

# 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

Details for William Yeats [Save] [Go to Contracts] [Go To Requirements] [Go To Training] [Go to Safety Checklists] [Cancel]

### Basic Details

\*Last Name: Yeats \*First Name: William Middle Name: Butler \*Birthdate: 09/11/2013 Status: Active - Ineligible  
Debriefed: [dropdown]

### Additional Details

Address Line1: [text] Address Line2: [text]  
City: [text] State: [text] Zip: [text] Phone: [text]  
Email Address: [text] PSMFC Email Address: [text] Sex: [dropdown] Current Contract Status: Training

### Required Information on File

Last Physical: 09/11/2013 Letter of Understanding: 09/11/2013 Confidentiality: 09/11/2013 CPR Certification Expiration: 12/31/2013  
Issued Gear: N Transcript on file: [checked] Criminal Conviction Statement on file: [checked] Resume on file: [checked] Catch Monitor Trained: Y

### Emergency Contact

Full Name: [text] Relationship: [text]  
Address Line 1: [text] Address Line 2: [text] Email: [text]  
City: [text] State: [text] Zip: [text] Phone: [text]

## 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 |

Contract Details [Save] [Cancel]

\*Observer: Yeats, William \*Contractor: Alaskan Observers \*Start Date: [calendar] \*End Date: [calendar]  
\*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 |    |    |    |    |    |

William Yeats Contracts

1 - 1 of 1

| Edit | Last Name | First Name | Start Date | End Date   | Contract Status | Contractor        | Contract Type | Port Assignment       | Contract To-Do(s)               |
|------|-----------|------------|------------|------------|-----------------|-------------------|---------------|-----------------------|---------------------------------|
| Edit | 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

Add New

### 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)

Anderson, Hans (Non-Catch Share)

Ward, Henry (Catch Share)

Baker, Kelly (Catch Share)

Water, Zachary (Catch Share)

Bancroft, Morgan (Non-Catch Share)

Wenderott, Zachary (Catch Share)

Bennett, Robert (Catch Share)

Whitney, Jason (Catch Share)

Conger, Andrew (Catch Share)

Whitney, Jason (Non-Catch Share)

Yeats, William (Catch Share)

Winscher, Mark (Catch Share)

Wolf, Andrew (Catch Share)

Zitomer, Danielle (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     |

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

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)

Buttons: Save, Cancel

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)

Buttons: Save, Cancel

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 (calendar icon)
- \*Type (dropdown, No incidents option)
- Provider (dropdown)
- Observer (dropdown)
- Vessel (dropdown)
- Port (dropdown)
- Skipper (dropdown)
- Vessel Personnel (dropdown)
- Provider Notes (text area)

Buttons: Save, Cancel