

## **WCGOP Database System**

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## Introduction

While deployed at sea, observers record catch estimates, species composition and biological specimen data onto plastic deck forms. After returning to land, observers then enter this data directly into a centralized Oracle database using a web based data entry application.

The web based data entry forms that form the basis of the system are designed to match the WCGOP's plastic deck forms to aid in ease of data entry. While paging through the deck sheets, data is entered in rows in a familiar spreadsheet like format. Navigation through the application is facilitated by a combination of a trip navigation tree and by tab panes used to display the data. Access and editing privileges within the tab panes are controlled by a set of user roles. When observers access the system they see only the data they have collected while NMFS staff members such as field coordinators and debriefers are able to see the full data set.

The WCGOP Observer Database System has both an online and offline component. Users have the option to enter data from an online connection or offline on their laptop. Data entered offline is stored locally on the laptop and then uploaded at a later time. Data entry functionality and navigation in both systems is identical. The system contains several modules, but the Sync/Upload feature in the offline system is the biggest difference. The primary module is the Trip module, which is used to enter the catch data collected at sea. Also present are an Admin – Lookups module used by the system administrator to maintain species, ports, catch categories and other lookup information, an Evaluation

module used to track observer performance, an Observer Gear module used to track sampling and safety gear, an Observer module used to track observer contact and activity information, a Vessel module which tracks vessel identification and contact information, and a Waiver module which tracks trips that have been waived for coverage.

The following is a list of the web pages that are part of the WCGOP Observer Database System.

### **Admin - Lookups Module**

- Catch Categories
- Species
- Ports
- Lookups
- Selection Cycle

### **Evaluation Module**

- Evaluation Trips
- Evaluation Notes
- Observed Vessels
- Vessel Sampling Summary
- Species Id Forms

### **Observer Gear**

- Gear Check In/Out List

### **Observer Module**

- Observer Contact Report
- Personal Contact Information
- Emergency Contact Information
- Activity Log
- Communication Log

### **Sync/Upload Module**

### **Trip Module**

- Trip Information
- Species Interactions
- Haul Locations
- Hauls
- Catches
- Species
- Compositions
- Length Frequencies
- Biological Specimens
- Dissections
- Trip Error Report

### **Vessel Module**

- Vessel Contact Search
- Vessel Contact Report
- Vessel Information
- Vessel Photos
- Communication Log
- Vessel Sampling Summary

### **Waiver Module**

- Waiver Information

### **Vessel Selection Module**

## Programs and Roles

The application uses the combination of a program and role to control data access and editing privileges. Programs are used as a high level means of grouping trips by major fisheries. The two main programs that

the WCGOP groups trips under are Limited Entry for vessels that have federal limited entry groundfish permits, and Open Access for vessels that do not have federal groundfish permits.

Roles are used to control who can see what data. Observers are given a role of Observer, which allows them to access and edit trip data that they have personally collected. Debriefers have a role of Debriefer, which allows them to access and edit data for the entire fishery.

System users who have the role of Observer have access privileges to data as follows:

1. Admin - Lookups Module
  - Observers can access all port, species, catch category and lookup information.
  - Observers can only view the information.
2. Evaluation Module
  - Observers can access only their own information.
  - Observers can only view the information.
3. Observer Gear Module
  - Observers can access only their own information.
  - Observers can only view the information.
4. Observer Module
  - Observers can access only their own information.
  - Observers can view, add, edit and delete their own information.
  - Observers can also view a contact list for all active observers.
5. Sync/Upload Module

6. Trip Module
  - Observers can access only their own data.
  - Observers can view, add, edit and delete their own data.
7. Vessel Module
  - Observers can access vessel information for the entire fleet.
  - Observers can only view the information.
8. Waiver Module
  - Observers can access waiver information for the entire fleet.
  - Observers can only view the information.
9. Vessel Selection Module
  - Allows observers to access vessel selection information in the Non-Catch Share fisheries.
  - Observers can only view the information.

## System Requirements and Access

Below are the items needed to access and run the WCGOP Observer Database Application.

### System Requirements

Specific computer and web browser requirements must be met in order to use the database system.

1. Web browser requirements
  - Internet Explorer version 6.0 or above is required.
  - The 'Compatibility View' must be enabled in Internet Explore in order use the application
  - The application will not work with Chrome or Mozilla Firefox.

2. Computer requirements
  - At minimum, a PC running Microsoft Windows 2000 is required.
  - A Macintosh or Linux based computer will not work to run the application.
3. Network and server availability
  - The network and database server at the NWFSC must be up and running to access the system online or to upload data from your laptop.
  - Occasionally there will be a network or server outage due to planned maintenance or to a hardware/software failure.
  - Monitor your email for notifications about network and server outages.

### Logging On

**Online:** Accessing the observer database application online requires an active Internet session, a user account and password. You can always identify the system by the description in the upper left corner of the screen.

Log into the database application using the following procedure:

1. Connect to the internet
2. Start Internet Explorer
3. Go to the WCGOP database website
  - <https://nwcoa3.nwfsc.noaa.gov/obsprod/logon.display>
4. Logon to the website
  - User Name
    - Your first name plus your last name without a space (e.g. JohnObserver)

- Your user name is not case sensitive
- Password
  - Passwords are case sensitive and must be changed every 90 days
  - Passwords must also meet the guidelines in the following section

The screenshot shows the 'Observer Logon' interface. On the left is a logo with a blue fish and the text 'NWFSC NMFS Observer Logon'. On the right is a white box containing a 'Username:' field, a 'Password:' field, a 'Logon' button, and a link that says 'Enter your username and password [Change Password](#)'.

5. Click the Logon button or press the Enter key
6. Select a Program/Role combination
  - To enter Limited Entry data choose “Limited Entry – Observer”

The screenshot shows a 'LOGIN SUCCESSFUL' message. The text reads: 'LOGIN SUCCESSFUL' followed by 'You have the following Roles associated with your account, please select one and click continue'. Below this are two radio button options: 'Limited Entry - Observer' and 'Open Access - Observer'. At the bottom is a 'Continue' button.

7. Click the Continue button

**Offline:** To access the observer database application offline go the WCGOP database icon on the laptop desktop to access the login screen.

Log into the offline database application using the following procedure:

1. Select the WCGOP offline database icon on the laptop desktop.
2. Logon to the offline database
  - User Name
    - Your first name plus your last name without a space (e.g. JohnObserver)
  - Password
    - The offline password is the same password used to access the online system
3. Click the Continue button.

#### ***Passwords in the offline system:***

The password for the online and the offline applications should always be the same. If your password expires, change your password in both applications. They will not synchronize automatically. If your password expires while at-sea, change it on the offline system. However, prior to uploading the data you will need to log into the online system and change it to the new password.

When changing passwords, it is critical you pay attention to what system you are using. You can always identify the system by the description (Offline or Production in the upper left corner of the screen).

If you have trouble changing your password, contact your debriefer or Neil Riley at [Neil.Riley@noaa.gov](mailto:Neil.Riley@noaa.gov).

## **Password Policy**

1. Passwords must be created consistent with the following criteria:
  - Passwords must have at least eight (8) non-blank characters;
  - It must contain characters from at least three of the following four categories:
    - English upper case characters (A...Z) (required for all passwords);
    - English lower case characters (a...z);
    - Base 10 digits (0...9); and
    - Non-alphanumeric (For example, !,\$#%).
  - Six of the characters must not occur more than once in the password (e.g., 'AAAAAAA1' is not acceptable, but 'A%rmp2g3' and 'A%ArmA2g3' are acceptable); and
2. Passwords must not include any of following: vendor/manufacturer default passwords: names (e.g., system user names, part or your entire account name, family names), words found in dictionaries (i.e., words from any dictionary, spelled forward or backward), addresses, profanity or birthdays, or common character sequences (e.g., 3456, ghijk, 2468).
3. Passwords must be changed every 90 days.
4. Do not reuse a password you have used any of the last 8 times you have changed your password, or more recently than 2 years from when you last used the password.
5. Internet browsers must not be enabled to save passwords for re-use.

## **Changing Role**

If you have logged into the database under one program/role and wish to switch to a new program/role without

logging out of the database do the following:

1. Click the Change Role link in the left navigation bar
2. The Logon Successful page will appear
3. Select a new program/role to use
4. Click the Continue button

### Timing Out

The application times out after 15 minutes of idle time. If you suspect the application has timed out:

1. Click a tab, link or the Update button.
  - The application has timed out if the message “Current Session Timed Out” appears.
2. Use the displayed logon screen to log back into the application.

**IMPORTANT:** If you enter data into a screen that has timed out, your data will NOT be saved to the database.

## Navigation

The application uses a combination of methods to provide access to data. Module access is provided by a



set of links listed in the upper left hand panel. Within a module, sets of data are displayed using tab panes. View and Back links within the tab panes provide access to lower and upper levels of data.

Within the Trip module there is also a Trip Navigation Tree that displays in the left hand panel and allows users to directly access a specific haul or catch within the displayed trip. The tree is a

useful tool for quickly accessing data that needs to be edited.

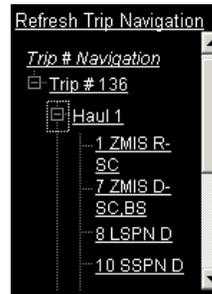
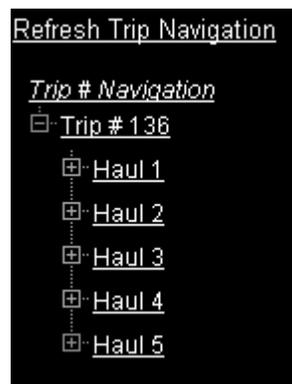


Figure 2-2: Trip Navigation Tree

The Trip module requires that data be entered in a top down fashion. Data from the Trip Form is entered first. After this information has been entered, View links appear for each haul entered allowing the user to drill down to the next level of data entry, the Catch page where data from the Catch Form is entered. Data entry continues in this fashion until the entire trip has been entered into the database.

### Trip Navigation Tree



The Trip Navigation Tree can be used to navigate to a specific Haul or Catch.

1. The Trip Navigation Tree is located in the left panel of the screen.

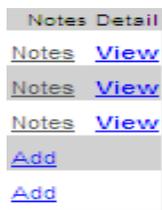
2. Catches are displayed in the following format: 1 ZMIS D – SC, BS

- 1: Catch number

Figure 2-1: Module Link

- ZMIS: Catch category
  - D: Catch disposition (Retained or Discarded)
  - SC: Species composition sample exists for the catch
  - BS: Biological specimen sample exists for the catch
3. New Haul and Catch nodes are NOT automatically added to the Trip Navigation Tree.
- To update the trip navigation tree, click on Refresh Trip Navigation.

### View and Back Links



View and Back links can be used to move forward and back in the application.

1. The links appear as gray, underlined text on most pages.
2. Clicking a View link will drill you down one level.
3. Clicking a Back link will pop you up one level.
4. View links are displayed as data is entered at each level of the trip hierarchy.
5. Blue View links indicate that data exists at the next level down.

### Header Information

In some of the application modules, header information is displayed to help orient the user. This is especially true of the Trip module where the program, observer, vessel, trip number and trip status are displayed at all times in the header at the top of the screen. As haul and catch data is entered, the header in the Trip Module also displays the haul number, catch number, catch category and catch disposition.

## Data Entry

Most data entry for the WCGOP Observer Database Application is simply a matter of typing the data from the WCGOP deck sheets into the web page that matches each deck sheet. The information that follows describes basic data entry as well as data entry for dates, notes and keypunch checks.

### Basic Data Entry

Basic data entry consists of adding new data, editing existing data and deleting unwanted data. In all of these cases, ***the most important thing to remember is to click the Update button to save any changes.***

1. General
  - It will take a few seconds to display each web page.
  - Use the tab button to move from left to right through the data columns.
2. Entering New Data
  - Enter information into the empty data entry fields.
  - Click the Update button to save the data.
3. Updating Existing Data
  - Correct information as needed.
  - Click the Update button to save the changes.
4. Deleting Existing Data
  - Select the check box next to the item you want to delete.
  - Click the Update button to delete the item.

## 5. Data Entry Rows

- Each page displays with an initial number of data entry rows.
- To get additional data entry rows do the following:
  - Fill all existing rows with data.
  - Click the Update button to save the data.
  - Additional data entry rows will be displayed when the page refreshes.

## 6. The Update Button

- Additions, updates and deletions are not in effect until the Update button is pressed.
- The following will result in your changes being lost:
  - Moving to a new page in the application before clicking Update.
  - Closing Internet Explorer before clicking Update.
  - Being “timed out” of the application before clicking Update.
  - Disconnecting from the Internet before clicking Update.
- **Don't forget to UPDATE!**

will automatically get added. Dates must be formatted as MM/DD/YYYY and the 24-hour military time must be formatted as HH:MM. For example: 01/02/2004 08:30. Dates that are not formatted correctly will result in an error message being displayed.

