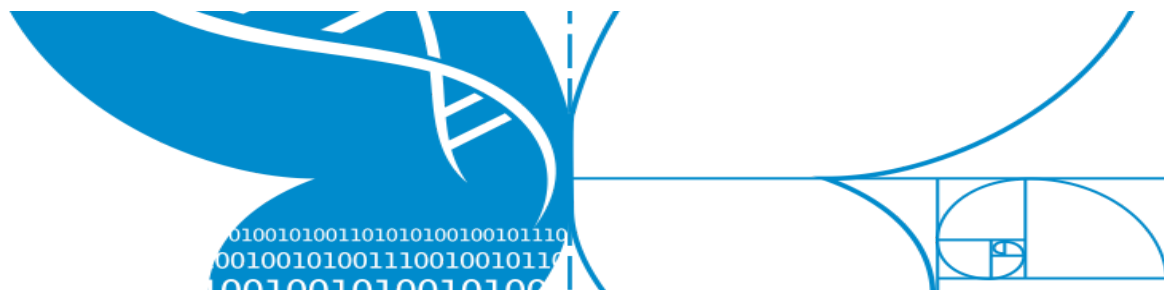


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7. Select “Allow upload and editing”

8. Go on to the next step 4.6 to register the link you just copied in Lifeplan web admin. Don't close the Nextcloud web client until you have done steps 4.5 and 4.6 for all the folders.

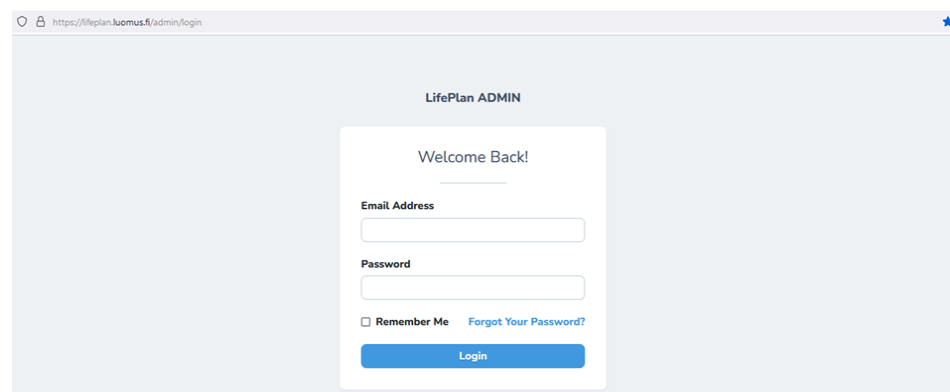




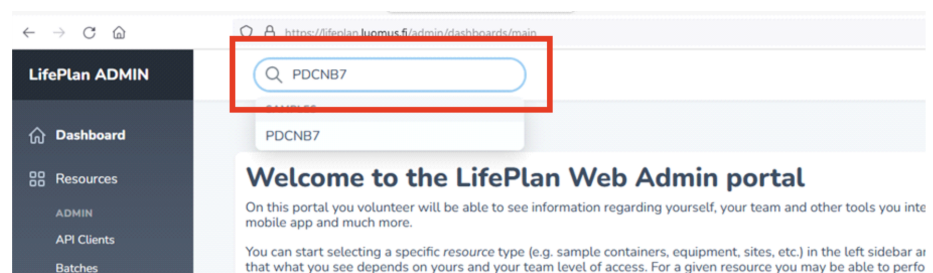
4.6 Register files in LifePlan ADMIN

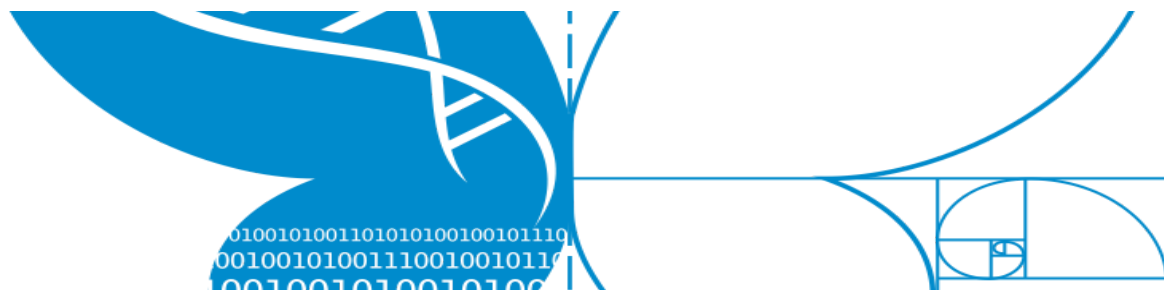
The last step of the file upload process is for you to connect the uploaded files to your Collection activity. You will need the share link copied to your clipboard from the previous step. If the Collection activity was created in the field by someone else on your team, follow steps 1 and 7.

1. In another browser tab, open Lifeplan Web admin: <https://lifeplan.luomus.fi/> and log in



2. Search for the relevant SD card code in the search bar at the top of the web page





3. In the activities section, navigate to the correct collection date and click on the edit button

	TYPE	DATE & TIME	USER	TRAP	SAMPLE	SITE	
<input type="checkbox"/>	Collection	11/11/2021 12:03 (Europe/Berlin)	Deirdre Kerdraon	Ni78M9	PDCNB7	HT4	
<input type="checkbox"/>	Placement	04/11/2021 12:06 (Europe/Berlin)	Deirdre Kerdraon	Ni78M9	PDCNB7	HT4	

4. Paste the share link you copied from the nextcloud folder into the resource path box and click "Update Activity"

Site: HT4

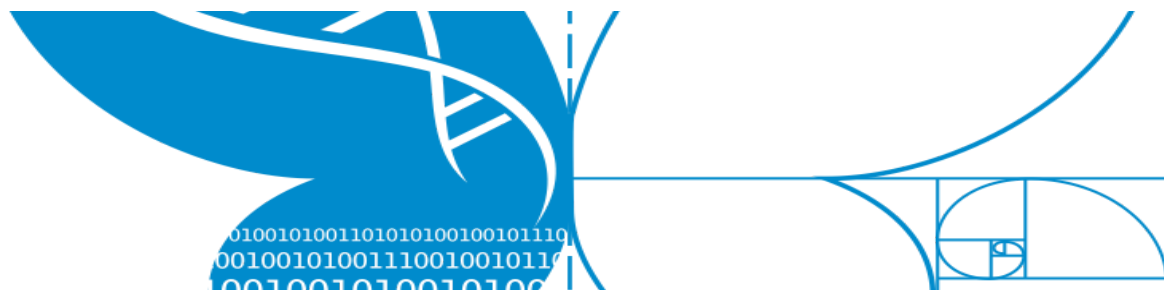
Team: Sweden

Resource Path: <https://nextcloud.rahtiapp.fi/index.php/s/7TggyWnTnos7RR>

Notes: [Rich text editor]

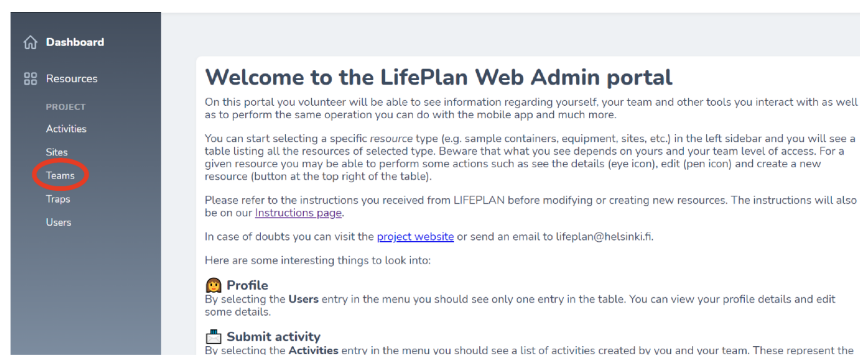
Buttons: Cancel, Update & Continue Editing, Update Activity

5. To register the other folders, perform steps 4.5.4 - 4.5.8 and 4.6.2 - 4.6.4 for each folder.
6. Finished! After the files have been successfully copied to long-term storage, they will be automatically deleted from your cloud account and local folder. The empty folders will be left behind, so you will want to periodically go through your local folder and remove the empty subfolders to keep it tidy. If something goes wrong, you should get an error email from us, but if a folder does not empty




within a few days, please contact us with the folder name and check if there's a problem we missed.

7. If the Collection activity was created by a different team member, after logging in you need to first select "Teams" on the left, then click "View" on the correct team, and the "Edit" on the correct Activity. Then paste the share link just like in steps 3 and 4.



1. Click "Teams"

NAME	CODE	
Sweden	SWE	

2. Find the team whose activities you want to edit and click View

Activities					
TYPE	DATE & TIME	USER	TRAP	SAMPLE	SITE
Collection	16/09/2020 12:00 (Europe/Helsinki)	Hanna Rogers	N5W5ZN	PL7JE8	UA3
Collection	16/09/2020 12:00 (Europe/Helsinki)	Hanna Rogers	NPJB5A	PCX1FG	UA3

3. Scroll down to find the team's Activities, find the one you need to edit and click Edit



5. Trap & sample condition with notes

In the *LifePlan Mobile* app when registering new activities, you may set trap or sample conditions.

