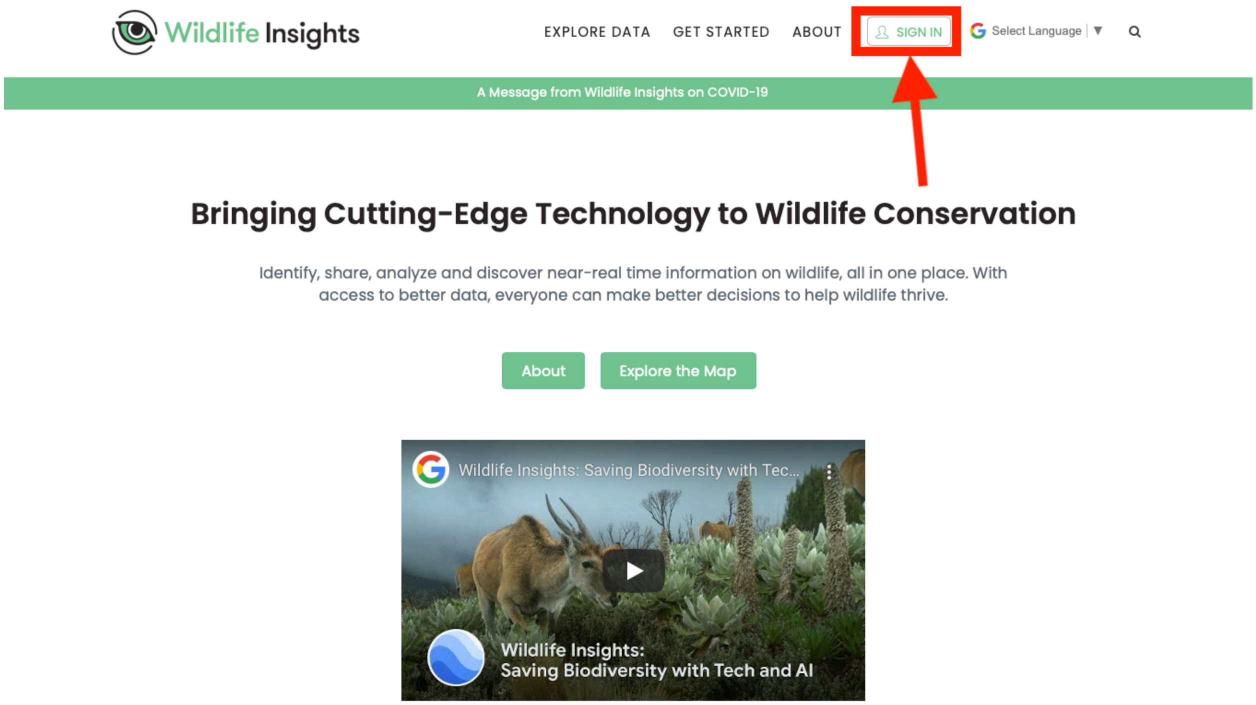
WILDLIFE INSIGHTS – STEP-BY-STEP GUIDE

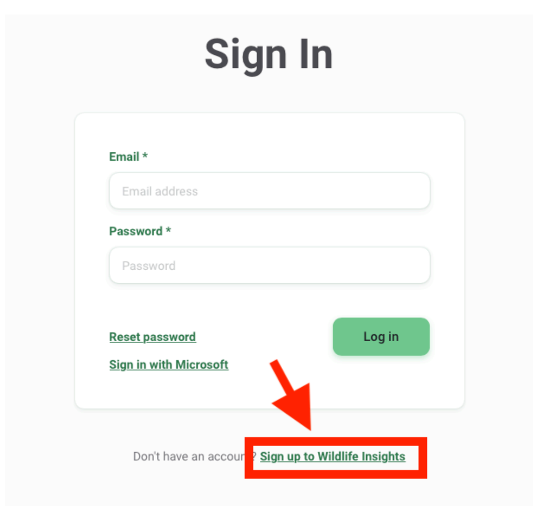
*This guide will take you step-by-step through the Wildlife Insights photo-tagging process, from creating an account to individually tagging animals. Please refer to this guide, in addition to the online training videos, **BEFORE** attempting to upload your Wasatch Wildlife Watch Photos.*

CREATING AN ACCOUNT

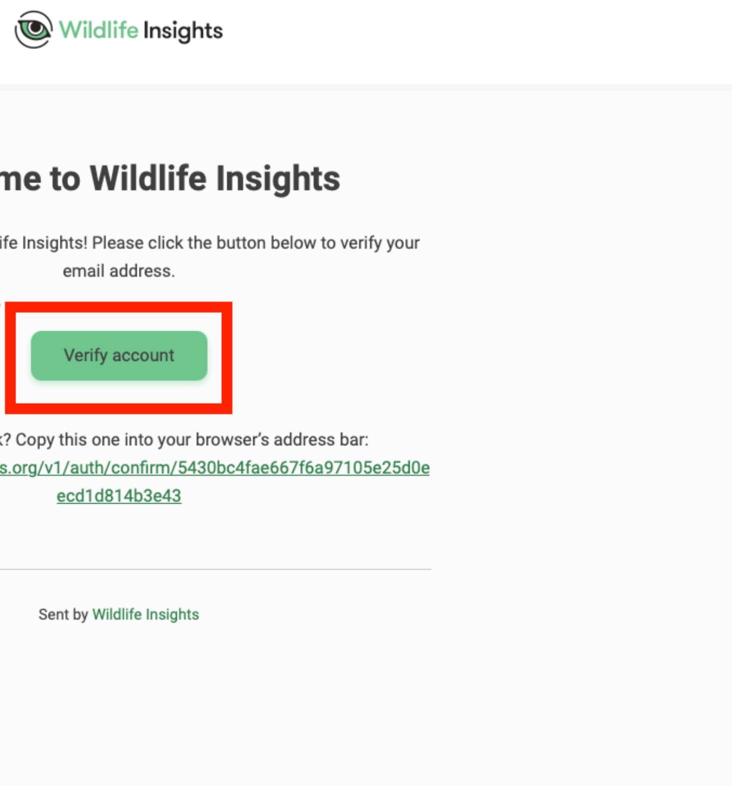
- Navigate to the Wildlife Insights homepage: https://www.wildlifeinsights.org/home
- Select the "SIGN IN" button on the top right of the screen:



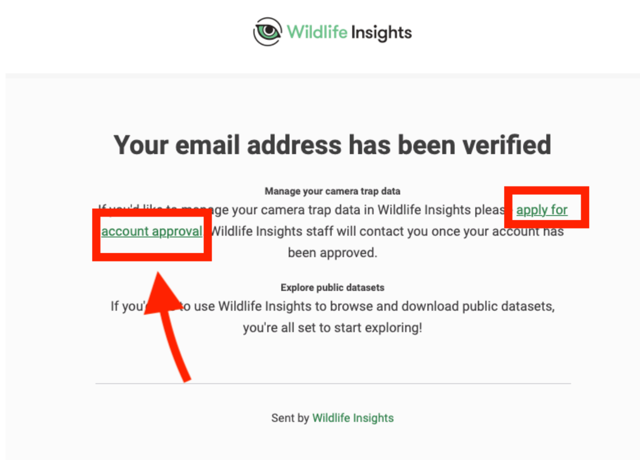
- Select the "Sign up to Wildlife Insights" option at the bottom of the Sign In page:



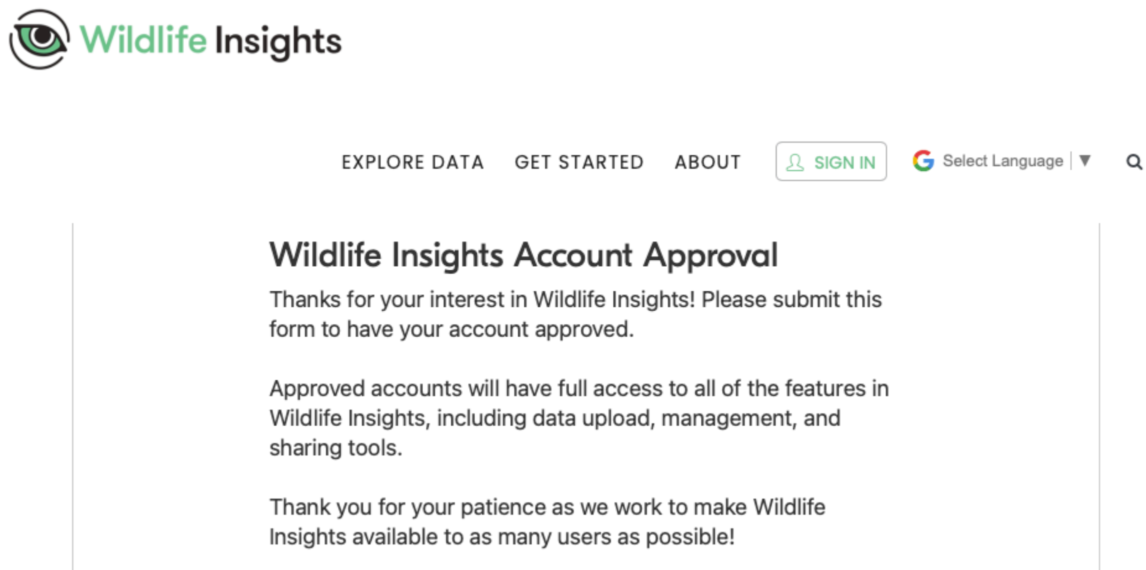
- Fill out the required information and select the “Sign up” button on the bottom of the page.
- After signing up, you will receive the following email asking you to verify your account. To verify, click the green “Verify account” button on the email. This will direct you to a new webpage letting you know your account has been verified. Once you see this, you can exit out of the webpage:



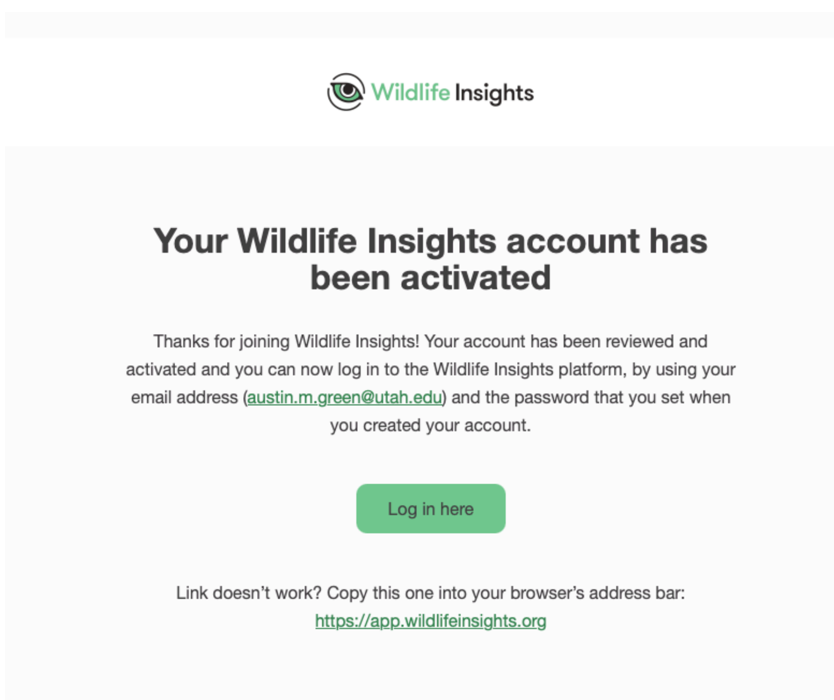
- After verifying your email, you will receive an additional email informing you that your account has been verified. You must now apply for account approval through the Wildlife Insights management team. Do to so, select the “apply for account approval” link in the email:



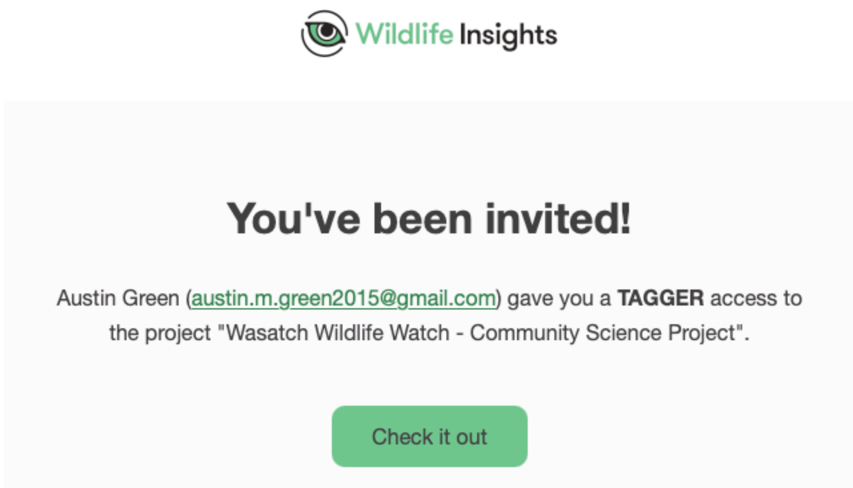
- Selecting the above link will take you to the Wildlife Insights Account Approval Application Form, where you will be required to fill out all asterisked information. If you are unsure about what to put in a specific field, simply state “I am working as a Tagger for the Wasatch Wildlife Watch project and do not have this information” or “See the owner of the Wasatch Wildlife Watch Organization for this information.:”



- After completing this form, the Wildlife Insights team will review your application and complete the account activation process. Once this is done (usually within a couple of days, at most), you will receive the following email:



- After account activation, please send your Wildlife Insights *USERNAME* (**NOT PASSWORD**) to Austin: austin.m.green2015@gmail.com so that your account can be added to the Wasatch Wildlife Watch Organization. Once registered, you will receive the following **AND FINAL!** email:



DOWNLOADING/PRE-SORTING PHOTOS

Whether you are working with photos online (usually through a GOOGLE DRIVE folder) or with a particular SD card, you will be asked to pre-sort photos before uploading to Wildlife Insights. Specifically, you will be asked to remove photos where no animal, human, and/or vehicle is present. ***NOTE: Please remember to remove ONLY photographs you are 100% CERTAIN DO NOT CONTAIN photos of HUMANS, ANIMALS, or VEHICLES****. Remember to double-check all photos before permanently deleting.* ***Deleting photos with usable data can skew the results from the site you are uploading!***

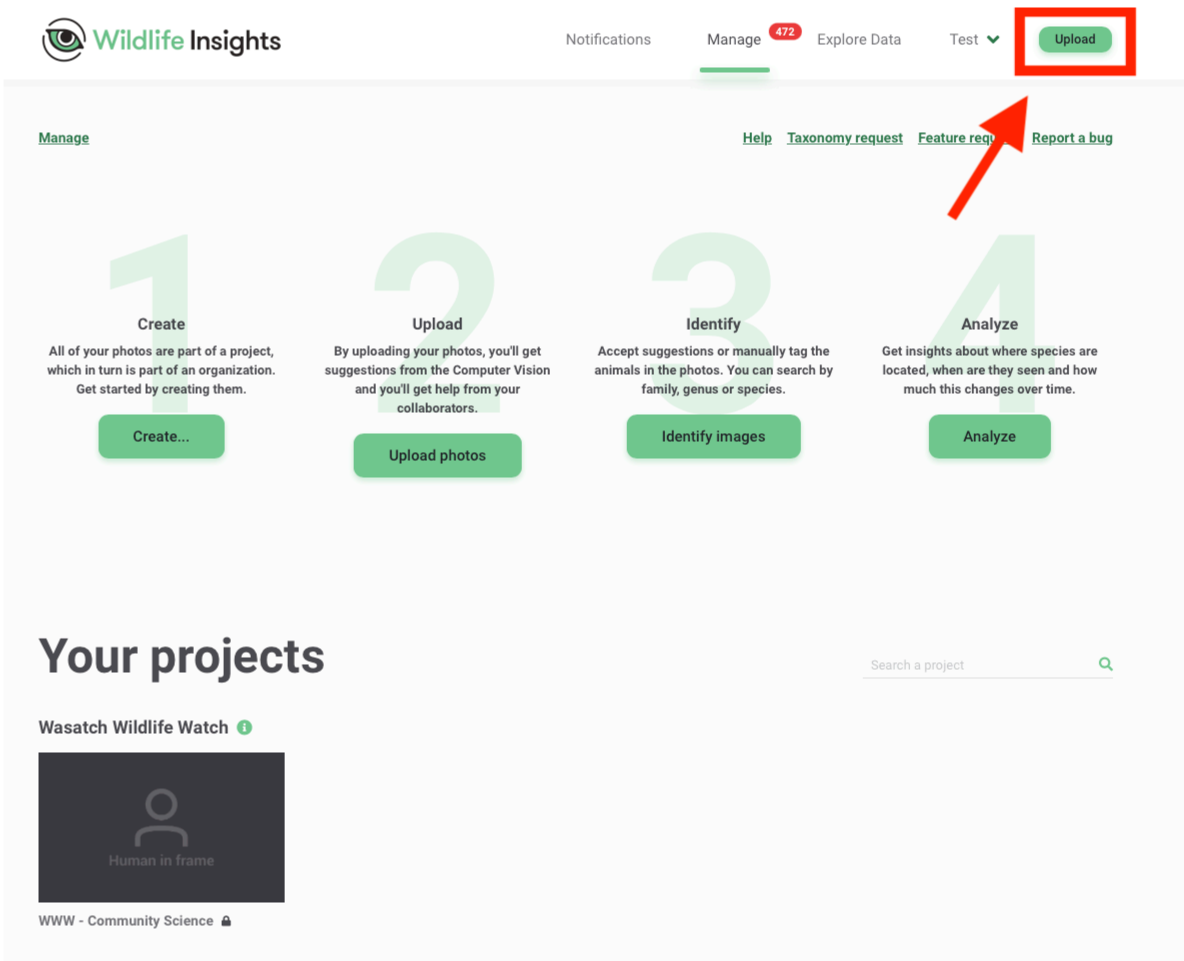
PHOTOS FROM SD CARD

Volunteers that have participated in fieldwork or that work with the physical datasheets have access to the original data source (individual SD cards). In this case, these volunteers can use these cards to directly upload photos to Wildlife Insights.