To use the pop up calendar, click the calendar icon that appears to the right of the date field. Use the drop down boxes at the top of the calendar to select the day, month, and year or click on the desired date on the calendar. Use drop down boxes at the bottom of the calendar to select the hour and minute.

## Entering Notes

Many of the web pages in the application contain blue “Notes” links that appear directly to the left of a data entry line. Clicking on a “Notes” link will pop up a small box where a note can be entered about the item. Each note may be as many as 4000 characters long. Beware, clicking the OK button will close the note data entry box but does not save the note. The note will be saved when the Update button is clicked on the web page containing the item that the note was entered for. If an item has a pre-existing note, the “Notes” link will appear as green text instead of blue text. Notes and Comments must begin with an alphanumeric character (e.g., A, c, 2), not a symbol (e.g., “,-,~).



## Entering Dates

When entering date and time information, dates may be typed by hand or a pop up calendar is available.

When entering dates by hand, as you type the numbers for the date, the slashes and colon

## Error Checks

The screenshot shows a data entry form with columns: Species Code (352), Sample Weight (-50), Fish # (8), and Discard Reason (2). An error message dialog box from Microsoft Internet Explorer is overlaid, displaying a yellow warning icon and the text: "Field value must be greater than zero". An "OK" button is visible at the bottom of the dialog.

Each time the Update button is pressed, a set of basic error checks are run on the data being submitted to the database. If data in a particular field fails an

error check, a message will display that describes the problem and the cursor will move to the data entry field that is not correct. The data must be corrected then resubmitted to the database by clicking the Update button. Above is an example of the error message that resulted from incorrectly entering a negative weight as part of a species composition sample

## Keypunch Checks

In the Trip Module, keypunch checks must be entered on the Hauls, Catches, Species Composition, Lengths and Specimens web pages. The keypunch data entry fields are located at the bottom of data columns that require them. Enter the keypunch information for a column then click either the Check button or the Update button to validate the keypunch values. Keypunches that are correct will appear in green text. Keypunches that are incorrect appear in bold red text. If a key punch is incorrect, check your data entry to be sure information was entered correctly from your data form and/or check the math for your key punch value.

Species Composition Items						
Delete	Species Name	Species Code	Sample Weight	Fish #	Discard Reason	Notes
<input type="checkbox"/>	Thornyhead, Longspine thornyhead	352	3.05	8	2	<a href="#">Notes</a>
<input type="checkbox"/>	Thornyhead, Shortspine thornyhead	350	52.9	80	2	<a href="#">Notes</a>
<input type="checkbox"/>	Sablefish, Sablefish	203	1	1	7	<a href="#">Notes</a>
<input type="checkbox"/>	Skate, Longnose	554	34	8	3	<a href="#">Notes</a>
<input type="checkbox"/>	Hake, Pacific	206	1.25	2	3	<a href="#">Notes</a>
<input type="checkbox"/>	Shark, Brown cat	68	9.95	12	3	<a href="#">Notes</a>
<input type="checkbox"/>	Hagfish, Unid.	77	1.65	6	3	<a href="#">Notes</a>
<input type="checkbox"/>	Grenadier, Pacific	83	7.05	10	3	<a href="#">Notes</a>
<input type="checkbox"/>	Thornyhead, Longspine thornyhead	352	.3	1	7	<a href="#">Notes</a>
Key Punch Checks			111.15	128	Check	

## Trip Module

The Trip module is the most critical part of the application as it is the interface used to enter the trip sampling data collected at sea. Twelve separate web pages exist to enter this information. Data is entered in a hierarchical fashion starting at the trip level then gradually working downwards to the detailed level of species composition and biological sampling information. As data is entered into the application, additional tab panes become available allowing the user to gradually drill down as they enter their data.

## Web Page Hierarchy

### *Trip Search*

- Trip
  - Species Interactions
  - Haul Locations
  - Hauls
    - Catches
      - Species Compositions
      - Biological Specimens
        - Length Frequencies
        - Specimens
        - Dissections

## Trip Search

The Trip Search page is used to search the database for existing fishing trips or to create a new trip. As an observer, you are only able to search for trips that you have entered into the database.

### *Buttons and Links*

**Search:** Searches for trips based on the criteria entered into the Trip Start Date, the Trip End Date, Trip Number, Observer Last Name, Vessel Name, Coast Guard Number, State Registration Number, and Return Port State fields. Multiple criteria can be entered to narrow the search results.

**Reset:** Refreshes the page and clears the last search

**New Trip:** Opens a blank Trip page for adding a new trip

**View:** Links to the Trip page for the selected trip

**Trip Errors:** Runs the Trip Error Report for ALL of the trips displayed

**Headers:** Selecting a column header will sort the trip list by the selected column

### *Additional Information*

Trips can be searched for using only part of an Observer Last Name or Vessel Name. For example, running a search by typing the letter “a” in the Vessel Name field will return all trips for all vessels that begin with the letter “a”.

Trips that fall within a date range can be searched for by specifying both a Trip Start Date and a Trip End Date.

**Trip Search**

Trip Start Date  Trip End Date   
 Trip #  Observer Last Name  Vessel   
 Permit/License Number  Coast Guard #  State Reg #  Ret Port State

To Search for Trips, enter one or more criteria and click the Search button.  
 When searching by vessel or observer name, all or only part of the name may be used as a criteria.  
 If both a start and end date are specified all trips within that date range will be selected.

**Trip Search** [Trip Errors](#) [View All Trips](#)

Trip #	Observer Last Name	Vessel	Permit/License	Coast Guard #	State Reg #	Trip Status	Trip Start Date	Trip End Date	Detail
532	Coplen, E	Anna Marie	GF0662	573944		Open	05/11/2003 22:30	05/14/2003 02:00	<a href="#">View</a>
615	Caputo, N	Anna Marie	GF0662	573944		Open	05/25/2003 09:45	05/27/2003 02:00	<a href="#">View</a>
666	Coplen, E	Anna Marie	GF0662	573944		Open	06/04/2003 01:00	06/05/2003 21:30	<a href="#">View</a>
775	Roth, J	Anna Marie	GF0662	573944		Open	06/25/2003 07:00	06/26/2003 22:00	<a href="#">View</a>
777	Roth, J	Anna Marie	GF0662	573944		Open	06/27/2003 04:30	06/27/2003 20:30	<a href="#">View</a>
780	Roth, J	Anna Marie	GF0662	573944		Open	06/29/2003 04:30	06/29/2003 22:00	<a href="#">View</a>
826	Caputo, N	Anna Marie	GF0662	573944		Open	06/07/2003 04:00	06/08/2003 22:00	<a href="#">View</a>
							10/29/2002	11/01/2002	<a href="#">View</a>

# Trip

## Data Form: Trip Form

**Required for All Trips:** Vessel, Fishery, Skipper, Partial Trip, # of Crew, Permit or License when applicable, Vessel Logbook Name when applicable, Vessel Logbook # when applicable, Observer Logbook #, Departure Date, Return Date, Departure Port, Return Port, Fish Ticket Number, State and Ticket Date

### Buttons and Link

**Trip Errors:** Runs the Trip Error Report

**Update:** Saves all changes

**Cancel:** Refreshes the page without saving changes

### Additional Information:

Each new trip in the database is assigned a unique identifying number. This unique number is called the Trip Number, and the trip number is located in the upper right corner of the trip header information on the Trip web page. For data tracking purposes, Trip Number must be recorded on all paper work associated with the fishing trip.

In Open Access fishing, skippers sometimes make multiple day trips before landing their fish. If you have not observed all of the fishing days included in the landing, mark the trip as a Partial Trip (P).

**Trip Information**

Program: Catch Shares  
Observer: CSObserver 1  
Vessel: Arctic Fury (996920)

Trip: 19880  
Trip Status: Open

**Trip** | Hauls | Haul Locations | Species Interactions | **Trip Errors (29)** | Trip Scans

Delete this trip?  Update Trip Errors

Vessel: Arctic Fury (996920) Partial Trip: F  
Fishery: Catch Shares Vessel Logbook Name: WOC Trawl  
Permit/License #(s):  
Del Permit/License Number  
 GF0234  
Vessel Logbook #: 1235  
First Receiver: Albers Seafoods - CRESCENT CITY Observer Logbook #: 9854  
Skipper: [ ] # of Crew (including captain): 2  
Departure Date: 08/01/2014 11:02 Departure Port: ASTORIA / WARRENTON  
Return Date: 08/24/2014 11:02 Return Port: ASTORIA / WARRENTON

Notes

Fish Tickets			
Del	Ticket Number	State Agency	Ticket Date
<input type="checkbox"/>	3923456	O	08/04/2014
		Select	

## Hauls

**Data Form:** Trip Form – Hauls

**Required for All Hauls/Sets:** OTC, Weight Method, Gear Performance, Key Punch Checks

**Required for Fixed Gear Sets:** Total Hooks or Pots

### Buttons and Links

**Update:** Saves all changes and checks Key Punch values

**Cancel :** Refreshes the page without saving changes

**Notes:** Displays a pop up box to add a note for the haul or set

**View:** Drills down to the Catch page (link displays after bottom Hauls and Haul Locations pages have been completed)

**Check:** Saves all changes and checks Key Punch values

### Trip Information

Program: Catch Shares

Observer: CSObserver 1

Vessel: Arctic Fury

Trip: 19880

Trip Status: Open

Trip
Hauls
Haul Locations
Species Interactions
Trip Errors (28)
Trip Scans

☐ Haul Information

Veight UM: LB Volume UM: M3 Density UM: LB/M3

OTC	WT Method	Total Hooks/ Pots	Lost Hooks/ Pots	Gear Perf	Seabird Avoidance Gear Used	Average Soak Time	Beaufort	NotesDetailA
10	14			1	Select	Select	Select	Notes <a href="#">View Del</a>
10	14			1	Select	Select	Select	Notes <a href="#">View Del</a>
	Select			Select	Select	Select	Select	Notes
	Select			Select	Select	Select	Select	Notes
	Select			Select	Select	Select	Select	Notes
	Select			Select	Select	Select	Select	Notes
	Select			Select	Select	Select	Select	Notes
	Select			Select	Select	Select	Select	Notes

## Haul Locations

**Data Form:** Trip Form – Haul Locations

**Required for All Hauls/Sets:** Date/Time, Latitude, Longitude, Ave Depth, Gear Type, Target Strategy

### Buttons and Links

Update: Saves all changes

Cancel: Refreshes the page without saving changes

**View:** Drills down to the Catch page (link displays after both Hauls and Haul Locations pages have been completed)

### Additional Information

Location data entry fields for a specific haul will not display until the haul has been first entered on the Hauls web page.

Occasionally the WCGOP covers vessels that are participating in an Experimental Fishery Program (EFP). Fishing trips for EFPs are entered into the database under a program specific for the EFP and each haul for the fishing trip must be marked to whether it was EFP directed fishing or not. It is possible that a single fishing trip may contain a mix of both EFP and non-EFP hauls.

On the Haul Locations web page, an EFP data entry drop down box appears below the Target Strategy drop down box. If the haul is EFP directed fishing, select “EFP” from the EFP drop down box. The default is to assume that the haul is not an EFP haul and to leave the selection box blank.

Program: Catch Shares  
Observer: CSObserver 1  
Vessel: Arctic Fury

Trip: 19880  
Trip Status: Open

Trip Hauls Haul Locations Species Interactions **Trip Errors (28)** Trip Scans

Haul Locations

Update Cancel

Depth UM: FM

Haul /Set	Date Time	Latitude		Longitude		Ave Depth	Gear Type	Excluder	Target Strategy	Detail
		Deg	Min	Deg	Min					
1 S	08/01/2014 15:03	40	1	-120	1	100	2		PWHT	<a href="#">Locs</a>
E	08/01/2014 16:03	40	1	-120	1	102	EFP:			
2 S	08/02/2014 14:22	40	2	-120	1	120	2		PWHT	<a href="#">Locs</a>
E	09/02/2014 16:22	40	2	-120	2	120	EFP:			

## Species Interactions

The Species Interactions web page is used to enter data for Marine Mammal and Seabird Sightings.

### Buttons and Links

**Add New:** Opens a Species Interaction Details page for adding a new sighting

**Delete:** Deletes any sighting that has the Delete check box selected

**View:** Links to the Species Interaction Details page for the selected sighting

**Headers:** Selecting a column header will sort the sighting list by the selected column



Species Interactions			
Delete	Species	Date	Detail
<input type="checkbox"/>	Dolphin, Unid.	04/01/2004	<a href="#">View</a>

## Species Interaction Details

**Data Forms:** Marine Mammal Sighting Form or Seabird Sighting Form

**Required for All Sightings:** Date/Time, Latitude, Longitude, Species, Sighting Condition, Beaufort Value, Confidence, Closest Approach, Number (Best), Number (Min), Number (Max), Haul Number(s), Interaction Code(s), and Interaction Outcome.

