

WCGOP Database System

Introduction	13-3
<i>Programs and Roles</i>	13-3
System Requirements and Access	13-4
<i>System Requirements</i>	13-4
<i>Logging On</i>	13-5
<i>Changing Role</i>	13-7
<i>Timing Out</i>	13-7
Navigation	13-7
<i>Trip Navigation Tree</i>	13-8
<i>View and Back Links</i>	13-8
<i>Header Information</i>	13-8
Data Entry	13-8
<i>Basic Data Entry</i>	13-8
<i>Entering Dates</i>	13-9
<i>Entering Notes</i>	13-9
<i>Error Checks</i>	13-10
<i>Keypunch Checks</i>	13-10
Trip Module	13-11
<i>Web Page Hierarchy</i>	13-11
Trip Error Report	13-25
<i>Requirements</i>	13-25
<i>Running the Trip Error Report</i>	13-25
<i>Saving the Trip Error Report</i>	13-26
Trip Scans	13-27
<i>Trips Scan Procedure</i>	13-27
Sync/Upload	13-28
<i>Sync/Upload Procedure</i>	13-28
<i>Passwords in the offline system</i>	13-30

Evaluation Module	13-34
Observed Vessels	13-37
Vessel Module	13-40
Admin – Lookups Module	13-47
Appendix A: WCGOP Website Diagram	13-51



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

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
- Vessel Sampling Summary

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 Catch Shares- Lead

Observer, and Catch Shares - Observer.

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.

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.

Note: There is a compatibility issue between the database and the latest version of IE 10.x. If you have recently upgraded to IE 10.x, you will not be able to access previously entered trips.

You must run the database in compatibility mode. In order to run IE in compatibility mode, Click the little torn-in-half paper looking image, and then re-log in to the database. The

little torn-in-half paper looking image is up in the main url address bar, over to the right.

- 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

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

LOGIN SUCCESSFUL

You have the following Roles associated with your account, please select one and click continue

- Catch Shares - Lead Observer
- Catch Shares - Observer

Continue

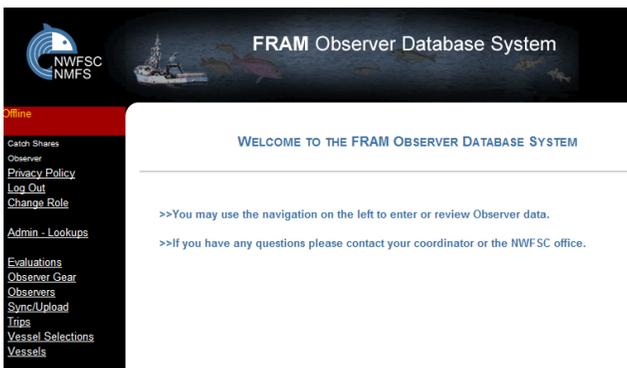
7. Click the Continue button

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.

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.



Figure 13-1: Module Link

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.

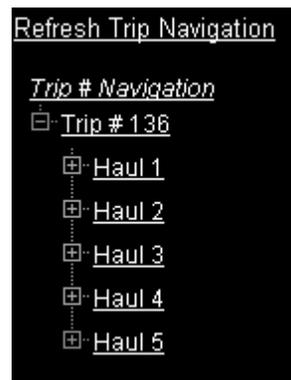
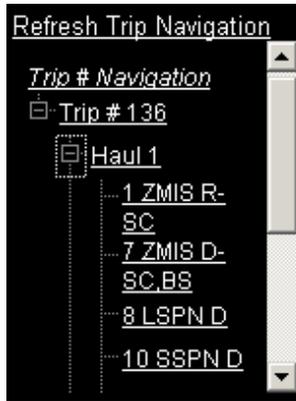


Figure 13-2: Trip Navigation Tree

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

- 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!***



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 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.