Setting the trap and sample conditions is important and helps the *Project LIFEPLAN* admins identify potentially problematic samples during the analysis process. You may also leave custom notes in the notes field if you need to.

This section describes which conditions are applicable to what specific equipment and sample type; but also how to properly use the notes field.



For Root and Soil samples there are no condition fields. Instead select the site and location of the collected sample.

5.1 Trap and sample condition

5.1.1 Cyclone Sampler

- OK: everything is normal
- Issue 1 - Battery died before site visit: the sampler had already stopped running when you came to collect the sample
- Issue 2 - Fallen over: the sampler fell over
- Issue 3 - Frozen: the sampler / battery froze and stopped running
- Issue - Other: some other problem with the sampler. Use the Notes field to describe further
- Broken: the sampler is otherwise not working



5.1.2 Cyclone Vial

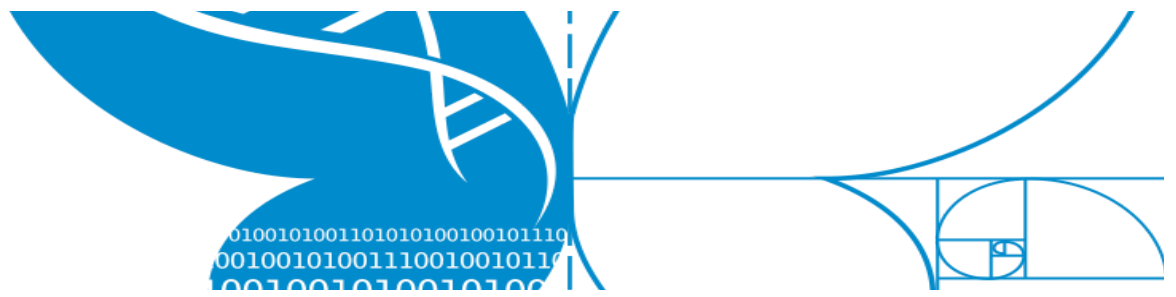
- OK: everything is normal
- Issue 1 - Filled with water/ice: The vial has overflowed with water or ice or snow
- Issue - Other: some other problem with the vial. Use the Notes field to describe further
- Broken: the vial is otherwise damaged

5.1.3 Malaise Trap

- OK: everything is normal
- Issue 1 - Sagged: the tent was not in the correct shape when you came to collect the sample
- Issue 2 - On its side
- Issue - Other: some other problem with the trap. Use the Notes field to describe further
- Broken: the Malaise trap is otherwise broken or has fallen over

5.1.4 Malaise bottle

- OK: everything is normal
- Issue 1 - Spilled: the contents of the bottle have fallen out
- Issue 2 - Entrance jammed: Something has blocked invertebrates from entering the bottle
- Issue 3 - contaminated: there is an object that is not an invertebrate inside the bottle
- Issue - Other: some other problem with the trap. Use the Notes field to describe it further.
- Broken: The bottle is otherwise broken



5.1.5 Camera

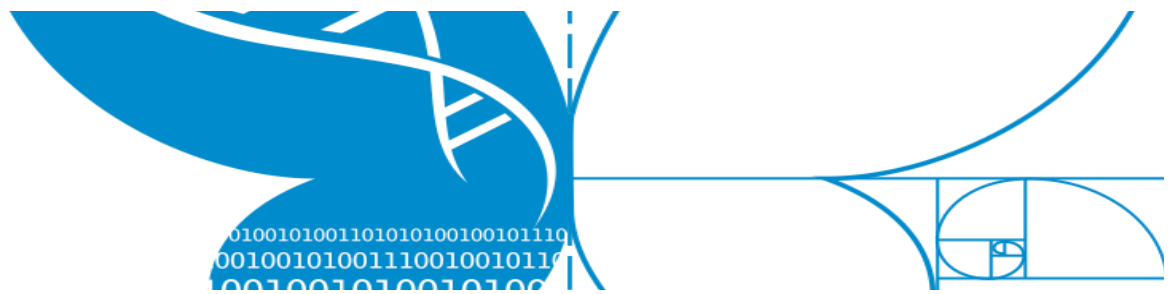
- OK: everything is normal
- Issue 1 - Field of view changed: the camera had moved during the week
- Issue2 - Fallen over: the camera had fallen off the tree / post
- Issue 3 - Dead batteries: the camera's battery had already run out when you came to collect the SD card
- Issue - Other: some other problem with the camera. Use the Notes field to describe further
- Broken: the camera had stopped working for other reasons

5.1.6 Image SD card

- OK: everything is normal
- Issue 1 - Possible lost images:
- Issue - Other: some other problem with the SD card. Use the Notes field to describe further
- Broken: The SD card is otherwise broken

5.1.7 Audio Recorder

- OK: everything is normal
- Issue 1 - Field of view changed: the audio recorder had moved during the week
- Issue2 - Fallen over: the audio recorder had fallen off the tree / post
- Issue 3 - Dead batteries: the audio recorder's battery had already run out when you came to collect the SD card



- Issue 4 - Red and green lights flashing
- Issue - Other: some other problem with the audio recorder. Use the Notes field to describe further
- Broken: the audio recorder had stopped working for other reasons

5.1.8 Audio SD card

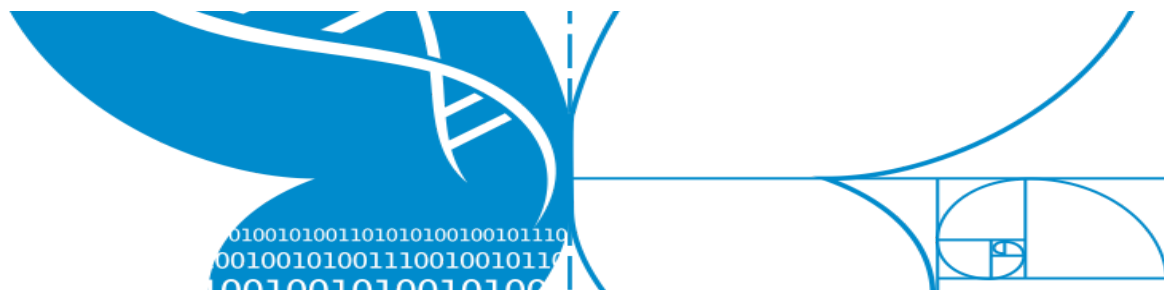
- OK
- Issue 1 - Possible missing audio
- Issue - Other: some other problem with the microSD card. Use the Notes field to describe further
- Broken: The microSD card is otherwise broken

5.2 Location for Soil samples

Soil Sample

- Corner 1...4: Soil sample is from one of the corners. Decide and note for yourself which corner of the plot is which.
- Middle: Soil sample is from the middle of the plot
- Use the Notes field to describe any issues with the sample





6.1 Resubmit activities

1. In the Failed requests view you can see a list of all locally saved (**unsubmitted**) requests.

Failed requestsClose

This is a list of failed sample submissions. You can try to resubmit them by pressing the Retry all button, or delete them by pressing on the items.

Collection of Cyclone sampler

09/17/2020 7:00 PM

Cyclone sampler: AG5AKA

Vial: C2TAN1

Error: Unknown error.

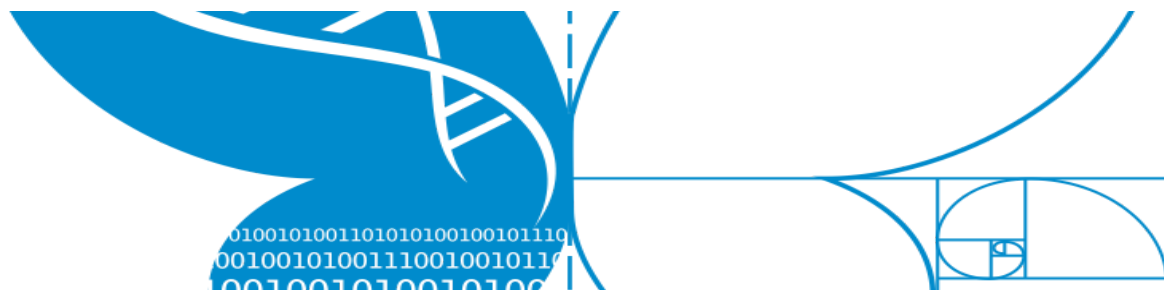
Retry all**Export**

- a. Press *Retry all* to resubmit all activities in the list.
- b. You can also **delete unsubmitted activities**. Click on the activity you want to delete and press YES to delete and NO to abort.

