

ADMIN USER MANUAL FOR BIODIVERSITY OF WEST BENGAL

I. What is Biodiversity of West Bengal?

“Biodiversity of West Bengal” is an initiative by WINGS (Wildlife Information and Nature Guide Society) to document the incredible biodiversity of West Bengal as a form of web database. There is no such web database in West Bengal which documents all kinds of flora and fauna into a single portal.

II. How to document?

There are many facebook groups, which documents biodiversity in West Bengal. Our focus is to utilise those data (image, video and audio posted in those groups) to build a healthy database. Our own Biodiversity of Paschim Bardhaman (<https://www.facebook.com/groups/wildwestbardhaman>) is one of it. We planned first to include all images and videos posted so far on our Facebook group. After that we will ask other facebook groups for collaboration to permit us to include their post in our website. Another advantage which the admin will get that he/she will get an opportunity to expertise in that field. Moreover, it will increase the prestige of WINGS.

III. Where it will be documented?

The images, videos and audios will be documented in the official website of WINGS (<https://www.wildwingsindia.in/wildbengal.php>) under the tab Biodiversity of West Bengal.

IV. What will be the benefits?

The database will make identification of species easier. People will know what is around us. In addition, an idea about distribution and seasonality can be made.

V. Step by step guideline:

a. Log in:

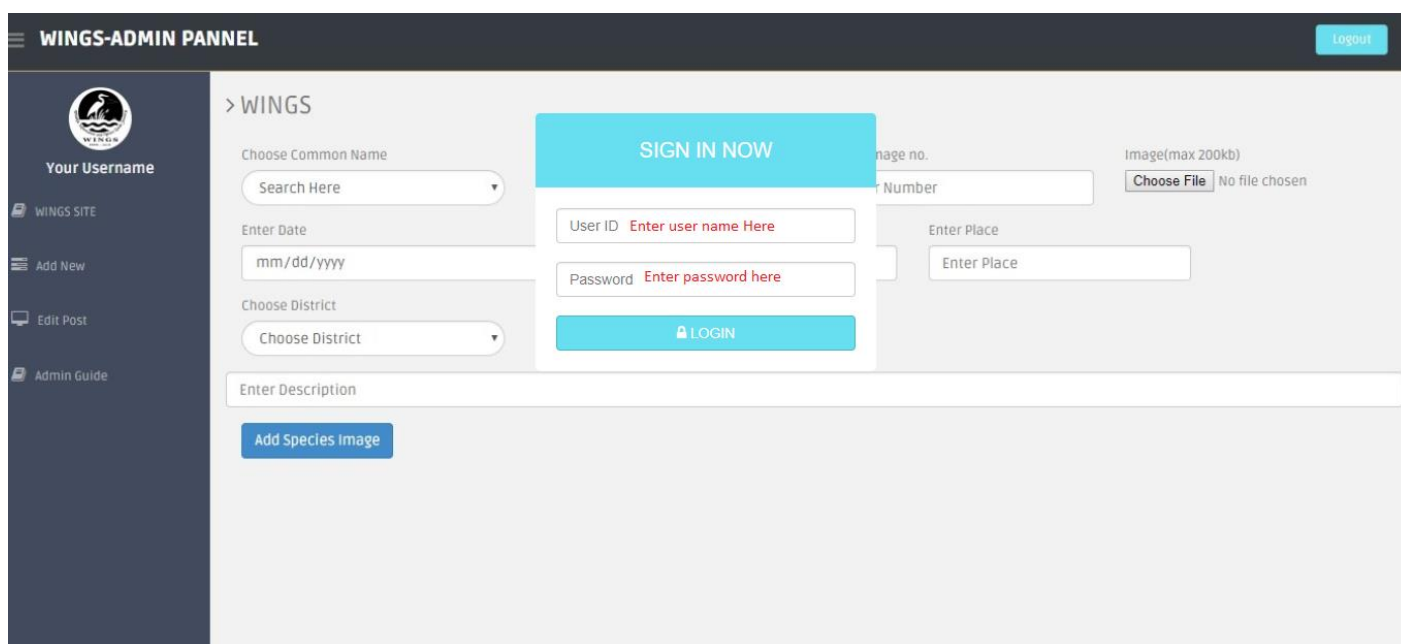


Figure 1

1. Open WINGS admin panel (<https://www.wildwingsindia.in/admin>).
2. Enter the username and password provided by the webmaster in the respective field. You can't register here, you have to ask webmaster for the user id and password.

b. Overview of the admin panel:

On the left-hand side of the admin panel we will find 4 major tab. **First**

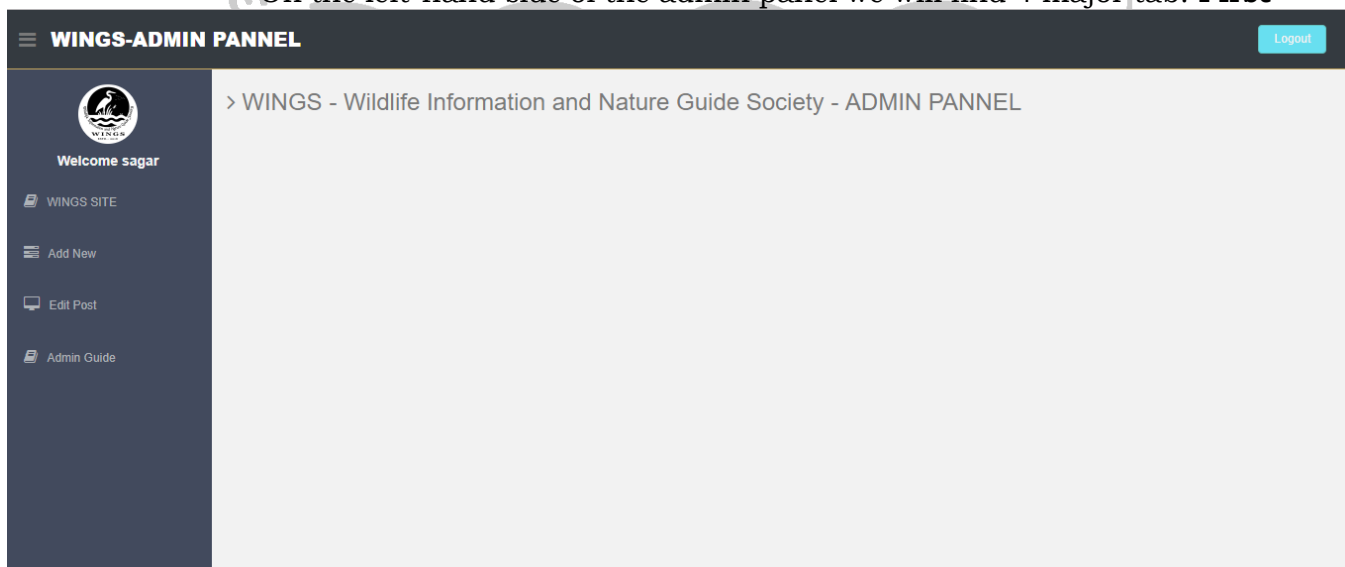


Figure 2

is “WINGS SITE” where you can just view the WINGS website inside admin panel. **Second** is “Add New”, here you can add new field, species, image, video, audio etc. **Third** us “Edit Post” where you can edit the

post you posted. **Fourth** is “Admin Guideline” where you can find this guideline.

c. Add a district:

It is very simple:

1. Click **Add New**
2. Click **New Field**
3. Click **District**

This window will appear (Figure 3):

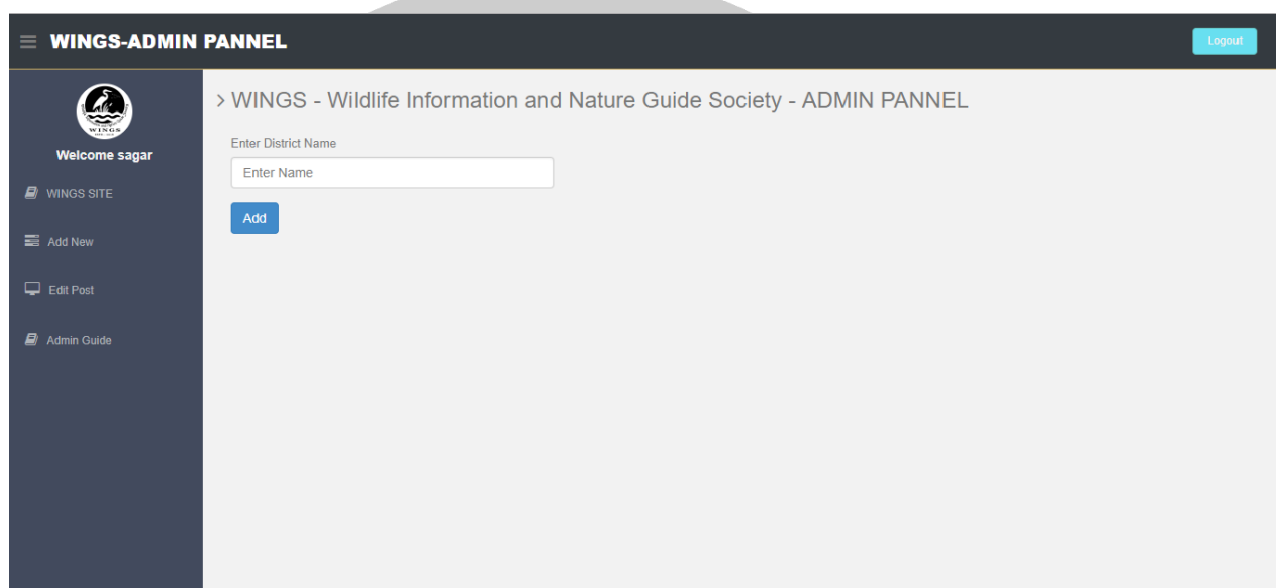
The screenshot shows the 'WINGS-ADMIN PANNEL' interface. On the left is a dark sidebar with a logo and menu items: 'Welcome sagar', 'WINGS SITE', 'Add New', 'Edit Post', and 'Admin Guide'. The main content area is light gray and titled '> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANNEL'. It contains a form with the label 'Enter District Name', a text input field with placeholder 'Enter Name', and a blue 'Add' button. A 'Logout' button is in the top right corner.

Figure 3

4. Now **enter the district name** in the required field
5. Click **Add**

d. Add a Kingdom:

As per our biological classification we have 7 kingdoms. Those are:

- 1- Bacteria
- 2- Prokaryotes
- 3- Protozoa
- 4- Algae
- 5- Plants
- 6- Animals
- 7- Fungi

If not present in the database, admin have to add it manually through the admin panel. It is as simple as adding a district:

1. Click **Add New**
2. Click **New Field**
3. Click **Kingdom**

4. This screen will appear (Figure 4):

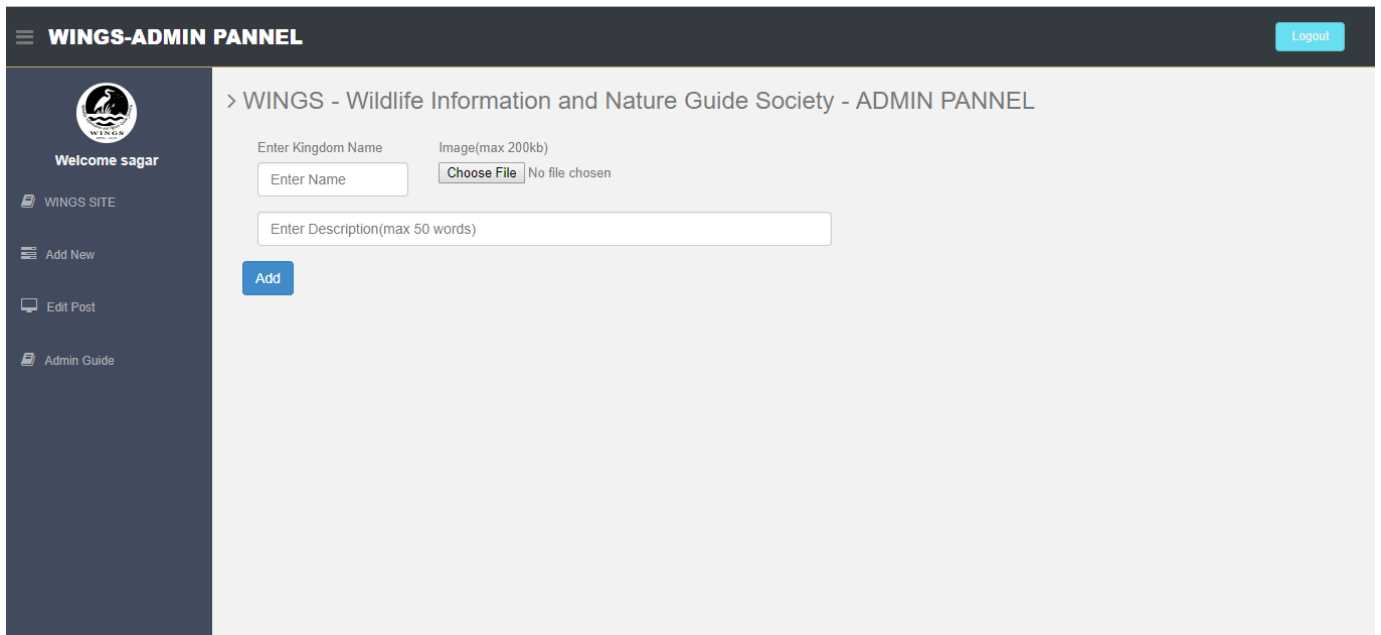


Figure 4

5. In the first field **enter the Kingdom name.**

6. Then **choose an image (800 x 600)** which will represent the Kingdom

7. Then in the last field **enter a description**

8. Click **Add**

e. Add a subsection:

The subsections are nothing but taxonomical hierarchy. So, for the non-biologist admin I should brief the concept. In the biological classification scheme all the animals and plants are categorized into hierarchy. It is simple like the example below for place:

Continent

Country

State

District

Subdivision

Block

City/Village

Likewise, in biological classification it is:

Kingdom

Phylum

Class

Order

Family

Genus

Species

Each of this called taxa. These are the major taxa. But these major taxa may be in some cases categorized under supertaxa or divided into subtaxa, Like *Vertebrata* is the subphylum of phylum *Chordata*. Again, Order *Odonata* belongs to superorder *Odonatoptera*.

For maintaining simplicity in this website, we will maintain semi-biological classification approach, so that it will be both usable to non-biologist and biologist. In our website above species only 4 hierarchy is available excluding the Kingdom. So, the admins have to use this 4 hierarchy (in our website **subsection**) wisely. I am giving 2 examples which I used in this website, one for a vertebrate and another for an invertebrate. So that it will be easier to understand.

Cattle Egret (*Bubulcus ibis*):

For Cattle Egret I used the following classification scheme:

Kingdom: Animals

Subsection 1: Vertebrates

Subsection 2: Birds

Subsection 2.5: Pelecaniformes

Subsection 3: Ardeidae

Species name: *Bubulcus ibis*

Hope this classification will be easily understandable for both biologist and non-biologist.

Peacock Pansy (*Junonia almana*):

It is a butterfly and I used the following classification:

Kingdom: Animals

Subsection 1: Invertebrates

Subsection 2: Insects

Subsection 2.5: Butterfly

Subsection 3: Nymphalidae

Species name: *Junonia almana*

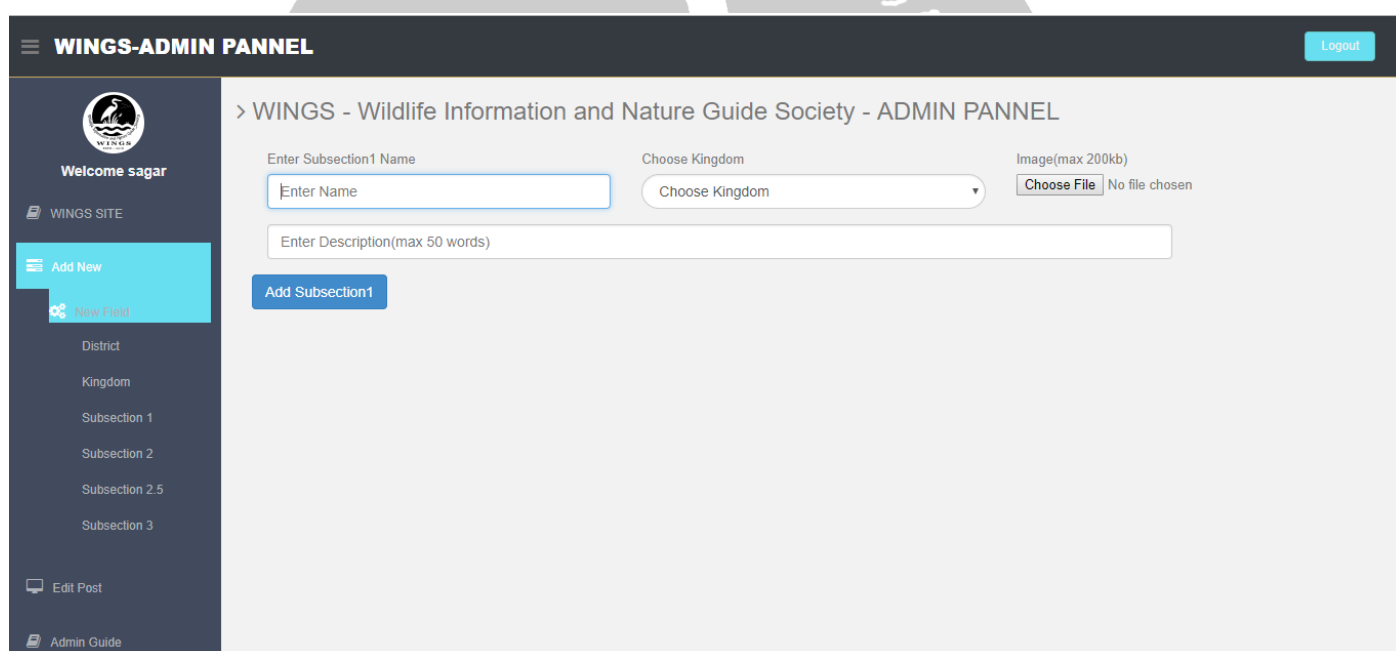
Hope this is again a simple classification, easily understandable for both biologist and non-biologists. Note that, the term **subsection** will never appear to main website, so it is not a matter of headache. Instead,

