



TRANS**ODIA**

Introduction to the Software

easyNWK 2.7

Usage Manual

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Content

1	Access	3
2	Start and menu	3
3	Creating an NMK (NWM).....	4
3.1	Determine ego.....	4
3.2	Add Contacts.....	5
3.3	Editing and Deleting Contacts	6
3.4	Editing relationships of contacts.....	6
3.5	Quick creation of contacts in the graphic	7
4	Saving and Opening	8
4.1	Saving a network map	8
4.2	Opening a Network Map	8
4.3	Load Demo.....	9
4.4	Print / Save as PDF	9
4.5	Export	9
5	Key figures / Statistics	10
6	View settings.....	11
6.1	Labels for contacts.....	11
6.2	Age and Role of contacts.....	11
6.3	Horizons	11
6.4	Connections	11
6.5	Text size.....	11
6.6	Anonymise	12
6.7	Emoji	12
6.8	Qualities on / off.....	12
7	The selection rectangle.....	13
7.1	Selecting an area	13
7.2	Creating cliques.....	13
7.3	Zooming	13
8	Maps and versions	14
8.1	New empty map	14
8.2	Duplicate map	14



TRANS**ODIA**

8.3	Change map.....	14
9	Storage location and data protection	15
10	Annex	16
	Project TransSoDia	16
	Disclaimer	16





1 Access

EasyNWK 2 is available as a free web application. To use it, simply visit the website <https://www.easynwk.com/> in your web browser (e.g. Chrome or Firefox).

Please note that EasyNWK 2 is under continuous development. Therefore, there may be minor differences between the illustrations in the manual and the current application. Some newer functions may not yet be described.

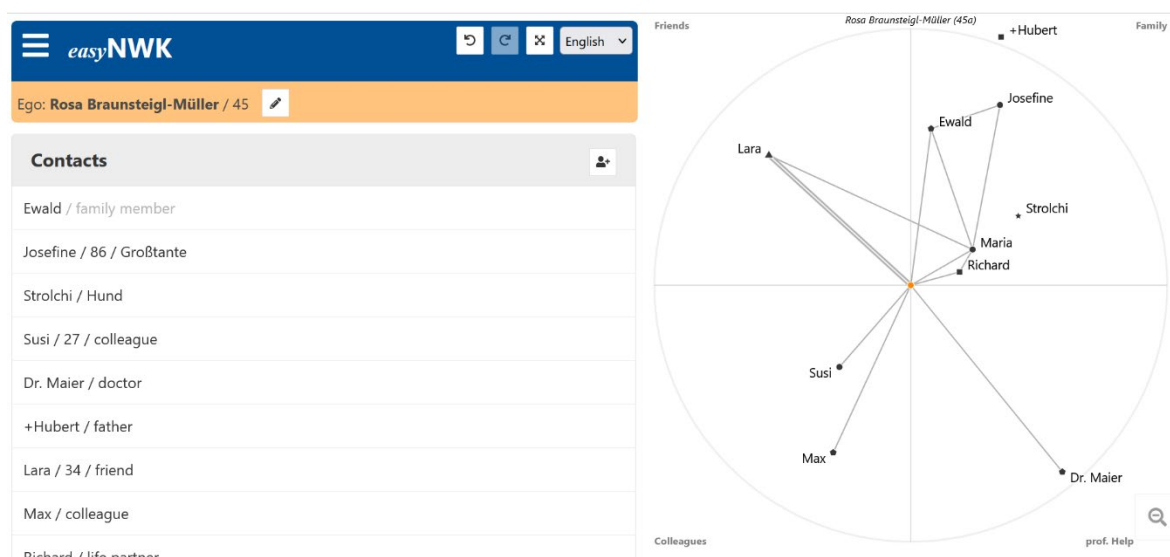




Figure 1: easyNWK usage with demo data

The web application can be used on a variety of devices, including PCs, laptops, tablets and smartphones, and is independent of the device's operating system. The layout adapts to different screen sizes and formats (portrait or landscape). The landscape format is recommended for screens of at least 10 inches. Touchscreen operation is supported.

