

# 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

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| 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 |

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### 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)<br>Ward, Henry (Catch Share)<br>Water, Zachary (Catch Share)<br>Wenderott, Zachary (Catch Share)<br>Whitney, Jason (Catch Share)<br>Whitney, Jason (Non-Catch Share)<br>Winscher, Mark (Catch Share)<br>Wolf, Andrew (Catch Share)<br>Zitomer, Danielle (Catch Share) | Anderson, Hans (Non-Catch Share)<br>Baker, Kelly (Catch Share)<br>Bancroft, Morgan (Non-Catch Share)<br>Bennett, Robert (Catch Share)<br>Conger, Andrew (Catch Share)<br>Yeats, William (Catch Share) |
|--|---|

**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     |

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### 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

Choose File 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)