

# Provider input/forms in NWFSC Observer Logistics web-based database system

## 1. Create a record for a new Observer

Switch Observer Yeats, William

William Yeats Photo

Save Go to Contracts Go To Requirements Go To Training Go to Safety Checklists Cancel

**Basic Details**

\*Last Name    
 \*First Name    
 Middle Name    
 \*Birthdate    
 Status Active - Ineligible

Debriefer  

**Additional Details**

Address Line1     Address Line2   
 City     State     Zip     Phone   
 Email Address     PSMFC Email Address     Sex      Current Contract Status Training

**Required Information on File**

Last Physical     Issued Gear     Resume on file   
 Letter of Understanding     Transcript on file   
 Confidentiality     Criminal Conviction Statement on file     Catch Monitor Trained   
 CPR Certification Expiration

**Emergency Contact**

Full Name     Relationship   
 Address Line 1     Address Line 2     Email   
 City     State     Zip     Phone

## 2. Add a contract

Show Observer Yeats, William

Name	Observer Status	Current Provider	Current Port	Type
William Yeats	Active - Ineligible	Alaskan Observers	Charleston (Coos Bay)	Catch Share

Save Cancel

\*Observer Yeats, William   
 \*Contractor Alaskan Observers   
 \*Start Date    
 \*End Date

\*Contract Type Catch Share   
 \*Port Assignment Bellingham Bay

Ending date of the contract.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Add New

William Yeats Contracts

Go    Rows 50    Actions

1 - 1 of 1

Edit	Last Name	First Name	Start Date	End Date	Contract Status	Contractor	Contract Type	Port Assignment	Contract To-Do(s)
<span>Edit</span>	Yeats	William	07/01/2013	10/01/2013	Training	Alaskan Observers	Catch Share	Charleston (Coos Bay)	Needs Training, Needs 1st Brief

1 - 1 of 1

### 3. Request training in upcoming training or briefing

Switch Available Training 4 Day Briefing (01-OCT-13-04-OCT-13) at Seattle, WA

**Available Observers** Save

Observers

Tweedale, Justin (Catch Share) Ward, Henry (Catch Share) Water, Zachary (Catch Share) Wenderott, Zachary (Catch Share) Whitney, Jason (Catch Share) Whitney, Jason (Non-Catch Share) Winscher, Mark (Catch Share) Wolf, Andrew (Catch Share) Zitomer, Danielle (Catch Share)	Anderson, Hans (Non-Catch Share) Baker, Kelly (Catch Share) Bancroft, Morgan (Non-Catch Share) Bennett, Robert (Catch Share) Conger, Andrew (Catch Share) Yeats, William (Catch Share)
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**Note:** To request enrollment, move observer names from left panel to right panel and save. To cancel requests, move observer names from right panel to left panel and save (this will remove the observer names from the list below).

**Training Requests** Previous Training Requests

Go
 Rows 15 Actions

1 - 5 of 5

Name	Training Type	Status	Requested By	Requested Date
Anderson, Hans	4 Day Briefing	Requested	testprovider1	09/20/2013
Baker, Kelly	4 Day Briefing	Requested	testprovider1	09/20/2013
Bancroft, Morgan	4 Day Briefing	Enrolled	testprovider1	09/20/2013
Bennett, Robert	4 Day Briefing	Requested	testprovider1	09/20/2013
Conger, Andrew	4 Day Briefing	Requested	testprovider1	09/20/2013

1 - 5 of 5

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

Show Observer Yeats, William

Name	Observer Status	Current Provider	Current Port	Type
William Yeats	Active - Ineligible	Alaskan Observers	Charleston (Coos Bay)	Catch Share

**Safety Checklist Details** Save Cancel

\*Observer Yeats, William \*Vessel

Name of the observer  Upload Safety Checklist

No file chosen

**William Yeats Safety Checklists** Add New

Go
 Rows 15 Actions

No data found.

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:

The 'Add or Edit Trips' form contains the following fields:

- \*Observer / Contract (dropdown)
- \*Vessel/Plant (dropdown)
- \*Port (dropdown)
- \*Trip Code (dropdown)
- \*Embark Date (calendar icon)
- Disembark Date (calendar icon)
- Expected Disembark Date (calendar icon)
- Subcontractor (dropdown)
- Trip Notes (text area)

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

The 'Upload Trips' form contains the following fields:

- \*Trips (CSV file) (Choose File button, No file chosen text, Required for initial upload. text)
- Provider (dropdown)
- Comments (text area)
- [AOI Trip Upload Guide](#) (link)

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

The 'Incident Details' form contains the following fields:

- Program (dropdown)
- \*Date (text input)
- \*Type (dropdown, with 'No incidents' as an option)
- Provider (dropdown)
- Observer (dropdown)
- Vessel (dropdown)
- Port (dropdown)
- Skipper (text input)
- Vessel Personnel (text input)
- Provider Notes (text area)