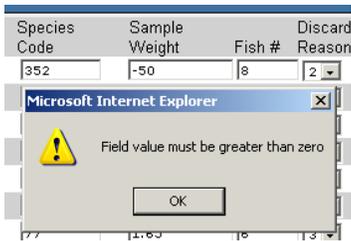
To use the pop up calendar, click the calendar icon that appears to the right of the date field. Use the drop down boxes at the top of the calendar to select the day, month, and year or click on the desired date on the calendar. Use drop down boxes at the bottom of the calendar to select the hour and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

Error Checks



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	Notes
<input type="checkbox"/>	Thornyhead, Shortspine thornyhead	350	52.9	80	2	Notes
<input type="checkbox"/>	Sablefish, Sablefish	203	1	1	7	Notes
<input type="checkbox"/>	Skate, Longnose	554	34	8	3	Notes
<input type="checkbox"/>	Hake, Pacific	206	1.25	2	3	Notes
<input type="checkbox"/>	Shark, Brown cat	68	9.95	12	3	Notes
<input type="checkbox"/>	Hagfish, Unid.	77	1.65	6	3	Notes
<input type="checkbox"/>	Grenadier, Pacific	83	7.05	10	3	Notes
<input type="checkbox"/>	Thornyhead, Longspine thornyhead	352	.3	1	7	Notes
			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	View
615	Caputo, N	Anna Marie	GF0662	573944		Open	05/25/2003 09:45	05/27/2003 02:00	View
666	Coplen, E	Anna Marie	GF0662	573944		Open	06/04/2003 01:00	06/05/2003 21:30	View
775	Roth, J	Anna Marie	GF0662	573944		Open	06/25/2003 07:00	06/26/2003 22:00	View
777	Roth, J	Anna Marie	GF0662	573944		Open	06/27/2003 04:30	06/27/2003 20:30	View
780	Roth, J	Anna Marie	GF0662	573944		Open	06/29/2003 04:30	06/29/2003 22:00	View
826	Caputo, N	Anna Marie	GF0662	573944		Open	06/07/2003 04:00	06/08/2003 22:00	View
							10/29/2002	11/01/2002	View

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

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. Note: Partial Trip is not used in Catch Shares and must be left in the default (F) for all trips.

Buttons and Link

Trip Errors: Runs the Trip Error Report

Update: Saves all changes

Cancel: Refreshes the page without saving changes

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: [Table with columns: Del, Permit/License Number] Vessel Logbook #: 1235
First Receiver: Albers Seafoods - CRESCENT CITY Observer Logbook #: 9854
Skipper: [Dropdown] # 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: [Text Area]

Fish Tickets

Del	Ticket Number	State Agency	Ticket Date
<input type="checkbox"/>	3923456	O	08/04/2014
<input type="checkbox"/>		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										
<input type="button" value="Update"/> <input type="button" value="Cancel"/>										
Weight 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	Notes	DetailActive
1	10	14			1	Select	Select	Select	Notes	View Delete
2	10	14			1	Select	Select	Select	Notes	View Delete
3		Select			Select	Select	Select	Select	Notes	
4		Select			Select	Select	Select	Select	Notes	
5		Select			Select	Select	Select	Select	Notes	
6		Select			Select	Select	Select	Select	Notes	
7		Select			Select	Select	Select	Select	Notes	
8		Select			Select	Select	Select	Select	Notes	
9		Select			Select	Select	Select	Select	Notes	
		20								<input type="button" value="Check"/>

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.

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	Locs
1 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	Locs
2 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 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			
Add New Delete			
Delete	Species	Date	Detail
<input type="checkbox"/>	Dolphin, Unid.	04/01/2004	View



Species Interactions			
Add New Delete			
Delete	Species	Date	Detail
<input type="checkbox"/>	Dolphin, Unid.	04/01/2004	View
<input type="checkbox"/>	Sea lion, California	06/14/2006	View
<input type="checkbox"/>	Tern, Caspian	06/05/2006	View

Update

Species Interactions			
Date/Time	04/01/2004 16:58	Sighting Condition	Good
Latitude	Deg. 24 Min. 10	Beaufort Value	2
Longitude	Deg. -124 Min. 13	Water Temp C	21
Species	Dolphin, Unid.	Confidence	Sure
Body Length	< 3 m (<10 ft)	Haul #	N/A
Closest Approach	Number(Best)	Number(Min)	Number(Max)
10 M	12	4	13
Notes - Include Behaviors		Fishing Interactions	
Very fast swimmer Yup very fast		Delete Interaction	
		<input type="checkbox"/> Interaction	
		<input type="checkbox"/> Boarded vessel	
		<input type="checkbox"/> Deterrence used	

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			
Delete	Catch #	R/D	Catch Category	Catch Weight	Volume	Density	Catch Fish #	WT Math	Catch Purity	Discard 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 View
	6										Notes View
	7										Notes View
	8										Notes View
	9										Notes View
	10										Notes View
	11										Notes View

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.

