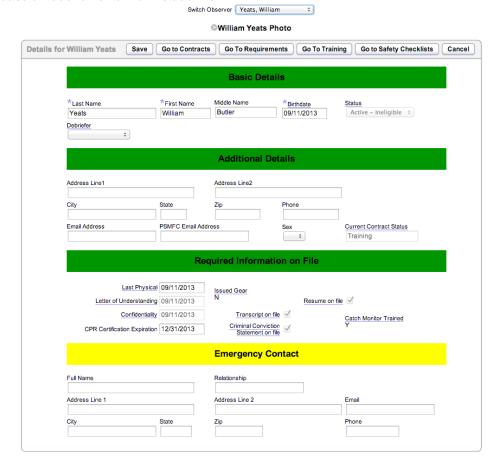
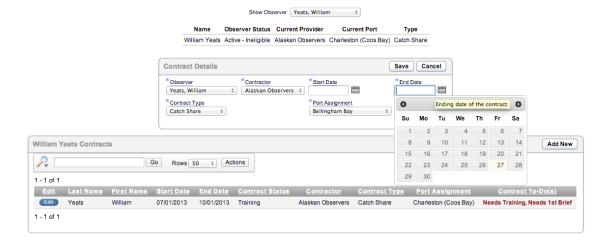
## Provider input/forms in NWFSC Observer Logistics webbased database system

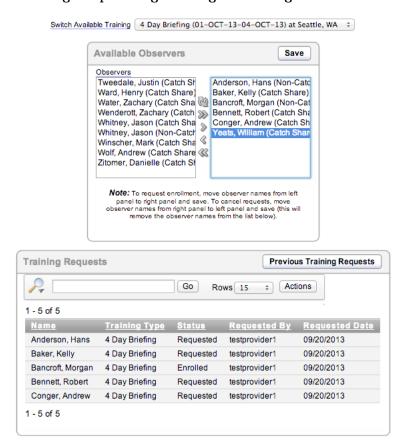
1. Create a record for a new Observer



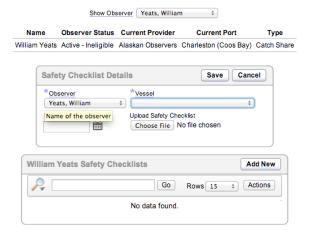
## 2. Add a contract



## 3. Request training in upcoming training or briefing



4. Upload Safety Checklist (image or document created by Observer)



5. After the new Observer has passed training and met all eligibility requirements, the Provider is responsible for recording trips the Observer takes, either by entering them individually:

Add or Edit Trips			Save Cancel
*Observer / Contract	*Vessel/Plant	*Port	<b>*</b>
*Trip Code ÷	*Embark Date	Disembark Date	Expected Disembark Date
Subcontractor	Trip Notes		

or by uploading .csv files for each week of activity following the template provided by NMFS (see AOI Trip Upload Guide.xlsx):

Upload Trips		Save Cancel
*Trips (CSV file) Provider	Choose File No file chosen	Required for initial upload.
Comments		
	AOI Trip Upload Guide	- 21

6. Providers must provide at least one incident report per month (if no incidents occurred, there is a "No incidents" choice).

