

VOICES from
the FISHERIES

ORAL HISTORY DATABASE DOCUMENTING THE HUMAN EXPERIENCE OF THE FISHERIES OF THE UNITED STATES

Voices from the Fisheries System Version 2.0 Users Guide



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Acronyms List

Below is a list of acronyms that are used in this document.

NOAA	National Oceanic and Atmospheric Administration
NMFS	National Marine Fisheries Service
NOAA Fisheries	Alternate name for National marine Fisheries Service
S&T	Office of Science and Technology
VFF	Voices from the Fisheries
VFF DB	Voices from the Fisheries Database
LFK	Local Fisheries Knowledge
LFK DB	Local Fisheries Knowledge Database

1 Introduction

This is the User Guide for the Voices from the Fisheries (VFF) Database Version 2.0.

The Voices from the Fisheries Database (VFF DB) is a searchable central repository for consolidating, archiving, and disseminating oral history interviews related to commercial, recreational, and subsistence fishing in the United States and its territories. Thousands of interviews already exist, scattered in dozens of collections. Many of these will be added to the Voices Database as MP3 digital audio files and/or as interview transcriptions in PDF format files. The oral history interviews have been conducted by professional researchers, by students as part of classroom projects, and by other members of the public. A wide variety of people, both directly and indirectly involved in fishing and fishing-related activities, are included among these interviews.

The Voices from the Fisheries Database will be used as an electronic tool for entering interview data and retrieving that data through web-based forms. The Voices from the Fisheries Database is a powerful resource available to the public to inform, educate, and provide primary information for all who are interested in our local, human experience with the surrounding marine environment. The VFF DB supports diverse users including NOAA Fisheries (NMFS) staff, non-NOAA scientists and managers, educators, students, and the general public.

The Voices from the Fisheries Project and the VFF DB has evolved from the Local Fisheries Knowledge (LFK) Pilot Project. The LFK Pilot Project began in 2003 with funding provided by NOAA Fisheries (NMFS) Office of Science and Technology. The LFK Pilot Project trained high school students in two high schools in Maine to conduct oral history interviews with local fishermen and others in marine fishing-related industries. The students were exploring the connection between local marine fisheries, the marine environment, and their communities. As part of the LFK Pilot Project, a database was created to provide a publicly accessible archive for these and other marine related oral history interviews. The VFF DB replaces the original LFK Database; that database has been decommissioned and the LFK interviews are now available on the VFF DB. The LFK Pilot Project is now evolving under its new name -Voices from the Fisheries- into a 'one stop shop' for those interested in the human connection with our marine and aquatic environments, and our living marine resources.

1.1 Document Purpose

This document provides VFF DB users with detailed guidance for performing data entry, data retrieval, and report generation functions. It also provides instructions on how to manage the interviews once a user has entered them into the VFF system.

Text instructions and screenshots are provided to guide users in performing system tasks. Business rules relating to data entry and system use are also outlined with this guide.

1.2 Contact Information

If any assistance is required in operating the VFF DB, including adding new interviews to the system, please contact the VFF DB Administrator at NOAA Fisheries' (NMFS) Office of Science and Technology. The administrator can be reached by phone at (301) 713-2328 x 215.

2 Step One: Getting Started

Note!!!!

Every user **must have a valid user account and password** prior to accessing the system. To obtain a user account and password, click on the *How to Participate* button on the VFF Home Page, accessed at <http://www.voices.nmfs.noaa.gov/>. Follow the instructions for obtaining a user account described under *Step 1: Contact the Voices from the Fisheries Project*. You must complete a short downloadable form describing your oral history project, and then email that form to the VFF DB Administrator. The email link is provided in the section that tells you how to obtain a user account and a password. After approving your project, the VFF DB Administrator will email you a user name and a password that will give you access to the VFF DB so you can add your oral history collection.

The VFF DB is accessed from the Voices from the Fisheries public website at www.voices.nmfs.noaa.gov by clicking on the *Add Interview* link.

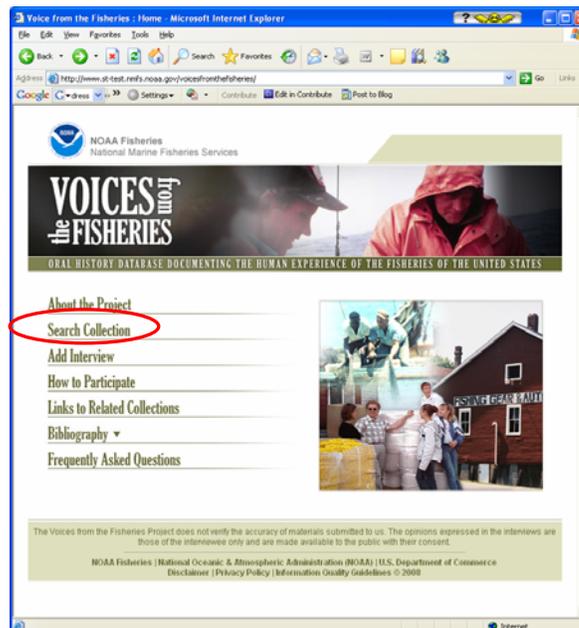


Figure 2.0

You can also access the application directly from the Voices from the Fisheries Database Application URL link shown below:

<http://www.st.nmfs.noaa.gov/VFF/html/VFF.html>

This will open the following screen (see Fig. 2.1 below):

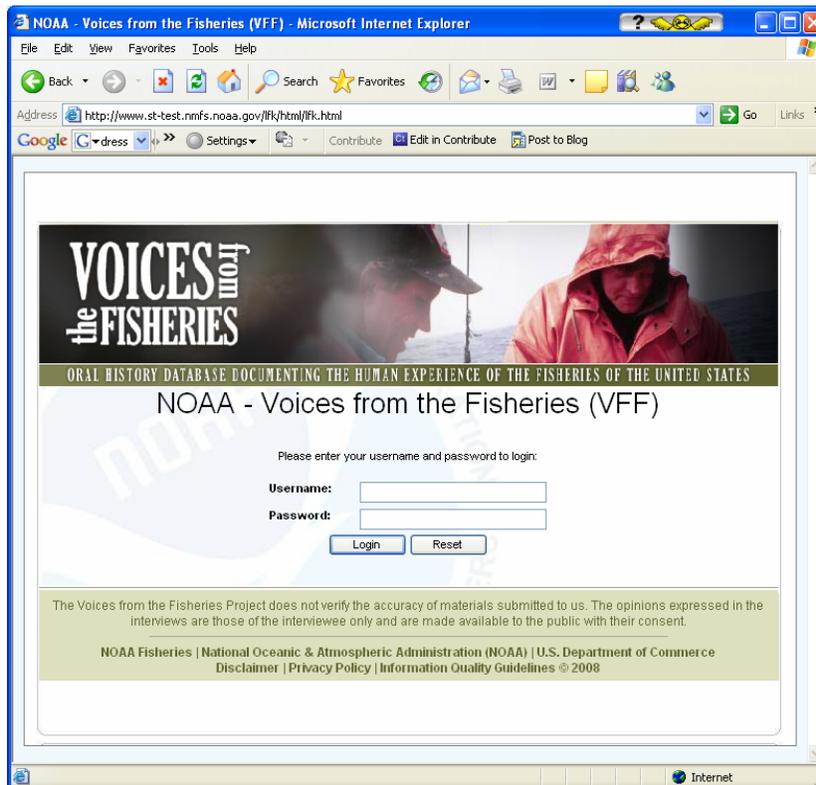


Figure 2.1

2.1 Application Requirements

In order to use the application, your computer must conform to the following requirements:

- Microsoft Internet Explorer 6.0, Netscape Navigator 6.1 or 6.2
- JavaScript Enabled.
- Minimum Screen Resolution 800x600.
- Popups allowed in browser for this application.
- Have Microsoft Office (Word, Excel) 2000 or higher installed.
- Have Adobe Reader 6+ installed for viewing PDFs
- Have Adobe Professional 6+ installed for creating PDFs for the application, or be able access the Adobe PDF file creation application through your Microsoft Word Program.

2.2 User Access Privileges

Users of the VFF DB are called **Collection Owners**.