Delete pending request

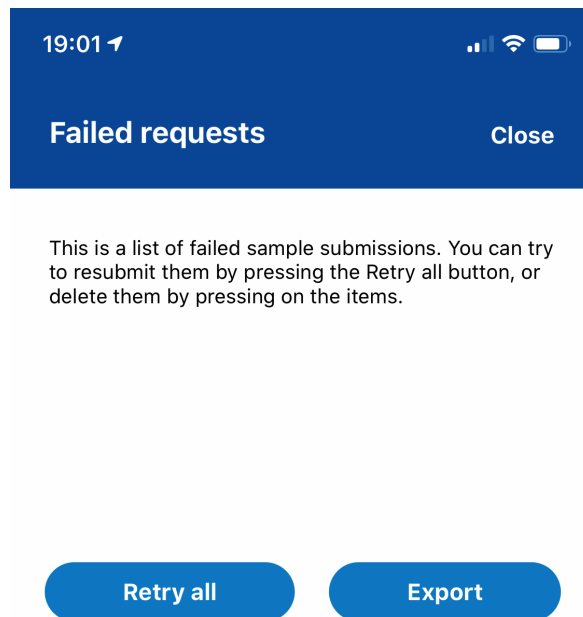
Do you want to delete this pending request?

YES**NO**

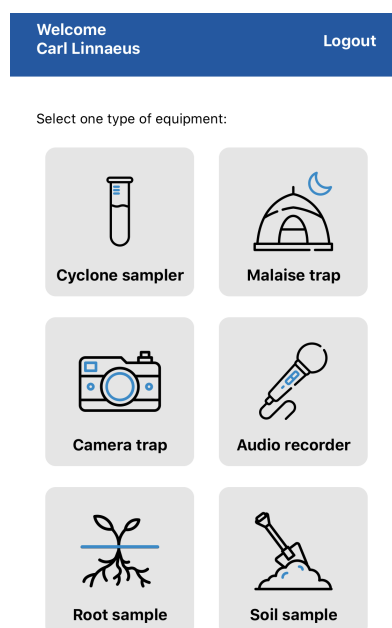


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2. Once resubmitted (or deleted), the activities are removed from the list.



3. When there are no more unsubmitted activities, the **blue** banner is removed from the home screen.





6.2 Export and backup activities

If you are without internet connection for multiple weeks, You can **export and backup** locally stored, unsubmitted, activities. This is just in case your phone gets lost or destroyed.

First you will select a file format and save an exported file on your Android or iOS device. Then using your Windows or Mac computer, copy the exported files from your mobile device to your computer's hard drive.

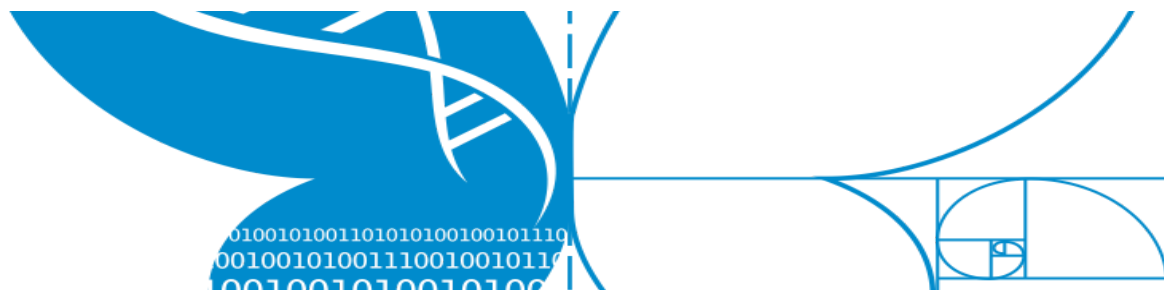
1. Press the **Export** button.

Failed requestsClose

This is a list of failed sample submissions. You can try to resubmit them by pressing the Retry all button, or delete them by pressing on the items.

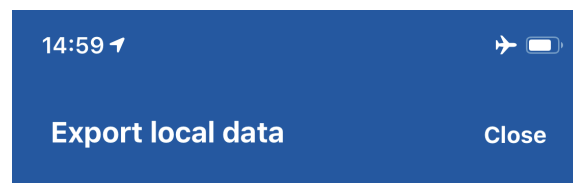
Collection of Cyclone sampler
09/17/2020 7:00 PM
Cyclone sampler: AG5AKA
Vial: C2TAN1
Error: Unknown error.

Retry allExport



2. Select file format for your exported data and press the corresponding button.

If you are unsure what format to use, raw data is the most comprehensive - but all data sets are complete.



You can export not yet uploaded data as a JSON or a CSV file as an additional measure to keep your data safe.





3. **Make note** of the **Filename** or **Filepath**.

On iOS there will only be a filename while on android there will be a complete file path.

iOS

Successfully saved the file.

Connect the phone to a computer or laptop with a USB cable and transfer the file using iTunes on Windows or Finder on Mac.

Filename:

csv_exported_data_2020_9_17_19_1_19.csv

Android

Successfully saved the file.

Connect your phone to a computer or laptop with a USB cable and browse to the file directory for the LifePlan app to transfer the file.

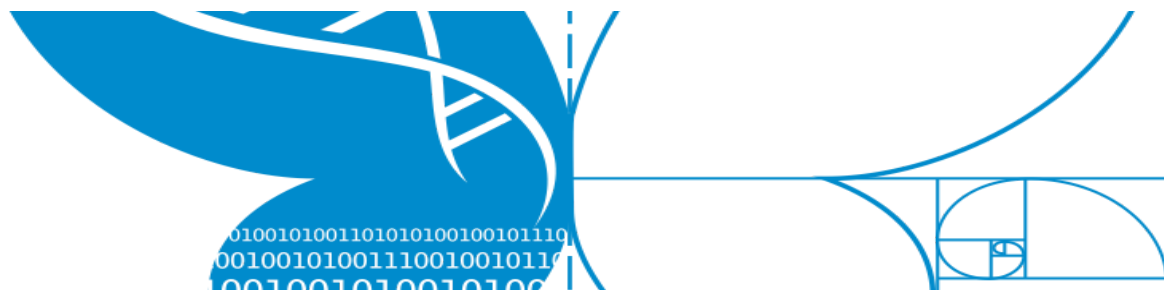
Filepath:

**/storage/emulated/0/Android/data/
com.lifeplanapp.internal/files/
raw_exported_data_2020_9_15_15_30_13.json**

4. The method for accessing backup files from a computer differs depending on computer and mobile device operating system. **Follow the guide corresponding to your setup.**

There is a guide for:

- a. iOS and Windows
- b. iOS and Mac
- c. Android and Windows
- d. Android and Mac



6.2.1 iOS and Windows

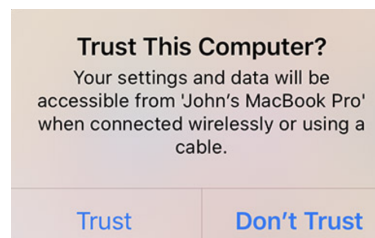
The following guide describes how to copy a LifePlan backup file from an iOS device to a Microsoft Windows PC.

Prerequisites. You need a:

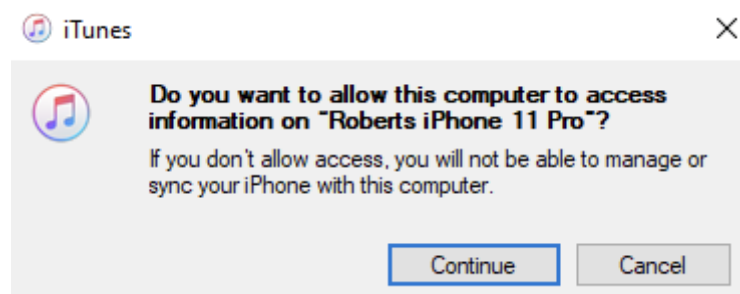
- USB to *Apple Lightning* cable
- PC running *Windows* operating system
- *Apple iTunes* installed on PC

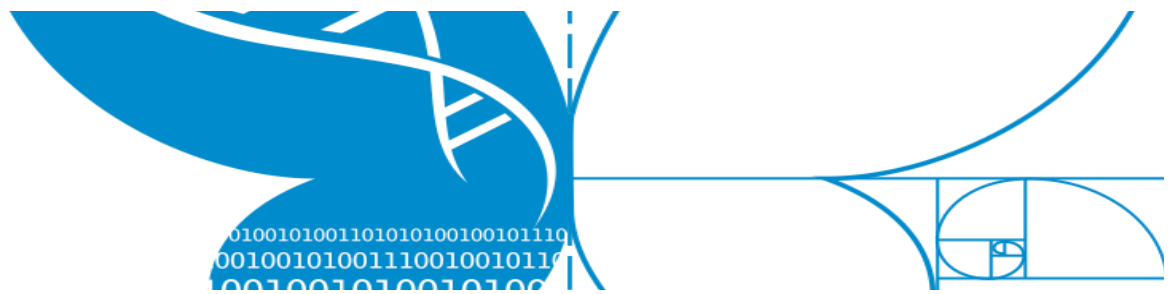
Instructions.