6. To see the calculated weight navigate back to the 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 ▾			Notes View
<input type="checkbox"/>	2	D ▾ PHLB ▾	7.93			3	9 ▾	P ▾			Notes View
	3	▾ ▾						▾ ▾			Notes

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 Trip: 19881
 Observer: CSObserver 1 Haul#: 1
 Vessel: St. John II Trip Status: Open

Catch

[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 View
<input type="checkbox"/>	2	D	ZMIS	125.6		10	13	M		Notes View
<input type="checkbox"/>	3	D	PHLB	4.38	2	10	9	P		Notes View
	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 Trip: 8354
 Observer: Janell Majewski Haul#: 1
 Vessel: Friendship Catch: 5 ZMIS D
 Trip Status: Open

Species Composition Biological Specimens

Species Code List [Back to Catches](#)

Catch Category: ZMIS Disposition: Discarded

Sample Method: 3 Weight UM: LB [Notes](#)

Delete	Species Name	Species Code	Sample Weight	Fish #	Discard Reason	Rockfish Handling Notes
<input type="checkbox"/>	Tanner Tanner Crab	18	216.23	349	13	Notes
<input type="checkbox"/>	Deepsea Sole	110	54.03	58	13	Notes
<input type="checkbox"/>	Brown Cat Shark	68	6.14	11	13	Notes
<input type="checkbox"/>	Black Skate	551	6.21	1	13	Notes
<input type="checkbox"/>	Longspine Thornyhead	352	62.93	426	13	Notes
<input type="checkbox"/>	Shortspine Thornyhead	350	.68	1	13	Notes
<input type="checkbox"/>	Giant Grenadier	82	23.82	15	13	Notes
<input type="checkbox"/>	Pacific Grenadier	83	37.49	132	13	Notes
<input type="checkbox"/>	Eelpout Unid	250	22.34	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 Update Cancel

Catch Category: ZMIS Disposition: Discarded

Biological Specimen Samples						
Delete	Species Name	Species Code	Sample Method	Discard Reason	Notes	Detail
<input type="checkbox"/>			Select	Select	Notes	
<input type="checkbox"/>			Select	Select	Notes	
<input type="checkbox"/>			Select	Select	Notes	
<input type="checkbox"/>			Select	Select	Notes	
<input type="checkbox"/>			Select	Select	Notes	

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	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	42	1	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	51	1	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	53	1	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	56	1	Notes
<input type="checkbox"/>	<input type="text" value="v"/>	60	1	Notes
	<input type="text" value="v"/>			Notes
	<input type="text" value="v"/>			Notes
	<input type="text" value="v"/>			Notes
	<input type="text" value="v"/>			Notes
	<input type="text" value="v"/>			Notes
	<input type="text" value="v"/>			Notes

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 Barcode	Type	Dissection2 Barcode	Type	Tag/Band ID	
	▼	41	12	▼	▼	▼	▼		▼		8 ▼	A17867Z86	D
	▼	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

Observer: CSObserver 1

Vessel: Arctic Fury

Trip: 19880

Trip Status: Open

Trip
Hauls
Haul Locations
Species Interactions
Trip Errors
Trip Scans

Trip Errors									
There are 11 issues on this trip. Pop Up Refresh									
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	TRPB	W	Species in bio specimens is not part of catch

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.

The screenshot shows the 'Trip Information' page with the 'Trip Scans' tab selected. The page displays trip details: Program: Catch Shares, Observer: CSObserver 1, Vessel: Arctic Fury, Trip: 19880, Trip Status: Open. Below the tabs, there is a 'New Trip Scan' field with a 'Browse...' button. The 'Trip Scan Description' field contains '19880_initial'. There is a 'Select Trip Scan (for Deletion)' dropdown menu with '19880_initial' selected and a 'Delete Trip Scan' button. A table below shows the list of trip scans:

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.