2 Start and menu

As soon as the programme is opened, you can start creating a new network map (NWK). Clicking on the hamburger menu (three horizontal lines)  in the top left corner opens the menu through which additional options can be accessed.

The arrow symbols  at the top left allow you to undo or redo one or more steps during the creation of the network map.

Below the search bar and next to the arrows, there is a box displaying the current language. Opening this box allows you to choose between English and German.

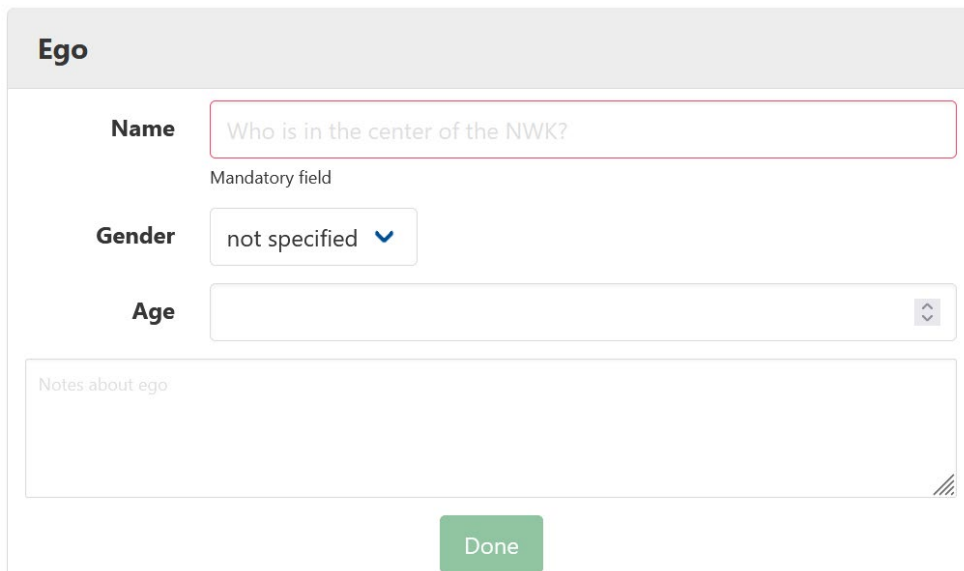
3 Creating an NMK (NWK)

To create a new network map (NWK, or NWK in German), enter a name in the "Ego" field on the start page. If a map is already loaded, you can also click on the first menu item, 'New NWK', to create an empty NWK.

Attention: Creating a new NWK will delete all previously entered, unsaved data. However, in an emergency, you can press the 'Undo' button in the top-left corner to revert to the previous NWK.

3.1 Determine ego

To start creating an NWK correctly, the ego of the network must first be defined. This is the person whose social network is to be recorded. This is shown as an orange node in the middle of the network.



To do this, enter the name of the ego in the first field. This field is mandatory, so if it is left blank, it will not be possible to continue working on the NWK.

Further personal information about the ego can be entered if desired. Gender options such as "female", "male", "diverse" or "not specified" can be selected by clicking on the text field next to the item Gender. Age can be entered by clicking on the text box below.

The final text box provides space for notes. Depending on what is needed, further information such as place of residence, occupation or reason for consultation can be added here.

Once all the desired information has been entered, click on 'Close' to transfer the information to the NWK, after which further editing can be continued.

You can make subsequent changes or additions to the data by clicking on 'Edit ego' next to the name of the ego.

3.2 Add Contacts

In the next step, you can enter the details of the person you are contacting using the 'Add contact' option. Clicking on this icon opens a menu that allows you to add a contact.

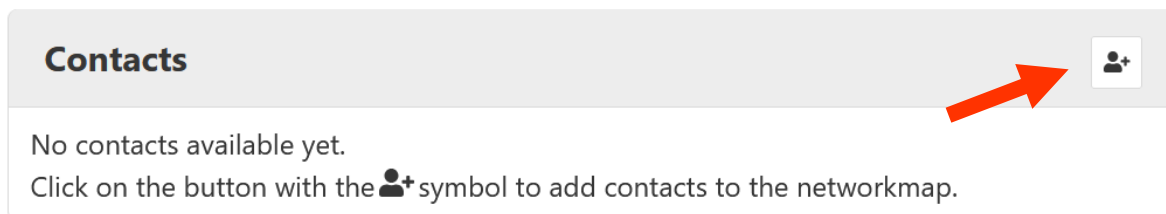


Figure 2: Add contact icon

The name is a mandatory field here; without this entry, it is not possible to save the contact.