1. Connect *iOS* device to PC using USB to lightning cable.
2. Unlock the *iOS* device and press “Trust” when asked to “Trust This Computer”.



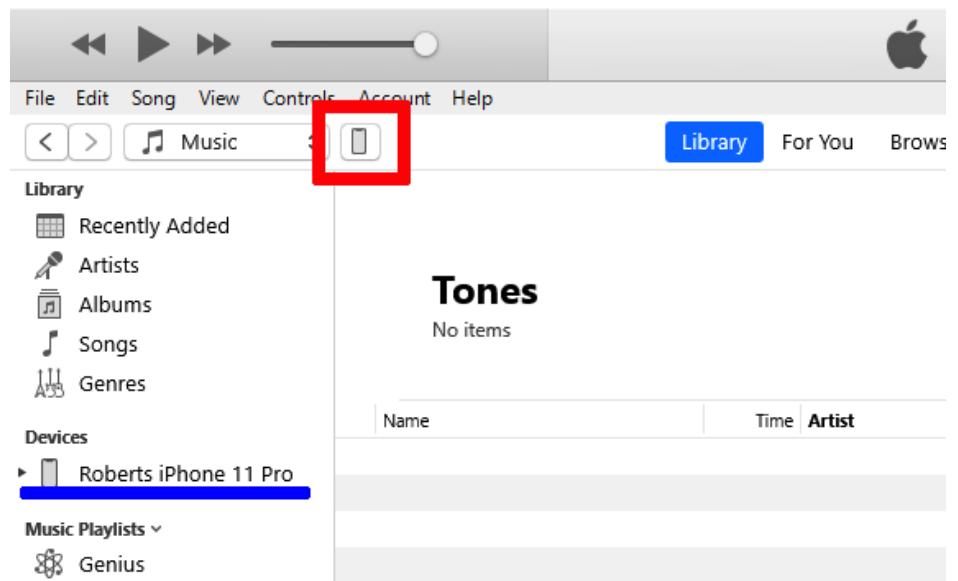
3. Open *iTunes* and click “Continue” when asked:



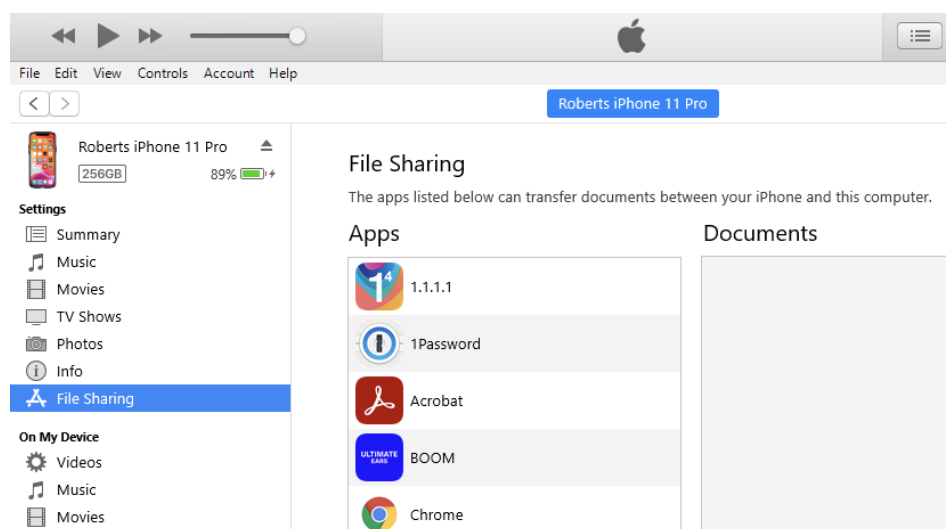


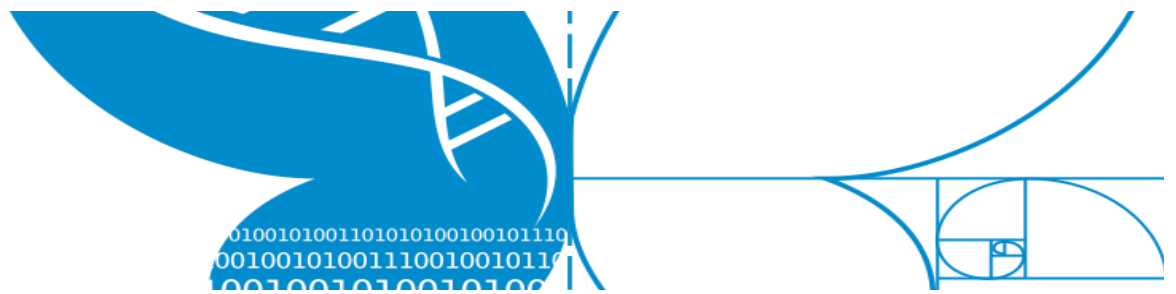
4. When the iOS device has been connected it should appear under the devices list on the left-hand side (see **blue** line).

Now **Click the phone icon** (marked with **red** rectangle)

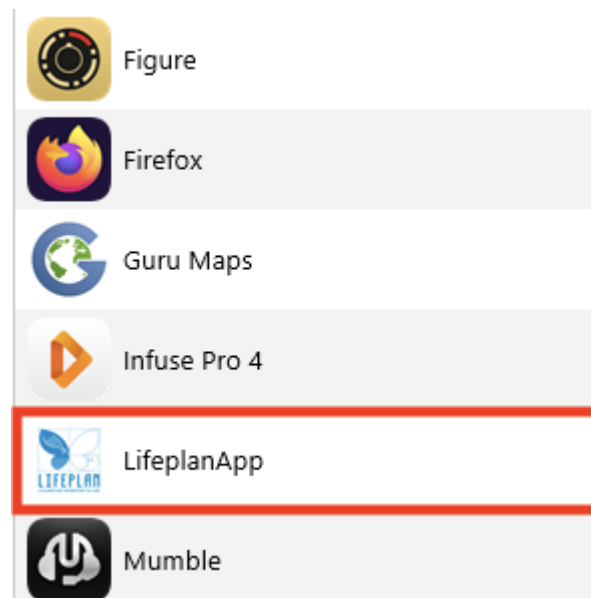


5. On the left-hand side - **click** “File Sharing” (highlighted **blue**)





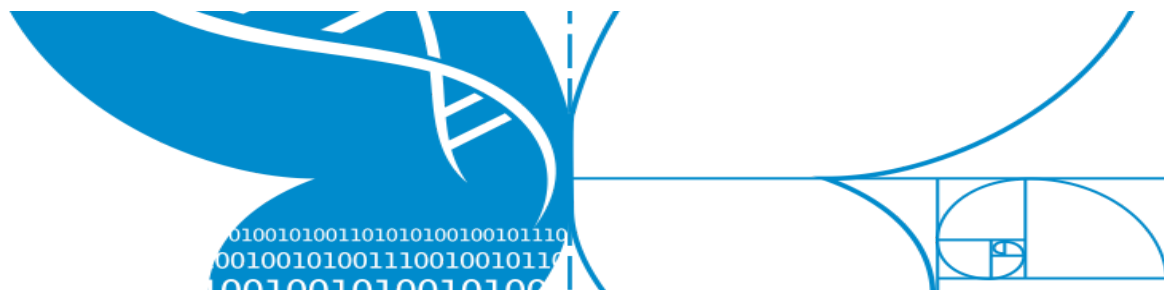
6. Scroll the list of applications. **Find and click** the **LifePlan** icon.



7. On the right-hand side you will see a list of files.













LifeplanApp Documents

	csv_exported_data_2020_8_21...	4 KB	2020-08-21 23:22
	csv_exported_data_2020_8_23...	4 KB	2020-08-23 17:53
	csv_exported_data_2020_9_4_...	4 KB	2020-09-04 14:47
	csv_exported_data_2020_9_15...	4 KB	Today 14:59
	export.json	4 KB	2020-07-28 15:10
	exports	4 KB	2020-07-31 14:50
	json_exported_data_2020_8_2...	4 KB	2020-08-21 23:22
	json_exported_data_2020_9_4...	4 KB	2020-09-04 14:50
	json_exported_data_2020_9_1...	4 KB	Today 14:59
	raw_exported_data_2020_8_21...	4 KB	2020-08-21 23:22
	raw_exported_data_2020_9_4_...	4 KB	2020-09-04 14:50
	raw_exported_data_2020_9_15...	4 KB	Today 14:59

