USER MANUAL

Codimg Tag

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codimg

CONTACT

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1. INTRODUCTION

Codimg Tag is an iPad/iPhone app for easily registering actions for an event you are watching or filming.

Data is collected by using a button template (with categories and descriptors) created by the user on the iPad/iPhone, or imported from the following Codimg software: Lite, Advanced and Premium

Once the event has finished, the resulting database of information can be exported for opening in any Codimg software and also exported as an XML file so it can be used in other timeline based video analysis products. Linking this information with a video will easily show you all your registered actions from the iPad/iPhone.

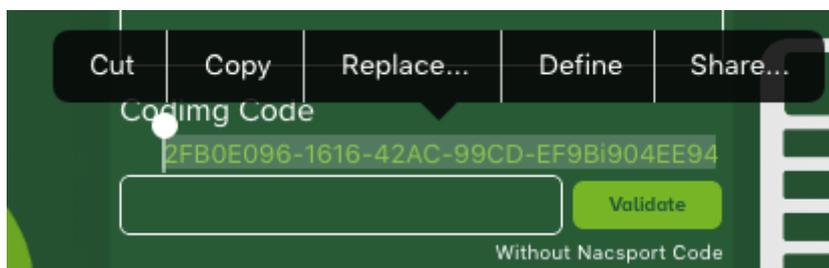Codimg Tag can be downloaded for free on iTunes with the following limitations:

- You cannot import templates from other iPad/iPhone or Codimg software.
- You cannot duplicate templates within the app.
- Only the first 15 category registers in a database can be exported to Codimg software (or as an XML file).

To obtain full features of this app, it is compulsory to request for a license. More information here.
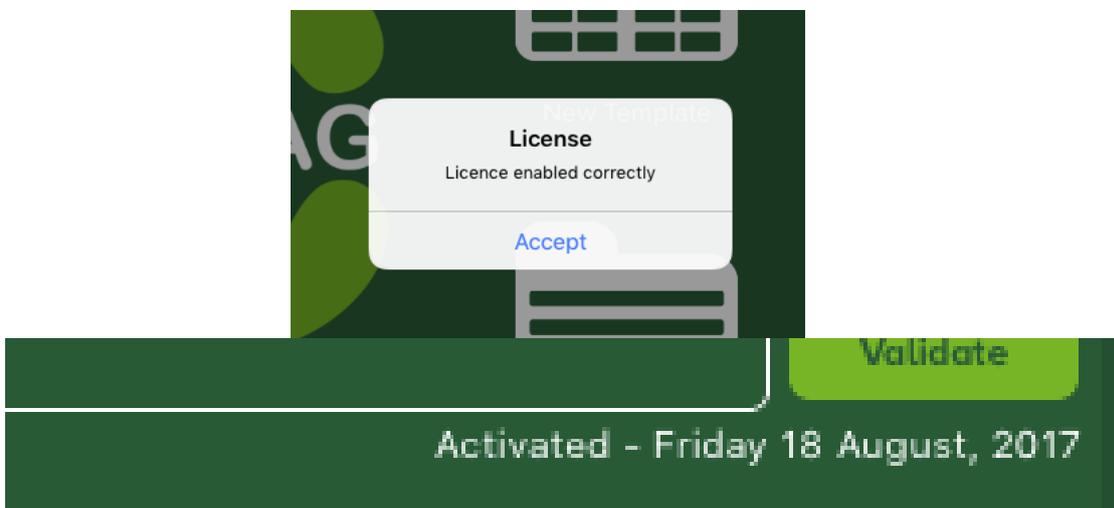
2. CONFIGURATION AND ORDERS

To configure Codimg Tag follow these steps:

1) In the main menu, tap the ⚙ icon.

2) Select your language. Codimg Tag is available in English, Spanish, German and Dutch.

3) Enter the email which will be used to contact your distributor or to send databases from Codimg Tag. Next, tap **Update email.**

4) To order a Codimg Tag license, tap **Request activation by email.**

5) Select the country of your distributor to send the purchase order mail. If your country has not got a Codimg reseller, select the Codimg icon.

