



WILDLIFE TRADE **PORTAL**

# User Guide

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**ARCADIA**

A CHARITABLE FUND OF  
LIBBET RAUSING & PETER BALDWIN

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## Search

Once logged in, the main homepage of the Portal allows you to search for records in the database. "Incidents" on the Portal are defined as a single event that took place at a specific moment in time. You can search for incidents by the species involved, the countries involved, the date range, and more. You can also select multiple search terms:

- Selecting multiple search terms **within the same field** will search for incidents that include **any** of the search terms in that field.

For example, searching for both *elephants* and *rhinos* in the *Species* field will show incidents that involve *elephants*, incidents that involve *rhinos*, and incidents that involve both *elephants* and *rhinos*.

- Selecting multiple search terms **across different fields** will only search for incidents that include **both/all** of the search terms.

For example, searching for both *Nigeria* (country) and *elephants* (species) will only show the incidents that involve both *Nigeria* **and** *elephants*.

**Species Search:** Click to search for incidents by species/taxa involved or leave blank to search all taxa. It is most accurate to search by scientific name, but common names can be used where available. Click on results to add them to the search. The taxonomic rank is indicated by a letter next to each choice (**G** for Genus, **F** for Family, etc).

You can choose to search "All species involved" to display charts that include other taxa seized alongside those searched or "Searched species only" to display only the specified taxa.

**Country Search:** Click to search for incidents by the countries involved or leave blank to search all countries. You can either choose from a list, or type in the search box to narrow down the choices. Click on the suggested country to include it in your search.

You can choose to search "Countries involved" to show results in which the searched countries were involved anywhere along the trade route or "Country of incident only" to only show results in which the searched countries were where the incident took place.

**Advanced Search:** Clicking here shows you more options that let you search for a specific record by its ID number, filter your results by incident category, or add more detail to your species and location searches.

The screenshot shows the 'Incident Search' form. It features a blue header with the text 'Incident Search'. Below the header are four input fields: 'Species' and 'Countries' each with a green plus icon; 'Start Date' and 'End date' each with a green calendar icon. Below these is a toggle switch for 'Advanced Search' which is currently off. At the bottom are 'RESET' and 'SEARCH' buttons.

**Date Search:** You can insert a start and/or end date if you wish to restrict your results to a certain time period. The "date" here relates to the date on which the incident(s) took place. If you leave this blank, the results will not be restricted. You can also complete a single date field and leave the other blank (e.g. if you wish to search for incidents from a specified date until the present day).

Once you have entered your required search terms, click "Search".