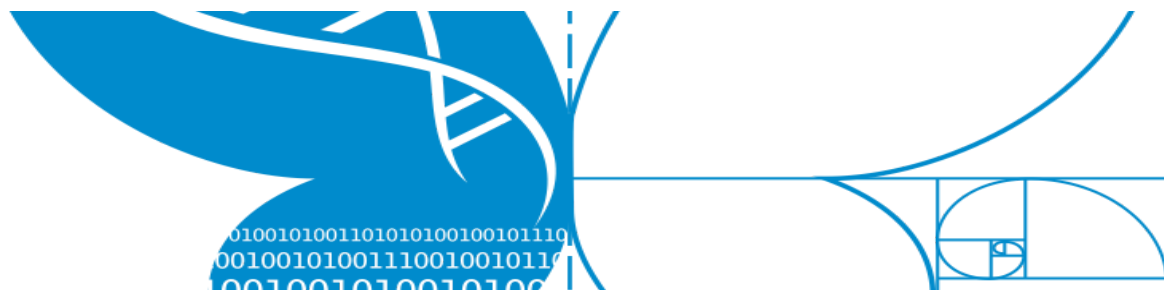


8. Select all the files you want to backup (copy). Then drag-and-drop the files to the desired PC destination.

LifeplanApp Documents

	csv_exported_data_2020_8_21_23_22_28.csv	4 KB	2020-08-21 23:22
	csv_exported_data_2020_8_23_17_53_41.csv	4 KB	2020-08-23 17:53
	csv_exported_data_2020_9_4_14_47_42.csv	4 KB	2020-09-04 14:47
	csv_exported_data_2020_9_15_14_59_27.csv	4 KB	Today 14:59
	export.json	4 KB	2020-07-28 15:10
	exports	4 KB	2020-07-31 14:50
	json_exported_data_2020_8_21_23_22_35.json	4 KB	2020-08-21 23:22
	json_exported_data_2020_9_4_14_50_9.json	4 KB	2020-09-04 14:50
	json_exported_data_2020_9_15_14_59_23.json	4 KB	Today 14:59
	raw_exported_data_2020_8_21_23_22_36.json	4 KB	2020-08-21 23:22
	raw_exported_data_2020_9_4_14_50_4.json	4 KB	2020-09-04 14:50
	raw_exported_data_2020_9_15_14_59_19.json	4 KB	Today 14:59

9. Your files containing your unsubmitted activities are now backed up.



6.2.2 iOS and Mac

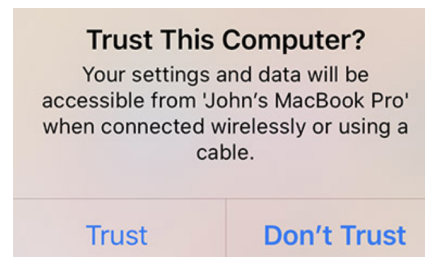
The following guide describes how to copy a LifePlan backup file from an iOS device to a Microsoft Windows PC.

Prerequisites. You need a:

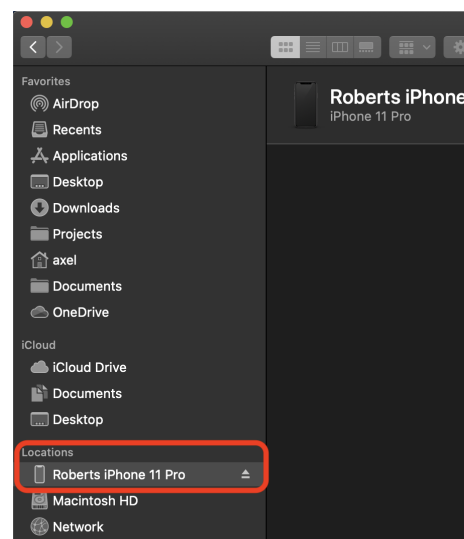
- USB to *Apple Lightning* cable
- Mac computer running *macOS* operating system

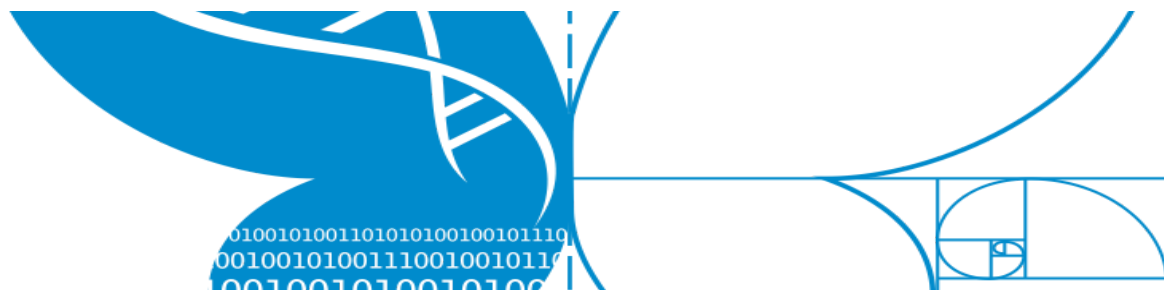
Instructions.

1. Connect the *iOS* device to your Mac using USB to lightning cable.
2. Unlock the *iOS* device and press “Trust” if asked to “Trust This Computer”.



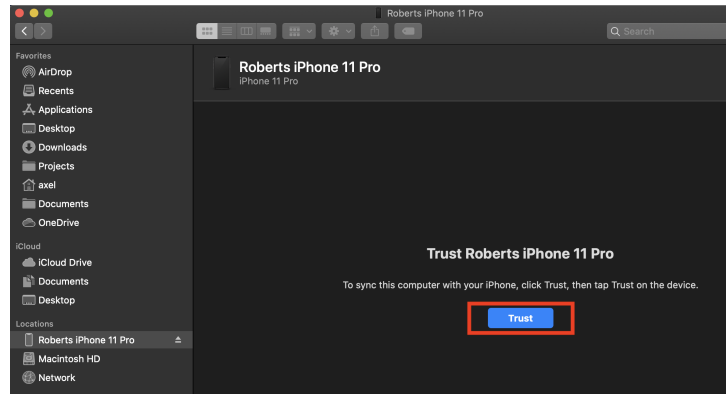
3. Open a new finder window.
4. On the left-hand side, under *Locations*, find and click your iOS device name (see **red** rectangle).



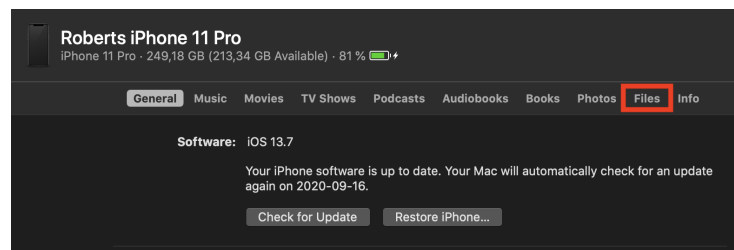


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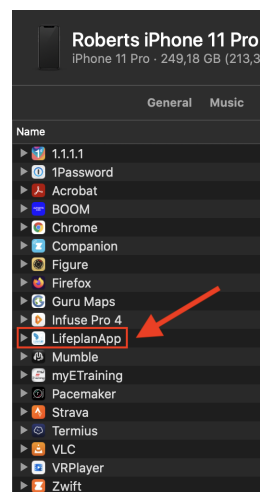
5. (If necessary) press the **blue** “Trust” button.

