Accessing the eNOAD

The eNOAD application is available via the following methods:

• By accessing the eNOAD home/logon page at https://enoad.nvmc.uscg.gov



Figure 1 eNOAD Logon Dialog Box

eNOAD Notice of Arrival/Departure List

The Notice of Arrival/Departure List page appears upon successful logon to the eNOAD application. On this page, the **Previously Submitted Notices** and **Saved Notices** associated with the user account are accessible. Users can sort the records by **Vessel Name**, **Ship ID Number**, **Date Provided**, **Callsign**, **Notice Type** (Arrival or Departure), and **Voyage Type**. Users can also change the number of records displayed on each page by entering a number up to 40 in size in the **Page size** field, and then clicking **Change**.

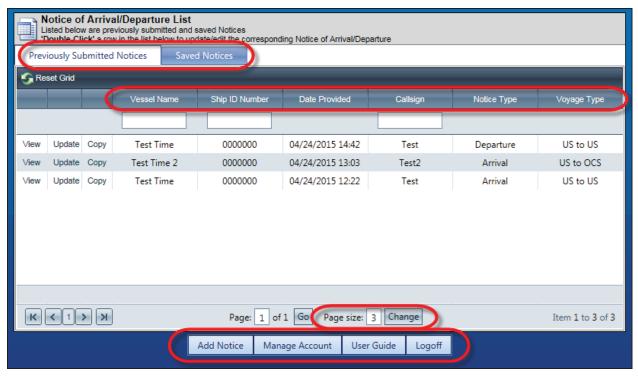


Figure 6 eNOAD Notice of Arrival/Departure List Page

Previously Submitted Notices can be viewed in read-only format by clicking the **View** link located in the grid or by double-clicking the **Vessel Name**.

Departure notices and imported notices can be updated by clicking the **Update** link or by double-clicking the **Vessel Name**.

NOTE: Arrival notices, once they have been submitted, cannot be updated.

Both arrival and departure notices can be copied by clicking the **Copy** link.

Saved notices are accessible by clicking the **Saved Notices** tab.

Inputting Notices of Arrival and/or Departure

Data for a new NOA/D may be entered at any time, in part or in whole, during an active eNOAD session, and then resumed at another time. NOA/Ds can be entered in one of five (5) ways:

- Adding a new notice by clicking Add Notice at the bottom of the page or by pointing
 the cursor to the Add Notice button and then clicking Add New Notice in the popup
 menu that appears
- Importing a conforming XLS or XML file by pointing the cursor to the **Add Notice** button and then clicking **Import Notice** in the popup menu that appears

NOTE: Conforming XLS Workbooks can be downloaded from the **Downloads** tab on the NVMC Web site (https://www.nvmc.uscg.gov).

- Updating an existing notice by clicking **Update** in the **Previously Submitted Notices** grid
- Copying an existing notice by clicking Copy in the Previously Submitted Notices grid
- Editing a saved notice by clicking **Edit** in the **Saved Notices** grid.

The **Vessel Details** page and a navigation menu on the left-hand side of the page appear once an editing session has been initiated by any of the methods listed previously.

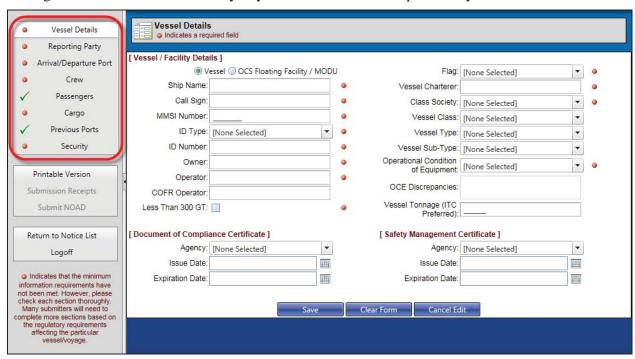


Figure 9 Vessel Details Page and Navigation Menu

The following information pertaining to the notice may now be entered:

- Vessel Details
- Reporting Party
- Arrival/Departure Port
- Crew and Passengers
- Cargo
- Previous Ports
- Security.

Information may be entered and saved on any page. It is highly recommended that entries begin with the **Vessel Details** page and then progress downward through the navigation menu.

For further data information, refer to <u>Appendix A</u>, <u>eNOAD Screenshots</u>, and <u>Appendix B</u>, <u>eNOAD Data Elements Listing by Screen</u>.