it made the classification simple. Now, it is up to the admins of respective taxa that how he/she use it. Note that, you have to utilize all of these 4 subsections for a species. The term **Subsection 2.5** is a result of error, and webmaster is really sorry for it to the admins, but it will never appear to the users. So, it is not a problem again.

Now I am coming to the process of adding the subsection, it is very simple:

Subsection 1:

1. Click **Add New**
2. Click **New Field**
3. Click **Subsection 1**
4. This screen will appear (Figure 5):



The screenshot shows the 'WINGS-ADMIN PANNEL' interface. On the left is a sidebar with a logo, 'Welcome sagar', and navigation links: 'WINGS SITE', 'Add New' (highlighted), 'New Field', 'District', 'Kingdom', 'Subsection 1', 'Subsection 2', 'Subsection 2.5', 'Subsection 3', 'Edit Post', and 'Admin Guide'. The main content area is titled '> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANNEL'. It contains a form for adding a new subsection. The form has three input fields: 'Enter Subsection1 Name' (with a placeholder 'Enter Name'), 'Choose Kingdom' (a dropdown menu with 'Choose Kingdom' selected), and 'Image(max 200kb)' (with a 'Choose File' button and 'No file chosen' text). Below these is a text area for 'Enter Description(max 50 words)'. At the bottom of the form is a blue button labeled 'Add Subsection1'. A 'Logout' button is in the top right corner.

Figure 5

5. Now **Subsection 1** name
6. **Choose Kingdom** under which the subsection 1 belongs.
7. **Choose a representative image** for Subsection 1
8. **Enter description**
9. Click **Add Subsection 1**

Subsection 2:

Same as Subsection 1, but additionally you have to **Choose Subsection 1** under which the following Subsection 2 belong.

Subsection 2.5:

Same as Subsection 2, but additionally you have to **Choose Subsection 2** under which the following Subsection 2.5 belong.

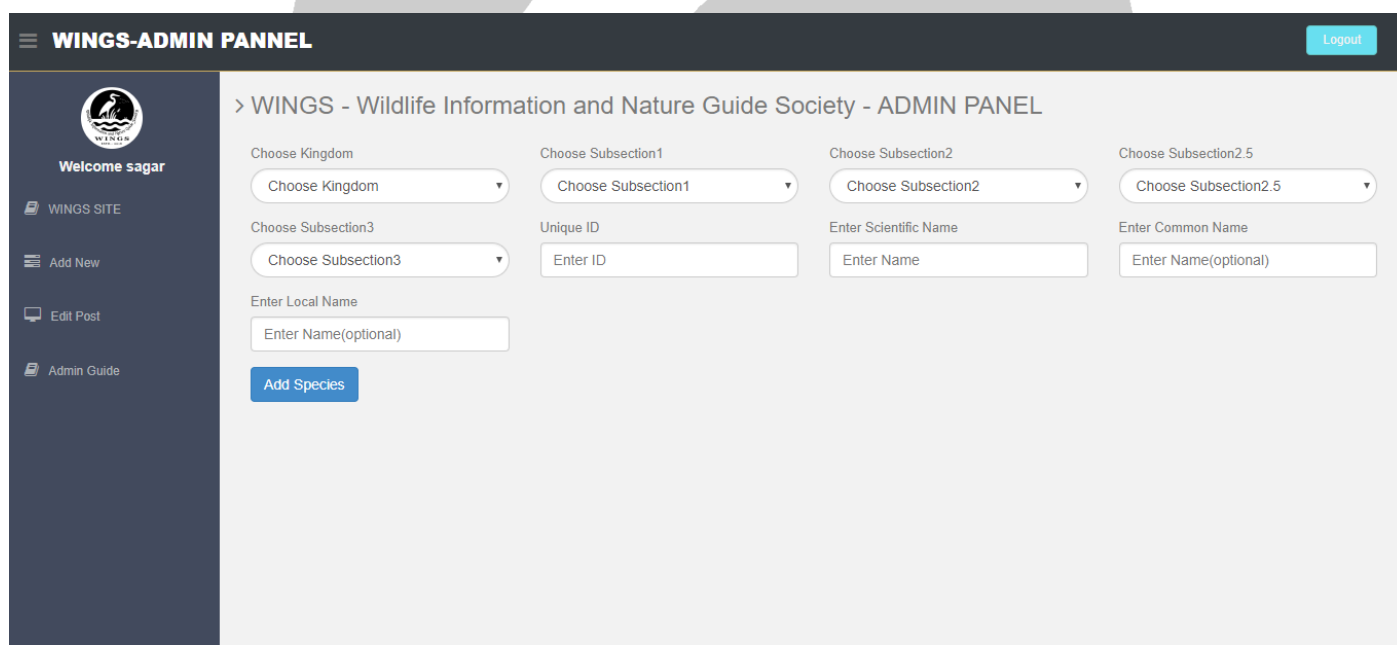
Subsection 3:

Same as Subsection 2.5, but additionally you have to **Choose Subsection 2.5** under which the following Subsection 3 belong.