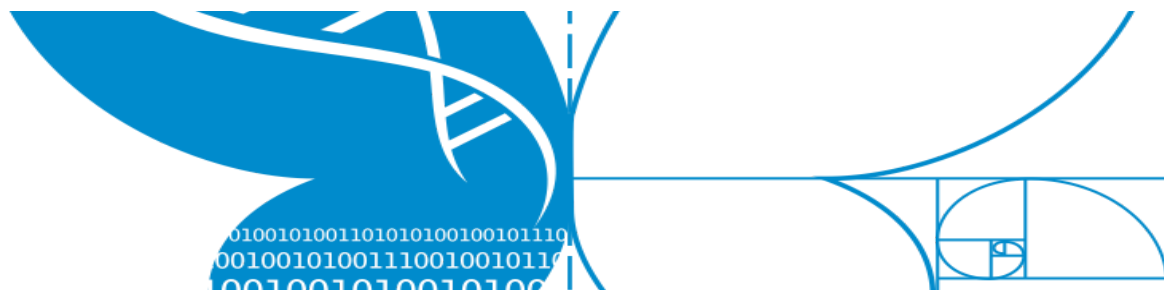


6. Press “**Files**” in the top right-hand corner.

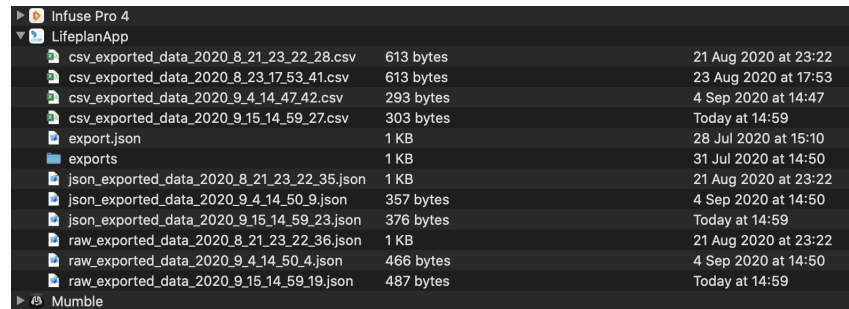


7. Scroll the list of applications and find the LifePlan icon.



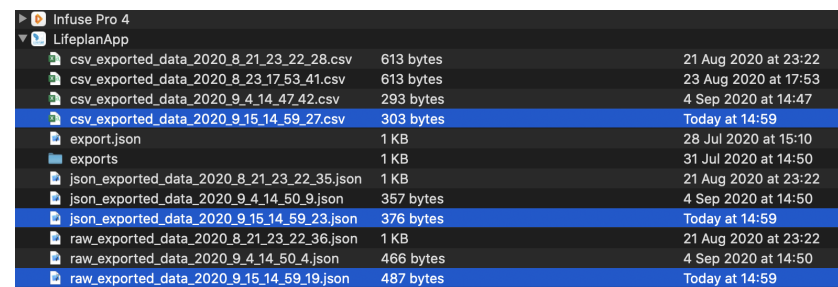


8. Click the **LifePlan** icon.



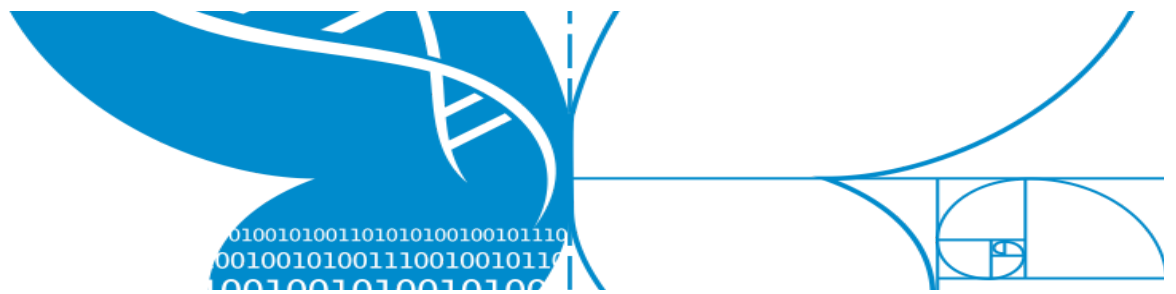
Infuse Pro 4		
LifeplanApp		
csv_exported_data_2020_8_21_23_22_28.csv	613 bytes	21 Aug 2020 at 23:22
csv_exported_data_2020_8_23_17_53_41.csv	613 bytes	23 Aug 2020 at 17:53
csv_exported_data_2020_9_4_14_47_42.csv	293 bytes	4 Sep 2020 at 14:47
csv_exported_data_2020_9_15_14_59_27.csv	303 bytes	Today at 14:59
export.json	1 KB	28 Jul 2020 at 15:10
exports	1 KB	31 Jul 2020 at 14:50
json_exported_data_2020_8_21_23_22_35.json	1 KB	21 Aug 2020 at 23:22
json_exported_data_2020_9_4_14_50_9.json	357 bytes	4 Sep 2020 at 14:50
json_exported_data_2020_9_15_14_59_23.json	376 bytes	Today at 14:59
raw_exported_data_2020_8_21_23_22_36.json	1 KB	21 Aug 2020 at 23:22
raw_exported_data_2020_9_4_14_50_4.json	466 bytes	4 Sep 2020 at 14:50
raw_exported_data_2020_9_15_14_59_19.json	487 bytes	Today at 14:59
Mumble		

9. Select the files you want to backup. Drag-and-drop selected files to your desired backup location.



Infuse Pro 4		
LifeplanApp		
csv_exported_data_2020_8_21_23_22_28.csv	613 bytes	21 Aug 2020 at 23:22
csv_exported_data_2020_8_23_17_53_41.csv	613 bytes	23 Aug 2020 at 17:53
csv_exported_data_2020_9_4_14_47_42.csv	293 bytes	4 Sep 2020 at 14:47
csv_exported_data_2020_9_15_14_59_27.csv	303 bytes	Today at 14:59
export.json	1 KB	28 Jul 2020 at 15:10
exports	1 KB	31 Jul 2020 at 14:50
json_exported_data_2020_8_21_23_22_35.json	1 KB	21 Aug 2020 at 23:22
json_exported_data_2020_9_4_14_50_9.json	357 bytes	4 Sep 2020 at 14:50
json_exported_data_2020_9_15_14_59_23.json	376 bytes	Today at 14:59
raw_exported_data_2020_8_21_23_22_36.json	1 KB	21 Aug 2020 at 23:22
raw_exported_data_2020_9_4_14_50_4.json	466 bytes	4 Sep 2020 at 14:50
raw_exported_data_2020_9_15_14_59_19.json	487 bytes	Today at 14:59

10. Your files containing your unsubmitted activities are now backed up.



6.2.3 Android and Windows

The following guide describes how to copy a *LifePlan* backup file from an *Android* device to a *Microsoft Windows* PC.

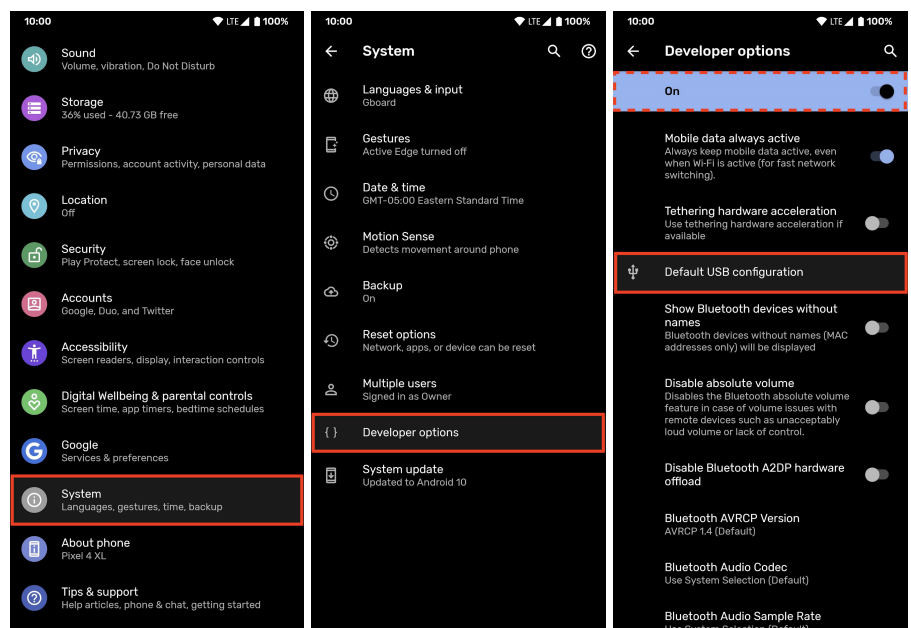
Prerequisites. You need a:

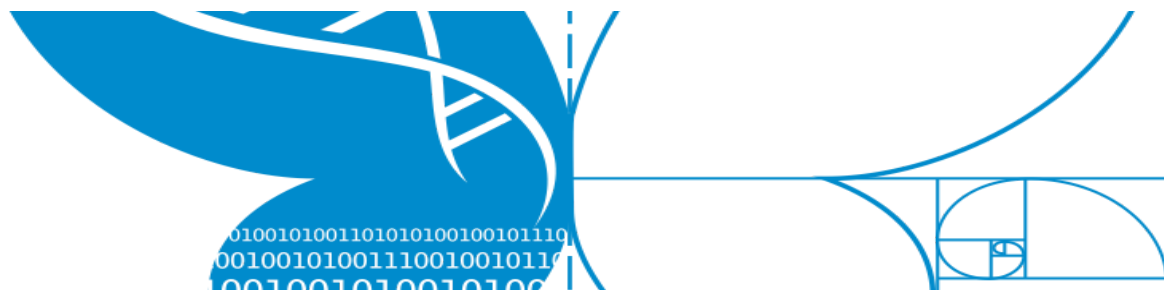
- USB cable (for connecting your mobile device)
- PC running *Microsoft Windows* operating system
- USB File transfer enabled on *Android* device

Enable USB File transfer

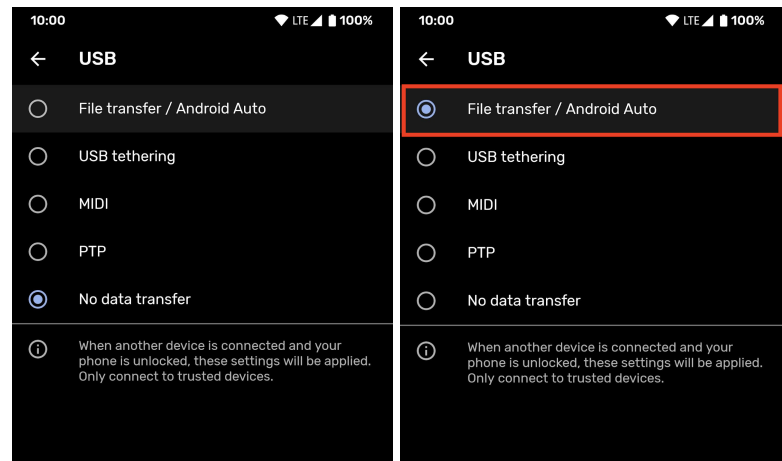
In order to enable USB File transfer, first you also need to enable “Developer” mode.

