The Inventory User Guide

The following document provides step-by-step guidance on how to use The Inventory. If you run into any issues accessing or using the site at any stage, please do get in touch and we will be happy to help – jake.burton@wildlabs.net

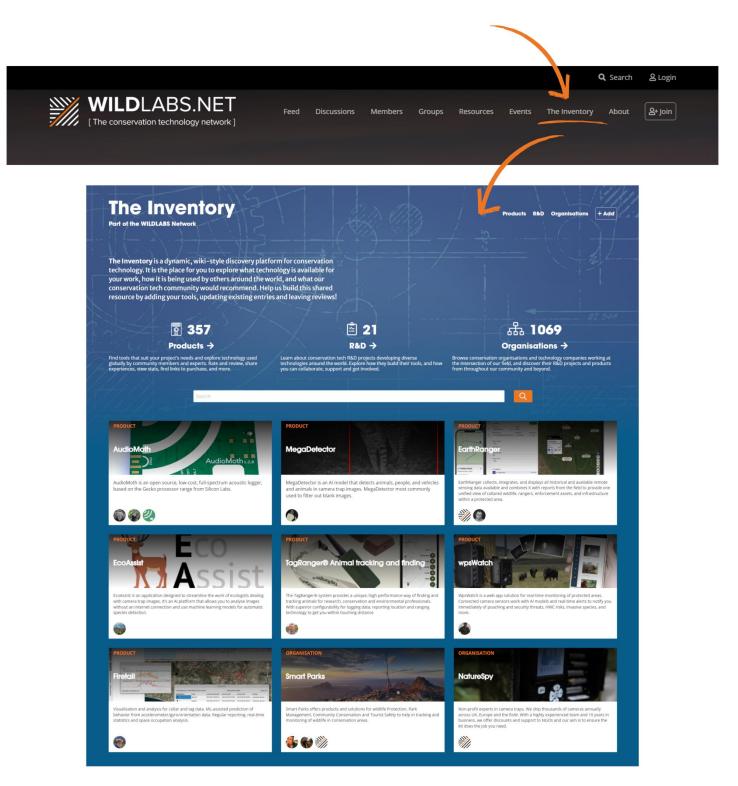
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How do I find The Inventory?

The Inventory is designed to be a wiki-style discovery platform for conservation technology. Just like WILDLABS, anyone is free to browse and explore our community database. This directory is an expansion of the existing WILDLABS site and is fully integrated with our platform.

To visit The Inventory, just click on the new menu item in the main navigation bar or visit https://wildlabs.net/inventory



Unlock the ability to contribute to The Inventory

If you want to start adding, editing or reviewing content on The Inventory, you first need to **unlock your Sprout Badge.** Read our discussion post to learn how.

By requiring contributors to have at least a Sprout badge, we can help prevent bots and spammers from spreading misinformation on the site, ensuring the information you're accessing is accurate and reliable.



Sprout

- · Fill in your profile
- Join the <u>Community</u>
 <u>Base Group</u> and at least one other group
- Introduce yourself on the <u>Welcome to</u>
 WILDLABS thread
- React 3 times



Sapling

- · Obtain Sprout Badge
- · React 30 times
- Leave 15 comments/replies
- Post 5 pieces of content
- Attend at least 1 WILDLABS event



Tree

- · Obtain Sapling Badge
- React 70 times
- Leave 30 comments/replies
- Post 20 pieces of content
- Attend at least 5 WILDLABS events



Ent

- · Obtain Tree Badge
- · React 150 times
- Leave 100 comments/replies
- Post 100 pieces of content

The Inventory

Part of the WILDLABS Network



Start
Contributing
Now!

This badge is your key to unlocking the ability to contribute to <u>The Inventory</u>, our dynamic, collaborative, wiki-inspired database of conservation technology Products, R&D Projects and Organisations.

Requiring members to obtain at least a Sprout badge will help ensure that only verified users are contributing to our database.

Visit The Inventory now to start exploring and help build our new wiki!