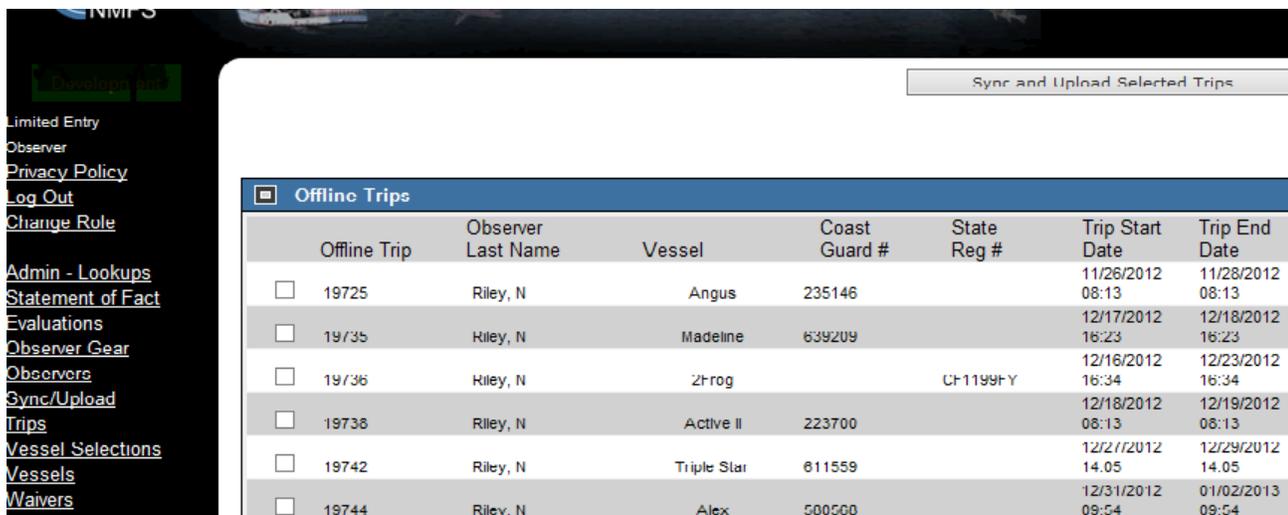
Sync/Upload

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	Zfrog		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

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 with a navigation bar at the top containing 'Observer', 'Emergency Contacts', 'Activity', and 'Observer Comm Log'. Below the navigation bar is a link 'Back to Observer Search'. The main content area is titled 'Observer Information' and contains several sections:

- Personal Information:** First Name (Kris), Last Name (Fishhead), Birthdate (calendar icon), Port (Santa Barbara), Status (Active). Buttons: Update, Cancel.
- 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), Zip Code (99999), Country (USA).
- Photo Section:** Photo (No Photo...), Select Photo (dropdown), Delete Photo (button), New Photo (input field), Photo Description (input field), Browse... (button).
- Notes:** A text area for notes.

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 displays a web application 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", "Type", "Relationship", "First Name", "Last Name", and "View".

Delete	Type	Relationship	First Name	Last Name	View
<input type="checkbox"/>	Primary	Mother	Jane	Fishhead	View
<input type="checkbox"/>	Secondary	Friend	Bob	Fishy	View
- 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".

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						
First Name	Last Name	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	Moynihan					
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.

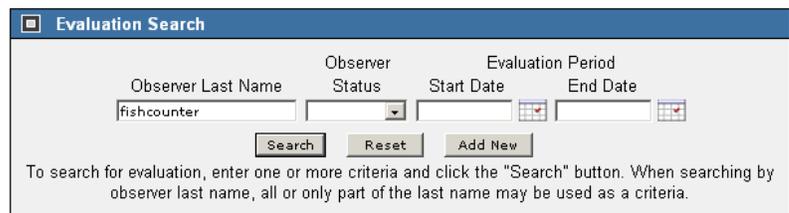
Web Page Hierarchy

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

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.



Evaluation Search

Observer Last Name: fishcounter Observer Status: [dropdown] Evaluation Period: Start Date [calendar] End Date [calendar]

[Search] [Reset] [Add New]

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

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



Observer First Name	Observer Last Name	Evaluation Period Start Date	Evaluation Period End Date	Evaluation Status	Detail
Lisa	Fishcounter	01-JAN-01	20-FEB-03	Signed	View
Lisa	Fishcounter	01-JAN-02	31-DEC-02	Signed	View
Lisa	Fishcounter	01-JAN-03	28-FEB-03	New	View
Lisa	Fishcounter	01-JAN-03	28-FEB-03	Available	View

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 has part of the evaluation.