Note that once you add a Kingdom or Subsection, you do not need to add it again in future. It will be always available in the website for future.

f. Add New Species:

1. Click **Add New**
2. Click **New Field**
3. Click **Species Name**
4. This window will appear (Figure 6):



The screenshot displays the 'WINGS-ADMIN PANNEL' interface. On the left is a dark sidebar with a logo and navigation links: 'WINGS SITE', 'Add New', 'Edit Post', and 'Admin Guide'. The main content area is titled '> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANEL'. It contains a form for adding a new species with the following fields: 'Choose Kingdom' (dropdown), 'Choose Subsection1' (dropdown), 'Choose Subsection2' (dropdown), 'Choose Subsection2.5' (dropdown), 'Choose Subsection3' (dropdown), 'Unique ID' (text input with placeholder 'Enter ID'), 'Enter Scientific Name' (text input with placeholder 'Enter Name'), 'Enter Common Name' (text input with placeholder 'Enter Name(optional)'), and 'Enter Local Name' (text input with placeholder 'Enter Name(optional)'). A blue 'Add Species' button is located at the bottom left of the form area. A 'Logout' button is in the top right corner.

Figure 6

5. Now choose the appropriate Kingdom and subsections as mentioned earlier.
6. Enter **Unique ID** as follows (Figure 7):
 - a. It will start with “B” in all cases
 - b. Then enter the Kingdom number (see page 3). Here for Animalia it is 6.
 - c. Then enter first 2 letters of all subsections as seen in the image:

Ve: Vertebrates

Bi: Birds

Pa: Passeriformes

St: Sturnidae

d. Then add first 2 initials of genus and species name:

Gr: Gracupica

co: contra

Note that the initials of species name is small

e. Add a “x” in last. The “x” is reserve, you can use anything instead of x where the species code will be same.

So, the code will be **B6VeBiPaStGrcox**.

WINGS-ADMIN PANNEL

Welcome sagar

WINGS SITE

Add New

New Species

Add Species Name

Add New Image

Add New Video

Add Xeno-Canto Audio

Edit Post

Admin Guide

> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANEL

Choose Kingdom: Animals

Choose Subsection1: Vertebrate

Choose Subsection2: Birds

Choose Subsection2.5: Passeriformes

Choose Subsection3: Sturnidae

Unique ID: B6VeBiPaStGrcox

Enter Scientific Name: Gracupica contra

Enter Common Name: Asian Pied Starling

Enter Local Name: Go Shalik (Bengali)

Add Species

Figure 7

7. Enter **Scientific Name**

8. Enter **Common Name**, note that you can't put apostrophe s symbol (';') here, because it will return to a html error. Instead you can use "s" in bracket like (s). For example, **not Jerdon's Bushlark**, put **Jerdon(s) Bushlark**.

9. Enter **Local Name** as follows: Kak (Bengali), Koa (Hindi)

Note that once you add a Species, you do not need to add it again in future. It will be always available in the website for future.

g. **Add image:**

1. Open our facebook group Biodiversity of Paschim Bardhaman (<https://www.facebook.com/groups/wildwestbardhaman>) since we currently focusing on it. If any member allocated to other facebook group please open the respective group.
2. Then open a photo from the group. Since I assigned for birds, I opened the image of birds as seen below:

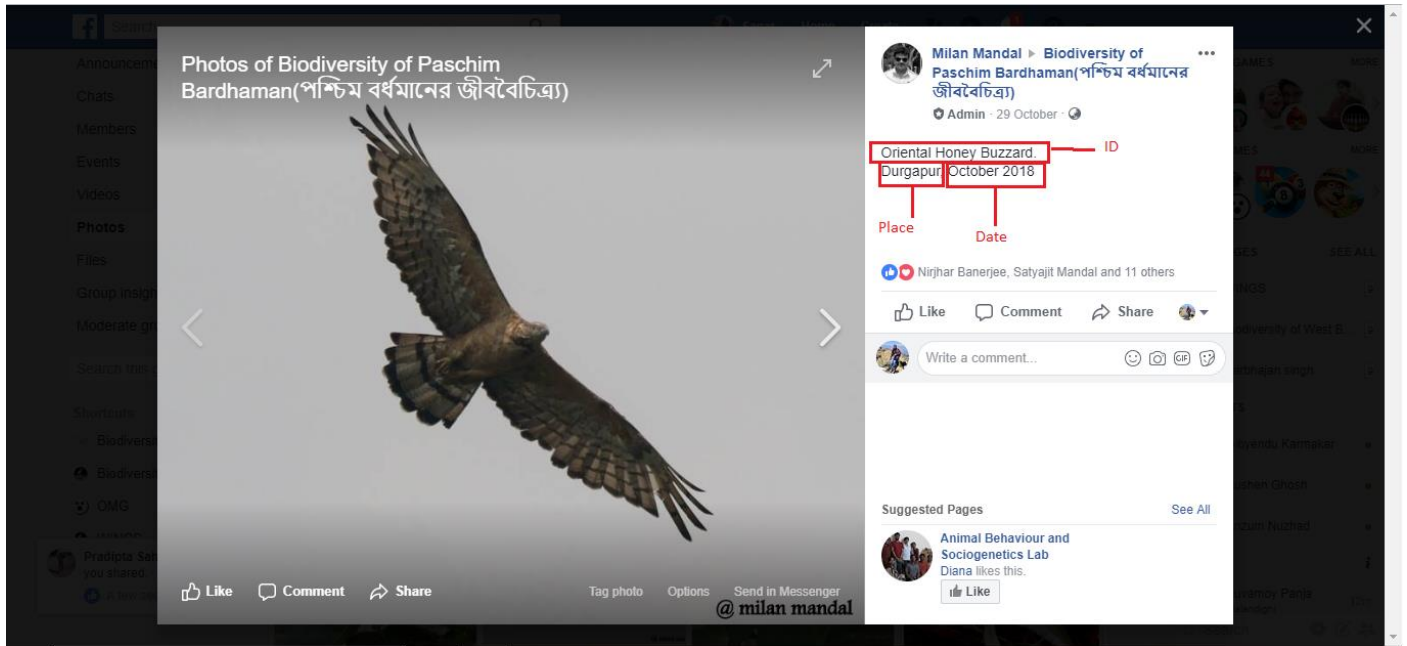


Figure 8

- As you can see, the image contains an ID, a date and a place. If the ID is not available, look at the comment that if anyone identified the species or not.
3. Then open the WINGS admin panel and log in to your account.
 4. Click on **Add new**
 5. Click on **New Post**
 6. Click on **Add new image**
 7. This window will appear (Figure 9).
 8. Now look at the field, you have to enter either **Common Name** or **Scientific Name**, not both. Once you select one field another field will automatically filled.

