

# WildXR Web Portal Video Management Guide

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## Purpose & Context

This guide introduces the process of creating or editing a video on the WildXR Web Portal (Wildxr.org)

## Prerequisites

- Windows or Mac computer with internet access
- An internet browser (WPS recommends Chrome)
- A WildXR account with credentials (*may have been created by WPS staff*)
- A video file (.mp4 or .mov)
- A thumbnail image (.png format only)
- *If this video contains a new species, a new species entry must be created prior to adding/editing a video*
- *If this video will be found in custom Map Markers, WPS recommends creating those Map Markers prior to adding/editing a video*

## Quick Overview (for experienced users)

1. Navigate to the Wildxr.org website
2. Log In with your Username and Password (*may be provided by WPS staff*)
3. Navigate to the Videos page
4. Begin the Add Video workflow by clicking the **"Add"** button in the upper right
5. Begin the Edit Video workflow by finding and click on the video entry you wish to Edit - *You may only edit videos created by your organization*
6. Enter the Video details on the **"Add Video"** or **"Video Details"** page as appropriate - *Fields with an asterisk are required*
7. Click **"Next"** and assign the video to the appropriate Map Markers - *See "Map Marker Guide" for a deeper explanation of map markers*
8. Click **"Next"** and review the information of the **"Review & Save"** page
9. Click **"Save"** to save the new or edited video
10. An **"Upload Video"** page will now be shown for new videos - *If you are editing a video, skip to step 17 below*
11. Click **"Choose File"** to open a file picker, select the video file you wish to upload
12. Click **"Upload"** to begin the upload process - *\*Remain on the "Upload Video" until the upload completes*
13. When the video upload has completed, the **"Upload"** button will switch to **"Encode Video"**
14. Click the **"Encode"** button to begin video encoding - *The encoding process can take up to 45 minutes depending on size and encoding traffic*
15. The video window will close and you'll be returned to the Videos page will the encoding process continues
16. *\*Clicking "Save" when editing a video will return you to the Videos page - if you need to replace an existing video those steps are detailed below in step #??*

## Detailed Steps

### Add a new video

Access the Videos page on Wildxr.org

#### 1. Navigate to WildXR web portal

- Open web browser and go to WildXR web portal
- Visit <https://wildxr.org>

#### 2. Log In to WildXR web portal

- Enter your Username in the appropriate field
- Enter your Password in the appropriate field
- Click "**Log In**"

#### 3. Videos page

- After log in you will be on the Videos page
- To add a new video click the "**Add**" button in the upper right
- Continue the **Add Video** process starting at step #4 below
- To edit a video, click the "**Search**" button
- Locate the video you wish to edit in the returned videos
- Click on the video description or video title to begin the **Edit Video** process - *Clicking on the Video image will open the video thumbnail*
- Continue the "**Edit Video**" process starting at step #20 below

### Add a New Video

#### 4. Name, thumbnail, and Overview entries

- In the "**Name**" field, enter the video name - *This name represents the video title in all WildXR user interfaces*
- Click the "**Choose a PNG file**" link to open a file picker and select a thumbnail image - *This image represents the video in all WildXR user interfaces*
- *A PNG file is required, JPEG/JPG files will not be accepted*
- *Images should be roughly 1726 x 1085 pixels in size*
- In the "**Overview**" field enter a video description - *This will be displayed as the video overview in all WildXR user interfaces*

#### 5. Youtube URL entries

- The "**Youtube URL**" helps video sorting algorithms within the WildXR application
- The "**Youtube URL**" field is not required and can be safely skipped
- If you enter a "**Youtube URL**", only the last 11 characters of the URL should be added
- *For example, for a Youtube video found at <https://www.youtube.com/watch?v=mtvJSQladfg> only enter the **mtvJSQladfg** value*

## 6. Start Time and End Time entries

- The "**Start Time**" entry can be left as is for most videos
- The "**End Time**" entry will display the video length and is shown on video thumbnail images in WildXR user interfaces
- *Although not required, an accurate "**End Time**" improves user experience when using the WildXR application*