6) An email will be opened next. Enter your name, surname and team/organisation in the text fields. Mark with an (X) if you are a Codimg user or not at the moment of the purchase. Finally, tap **Send** and you will be contacted as soon as possible.

7) Once Codimg receives the payment, you will be sent a license number. This number must be entered in the **Subscription** box. If the license number is correct, the configuration window will close.

If you want to check the date of when your licence is valid to, you must open the configuration window. To do this, tap the ⚙ icon.

3. BUTTON TEMPLATE (CATEGORIES AND DESCRIPTORS)

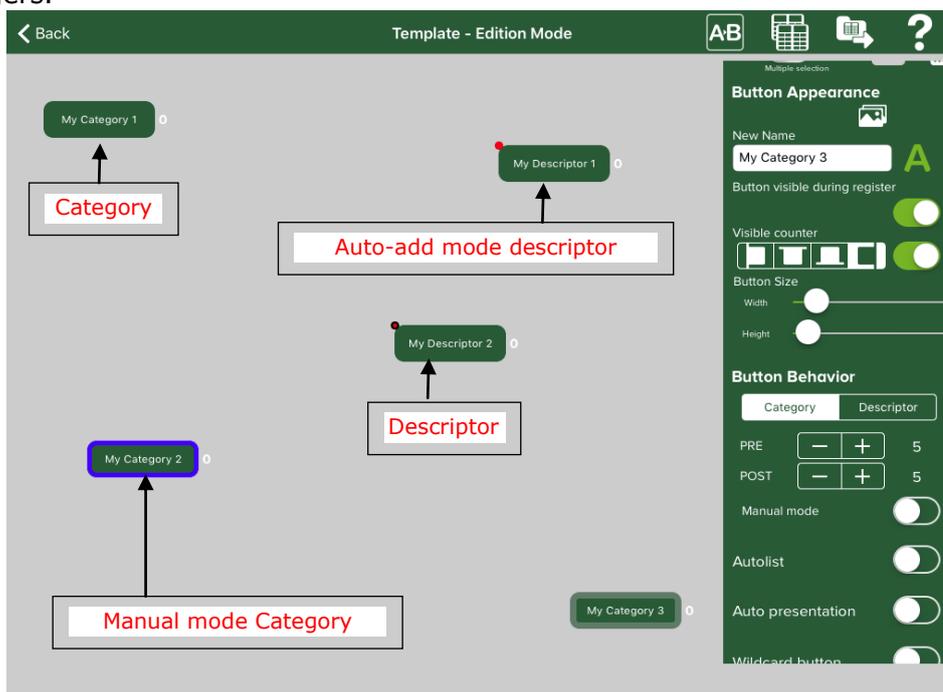## 3.1. List button templates

In this work environment you can do the following:

- **Create button templates.** To do this, tap the [+] icon.

- **Delete button templates**. To do this, tap the [🗑] icon; select a template by

tapping the [–] **icon** and tap Delete. Another option: Swipe left on your template and tap Delete.

- **Import template to template list.** The template must be previously loaded via iTunes (see **import via iTunes**), tap the icon and tap Accept. If you wish, you can modify the name of the template before tapping Accept.

- **Help.** To receive support for this environment, tap the [?] icon.

3.2. Edit button templates

Buttons can be created with different purposes. These are the available options:

- To create a **Category:** press and hold on the screen with one finger.

- To create a **Descriptor**: press and hold on the screen with two fingers.

- To create a **manual mode Category:** press and hold on the screen with three fingers.

- To create an **auto-add mode Descriptor**: press and hold on the screen with four fingers.

Once the button is created, it can be **moved** by tapping it with one finger and then dragging it to the desired position.

To modify the size of the button, select it and spread or pinch it. Alternatively, use the "button size" sliders.

- Replace text in multiple buttons at once:

Search for text sequences to be changed into others. Click this icon

Write the text to search for, write the text to replace and then Accept.

It is very useful when you want to change specific text in different buttons at the same time. For instance, if we have these buttons on our template: "Mistake candidate A", "Question candidate A" or "Answer candidate A"... and we would like to replace "Candidate A" with "Candidate B".

With one action, we can quickly change the text in multiple buttons.

- **Duplicate button templates:**

To copy a button template, tap the   icon, select a name for the new template and tap Accept. Then, select your choice between duplicating it or not.

