

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 is found in custom Map Markers, WPS recommends creating those Map Markers before 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 on 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 while 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, or you may 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 can 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 organization 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 can click the **"Back"** button
- *You can also click the radio button above the selection that needs correcting at the top of the page (**Add Video** for video details, **Map Markers** for map marker selection)*

Upload and encode video file

- *Before uploading a video to wildxr.org make sure the video plays as expected on a Windows computer*
- *⚠ Videos created on Apple computers have occasionally failed to play on Windows operating systems - this is the best test for compatibility with the WildXR ecosystem ⚠*

16. Choose 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
- *Videos must be in either **.mp4** or **.mov** format for uploading to the WildXR system*
- 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 ⚠*
- *⚠ Navigating away from this page during video upload will stop the upload process ⚠*

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 before 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 an **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 logging 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 **Upload new video** below, Step #26*
- 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
- *Videos must be in either **.mp4** or **.mov** format for uploading to the WildXR system*

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

Species unavailable in drop-down menu:

- If your video contains a species not currently represented within the WildXR application video library a new species entry will need to be created
- To prevent duplicate species, species creation is currently restricted to WPS staff
- Please contact WPS staff so that an appropriate species entry can be created
- You may use the **Various** species placeholder to allow video creation to continue in the meantime

Core Map Marker does not exist:

- **Core Map Markers** are map markers created by WPS and provided to all **Organizations** using the WildXR application
- If WPS does not currently have video content for a location no map marker will be available
- Create a **Custom Map Marker** for your organization's private use
- **Video Catalogues** can use a combination of **Core Map Markers** and **Custom Map Markers**

Icon not available for Custom Map Marker:

- The icons available for **Custom Map Markers** were selected to cover a wide range of uses
- These icons must meet certain requirements to display properly in the WildXR application in a VR setting

Video is not ready for upload:

- To upload a video at a later time follow the **Edit an existing video** workflow starting at Step #20

Video not accepted for upload:

- Videos must be in either **.mp4** or **.mov** format for uploading to the WildXR system
- Ensure your video is one of these two formats before uploading to the WildXR portal
- You must have a strong internet connection to successfully upload a video

Error when uploading video:

- Ensure you are attempting to upload the proper format video file (either **.mp4** or **.mov**)
- Make sure you are connected to the internet and that your connection is strong and stable
- If you have repeated issues with video upload reach out to WPS staff for assistance

Closed video upload screen before upload completed:

- Navigating away from the video upload screen before a video upload has completed stops the upload process
- Follow the **Edit an existing video** workflow starting at Step #20 (specifically Step #26) try video upload again

Closed video encoding screen before encoding completed:

- Video encoding continues in the background once a video has been successfully uploaded and the **Encode Video** button has been pressed
- Encoding time depends on video file size and could take 60 minutes or longer for long videos

Video not available in WildXR application:

- There are multiple reasons why an existing video is not showing in the WildXR application
- Videos created by an **Organization** other than **WildXR** are only visible to that **Organization**
- Ensure that you are logged in as the correct **Organization** and that the **Device** and **Installation** are also associated with the correct organization
- Make sure that **Video Upload** and **Video Encoding** have completed before checking an **Installation** for your video
- Ensure that the video has been added to a **Video Catalogue** - see the **Web Portal Video Catalogue Creation Guide**
- Ensure that the **Video Catalogue** is being used in an **Installation** - see the **Web Portal Installation Management Guide**
- Make sure that the **Installation** has been assigned to a registered **Device** - see the **Web Portal Device Management Guide**
- Make sure that, if the video contains adult subject matter (has the **Tags** - "Carcass", "Graphic..." assigned to it), the **Show Graphic Sex** or **Show Graphic Death** checkboxes have been selected
- While it is possible to use videos that have not been assigned to a **Map Marker** in a **Video Catalogue**, this can result in a video being difficult to find
- Check in the **All Clips** gallery of your **Installation**
- If your video is still not visible please contact WPS staff for further assistance

Video playback poor or has errors:

- Videos not downloaded are streamed from the cloud
- Streamed video quality depends on a strong and fast internet connection
- WPS recommends downloading all videos for playback, and for assessing the quality of a video in 360° VR
- Video quality is impacted by various production and encoding settings outside of the WildXR environment - assess all videos for quality prior to uploading to the wildxr.org system
- Errors may be caused by weak or intermittent internet during video download
- Follow the **Video file Transfer Guide** to find the location of downloaded files on the VR Device - copy the video file to a computer to play outside of a VR device to assess quality

Video accidentally deleted or replaced:

- Unfortunately WPS staff can not recover deleted or overwritten videos
- WPS recommends keeping a persistent video database of past video versions for such an eventuality

Important Notes

⚠ **Video Upload:** Video upload success and time to completion depend on a strong and stable internet connection.

⚠ **Video upload to video encoding:** Users should not navigate away from the **Video Upload** page until the page shows the video upload has completed and that the video is ready for **Encoding**. Opening other browser tabs will not interrupt a video upload, but leaving the upload page to navigate elsewhere on the wildxr.org website will necessitate uploading the video again. Once **Encoding** has begun the user will automatically be taken to the **Videos** page.

⚠ **Unable to recover replaced or deleted videos:** WPS staff cannot recover deleted or overwritten video files.

⚠ **Video Playback:** Video playback quality is impacted by many factors. Review the steps above and contact WPS staff if quality is still less than expected.

Verification Steps

Verify that your video creation or updates have been successful.

Complete functionality verification:

- Log out of the Wildxr.org Web Portal
- Log in and refresh the **Videos** page to ensure your video appears as expected
- Assign your **Video** to a **Video Catalogue** and that **Video Catalogue** to an **Installation**.
- Assign that **Installation** to a registered **Device** and connect that device to the internet.
- Launch WildXR and confirm that the **Video** appears as expected
- Verify that the Video details appear as expected:
 - Video title
 - Video description, open "Learn More" to see the full description text
 - Species details (Name, Colloquial Name, IUCN Status, and Population Trend)
 - Video length