



# TRANS**SO**DIA

## Introduction to the Software **easyBiograph 2.3** Usage manual

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## 1 Access

EasyBiograph is a free web application. To start the programme, simply open <https://www.easybiograph.com/> in a web browser (e.g. Chrome or Firefox).

EasyBiograph is under continuous development. Therefore, there may be minor differences between the illustrations in this manual and the actual application. Recently added functions may not yet be described.

The web application can be accessed from various devices (PCs, laptops, tablets, smartphones, etc.) regardless of the operating system. The layout automatically adjusts to different screen sizes and formats (portrait or landscape). Landscape format is recommended for screens larger than 10 inches. Operation via touchscreen is possible.

## 2 Start

After opening the programme link, the front page opens, allowing you to create or edit a biographical time bar. These two options can be found in the top-left corner.

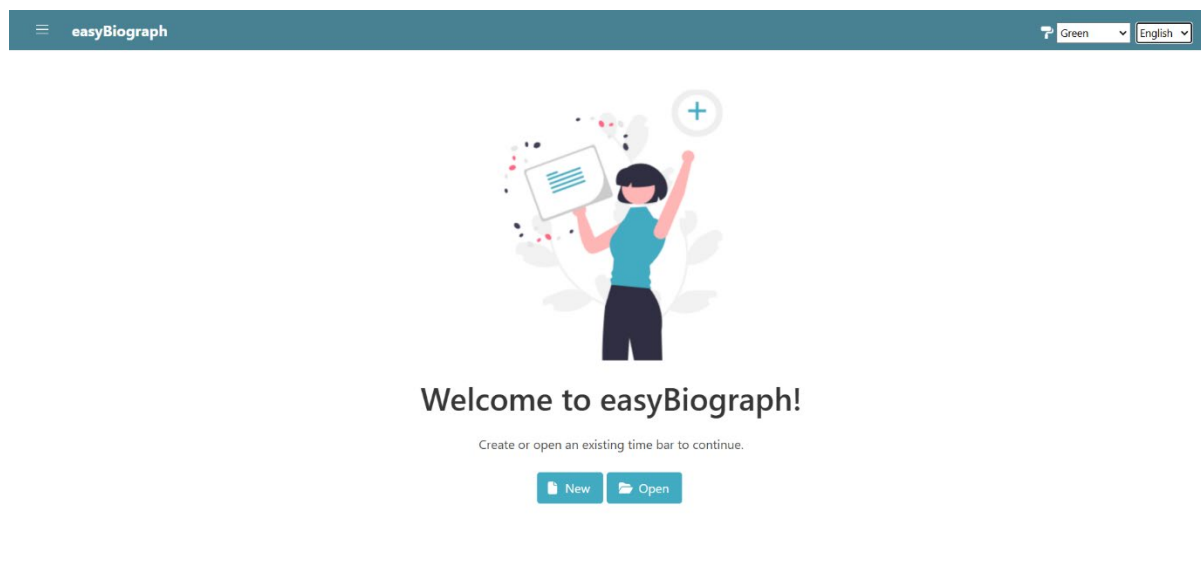





Figure 1: Front page

### 3 Creating a biographical time bar

To create a new biographical time bar, click the “New” button. An entry form will then appear, asking for basic information. Enter the client's name in the first empty field and select their birthday by clicking on the day, month and year. The time frame can be freely defined in the field below. This is set to today by default. The creation date is handled in the same way. Finally, you can add the place of birth, the name of the person creating the time bar and some notes. You can edit this information later by clicking the  icon.

 General
 Dimensions

#### Create a new time bar

Name

Name

Date of birth

01

January

1980

Timeline until

11

December

2024

Created on

11

December

2024

Place of birth

Place of birth of the person

Created by

Name of the creator

Notes

Notes about the person

Figure 2: Dialogue box to create a new time bar.

### 4 Create Event

Clicking the 'Create event' button opens a dialogue box in which you can add every notable life event. You can choose between a period of time and a brief moment. The event title must be entered in the red-outlined box at the bottom of the dialogue box. This is a mandatory field. Below that is a large text box for notes. In the bottom right corner, four lines are visible. By placing the cursor on them and holding down the left mouse button, you can resize the text box. Once you

have created the event, press the 'Done' button and it will appear on the screen. You can choose an emoji when creating an event. This emoji will then be shown before the event title.

## Create a new entry

Type

☒ Period
 ☐ Moment

Date

--

▼

January

2023

▼

46 years, 10 months

until

--

▼

December

2023

▼

47 years, 9 months

☐ Open end

Dimension

Family

Title

Display name of the event

Emoji

No emoji chosen yet

Select emoji

Notes

Notes about the event

Cancel

Done

Figure 3: 'Create a new entry' dialogue box.

### 4.1 Event type period


When creating a period, you can specify the start and end dates of the event. The client's age is displayed next to each date field.