You must also define the person's position in the graphic representation of the NWK. The graphic is divided into four sectors: 'Family', 'Friends/acquaintances', 'Colleagues' and 'Professional helpers'. By clicking on the appropriate point on the graphic, the person is added as a node at that location.

The other form fields are optional and do not need to be filled in.

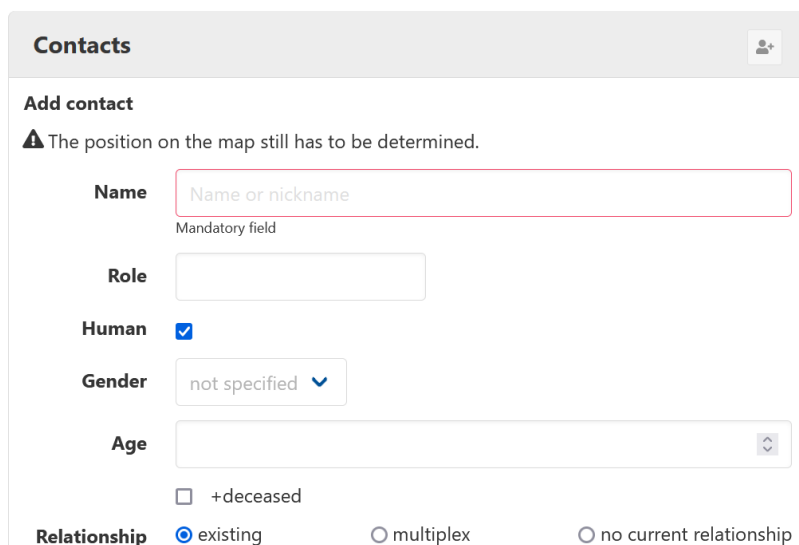


Figure 3: dialogue box for adding a contact.

Below the 'Name' text field is the 'Role' attribute. Clicking on this opens a list of selectable relationships with the ego. You can also type directly into the text field to create individual roles or search for existing terms more quickly.

If the contact is a pet, uncheck the 'Human' box. Non-human contacts are displayed, but cannot be connected to other people and are not included in the key figures.

Gender and age are entered in the same way as for the ego. Additionally, you can indicate here if the contact is deceased.



Finally, you can enter the current relationship between the ego and the added contact. By default, the programme selects the 'Exists' option, which automatically adds an edge to the ego. This can be changed by clicking on one of the other two options.

There is again a notes field for additional information at the bottom.

Click on 'Close' to add the contact to the list. To add further contacts, select 'Next contact'. This will save the current contact and open a new edit box with empty fields. Selecting "Cancel" cancels the entry of a contact.

3.3 Editing and Deleting Contacts

To add or change data, or to adjust the position of the contact in the graphic, select 'Edit contact'. This icon will appear when you hover the mouse over the relevant contact. Clicking on it opens the edit field again. You can also change the position of the node by clicking on a position in the graphic. Clicking on the 'Close' button saves the changes and closes the window.

You can also edit a contact by double-clicking on it. If a contact is selected, the node can be moved by clicking on a new position. Clicking once highlights the contact and its relations in blue.

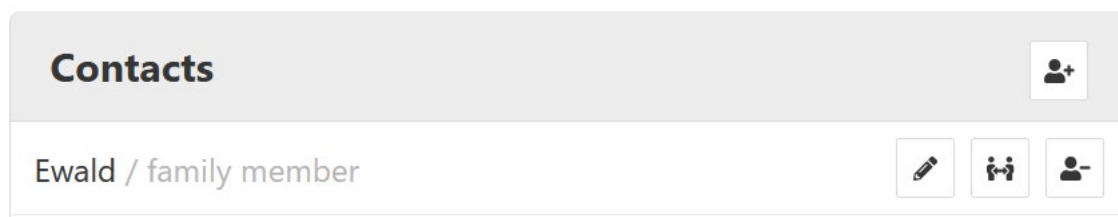


Figure 4: contact options that appear as soon as the cursor lands on a contact.