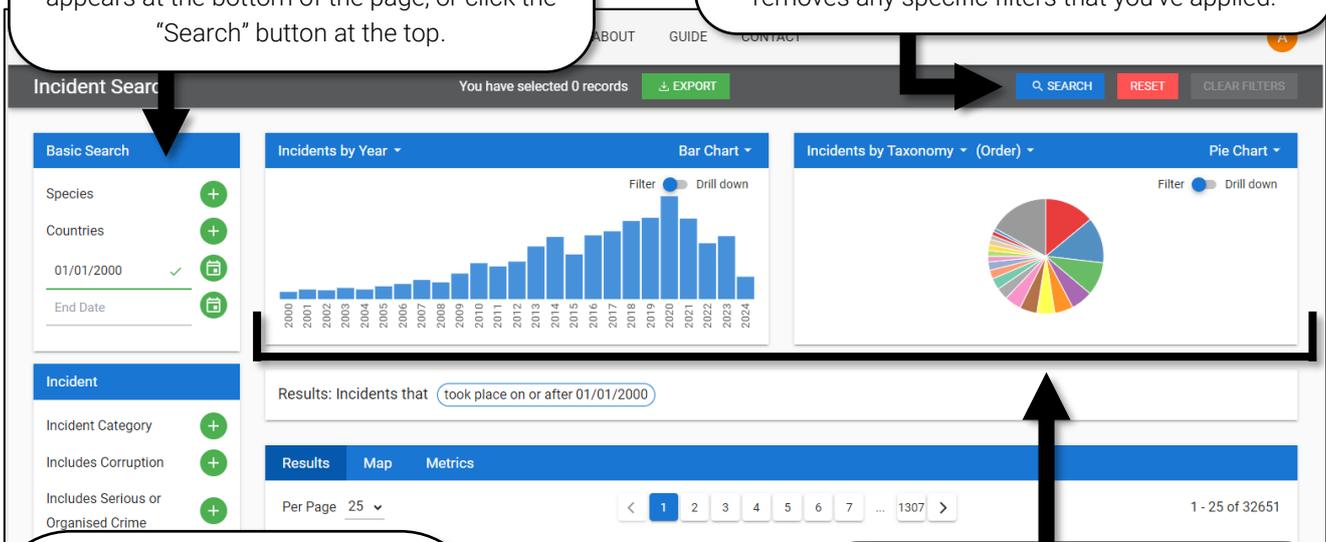
## Results

Upon running the search, you will be presented with a dashboard view. This shows your search terms, your search results, and a series of adjustable charts and visualisations. From here, you can:

- Browse your results list
- Filter your current search results
- View a series of charts based on your results
- Access detailed maps and additional charts based on your results
- Access the full information of a specific incident
- Select and export records from your results
- Clear your search results and start again

**Update Search:** In this left pane you can view your current search terms. If you wish, you can remove existing or add new search terms. To apply any changes you make here, you can either click on the “Apply Filters” button that appears at the bottom of the page, or click the “Search” button at the top.

**Search Buttons:** The buttons here include “Search”, which lets you run a search including any edits or filters you’ve added; “Reset”, which clears all search results and removes all search terms; and “Clear Filters”, which retains the original search results but removes any specific filters that you’ve applied.



**Results List and Export:** You can view a full list of your results here – each row shows a summary of the information relating to that incident. To access the full information of a specific incident, click on the record’s ID number. You can also select records for export using the tick boxes to the left (see the *Exports* section of this guide for more details on exporting).

A description of the current search terms and applied filters is given above the results list.

**Charts and Filters:** Here you can see a series of charts based on your results. Each chart can be toggled to be “pie” or “bar” as needed. You can also click on the chart heading to access a range of alternative charts. You can view more information by hovering over the bars or segments of the charts. Toggling between “Filter” and “Drill down” allows you to click on specific bars or segments to either filter the results to your selection(s) or drill down into the chart for more specific information (see the *Filters* section of this guide for more details on filtering).

## Record View

Upon clicking on a record in the results list, you will be presented with the Record View. This contains in-depth information about a specific incident, and is split into three main parts: the incident details; the associated species / location / person / media records; and a map of the associated locations.

**WILDLIFE TRADE PORTAL** HOME CONTRIBUTE ABOUT CONTACT

Incident 25971 [REPORT ERROR/UPDATE](#) [BACK TO RESULTS](#)

Summary	Methods	Sources	Outcomes
Report ID: 25971	Transport Mode: Air		
Category of Incident: 1. Seizure	Where Found: On Person		
Country of Incident: Kenya	Method of Concealment: -		
Date of Incident: 23/10/2019	Method of Concealment - Details: The seized ivory was modified and worn as a jewellery (wrist bangle).		
	Routine Inspection		

**Fields:** For a full explanation of the meaning of each field in the database, please see the *Appendix: Explanation of Fields* section of this document.

**Incident Details:** Here you can see the basic information of the incident (Date, location, etc.), the methods used (smuggler concealment methods, law enforcement detection methods, etc.), the source details (URLs, etc.), any outcomes that took place (charges, fines, convictions, etc.), and any information relating to linked corruption or other crime types. You can also report an error or suggest an update by clicking on the "Report Error/Update" button.

Discovery Location	Details	Involvement
Destination Location	Building/Place Name: Jomo Kenyatta International Airport	Role: Discovery Location
	Building/Place Name Alias: JKIA	Order in Trade Route: 1
	Street Address: -	Comments: -
	Village/Commune/Ward: -	
	City/Town/Sub-district/Municipality: Embakasi	
	County/District/Prefecture/Department: Nairobi	
	State/Province/Region: -	
	Country: Kenya	
	Latitude: -1.32271	
	Longitude: 36.9261	