Note that, if you unable to find desired species, please Add the species name as directed earlier.

Figure 9

9. Then put the **image serial number**. Suppose in the database, there are already 5 images exist for the species. Then the serial number for the new image should be 6.

If it is the first image for the database, then put 1, since it is the first image.

10. Choose the image you downloaded from the facebook. Before uploading rename the filename with species ID and serial number. If the species ID is B6VeBiPaStActrx and serial number is 3, then rename the image as B6VeBiPaStAtrx3 (see page 8 for details about species code).

11. **Enter date** as written in the facebook (Fig 8). Note that in the Figure 8, the image author provided the date *October 8*. But, in our admin panel we have provide the date in dd-mm-yyyy format. So, please write 15 for date, where the date not exist but month exist. In this case you have to put 15-10-2018.

If the exact date is provided, suppose 9.9.2018, then put it exactly.

12. Put the **photographer name** as seen in facebook.

13. Enter place as seen in Facebook. Please try to go up to city level or block level.

For example, suppose the place provided in facebook is "City Center", then please write in the field "City Center, Durgapur".

14. Then **Choose District**. If the desired district name is not available in the list, please add the district name as directed in Page 3.

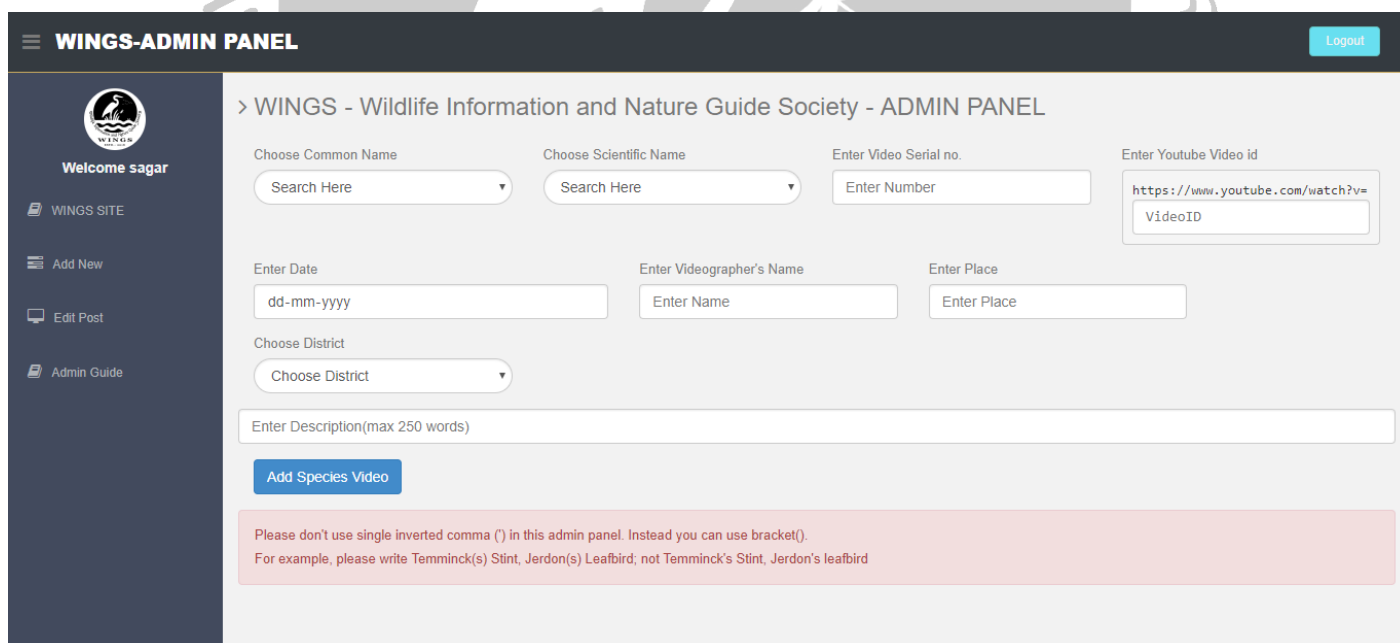
15. Then, please add an image description. Suppose, *adult, juvenile, male, female, dry season morph, non-breeding, egg, larvae, flower, seed* etc. It is compulsory. If you can't add an image description, please hit a space.

16. Then click **Add species image**.

h. Adding video:

Our portal doesn't support adding video directly to our portal. Admin have to link the video to this portal via YouTube only. Our webmaster looking forward to this issue. Now coming to step by step:

1. Log in to WINGS admin panel
2. Click on **Add New**
3. Click on **New Post**
4. Click on **Add New Video**
5. This window will appear (Figure 10).



The screenshot displays the 'WINGS-ADMIN PANEL' interface. On the left is a dark sidebar with the WINGS logo, the text 'Welcome sagar', and navigation links: 'WINGS SITE', 'Add New', 'Edit Post', and 'Admin Guide'. The main content area is titled '> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANEL'. It contains a form with the following fields: 'Choose Common Name' (dropdown), 'Choose Scientific Name' (dropdown), 'Enter Video Serial no.' (text), 'Enter Youtube Video id' (text with a placeholder URL), 'Enter Date' (text with format 'dd-mm-yyyy'), 'Enter Videographer's Name' (text), 'Enter Place' (text), and 'Choose District' (dropdown). Below these is a large text area for 'Enter Description(max 250 words)' and a blue 'Add Species Video' button. A red warning box at the bottom states: 'Please don't use single inverted comma (') in this admin panel. Instead you can use bracket(). For example, please write Temminck(s) Stint, Jerdon(s) Leafbird; not Temminck's Stint, Jerdon's leafbird'.