How do I leave a review?

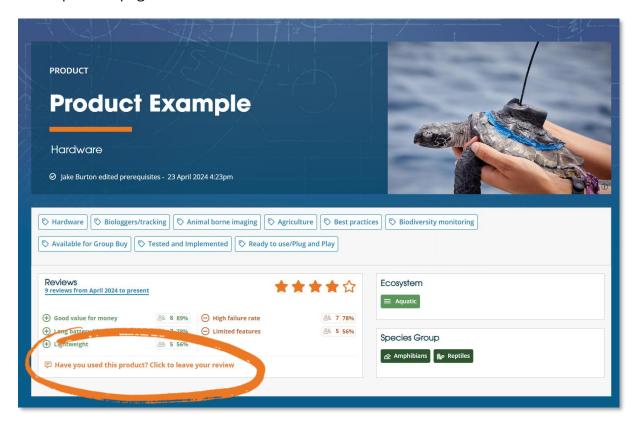
Once you have unlocked your Sprout Badge, you are ready to start contributing!

If you have used a conservation tech product, The Inventory provides a place for you to leave a review detailing how you used the tech, how you found it and if you would recommend it to other conservationists.

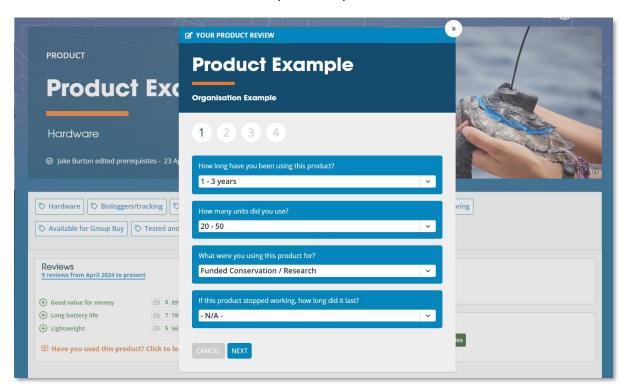
You can leave a review on a specific project you used them on, or you can voice your experience over multiple projects.

To leave a review, simply visit the page of the product you want to review and then follow the steps below:

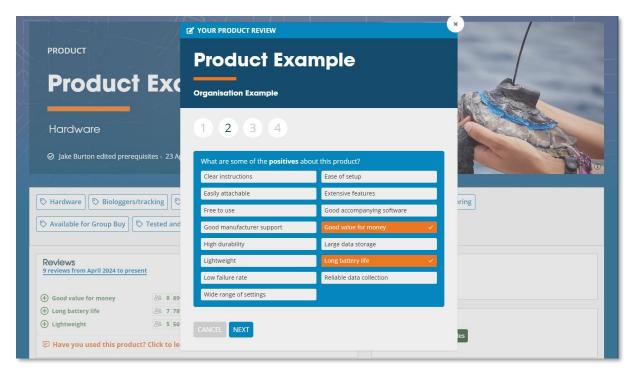
1. **Click review** - Click the orange review text in the review box at the top of the product page.



2. **Context** - Fill in the relevant drop-down options on section 1.



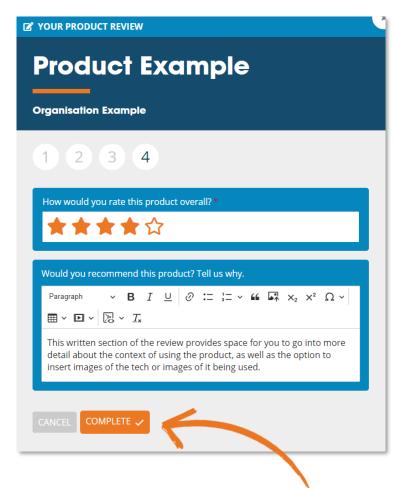
3. **Positives + negatives** - Select any applicable positive traits of the product in section 2 and then any negative traits in section 3. *(you can select none)*



4. **Overall rating + written review** - In section 4, give the product a star rating, and then write a review detailing your experience using the product.