### 4.2 Event type moment

When creating a moment, you can only enter one date. If the event is ongoing and extends beyond the time bar's timeline, simply select the 'Open end' checkbox.

### 4.3 Choose dimension

Every event may be assigned a dimension. The categories are 'Family', 'Housing', 'Education', 'Work', 'Health', 'Treatment/Help', and 'Others'.

The first six dimensions are standardised. The 'Other' dimension can be hidden or replaced with customised dimensions specific to the time bar by editing the time bar via the  menu.

## 4.4 Event title and notes

The event title and any additional notes can be written below.

## 4.5 Edit event



If you click on a pre-existing event, an information window will appear. Click the blue button  to edit the event. This will take you back to the 'Create a new entry' field.





Figure 1: Details view for an event, with a pencil button to start editing.

# 5 View settings

## 5.1 Zoom

The 'Zoom' button allows you to take a closer look at a specific time period. After pressing the button, new icons appear to help you navigate more easily. Each time you press the 'Zoom' button , the view window enlarges by 50%. This means that zooming in once on a 50-year time bar reduces the visible range to 25 years; zooming in again reduces it to 12 years.

The 'minus'  button is located next to the 'Zoom' button. This reverses any previous use of Zoom and resets you to the full-time bar. However, while Zoom is activated, there are two arrows  to navigate in time.

Furthermore, you can choose the time frame to be zoomed in on freely. Simply place the cursor on the time bar, press and hold, then drag to select the time frame you want to zoom in on.

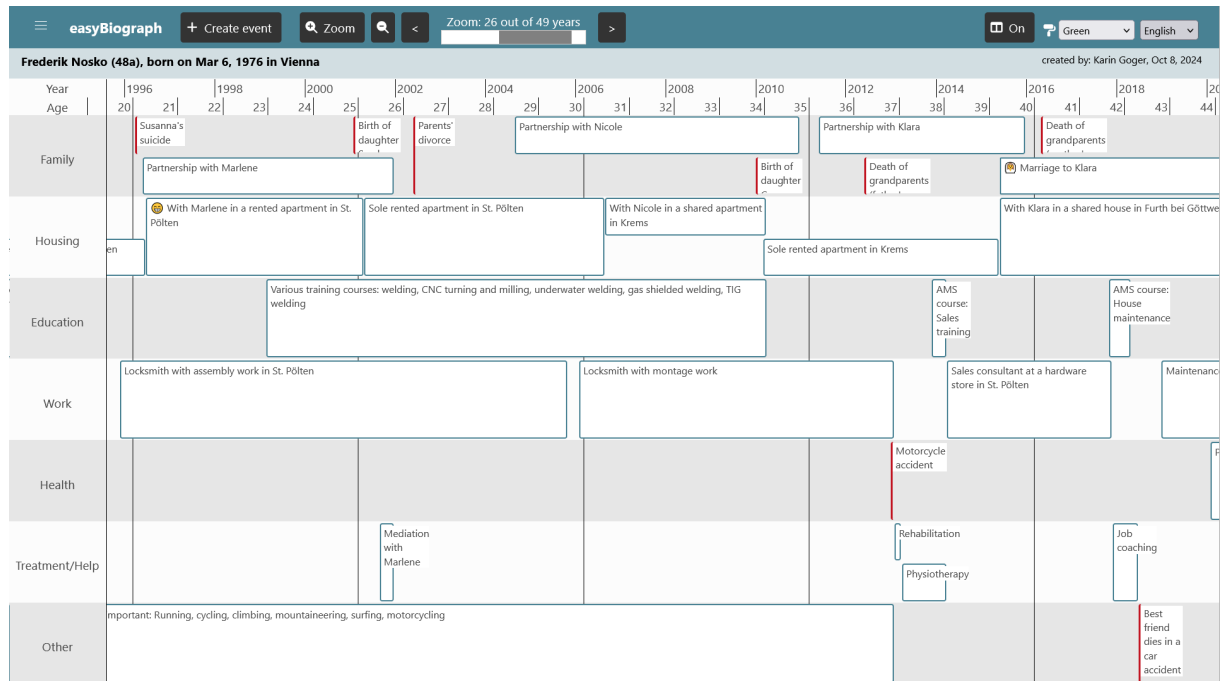


Figure 2: EasyBiograph's zoomed-in view.

## 5.2 5-Year-Lines


To enhance your visual experience, consider using reference lines, which come in the form of a grid with vertical lines marking every five-year age group. These can easily be toggled on or off by clicking the check box next to '5-Year Lines'. This can be found in the bar menu at the top on the right.