## 7. Organization and Country entries

- If you are logged in as an **Organization Administrator** your organization value will be pre-populated in the **Organization** field
- If you are logged in as a **System Administrator** select the correct organization from the drop-down menu
- Select the correct **Country** from the drop down-menu - *This represents where the video was filmed.*
- *If multiple countries are included, select **Various***

## 8. Video Format and Video Resolution entries

- "**Video Format**" influences the way the WildXR application displays the video to users
- Select the correct "**Video Format**" from the drop-down menu
- Most applications will use either "**2D Standard Format**" or "**Standard 360**"
- *Only use other "**Video Format**" options if you are sure they are appropriate for your video*
- *If you have questions about format choices please contact WPS Staff for further information*
- Select the correct "**Video Resolution**" from the drop-down menu
- If you are unsure of the "**Video Resolution**", choose **4k**
- The "**Video Resolution**" selection will not influence the playback of your video within the WildXR application\*

## 9. Species entries

- "**Species**" selections determine how the video is filtered within the WildXR application
- "**Species**" selections also show in WildXR user interfaces
- You may select multiple "**Species**" values from the drop-down menu, you may also select **Various** to represent multiple species
- If a "**Species**" value was added in error, click the **x** to the right of the species lozenge

## 10. Tag entries

- "**Tags**" influence where and when a video is shown within the WildXR application
- **Carcasses** and entries beginning with **Graphic ...** are used for videos with Adult content and can be hidden from users
- **Compilation** and **Short Films** tags are used for longer-form videos and influence video filtering within WildXR

## 11. Finish video details entry

- When you have entered all information on your new video click the **"Next"** button

Add the video to map markers

- For a detailed explanation **Map Markers** please reference the **WildXR Web Portal Map Marker Management Guide**

## 12. Core Map Markers

- **Map Markers** represent groups of videos that share a common theme - *Most commonly this grouping is geographic*
- **Core Map Markers** are map markers created by WPS Staff and cover the geographic groupings of WPS created videos
- **Core Map Markers** are displayed under the first tab on the **Map Markers** page
- Organizations can add videos to **Core Map Markers** allowing customized markers that include WPS and private videos
- If your new video fits into **Core Map Markers** and you plan to use these markers in your Video Catalogue, check the boxes next to the appropriate Map Markers
- **Map Markers** will appear on the exploration globe if users are able to select videos from a catalogue
- *You will select displayed markers during "Video Catalogue Creation"*
- *Although **Map Markers** are not necessary if you plan to play one video on a loop, it is best practice to assign a video to at least one marker*

## 13. Custom Map Markers

- **Custom Map Markers** are unique to your organizations and are not available to other organizations
- **Custom Map Markers** can be used to group videos based on whatever criteria you wish
- *For example, you might create **Custom Map Markers** around ecological niches, environmental concerns, or evolutionary traits*
- **Custom Map Markers** must be created before they can be assigned to a video
- *You can return to edit a video and add new marker assignments if your **Custom Map Markers** have not been created yet*
- If your new video fits into **Custom Map Markers** and you plan to use these markers in your Video Catalogue, check the boxes next to the appropriate Map Markers
- **Custom Map Markers** will appear on the exploration globe if users are able to select videos from a catalogue
- *You will select displayed markers during "Video Catalogue Creation"*
- *Although **Map Markers** are not necessary if you plan to play one video on a loop, it is best practice to assign a video to at least one marker*

## 14. Finish map marker selection

- When you have selected all the map markers associated with your new video click the **"Next"** button

## Review video details

### 15. Review & Save

- Review the information for your video
- If all values are correct click the **"Save"** button
- If changes need to be made you back click the **"Back"** button
- *You can also click the radio button above the selection that needed correcting at the top of the page (**Add Video** for video details, **Map Markers** for map marker selection)*

## Upload and encode video file

### 16. Chose video file and upload

- Once you have saved the new video information you will be shown an **"Upload Video"** page
- If your video is not ready for upload you may leave this page and finish by editing your video at a later date -*Follow upload steps found in the **Edit Video** section below, step #20*
- Click the **"Choose File"** button to open a file picker window
- Navigate to the video file you wish to associate with the information entered in steps 4 through 15 above
- Select the video and click the **"Open"** button in the file picker
- The file name of your video should now be shown next to the **"Choose File"** button
- Click the **"Upload"** button to begin the upload of your video file -*Upload speed will depend on the speed of your internet connection and will be longer for larger video sizes -Do not navigate away from this page during video upload*