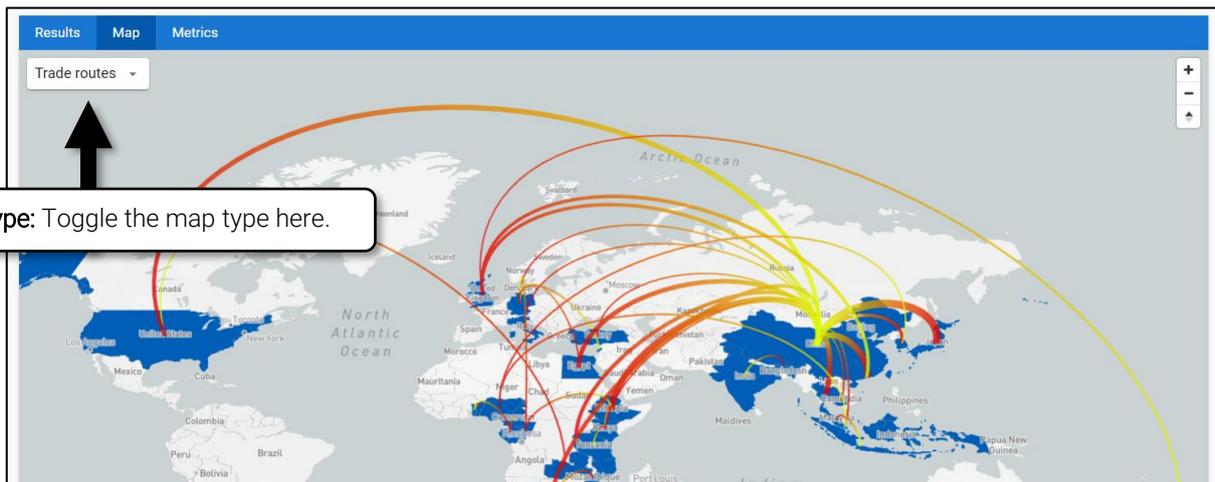
**Associated records:** Here you can see the details of any species involved in the incident (including commodity types, quantities, etc.), any locations associated with the incident (origin, transit, destination, etc.), any people linked to the incident (demographics, involvement in the incident, etc.) and any media files that have been attached to the record.

**Map:** The map displays a marker on each location associated with the incident (the origin, transit, destination, discovery location, and so on).

## Maps and Metrics

Clicking on the “Maps” tab allows you to display a range of maps relating to your results:

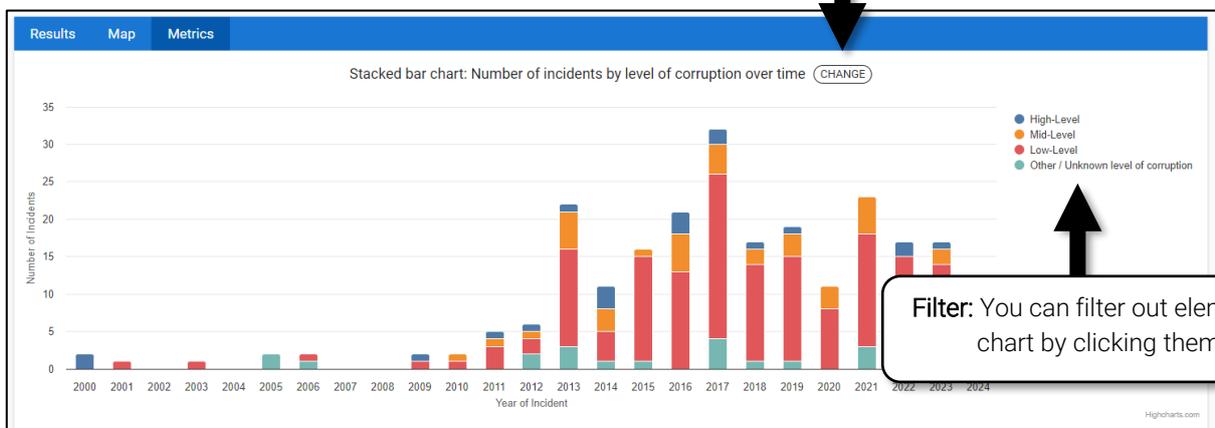
- *Countries* (each country shaded according to number of incidents within that country)
  - Click on specific countries and “Apply Filters” to filter results.
- *Clusters* (circles of varying sizes according to number of incidents within that location)
  - Click on the circles to zoom in and display increasingly smaller clusters
- *Heatmap* (shades ranging from red to blue from high to low density of incidents)
- *Trade routes* (lines shaded red to yellow showing trade routes between countries)
  - Hover over lines and countries for more information.