- **Export button templates:**

Tap the   icon, enter the recipient email and tap Send.- **Help.** To receive

support for this environment, tap the   icon.

3.2.1 Button properties

This view consists of 3 sections:

General options:

- Block/unblock movement of the configuration window.

To block the movement of the configuration window, tap the   icon.

To unblock the movement of the configuration window, tap the   icon.

- Multiple button selection: To do this, keep your finger pressed for one second on the button which will be used as a reference, or tap the multiple selection button

. Next, start tapping the buttons you wish to select (these buttons will have an orange border after being selected).

- Delete button: Select a button and tap the   icon. A confirmation message will appear.

- Change screen background colour: Tap the   icon and select your choice.

- Change background picture: click and select the file to replace it.

Button appearance:

New name: Tap in the blank box and enter the name for the selected button. If the name is coloured in red, this means that the name is already selected for another button.

Text appearance: Tap the icon to modify the colour, visibility, size and alignment of your text. The window that appears can be blocked to change the appearance of following buttons by tapping the icon.

Button visible during register: If you do not want to make your button visible during registering, tap this selection circle. You also have the option to have the counter above, below on the left or right of the button

Visible counter: If you do not want to make your counter visible during registering, tap this selection circle.

Size of the button: To modify the size (width and height) of the button, move the two circles to the right or left.

Button behaviour:

1) **Category:**

There are two ways to register actions:

Default mode: The length of each register (action) is 10 seconds, 5 seconds before (PRE) and 5 seconds after (POST) the buttons is pressed. You can change these PRE and POST times to suit your requirements.

Manual mode: The user will decide the start and end of a register by manually tapping when it starts and then again when it ends. The default PRE and POST times are 0 seconds, but they can be modified.

How to create manual mode categories:

To have a category button in manual mode, tap the white circle next to "manual mode" under "Button Behaviour".

In manual mode, category buttons will keep recording until you turn them off with a tap. This can also be done automatically by setting other manual mode category buttons to have an exclusive link to each other.

Example: With two manual mode category buttons "Speaking" and "listening", you can set these as exclusive to each other so that only one can be on at a time; giving you exact intervention times for a candidate in a debate.

How to create excluding categories:

NOTE: To show the exclusions window, at least two category buttons must be in manual mode.

a) Tap a button which is in manual mode. If there are at least two buttons in manual mode, the exclusion window will appear with the buttons which are available to be excluded.

b) From the list, tap the other buttons that you wish to be excluded to your currently selected button.

How to use excluding categories:

To use excluding categories in the Analyse area:

Tap excluding buttons when actions are going on during registering.

When one of the excluding buttons (category) is tapped, the other buttons which are exclusively linked to it stop registering automatically.

Other categories' behaviour

Wild Card Button: To use a button as Wild Card Button during registering user must slide the white circle to the right. This button allows you to start registering an action which has not been identified at first glance. Then, once identified, the user will be able to finish the action's recording by pressing the chosen corresponding category button in the template.

Activate Rating: Rate your registers from 1 to 5. Slide the white circle to the right if you want to activate this option.

2) **Descriptor:**

Descriptors determine how, when and where actions take place. They are like 'adjectives' for categories.

If you wish to add any of them automatically without tapping on them, select "Descriptor added in each click".

Different options for descriptors:

When using the Analyse function, you can automatically add a descriptor into active categories without having to tap that descriptor button. In the template creation mode, tap your descriptor and then press the white circle underneath "Descriptor added in each click".

To hide the red mark which shows on the top left side of descriptor buttons, tap the white circle next to "Remove the red dot" in template edition mode.

Other behaviours (these can be also applied to Categories)

Auto-list: During observation, you can pre-set your registers to automatically populate a list in a presentation window without reviewing them again. To activate this option, slide white circle to the right.

Auto-Presentation: Automatically populate an independent presentation file to include all the actions which have this parameter when pressed during an observation, with the clips separated into lists by the videos they are associated with.

Example:

 In your template you have created a button called "Positive actions" and each time you click that button during the observation, these registers will be included in a presentation file with the same name. Each list in that presentation file will be of each different video.