**Required for Marine Mammal Sightings:** Body Length



Species Interactions			
Delete	Species	Date	Detail
<input type="checkbox"/>	Dolphin, Unid.	04/01/2004	<a href="#">View</a>

## Catches: Trawl Sampling

Data Form: Catch Form

**Required for All Sets:** Disposition (R/D), Catch Category, Catch Weight, Catch Fish Number, Weight Method, Catch Purity, and Key Punch Checks

**Required for Discarded Catches with no Species Composition**

**Sample:** Discard Reason

**Required for Weight Methods 2:** Volume and Density

### Trip Information

Program: Catch Shares

Observer: CSObserver 1

Vessel: Arctic Fury

Trip: 19880

Haul#: 1

Trip Status: Open

[Back to Hauls](#)

Catch Information											
Catch Weight UM: LB			Sample Weight UM: LB			Volume UM: M3		Density UM: LB/M3			
		Catch	Catch			Catch	WT	Catch	Discard		
Delete	Catch #	R/D	Category	Weight	Volume	Density	Fish #	Math	Purity	Reason	Notes Detail
<input type="checkbox"/>	1	D	PHLB	30.61			5	9	P		Notes View
<input type="checkbox"/>	2	D	TCRB	10				1	P		Notes View
<input type="checkbox"/>	3	R	SSPN	100				7	M		Notes View
<input type="checkbox"/>	4	R	CHLB	200				7	M		Notes View
	5										Notes
	6										Notes
	7										Notes
	8										Notes
	9										Notes
	10										Notes
	11										Notes

**PHLB Auto-calculation for Catch Weight:**

The catch and sample weight for Pacific Halibut (PHLB) is auto-calculated by the application when catch weight methods 9 or 19 are used. The catch weight calculation is dependent on the number of fish and the lengths entered on the Lengths and/or Specimens screens.

To generate a PHLB catch weight do the following:

1. Enter a PHLB catch category and the number of Pacific Halibut observed in the Catch screen.
2. Leave the catch or sample weight blank.
3. Enter Catch Weight Method 9 and click update. The catch weight field will be grayed out upon clicking update.
4. The catch weight will not be auto-calculated when any other weight method is used. If you use a weight method other than 9 or 19, you are required to manually enter the weight.
5. After entering or updating the lengths or specimens screens, click update to generate the catch weight.

Catch tab.

7. You will not be able to edit the catch weight directly unless the Catch Weight Method is changed to something other than 9.

**Buttons and Links**

[Back to Hauls](#): Links back to the Hauls page for the trip

Update: Saves all changes and checks Key Punch values

Cancel: Refreshes the page without saving changes

[Notes](#): Displays a pop up box to add a note for the catch

[View](#): Links to the Species Composition and Biological Specimens pages

Check: Saves all changes and checks Key Punch values

Catch

[Back to Hauls](#)

Catch Information												
Catch Weight UM: LB			Sample Weight UM: LB			Volume UM: M3		Density UM: LB/M3				
Delete	Catch #	R/D	Catch Category	Catch Weight	Volume	Density	Catch Fish #	WT Meth	Catch Purity	Discard Reason	Notes	Detail
<input type="checkbox"/>	1	D	PHLB				3	9	P			<a href="#">Notes View</a>
<input type="checkbox"/>	2	D	PHLB	7.93			3	9	P			<a href="#">Notes View</a>
	3											<a href="#">Notes</a>

6. To see the calculated weight navigate back to the

## Catches: Fixed Gear Sampling

Data Form: Catch Form

**Required for All Sets:** Disposition (R/D), Catch Category, Sample Weight, Sample Fish Number, Hooks Sampled, Weight Method, Catch Purity, and Key Punch Checks

**Required for Discarded Catches with no Species**

**Composition Sample:** Discard Reason

### Buttons and Links

**Back to Hauls:** Links back to the Hauls page for the trip

**Update:** Saves all changes and checks Key Punch values

**Cancel :** Refreshes the page without saving changes

**Notes:** Displays a pop up box to add a note for the catch

**View:** Links to the Species Composition and Biological Specimens pages

**Check:** Saves all changes and checks Key Punch values

Program: Catch Shares  
Observer: CSObserver 1  
Vessel: St. John II

Trip: 19881  
Haul#: 1  
Trip Status: Open

[Back to Hauls](#)

Catch Information										
Sample Weight UM: LB				Volume UM: M3			Density UM: LB/M3			
Delete	Catch #	R/D	Catch Category	Sample Weight	Sample Fish #	Hooks Sampled	WT Meth	Catch Purity	Discard Reason	Notes Detail
<input type="checkbox"/>	1	R	SABL	100		10	13	P		Notes <a href="#">View</a>
<input type="checkbox"/>	2	D	ZMIS	125.6		10	13	M		Notes <a href="#">View</a>
<input type="checkbox"/>	3	D	PHLB	4.38	2	10	9	P		Notes <a href="#">View</a>
	4									Notes
	5									Notes
	6									Notes
	7									Notes
	8									Notes
	9									Notes
	10									Notes

## Species Composition

**Data Form:** Species Composition Form

**Required for All Sets:** Sample Method, Species Code, Sample Weight, Fish Number, Discard Reason and Key Punch Checks

### Buttons and Links

**Species Code List:** Displays a list of species and species code

**Back to Catches:** Links back to the Catch page for the haul or set

**Update:** Saves all changes and checks Key Punch values

**Cancel:** Refreshes the page without saving changes

**Notes:** Displays a pop up box to add a note for the species composition

**Check:** Saves all changes and checks Key Punch values

Program: Limited Entry  
Observer: Janell Majewski  
Vessel: Friendship

Trip: 8354  
Haul#: 1  
Catch: 5 ZMIS D  
Trip Status: Open

Species Composition | Biological Specimens

Species Code List Back to Catches Update Cancel

Catch Category: ZMIS Disposition: Discarded

Sample Method: 2 Weight UM: LB Notes

Delete	Species Name	Species Code	Sample Weight	Fish #	Discard Reason	Rockfish Handling Notes
<input type="checkbox"/>	Tanner/Tanner Crab	10	216.23	349	13	Notes
<input type="checkbox"/>	Deepsea Sole	110	54.03	58	12	Notes
<input type="checkbox"/>	Brown Cat Shark	60	6.14	11	13	Notes
<input type="checkbox"/>	Black Skate	551	6.21	1	12	Notes
<input type="checkbox"/>	Longspine Thornyhead	352	62.93	426	13	Notes
<input type="checkbox"/>	Shortspine Thornyhead	350	.68	1	12	Notes
<input type="checkbox"/>	Giant Grenadier	02	23.02	15	13	Notes
<input type="checkbox"/>	Pacific Grenadier	83	37.49	132	12	Notes
<input type="checkbox"/>	Eelpout Unid	250	22.24	36	13	Notes

## Biological Specimens

**Data Form:** Length Frequency or Biospecimen Form

**Required for All Sets:** Species Code and Sample Method

### Buttons and Links

**Species Code List:** Displays a list of species and species codes

**Back to Catches:** Links back to the Catch page for the haul or set

**Update:** Saves all changes and checks Key Punch values

**Cancel:** Refreshes the page without saving changes

**Notes:** Displays a pop up box to add a note for the biological specimen sample

**View:** Links to the Lengths and Specimens web pages

### Additional Information

This page is the gateway to the Lengths (Length Frequency Form) and Specimens (Biospecimen Form) pages. The Lengths page is for entering data from a set of fish where you have only collected length frequency information. If you have collected information on individual fish (individual weights, viabilities, etc.) or you have taken a dissection, the data needs to be entered on the Specimens page.

Trip Status: Open

Species Composition
Biological Specimens

[Species Code List](#)
[Back to Catches](#)

Catch Category: ZMIS      Disposition: Discarded

Biological Specimen Samples					
Delete	Species Name	Species Code	Sample Method	Discard Reason	Notes Detail
<input type="checkbox"/>		<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<a href="#">Notes</a>
<input type="checkbox"/>		<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<a href="#">Notes</a>
<input type="checkbox"/>		<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<a href="#">Notes</a>
<input type="checkbox"/>		<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<a href="#">Notes</a>
<input type="checkbox"/>		<input type="text"/>	Select <input type="button" value="v"/>	Select <input type="button" value="v"/>	<a href="#">Notes</a>

## Lengths

**Data Form:** Length Frequency Form

**Required for All Length Frequencies:** Length and Frequency

### Buttons and Links

**Back to Bio Specimens:** Links back to the Biological Specimen page

**Update:** Saves all changes and checks Key Punch values

**Cancel:** Refreshes the page without saving changes

**Notes:** Displays a pop up box to add a note for the Length Frequency

**Check:** Saves all changes and checks Key Punch values

### Additional Information:

Length frequency data is entered by species! Do not mix data from multiple species. Sex should only be entered if an attempt has actually been made to sex the fish. If no attempt has been made, do not enter a U (unable to determine), leave the field blank.

Vessel: Timmy Boy

Lengths Specimens

[Back to Bio Specimens](#)

Species: Arrowtooth Flounder Length UM: CM Discard Reason: 13

Delete	Sex	Length	Frequency	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	41	2	<a href="#">Notes</a>
<input type="checkbox"/>	<input type="text" value="v"/>	42	1	<a href="#">Notes</a>
<input type="checkbox"/>	<input type="text" value="v"/>	51	1	<a href="#">Notes</a>
<input type="checkbox"/>	<input type="text" value="v"/>	53	1	<a href="#">Notes</a>
<input type="checkbox"/>	<input type="text" value="v"/>	56	1	<a href="#">Notes</a>
<input type="checkbox"/>	<input type="text" value="v"/>	60	1	<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>
	<input type="text" value="v"/>			<a href="#">Notes</a>

Key Punch Checks 303 7

## Specimens

**Data Form:** Biospecimen Form

**Required for All Specimens:** Length or Weight

### Buttons and Links

**Back to Bio Specimens:** Links back to the Biological Specimen web page

**Update:** Saves all changes and checks Key Punch values

**Cancel:** Refreshes the page without saving changes

**D:** Links to the Dissections web page

**Notes:** Displays a pop up box to add a note for the Length Frequency

**Check:** Saves all changes and checks Key Punch values

### Additional Information

Specimen data is entered by species! Do not mix data from multiple species.

### Trip Information

Program: Catch Shares  
Observer: CSObserver 1  
Vessel: Arctic Fury

Trip: 19880  
Haul#: 2  
Catch: 3 GSTG D  
Trip Status: Open

Lengths
Specimens

Species: Green Sturgeon
Length UM: CM
Weight UM: LB
Discard Reason: 16

Dissection Types: 2-Scales, 3-Snout, 4-Tissue/Fin Clip, 5-Fin Ray (Dead GSTG Only), 6-Tissue and Scales, 7-Whole Specimen, 8-Tag/Band ID, 9-Tagged by Observer

Biological Specimen Item - Specimens													
Del	Sex	Length	Weight	Viability	Adipose	Maturity	Type	Dissection1		Dissection2		Tag/Band ID	
								Barcode	Type	Barcode	Type		
	▼	41	12	▼	▼	▼	▼		▼		8 ▼	A17867Z86 <a href="#">D</a>	
	▼	42	10	▼	▼	▼	5 ▼	12345689	▼		▼		
	▼			▼	▼	▼	▼		▼		▼		
	▼			▼	▼	▼	▼		▼		▼		

## Dissections

**Data Form:** Biospecimen Form

**Required for All Dissections:** Dissection Type and Barcode Number

### *Additional Information*

The dissection pop-up allows for additional dissection entries when after the two dissection barcode fields on the Specimens page have been used. This section is also used by staff to enter Coded Wire Tag (CWT) information.

### *Buttons and Links*

Update: Saves all changes

Close: Closes the Dissection page without saving changes

The screenshot shows a web-based data entry form titled "Dissections". It features a table with five columns: "Delete", "Dissection Type", "Barcode #", "CWT Code", "CWT Type", and "CWT Status". The first row contains the text "1 - Otolith" in the Dissection Type column and "100500007" in the Barcode # column. Each cell in the table has a small downward arrow icon, indicating a dropdown menu. To the left of the first row is a checkbox, which is currently unchecked. Below the table are two buttons: "Update" and "Close".

Delete	Dissection Type	Barcode #	CWT Code	CWT Type	CWT Status
<input type="checkbox"/>	1 - Otolith	100500007			

Update Close

## Trip Error Report

The Trip Error Report is a set of approximately 300 database queries that need to be run to check data from a fishing trip after the trip has been entered into the WCGOP database. The data checks look for a wide variety of errors including missing data, values that falls out of range, and data that does not adhere to WCGOP data collection rules.

### Requirements

Running the Trip Error Report for each trip and correcting all reported errors immediately after completing data entry is a mandatory data-editing requirement for Observers.

The data checks fall into two categories, errors and warnings. Show stoppers (S) and Errors (E) represent data that has definitely been recorded incorrectly and must be fixed prior to debriefing. Warnings (W) represent data that is anomalous or out of normal range but not necessarily incorrect. Data marked with a warning (W) should be double-checked to be sure it is correct. Please be prepared to explain to your debriefer why the data is unusual.