- a. On your Android device, go to Settings
- b. Press “System”
- c. Press “Developer options”,
- d. Enable developer options (dashed rectangle).
- e. Press “Default USB Configuration”.





f. Select “File transfer / Android Auto” (or similar)



g. Done

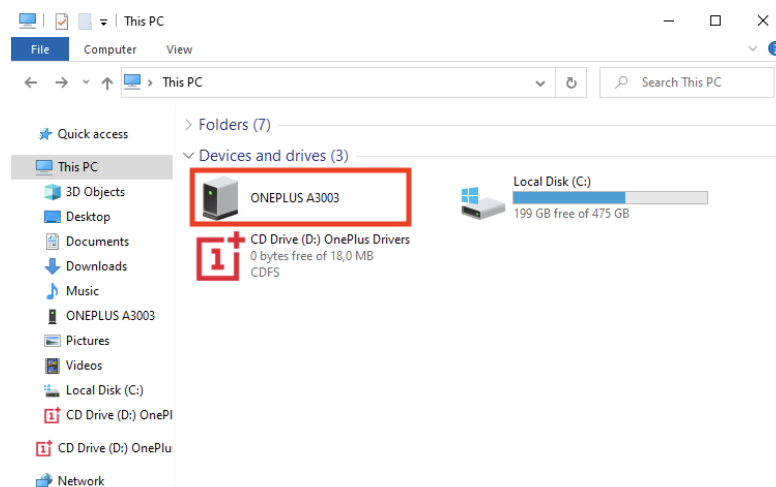
Instructions.

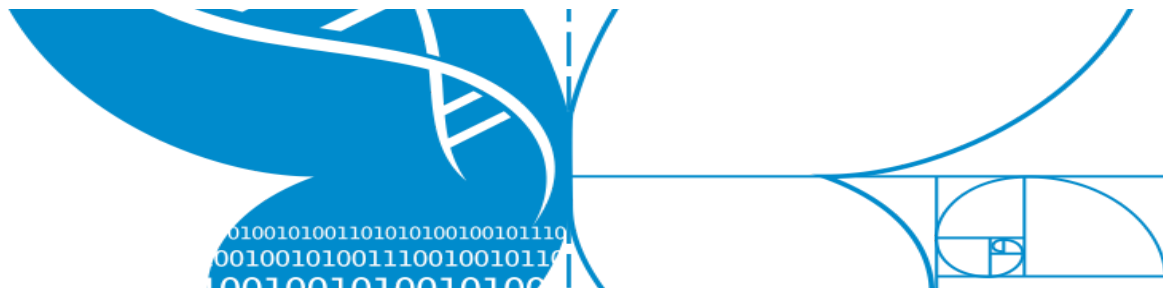
Unlock your mobile device.

Connect the *Android* device to your *Mac* computer using the USB cable.

Open *Windows File explorer* and navigate to “*Devices and drivers*”.

Look for your device.





- a. If your device looks like a camera, you most likely need to enable **file transfer over USB** on your Android device. See the prerequisites section above.

▼ Devices and drives (2)



Remember the **File path** specified within the *LifePlan Mobile* app during file export.



The first part of the File Path is NOT correct and does not match any file path of the device.

Often times you can replace
/storage/emulated/0 with
/[your device name]/[internal storage]

Export local data

Close

You can export not yet uploaded data as a JSON or a CSV file as an additional measure to keep your data safe.

Choose how to export the data:

Export raw data

Export as JSON file

Export as CSV file

Successfully saved the file.

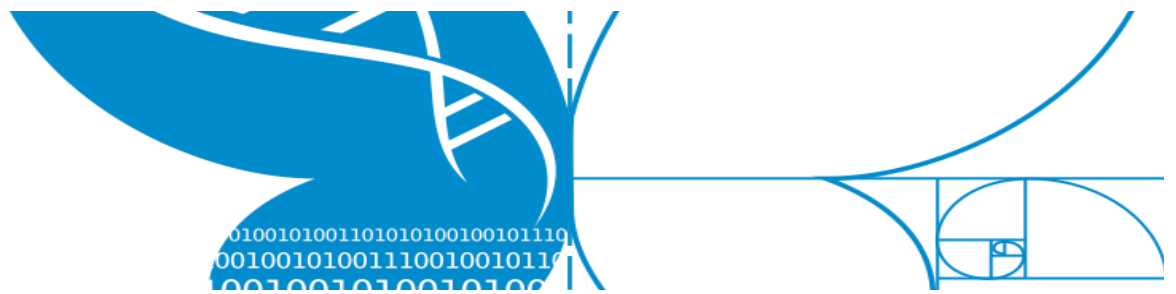
Connect your phone to a computer or laptop with a USB cable and browse to the file directory for the LifePlan app to transfer the file.

Filepath:

/storage/emulated/0/Android/data/
com.lifeplanapp.internal/files/
raw_exported_data_2020_9_15_15_30_13.json

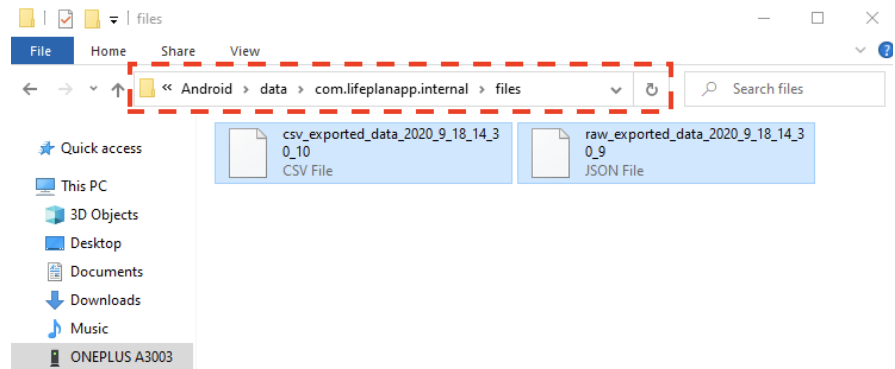
Filepath:

**/storage/emulated/0/Android/data/
com.lifeplanapp.internal/files/
raw_exported_data_2020_9_15_15_30_13.json**



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Navigate to the specified File path and select all relevant files.



Copy the selected file(s) to your *Windows* computer

Your files containing your unsubmitted activities are now backed up.

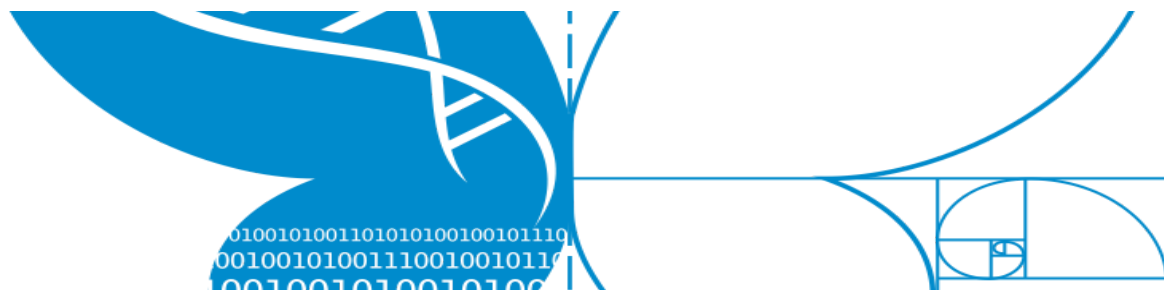


6.2.4 Android and Mac

The following guide describes how to copy a LifePlan backup file from an *Android* device to an Apple Mac computer.