Figure 10

6. Then, choose either Common name or Scientific name as Add New Image.

7. Put a serial number as in image.

8. Now go to the YouTube video which you want to embed into our database. You will find a screen like this (Figure 11):

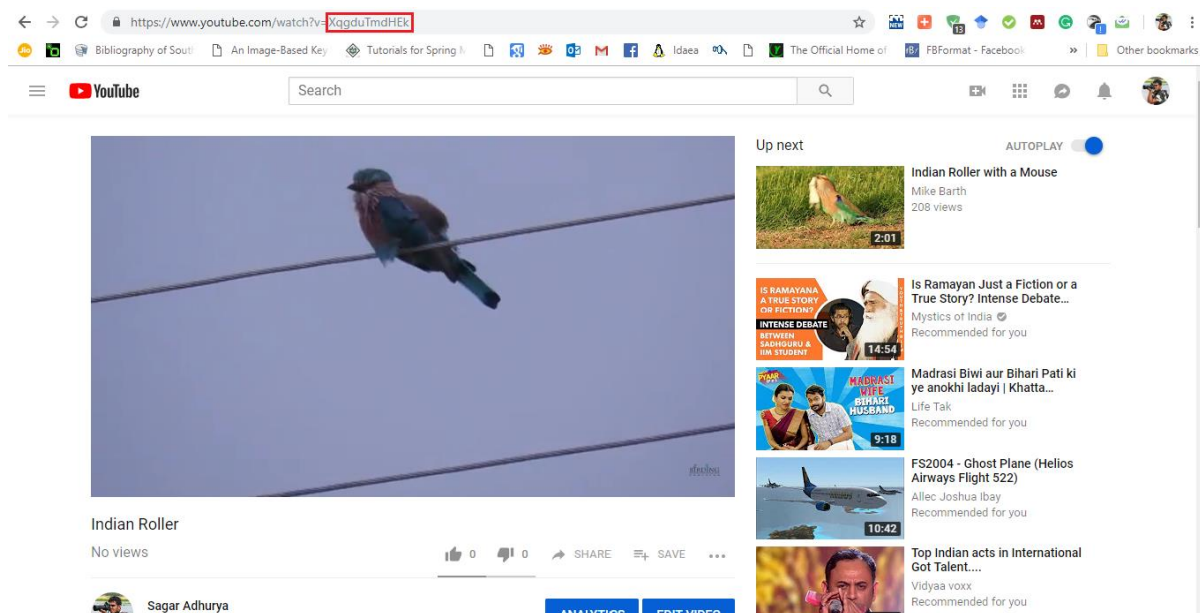


Figure 11

Copy the last few codes from the address bar after **https://www.youtube.com/watch?v=** as indicated in Figure 11.

9. Paste it into the **Enter Video Id** field.
10. Enter **date, videographer's name, place and district** as directed in **Add image** section.
11. Enter a short caption in **Description** section.
12. Click on **Add Species Video** button.

i. **Add Xeno-Canto Audio:**

We are sorry to say that this portal still not support any direct audio upload. Instead you can embed an audio from Xeno-Canto. Xeno-canto is the largest BIRD CALL LIBRARY in the world. Please follow the simple steps below:

1. Log in to WINGS admin panel
2. Click on **Add New**
3. Click on **New Post**
4. Click on **Add New Video**
5. The following screen will appear (Figure 12):

WINGS-ADMIN PANEL

Welcome sagar

WINGS SITE

Add New

Edit Post

Admin Guide

WINGS - Wildlife Information and Nature Guide Society - ADMIN PANEL

Choose Common Name

Choose Scientific Name

Enter Audio Serial no.

Enter Xeno-Canto Audio id

Enter Date

Enter Recorder Name

Enter Place

Choose District

Enter Description(max 250 words)

Add Species Audio

Please don't use single inverted comma (') in this admin panel. Instead you can use bracket().
For example, please write Temminck(s) Stint, Jerdon(s) Leafbird; not Temminck's Stint, Jerdon's leafbird

Figure 12

6. Now enter either **Common Name** or **Scientific Name** as directed previously.
7. Enter Audio serial number as directed in Images and Video.
8. Enter audio ID from the Xeno-Canto. It can be found in both address bar <https://www.xeno-canto.org/187675> and just left at species name XC**187675** as indicated in Figure 13.

[←](#)
[→](#)
[↺](#)
[https://www.xeno-canto.org/187675](#)

xeno-canto
Sharing bird sounds from around the world

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Log in / Register

XC**187675** • Yellow-wattled Lapwing • *Vanellus malabaricus*

XC187675

Yellow-wattled Lapwing (*Vanellus malabaricus*) • alarm call, call
Sagar Adhurya

Remarks from the Recordist

Equipment: Canon P5 SX150IS
bird-seen:yes
playback-used:no

Location

Recording data

Recordist: Sagar Adhurya
Date: 2014-04-12
Time: 08:30
Latitude: 23.5432
Longitude: 87.3191
Location: Durgapur, Bardhaman, West Bengal
Country: India
Elevation: 110 m
Background: none

Actions

Download audio file
Download full-length sonogram
Embed
Discuss
Edit
Delete
Add to Set

Audio file properties

Figure 13

~ 13 ~

9. Now enter **Recording date, Sound recorder's name, Place, district** as mentioned previously.

10. Enter a short description in **Description** field. The description is type of call, or some activities of the bird during which it produces that kind of call.

j. Editing post:

1. Log in to admin panel

2. Click on **Edit Post**

Note that, you can only edit those images, videos and audio uploaded by only you.