### Running the Trip Error Report

The trip error report can only be run from the Trip page in the WCGOP Database Application. The error report and checks are the same for both the offline and online data entry systems.

### *Running the Trip Error Report*

1. Enter all the data for your trip.
2. To run the report for the first time, check the “Update Trip Errors” check box. The error report will not run until the box has been selected. Once the box has been selected, you will not be able “uncheck” the box.
3. Click on the Trip Errors tab to see the list of errors.
4. Depending on the amount of data, a status message may appear stating the trip error process is running.
5. Simply click the “Refresh” link at the top of the pane to display the updated list of errors.
6. The tab will change color based on the severity of the errors in the data. Red =Show stoppers and Errors. Yellow = Warnings.
7. The number of issues will be displayed in the top of the pane.
8. The error reports can be left open and minimized while you make corrections. To open the report in a separate window click the “Pop Up” link at the top of the pane.
9. The trip error report will always display a current set of errors, which are re-run anytime you click update.
10. To refresh the list of errors in the Trip Error tab or in the pop-up window, click the ‘Refresh’ link or press F5.

## Saving the Trip Error Report

Save information from a Trip Error Report using the following procedure:

1. While the Trip Error Report is displayed, select and copy all of the reported errors.
  - Do not try to copy the headers.
  - The headers and errors will not copy together.
  
2. Open Excel and paste the error messages into a new worksheet.
  - Each of the columns from the Trip Error Report will now appear as separate Excel columns.
  - Suggestion – create a template Excel file with column headers and the correct column sizing to use for saving your error reports.
  - Save or print the Excel file.

Trip Information																																																																																																																																	
		Program: Catch Shares			Trip: 19880																																																																																																																												
		Observer: CSObserver 1			Trip Status: Open																																																																																																																												
		Vessel: Arctic Fury																																																																																																																															
Trip		Hauls		Haul Locations		Species Interactions		Trip Errors		Trip Scans																																																																																																																							
<div style="float: right;">There are 11 issues on this trip. <a href="#">Pop Up</a> <a href="#">Refresh</a></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Obs Name</th> <th>Trip #</th> <th>Haul #</th> <th>Haul Loc</th> <th>Catch #</th> <th>Species</th> <th>Error Item</th> <th>Error Value</th> <th>E/W</th> <th>Error Message</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>19880</td> <td></td> <td></td> <td></td> <td></td> <td>Fish Ticket Date</td> <td>04-AUG-14</td> <td>E</td> <td>Fish ticket date occurs prior to the end of the trip</td> </tr> <tr> <td>1</td> <td>19880</td> <td></td> <td></td> <td></td> <td></td> <td>Fish Ticket</td> <td>3923456</td> <td>E</td> <td>Fish ticket exists for MSCV trip</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td></td> <td></td> <td>Catch Weight KP</td> <td></td> <td>E</td> <td>Catch weight key punch is missing</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td></td> <td></td> <td>Fish activities with no disposition = R catches</td> <td></td> <td>W</td> <td>Haul missing retained catch categories</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td></td> <td></td> <td>Gear Type</td> <td>2</td> <td>E</td> <td>Wrong gear type for PWHT on Shoreside Hake or MSCV vessel</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>1</td> <td></td> <td>Catch Discard Reason</td> <td></td> <td>E</td> <td>Catch discard reason should be present - species composition does not exist</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>1</td> <td>Pacific Halibut</td> <td>Catch Count</td> <td>5</td> <td>S</td> <td>Number of PHLB lengths in bio specimens does not equal catch count</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>1</td> <td>Pacific Halibut</td> <td>Bio Specimen Length KP</td> <td></td> <td>E</td> <td>Specimen length key punch is missing</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>1</td> <td>Pacific Halibut</td> <td>Catch Category</td> <td>PHLB</td> <td>W</td> <td>Verify Bio sample method. PHLB visual lengths are uncommon in this gear type.</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>2</td> <td></td> <td>Catch Discard Reason</td> <td></td> <td>E</td> <td>Catch discard reason should be present - species composition does not exist</td> </tr> <tr> <td>1</td> <td>19880</td> <td>1</td> <td></td> <td>2</td> <td>Dungeness</td> <td>Catch Category</td> <td>TRFB</td> <td>W</td> <td>Species in bio specimens is not part of catch</td> </tr> </tbody> </table>										Obs Name	Trip #	Haul #	Haul Loc	Catch #	Species	Error Item	Error Value	E/W	Error Message	1	19880					Fish Ticket Date	04-AUG-14	E	Fish ticket date occurs prior to the end of the trip	1	19880					Fish Ticket	3923456	E	Fish ticket exists for MSCV trip	1	19880	1				Catch Weight KP		E	Catch weight key punch is missing	1	19880	1				Fish activities with no disposition = R catches		W	Haul missing retained catch categories	1	19880	1				Gear Type	2	E	Wrong gear type for PWHT on Shoreside Hake or MSCV vessel	1	19880	1		1		Catch Discard Reason		E	Catch discard reason should be present - species composition does not exist	1	19880	1		1	Pacific Halibut	Catch Count	5	S	Number of PHLB lengths in bio specimens does not equal catch count	1	19880	1		1	Pacific Halibut	Bio Specimen Length KP		E	Specimen length key punch is missing	1	19880	1		1	Pacific Halibut	Catch Category	PHLB	W	Verify Bio sample method. PHLB visual lengths are uncommon in this gear type.	1	19880	1		2		Catch Discard Reason		E	Catch discard reason should be present - species composition does not exist	1	19880	1		2	Dungeness	Catch Category	TRFB	W	Species in bio specimens is not part of catch
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## Trip Scans

The Trip Scans tab is a mechanism to upload scanned PDF copies of the deck sheets. Data must be scanned to a government encrypted computer, and PDFs uploaded to WCGOP database after data entry is completed- within 3 days of disembarking.

### Trips Scan Procedure

For initial test, observers will use the new 'Trip Scans' tab located on the Trip Information page. All data entry must be complete and a Trip Error Report run, prior to uploading trip scans. This ensures that any final corrections made to the trip are represented in the scans.

#### Steps for submitting initial draft of trip data:

- Scan the entire trip, using the scanner provided
- Name the file, using the trip number followed by "initial" to designate this as the initial draft (e.g., 23543\_initial). DO NOT use symbols (e.g., #, %, &), as they may interfere with the upload
- Log onto the Observer Database and navigate to the Trip Information page for the trip being scanned
- Click on the 'Trip Scans' tab
- Enter the file location in the 'New Trip Scan' field or click 'Browse', find the correct file and double click on the icon

- In the 'Trip Scan Description' field, enter the correct name for the version of the trip being uploaded (e.g., 2345\_initial)
- Click 'Update'
- A pop-up will appear, listing location of the file on the local drive
- Click 'OK' to complete the upload (may take several seconds)
- Notify debriefer of successful upload via email

**NOTE:** Files can be deleted by clicking on the dropdown list in the 'Select Trip Scan (for Deletion)' field. Select the file intended for deletion and click on the 'Delete Trip Scan' button.

Trip Scan	Trip Scan Size	Upload Date	Last Edited By
19880_initial	17 KB	29-SEP-14	Neil Riley

Remember:

- Trip Scan is NOT the same as the Sync/Upload.
- Trip scans may not be sent via email!
- See scanning instruction Chapter 11, "Gear" for details on how to use the scanner.

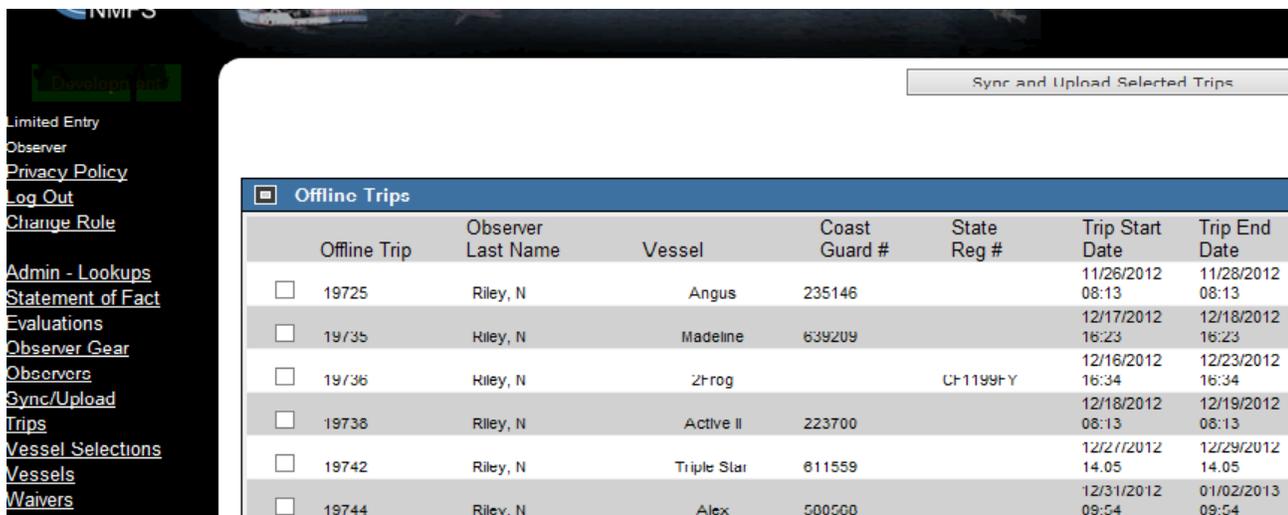
## Sync/Upload

The Sync/Upload is a separate module to upload your data from a laptop. When data is entered offline on the laptop, it is stored locally and must be loaded to the database. The sync/upload module allows the laptop to transmit data and receive database updates. Data for each trip is stored on the laptop under a unique “Offline Trip Number”. Once a trip is successfully uploaded to the online system, the procedure imports any new database updates to the laptop.

## Sync/Upload Procedure:

To upload a trip from the laptop to the database use the following procedure.

1. Enter and edit all data for a trip.
  - Re-run the Trip Error Report to ensure all errors have been corrected. You will not be able to edit data on the laptop once it has been uploaded.
  - Note the Offline Trip number, but **DO NOT** record this number on your deck sheets. You will get a new online trip number after the data is uploaded.



Sync and Upload Selected Trips							
Offline Trips							
	Offline Trip	Observer Last Name	Vessel	Coast Guard #	State Reg #	Trip Start Date	Trip End Date
<input type="checkbox"/>	19725	Riley, N	Angus	235146		11/26/2012 08:13	11/28/2012 08:13
<input type="checkbox"/>	19735	Riley, N	Madeline	639209		12/17/2012 16:23	12/18/2012 16:23
<input type="checkbox"/>	19736	Riley, N	2Frog		CF1199FY	12/16/2012 16:34	12/23/2012 16:34
<input type="checkbox"/>	19738	Riley, N	Active II	223700		12/18/2012 08:13	12/19/2012 08:13
<input type="checkbox"/>	19742	Riley, N	Triple Star	611559		12/27/2012 14:05	12/29/2012 14:05
<input type="checkbox"/>	19744	Riley, N	Alex	500560		12/31/2012 09:54	01/02/2013 09:54

2. Make sure the laptop has a good internet connection.
3. Click the Sync/Upload module link on the left side of the screen.
  - A list of the trips entered offline that have not been uploaded to the database will be displayed.
4. To select a trip from the list, check the box to the left of the offline trip number.
  - To minimize errors, upload one trip at a time.
5. Click the Sync and Upload button at the top of the screen.
  - Wait for the trip to load. A status will be displayed on the screen.
  - Don't navigate away or click on anything else during this process, as it could create errors or prevent a trip from uploading and you would have to start over.
6. Once the trip has been successful uploaded, a message will be displayed on the screen. See the screen shot below.
7. If the upload was successful, the new online Trip ID will be displayed.
  - The new Trip ID is the number used to access the data in the online system.
  - The new Trip ID should be recorded on all the paperwork.
8. Once the trip has been uploaded ALL data will be deleted from the laptop.
  - All future edits must be made via the online system.
9. If the trip does not successfully upload, you will receive a message. These errors will vary depending on the issue(s). Do your best to troubleshoot the problem, then resend the trip.
  - If you are unable to determine the problem, make a copy of the error and send an email to your debriefer.

Sync and Upload Selected Trips

Started Upload...

Offline Trip\_ID 19725  
SUCCESS: Parsed 1 TRIPS row.

**Your Online Trip ID is 20166**

The online transfer failed to complete. There was a problem moving the trip from the staging area into the online db. Please contact NMFS.

The Offline Trip(s) have been removed from your offline system. Edits to uploaded data must be made through the on-line system.

The following Offline trip(s) have been successfully uploaded: 19725

Offline Trips						
Offline Trip	Observer Last Name	Vessel	Coast Guard #	State Reg #	Trip Start Date	Trip End Date

## Passwords in the offline system



The password for the online and the offline applications should always be the same. If your password expires, change your password in both applications. They will not synchronize automatically. If your password expires while at-sea, change it on the offline system. However, prior to uploading the data you will need

to log into the online system and change it to the new password. When changing passwords, it is critical you pay attention to what system you are using. You can always identify the system by the description in the upper left corner of the screen.