The table below shows **Collection Owner's** access privileges.

System Functions	Collection Owner
1. Create Collections	✓
2. Create Interview Records	✓
3. Generate Interview Record Reports	✓

Fig. 2.3

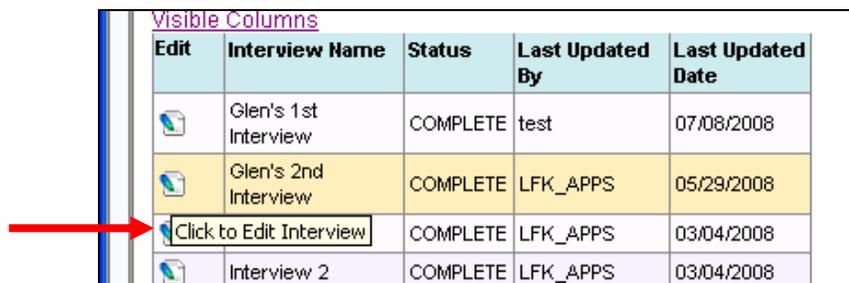
As a **Collection Owner**, you will be able to create a Collection, create a Record for each interview in your Collection, and generate Interview Record Reports.

2.3 System Characteristics

The VFF DB has several features to help users accomplish their tasks. These features include: **helpful hints**, **confirmation messages**, **menus**, and **error messages**.

2.4 Helpful Hints

Hints are used throughout all VFF DB pages to improve user friendliness. They appear when the user places his/her mouse pointer over the label of a particular field. *Hints assist the user in gaining a greater understanding of the purpose of that field.*



Visible Columns				
Edit	Interview Name	Status	Last Updated By	Last Updated Date
	Glen's 1st Interview	COMPLETE	test	07/08/2008
	Glen's 2nd Interview	COMPLETE	LFK_APPS	05/29/2008
	Click to Edit Interview	COMPLETE	LFK_APPS	03/04/2008
	Interview 2	COMPLETE	LFK_APPS	03/04/2008

Fig. 2.4

2.5 Confirmation Messages

Whenever users perform an action such as saving a new record, updating existing records, or deleting some records, a message asking for confirmation of the action will be displayed.



Fig. 2.5

Whenever users complete an action such as saving a new record, updating existing records, or deleting some records, a message indicating that the action is completed will be displayed.



Fig. 2.6

2.6 Main Menu Toolbar

The VFF DB main menu allows the user to access the system's modules: **Collections**, **My Account**, and **Logout**.

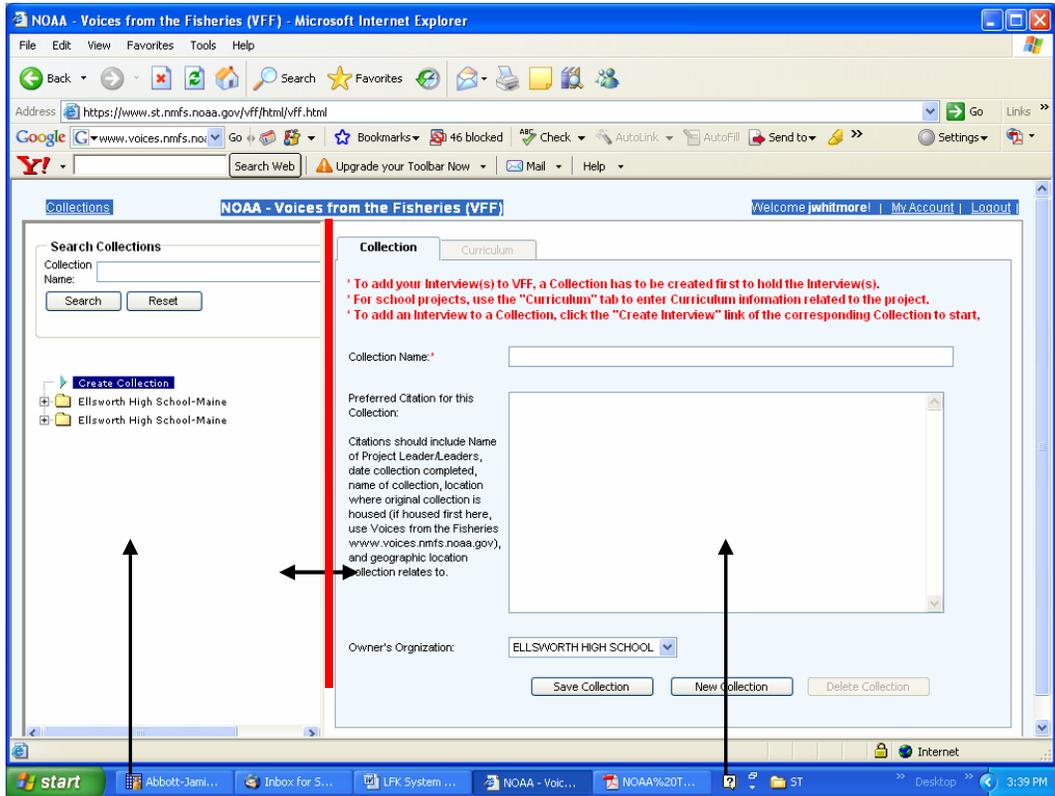
[Collections](#) **NOAA - Voices from the Fisheries (VFF)** Welcome [jwhitmore!](#) | [My Account](#) | [Logout](#) |

- **Collections** - This menu option will allow an authorized user to add, edit and delete a Collection, and to add, edit and delete Interview Records.
- **My Account** - This menu option will allow an authorized user to change his/her password.
- **Logout** - This menu option will allow an authorized user to logout of the system.

2.7 Screen Layout and Mode Switch

The VFF DB screen is divided into two frames below the **Main Menu Toolbar**. The left side is the **Search Frame** and the right side is the **Edit Frame**. To change the size of the **Search Frame** and **Edit Frame**, use the following approaches:

- Change the size of the Search or Edit frames. Drag the border bar between the Search Frame and the Edit Frame to increase or decrease the size of the frame (see Fig. 2.7 below).



Search Frame

Edit Frame

Fig. 2.7

3 Step Two: Create a Collection

With User Access Privileges you can create a Collection. *You must create a Collection to hold the interviews that you are going to add to the VFF DB.* You cannot add interviews until you have created a Collection for holding them. The Collection is like a drawer in a file cabinet that can hold many individual files; in this analogy, each file is the record of an individual interview.

3.1 How to Create a Collection

If not already logged into the application, log into the application with your User Name and Password. If you do not already have a User Name and Password, see Getting Started Section for more information about how to log into the application.

- You can create a new Collection by performing any of the following tasks (see Fig. 3.1 below):
 - a. Select **Collections Menu** option from the **Main Menu Toolbar**
 - b. Click on the **Create Collections** option from the **Search Frame**
 - c. Click on the **New Collection** button in the **Edit Frame**
- Enter the required information into the **Collection Tab** (see Fig. 3.1 below), including the following:
 - a. Enter the **Collection Name**
 - b. Enter your **Preferred Citation** for the Collection
 - c. **Suggestion:** You can prepare written text, e.g., preferred citation, etc. in a text document, and then copy and paste the text to speed entering the requested information. This will be very useful if you have more than one collection to create.