The written section of the review provides space for you to go into more detail about the context of using the product, as well the option to insert images of the tech or it being used.

The aim of these reviews is to help other potential users understand exactly how it was used and in what context, to better inform them which tech might be best for their upcoming work.



Some topics to cover that would be helpful for other readers:

- What species you have used the tech on
- Details of the project(s) the tech was used in
- How the product excelled or what limitations it had
- Clarifications to any of the positive or negative traits selected
- What type of work you would recommend this product be used for
- Links to any publications of the work.

Friendly reminder from your community team:

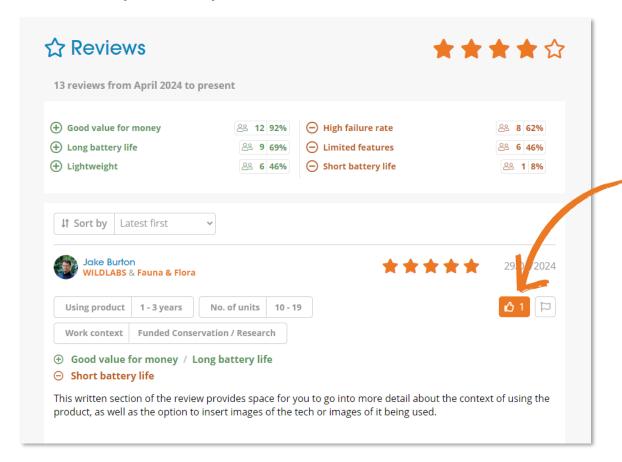
When you're writing your review, just keep in mind we're all people, and that some of these tools are built by small and very hard-working teams who are doing their best with limited resources. If you're leaving a review on a piece of gear that hasn't performed well, try to be honest and helpful for other users, but also share information that could help the tool owner improve its performance. Assume best intent and be kind!

5. **Completion** - Once you press complete your review will be submitted and added to the product page. Your review is not editable after submitting, but if you would like a review deleted or amended due to an error, please contact the **WILD**LABS team.

How can I interact with other people's reviews?

Marking reviews as useful

If you found another users' review helpful or if you agree with them, consider clicking the thumbs up to mark their review as useful. You can sort review sections by date, and by number users who marked the review as useful.



· Reporting reviews

If you believe a review to be inappropriate, spam or breaking our **community guidelines**, please use the report feature located next to each review to notify our admin team.

★★★☆



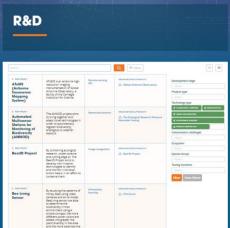
How do I find content?

The easiest way to explore **The Inventory** is to visit one of the three main content sections. Each section has many filter options to narrow down what you might be interested in:

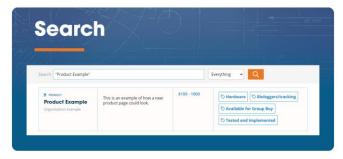
- Products includes hardware, software and data sources.
- R&D Projects includes projects developing or improving diverse technologies.
- **Organisations** includes conservation organisations, academic initiatives, and technology companies in the sector.

If you are looking for something by name, use the search bar on these pages, or use the **main search page** to see results from all three content sections.









Exploring tag pages

If you want to explore specific areas of work, try clicking on one of filter tags such as **Camera Traps**, **Bioacoustics** or **Biologgers** to view a dedicated tag page with relevant content to that topic.

You can also discover tag pages by visiting your favourite **WILDLABS** groups and looking out for "The Inventory" tab in the group side-menu.