Any maps shown in the Portal do not imply an opinion of the legal status of borders/territories.

Clicking on the “Metrics” tab allows you to display a range of editable charts relating to your results.

**Change chart:** Change the contents of the chart, including the x-axis, the y-axis, and the data that is counted, by clicking here.



## Filters

To apply a filter, simply click on a bar of a bar chart, a segment of a pie chart, or a country on the map. Applying a filter will amend your results list accordingly, showing only the records that match the new search specification. You can also select multiple filters:

- Selecting multiple filters **within the same chart** will display incidents that include **any** of the filters within that chart.

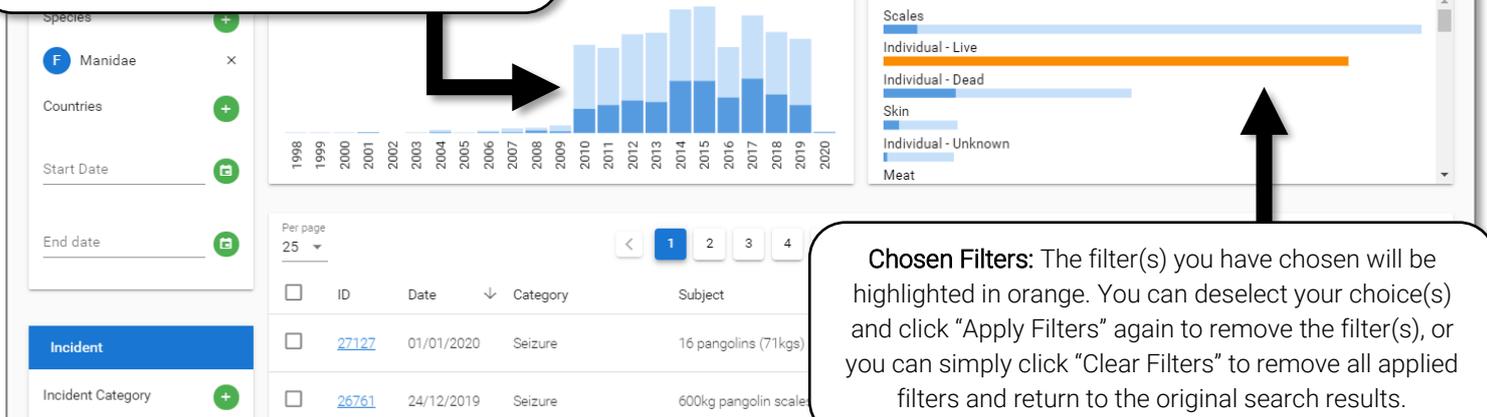
For example, filtering for both *scales* and *meat* (commodities) will show incidents that involve *scales*, incidents that involve *meat*, and incidents that involve both *scales* and *meat*.

- Selecting multiple filters **across different charts** will only display incidents that involve **both/all** of the filters.

For example, filtering for both *2018* (year) and *scales* (commodity) will only show the incidents that took place in the year *2018* **and also** involve *scales*.

**Chart Comparison:** Upon filtering, the charts will change to show the new search results overlaid against the original (pre-filtered) search results. This allows you to compare the filtered results against the original results.

**Export:** Once you are happy with your dataset, you can export the data to CSV. See the *Exports* section of this guide for more details.



**Chosen Filters:** The filter(s) you have chosen will be highlighted in orange. You can deselect your choice(s) and click "Apply Filters" again to remove the filter(s), or you can simply click "Clear Filters" to remove all applied filters and return to the original search results.

**Hovering:** To see more information about the numbers behind your filtered results, you can hover over a bar of a bar chart, a segment of a pie chart, or a country on a map. The "Selected" figure is the total number of incidents associated with that item with your current filters applied. The "Total" figure is the total number of incidents associated with that item in the original (pre-filtered) search results. Any maps shown in the Portal do not imply an opinion of the legal status of borders/territories.



## Exports

The entire results set can be exported to a CSV file that provides the full information within each record. You can choose to export any of the following:

- A specific selection of records
- One page of your search results
- Your entire search results

Of the records you have chosen, you can also choose to generate different export formats:

- **Incident Data Only**

This exports the full incident data. It is presented as *one row per incident*.