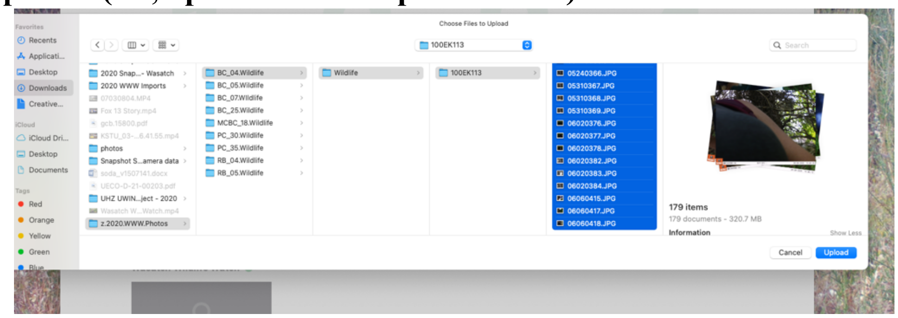
- If you have the SD card and packet from the original site, you will need to send the following information to Austin before site creation:
  - Site Name (e.g., BC_04.2020 for the example site above)
  - GPS Coordinates
  - Setup Date
  - Takedown Date
  - Landscape Feature of Interest (e.g., Wildlife Trail, Hiking Trail, Stream, Etc.)
  - Notes or Oddities
  - **NOTE: Can also send photos of the datasheets instead**
- If uploading straight from the SD card, no need to download photos to personal computer

UPLOADING TO WILDLIFE INSIGHTS

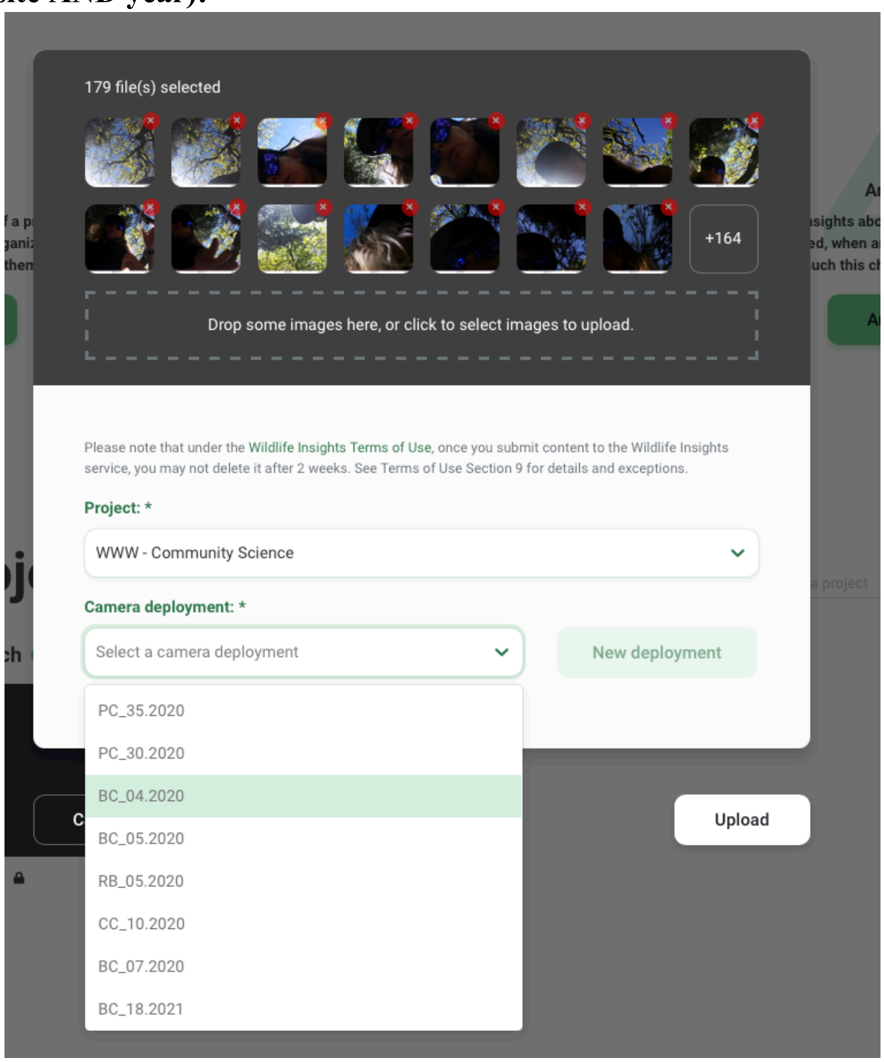
- Once logged into Wildlife Insights, select the green "Upload" button at the top right of the screen:



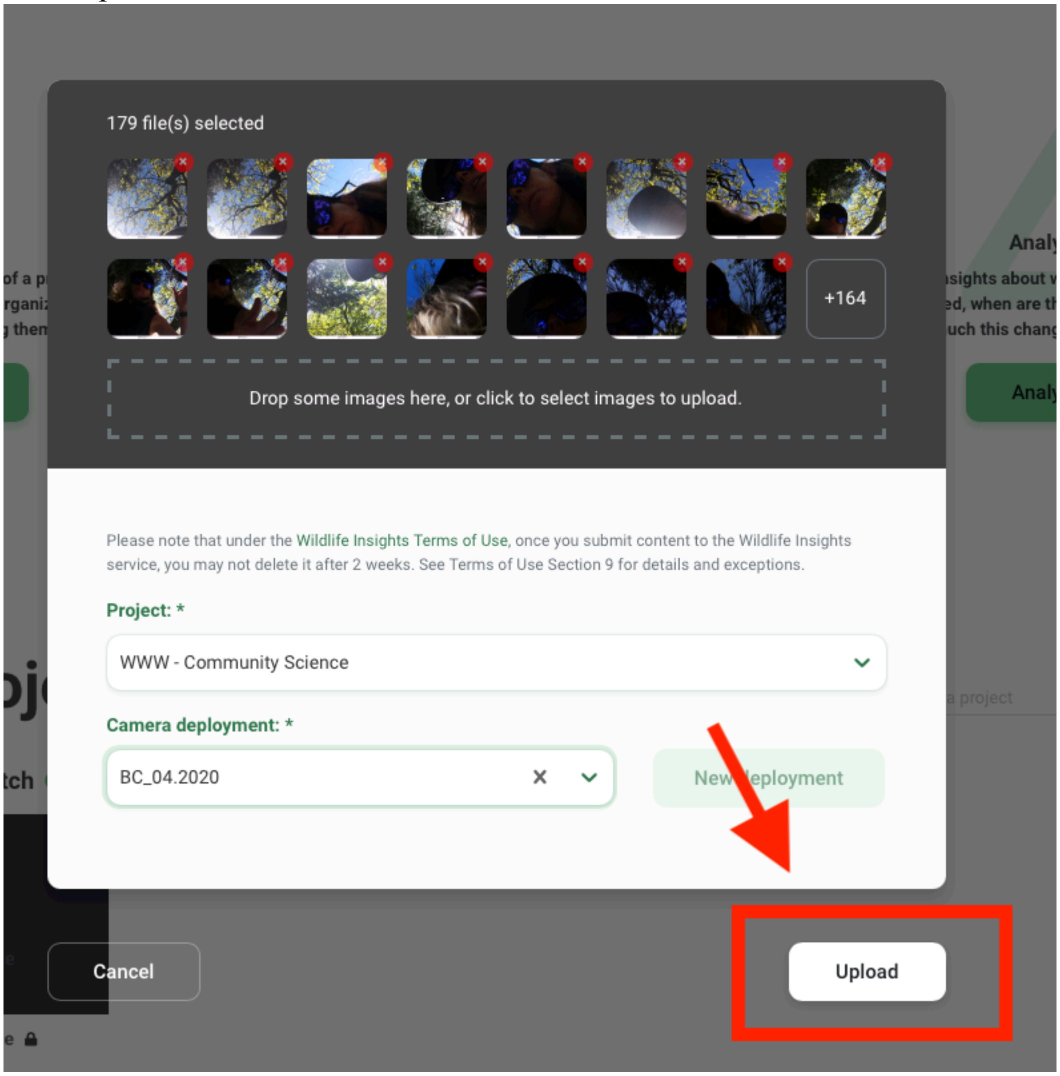
- Navigate to the folder you would like to upload, select the photos you would like to upload, and click the “Upload” button. **NOTE: You DO NOT have to upload every all photos from a given site at once. You can upload to a site in batches. HOWEVER, if you choose to upload in batches, please remember to 1) track both which photos have been uploaded and which photos still need to be uploaded and 2) NOT double-upload photos (i.e., upload the same photos twice)**:



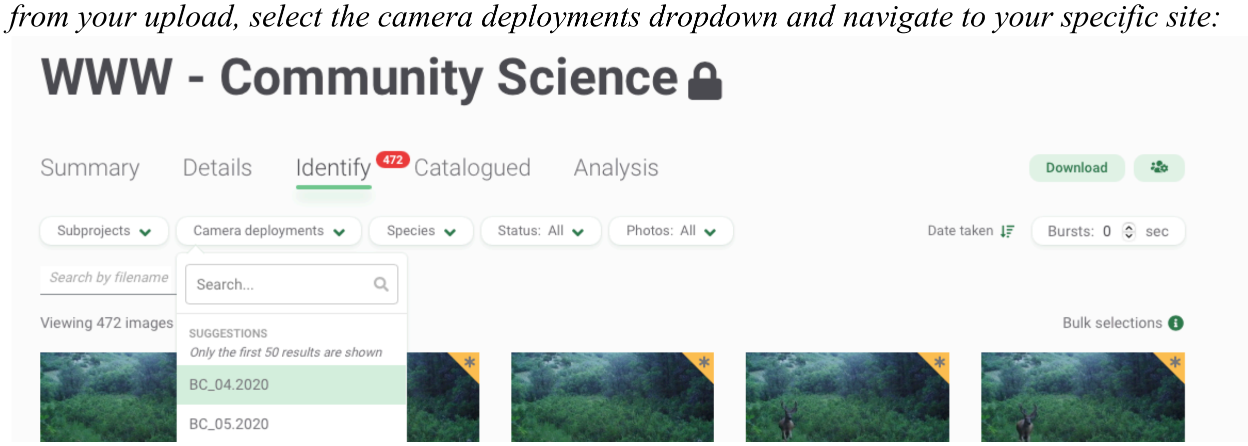
- Select the proper project (WWW – Community Science) and the proper camera deployment (whichever site you are uploading. **NOTE: make sure to upload the correct site AND year):**



- Select “Upload”