Click on tags in The Inventory

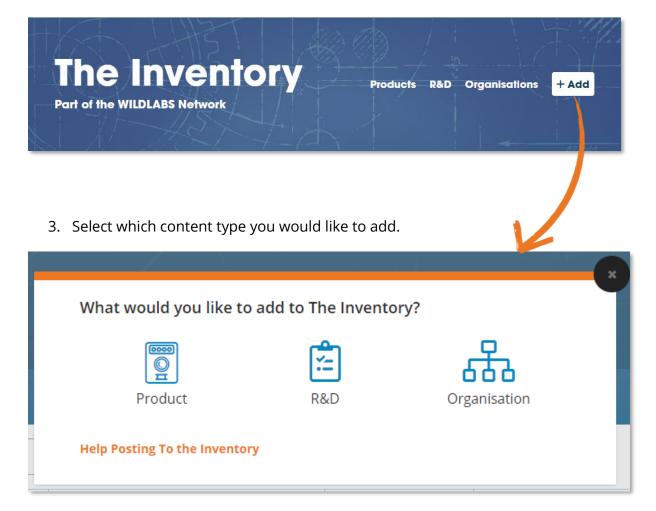
Discover through your favourite groups to warm on the management of the began and management and the management of the began and management and the management of the began and management and the management and

How do I add content?

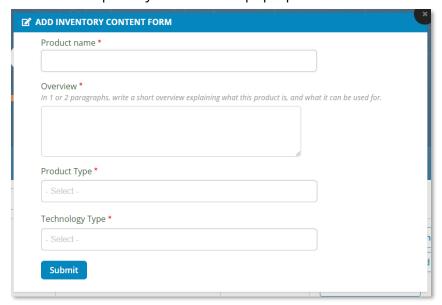
The platform is designed to grow and improve from community contributions. You can add new Products, R&D Projects and Organisations to expand the database and improve the range of information available.

To add new content, follow the steps below:

- Search for the Product, R&D project, or Organisation first to make sure it's not already captured on the Inventory. Duplicates will have to be merged or deleted, so if it already exists but you want to add missing content, edit it instead. https://wildlabs.net/inventory/search
- 2. Press the add button on the top right of any Inventory page.

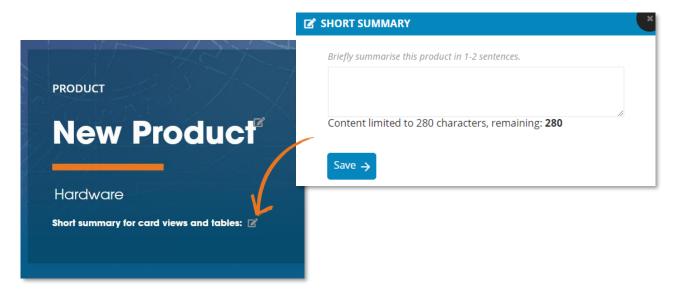


4. Fill in the compulsory fields on the pop-up.



5. Once submitted you will be sent to the new content page while in edit mode, with most of the details blank. If you know any further details, please do have a go at filling them in!

If you don't know what to put into a field, it's better to leave it blank for someone else to complete. We do however suggest at least filling in the 'Short summary' field in the top banner, which is just a 1-2 sentence description of the content that will appear in on tables and cards throughout the site.



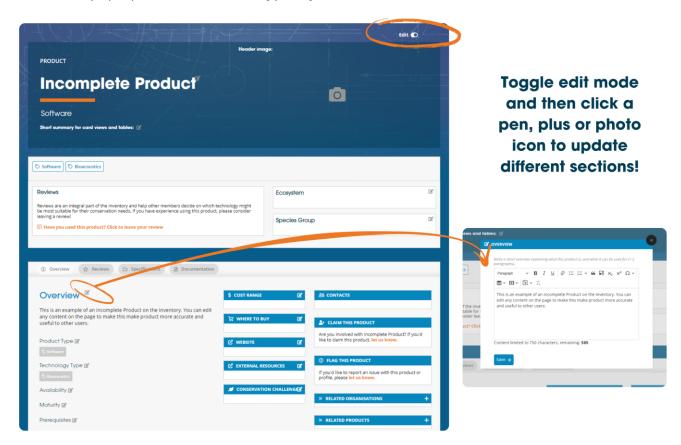
Once you have finished adding the information, you can press the edit button toggle in the top right of the content page to exit edit mode.