3. Click on **Edit Image.**

a. This screen will appear (Figure 14)

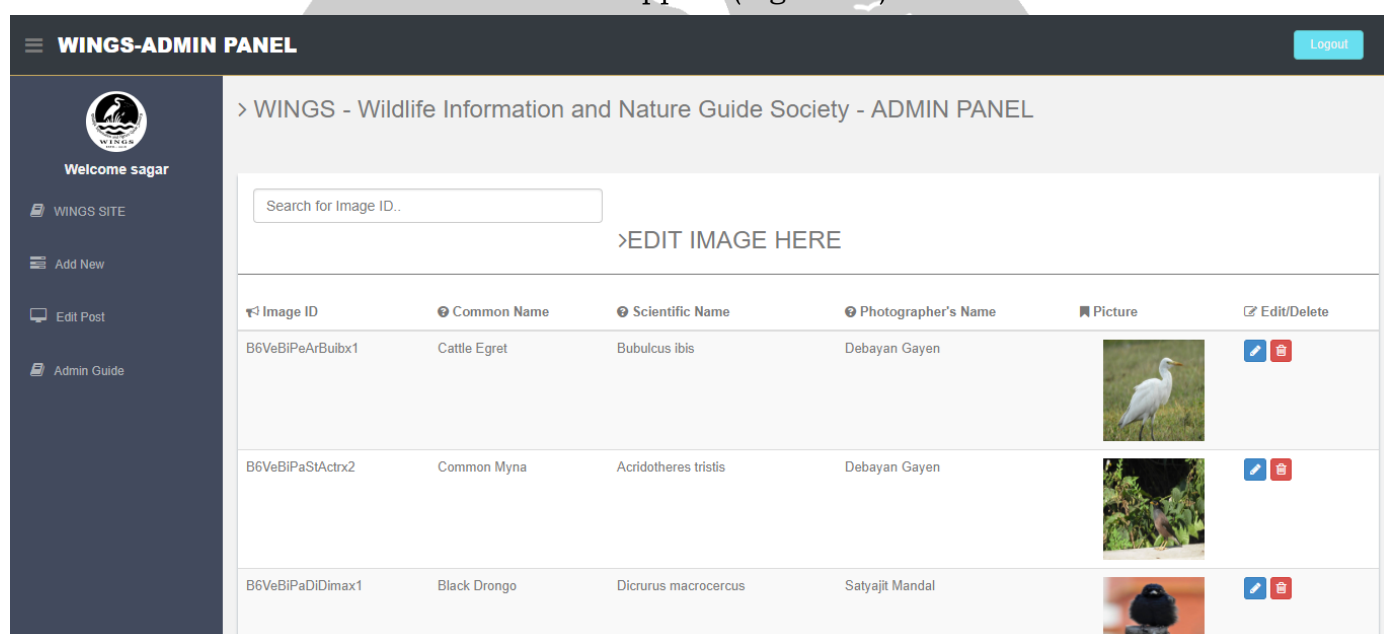


Figure 14

Now look at the image. You have the facility to search with Image ID at the top left corner at **Search for image ID field**. Otherwise you can find all of the images uploaded by you so far with Image ID, Common Name, Scientific Name, Photographer's Name, Picture, edit (Blue coloured symbol) and Delete (red coloured symbol) option.

b. If you click **Delete**, the image will be deleted from the database.

c. If you click on the **Edit** symbol, now this screen will appear (Figure 15).

WINGS-ADMIN PANEL Logout

Welcome sagar

WINGS SITE

Add New

Edit Post

Admin Guide

> WINGS

Choose Common Name: Cattle Egret

Choose Scientific Name: Bubulcus ibis

Enter Image no.: Enter Number

Image id: B6VeBiPeArBuibx1

Enter Date: 02-11-2018

Enter Photographer's Name: Debayan Gayen

Enter Place: Durgapur Government College, Durgapur

Choose District: Paschim Bardhaman

Adult Non-breeding

Update Species Image

Please don't use single inverted comma (') in this admin panel. Instead you can use bracket().
For example, please write Temminck(s) Stint, Jerdon(s) Leafbird; not Temminck's Stint, Jerdon's leafbird

Figure 15

- d. You can edit the Species Name (by entering either Common/Scientific name), Image no. (Digits right to the species ID, in Figure 15 the image id is B6VeBiPeArBuibx1 and image number is the digit or digits after species ID B6VeBiPeArBuibx).

Note that during every edit you have to enter image serial no. You can't change image, in that case delete the record and reupload it.

4. Click on **Edit Video**

WINGS-ADMIN PANEL Logout

Welcome sagar

WINGS SITE

Add New

Edit Post

Admin Guide

> WINGS - Wildlife Information and Nature Guide Society - ADMIN PANEL

Search for Video ID..

>EDIT Video HERE

Video ID	Common Name	Scientific Name	Videographer's Name	Video	Edit/Delete
B6VeBiChGIGIaxV1	Small pratincole	Glareola lactea	Sagar Adhurya		

Figure 16

- a. This screen will appear (Figure 16). The screen is **similar to Edit Image** and all of the functions are same.
- b. If you click **Edit** button following screen will appear (Figure 17):

Figure 17

Similar to **Edit Image**, here you can change species ID, Video serial no., Video ID, Date, Videographer's name, Place, District and Description.

Note that during every edit you have to enter image serial no.

5. Click on **Edit Xeno-Canto Audio**

- a. A similar screen as **Edit Image** and **Edit Video** will appear (Figure 18)

Figure 18

- b. If you click **Edit Button**, similar window to **Edit Video** will appear and all the functionalities are same.

VI. Some Special Cases:

a. When identification of the specimen is up to genus level:

In this case Add species as Genus sp. under **Add New>New Field>Species Name** as directed in Page 7.

Note that in this case the Species code will be up to genus level and end with “x”. Again, going to example of Page 8. If it is identified to *Gracupica* genus as *Gracupica* sp. In that case, the species ID will be B6VeBiPaStGrx.

b. When identification is up to family level:

In this case, add again the family name under **Add New>New Field>Species Name** as directed in Page 7. The species ID will be up to family name ending with a “x”: B6VeBiPaStx.

For any query related to website and admin panel fee free to contact our Webmaster **Saikat Adhurya (9093222034)** only in WhatsApp. For any issue related to design, user manual, feel free to contact **Sagar Adhurya (9474739327)** only in WhatsApp.

WINGS