WildXr Web Portal Video Creation/Editing 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 asterix are required*
7. Click **"Next"** and assign the video to the appropriate Map Markers - *See **"Map Marker Guide"** for a deeper explination 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 ??*

Detailed Steps

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 descrition 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 #?? 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
   - **Complilation** 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 explination **Map Markers** please reference the **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 #??*
    ○ 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**

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