How do I edit content?

In addition to adding new content, you can edit any existing Product, R&D Project or Organisation page, similar to a wiki. Even small contributions or corrections will go a long way in making The Inventory as accurate and up to date as possible for the rest of the community.

To edit any content page:

- 1. Press the edit button toggle in the top right of the page to switch that page into edit-mode.
- 2. Click the pen, plus or photo icons on any of the sections on the page to edit it in a pop-up menu. These are typically located next to the title of the section.



When edit-mode is toggled on, all the blank sections on the page will become visible. Each section will have a different set of options when editing them, and any free-text sections should provide you with brief guidance on what to write.

Some section clarifications:

Short summary

This section is what appears on tables and cards throughout the site. This should be a 1-2 sentence brief summary of the content (280 characters max).

Specifications

List key relevant specifications e.g. dimensions, battery size, weight. We recommend using bullet points or a table, but you can also use this section to clarify any custom options available.

Gallery

Use this section at the bottom of product pages to add any interesting photos of the product, such as using it in the field on one of your projects!

Adding / editing custom products

If a manufacturer supplies a product that is only available as a custom device on request, these can still be featured on The Inventory. We suggest leaving any non-relevant sections blank but clarifying that it is a custom product in the overview section, and then detailing what different customisation options are available in the specifications section.

Adding / editing a series of product variants

When a manufacturer provides a series of similar products but with minor variations (e.g. the same model but it comes in different sizes), it is sometimes more prudent to make a single product page for the series of products instead of listing each variant separately.

Typically, if you can convey the differences in a simple table in the specifications section, then it might be easier to list a series as a single product page. If the differences between variants are too numerous or complicated to convey in the specifications section, consider linking to the page detailing what variants available.

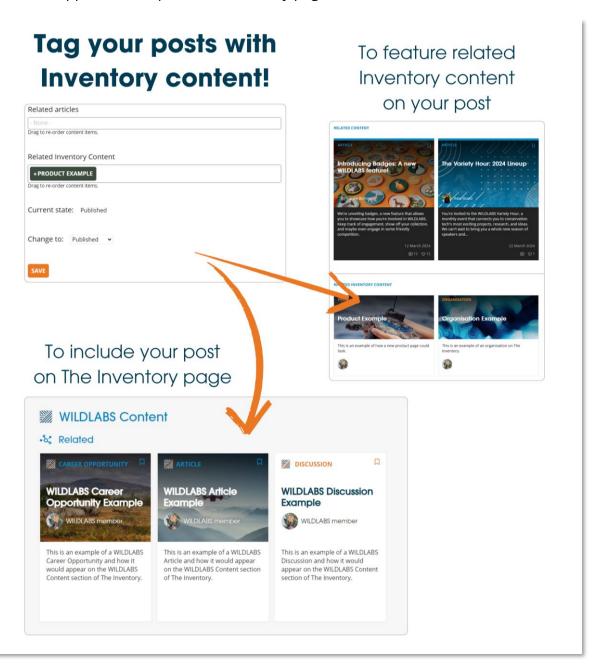
How do I link WILDLABS content to the Inventory?

Tagging your posts

The Inventory is an extension of WILDLABS, so all content you create or have created in the past can be featured on Inventory pages, and you can easily link your posts to Inventory content.

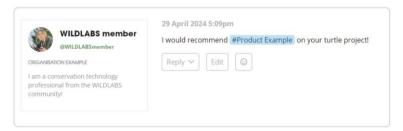
To link relevant **WILD**LABS content to any Inventory content, follow the steps below:

- 1. Edit one of your existing posts or create a new post on WILDLABS
- 2. Find the 'Related Inventory Content' field in the editing form and then search for the names of any existing Inventory Products, R&D Projects, or Organisations
- 3. Once tagged, The Inventory content will appear on your post, and your post will also appear on the product's Inventory page!