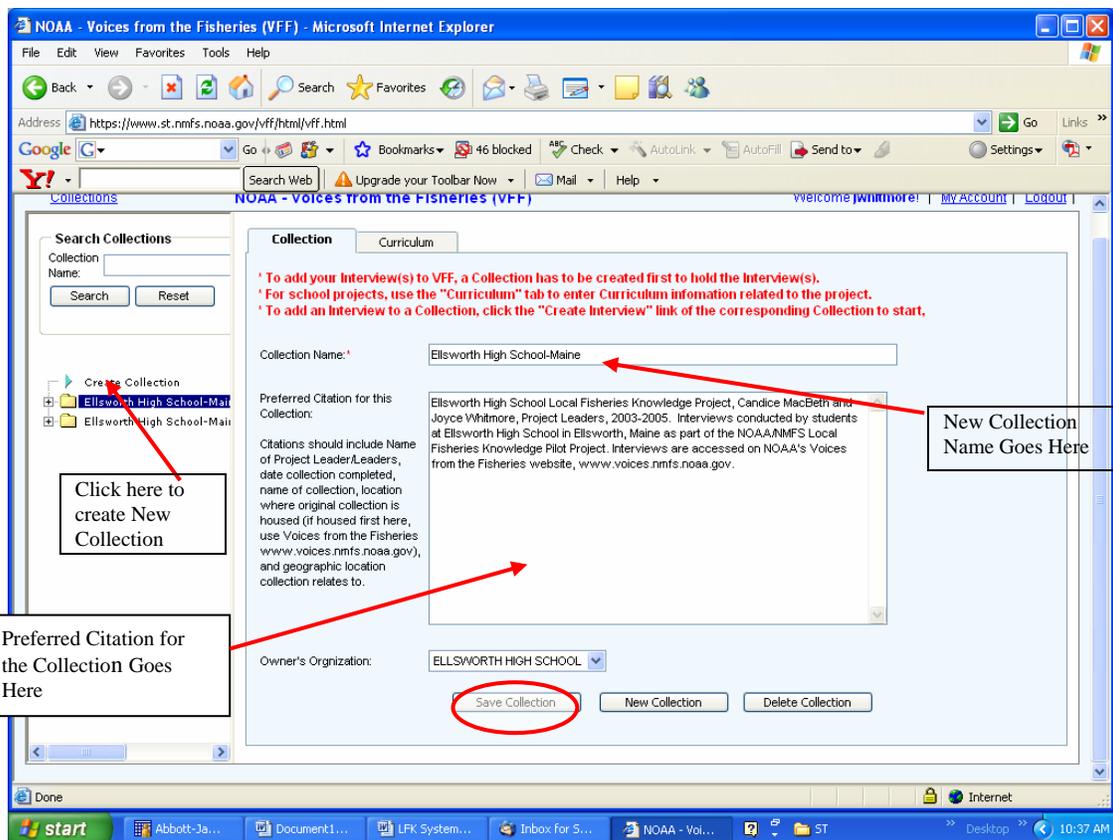


Fig. 3.1

- Click on the **Save Collection** button. You will get the following message. Click on **OK** to complete the process.



Fig. 3.2

3.2 How to Create and Edit a Collection Curriculum

This step is only used for Collections that are part of a school or community education project. We encourage teachers and community educators to share their curricula with others.

- You must first create a **Collection** before you can create a **Curriculum** to go with a **Collection**.
- Select the **Curriculum** tab. The screen in Fig. 3.3 below will appear.

- Select a **Subject** from the dropdown list. You can select one or more subjects. If you want to select more than one subject like the example shown below, you must select and save each one individually. When you save a **Subject**, it will appear below the **Comment** field as shown in Fig. 3.3 below.
- Enter Comment (*Note that the maximum characters you can enter in the box is 2000, including spaces and punctuation.*) This is the place to put comments about curriculum associated with your oral history classroom or public education project. When you save a **Comment**, it will appear below the **Comment** field as shown in Fig. 3 below.

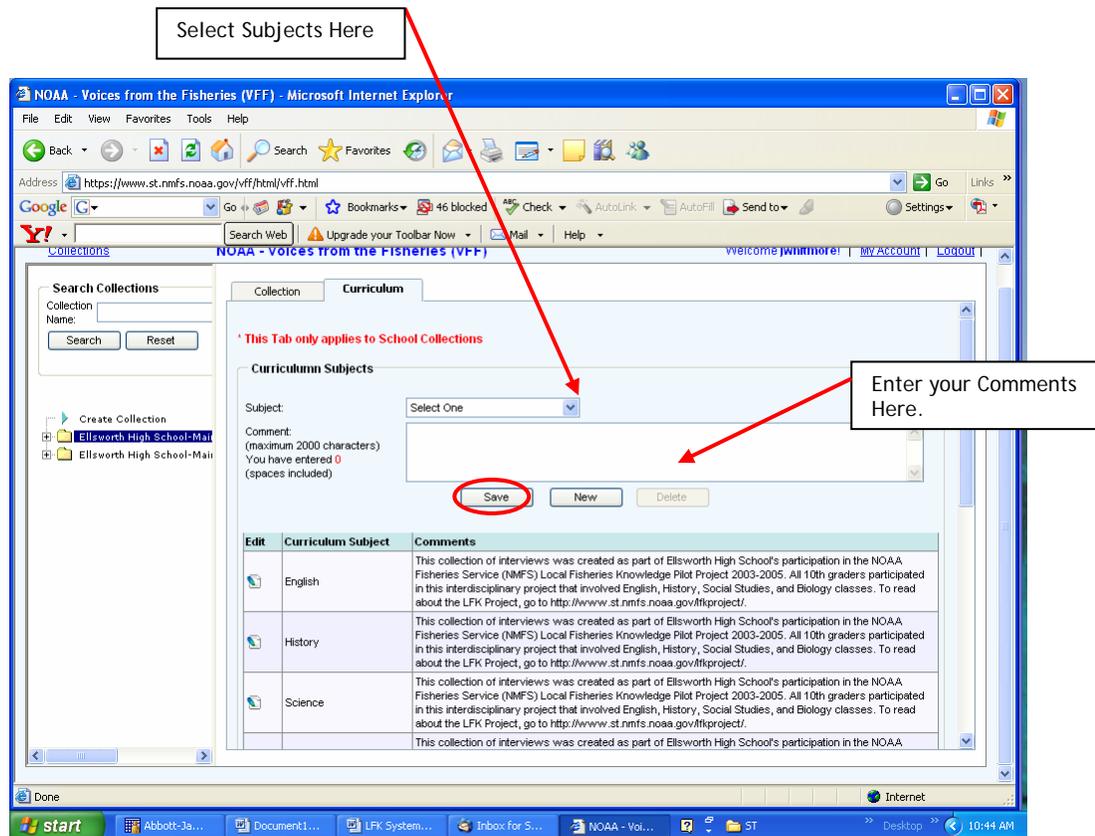


Fig. 3.3

- Click the **Save** button. Click the **OK** button.

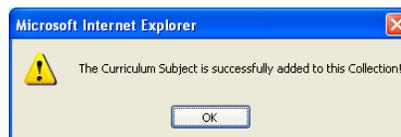


Fig. 3.4

3.3 How to Upload Files in the Curriculum Tab

NOTE: Only PDF and MP3 audio digital format files can be uploaded.
(Instructions are repeated on the VFF DB system screen.)

- Scroll down the **Curriculum Tab** page to the **Upload Files** section using the scroll bar on the right side of the **Curriculum Tab** screen.
- Click the **Browse** button and locate the file(s) on your computer.