Groups of buttons

With this property you will be able to make groups of different buttons.

To make a group of button select the buttons you want (keep pressed the first button and then press the rest of them) go to the group section and tap on ⊕ finally write the name of the group

Example:

To make a group of candidates choose the candidates (John, Bob, James) click on

⊕ and type a name for the group

Links between buttons

With this tool you can register multiple actions with a single click. This means that when one of them is registered, the other/s will be registered at the same time.

Example:

On a flight simulation if you click on **Take off**, the actions **Take off** and **In the air** are automatically registered.

To make a link between buttons keep pressing the space bar key and click on the main button, then click on the button you want to link to the main button.

You can link categories and descriptors using any combination of them.

Example.

CAT—CAT
CAT—DESC
DESC—DESC
DESC—CAT

To change the behavior of a link click on the link tab. Click on the link you want to change and select the option you want.

For CAT-CAT links you can choose a delay time, with this option the linked button will appear before the main button in the timeline.

Example:

On a TAKE OFF - IN THE AIR link without delay the registers will show as TAKE OFF and then IN THE AIR in the timeline

On a TAKE OFF – IN THE AIR link with delay the registers will show as IN THE AIR and then TAKE OFF in the timeline

For a DESC-CAT and DESC-DESC link you can choose in to which category will the descriptors be added

To the next: The descriptor will be added into the next category you register

To the previous: the descriptor will be added to the latest registered category

To both: the descriptor will be added to the last registered category and to the next category to be registered.

To check the direction of a link keep pushed the name of the link.

To see the links in the observation environment keep pushed the [icon] icon

Lock descriptors

With this option you will avoid to register a descriptor by mistake in a determinate category.

To lock a descriptor choose the category in which you DO NOT want that descriptor. In the links tab select the descriptors you want to lock and press

.

Now you will not be able to add those descriptors to the selected category

4. ANALYSE (REGISTERING ACTIONS)

To start registering actions in Codimg Tag, follow these steps:

1) Tap **Analyse** so you can either select a template to use or begin with the template you were last editing.

2) Enter the name for the database you are creating and tap Accept.

3) Tap **"Click to start 1st period"** and then tap the buttons in the template when actions happen.

4) When the period finishes, tap **"Click to end 1st period".**

5) Before the start of the second period, tap **"Click to start 2nd period".**

6) When the second period finishes, tap **"Click to end 2nd period".**

7) If your activity has multiple periods of play, repeat steps 5) and 6) as many times as you need until the event really finishes.

8) When the event finishes, tap **End of event** and select **YES.**

During Analyse mode, you are able to delete the last register you made by tapping the 🔄 icon or by double tapping on the screen with two fingers.

You can also show/hide the actions register window by swiping one finger in the screen from left to right, and vice versa

Add an independent audio/text note: Swipe one finger up to fill your registers with extra information such as text or audio notes. Swipe the finger down to add text notes to the last clicked category.

If you want to pause the timer when adding an independent not, you must slide the white circle in the register window to the right.

To edit the made registers, press over any of them and they all will be listed on a new view.

A register can be deleted from two different views:

(1) In the register lists, slide finger from right to left and then press "Delete".

(2) In the Analysis view, slide finger from right to left and then press "Delete".

Add an independent audio/text note: Sliding your finger up you can fill your registers with extra information by adding an audio or text note. If you slide your finer down you will add a text note to the last category you registered.

You can pause the timer to add an independent note, to do so just move to the right the slider button in the registers control window.

5. DATABASES

5.1. List databases

To access a database, tap **Databases** from the main menu then select your chosen database.

5.2. Export databases

There are two options to export databases:

a) Export by email:

Follow these steps to export a database:

1) Select the database which will be exported.

2) Tap the icon (.tgnac format) to export the selected database for use in Codimg software.

Tap the icon (.xml format) to export the selected database for use in Codimg software or another timeline based product

3) Accept the message on the screen, enter recipient email and tap Send.

