WildXR Web Portal Video Management Guide

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 upto 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 being 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**

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

7. **Organization and Country entries**

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

8. **Video Format and Video Resolution entries**

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

9. **Species entries**

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

10. **Tag entries**

   o **"Tags"** influence where and when a video is shown within the WildXR application
   o **Carcasses** and entries beginning with **Graphic ...** are used for videos with Adult content and can be hidden from users
   o **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)*

Unable to generate a WildXR number:

- Ensure that the WildXR application has been successfully installed on the device
- If you are attempting to launch WildXR on a computer you will need to connect a VR headset to successfully navigate the WildXR app
- Verify that you can see the **gear icon** used to access the **"Settings Menu"**

Unable to find WildXR number on the Wildxr.org website:

- Ensure you have correctly typed the WildXR number into the Device Lookup field on the Wildxr.org website
- If you are currently on the **Devices** page of the Wildxr.org website, navigate away and then back before attempting the Device Lookup
- Refresh your browser window *(WPS recommends using Chrome)*

WildXR number is already generated for a device:

- Double check that the device has not already been registered on the WildXR.org website
- If you are re-installing WildXR on a computer, you will need to remove the **Wildlife Protection Solutions** folder from your hard drive
  - *Ensure that **Hidden Items** are visible in your **File Explorer***
  - Open a folder and, under **View** options click **"Show"** and check **"Hidden Items"**
  - On Windows navigate to `This PC -> C -> Users -> [Your User Name] -> App Data -> Local Low`
  - Delete the **Wildlife Protection Solutions** folder
  - Reinstall the **WildXR** application

Applied changes to Device not visible in Device

- Ensure that your device is connected to the internet
- If you have assigned a new **Installation** the device must stop the current session of WildXR and relaunch the WildXR app prior to changes taking effect
- Double check that the Wildxr Number is the one assigned to the headset you are using *(Check the settings menu to confirm the Wildxr number)*

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