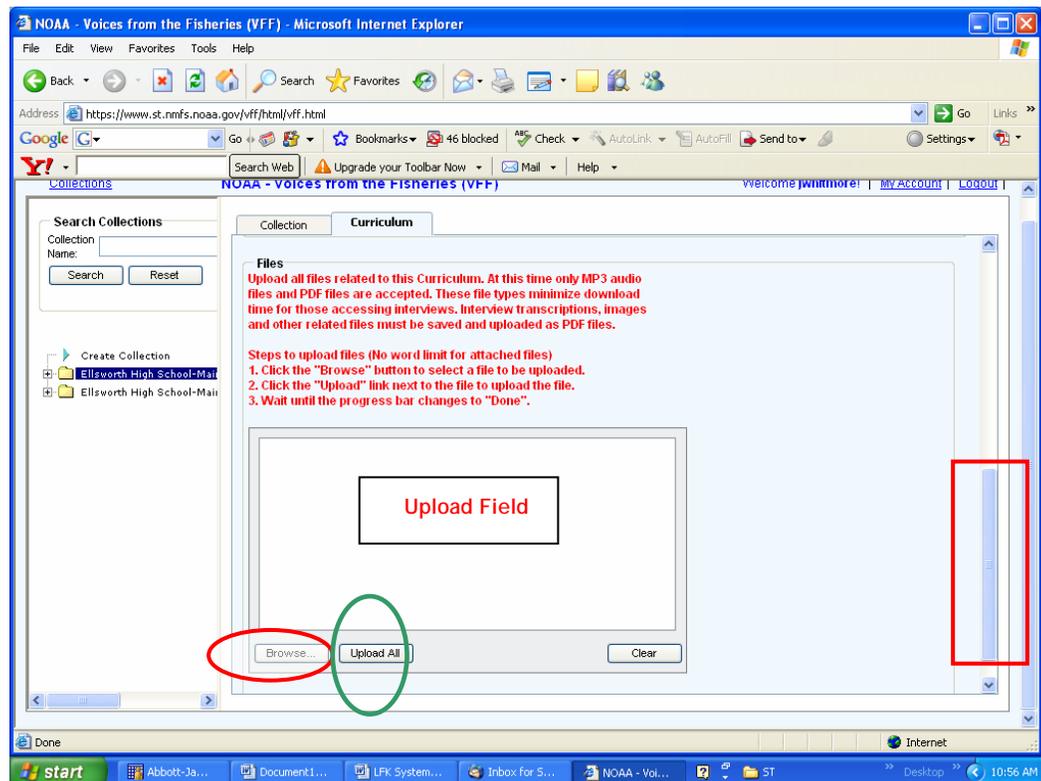


Fig. 3.5

- Select the file to upload. It will appear in the Upload field.
- Repeat the process for each file to be uploaded.
- Click the **Upload All** button. The uploaded files will appear below the upload field.
- To delete an uploaded file, click the **Edit** icon associated with the file and delete the file.

3.4 How to Delete a Collection

If not already logged into the application, log into the application. [See *Getting Started Section* for more information about how to log into the application.]

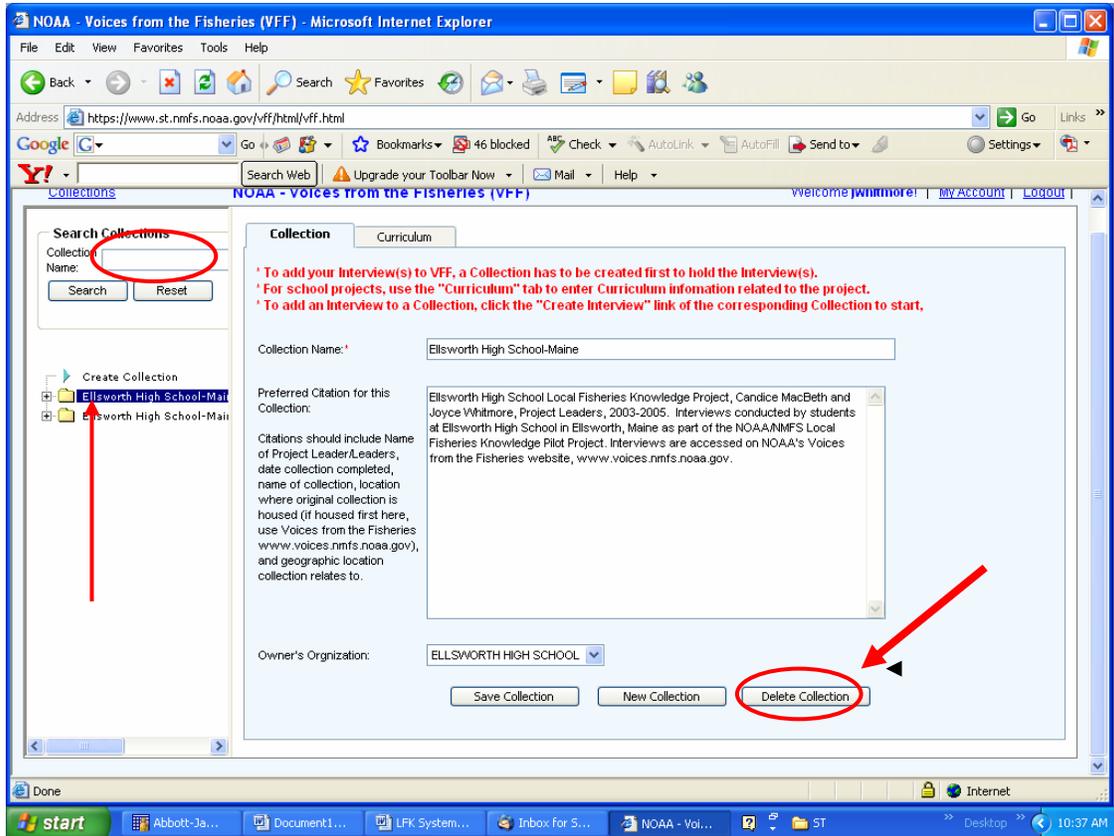


Fig. 3.6

- Enter the name of the Collection in the Search textbox and click the Search button (Fig. 3.7), or just click on the Collection name (Fig. 3.8) in the Edit Frame.

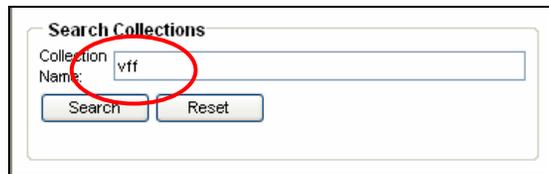


Fig. 3.7



Fig. 3.8

- Once the collection information appears in the results screen, click on the name of the collection in the Search results for the collection information to appear in the Edit Frame.
- After the Collection information is displayed in the Edit Frame, click on the Delete Collection button to delete the collection (see Fig. 3.9 below).

3.5 How to Edit a Collection

- If not already logged into the application, log into the application. [See Getting Started Section for more information about how to log into the application.]
- Select Collection from the Main Menu Toolbar
- Enter the name of the Collection in the Search Collection section in the Search Frame.
- Click on the Collection Name to select a Collection. The Collection selected will be populated in the Edit Frame for manipulation (see Fig. 3.9 below).

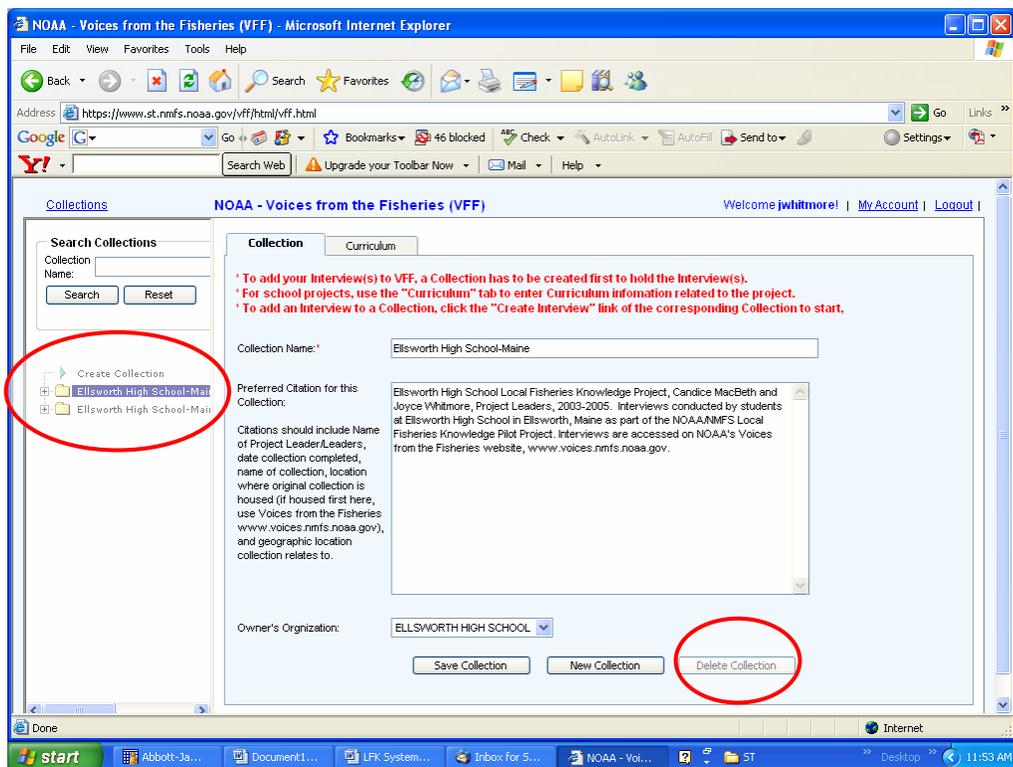


Fig. 3.9

4 Step 3: Create a New Interview Record

4.1 How to Create a New Interview Record

If you are not already logged into the application, log into the application with a user who belongs to the role with rights to create an interview.