Press the 'Remove contact' button to delete a contact from the list.

3.4 Editing relationships of contacts

Next to the 'Edit contact' icon is the 'Edit relations of contact' icon. Click on this icon to open a field where you can enter connections to other contacts. Selecting names under the "Possible contacts" column moves them to the "Connected contacts" column, creating connections in the graphic. To disconnect a connection, click on the name in the 'Connected contacts' column to move the person back to the 'Possible contacts' column on the left. Alternatively, click on another contact's node to create or break a connection between the two contacts.

Connections are mutual: if you create a connection between person A and person B, this connection will also appear under person B's relationships.



Relationships of Ewald

Click on the contact to connect or cancel the connection with Ewald .

Possible contacts

Dr. Maier

Lara

Max

Richard

Susi

Connected contacts

Josefine

Maria

Done

Figure 5: Overview of relationships

Click 'Done' to save the data and close the field.

3.5 Quick creation of contacts in the graphic

If you would prefer to add contacts to the graphic initially and add information later, there are two quick methods to achieve this.

Double-click on an empty space in the graphic to start adding a contact and define its position. Enter the name directly using the keyboard. Double-click on the position of the contact to complete the process.

After clicking on 'Add contact', you can keep the mouse over the graphic to define the position while typing the person's name using the keyboard. Pressing the Enter key will save the contact and open a new edit field for the next one. Other form fields can be accessed using the tab key. You can type the name with one hand while keeping the other hand on the mouse. Click on 'Edit contact' if you want to add more information later.

4 Saving and Opening

4.1 Saving a network map


To save a NWK, click on the "Save" button in the menu (top left). A .json file with the name of the ego is then downloaded. The file can be found in the file explorer in the download folder. If needed, the file can be moved from there to another folder.



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 the NWK, follow the instructions in the next section.

4.2 Opening a Network Map

To open an existing NWK file on the website, click the 'Open' button in the top-left menu.  Clicking on the button opens File Explorer, where you can select the correct file. If you have not moved a downloaded file manually, it will be located in the Downloads folder by default. Only files ending in .nwk or .json can be opened as network maps. Clicking 'Open' closes the window and confirms that the NWK file has been successfully opened in the programme.

However, if your file is a .nwk file, make sure you encrypt it before opening. This can easily be done by opening your file in Notepad++, for example. Go to the 'Encoding' tab and select 'Windows-1252'. Finally, save your encoded file and you will be able to open it in easyNWK.

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



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4.3 Load Demo

Clicking on the 'Load Demo' button opens a demo of the fictitious ego Rosa Braunsteigl-Müller.

4.4 Print / Save as PDF

In the menu at the top left, you will find the option 'Create PDF'. This opens a print view of the contacts and the current network map in a new browser tab, directly activating the print function.

