FAIRterm Web Application: A Practical Guide

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www.purl.org/fairterm
Description

- FAIRterm is a free tool for the compilation of multilingual terminological records
  - Designed in order to meet the FAIR principles
  - Implemented according to the ISO TC/37 SC/3 standards
  - Languages currently supported: 24 official European languages + Turkish, Russian, Chinese, Japanese and Korean (in the very next future: Arabic and Georgian!)

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Description

- FAIRterm offers two working modes:
  - **individual**: by logging in with your credentials, you can access a private space where you can fill your own terminological records and view only your work.
  - **collaborative**: by logging in with your credentials, you can access a collaborative space where you can not only fill in your own records but also view and modify the records completed by your colleagues. This can be useful, when joining YourTerm projects with a group of participants working on the same project / sub-project.

[www.purl.org/fairterm](http://www.purl.org/fairterm)
Credentials request
First Access

• To get your credentials:
  
  • for the individual mode: we ask you to fill in the Google form at the following link so that, in a couple of days, we will send you your credentials: https://forms.gle/mb5nMr4hg7GVMkbu7

  • for the collaborative mode: you can make a direct request to the YourTerm team and we will send the credentials for the working group

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Login
Individual Mode
Once you received your credentials, you can directly access the FAIRterm tool by clicking on the following link: https://shiny.dei.unipd.it/fairterm/termcoord/compilation/
Authentication

Please authenticate

Username:
Your Username

Password:
...

Login

www.purl.org/fairterm
Authentication

Please authenticate

Username:
Your Username

Password:
...

Login

www.purl.org/fairterm
Create new term
Create new term 1/5

- Click on the “create new term” tab:

- Source language of your term
  - Bulgarian

- Term
  - (mandatory)

- Add new term

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Create new term 1/5

- Click on the “create new term” tab:

```
www.purl.org/fairterm
```
Create new term 2/5

- Select the source language of your term:

  - Bulgarian
  - Chinese
  - Croatian
  - Czech
  - Danish
  - Dutch
  - English
  - Estonian
  - Finnish
  - French
  - German
  - Greek
  - Hungarian

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Create new term 2/5

- Select the source language of your term:

[Image of a screenshot showing the selection of the source language as 'English']

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Create new term 3/5

• Write your new term:

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Create new term 3/5

- Write your new term:

www.purl.org/fairterm
Create new term 4/5

- Click on the “add new term” tab:

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Create new term 4/5

- Click on the “add new term” tab:

<table>
<thead>
<tr>
<th>FAIR Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create new term</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Compile record</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Download TBX</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Download TSV</strong></td>
<td></td>
</tr>
</tbody>
</table>

Source language of your term

- English

Term

- wine

Add new term

www.purl.org/fairterm
• Click on the “add new term” tab:

Source language of your term

- English

Term

wine

Add new term

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Create new term 5/5

• Once you clicked on the “add new term” tab:
  • you will receive three messages (bottom right):
    • “start process”
    • “end process”
    • “term added”
  • Only after you get those three confirmation messages, can you proceed to the next step

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Compile record
Compile Record 1/6

- Click on the “compile record” tab:

<table>
<thead>
<tr>
<th>FAIR Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Diagram" /></td>
</tr>
</tbody>
</table>

Source language of your term

- English

Term

- wine

Add new term
• Click on the “compile record” tab:

www.purl.org/fairterm
• Select the source and target languages:

• Note: you can also decide to conduct your analysis in a monolingual perspective only: in this case, you will only have to select the source language.

www.purl.org/fairterm
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<tr>
<td><strong>Source language</strong></td>
<td><strong>Target language</strong></td>
</tr>
<tr>
<td>English</td>
<td>Italian</td>
</tr>
</tbody>
</table>

Search a term

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 Compile Record 3/6

- Search for the term previously added:

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<td>Italian</td>
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</table>

Search a term:

- **wine**

Source Term: **wine**
Target Term: **- (add here) -**

Categories

<table>
<thead>
<tr>
<th>Formal features</th>
<th>Semantics</th>
<th>Variation</th>
<th>Usage</th>
</tr>
</thead>
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[www.purl.org/fairterm](http://www.purl.org/fairterm)
Compile Record 3/6

- Search for the term previously added:

Source language
- English

Target language
- Italian

Search a term
- wine

Source Term
- wine

Target Term
- (add here)

Categories
- Formal features
- Semantics
- Variation
- Usage

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Compile Record 3/6

- Search for the term previously added:

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Then, you can start the compilation of the bilingual record:

- You can add the target term at any time
- You have the same data categories for the source term (left) and the target term (right)
- You can freely decide the data category to focus on first
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The data categories (bilingual visualisation) are organised in 4 panels:

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Search a term: wine

<table>
<thead>
<tr>
<th>Source Term</th>
<th>Target Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>wine</td>
<td>- (add here) -</td>
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Categories:
- Formal features
- Semantics
- Variation
- Usage
• The data categories (bilingual visualisation) are organised in 4 panels:
But before describing them ... remember to click on the “save” button, once you have filled in each panel in order to not to lose your work!
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Data Categories
Data Categories

- FAIRterm data categories represent a set of information to be entered for the source term and target term.

- For visualisation purposes, they are organised in 4 panels (formal features, semantics, variation and usage).

- They were extracted from the Data Category Repository of the TriMED resource which can be consulted, for a detailed description, at the following link: https://shiny.dei.unipd.it/TriMED/data_category_repository/

For more information about the TriMED project see: https://shiny.dei.unipd.it/TriMED/
First panel: Formal Features 1/2

• **Part of speech** of the analysed term: this is a pick list value, so you only need to select the correct option :)

• **Notes (term):** any comment you consider relevant providing further information on the analysed term

• **Term Reference:** bibliographic reference of a document where you can find the analysed term

• **IATE identifier:** if applicable, the identifier provided on the IATE database corresponding to the analysed term

  www.purl.org/fairterm
First panel: Formal Features 1/2

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First panel: Formal Features 1/2

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Second panel: Semantics 1/2

- **Definition** of the term

- **External cross-ref (definition):** URL of the external resource (glossary, database etc...) where the definition was extracted

- **Source (definition):** the complete bibliographic citation of the resource consulted for the extraction of the definition

  - Note 1: if the definition is extracted from a paper-format resource, the data category “external cross-reference” is not to be filled in

  - Note 2: In the absence of a reliable and attested definition, you can also draw up your own definition starting from the cross-consultation of various sources: these have to be listed in the two categories of data “external cross reference” and “source” in order to ensure information traceability

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Second panel: Semantics 2/2

- **Notes (definition):** any comment you consider relevant providing further information on the term definition. This is also the space where you can declare if the definition has been drawn up by the terminologist.

- **Synonym(s) of the analysed term**

- **Quasi-synonym(s) of the analysed term**

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• **Common name**: the equivalent for an international scientific term that is used in general discourse in a given language

• **Scientific name**: the scientific equivalent used in specialised context

• e.g.: “Mountain laurel” as the common name opposed to the international scientific name “Kalmia latifolia”

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Third Panel: Variation 2/2

- Orthographic variant of the analysed term: e.g., “catalogue” (GB), “catalog” (US)
- Acronym of the analysed term
- Abbreviation of the analysed term (e.g. “adjective” abbreviated with “adj.”)

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Fourth Panel: Usage 1/2

- **Subject field**: the domain of the analysed term

- **Subdomain**: the sub-domain of the analysed term
Fourth Panel: Usage 2/2

- **Context** of the analysed term

- **External cross-ref (context):** URL of the external resource where the context was extracted

- **Source (context):** the complete bibliographic citation of the resource consulted for the extraction of the definition

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Mandatory Data Categories
Some of the data categories previously described are mandatory:

- “Part of the speech”
- “Definition”
- “External Cross Reference (definition)”
- “Source (definition)”
- “Subject field”
- “Term Reference”

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Mandatory DC 2/2

• During the compilation you will notice some alert messages at the bottom right that will remind you to fill in all these mandatory fields.

• Note: these alert messages are currently active only on the individual mode (very soon they will also be integrated into the collaborative one).

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Download records
Download TBX

- You can export your terminological data in the TermBase eXchange (TBX) standard format:

[www.purl.org/fairterm](http://www.purl.org/fairterm)
Download TBX

• You can export your terminological data in the TermBase eXchange (TBX) standard format:

www.purl.org/fairterm
You can also export your terminological data in the Tab-Separated value (TSV) format:

www.purl.org/fairterm
Download TSV

- You can also export your terminological data in the Tab-Separated value (TSV) format:

www.purl.org/fairterm
The Download TSV function allows you to download all the records linked to your account in a single file.

The Download TBX function, on the other hand, allows you to download the selected terminological records individually.