If you have trouble changing your password, contact your debriefer or Neil Riley (Neil.Riley@noaa.gov).

## Observer Module

The Observer Module contains personal contacts, emergency contacts, observer's activity and communication log information.

### Web Page Hierarchy

#### Observer Search

- Observer
- Emergency Contacts
- Activity
- Observer Communication Log
- Contact List

## Observer Search

The Observer Search page is used to search the database for observer information. As an observer, you are only able to search for information about yourself.

#### Buttons and Links

**Contact List:** Displays a list of contact information for all current observers which can be exported to Excel

**Search:** Searches for observers based on the name entered into the last name field.

**Reset:** Refreshes the page and clears the last search

**View:** Links to the Observer web page for the selected observer

**Headers:** Selecting a column header will sort the observer list by the selected column

#### Additional Information

Observer information can be searched for using only part of an Observer Last Name. For example, running a search by typing the letter "a" in the Last Name field will return all observers with a last name that starts with the letter "a".

Searching by Status will return either all active or all non-active observers. As an observer, searching for all active observers will only return information about you.

#### Observer Search

Last Name      Status

fishhead       [Contact List](#)

To search for observers, enter one or more criteria and click the "Search" button. When searching by last name, all or only part of the last name may be used as a criteria.

#### Observers

<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Cell Phone</a>	<a href="#">Work Email</a>	<a href="#">Detail</a>
Kris	Fishhead	(333) 555-8899	Fishy@internet.com	<a href="#">View</a>

## Observer

**Required Information:** Home phone number, cell phone number, work email address, address, and birthdate

### Buttons and Links

[Back to Observer Search](#): Links back to the Observer Search web page

Update: Saves all changes

Cancel: Refreshes the page without saving changes

Select Photo: Displays the photo selected from the drop down list

Delete Photo: Deletes the currently displayed photo

Browse: Use to search your file directory for a photo

### Additional Information

There is a “mask” on the phone number fields that formats the phone numbers as you type them. For example, if you type 2223334444 it will automatically get reformatted as (222) 333-4444. Be sure to include area codes when you are entering your phone numbers.

If your main mailing address is a PO box, you **must** include a street address that packages can be delivered to in the Notes section. WCGOP often sends materials via UPS, which will not deliver to PO boxes. It is imperative that you keep all your contact information current and up-to-date.

The screenshot shows a web application interface for an 'Observer Information' form. At the top, there is a navigation bar with tabs for 'Observer', 'Emergency Contacts', 'Activity', and 'Observer Comm Log'. A link for 'Back to Observer Search' is visible. The main form is titled 'Observer Information' and contains the following fields and sections:

- Personal Information:** First Name (Kris), Last Name (Fishhead), Birthdate (calendar icon), Port (Santa Barbara dropdown), Status (Active).
- Phone Numbers:** Home Phone [(888) 777-9999], Work Phone, Cell Phone [(333) 555-8899].
- Email Addresses:** HM, WK [Fishy@internet.com].
- Address:** Address [345 Sea Bird Ave], City [Santa Barbara], State [CA dropdown], Zip Code [99999], Country [USA].
- Photo Section:** Photo (No Photo...), Select Photo (dropdown), Delete Photo (button), New Photo (Browse... button), Photo Description.
- Notes:** A text area for entering notes.

Buttons for 'Update' and 'Cancel' are located at the top right of the form.

## Emergency Contacts

**Required Information:** First name, last name, contact type, relationship, home phone and address

### Buttons and Links

**Back to Observer Search:** Links back to the Observer Search web page

**Add New:** Sets the Contact Information panel ready to enter a new contact

**Delete:** Deletes any contact that has the Delete check box selected

**View:** Displays the contact information for the selected contact

**Update:** Saves all changes to the currently displayed contact

**Cancel:** Refreshes the page without saving changes

### Additional Information

There is a “mask” on the phone number fields that formats the phone numbers as you type them. For example, if you type 2223334444 it will automatically get reformatted as (222) 333-4444. Be sure to include area codes when you are entering your phone numbers.

The screenshot shows a web interface for managing emergency contacts. At the top, there are navigation tabs: "Observer", "Emergency Contacts", "Activity", and "Observer Comm Log". A link "Back to Observer Search" is visible in the top right.

The main content area is divided into two sections:

- Observer Contacts:** A table listing contacts with columns for "Delete", "Contact Type", "Relationship", "First Name", "Last Name", and "View".
 

Delete	Contact Type	Relationship	First Name	Last Name	View
<input type="checkbox"/>	Primary	Mother	Jane	Fishhead	<a href="#">View</a>
<input type="checkbox"/>	Secondary	Friend	Bob	Fishy	<a href="#">View</a>
- Contact Information:** A form for editing a contact. It includes fields for "First Name" (Jane), "Last Name" (Fishhead), "Contact Type" (Primary), and "Relationship" (Mother). There are "Update" and "Cancel" buttons. Below these are sections for "Phone Numbers" (Home, Work, Cell), "Email Addresses" (Home, Work), "Address" (Street, City, State, Zip, Country), and "Notes".

## Activity

Required Information for All Dates: Activity - See guidelines section below for additional requirements.

### Buttons and Links:

[Back to Observer Search](#): Links back to the Observer Search web page

Update: Saves all changes

Cancel: Refreshes the page without saving changes

Month/Year: Displays activity for the selected month and year

Prev: Displays activity for the previous month

Next: Displays activity for the next month

Copy Prev: Copies the information from the previous line onto the current line

### Additional Information:

Activity information should be updated on at least a weekly basis. Monthly activity needs to be fully completed by the 2nd of each month for the preceding month. If you anticipate being at sea when your activity is due, complete your activity before departing on your trip.

When the Activity page is first loaded, the default is to display your activity for the current month. Each day of the month is listed in chronological order from the top to the bottom of the screen

Delete	Date	Activity	Vessel	Port	Travel Status
	03/1/2009		SELECT VESSEL NAME		
	03/2/2009		SELECT VESSEL NAME		Copy Prev
	03/3/2009		SELECT VESSEL NAME		Copy Prev
	03/4/2009		SELECT VESSEL NAME		Copy Prev
	03/5/2009		SELECT VESSEL NAME		Copy Prev
	03/6/2009		SELECT VESSEL NAME		Copy Prev
	03/7/2009		SELECT VESSEL NAME		Copy Prev
	03/8/2009		SELECT VESSEL NAME		Copy Prev
	03/9/2009		SELECT VESSEL NAME		Copy Prev
	03/10/2009		SELECT VESSEL NAME		Copy Prev
	03/11/2009		SELECT VESSEL NAME		Copy Prev
	03/12/2009		SELECT VESSEL NAME		Copy Prev
	03/13/2009		SELECT VESSEL NAME		Copy Prev
	03/14/2009		SELECT VESSEL NAME		Copy Prev
	03/15/2009		SELECT VESSEL NAME		Copy Prev
	03/16/2009		SELECT VESSEL NAME		Copy Prev
	03/17/2009		SELECT VESSEL NAME		Copy Prev
	03/18/2009		SELECT VESSEL NAME		Copy Prev
	03/19/2009		SELECT VESSEL NAME		Copy Prev
	03/20/2009		SELECT VESSEL NAME		Copy Prev

## Guidelines for Entering Activity Information:

### *At Sea and Observed Days*

1. Required information: Activity, Vessel and Port
2. All At Sea and Observed days need to be associated with a port.
  - Enter a port even for days when you are on the water and have no contact with land.
  - Use the departure port for all sea days even if the fish is landed in a different port.
3. An Observed day is defined as any day you are onboard a vessel and fishing gear is set or hauled.
4. An At Sea day is defined as any day you are onboard a vessel and there is no fishing activity.
5. Sometimes you will have an At Sea day on one vessel and an Observed day on another vessel on exactly the same date. In this case, you only need to enter the activity with the highest priority. The priorities for At Sea and Observed days are listed as follows:
  - 1st priority: Limited entry trawl Observed days
  - 2nd priority: Limited entry fixed gear Observed days
  - 3rd priority: Open access Observed days
  - 4th priority: Limited entry trawl At Sea days
  - 5th priority: Limited entry fixed gear At Sea days
  - 6th priority: Open access At Sea days

6. At Sea and Observed days should always be recorded in lieu of any other activity that you may have had on a given day.

### **Standby Days**

1. Required information: Activity and Port
2. Enter the home port you are based out of or your temporary port assignment if you are on travel.
3. Do not enter a vessel as you are likely covering more than one vessel.

### **Briefing, Debriefing, Meeting and Training Days**

1. Required information: Activity and Port (if applicable)
2. If the activity takes place in a port location, enter the port as well as the activity.
3. A Debriefing day is any day that you are debriefed by your debriefer or coordinator.

### **Vacation and Unpaid Leave Days**

1. Required information: Activity

### **Travel Days**

1. Required information: Activity, Travel Status and Port (if applicable)
2. If you are traveling to a port location, enter the port you are traveling to as well as the activity.
3. A Travel day is defined as any day where the focus is on driving, flying etc. to a meeting or port where you will be staying overnight.

### **Travel Status**

1. The Travel Status column is used to track days you are eligible for per diem.
2. For days you are eligible for per diem (as per the rules provided to you by Alaskan Observers Inc.), select “Y” in the Travel Status column.
3. Usually, being eligible for per diem is triggered by overnight travel away from your homeport just prior to boarding a vessel or just after departing a vessel.

### **Activity Codes Defined**

#### **At-sea Coding**

1. At-sea (Longline): Use for days when you are steaming to and from the grounds AND no gear is hauled on a limited entry long liner.
2. At-sea (pot): Use for days when you are steaming to and from the grounds AND no gear is hauled on a limited entry pot vessel.
3. At-sea (trawl): Use for days when you are steaming to and from the grounds AND no gear is hauled on a limited entry trawler
4. At-sea (open access): Use for days when you are steaming to and from the grounds AND no gear is hauled on an open access vessel using any type of gear.

#### **Observed Coding**

1. Observed (Longline): Use for days when the vessel is fishing AND you are collecting data on a limited entry long liner.

2. Observed (pot): Use for days when the vessel is fishing AND you are collecting data on a limited entry pot vessel.
3. Observer (trawl): Use for days when the vessel is fishing AND you are collecting data on a limited entry trawler.
4. Observed (open access): Use for days when the vessel is fishing AND you are collecting data on an open access vessel using any type of gear.

#### **Land Day Coding**

1. Briefing: Use for the annual observer briefing only.
2. Debriefing: Use for days that you complete the “interview” with your debriefer.
3. Meeting: Use for attending observer program meetings, other than debriefings, trainings, or coordination purposes.
4. Standby: Use for days when you are available for work and/or conducting onshore duties.
5. Training: Use for the new observer training course or returners training course only.
6. Travel: Use when you have been directed to travel to a different port group and stayed away from your homeport overnight.
7. Vacation: Use for paid vacation days only.
8. Unpaid Leave: Use for unpaid vacation days only.

## Communication Log

**Required Information:** Not required for Catch share observers. If used, include: date, vessel, contact and a note

### Buttons and Links

**Back to Observer Search:** Links back to the Observer Search web page

**Update:** Saves all changes

**Cancel:** Refreshes the page without saving changes

**Search by Month/Year:** Displays communications for the selected month and year

**Search by Range:** Displays communications for the selected date range

**Notes:** Displays a large pop up box for entering note information

### Additional Information

When the Communication Log page is first loaded, the default is to display all your communications for the current month in chronological order.

Sixty days after a vessel communication is first entered, the information about the communication will become read only and cannot be edited.

The screenshot shows a web application interface for the Communication Log. At the top, there is a navigation bar with tabs: Observer, Emergency Contacts, Activity, Observer Comm Log (selected), and Position History. Below the navigation bar are three buttons: Back to Observer Search, Update, and Cancel. The main form area includes a search section with a Month dropdown set to 'MAR' and a Year dropdown set to '2009'. There are two search options: 'Search by MON/YR' and 'Search by Range'. Below the search options, there are Start Date and End Date fields with calendar icons. A message states: 'Communication entries older than 60 days cannot be edited.' The main data area is titled 'Communications' and contains a table with columns: Delete, Date, Category, Vessel, Contact, and Note. The table has four rows, each with a 'Delete' button, a 'Date' field with a calendar icon, a 'Category' dropdown, a 'Vessel' dropdown with the text 'SELECT VESSEL NAME', a 'Contact' dropdown, and a 'Note' field with a vertical scrollbar. The table is currently empty.