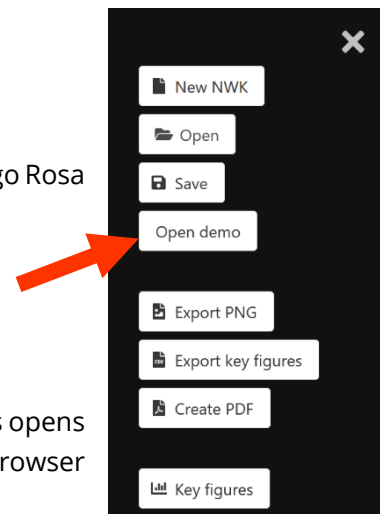


Figure 7: opened menu

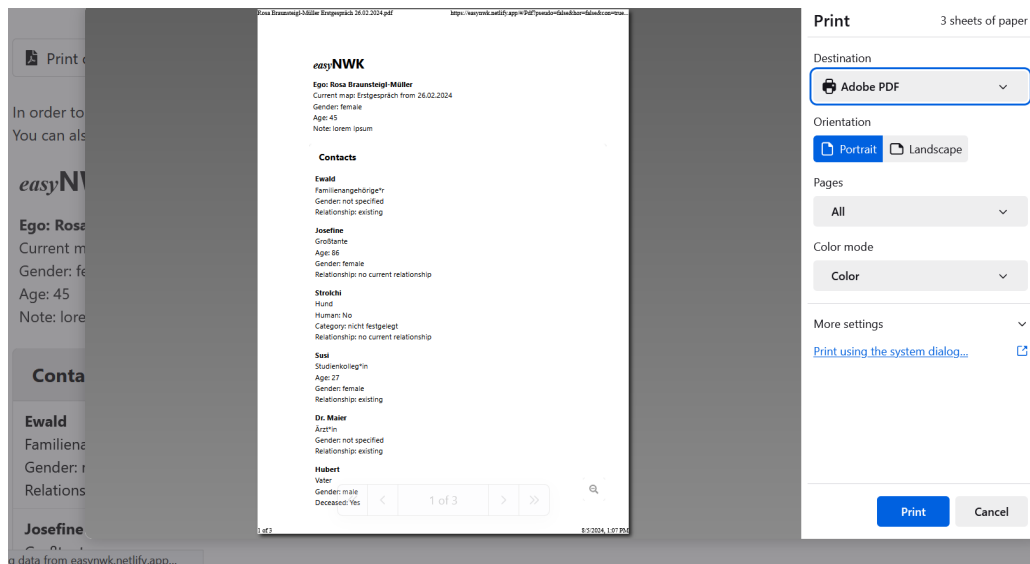


Figure 8: Firefox Browser print window "create PDF"

Many web browsers (e.g. Chrome and Firefox) have a print function that also allows you to save pages as PDFs.

The print view can be used to copy all the captured contact data into other documents.

4.5 Export

There are two export options in the menu: 'Export PNG' and 'Export key figures'. Selecting "Export PNG" allows you to download an image file containing the graphic of the current NWK. 'Export key figures' starts the download of a CSV file containing all the important key figures, which can be opened with MS Excel, for example. Both files can be found locally in the Downloads folder.

5 Key figures / Statistics

Below the 'Contacts' list is a block containing statistical evaluations and key figures. This block is initially collapsed and can be expanded by clicking on the grey heading or the triangular icon.

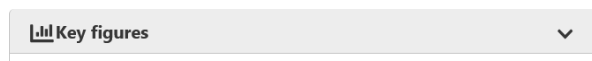


Figure 9: collapsed block "key figures"

Key figures	
Overview Sector Professional Help Clique	
Network size	7 (8)
by Gender	
female	2 (3)
male	1 (1)
diverse	1 (1)
not specified	3 (3)
by Horizont	
close	2 (2)
middle	2 (2)
distant	3 (4)
Avg. Closeness (SD)	4.6 (2.3)
Total density	0.179
Avg. Degree (SD)	1.3 (1.3)
Star(s)	Maria (4 relations)
Isolated person(s)	3 (Susi, Dr. Maier, Max)
Person(s) without edge to the ego	1 (Josefine)

Figure 10: Overview key figures

You can switch between the different evaluation categories using the headings:

Overview	Key figures for the entire network map
Sector	Comparison of family, friends/acquaintances, colleagues, prof. helpers
Prof. help	Comparison of prof. helpers, remaining network, entire network
Clique	Analysis of cliques

The following key figures are calculated:

Key figure	Value range	Interpretation guide ²
Network size	Integer	Section 5.1
Closeness	Number between 1 and 9	Section 5.3
Density	Number between 0 and 1	Section 5.2
Degree	Number larger than 0	Section 5.2
Star(s)	Contact(s)	Section 5.5
Isolated person(s)	Contact(s)	Section 5.5
Person(s) without edge to the ego	Contact(s)	Section 5.5

To highlight those identified as Star(s), Bridge Person(s), Isolated Person(s) or Person(s) without Edge to ego in the graph, click on their entry in the Key Figures.

² Goger, K. (2024). Egozentrierte Netzwerkkarte. Grundlagen und Anwendungsleitfaden. https://easynwk.fhstp.ac.at/content/download/298788/file/20241001_NWK-Manual_final.pdf

6 View settings

All view settings in the menu are briefly explained here.