Mentioning in comments

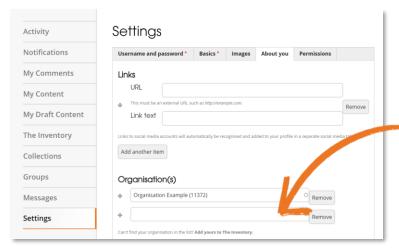
You can also mention any Inventory content page in your comments, for example, if you want to quickly link someone to a product you are discussing. To do this, enter hashtag "#" followed by the Inventory content you want to mention. e.g. #Product Example.



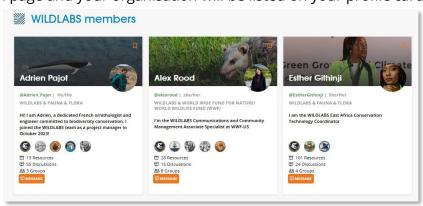
If you have any WILDLABS discussions, resources, or events that involve an existing Product, R&D Project or Organisation, start connecting them to The Inventory today!

How do I make my profile show up on my organisation's page?

Go to your profile and select "Settings" on your side-bar, and then select the "About you" tab. Search and select your organisation name in the "Organisations(s)" section and click save.



If your organisation does not appear on the list, you might need to add it to The Inventory first. Take a proper look on **The Inventory Organisations page** and add it if not already there. Once your organisation is on The Inventory and you have selected your organisation in your settings, your profile card will be featured on your organisation page and your organisation will be listed on your profile card.



How can I get involved as a tech developer or manufacturer?

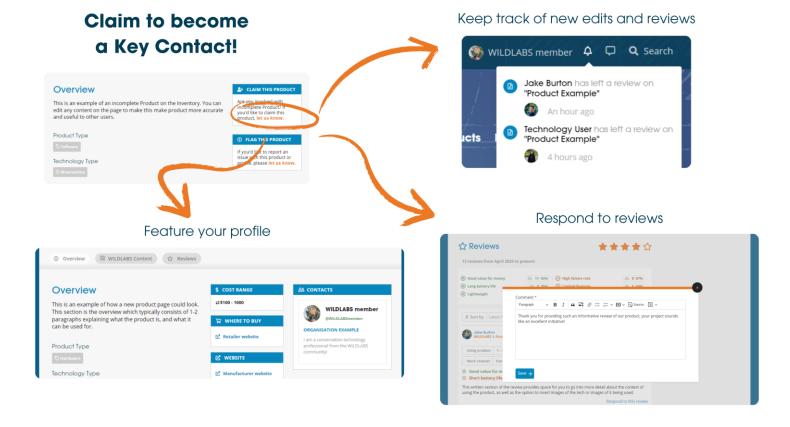
Claiming Products or R&D Projects

Based on feedback from our developer community, we've built in special privileges for Product and R&D Project owners on The Inventory. If you are involved in developing or manufacturing conservation tech, you can take ownership of any of your pages once they have been added!

Claiming a Product or R&D Project page sends a request to the WILDLABS team for you to become a key contact for that Product or R&D Project. Key contacts are representatives of the developer/manufacturer or R&D project lead who can monitor content changes on their pages.

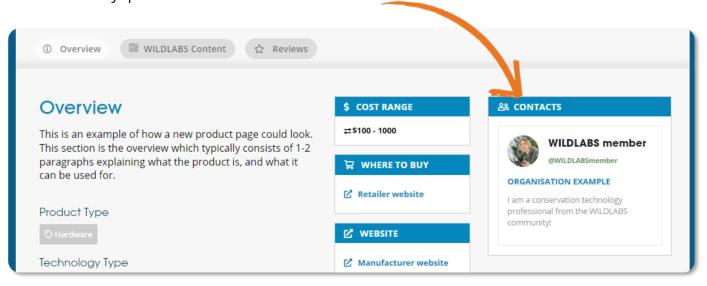
To become a key contact for a Product or R&D project, press the link in the "Claim this product" section of the page and our admin team will verify your relationship.