Buttons and Links

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

EvaluationEvaluation NotesObserved VesselsSpecies 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 the Observer as 'Lisa Fishcounter', Eval Status as 'Available', Start Date as '01/01/2003', and End Date as '02/28/2003'. Below this are four tabs: 'Evaluation', 'Evaluation Notes', 'Observed Vessels', and 'Species ID Forms'. The 'Evaluation Notes' tab is active, showing a list of notes. The first note is under the topic 'Attitude/Reliability/Flexibility' by debriefer 'Kristen Moynihan', with the text 'Lisa loves going out on a really small boats.' The second note is under the topic 'Calculations' by the same debriefer, with the text 'Lisa needs to practice her multiplication tables.' A 'Signature' button is visible above the notes list. On the right side of the notes list, there are 'Notes' links for each entry.

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	View
Sea Clipper	553396			82.2 FT	8	2	View
Very Large Name	537606			50.1 FT	6	2	View

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](#)

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

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

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

[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	Scoropaeichthys marmoratus		
690	Combfish, Longspine	Zaniolepis latipinnis	02/09/2005	
32	Corals, Unid.	Scleractinia	04/29/2004	
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 #", "State Reg #", "Home Port" (dropdown), "State" (dropdown), and "Vessel Type" (dropdown). 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 text box 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	View
Dancin Bear	516532		CRESCENT CITY		CA	View
Dandy Bill	585095		CRESCENT CITY	Trawler	CA	View
Daphne	245872		CRESCENT CITY	Trawler	CA	View
Darci Lea		OR9UX	PORT ORFORD		OR	View

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

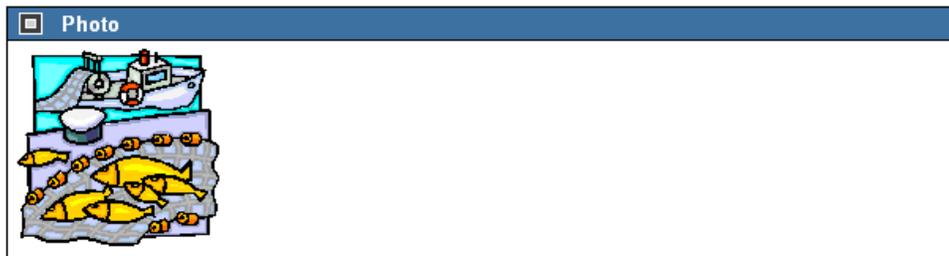
Vessel Information

Vessel Name: Blue Dragon Coast Guard Id #: 100004
Home Port: CRESCENT CITY 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.

[Back to Vessel Search](#)

Month Year

Start Date End Date

Communication entries older than 60 days cannot be edited.

☐ Communications					
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.
					Notes
	02/08/2006	Safety Decal	Joe Dragon	Kris Fishhead	Made arrangements with Joe for a safety check on the 10th.
					Notes

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 two tabs: 'Vessel Search' and 'Vessel Contacts'. Below the tabs is a search form with three input fields: 'Vessel', 'Coast Guard #', and 'State Reg #', followed by a 'Search' button and a 'Reset' button. Below the search form is a navigation bar with a grid of letters 'A-Z' and an 'Add New' link. To the right of the navigation bar is a link labeled 'Vessel Co' with a small 'R' icon below it. Below the navigation bar is a table titled 'Contacts' with a dropdown arrow on the left. The table has columns for 'License #', 'First Name', 'Last Name', 'Home Phone', 'Cell Phone', and 'Work Phone'. There are two rows of data: one for 'Joe Smith' with home phone '(555)555-5555' and one for 'Jim Smith' with cell phone '(555)555-5555'. Each row has a 'Notes' link and a 'Vesse' link (partially visible).

License #	First Name	Last Name	Home Phone	Cell Phone	Work Phone
	Joe	Smith	(555)555-5555		
	Jim	Smith		(555)555-5555	

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.