## Observer Contact List

### Buttons and Links

[Export to Excel](#): Opens a File Download dialog box which allows you to select a directory and save the data as an Excel file

Close: Closes the Observer Contact List

Headers: Selecting a blue column header will sort the contact list by the selected column

[Export to Excel](#)

Close

Observer Contact List						
<a href="#">First Name</a>	<a href="#">Last Name</a>	Home Phone	Cell Phone	EPIRB	Email	Address
Kris	Fishhead	(888) 777-9999	(333) 555-8899	ADCE023D2D41401	Fishy@ internet.com	345 Sea Bird Ave, Santa Barbara , CA 99999
Kristen	Moynihn					
John	Vader		(777) 111-7333	ADCE02358D41001	wildman@ aol.com	123 E. Street, Crescent City, CA 95531

## Evaluation Module

The Evaluation Module provides access to the written evaluations that observers receive at the end of each debriefing period. The module also contains a list of the trips covered during the evaluation period, a sampling summary for each vessel covered and a list of all species ID forms completed.

### Web Page Hierarchy

- Evaluation Search
  - Evaluation Trips
  - Evaluation Notes
  - Observed Vessels
    - Sampling Summary
  - Species ID Forms

## Evaluation Search

### Buttons and Links

**Search:** Searches for evaluations based on name, status, start date or end date. Searches can be based on either single or multiple criteria.

**Reset:** Refreshes the page and clears the last search

**Add New:** Used by debriefers to create new evaluations

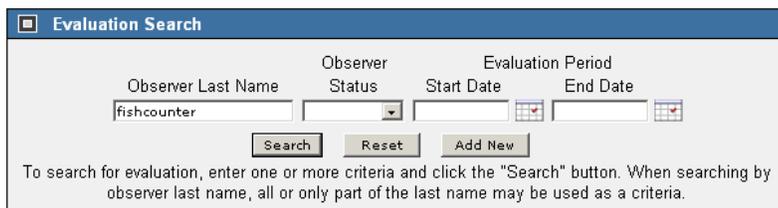
**View:** Links to the Evaluation web page for the selected evaluation

**Headers:** Selecting a column header will sort the evaluation list by the selected column

### Additional Information

Evaluations can be searched for using only part of an Observer Last Name. For example, running a search by typing the letter “a” in the Last Name field will return all observers with a last name that starts with the letter “a”.

Searching by Status will return evaluations for either all active or all non-active observers. As an observer, searching for all active observers will only return your evaluations.



<a href="#">Observer First Name</a>	<a href="#">Observer Last Name</a>	<a href="#">Evaluation Period Start Date</a>	<a href="#">End Date</a>	<a href="#">Evaluation Status</a>	<a href="#">Detail</a>
Lisa	Fishcounter	01-JAN-01	20-FEB-03	Signed	<a href="#">View</a>
Lisa	Fishcounter	01-JAN-02	31-DEC-02	Signed	<a href="#">View</a>
Lisa	Fishcounter	01-JAN-03	28-FEB-03	New	<a href="#">View</a>
Lisa	Fishcounter	01-JAN-03	28-FEB-03	Available	<a href="#">View</a>

## Evaluation

The Evaluation page lists all trips that you covered during the evaluation period. If the Include check box contains a mark, your debriefer has included the trip as part of the evaluation.

### Buttons and Links

[Back to Evaluation Search](#): Links back to the Evaluation Search web page

Evaluation   Evaluation Notes   Observed Vessels   Species ID Forms

[Back to Evaluation Search](#)

**Evaluation Period**

Observer   Lisa Fishcounter   Start Date   01/01/2001  
Evaluation Status   Signed   End Date   02/20/2003

<input type="checkbox"/> Observed Trips	Include	Trip	Program	Vessel	Departure Date	Return Date
	<input checked="" type="checkbox"/>	170163552	Open Access	Pacific Star	05/19/2002	05/19/2002
	<input type="checkbox"/>	173104140	Open Access	Pacific Star	05/24/2002	05/26/2002
	<input checked="" type="checkbox"/>	174095759	Limited Entry	Very Large Name	06/11/2002	06/14/2002
	<input type="checkbox"/>	220172429	Open Access	Curly	07/02/2002	07/02/2002
	<input type="checkbox"/>	223163652	Open Access	Alicia II	07/04/2002	07/04/2002
	<input type="checkbox"/>	223171837	Open Access	Curly	07/05/2002	07/05/2002
	<input type="checkbox"/>	223182640	Open Access	Curly	07/06/2002	07/06/2002

## Evaluation Notes

The Evaluation Notes web page displays evaluation notes from your debriefer and field coordinator for the evaluation period. Observers are evaluated in the following eight areas: sampling procedures, sampling size, species identification, attitude/reliability/flexibility, data forms, calculations, logbook and communications.

### Buttons and Links

[Back to Evaluation Search](#): Links back to the Evaluation Search web page

[Full Evaluation](#): Displays all of evaluation notes as a single page report

[Signature](#): Click the Signature button to acknowledge that you have read your evaluation

[Notes](#): Displays the evaluation note in a large pop up box

### Additional Information

If you would like a paper copy of your evaluation, click on the [Full Evaluation](#) link and print out the resulting report.

The screenshot displays the 'Evaluation Information' web page. At the top, it shows 'Observer Lisa Fishcounter', 'Eval Status Available', 'Start Date 01/01/2003', and 'End Date 02/28/2003'. Below this are navigation tabs: 'Evaluation', 'Evaluation Notes', 'Observed Vessels', and 'Species ID Forms'. A 'Signature' button is visible. The main content area shows a table of evaluation notes:

Topic	Debriefed	Debriefed By
Attitude/Reliability/Flexibility	Yes	Kristen Moynihan
Calculations	Yes	Kristen Moynihan

Two notes are displayed in a pop-up box:

- Topic: Attitude/Reliability/Flexibility. Note: Lisa loves going out on a really small boats.
- Topic: Calculations. Note: Lisa needs to practice her multiplication tables.

Each note has a 'Notes' link next to it.

## Observed Vessels

### Vessels

The Observed Vessels page displays a list of all the vessels you have covered during the evaluation period. If the vessel uses more than one gear type, the vessel will be listed for each gear type used. The sampling summary information is calculated by gear type.

#### Buttons and Links

[Back to Evaluation Search](#): Links back to the Evaluation Search web page

[View](#): Displays the sampling summary report for the vessel and gear type



**Evaluation Information**

Observer Lisa Fishcounter  
Eval Status Signed

Start Date 01/01/2001  
End Date 02/20/2003

[Evaluation](#) [Evaluation Notes](#) [Observed Vessels](#) [Species ID Forms](#)

[Back to Evaluation Search](#)

Observed Vessels							
Vessel	Coast Guard#	State Reg#	Vessel Type	Vessel Size	Sets/ Hauls	Gear Type	Detail
Pacific Star	658354			36.6 FT	9	7	<a href="#">View</a>
Sea Clipper	553396			82.2 FT	8	2	<a href="#">View</a>
Very Large Name	537606			50.1 FT	6	2	<a href="#">View</a>

## Sampling Summary

The Sampling Summary page displays a summary of sample methods and sample sizes for the selected vessel and gear type. Sampling information is calculated for the following areas: OTC, Retained Catch, Discarded Catch, Retained Species Compositions, Discarded Species Compositions, Priority Biospecimens and Other Biospecimens.

The left side of the page displays summary information for all trips for the selected vessel that are included as part of the current evaluation. The right side of the page displays summary information for all other trips on the selected vessel and does not include any trips that are part of the current evaluation.

### Buttons and Links

[Back to Observed Vessels](#): Links back to the Observed Vessels web page

**Evaluation Information**

Observer Lisa Fishcounter  
Eval Status Signed
Start Date 01/01/2001  
End Date 02/20/2003

[Sampling Summary](#)

[Back to Observed Vessels](#)

<b>Vessel</b>	Sea Clipper	<b>Vessel Size</b>	82.2 FT	<b>Trips</b>	1	<b>Eval Trips</b>	5
<b>Coast Guard #</b>	553396	<b>Gear Type</b>	2	<b>Hauls/sets</b>	8	<b>All Other Trips</b>	44
<b>State Reg #</b>		<b>Vessel Type</b>	Trawler				
<b>Weights are in:</b>	LB						

Sampling Summary								
OTC Summary								
Weight	Evaluation Trips				All Other Trips			
Method	Count	MIN WT	MAX WT	AVG WT	Count	MIN WT	MAX WT	AVG WT
1	0				1	428	428	428
2	8	5018	15484	8532	26	1956	14733	8063
4	0				10	0	10800	1942
6	0				2	3433	4518	3976
11	0				5	431	2752	1287

Retained Catch Summary								
Weight	Evaluation Trips				All Other Trips			
Method	Count	MIN WT	MAX WT	AVG WT	Count	MIN WT	MAX WT	AVG WT
1	12	9	284	125	20	9	792	125
3	8	1119	4878	2387	3	542	1934	1372
4	0				2	50	150	100
7	10	25	600	325	81	5	4000	641

## Species ID Forms

The Species ID Form web page displays a list of species encountered during species composition sampling. The list can be filtered to display only fish from the current evaluation period or all fish ever encountered.

Eval Species: All species encountered during the evaluation period with or without a completed species id form

Eval Species – No Form: All species encountered during the evaluation period without a completed species id form.

### Buttons and Links

[Back to Evaluation Search](#): Links back to the Evaluation Search web page

Species ID Forms: Displays species encountered

### List Options

All Species: All species ever encountered with or without a completed id form

All Species – No Form: All species ever encountered without a completed id form



**Evaluation Information**

Observer Lisa Fishcounter  
Eval Status Available

Start Date 01/01/2003  
End Date 02/28/2003

[Evaluation](#) [Evaluation Notes](#) [Observed Vessels](#) [Species ID Forms](#)

[Back to Evaluation Search](#)

Species ID Forms

Code	Common Name	Scientific Name	Tracking Date	Completed
55	Anemone, Unid.	Actinaria		
23	Anemone, White	Metridium		
475	Bass, Barred Sand	Paralabrax nebulifer		
481	Bass, White Sea	Cynoscion nobilis	02/09/2005	
688	Butterfish, Pacific	Peprilus simillimus	02/09/2005	
689	Cabezon	Scorpaenichthys marmoratus		
690	Combfish, Longspine	Zaniolepis latipinnis	02/09/2005	
32	Corals, Unid.	Scleractinia	04/30/2004	
5	Crab, Armored Box	Musia gaudichaudi	04/30/2004	
39	Crab, Decorator unid.	Decorator crab unid.		
12	Crab, Dungeness	Cancer magister	02/09/2005	
15	Crab, Hermit unid.	Paguridae		
17	Crab, Paralomis multispina	Paralomis multispina		
9	Crab, Red rock	Cancer productus		

## Vessel Module

The Vessel Module contains data on the vessels observed by the WCGOP. Basic information about the vessel as well as contact information, photos, and observer communications with the vessel are available.

### Web Page Hierarchy

- Vessel Search
  - Vessel
  - Vessel Photos
  - Communication Log
  - Sampling Summary
- Vessel Contacts

## Vessel Search

The Vessel Search page is used to search the database for vessels.

### Buttons and Links

**Search:** Searches for vessels based on the criteria entered into the vessel name, coast guard number, state registration number, port, state or vessel type fields. Multiple criteria can be entered to narrow the search results.

**Reset:** Refreshes the page and clears the last search

**View:** Links to the Vessel page for the selected vessel

**Headers:** Selecting a column header will sort the vessel list by the selected column

### Additional Information

Vessels can be searched for using only part of a Vessel Name. For example, running a search by typing the letter “a” in the Vessel Name field will return all vessels that begin with the letter “a”.

The screenshot shows the 'Vessel Search' interface. At the top, there are two tabs: 'Vessel Search' (active) and 'Vessel Contacts'. Below the tabs is a search form with the following fields: 'Vessel' (containing 'd'), 'Coast Guard #' (empty), 'State Reg #' (empty), 'Home Port' (dropdown menu), 'State' (dropdown menu), and 'Vessel Type' (dropdown menu). There are 'Search' and 'Reset' buttons. Below the form is a text box: 'To search for Vessels, enter one or more criteria and click the "Search" button. When searching by vessel name, all or only part of the name may be used as a criteria.'

Below the search form is a table titled 'Vessels' with the following data:

Vessel	Coast Guard #	State Reg #	Home Port	Vessel Type	State	Detail
Daisy Marie		CF3690HW	GOLD BEACH		OR	<a href="#">View</a>
Dancin Bear	516532		CRESCENT CITY		CA	<a href="#">View</a>
Dandy Bill	585095		CRESCENT CITY	Trawler	CA	<a href="#">View</a>
Daphne	245872		CRESCENT CITY	Trawler	CA	<a href="#">View</a>
Darci Lea		OR9UX	PORT ORFORD		OR	<a href="#">View</a>

## Vessel

### Buttons and Links

[Back to Vessel Search](#): Links back to the Vessel Search web page

### Vessel Information

Vessel | Vessel Photos | Communication Log | Sample Summary

[Back to Vessel Search](#) | Update | Cancel

Vessel Name	Blue Dragon	Coast Guard Id #	100004
Vessel Type	Trawler	State Registration #	
Home Port	CRESCENT CITY	Safety Decal Expiration Date	
Vessel Length	50 FT		

Notes

The Blue Dragon has a large sampling area.