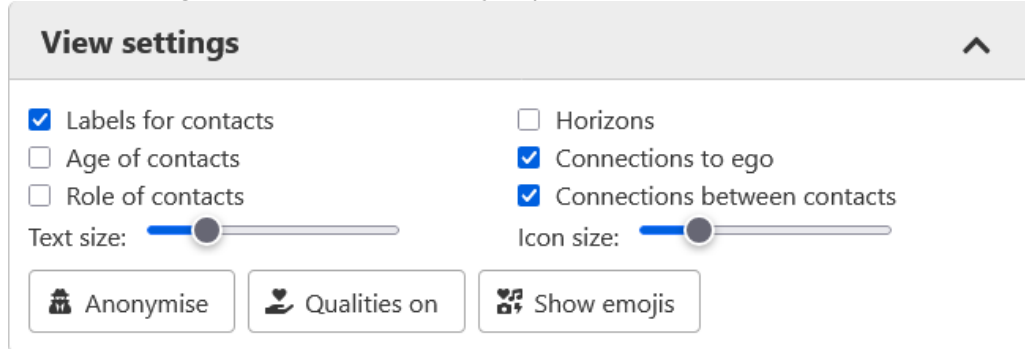


Figure 11: opened window "View settings"

6.1 Labels for contacts

Ticking the "Labels for contacts" box hides or shows all names or abbreviations in the graphic. This setting is retained in exports. Unlike anonymising, however, the names of the individuals are retained when saving and are not lost.

6.2 Age and Role of contacts

The pre-assigned age and role of the contacts can be displayed by selecting the two optional check boxes below 'Labels for contacts'.

6.3 Horizons

Ticking the 'Horizons' box will allow you to show or hide green horizons on the map. Horizons will not be visible in image files if the graphic has been exported without them.

6.4 Connections

Whether you tick the 'Connections' box or not determines whether connecting lines are visible or invisible in the graphic. The same principle applies: the current settings are transferred if a PNG export is performed.

6.5 Text size

The bar for adjusting text size is located next to the 'Text size' box. The text size increases from left to right and can be selected by clicking on the bar or by clicking and dragging the circle to a suitable size.

6.6 Anonymise

If you do not want the names of contacts to be displayed in an NWK, click the 'Anonymise' button. This replaces all names in both the contact list and the graphic with abbreviations reflecting the relationship to the ego. Click on the button again — now called 'De-anonymise' — to display all names again.

Attention: If an NWK is saved in anonymised mode, only the abbreviations will be saved. The original names cannot be restored. To archive a complete NWK including the original names, it should be saved again after de-anonymisation.

6.7 Emoji

Activating the 'Emojis' option allows you to change the symbols for your contacts into emojis. You can choose the emojis for your contacts in edit mode.

6.8 Qualities on / off

Activating this button will enable an experimental extension to record and evaluate detailed information on the qualities of the relationship between the ego and contact persons.

7 The selection rectangle

7.1 Selecting an area

To highlight an area, press and hold the left mouse button over the network card and drag the mouse until the desired area is selected. This grey selection rectangle can now be moved freely across the map.