### 17. Video encoding

- Once the video file upload is complete the **"Upload Video"** button will change to an **"Encode Video"** button
- Click the **"Encode Video"** button
- You will be returned to the **Videos** page and a small alert will be shown in the upper right stating **"Encoding started successfully"**
- *Encoding allows WildXR to adaptively stream videos and takes roughly 30 minutes for a 6 minute video*

## Verify video creation and review playback

- *WPS recommends the following steps to verify video information and to view the video in VR prior to releasing the video to the public*
- *Viewing a video in VR can expose issues with subject focus and object masking that are difficult to detect during editing*

18. **Verify video creation** - On the **Videos** page, click the "**Search**" button in the upper right - Search for the video just created - In the search results verify that the thumbnail, title, and description appear as expected - Click on the title or description of the video - Verify that the details are as expected and review the **Video File Name** to check the correct video file was uploaded - Click on the **Map Markers** radio button at the top of the **Video Details** page to review the assigned **Map Markers** - Verify that the correct **Core** and **Custom** map markers are selected - Click the **Review & Save** radio button at the top of the **Video Details** page - Review the video details; if they appear correct click on any **Navigation Link** in the header to exit the video editing interface
19. **Review video playback** - Follow the steps to create a **Video Catalogue** that contains your new video in the **WildXR Web Portal Video Catalogue Management Guide** - Follow the steps to create a **Installation** that uses your **Video Catalogue** in the **WildXR Web Portal Installation Management Guide** - Assign your **Installation** to a **Device** using the **WildXR Web Portal Device Management Guide** and review your video in VR

## Edit an existing video

- *Organization users can only edit videos that their organization owns*
- *If you have concerns about an existing video that your organization does not own, please reach out to WPS Staff for assistance*

## Access the Videos page on Wildxr.org

### 20. Navigate to WildXR web portal

- Open web browser and go to WildXR web portal
- Visit <https://wildxr.org>

### 21. Log In to WildXR web portal

- Enter your Username in the appropriate field
- Enter your Password in the appropriate field
- Click "**Log In**"

## Search for the video that needs editing

### 22. Locate Video

- After log in you will be on the Videos page
- Click on the "**Search**" button in the upper right
- Enter the search parameters to locate the video in need of editing
- *You can search by more than one field; searches return videos that match any field entry*
- Click on the title or description of the video in need of editing from the returned search results

## Edit video details

### 23. Edit video name, thumbnail, overview, etc.

- On the **Video Details - Edit Video** page you can edit all video details except **Map Marker** assignment
- Make the changes you wish for the video
- \*The video file name field is for reference only, if you need to change the video file associated with this video follow the **Overwrite Old Video** below, step #
- Once all details have been updated click the **Next** button in the lower right or the **Map Marker** radio button at the top of the **Video Details** page
- \*If no updates are needed to **Map Markers** click the **Review & Save** radio button at the top of the **Video Details** page

## Edit assigned map markers

### 24. Edit map marker assignment

- Add or remove your video from **Map Markers** by selecting or deselecting the appropriate checkbox
- Click on the **"Custom Map Markers"** tab to switch to **Map Markers** unique to your organization
- Once all **Map Markers** have been updated, click the **Next** button in the lower right or the **Review & Save** radio button at the top of the **Video Details** page

## Review video updates

### 25. Review and save all video updates

- Review all updates to video details and assigned map markers
- If all changes look correct click the **Save** button in the lower right
- *If no changes have been entered the **Save** button will be greyed out; click any navigation link in the header to exit the Video Edit page*

## Replace an existing video with a new video file

### 26. Upload a new video

- In any of the three **Video Details** sections you will see an **"Actions"** button in the upper right
- Click on the **"Actions"** button to open a drop-down menu
- From the drop-down menu select **"Upload Video"**
- Follow steps 16 and 17 in **Upload and encode video file** above to replace an existing video with a new video file