[See *Getting Started Section* for more information about how to log into the application.]

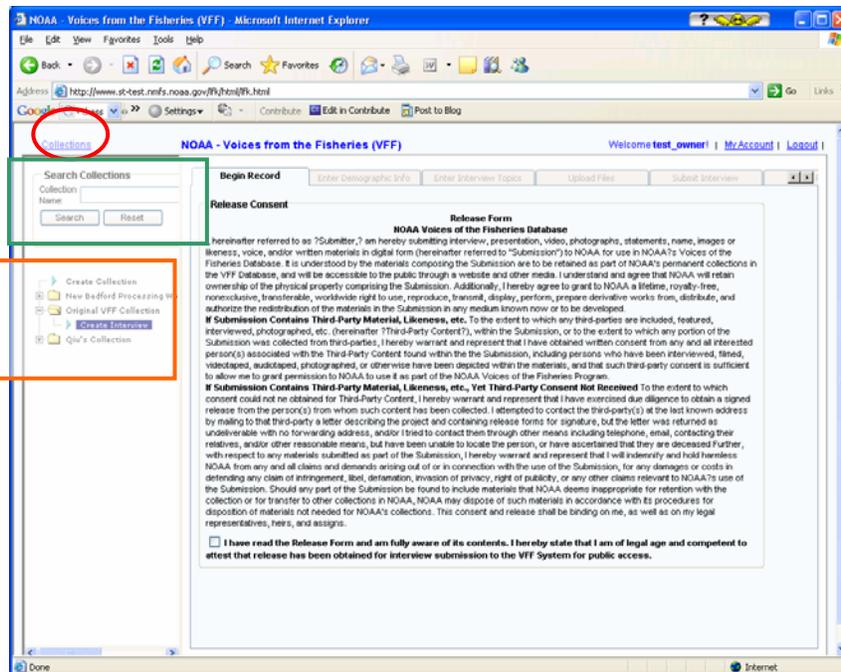


Fig. 4.1

- Select **Collections** from the **Main Toolbar Menu**. To create a new **Interview Record** you first have to open the **Collection** that will hold the new record. You can do this in the following ways:
 1. Enter the name of the **Collection** in the **Search Collection Section** in the **Search Frame**, or
 2. Click on the **Icon** to select the **Collection**. The collection selected will be populated in the **Edit Frame** for manipulation, or
 3. In the **Search Frame** where the project tree is displayed, click on the **Collection name** to expand the options list within the **Collection folder**.
- Then...
 4. Click on the **Create Interview** button to create an **Interview Record**. Enter the required information in all the **Tabs** described below. Note the **required fields** are in **red**.

- Begin Record Tab

Check the box at the bottom of the Release Form to indicate that you have read the release form and are fully aware of its contents. **You will not be allowed to proceed beyond this point unless you check the box. By checking the box you are warranting that you have obtained a signed release form from all who participated in the interview you are about to add to the database. You are also warranting that you have fully informed the interviewee that you are putting his or her interview on the NOAA VFF Database where it will become available to the general public. Be sure to read the release in detail before accepting it.**

The screenshot shows the 'Begin Record' tab with sub-tabs for 'Enter Demographic Info', 'Enter Interview Topics', 'Upload Files', and 'Submit Interview'. The 'Release Consent' section contains the following text:

Release Form
NOAA Voices of the Fisheries Database

I, hereinafter referred to as "Submitter," am hereby submitting interview, presentation, video, photographs, statements, name, images or likeness, voice, and/or written materials in digital form (hereinafter referred to "Submission") to NOAA for use in NOAA's Voices of the Fisheries Database. It is understood by the materials composing the Submission are to be retained as part of NOAA's permanent collections in the VFF Database, and will be accessible to the public through a website and other media. I understand and agree that NOAA will retain ownership of the physical property comprising the Submission. Additionally, I hereby agree to grant to NOAA a lifetime, royalty-free, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in the Submission in any medium known now or to be developed.

If Submission Contains Third-Party Material, Likeness, etc. To the extent to which any third-parties are included, featured, interviewed, photographed, etc. (hereinafter "Third-Party Content?"), within the Submission, or to the extent to which any portion of the Submission was collected from third-parties, I hereby warrant and represent that I have obtained written consent from any and all interested person(s) associated with the Third-Party Content found within the the Submission, including persons who have been interviewed, filmed, videotaped, audiotaped, photographed, or otherwise have been depicted within the materials, and that such third-party consent is sufficient to allow me to grant permission to NOAA to use it as part of the NOAA Voices of the Fisheries Program.

If Submission Contains Third-Party Material, Likeness, etc., Yet Third-Party Consent Not Received To the extent to which consent could not be obtained for Third-Party Content, I hereby warrant and represent that I have exercised due diligence to obtain a signed release from the person(s) from whom such content has been collected. I attempted to contact the third-party(s) at the last known address by mailing to that third-party a letter describing the project and containing release forms for signature, but the letter was returned as undeliverable with no forwarding address, and/or I tried to contact them through other means including telephone, email, contacting their relatives, and/or other reasonable means, but have been unable to locate the person, or have ascertained that they are deceased. Further, with respect to any materials submitted as part of the Submission, I hereby warrant and represent that I will indemnify and hold harmless NOAA from any and all claims and demands arising out of or in connection with the use of the Submission, for any damages or costs in defending any claim of infringement, libel, defamation, invasion of privacy, right of publicity, or any other claims relevant to NOAA's use of the Submission. Should any part of the Submission be found to include materials that NOAA deems inappropriate for retention with the collection, for transfer to other collections in NOAA, NOAA may dispose of such materials in accordance with its procedures for disposition of materials not needed for NOAA's collections. This consent and release shall be binding on me, as well as on my legal representatives, heirs, and assigns.

I have read the Release Form and am fully aware of its contents. I hereby state that I am of legal age and competent to attest that release has been obtained for interview submission to the VFF System for public access.

Fig. 4.2

After you click on the check box, the screen will condense so you can enter the following information (see Fig. 4.3 below):

Either:

1. Check the **Anonymous** checkbox, **if the interviewee does not want his/her name to appear, but is otherwise willing to have the interview placed in the database.**

Or enter the interviewee's name as follows:

1. Interviewee's First Name (**required unless "Anonymous"**)

2. Last Name (required unless "Anonymous")
3. Middle Name (optional)

Then enter the following:

1. Interview Date (required, estimate if exact date not known)

NOTE: For Steps 2 and 3 below, prepare a text file ahead of time and copy and paste into the Abstract and Comments fields.

2. Abstract (Note: maximum number of characters is 4000 including spaces and punctuation. You can copy and paste from a text file.) This will appear in the search screen and help those who search the VFF DB decide if the interview contains content of interest to them.
3. Comments (Note: maximum number of characters is 4000 including spaces and punctuation. You can copy and paste from a text file.) This provides a place to add additional information you feel helps frame the interview.

The screenshot shows a web form titled "Begin Record" with several tabs: "Enter Demographic Info", "Enter Interview Topics", "Upload Files", and "Submit Interview". The "Enter Demographic Info" tab is active. It contains a "Release Consent" section with a checked checkbox and a link to "View the Release Form". Below this, there are fields for "Anonymous" (checkbox), "Interviewee's First Name", "Last Name", and "Middle Name". There are also "Interview Date", "Abstract" (with character count), and "Comments" (with character count) fields. At the bottom, there are four buttons: "Save Data in This Tab" (circled in red), "Continue to Next Tab" (circled in green), "Delete This Interview", and "Create New Interview".

Fig. 4.3

4. Click on the Save Data in This Tab button to create the interview record. Click OK.



Fig. 4.4

5. Click on the *Continue to Next Tab* button next to the *Save Data in This Tab* button to move to the remaining tabs so that you can enter the rest of the information about the interview, or just click on a Tab heading to move to that Tab's screen.