## Vessel Photos

The Vessel Photos web page displays photos of vessel exteriors, decks, cabins and gear. Photos are not available for all vessels.

### Buttons and Links

[Back to Vessel Search](#): Links back to the Vessel Search web page

Select Photo: Select a photo description to view one of the vessel photos

### Vessel Information

	Vessel Name: Blue Dragon Home Port: CRESCENT CITY	Coast Guard Id #: 100004 State Registration:
---	--	---

[Vessel](#) [Vessel Photos](#) [Communication Log](#) [Sample Summary](#)

[Back to Vessel Search](#)

Select Photo



## Communication Log

### Buttons and Links

[Back to Vessel Search](#): Links back to the Vessel Search web page

Search by Month/Year: Displays communications for the selected month and year

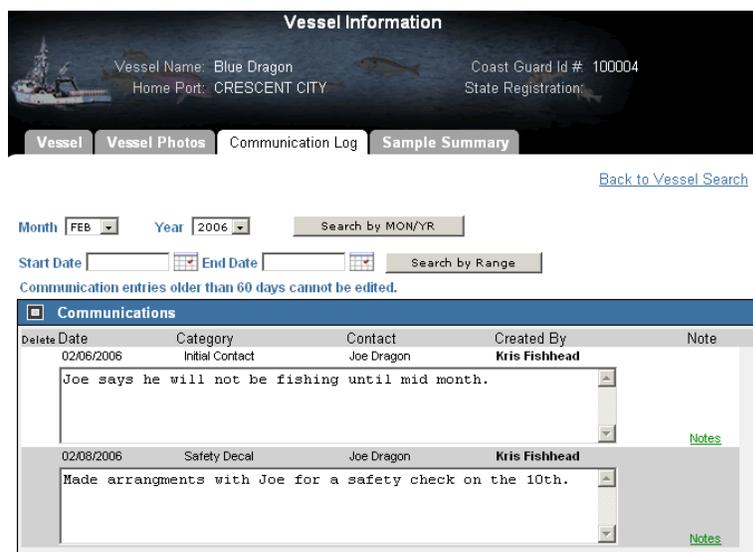
Search by Range: Displays communications for the selected date range

[Notes](#): Displays a large pop up box for entering note information

### Additional Information

The vessel Communication Log web page displays notes from observers and staff about their conversations with vessel personnel concerning initial contact with the vessel, safety decals and other items. The Communication Log page in the Vessel Module is very similar to the Communication Log page located in the Observer Module. The main difference is that in the Vessel Module all communications for the vessel are displayed regardless of which observer or staff member entered the information. In the Observer Module, observers only have access to communication data that they have entered personally.

When the Communication Log page is first loaded, the default is to display all communications for the selected vessel for the current month in chronological order.



The screenshot displays the 'Vessel Information' page for the vessel 'Blue Dragon'. The page includes a header with vessel details: Vessel Name: Blue Dragon, Home Port: CRESCENT CITY, Coast Guard Id #: 100004, and State Registration. Below the header are navigation tabs for 'Vessel', 'Vessel Photos', 'Communication Log', and 'Sample Summary'. A search interface is present with dropdowns for 'Month' (FEB) and 'Year' (2006), and a 'Search by MON/YR' button. There are also 'Start Date' and 'End Date' fields with a 'Search by Range' button. A message states 'Communication entries older than 60 days cannot be edited.' The main section is titled 'Communications' and contains a table with columns: Delete, Date, Category, Contact, Created By, and Note. Two entries are visible:

Delete	Date	Category	Contact	Created By	Note
	02/06/2006	Initial Contact	Joe Dragon	Kris Fishhead	Joe says he will not be fishing until mid month.
	02/08/2006	Safety Decal	Joe Dragon	Kris Fishhead	Made arrangements with Joe for a safety check on the 10th.

## Sampling Summary

The Sampling Summary page displays a summary of sample methods and sample sizes for the selected gear type. Sampling information is calculated for the following areas: OTC, Retained Catch, Discarded Catch, Retained Species Compositions, Discarded Species Compositions, Priority Biospecimens and Other Biospecimens.

### Buttons and Links

[Back to Vessel Search](#): Links back to the Vessel Search web page

Gear Type: Select a gear type to view the sampling summary for that gear

### Vessel Information

Vessel Name: Blue Dragon  
Coast Guard Id#: 100004

Home Port: CRESCENT CITY  
State Registration:

Vessel
Vessel Photos
Communication Log
Sample Summary

[Back to Vessel Search](#)

Gear Type

Trips: 1 Haul/Sets: 2 Weights are in: LB

Sampling Summary				
OTC Summary				
Wt Meth	Count	MIN WT	MAX WT	AVG WT
1	2	100	200	150
Retained Catch Summary				
Wt Meth	Count	MIN WT	MAX WT	AVG WT
No Records Found				
Discarded Catch Summary				
Wt Meth	Count	MIN WT	MAX WT	AVG WT
1	3	10	30	20
Retained Species Composition Summary				
Wt Meth	Count	MIN WT	MAX WT	AVG WT
No Records Found				

## Vessel Contacts

The Vessel Contacts web page displays contact information for vessel skippers, owners and crew members.

### Buttons and Links

**A - Z:** Displays a list of all contacts with a last name that starts with the selected letter

**Vessel Contact Report:** Displays a list of contact information for all vessels which can be exported to Excel

**Notes:** Displays a pop up box with notes for the vessel contact

**Vessels:** Displays the list of vessels that the contact is associated with

**Headers:** Selecting a column header will sort the contacts by the selected column

### Additional Information

It is the responsibility of the lead observers and field coordinators to keep the vessel contact information up-to-date. If you have a skipper who needs to be added to the database, please email the lead observer for your port group with the skipper's name, phone number and vessel (include the vessel number as there may be several vessels that have the same name). The Database manager will then add the information to the system.

The screenshot shows the 'Vessel Contacts' web page. At the top, there are search filters for 'Vessel', 'Coast Guard #', and 'State Reg #' with a 'Search' button and a 'Reset' button. Below the filters is a navigation bar with letters A-Z and an 'Add New' link. The main content area is titled 'Contacts' and contains a table with columns for License #, First Name, Last Name, Home Phone, Cell Phone, and Work Phone. Two contacts are listed: Joe Smith and Jim Smith, both with a Home Phone of (555)555-5555. Each contact has a 'Notes' and 'Vessel' link.

License #	First Name	Last Name	Home Phone	Cell Phone	Work Phone	
	Joe	Smith	(555)555-5555			<a href="#">Notes</a> <a href="#">Vesse</a>
	Jim	Smith		(555)555-5555		<a href="#">Notes</a> <a href="#">Vesse</a>

## Vessel Contact Report

### Buttons and Links

[Export to Excel](#): Opens a File Download dialog box which allows you to select a directory and save the data as an Excel file

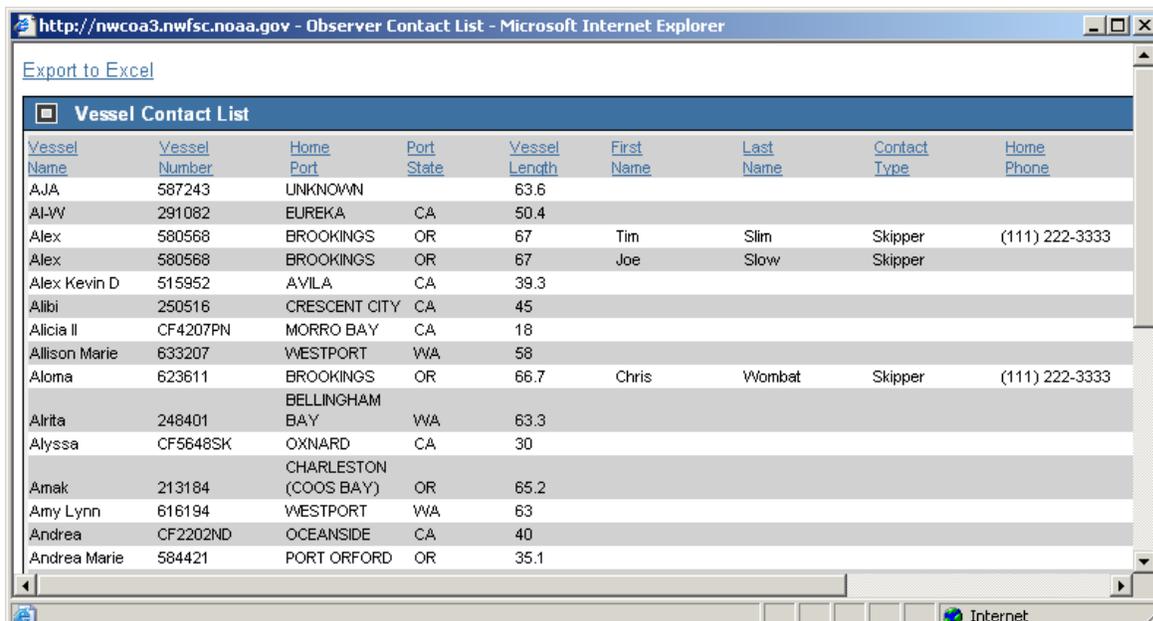
Close: Closes the Vessel Contact Report

Headers: Selecting a blue column header will sort the contact list by the selected column

### Additional Information

If a skipper has worked on multiple vessels, his name will show up next to each vessel he has worked on. If no contact information has been entered for a vessel, there will not be any names listed next to the vessel.

The page is very wide. You may need to expand the page to see all the columns and to access the vertical scroll bar.



<a href="#">Vessel Name</a>	<a href="#">Vessel Number</a>	<a href="#">Home Port</a>	<a href="#">Port State</a>	<a href="#">Vessel Length</a>	<a href="#">First Name</a>	<a href="#">Last Name</a>	<a href="#">Contact Type</a>	<a href="#">Home Phone</a>
AJA	587243	UNKNOWN		63.6				
AI-W	291082	EUREKA	CA	50.4				
Alex	580568	BROOKINGS	OR	67	Tim	Slim	Skipper	(111) 222-3333
Alex	580568	BROOKINGS	OR	67	Joe	Slow	Skipper	
Alex Kevin D	515952	AVILA	CA	39.3				
Alibi	250516	CRESCENT CITY	CA	45				
Alicia II	CF4207PN	MORRO BAY	CA	18				
Allison Marie	633207	WESTPORT	WA	58				
Aloma	623611	BROOKINGS	OR	66.7	Chris	Wombat	Skipper	(111) 222-3333
Alrita	248401	BELLINGHAM BAY	WA	63.3				
Alyssa	CF5648SK	OXNARD	CA	30				
Amak	213184	CHARLESTON (COOS BAY)	OR	65.2				
Amy Lynn	616194	WESTPORT	WA	63				
Andrea	CF2202ND	OCEANSIDE	CA	40				
Andrea Marie	584421	PORT ORFORD	OR	35.1				

## Vessel Selection Module

The Vessel Selection Module contains data on the permits and vessels selected by the WCGOP for coverage within a given cycle. Information about the vessel as well as contact information, permits and coverage status of the vessel are available.

## Web Page Hierarchy

### Vessel Selection Search

- Vessel Selection
- Selection History

## Vessel Selection Search

The Vessel Selection Search page is used to search the database for vessels selected for a specific fishery.

### Buttons and Links

**Search:** Searches for vessels based on the criteria entered into the vessel name, coast guard number, state registration number, port, state, vessel type, fishery, year, cycle or period fields. Multiple criteria can be entered to narrow the search results.

**Reset:** Refreshes the page and clears the last search.

**View:** Links to the Vessel Selection History page for the selected vessel.

**Headers:** Selecting a column header will sort the vessel list by the selected column.

### Additional Information:

Vessels can be searched for using only part of a Vessel Name. For example, running a search by typing the letter “a” in the Vessel Name field will return all vessels that begin with the letter “a”.

The screenshot displays the 'Vessel Selection' search interface. It includes a search form with fields for Vessel, Coast Guard #, State Reg #, Permit #, License #, Fishery (Limited Entry Sablefish), Year (2012), Cycle, Months, Period, Port Group, and State. Below the form is a table titled 'Selected Permit/License' with columns for Fishery, Cycle, Period, Months, Port Group, Vessel/Fisher, Permit/License #, and actions (View, Update-N/A, Transfer-N/A).

Fishery	Cycle	Period	Months	Port Group	Vessel/Fisher	Permit/License #	View	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	AT	AUGUSTINE(635397)	GF0411	<a href="#">View</a>	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	SF	SMEAGOL(583477)	GF0881	<a href="#">View</a>	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	AT	EVENING STAR(15550)	GF0033	<a href="#">View</a>	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	AT	CAROL H(225374)	GF0491	<a href="#">View</a>	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	AT	AUGUSTINE(615397)	GF0130	<a href="#">View</a>	Update-N/A	Transfer-N/A
Limited Entry Sablefish	7	1	01-APR-13 31-OCT-13	AT	BLUE CHRIS(13937)	GF0548	<a href="#">View</a>	Update-N/A	Transfer-N/A

## Selection History

### Buttons and Links:

**Selection Report:** Displays all queried vessels in a separate window

**Back to Selection History Search:** Links back to the Vessel Selection Search web page

**Export to Excel:** Displays all queried vessels in a separate window

### Additional Information:

There is a hyperlink in the vessel name that links back to the Vessel Search tab. Click on the name of the vessel and it will display the vessel and all the current contact information.