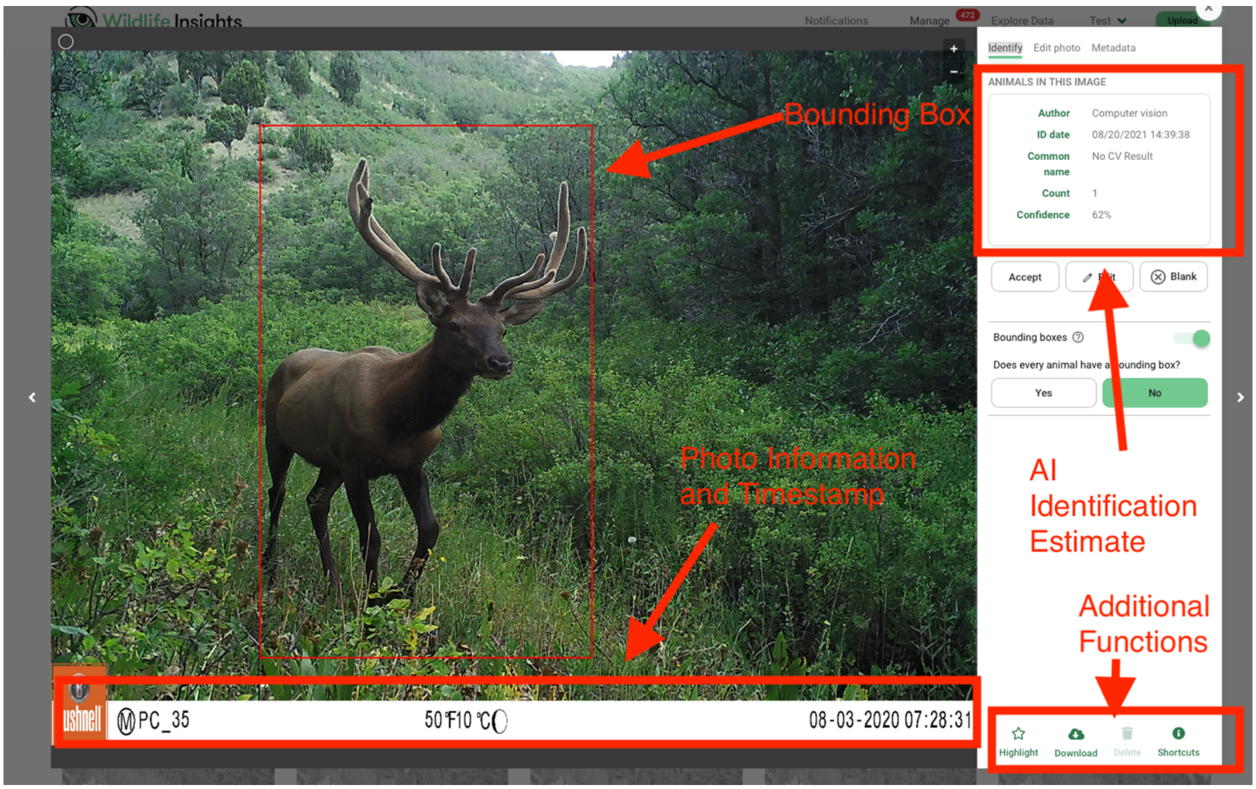


Wildlife Insights is a GROUP UPLOADING PROGRAM. This means that if other users have uploaded photos and not yet completed their tagging or have left photos unidentified then these photos will appear in your Identification queue. If you would prefer to only look at the photos from your upload, select the camera deployments dropdown and navigate to your specific site:

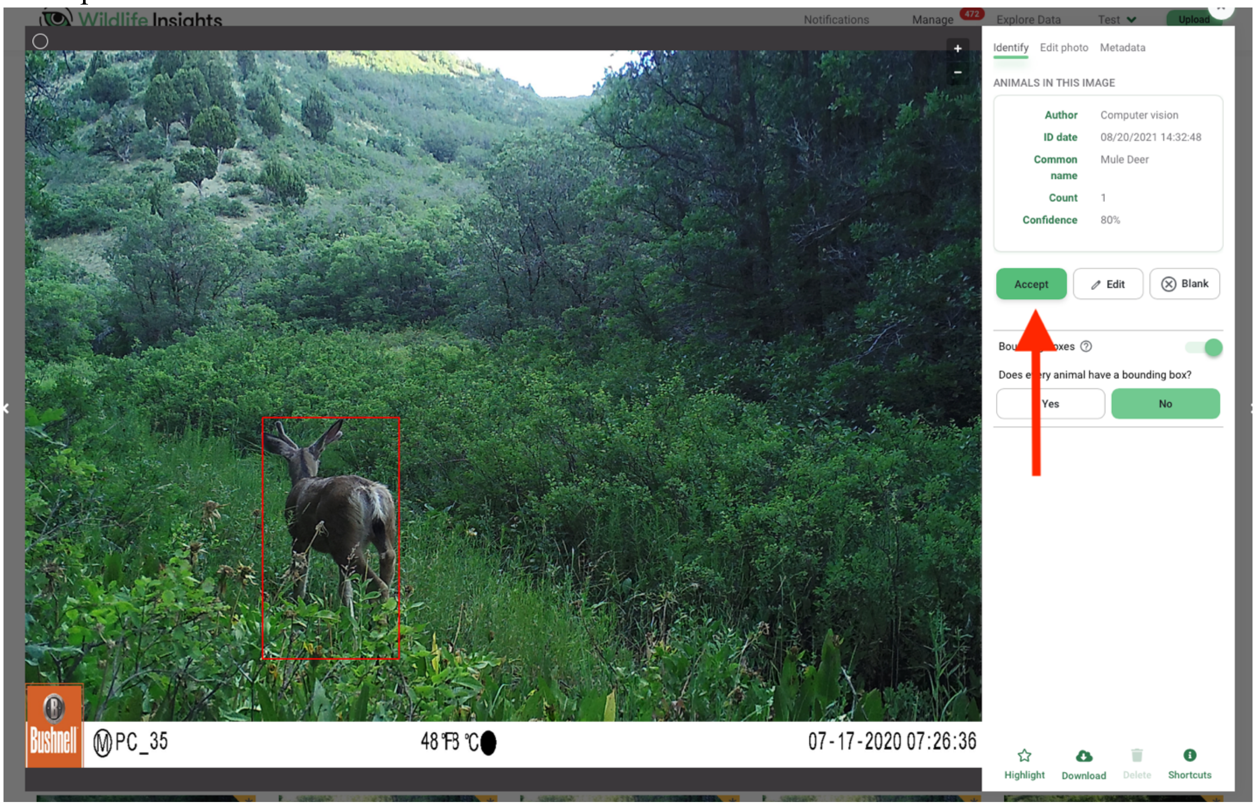


Wildlife Insights can be used as an individual photo identifying project or a sequence identifying program. For more information on the differences between to two, please see the additional training videos. ***NOTE: this guide will only go through INDIVIDUAL PHOTO IDENTIFICATION. Please see additional training resources for sequence identification training.***