Prerequisites. You need a:

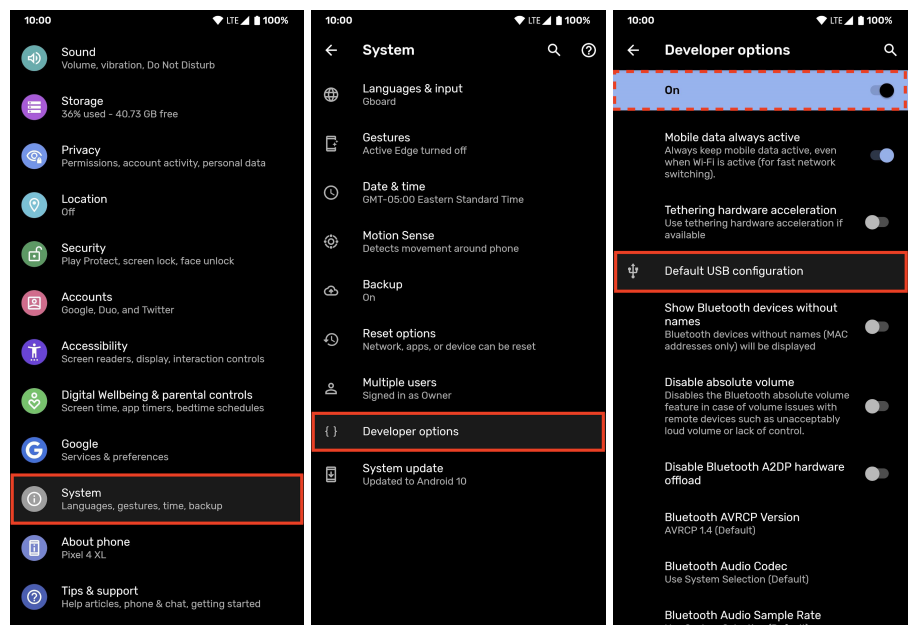
- USB cable (for connecting your mobile device)
- PC running *Windows* operating system
- “*Android File Transfer*” application for Mac installed (or similar)
www.android.com/filetransfer/
- USB File transfer enabled on *Android* device (see instructions below)



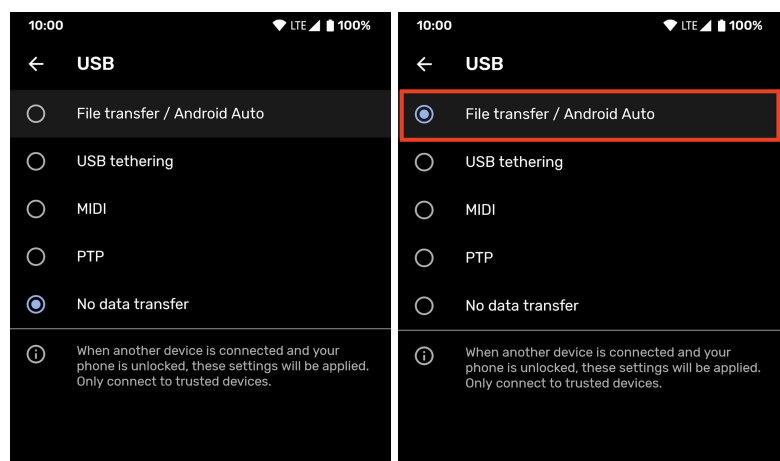
Enable USB File transfer

In order to enable USB File transfer, first you also need to enable “Developer” mode.

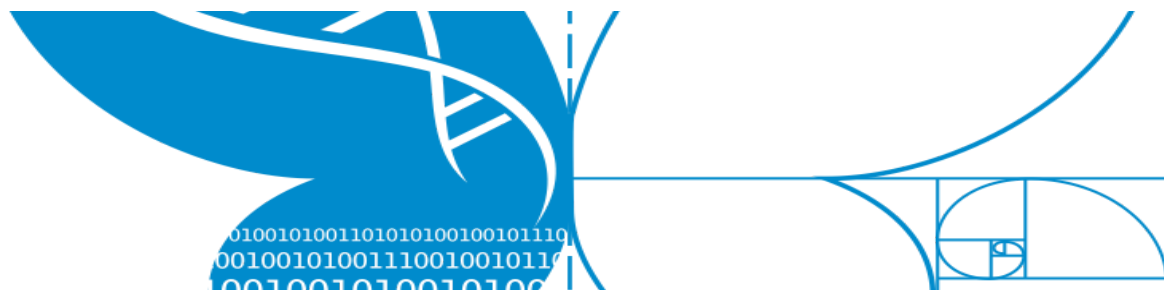
- On your Android device, go to Settings
- Press “System”
- Press “Developer options”,
- Enable developer options (dashed rectangle).
- Press “Default USB Configuration”.



- Select “File transfer / Android Auto” (or similar)



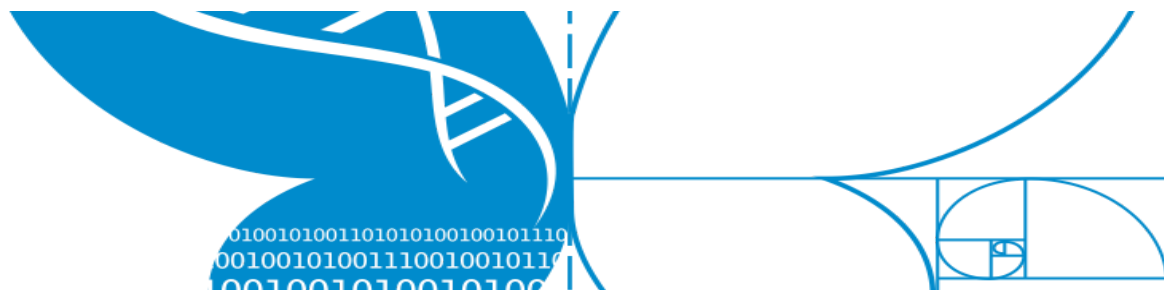
- Done



Instructions.

1. Unlock your mobile device.
2. Connect the *Android* device to your *Mac* computer using the USB cable.
3. Open the Android File Transfer application





4. Remember the **File path** specified within the *LifePlan Mobile* app during file export.



The first part of the File Path is NOT correct and does not match any file path of the device.

Often times you can replace
/storage/emulated/0 with
/[your device name]/[internal storage]

Export local data Close

You can export not yet uploaded data as a JSON or a CSV file as an additional measure to keep your data safe.

Choose how to export the data:

Export raw data

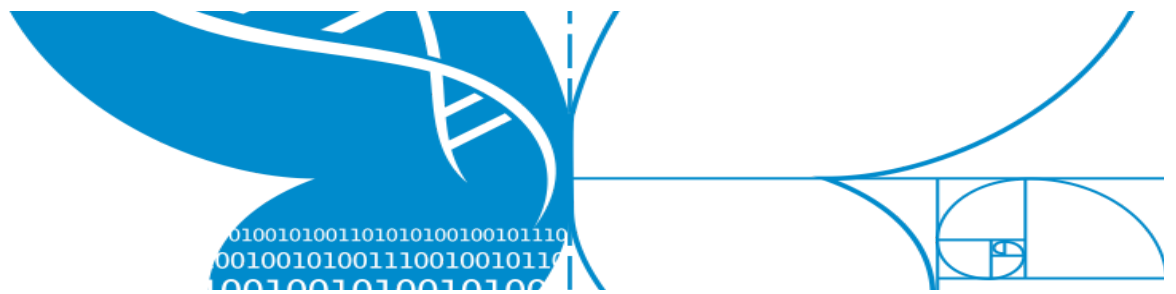
Export as JSON file

Export as CSV file

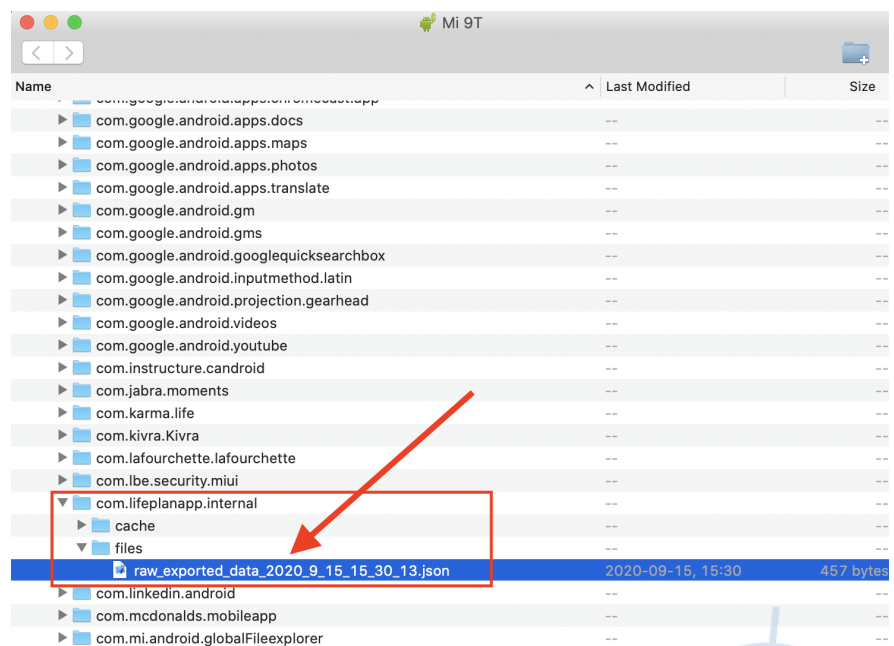
Successfully saved the file.
Connect your phone to a computer or laptop with a USB cable and browse to the file directory for the LifePlan app to transfer the file.

Filepath:
/storage/emulated/0/Android/data/
com.lifeplanapp.internal/files/
raw_exported_data_2020_9_15_15_30_13.json

Filepath:
**/storage/emulated/0/Android/data/
com.lifeplanapp.internal/files/
raw_exported_data_2020_9_15_15_30_13.json**



5. Navigate to the specified File path and select all relevant files.



6. Copy the selected file(s) to your *Mac* computer
7. Your files containing your unsubmitted activities are now backed up.