If you would like to be added to multiple products or R&D projects, email **jake.burton@wildlabs.net** a list of the entries with web links and a brief description of how you are involved.



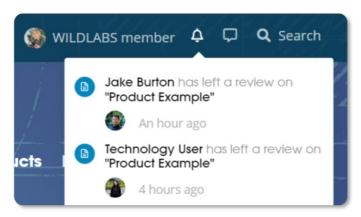
What can a key contact do?

Once your ownership claim(s) have been approved by our admins, your WILDLABS profile card will be featured on the page, letting other members know who to reach out to with any questions.

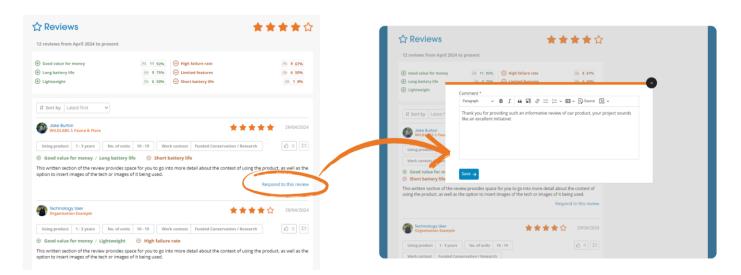


You will also gain access to the following abilities:

• Receive notifications of new reviews and edits: Get a notification when someone has left a new review or edits your page to keep track of contributions and feedback from the community.



• **Respond to reviews:** Leave comments and respond to reviews from other members in the product review section.



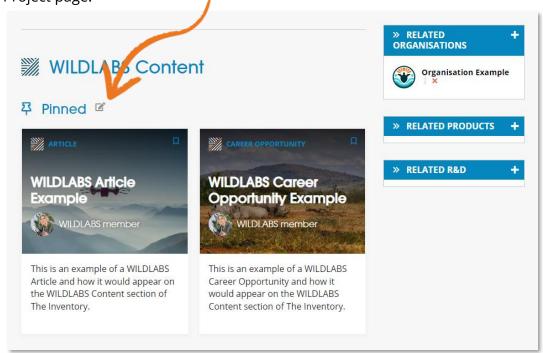
- **View and revert changes:** See the edit history of your page(s) and revert it to a previous version if incorrect information has been added.
 - o Toggle edit mode in the top right-hand part of the product page
 - o Click the "Revisions" button on top left-hand side



• Look through the edit history of the page, and then click "Revert" to change all content on your page back to that version.

| Revision | Operations |
|---|------------------|
| 30/04/2024 - 18:07 by WILDLABS member | Current revision |
| 30/04/2024 - 18:07 by WILDLABS member | Revert |
| 30/04/2024 - 10:18 by WILDLABS member Copy of the revision from <i>Mon, 29/04/2024 - 10:58</i> . | Revert |
| 30/04/2024 - 10:18 by Technology User | Revert |

• **Pin WILDLABS content:** Pin WILDLABS content such as Discussions, Articles, or Events to the top of the WILDLABS content section on your Product or R&D Project page.



- **Add other key contacts:** Feature other WILDLABS members on the page and give them these abilities.
- Unlock the Inventory Key Contact Badge on your profile.



If you would like to suggest any other features/abilities as a key contact, please reach out to Jake at the **WILD**LABS team - **jake.burton@wildlabs.net**

How do I report problems or spam?

Have you noticed any bugs, parts of the website not working or something behaving in an unexpected way? Please email Jake at **jake.burton@wildlabs.net** with the following details and he will be happy to help resolve them:

- What went wrong
- What page / section this happened
- A screenshot of the issue if possible
- Your browser + operating system (e.g. Chrome, Windows 11)

If you encounter content that looks like spam or inappropriate on any page, such as on a product or on a review, you can use one of the on-page report features to send the admin team an email and we will promptly resolve the issue.

