

Urban Wood Marketplace Cheat Sheet: Adding Jobs, Trees & Logs

Remember, Marketplace data are organized as **Jobs > Trees > Logs**.

In the Marketplace, Jobs are the top of the food chain when it comes to entering Logs into the system.

- When you create a (New) **Job**, you can immediately enter associated **Trees** and **Logs**.
- When you need to edit a **Log** or a **Tree**, you do so via the (Update) Job Form

New Job Form:

The screenshot shows the 'New Job' form in the Urban Wood Marketplace. The browser address bar shows 'https://wood.itreetools.org/'. The page title is 'New Job (KentManager, Data Manager)'. The form is for 'Job 26, City of Kent'. It includes fields for 'Date' (10/29/2018), 'Name', 'Collector' (a dropdown menu with 'j.lennon@beatles.com' selected), 'Cut Location (Job Site)', and 'Completed Job' (radio buttons for 'Yes' and 'No'). A 'Detect Location' button is also present. Several yellow callout boxes provide instructions: 'How you are currently logged into the system' points to the user name 'KentManager'; 'Clear any form changes.' points to the 'Reset' button; 'Enter a date and some sort of identifying information for this JOB so you can find it later in the system.' points to the 'Date' field; 'Assign this job to a Data Collector so they can capture the information in the field.' points to the 'Collector' dropdown; 'Enter an address, park name, etc. OR, if your device has the capability, access its location for latitude and longitude coordinates.' points to the 'Cut Location' field and 'Detect Location' button; 'For later reference, you can mark the job as complete or incomplete.' points to the 'Completed Job' radio buttons.

Continued below.

Trees

Associate one or more TREES with this Job.

Tree: 1

 Remove Tree 

In case you enter the wrong Tree for this Job.

Public

Yes No

Is this tree from public lands?

Date Cut

10/29/2018

Common Name

Scientific Name

Genus and/or Species



Enter details about the TREE:

- Is the tree on public land?
- When was it cut?
- A species name will help later.

Logs

Associate one or more LOGS with this Job.

Log: a

 Remove Log 

Length

1

Measure in feet from end to end (minimum 1ft)

Diameter

3

Measure inside

Condition

Description

Picture

Current Picture:



The important stuff!



- What size is this log? Numbers only for length in feet and diameter in inches.
- What is its condition? What do you think it can best be used for?
- Enter some descriptive information that will help potential End Users.
- Snap a picture with your device and choose the image file for it here.
- Assign the log to a Storage Location and Bin now or later.

Storage location

MARK the end of the log with this unique Identifier so it can be found in storage later!



Identifier

10/29/18 26-1-a

 Add Tree 

Add another Tree for this JOB...

...or add another Log for this TREE.

 Add Log 

Back

You MUST click the SAVE button in order to submit this form to the Marketplace

 Save