The incident data includes basic information such as the date of the incident, the country of the incident, the methods used by both perpetrators and enforcement agencies, the sources used to obtain the information, and the outcomes of the incident (charges, fines, convictions, etc.)

- **Incident Summary + Species**

This exports a summary of the incident data and the full commodity/species data. It is presented as *one row per commodity*.

The commodity/species data includes information about the commodity type, any known estimated values, any known quantities, and the full taxonomic information of the species.

- **Incident Summary + Locations**

This exports a summary of the incident data and the full location data. It is presented as *one row per location role*.

The location data includes the full location/address details and any information known about the role that the location played in the incident.

**Selecting Records:** Before exporting, you will need to select the records you wish to export. You can either use the tick boxes to the left of each record, or you can choose to select one page or the whole dataset by clicking on the "Export" button before you have selected any records. From there, click "Export" again to proceed to the Export functionality.

You have selected 0 records

 EXPORT

## **Contribute**

Finally, we would love to have your input into the Wildlife Trade Portal. If you have information about wildlife trade that you would like to add to the Wildlife Trade Portal, please upload it using the “Contribute” form. This could include full datasets, or even specific images or documents.

If the information you are providing is linked to a record that already exists in the Portal, please quote the record ID(s) in the Additional Information field, or simply use the “Report Error/Update” button on the record itself.

When uploading datasets of wildlife trade incidents, we kindly request that you provide the following information as a minimum:

- **Source** – preferably with a URL link where appropriate
- **Date** – at least month and year, but preferably full date
- **Country of Incident** – plus specific location where possible
- **Any associated countries in the trade route** – in chronological order where possible
- **Any associated species** – e.g. species seized
- **Commodity type** – e.g. tusk, etc.
- **Commodity quantity** – weight/count/volume all accepted

## **Contact**

If you have any further questions, please do not hesitate to contact us at <https://www.wildlifetradeportal.org/#/contact>

## Appendix: Explanation of Fields

Please see below for a list of the fields in the database and an explanation of what they mean.

Heading	Subheading	Field	Explanation
Incident Data	Summary	Report ID	The unique ID of the incident record.
		Category of Incident	The category that best matches the incident (an incident is a single event that took place at a specific moment in time). If a seizure of wildlife occurred, this always reverts to "Seizure".
		Country of Incident	The country in which the incident took place.
		Date of Incident	The date on which the incident took place. If the date is approximate, this reverts to the first of the month. If the month is approximate, it reverts to January of that year.
		Subject	A brief description of the incident.
	Sources	Primary Source	The main source that was used to obtain the information (where possible, this is a URL)
		Source Type	A general description of the type of source used (e.g. Media / NGO / Customs / etc.)
		Additional Sources	Any further sources that were used.
		Name of Organisation Providing Information	Acknowledgement of the organisation that provided the information, where relevant.
	Methods	Transport Mode	The main form of transport that was used in the trade route.
		Where Found	A general description of where the wildlife was found (e.g. in premises / inside vehicle / etc.)
		Detection	The main method that was used by law enforcement to detect the illegal wildlife.
		Method of Concealment	A general description of how the wildlife was concealed, chosen from a predefined list.
		Method of Concealment – Details	Further details of how the wildlife was concealed, written in free text.
	Outcomes	Number of People Arrested	The number of people who were arrested in connection with the incident.
		Number of People Charged	The number of people who were charged with an offence in connection with the incident.
		Number of People Fined	The number of people who were fined in connection with the incident.
		Number of People Imprisoned	The number of people who were imprisoned in connection with the incident.
		Amount of Fine	The amount of the fine (combined total of all fines)
		Currency of Fine	The currency of the fine.