- Enter Demographic Info Tab

The screenshot shows a software interface with a tabbed menu at the top. The active tab is 'Enter Demographic Info'. Below the tabs, there are two main sections: 'Demographics' and 'Residence Location'. The 'Demographics' section contains dropdown menus for 'Sex', 'Age Range', 'Occupation', and 'Ethnicity', and a checkbox for 'English is Second Language'. The 'Residence Location' section contains text input fields for 'State', 'County', 'Region', and 'Community', and a checkbox for 'Location not Found?'. At the bottom of the form are two buttons: 'Save Data in This Tab' and 'Continue to Next Tab'.

Fig. 4.5

Enter the following information in the **Demographics** Field (see Fig. 4.6 below):

1. **Sex** (of the interviewee, drop down list)
2. **Age Range** (select from drop down list age range for the interviewee at the time the interview was conducted)
3. **Occupation** (select from the drop down list)
4. **Ethnicity** (select from the drop down list)
5. **English is Second Language** (Check this box only if English is the second language for the interviewee.)
6. **Primary Language** (When English is Second Language is checked, the Primary Language box opens. Type in the Primary Language.)

The screenshot shows the 'Demographics' section of the form. The 'Sex' dropdown menu is set to 'Male'. The 'Age Range' dropdown menu is set to '80-89'. The 'Occupation' dropdown menu is set to 'Commercial Fisherman-Active'. The 'Ethnicity' dropdown menu is set to 'African-American or Black'. The 'English is Second Language' checkbox is checked. The 'Primary Language' text input field contains the text 'Portugese'.

Fig. 4.6

Enter the following information in the **Residence Location** field. First click the **Search Location** button. Enter as much of the information as you know in the fields provided (see Fig. 4.7 below).

Some of the fields will provide drop down lists from which you can select an option, e.g., select the state of residence from the **State** list, etc. When you use the **Search Location** function and the list appears, click on the **Select Icon** next to the correct location to populate the **Residence Location** fields. The **Residence Location** fields are:

1. **Region** (This is the region of the country within which the State is located. It will fill in automatically once you select the State, County, and Community you want through the **Search Location** process.)
2. **State** (State where the interviewee lived when the interview was collected)
3. **County** (County where the interviewee lived when the interview was collected, if known)
4. **Community** (Community where the interviewee lived when the interview was collected)

The screenshot shows a web form titled "Residence Location". At the top left is a "Close Search" button. The main area is a scrollable box titled "Search Locations". Inside this box, there are four input fields: "Region:" (a dropdown menu with a question mark), "State:" (a dropdown menu), "County:" (a dropdown menu), and "Community:" (a text input field with a question mark). Below these fields are two buttons: "Search" (circled in red) and "Reset". Below the scrollable box, there are four more input fields: "State:", "County:", "Region:", and "Community:". At the bottom left, there is a checkbox labeled "Location not Found?".

Fig. 4.7

5. Click on the **Search** button to view the **Search Location** results. The **Reset** button allows you to start over.

- Click on the **Select Icon** next to the correct location to populate the **Residence Location** fields (see Fig. 4.8 below). Saint George, Alaska has been selected.

The scroll bar to the right of the screen will let you move the screen to view all the results.

Residence Location
Close Search

Search Reset

Results 1-20 of 20

Select	State	County	Region	Community
	ALASKA	ALEUTIANS WEST	ALASKA	Pribilof Island Regional Educational Attendance Area
	ALASKA	ALEUTIANS WEST	ALASKA	Aleutian Region Regional Educational Attendance Area
	ALASKA	ALEUTIANS WEST	ALASKA	Saint George
	ALASKA	ALEUTIANS WEST	ALASKA	Aleutians West Census Subarea
	ALASKA	ALEUTIANS WEST	ALASKA	Unalaska City School District

State: County: Region:

Community:

Location not Found?

If you can't find the location you want, check this box.

Fig. 4.8

- Click on the **Save Data in This Tab** button
- When you complete the above you will get a screen that looks like Fig. 4.9 below with the values filled in.
- Click on the **Continue to Next Tab** button

NOAA - VOICES FROM THE FISHERIES (VFF)

Search Collections

Begin Record Enter Demographic Info Enter Interview Topics Upload Files Submit Interview

Demographics

Sex: Male Age Range: 40-45

Occupation: Commercial Fisherman/Active

Ethnicity: Don't Know

English is Second Language:

Residence Location

State: MAINE County: HANKCOCK Region:

Community: Sunny

Location not Found?

Save Data in This Tab Continue to Next Tab

Fig. 4.9

- Enter Interview Topics Tab.

We recommend that you prepare a list of the major topics included in each interview you are donating to the VFF DB before you begin entering the information about an interview. This will speed the entry of this information. You can enter as many topics and subtopics as you want, but you must enter at minimum one Topic. You are not required to enter any Subtopics. The **Topics** and **Subtopics** are used by the database search application to find interviews with particular content by anyone searching the VFF DB.

Enter the following Topic Information:

1. **Topic** (This is a dropdown list. Select one or more major **Topics**. You must select them one at a time and save each one as you select it by clicking the **Add Topic** button.)
2. **Subtopic** (Once you select a **Topic**, you can move to the **Subtopic** drop down list associated with that **Topic**. Select one or more subtopics, selecting them one at a time by clicking the **Add Subtopic** button.)
3. The **Topics** and **Subtopics** will appear in the **Topics included in this Interview** frame as you select them. You can delete any of them by clicking the **Delete** icon next to the item (see Fig. 4.10 below).

The screenshot shows a web form titled "Topics". Below the title is a text box with the instruction: "Select one or more TOPICS from the drop down list below that best describe the contents of the interview you are uploading. These TOPICS will be used as key words when others search the database." Below this is a section titled "Topics Available" which contains two rows of input fields. The first row has a "Topic:" dropdown menu with the selected value "Business and Economics of Fishing and Other Marine" and an "Add Topic" button. The second row has a "Subtopic:" dropdown menu with the selected value "Aquaculture" and an "Add Subtopic" button. A red circle highlights the "Topic:" label and the dropdown menu. Below the "Topics Available" section is a section titled "Topics included in this Interview" which is currently empty. A red rectangle highlights the "Topics included in this Interview" section header.

Fig. 4.10

There are various ways to enter the **Species Information**. You can enter only common names, only scientific names, or both common and scientific names. You can enter multiple names, one at a time (see Fig. 4.11 below).

1. You enter a common name by typing it in the **Species Common Name Field**.
2. You enter a scientific name typing it in the **Species Scientific Name** field.

Species
After selecting a topic, you will be able to select one or more sub-topics for that topic from a drop down SUBTOPICS list.

Search Species
Open Search

Species Scientific Name:

Species Common Name:

Save Species New Species Delete Species

Species included in this Interview

Continue to Next Tab

Fig. 4.11

3. Click the **Save Species** button. Repeat for each additional species.

We provide a **species search look up table** if you want to find the scientific name for a species for which you only know the common name. To access the **species lookup table**, click the **Open Search** button (see Fig. 4.11 above).

1. Enter the **Species Information** that you do know in the appropriate field and click on the **Search** button to find a species. The species fields are:
 - a. **Scientific Name** (enter this if you know it)
 - b. **Common Name** (enter this if you know it)
 - c. **TSN** (Taxonomic Serial Number, enter this if you know it)
 - d. When the results appear, select the one that you want.

e. The **Reset** button allows you restart a search.

Note: The search function is very particular, e.g., to get the scientific name for **Lobster**, you must enter **American lobster** in the **Common Name** field, and you must capitalize "American". Otherwise, you get no hits. Keep this in mind when performing species searches.

The screenshot shows a web interface titled "Search Species". At the top left, there is a "Close Search" button, which is circled in red. Below this is a search form with the following fields: "Scientific Name:" with a text input box, "Common Name:" with a text input box, and "TSN:" with a text input box. Below the input boxes are two buttons: "Search" and "Reset". At the bottom left of the form area, it says "Found No Record". On the right side of the form, there is a vertical scrollbar.

Fig. 4.12

2. Click on the **Close Search** button.
3. Click on the **Save Species** button (see Fig. 4.11 above).
4. Move on to the next tab.