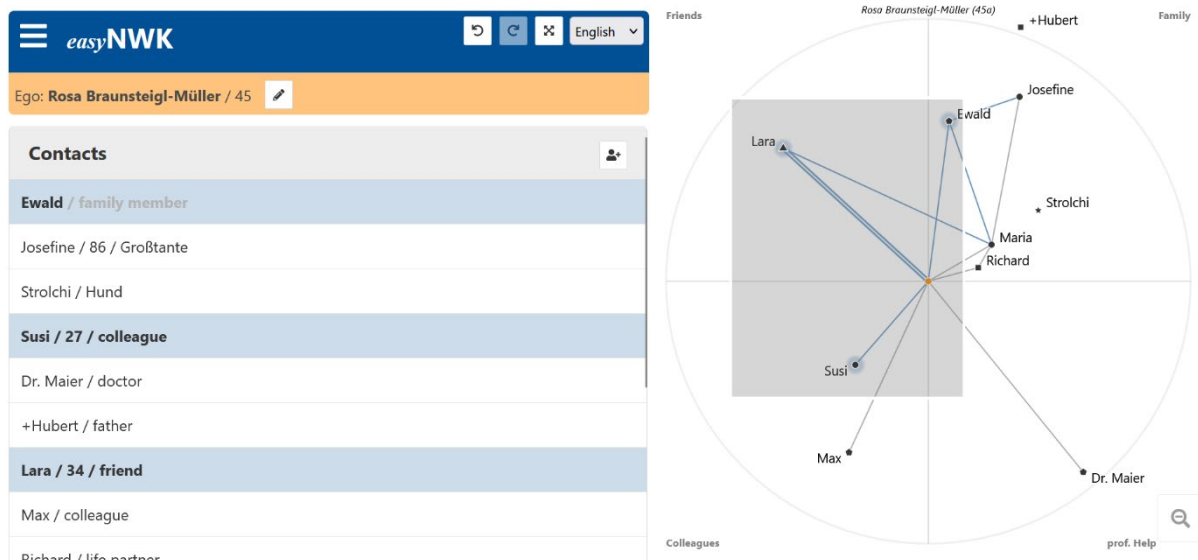




Figure 13: A selected rectangle

Clicking the button  closes the selection rectangle.

7.2 Creating cliques

To create cliques (i.e. to connect all nodes in an area with edges), the desired area must first be marked (see Section 7.1). To create a clique, press the white button in the top-left corner. .

7.3 Zooming

There are three ways to zoom.

First, mark the desired area (see Section 7.1). Click the 'Zoom' button to enlarge the marked area to cover the entire graphic.

The second way to zoom is to turn the mouse wheel.

You can enlarge different sectors by clicking on the sector title, e.g. 'Family'.


To reset the zoom, simply press the 'Reset' button, which is located at the bottom right .



8 Maps and versions

The 'Maps and Versions' menu allows you to open a new empty map, duplicate a map or change a map. The title and creation date of your current map are located in the first column. You can easily edit these by clicking on the pencil icon next to them.

8.1 New empty map

 New empty map



A new, empty map can provide you with a brand-new, untouched version of your map. Unlike the 'New NWK' icon in the burger menu, the ego remains untouched. It also allows you to switch between maps. (See section 8.3.)

8.2 Duplicate map

 Duplicate map

The duplicate map icon enables you to create an exact copy of the current map. You can then edit and update the map as required without altering the original.

8.3 Change map

A yellow bar with dots will appear above your map to allow you to switch between maps. Each dot is labelled with the name of the corresponding map, unless you haven't named your map, in which case the creation date will appear instead.

9 Storage location and data protection

EasyNWK 2 is a web application. This means that when www.easynwk.com is accessed, programme instructions and graphics are transferred from the web server to the web browser. These programme instructions are then executed on the local device (e.g. a notebook or tablet), enabling the NWK to be completed and evaluated.

Data entered for the ego and contacts 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 the location where data is archived or exported (as with a traditionally installed programme).

Network maps cannot be synchronised directly between different devices; they must be stored, transferred, and then opened.

There are no automatic backup copies of network maps on www.easynwk.com or elsewhere.

Once you have finished working on a network map and stored the necessary data, we recommend deleting the data in your web browser by creating a 'New NWK' and closing the browser tab. Alternatively, the locally stored data can be deleted via the menus of common web browsers.

easyNWK 2 is open-source software, and its programme instructions can be found at <https://github.com/fhstp/easynwk-web/>. It can also be operated via a separate web interface. In this case, the imprint link must be changed.

10 Annex

Project TransSoDia

The creation and expansion of this document were promoted by the EU programme Erasmus+ and the Federal ministry for employment and economy with their initiative “Digital Innovation Hub in Österreich” as well as the county of lower Austria (lower Austria’s economic and tourism funds) <https://research.fhstp.ac.at/projekte/dihost-digital-innovation-hub-noe-wien-burgenland>

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. Social work is a profession and discipline dedicated to combating poverty and promoting the health and well-being of people. This product is part of the information and learning materials developed in the project.

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