		Fine in USD	The fine converted into USD (at the date of the original report).
		Length of Imprisonment	A number referring to the length of imprisonment (the combined total of all sentences)
		Unit of Time	The unit of time used for the above field.
	Corruption & Other Crime	Links to Corruption	The level of corruption that occurred, based on the position of the government or corporate employee, ranging from high-level (e.g. agency heads, police chiefs, senior managers) to low-level (e.g. park rangers, police officers, low-level office staff).
		Latest Known Stage of Corruption	The latest known stage in the supply chain at which corruption occurred.
		Form of Corruption	The form of corruption that took place – in other words, what it took for the corrupt person to become corrupt.
		Bribe Accepted / Refused?	If a bribe was offered, this states whether it was accepted or refused.
		Potential Corruption?	This box is ticked if there is a risk that corruption took place, but the source does not specifically state that it did (e.g. a public official was involved, but the source does not state whether they used their position/power to enable the crime).
		Links to Serious or Organised Crime	Gives information about the suspect(s) being involved in any other type of serious or organised crime (drug trafficking, fraud, etc.)
Species Data	Commodity Details	Item / Commodity Type	The type of item or commodity that was involved in the incident.
		Worked Product Type	Where the <i>Item / Commodity Type</i> is a worked product (e.g. a carving), the type of worked product that was involved.
		Sex	The sex of the wildlife involved.
		Life Stage	The life stage of the wildlife involved.
		Description Notes	Any further information about the commodity.
	Value	Estimated Value	The estimated value of the commodity.
		Currency	The currency used for the above field.
		Value in USD	The estimated value converted in USD (at the date of the original report)
	Taxonomy	Full Scientific Name	The most accurate known taxonomic description of the wildlife involved.
		Kingdom	The kingdom taxon of the wildlife.
		Phylum	The phylum taxon of the wildlife.
		Class	The class taxon of the wildlife.

		Order	The order taxon of the wildlife.
		Family	The family taxon of the wildlife.
		Genus	The genus taxon of the wildlife.
		Species	The species taxon of the wildlife.
		Sub-species / Variety	The subspecies or variety taxon of the wildlife.
		Common Name	The common name(s) of the wildlife.
		Synonyms	Any synonyms of the wildlife.
	Quantities	Accumulated Count / Weight?	When a report states only the <i>total quantity</i> of multiple different commodities, the "Quantity" field(s) below will show the total amount. This field describes which quantity has been combined (e.g. 100kg of rhino horn and elephant ivory would show as 100kg for both commodities, but would state "Accumulated Weight" in this field).
		Count	The count of the given commodity.
		Quantity – Weight	The weight of the given commodity.
		Unit of Weight	The unit of weight used for the above field.
		Unit of Weight (If Other)	The unit of weight used, if not the standard grams / kilograms / tonnes.
		Quantity – Length	The length or volume of the given commodity.
		Unit of Length	The unit of length used for the above fields.
		Unit of Length (If Other)	The unit of length used, if not the standard centimetres / metres / etc.
Location Data	Details	Building / Place Name	The name of the building or place, where relevant.
		Building / Place Name Alias	The alias or translation of the building or place.
		Street Address	The street address of the location.
		Village / Commune / Ward	The name of the administrative division below "town" or "city".
		City / Town / Municipality	The name of the administrative division equal to "town" or "city".
		County / Prefecture / Department	The name of the administrative division above than "town" or "city".
		State / Province / Region	The name of the administrative division below "country".
		Country	The name of the country.
		Latitude	The latitude coordinate of the location.
		Longitude	The longitude coordinate of the location.
		Transit Type	Where the location is a "transit" location, a general description of the type of location is given (e.g. Airport / Train Station / etc.)

	Involvement	Role	The role that the location played in the incident. These include: Discovery (where the incident took place); Origin (the first known point in the trade route); Destination (the last known point in the trade route); Transit (any point between the Origin and Destination locations).
		Order in Trade Route	A number stating the chronological order in which the location was involved in the trade route. When this does not apply, a "0" is given.
		Comments	Any comments about the involvement of the location in the incident.
People	Details	Person ID	An anonymised ID of the person involved.
		Gender	The gender of the person involved.
		Age at Time of Incident	The approximate age (a 5-year range) of the person at the time of incident.
		Current Age	The approximate current age of the person.
		Country of Birth	The country of birth of the person.
		Country of Residence	The country of residence of the person.
		Nationality	The nationality of the person, written as the country (e.g. a French person would have "France" here).
		Part of an Organised Crime Group	"Yes" if the person is part of an organised crime group.
		Government Involvement	Where the person is employed by the government, their role will be provided here.
	Involvement	Involvement	The involvement of the person in the case from a law enforcement outcome perspective (Arrested, Charged, etc.)
		Bail Granted/Refused?	Where bail was granted or refused, the relevant option will be listed here.
		Amount of Bail	The amount of the bail in local currency
		Currency of Bail	The currency of the bail.
		Amount of Bail in USD	The bail converted into USD (at the date of the original report).