Note: the difference between TSV and TBX is due to the fact that the download of a whole terminological database for a subproject in TBX may be computationally very intensive and we want to avoid this situation for the user.

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Logout
Finally, to exit the application click on the logout icon at the bottom right corner:
Logout

• Finally, to exit the application click on the logout icon at the bottom right corner:
Let’s move on the Collaborative Mode!
First Access - collaborative

- Once you received your credentials, you can directly access the FAIRterm tool by clicking on the following link (different from the previous one):
  - https://gmdn.shinyapps.io/fairterm_compilation/

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The application is basically the same as for the individual mode: the same login methods, data compilation and download functions are provided (see the previous slides).

The main difference consists in the nature with which this modality was conceived: allowing a group of people to work collaboratively on the same terminological records.

For this reason, the main difference consists in accessing a common area where the user can view and modify the records filled in by her/his colleagues.

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• In order to offer the user an organised and functional space, the user has, as a first step (before proceeding to create a new record), to select the YourTerm project and sub-project in which s/he is participating
FAIRterm collaborative 4/10

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• Once you have selected the project and sub-project, you can start the creation of a new record as described for the individual mode.

• Note: in the collaborative mode, we strongly suggest to verify that the term you are about to analyse is not already present in the collection before re-inserting it. This will ensure avoiding duplicate records.
When moving to the “compile record” panel, you will notice two new boxes “edit source record” and “edit target record”:

![FAIR Term collaborative 6/10](www.purl.org/fairterm)
When moving to the “compile record” panel, you will notice two new boxes “edit source record” and “edit target record”:

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• It is very important for the user to flag these two cases in order to correctly save the changes that will be made on the terminological records.

• Note: the edit button was added to have an explicit feedback from the user when s/he wants modify the record. In fact, in a collaborative setting, it is very likely that a user will use a pivot language as source language in order to compile the record for the target language. Without the “edit” button, the software has to 1) overwrite the source language data over and over (with the same information), or 2) check whether any field in the source language has been modified by the user. In both cases this is an overload on the computational side. The same can happen for the target language.

• Once flagged, you can continue with your terminological work
• What happens if two or more users are working on the same terminological record at the same time?

• In collaborative situation, when user A is working on a record and another user B modifies the same record, if user A has checked the “edit” button on either the source or target language (or both), s/he will receive the following warning message:
With this message, you will be able to see the date, time and the person who changed the records you are working on.

At this point, user A can choose among three alternatives

- **Load**: the data of user B will be loaded into the interface of user A and all the modifications that A did will be lost.

- **Overwrite**: the data of user A will be saved in the database and all the modifications that B did will be lost (B will be aware of these modifications when s/he will save the record).

- **Cancel**: No save is performed. The data of user B are still saved in the database while the data of user A are not saved in the database but they are still temporarily available in the Web browser.
• Once you have decided on your best option, you can continue your terminology work

• Note 1: As mentioned in the individual mode, please remember to click on the save button

• Note 2: always check to receive the messages at the bottom right confirming the success of the saving operation (in particular for this collaborative mode just be a little be patients to get your confirmation messages ;))
Other Important Technical aspects

(both for individual and collaborative)
• Data saving

  • The Web app does not automatically save the data (for example, in a Google Drive document fashion)

  • We suggest to click on the “save” button when switching from one tab to another
FAIRterm: Technical Aspects 2/6

• Disconnection

• The Web app “falls asleep” after 5-10 minutes of inactivity

• If you are browsing other web pages, it is important to 1) save your data, 2) log out of the application and 3) log back in later

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• Not ubiquitous

• The Web app is not designed to recognise the same user in different places at the same time

• It is important to avoid accessing the application through multiple tabs of the same browser or different browsers

• Consequences: if you click save on one browser (or tab) you will overwrite any work done on another browser (or tab)
• Logout

• To log out, it is advisable to click on the exit icon and not to close the browser
• Backup

• For server space reasons, we keep all your terminological backups (every click on the save button generates a backup) for 7 days

• We strongly recommend that you save a copy of your data once you finish your record locally (download TBX or TSV)

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• Record deletion

• We have voluntarily omitted the functionality allowing to delete the terminological records (for example for duplicating terms) because, in particular, in a collaborative context, the risk of inadvertently losing one’s work is high.

• In this sense, if you wish to delete some terminological records, just send us a request and we will take care of it.
Useful references

www.purl.org/fairterm

Follow us also on Twitter! @FairTerminology
Some bibliographic references


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Enjoy your terminological work!

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