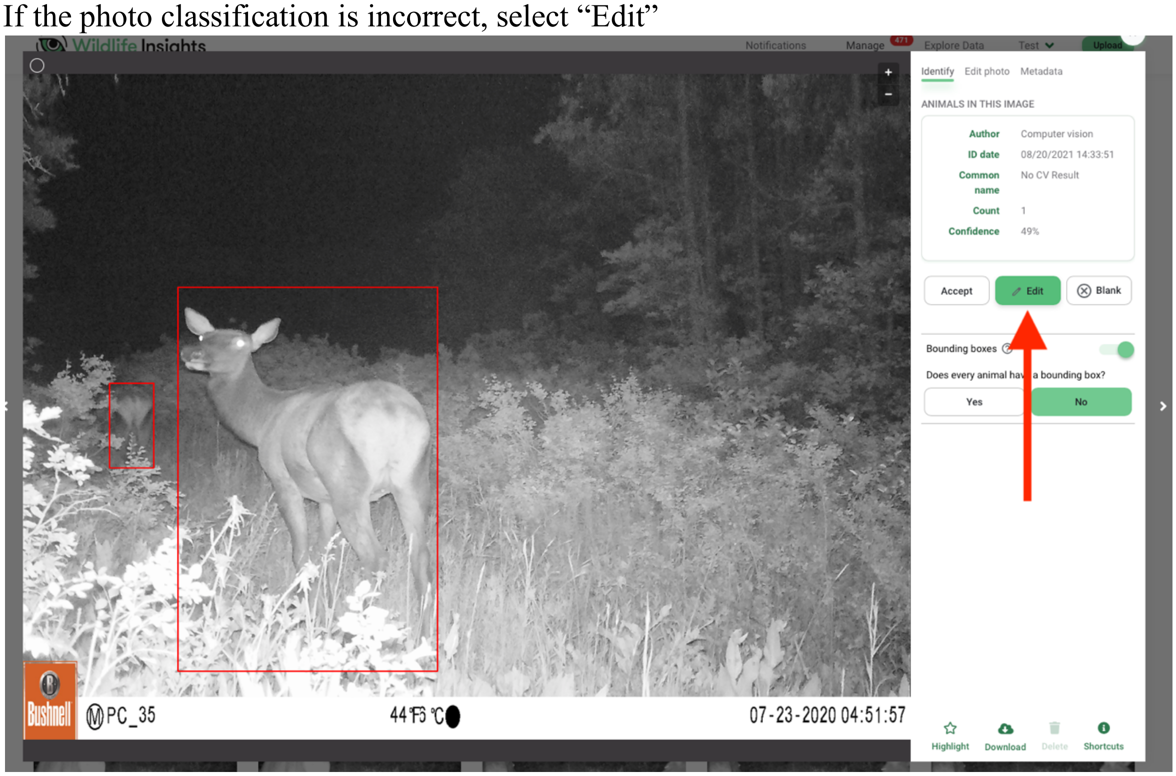
- Start identifying photos by double-clicking on the first photo in the sequence
- With the first photo selected you will see the following:
  - A photograph with or without an animal in the frame of view
    - If there is something present and the program has detected such, a red bounding box containing where the program estimates something was detected
  - If a classification was made, the classification made by the Artificial Intelligence program
  - And a list of commands on the bottom



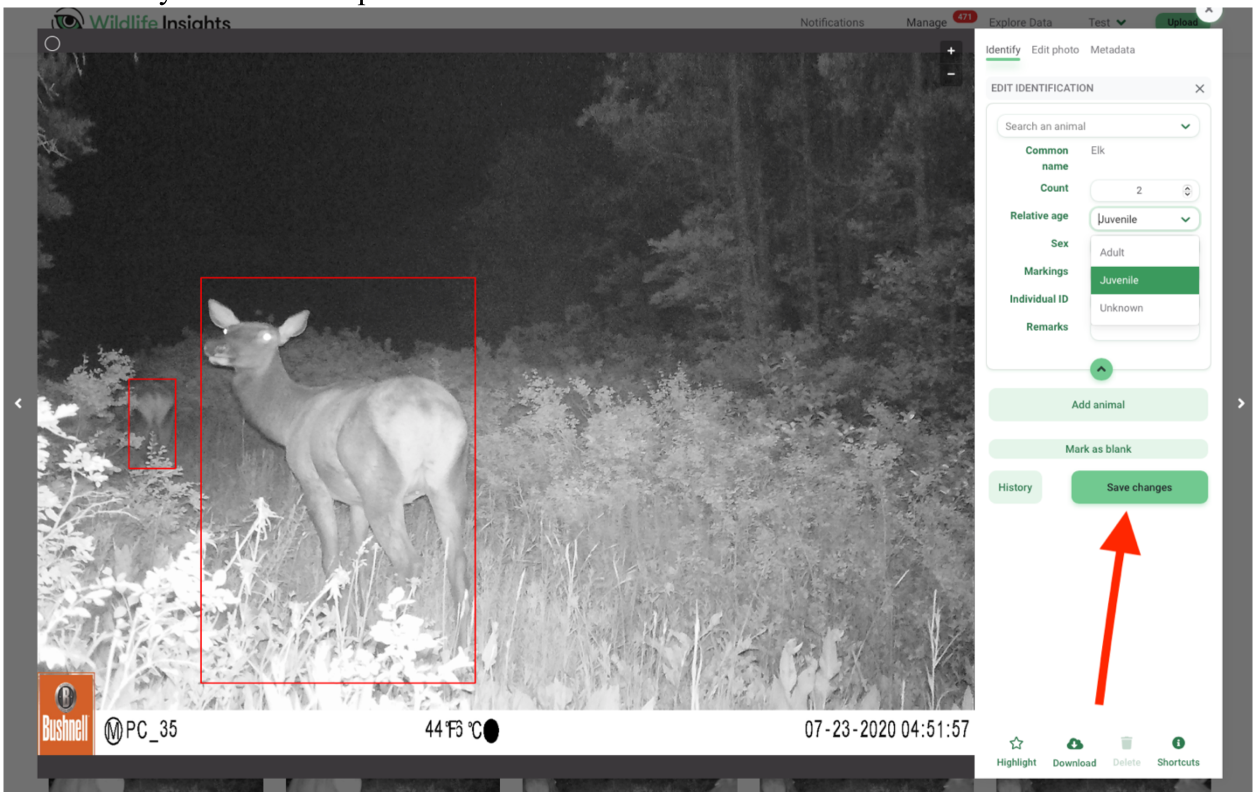
- Look at the suggested classification from the AI. If the classification is correct, select "Accept"