- **Upload Files Tab.** You are now ready to **Upload Files** related to the Interview record.

NOTE: Only PDF format text files and MP3 format digital audio files can be uploaded to the VFF DB. Photographs can be embedded in text files before they are transformed into PDF format files.

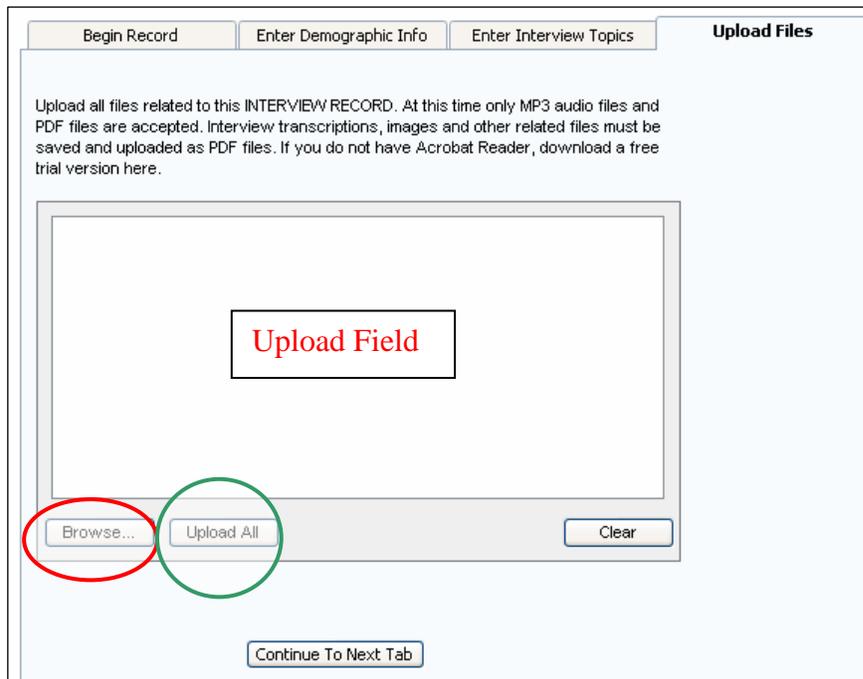


Fig. 4.13

1. Click the **Browse** button, and locate the interview file you want to upload to the VFF DB. Select the file. It will appear in the **Upload field** (see Fig. 4.13 above).
2. Repeat the process if there are multiple files associated with this single interview, e.g., multiple MP3 digital audio files, a PDF text file log of the MP3 audio files, a PDF text file transcription of the interview, etc.
3. When all files to be uploaded have been selected, click the **Upload All** button.
4. The **uploaded files will appear below the Upload field**. If you do not see a file that you thought you had uploaded, repeat the upload process.

5. **Double check that each file is good** (not "corrupted") by clicking on it to see if it will open in your computer environment. If it will not open, you may have to resave it, and go through the upload process again to make sure it is okay. It will also be checked by the VFF DB Administrator to make sure it will open before it will be approved for the VFF DB.

10. You can remove a file that you have uploaded by clicking on the **Delete** icon next to it (see Fig. 4.14 below).

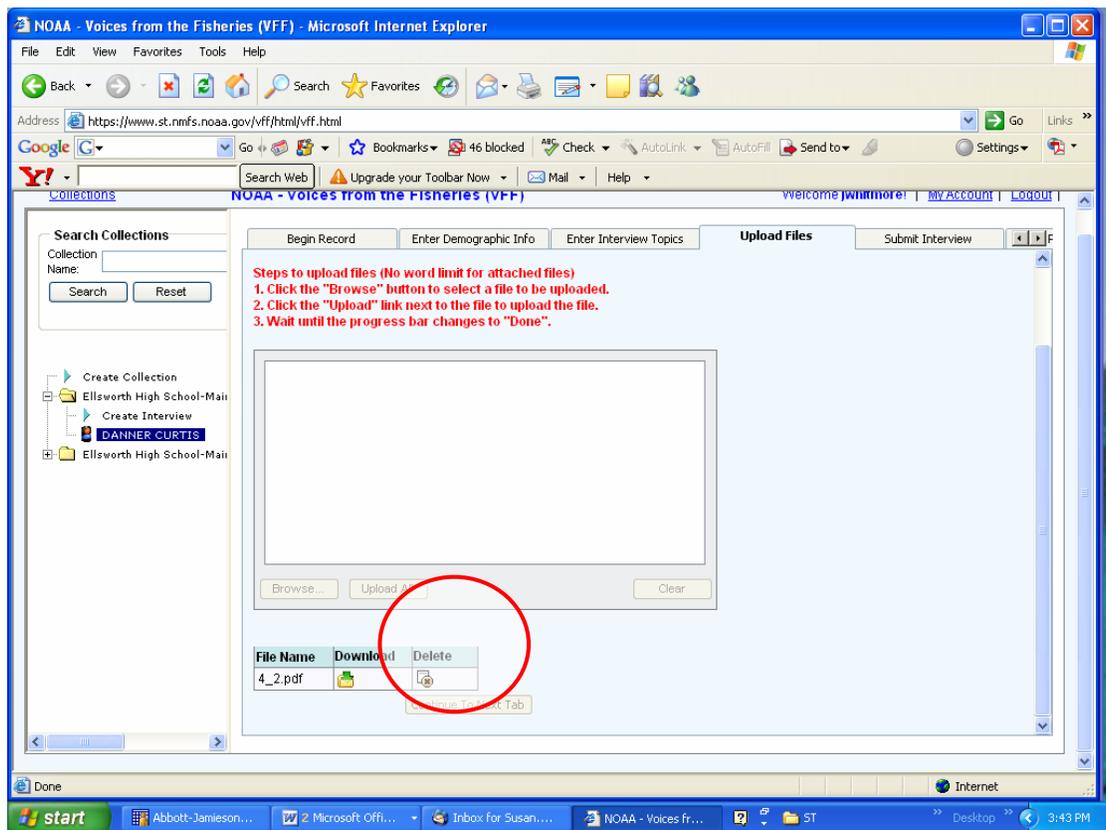


Fig. 4.14

11. Go to the **Submit Interview** Tab by clicking on the tab.

- **Submit Interview Tab**

1. Click on the **Submit for Approval** button to submit your interview to the VFF DB system administrator so that your interview can be approved and made available to the public (see Fig 4.15 below).



Fig. 4.15

2. Once submitted the status of the Interview will change from **Pending** to **Submitted**. You will see the following message:



Fig. 4.16

3. Click **OK**.

4. Once the interview has been changed to **Submitted** status, **you cannot make changes** in the Interview Record, unless you reverse the status back to **Pending**.

5. It may happen that after submitting an interview, and before the system administrator has approved it for the VFF DB, you decide you want to change some of the information that you entered for the interview. It may also happen that

you change your mind about submitting it at all, and you want to delete it. You can do this quite easily.

6. Click the **Unsubmit for Approval** button. The interview will revert to **Pending** status allowing you to make changes in the information you have entered (see Fig.17 below).