NOTE: In step 2, once you have tapped one of the two options, the database automatically goes to iTunes in your iPad/iPhone. More information is in the following Export via iTunes section.
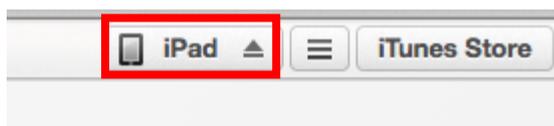
b) Export via iTunes:

NOTE: The computer where the user is going to import the database must have iTunes installed (http://www.apple.com/es/itunes/download/)

Follow these steps to export one or more databases from the iPad/iPhone:

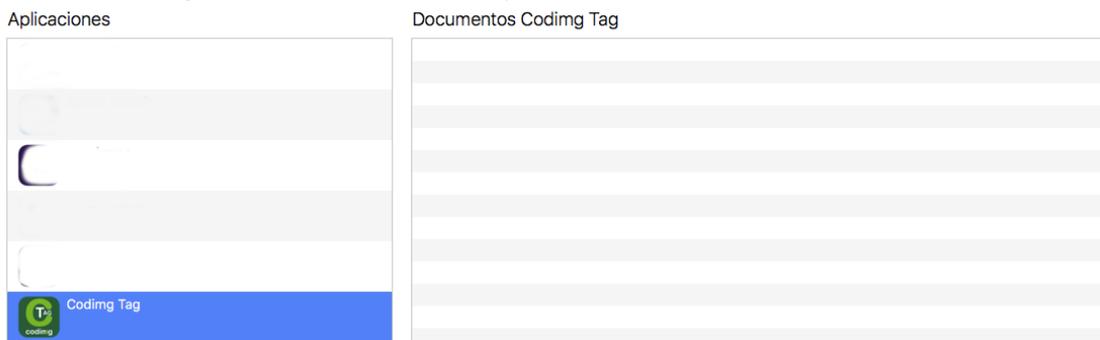1) Connect iPad/iPhone to the computer.

2) Once the iPad/iPhone has been connected, open iTunes and click the button marked in red as shown in the following picture:

3) In the following menu, click the button marked in red as shown in the following picture:

4) Search for the Codimg Tag logo and click it. Then, select your databases to export and click the button marked in red:

5.3 Import databases in Codimg

Open Codimg on your PC, in the main menu, in the tool section select import and then click on **Import from Codimg Tag**
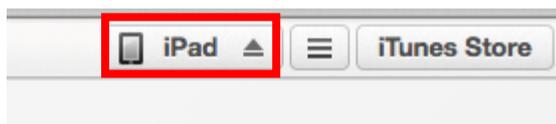
Click on and choose the database you want to import

5.4 Import templates via iTunes

NOTE: The computer from where the user is going to import the template must have iTunes installed (http://www.apple.com/es/itunes/download/)

Follow these steps to import one or more templates to the iPad/iPhone:
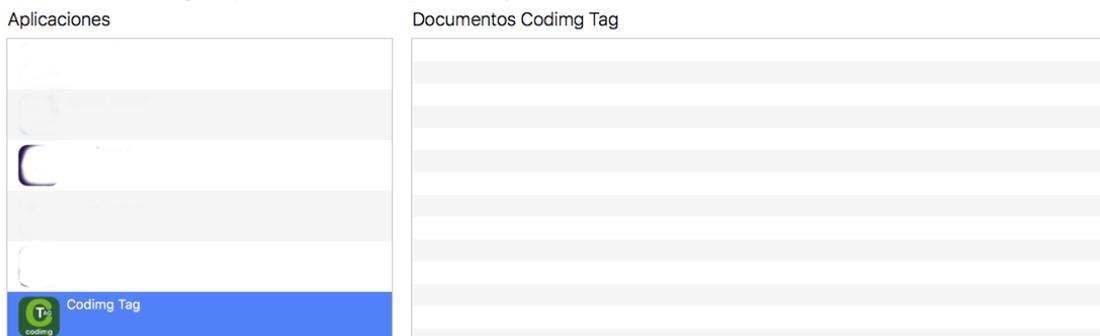
1) Connect iPad/iPhone to the computer.

2) Once the iPad/iPhone has been connected, open iTunes and click the button marked in red as shown in the following picture:

3) In the following menu, click the button marked in red as shown in the following picture:

4) Search for the Codimg Tag logo and click it. Then, drag the template you want from the PC to the box in the right of the window and click on "Accept"

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