

Urban Wood Marketplace Tutorial: Data Managers

Your role as a Data Manager in the Marketplace is to act as your organization's **point of contact** with not only its administrators, but also **interacting with End Users** who may be contacting your organization for logs, as well as **managing your Jobs, Trees, and Logs**. You also **oversee any Data Collectors you have invited** to help assist you with creating Jobs, Trees, and Logs. You ultimately can manage all Jobs, Trees, and Logs that either you or your Data Collectors enter into the system.

Your Dashboard:

Data Managers control all aspects of their organization's presence in the Marketplace through this dashboard.

A brief summary of what your organization currently has in the Marketplace.

Your management areas.

Records for each management area. Shown: three storage yards entered for this organization.

View Details, Edit, or Delete records.

Add a new record.

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Urban Wood Marketplace

Version: v0.4 - beta

Welcome, Alice Cooper (**Data Manager**)
Organization: City of Kent

You currently have 5 collectors, and 16 jobs with 19 logs in the system.

- Storage Locations can be added, edited, and deleted in the Storage Locations tab.
- Data Collectors can be added, edited, and deactivated in the Data Collectors tab.
- Form field requirements can be toggled in the Required Fields tab.
- You can add, edit, and delete Jobs, Trees, and Logs in the Manage Jobs, Manage Trees, and Manage Logs tabs.

Storage Locations | **Data Collectors** | Required Fields | Manage Jobs | Manage Trees | Manage Logs

Storage Location	Address	Number of Bins	Number of Logs	Details	Edit	Delete
Kent Storage Site	Cty Hwy 145, Kent, OH 44240	1	7	Q Detail	✎ Edit	🗑 Delete
Uptown Storage	123 South St, Kent, OH 44240	2	0	Q Detail	✎ Edit	🗑 Delete
West Side Storage	1 Mill St, Kent, oh 44333	0	1	Q Detail	✎ Edit	🗑 Delete

+ New Storage Location

Your Six Management Areas:

There are three areas that Data Managers must oversee:

1. Storage Locations – information and location about where you will store your logs.
2. Data Collectors – invite and field personnel to assist with capturing Job, Tree and Log information
3. Required Fields – decide which fields that Data Collectors MUST capture for each Job, Tree(s), and Log(s).

The log data are organized as **Jobs > Trees > Logs**.

1. Manage **Jobs** – lists all Jobs entered in the system; you can set up Jobs for your Data Collectors.
2. Manage **Trees** – lists all Trees associated with each Job.
3. Manage **Logs** – lists all the logs associated with each tree in the system.

Continued below.

Working with records:

 Detail

Detail: shows the record information in a non-editable view. Parent records will show children records (example: a **Job** will show the **Trees** associated with it.)

 Edit

Edit: open the record up as an editable form, similar to when the record was created.

 Delete

Delete: delete the record. Note: the records must be deleted hierarchically – children records first, followed by parent records.

 New Job

New: add a new record (Storage Yard, Data Collector, Job, Tree, Log).

I'm ready to Add a Log!

Remember, Marketplace data are organized as **Jobs > Trees > Logs**. To enter a log follow these steps:

- 1) Go to the **Manage Jobs** tab.
- 2) Add a **New Job**
- 3) Fill out information about the **Job** at the top of the form.
- 4) Fill out information about the first **Tree** associated with this Job.
- 5) Fill out the information about the first **Log** associated with this Tree.
- 6) Repeat step 5 for additional Logs, if any.
- 7) Repeat steps 4-6 for additional Trees associated with this job, if any.
- 8) Make sure to **SAVE** the form information.

Review the Collecting Data cheat sheet for more information about filling out the Job form.