## Delete an existing video

### 27. Remove a video and all video details from the WildXR database

- *Video deletion is permanent and WPS staff will be unable to recover a deleted video*
- In any of the three **Video Details** sections you will see an **"Actions"** button in the upper right
- Click on the **"Actions"** button to open a drop-down menu
- From the drop-down menu select **"Delete Video"**
- An alert window will show at the top of the page asking if you wish to proceed with video deletion
- Select **"OK"** to delete the selected video
- Select **"Cancel"** to cancel the video deletion

## Troubleshooting

### Unable to log onto the Wildxr.org website:

- Ensure you are entering the correct credentials to log into Wildxr.org (*May have been supplied by WPS Staff*)
- If someone within your organization created your account; check that they assigned a password to your account (*passwords are not created automatically*)
- Double-check the URL you have entered into your Web Browser (*WPS recommends using Chrome*)

### WildXR web portal not accepting thumbnail:

- Ensure that the image file you are attempting to use is saved as a .PNG
- Image file formats other than .PNG will not be accepted by the WildXR web portal.
- *Most image editing programs allow users to save images in a variety of formats, including .PNG*
- Open the image file in an image editor and choose **"Save As"** to save a .PNG version of your image

### No Youtube URL exists for the video:

- Videos in the WildXR application do not require a **Youtube URL** to function.
- **Youtube URL** entries assist with sorting videos by popularity and viewing frequency

### Error when entering the Youtube URL:

- Only the last 11 characters (characters after the equal (=) sign) of the **Youtube URL** should be entered

### Unable to select organization assignment for video:

- The **Organization** field is auto-populated to match your organization if you are logged in as an **Organization Admin**
- Only **System Admin** users can choose **Organization** assignment for videos from a list.
- If you believe you need to assign a video to an **Organization** other than your own, please contact WPS staff.

### Wrong organization is auto-selected during video creation:

- Ensure you are logged into the WildXR web portal using the correct account
- Contact WPS staff if the auto-selected organization does not match your account organization



### Unable to find correct country for video details:

- Begin typing the name of the country you are trying to select, the **Countries** field will auto-suggest valid selections
- If the **Country** is not present in the drop-down menu, contact WPS staff with a request to update the current **Country** database.

### Unsure of the correct video format to select:

- For most traditional videos **2D Standard Format** is the correct option
- For videos filmed with 360° cameras, **Standard 360** is the correct option
- **Stereographic** videos are filmed with specialized cameras, typically using dual lenses to capture depth, these are less common than 2D and 360° videos
- **Standard 180**, also known as SBS (Side-by-Side) videos offer a 180° view to the view, these are less common than 2D and 360° videos
- Video format selection will affect the playback of your video in the WildXR application, but can be changed after review if results are not as expected
- Video format selection does not affect how a video is uploaded or encoded for playback

### Unsure of the correct video resolution to select

- **Video Resolution** is currently used only for categorization of videos, it will not affect the playback quality of the video
- Select **4k** if you are uncertain of the correct **Video Resolution** designation

### Correct video resolution is not offered in drop-down menu

- **Video Resolution** is currently only used for categorization and will not affect the playback of your video
- Select the nearest value to your video's resolution
- If you believe more resolution options should be available, please contact WPS staff

Edit from here down

### Unable to edit Device Organization

- If you are logged into the Wildxr.org website as an **Organization Admin** will not be able to change the device's assigned organization
- Log in as a **System Admin** to enable organization assignment or contact WPS Staff

## Important Notes

⚠ **Developer Privileges Required:** Your Meta account must have developer access granted by WPS before MQDH will function properly for custom app installation.

⚠ **Account Consistency:** The Meta account used in MQDH must exactly match the account associated with your VR headsets. Mixed accounts will prevent proper device recognition.

⚠ **Security Coordination:** Never modify developer settings or install unauthorized applications without WPS approval. This can compromise headset security and void support agreements.

⚠ **System Requirements:** MQDH requires modern computer specifications and may not work properly on older or resource-limited systems.

## Verification Steps

Verify that your MQDH application is capable of recognizing, connecting to, and managing VR headsets without additional configuration steps.

### **Complete functionality verification:**

- MQDH launches without errors and displays account information correctly
- At least one headset appears as "Active" in the devices list
- USB debugging authorization has been granted and confirmed
- Device management icons are accessible and responsive in the left sidebar
- You can access the headset's file system and application management features