<u>Vessel Name</u>	<u>Vessel Number</u>	<u>Home Port</u>	<u>Port State</u>	<u>Vessel Length</u>	<u>First Name</u>	<u>Last Name</u>	<u>Contact Type</u>	<u>Home Phone</u>
AJA	587243	UNKNOWN		63.6				
AJ-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				

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

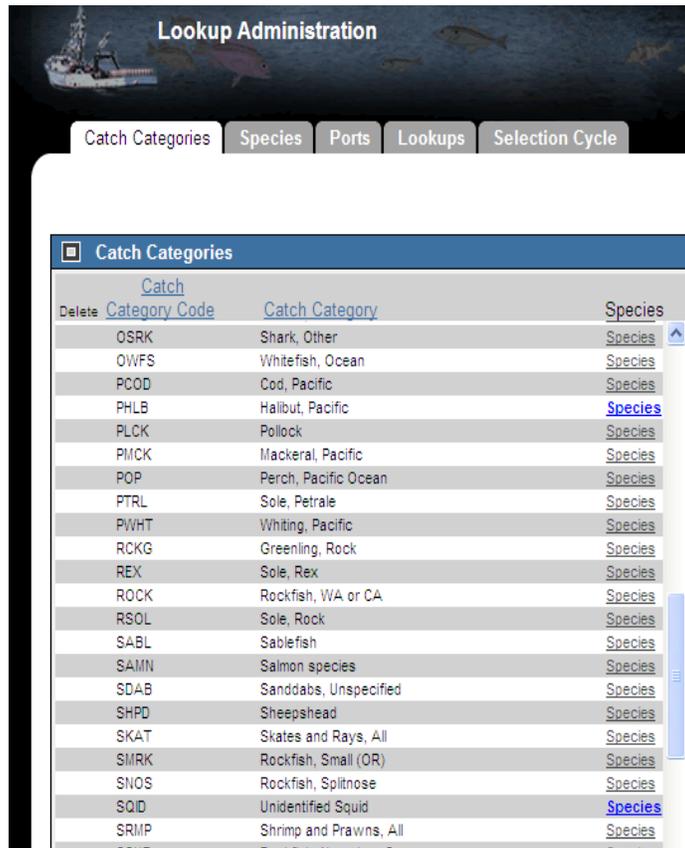
Catch Categories

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' section is expanded, displaying a table with the following data:

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

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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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																				

Note: This page will display all species that exist in the database, including some that are no longer in use. Refer to the Appendix to see which species codes are acceptable for use

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



The screenshot shows a web interface with a navigation bar at the top containing four buttons: "Catch Categories", "Species", "Ports", and "Lookups". Below the navigation bar is a table titled "Ports" with a "Delete" column and four data columns: "Port", "Port Code", "Port Group", and "State". The table lists seven ports with their respective codes and coverage areas.

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

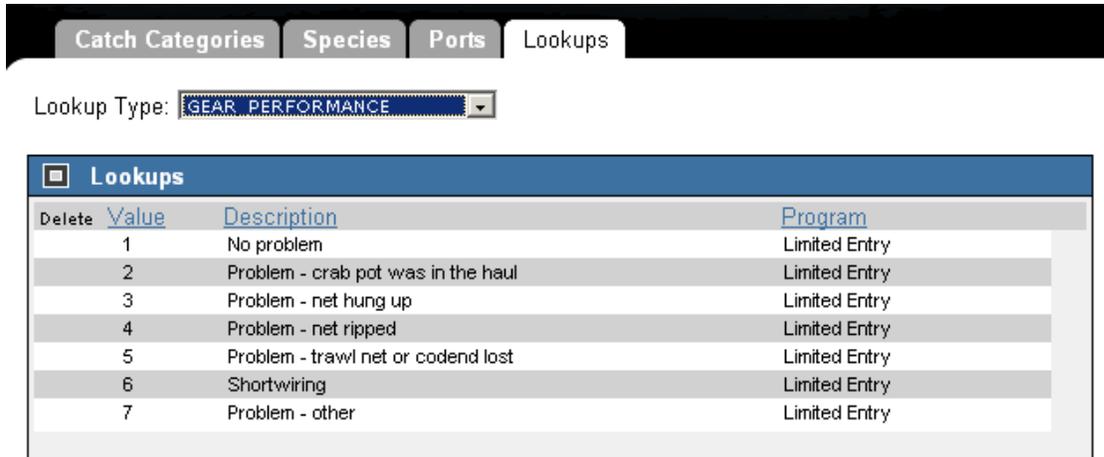
Lookups

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



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

