

# 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:  \*First Name:  Middle Name:  \*Birthdate:  Status: Active - Ineligible

Debriefed:

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

Contract Details Save Cancel

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

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

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

1 - 1 of 1

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

### 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

Rows 15

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

Rows 15

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)