The screenshot shows the 'Selection Information' page for Vessel CAPTAIN RALEIGH (528154). The page includes a sidebar with navigation links, a top navigation bar with fishery details, and a main content area with vessel information and a selection event history table.

**Selection Information**  
 Fishery WA Pink Shrimp Cycle 1 Period 1 01-APR-10 - 30-APR-10  
 Port Group Astoria Coverage Area Status Active -

**Vessel Information:**  
 Vessel: CAPTAIN RALEIGH (528154) Fisher  
 Permit #: 57604 License #  
 Permit Type: WA Pink Shrimp Endorsement  
 Sablefish Tier Endorsement

**Selection Event History**

Event	Date	Vessel Name	Recipient Name	Mailing Address	Agency	Status
Original Selection	24-FEB-10	<a href="#">CAPTAIN RALEIGH (528154)</a>			OR	Completed

[Back to Selection History Search](#)

## Waiver Module

Periodically the WCGOP is unable to place an observer on a selected vessel for a specific trip or coverage period due to observer illness, lack of enough observers in a specific port at a specific time, or vessel safety issues. When the WCGOP is unable to cover a fishing trip, the vessel is issued a waiver that allows them to fish without an observer being onboard. Only field coordinators or specific lead observers are allowed to issue waivers to a vessel.

## Web Page Hierarchy

Waiver Search

- Waiver

## Waiver Search

The Waiver Search page provides the ability to search for existing waivers.

### Buttons and Links

**Search:** Searches for waivers based on the criteria entered into the Vessel Name, Issued By, Issue Start Date, Issue End Date, Fishery, Permit/License, Waiver Type or Waiver Reason fields. Multiple criteria can be entered to narrow the search results.

**Reset:** Refreshes the page and clears the last search

**View:** Links to the Waiver page for the selected waiver

**Headers:** Selecting a column header will sort the waiver list by the selected column

### Additional Information:

Waivers can be searched for using only part of a Vessel Name. For example, running a search by typing the letter “a” in the Vessel Name field will return all waivers for all vessels that begin with the letter “a”.

Waivers that fall within a date range can be searched for by specifying both an Issue Start Date and an Issue End Date.

#### Waiver Search

Vessel	<input type="text"/>	Waiver Type	<input type="text"/>
Issued By	<input type="text"/>	Waiver Reason	<input type="text"/>
Issue Start Date	<input type="text"/>	Fishery	<input type="text"/>
Issue End Date	<input type="text"/>	Permit/License	<input type="text"/>
Waiver ID	<input type="text"/>	Landing Port	<input type="text"/>

To search for Waivers enter one or more criteria and click the Search button. When searching by vessel or user name, all or only part of the name may be used as a criteria.

#### Waivers

Waiver ID	Vessel	Issued By	Issued Date	Waiver Type	Waiver Reason	Detail
-----------	--------	-----------	-------------	-------------	---------------	--------

## Waiver

### Buttons and Links:

[Back to Waiver Search](#): Links back to the Waiver Search web page

Waiver

[Back to Waiver Search](#)

Vessel	Ahoy (CF6572SA)	Fishery	WC Open Access Fixed Gear
Waiver Type	Trip	Permit/License #	
Waiver Reason	Observer Availability	Issue Date	04/03/2008
Contact	Dave Bishop	Start Date	04/04/2008
		End Date	04/04/2008

Waiver entries older than 30 days cannot be edited.

Notes
Per Steve E's request

## Admin – Lookups Module

The purpose of the Admin - Lookups section of the application is primarily for the system administrator to be able to easily add new fish, ports, and catch categories to the database and to be able to update the selection lists for the numerous drop down boxes that appear throughout the application.

### Web Page Hierarchy

- Catch Categories
  - Species in Category
- Species
- Ports
- Lookups
- Selection Cycle

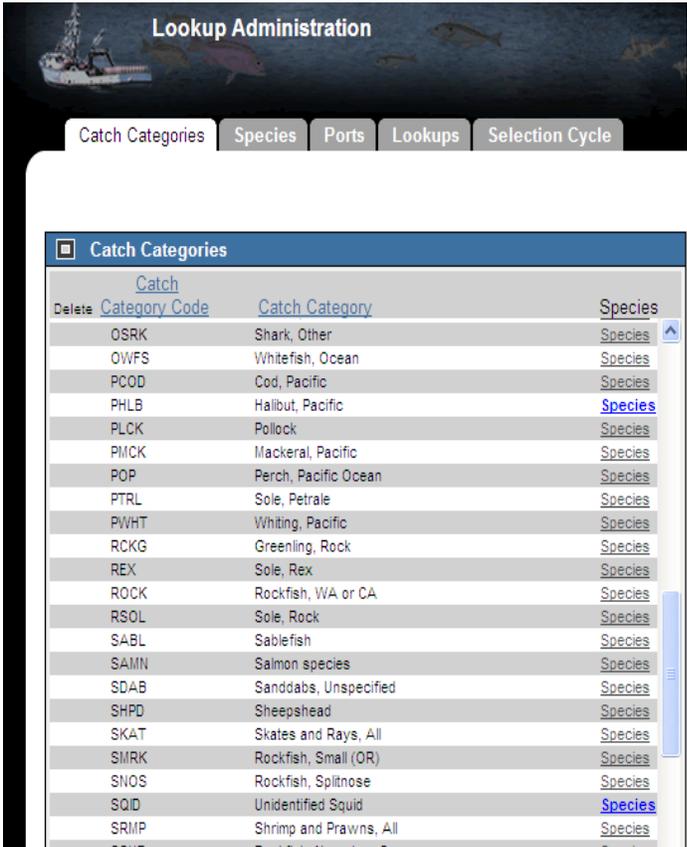
## Catch Categories

The Catch Categories web page displays a list of the catch categories and target strategies used by the WCGOP.

### Buttons and Links

**Species:** Displays a list of all species included in the catch category

**Headers:** Selecting a column header will sort the catch categories by the selected column



The screenshot shows the 'Lookup Administration' interface with a navigation bar containing 'Catch Categories', 'Species', 'Ports', 'Lookups', and 'Selection Cycle'. The 'Catch Categories' table is displayed with the following data:

Delete	Category Code	Catch Category	Species
	OSRK	Shark, Other	<a href="#">Species</a>
	OWFS	Whitefish, Ocean	<a href="#">Species</a>
	PCOD	Cod, Pacific	<a href="#">Species</a>
	PHLB	Hallbut, Pacific	<a href="#">Species</a>
	PLCK	Pollock	<a href="#">Species</a>
	PMCK	Mackerel, Pacific	<a href="#">Species</a>
	POP	Perch, Pacific Ocean	<a href="#">Species</a>
	PTRL	Sole, Petrale	<a href="#">Species</a>
	PWHT	Whiting, Pacific	<a href="#">Species</a>
	RCKG	Greenling, Rock	<a href="#">Species</a>
	REX	Sole, Rex	<a href="#">Species</a>
	ROCK	Rockfish, WA or CA	<a href="#">Species</a>
	RSOL	Sole, Rock	<a href="#">Species</a>
	SABL	Sablefish	<a href="#">Species</a>
	SAMN	Salmon species	<a href="#">Species</a>
	SDAB	Sanddabs, Unspecified	<a href="#">Species</a>
	SHPD	Sheepshead	<a href="#">Species</a>
	SKAT	Skates and Rays, All	<a href="#">Species</a>
	SMRK	Rockfish, Small (OR)	<a href="#">Species</a>
	SNOS	Rockfish, Splitnose	<a href="#">Species</a>
	SQID	Unidentified Squid	<a href="#">Species</a>
	SRMP	Shrimp and Prawns, All	<a href="#">Species</a>
	SPUN	Rockfish, Moonfish	<a href="#">Species</a>

## Species

The Species web page displays a list of the species encountered by WCGOP Observers.

### Buttons and Links

[A,B,C,D, etc.](#): Displays a list of all species with a common name that starts with the selected letter range

Headers: Selecting a column header will sort the species by the selected column

Catch Categories	Species	Ports	Lookups	Selection Cycle																							
<a href="#">A</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D</a>	<a href="#">E</a>	<a href="#">F</a>	<a href="#">G</a>	<a href="#">H</a>	<a href="#">I</a>	<a href="#">J</a>	<a href="#">K</a>	<a href="#">L</a>	<a href="#">M</a>	<a href="#">N</a>	<a href="#">O</a>	<a href="#">P</a>	<a href="#">Q</a>	<a href="#">R</a>	<a href="#">S</a>	<a href="#">T</a>	<a href="#">U</a>	<a href="#">V</a>	<a href="#">W</a>	<a href="#">X</a>	<a href="#">Y</a>	<a href="#">Z</a>		
Species																											
Delete	Common Name	Scientific Name	Species Code	RACE Code	PACFIN Code																						
	Ragfish	Icosteus aenigmaticus	280	22010																							
	Ratfish, Spotted	Hydrolagus coliei	99	710	RATF																						
	Ray, Bat Ray	Myliobatis californica	561		BTRY																						
	Ray, Pacific Electric	Torpedo californica	562	610																							
	Ray, Unid.	Myliobatoidea	563																								
	Ribbonfish, Unid.	Trachipteridae	564																								
	Rockfish, Aurora	Sebastes aurora	334	30090	ARRA																						
	Rockfish, Bank	Sebastes rufus	337	30575	BANK																						

## Ports

The Ports web page displays a list of the ports covered by the WCGOP.

### *Buttons and Links*

Headers: Selecting a column header will sort the ports by the selected column



Delete	Port	Port Code	Port Group	State
	ABERDEEN (GRAYS HARBOR)	GRH	Astoria Coverage Area	WA
	ALBION	ALB	Fort Bragg Coverage Area	CA
	ANACORTES	ANA	Bellingham Bay Coverage Area	WA
	ASTORIA /WARRENTON	AST	Astoria Coverage Area	OR
	AVILA	AVL	Morro Bay Coverage Area	CA
	BANDON	BDN	Coos Bay Coverage Area	OR
	BELLINGHAM BAY	BLL	Bellingham Bay Coverage Area	WA

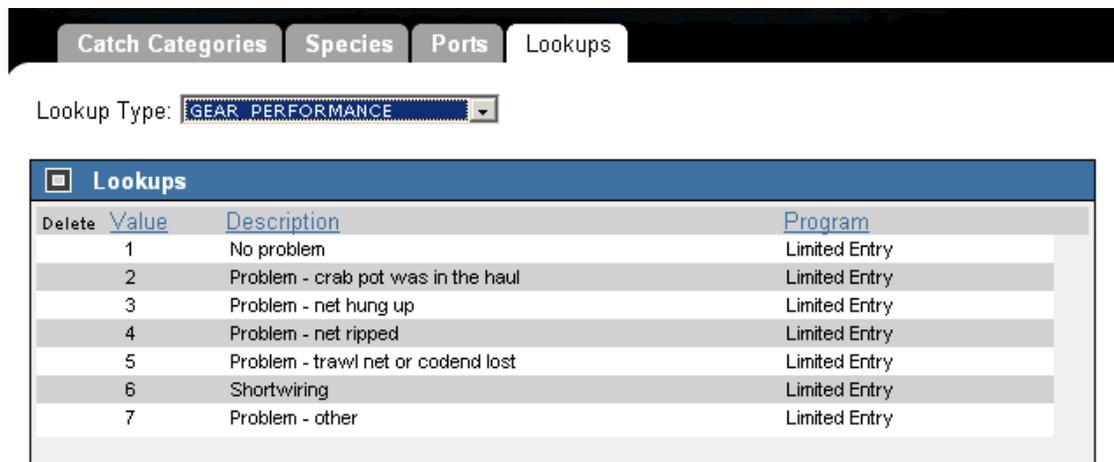
## Lookups

The Lookups web page displays lists of weight methods, dissection types, permit types etc. These lists are used through out the application to populate the drop down lists seen when entering data. Each item is displayed with a value and a description. Frequently only the values are displayed in the drop down boxes in the application. This page is useful for getting descriptions of items that are normally referred to only by letter or number codes.

### ***Buttons and Links:***

Lookup Type: Select a Lookup Type from the drop down box to view the values and descriptions for that lookup type

Headers: Selecting a column header will sort the lookup type by the selected column



Lookups

Lookup Type:

Delete	Value	Description	Program
	1	No problem	Limited Entry
	2	Problem - crab pot was in the haul	Limited Entry
	3	Problem - net hung up	Limited Entry
	4	Problem - net ripped	Limited Entry
	5	Problem - trawl net or codend lost	Limited Entry
	6	Shortwiring	Limited Entry
	7	Problem - other	Limited Entry

# Appendix A: WCGOP Website Diagram

