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.

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**: 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**: open the record up as an editable form, similar to when the record was created.
- **Delete**: delete the record. Note: the records must be deleted hierarchically – children records first, followed by parent records.
- **New Job**: 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.