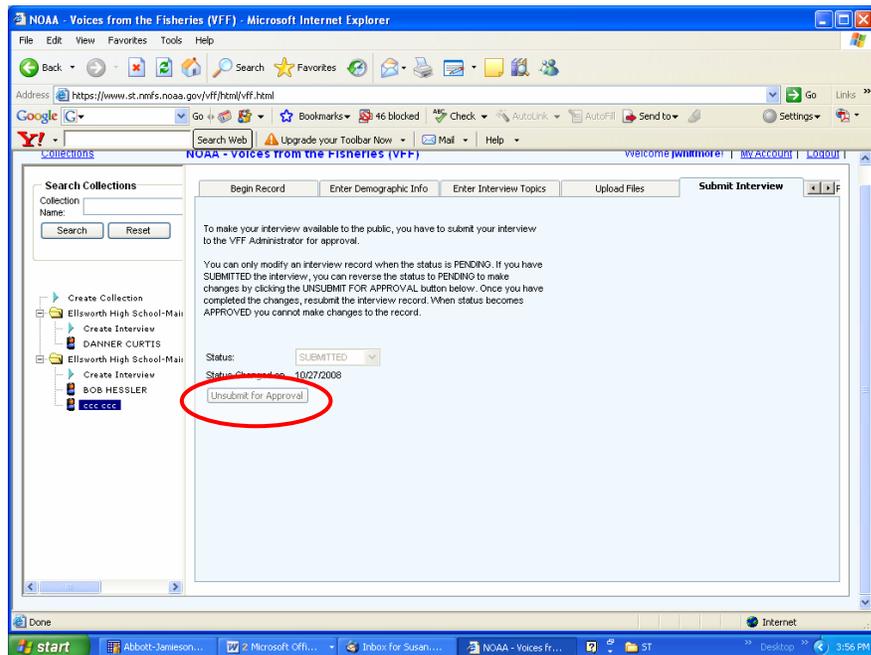


Fig. 4.17

- **Print Record**

After you enter all the information into an **Interview Record**, you may want to print a **Record** of what you have entered. The VFF DB provides a way to do this. Several types of reports are available for viewing in PDF format. In all cases, click on the report and a window will open showing the information. Only one example is shown below; each report is designed with the same format.

1. **Interview Members**
2. **Interview Curriculum** (for school and public education projects only)
3. **Interview Interviewee**
4. **Interview Topics and Subtopics**
5. **Interview Species**
6. **Interview File Information**

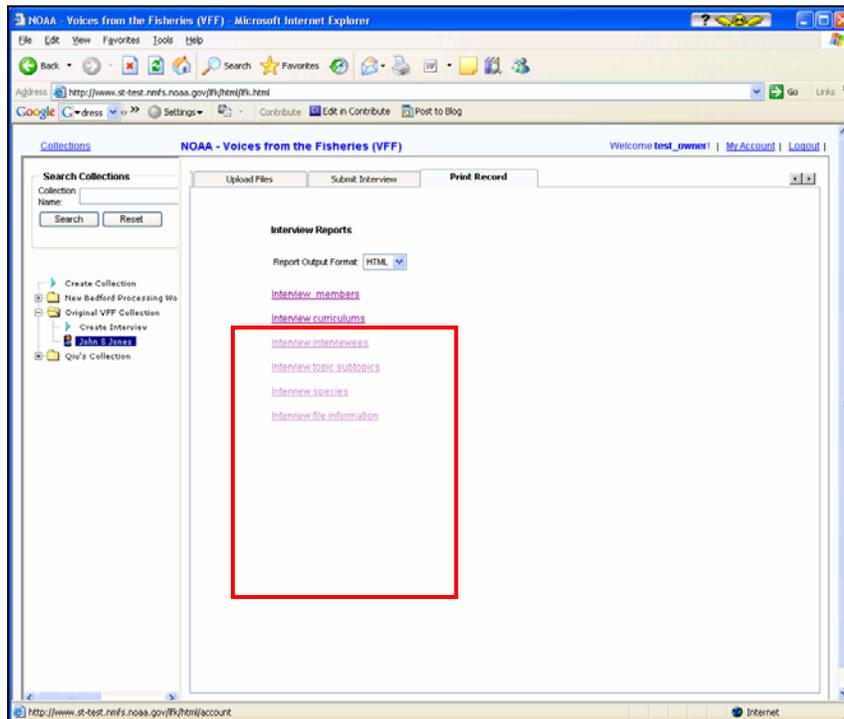


Fig. 4.18

To open an **Interview Report**, click on the link to view the specific Report of interest (see Fig. 4.18 above).

A new screen will open showing the report (see Fig. 4.19 below). You can then save it or print it.

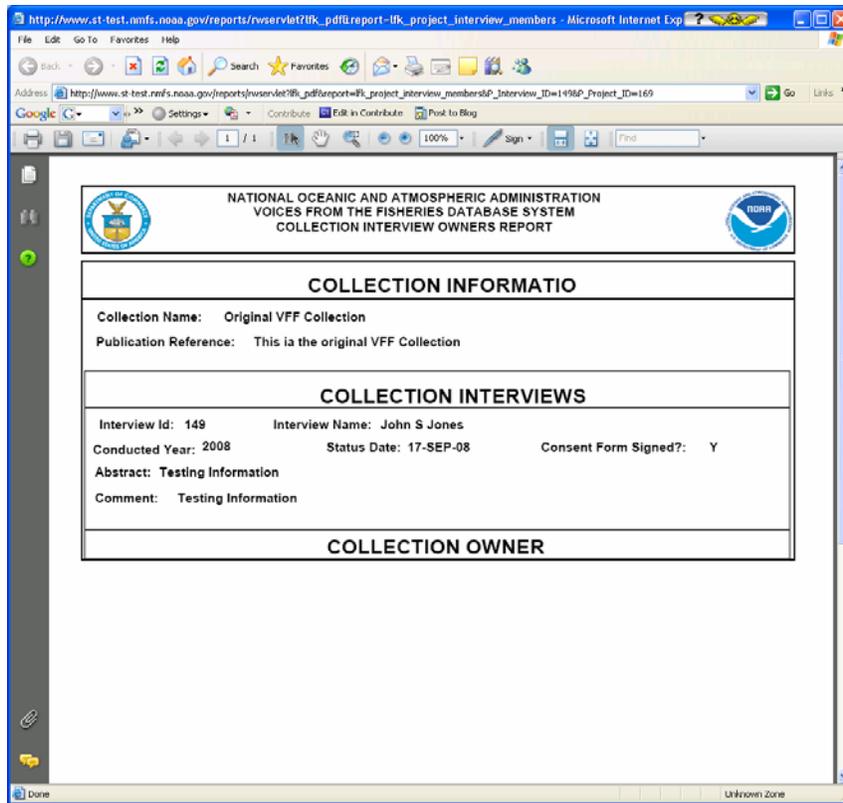


Fig. 4.19

4.2 How to Delete an Interview Record

1. If not already logged into the application, log into the application.
[See *Getting Started Section* for more information about how to log into the application.]
2. Select Collection from the Main Menu Toolbar
3. Enter the name of the Collection in the Search Collection section in the Search frame. A Collection tree will appear that includes all the Collections that the User has created (see Fig. 4.20).

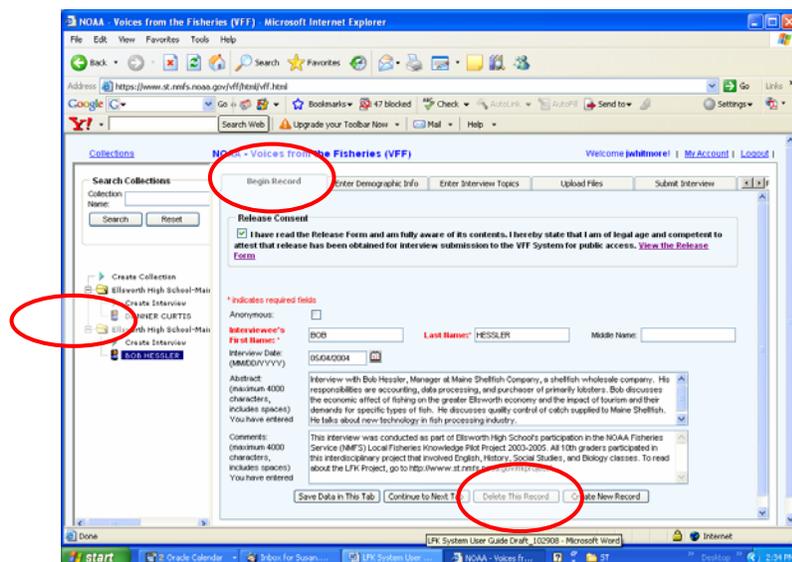


Fig. 4.20

4. Click on the Folder Icon next to the Collection name to select that Collection
5. The Interview Records that are part of the Collection that you select will appear below the Collection name.
6. Select the Interview Record that you want to delete by clicking on it.
7. The interview information will appear in the Edit frame to the right. Make sure that you select the **Begin Record** Tab (see Fig. 4.20).
8. Click on the **Delete This Record** button.
9. Confirm the deletion process.

The End