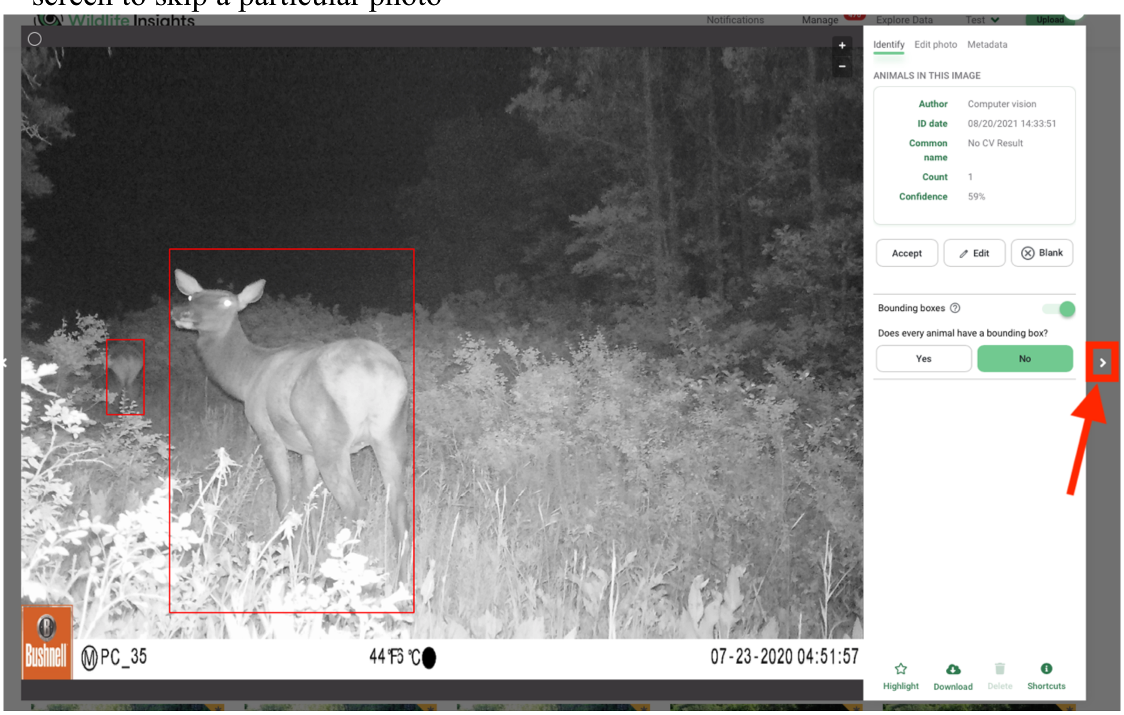
- This will automatically move the photo into the catalogued database and advance to the next photo
- If the photo classification is incorrect, select "Edit"



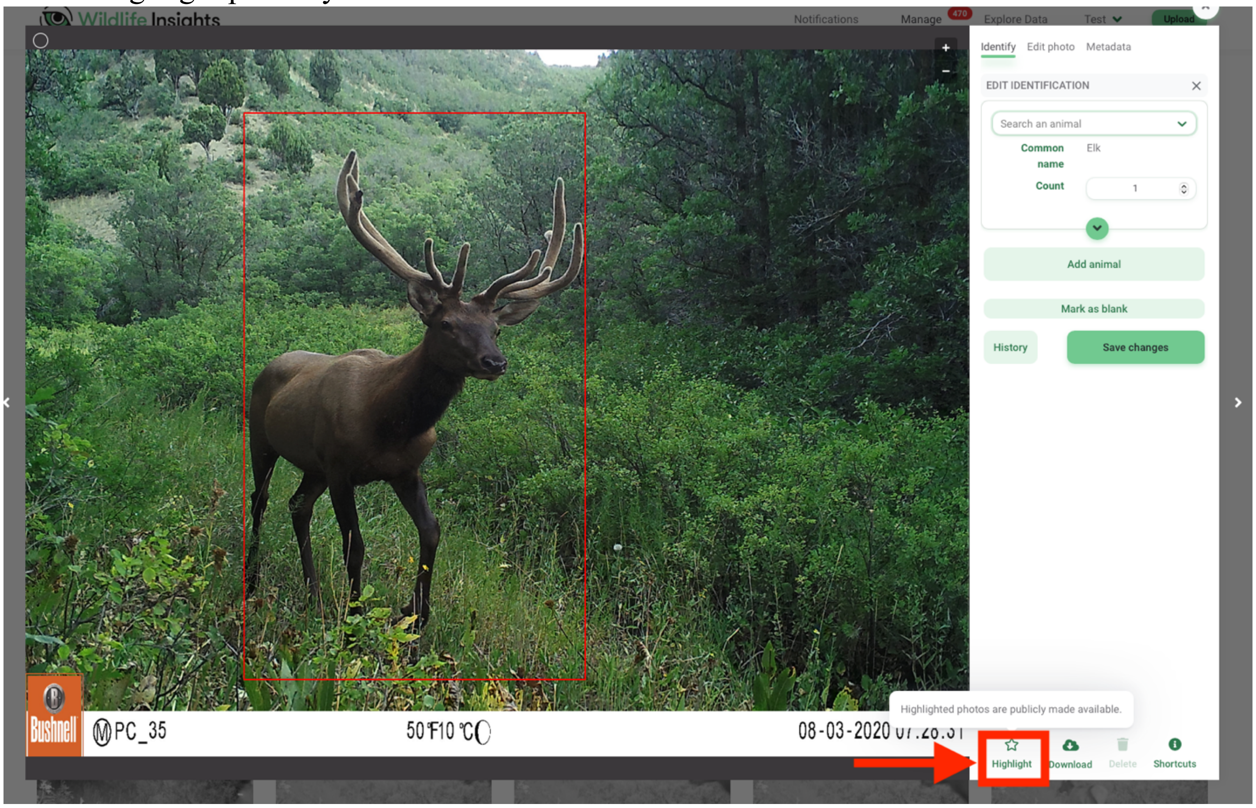
- Supply the correct photo identification, count, age (if a juvenile is present), and select "Save changes." This will add the photo to the catalogued database and automatically take you to the next photo



- If you are **NOT 100% CERTAIN** of a classification, select the arrow on the side of the screen to skip a particular photo



- Highlight photos you think are AWESOME!



- Human photos are automatically deleted when identified. **NOTE: Make sure to identify humans as one of the human categories to make sure these photos are deleted. NEVER FAVORITE A HUMAN PHOTO!!!**
- Humans obviously setting up the camera should be labeled as "Human – Camera Trapper"