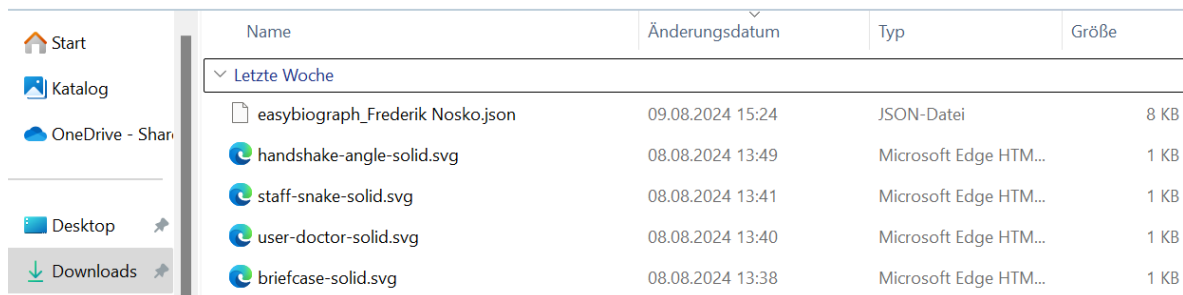
## 5.3 Color mode

In the top right-hand corner of the bar menu, you will see a paint roller icon next to a drop-down menu. The currently selected colour is stated in the box. When you expand the dropdown menu, all the colour modes that you can choose from appear. Once you have selected your preferred colour mode, the text box will close and the easyBiograph will appear in your chosen colours.

## 6 Saving and Opening

### 6.1 Saving a biographical time bar

To save a biographical time bar, click on the 'Save' button in the top-left menu (☰ top left, then  Save ). A .json file with the client's name will then be downloaded. This file can be found in the Downloads folder in File Explorer. If needed, the file can then be moved to another folder.




Name	Änderungsdatum	Typ	Größe
▼ Letzte Woche			
easybiograph_Frederik Nosko.json	09.08.2024 15:24	JSON-Datei	8 KB
handshake-angle-solid.svg	08.08.2024 13:49	Microsoft Edge HTM...	1 KB
staff-snake-solid.svg	08.08.2024 13:41	Microsoft Edge HTM...	1 KB
user-doctor-solid.svg	08.08.2024 13:40	Microsoft Edge HTM...	1 KB
briefcase-solid.svg	08.08.2024 13:38	Microsoft Edge HTM...	1 KB

Figure 6: Files are saved locally in your Downloads folder.

Attention: When the .json file is opened in a web browser or file explorer, the data it contains is displayed in a computer-readable format that is only useful to humans in exceptional cases. To reopen easyBiograph, follow the instructions in the next section.

### 6.2 Opening a biographical time bar

To open an existing biographical time bar on the website, click on the 'Open' button in the top-left menu (☰ top left, then  Open ). This opens the file explorer, where you can select the appropriate file. If a downloaded file has not yet been moved manually, it is located in the Downloads folder by default. This process only works for files ending in .json. Clicking "Open" closes the window and successfully opens the biographical time bar in the programme.

Attention: The data you previously entered will be replaced during the opening process. If necessary, please save the data beforehand.



## 7 Storage location and data protection

EasyBiograph is a web application. This means that when [www.easybiograph.com](http://www.easybiograph.com) is accessed, programme instructions and graphics are transferred from the web server ([www.easybiograph.com](http://www.easybiograph.com)) to the web browser (e.g. Chrome, Firefox). These programme instructions are then executed on the local device (e.g. laptop or tablet), enabling easyBiograph to be completed and evaluated.

The data entered about the person and the events is temporarily stored in the web browser's LocalStorage. This data is not transmitted to servers or other devices.

This means:

Data protection precautions are limited to the device used and where exported or saved data is archived (like a normally installed programme).

Biographical time bars cannot be synchronised directly between different devices and must be stored, transferred and opened.

There are no automatic backup copies of biographical time bars on [www.easybiograph.com](http://www.easybiograph.com) or elsewhere.

Once you have finished working on a biographical time bar and stored the necessary data, we recommend deleting the data in the web browser by creating a 'New biograph' and closing the browser tab. Alternatively, you can delete the locally stored data via the menus of common web browsers.

EasyBiograph is open-source software. Its source code is available at <https://github.com/fhstp/easybiograph/>, and it can also be operated on a separate web server. In this case, the imprint link must be changed.

## 8 Annex

### Project TransSoDia

Social work is a profession and discipline dedicated to combating poverty and promoting the health and well-being of people. It fosters social integration into the community, promotes the social inclusion of disadvantaged groups, promotes social change and upholds fundamental democratic values and human rights. Its main focus is on supporting people living in poverty and/or at risk of poverty, as well as offenders, addicts, the chronically and/or mentally ill, children and young people in care, and people with disabilities.

In the project [TransSoDia - Teaching and learning cooperative social diagnostics transnationally and digitally](#), which is co-funded by the EU programme Erasmus+, three universities from Austria, the Netherlands and Germany have intensified their cooperation to strengthen the diagnostic skills of social work students and practitioners. The project partners are dedicated to the further development of instruments for cooperative social diagnostics as well as innovative didactic methods. This product is part of the information and learning materials developed in the project.

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