ST SCIENCE INFORMATION DIVISION

User Guide

For

Fisheries Independent Survey System (FINSS)
Protected Species Incidental Take (PSIT)

National Marine Fisheries Service
Office of Science and Technology
Science Information Division

(September, 2009)

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Date: September, 2009

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Reviewed by:

Approved by:

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Revision History

Version	Date	Changed By	Description
1.0	08/11/2009	Wei Qiu	Initial Draft
1.1	09/14/2009	Scott Sauri	Revised Draft

1. Introduction

This is the User Guide for version 1.0 of the Protected Species Incidental Take (PSIT) system.

The purpose of the PSIT system is to support the Protected Species Incidental Take data call. Information collected through this data call will be analyzed by the Office of Protected Resources to determine if fishing permits are needed for any protected species that are incidentally caught during scientific research cruises in certain locations.

The PSIT system is a web based application that will allow users to enter, view, query, and search PSIT data. It will allow users to track the incidental take and generate reports.

1.1 Document Purpose

The purpose of this document is to provide information to the users of the PSIT system on how to manage information contained in the system. It also provides detailed guidance, including text instructions and screenshots, for PSIT system users performing data entry, data retrieval, data analysis and report generation functions.

1.2 Contact Information

If any assistance is required in operating the PSIT system, including adding new records to the system, please contact the PSIT Administrator at NOAA Fisheries' (NMFS) Office of Science and Technology. The administrator can be reached by phone at (301) 713-2328 x 165.

2. System Access

The PSIT system login page is accessible online by any computer with an Internet connection and a supported web browser (see System Requirements for a list of supported browsers). Login privileges and access rights within the PSIT system are granted by the PSIT administrator.

2.1 System Requirements

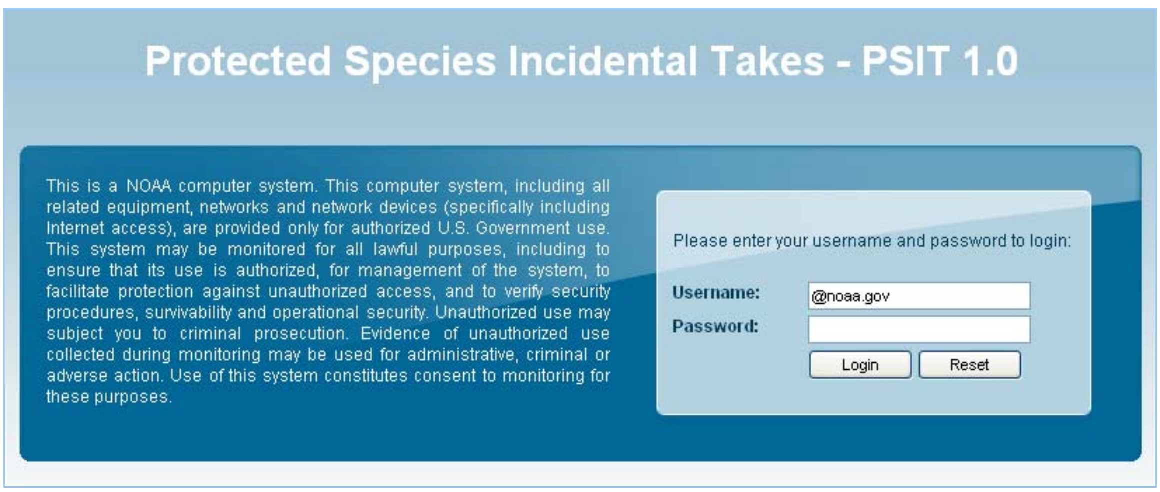
In order to use the PSIT system, your computer must conform to the following requirements.

- Microsoft Internet Explorer 6.0+, Mozilla Firefox 3.5+, or Google Chrome 2.0+ installed
- Javascript Enabled
- Minimum Screen Resolution 800x600
- Popups allowed in browser for this application

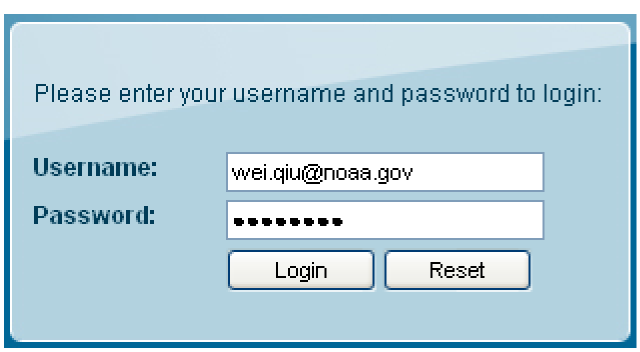
2.2 System Login

The PSIT system is accessible at:
https://www.st.nmfs.noaa.gov/findows/finss/psit/psitMain.jsp

This will open the following screen:



PSIT system users should use their NOAA email username and password to log in (e.g. wei.qiu@noaa.gov)



2.3 User Access Privileges

PSIT system users fall in the following roles:

- Science Center User:
    - allowed to add/modify/delete PSIT records for the Science Center that the user is associated with;
    - allowed to view PSIT records submitted by other science centers.
    - allowed to create reports for the Science Center that the user is associated with

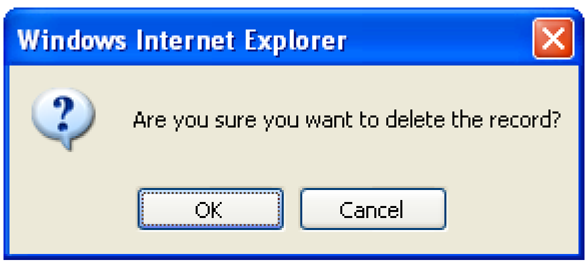
- Headquarters Admin:
    - allowed to view/add/modify/delete all PSIT data records.
    - allowed to create reports for all Science Centers

3. System Characteristics

The PSIT system has several features available to users in accomplishing their tasks. Features include: confirmation messages, tab menus and customizable search results.

3.1 Confirmation Messages

Whenever a user performs an action such as saving a new record, updating an existing record, or deleting an existing record, the user will be prompted to confirm the action.



Once the user confirms the action and the action has been completed, the user will receive a notification message indicating that the task has been completed.

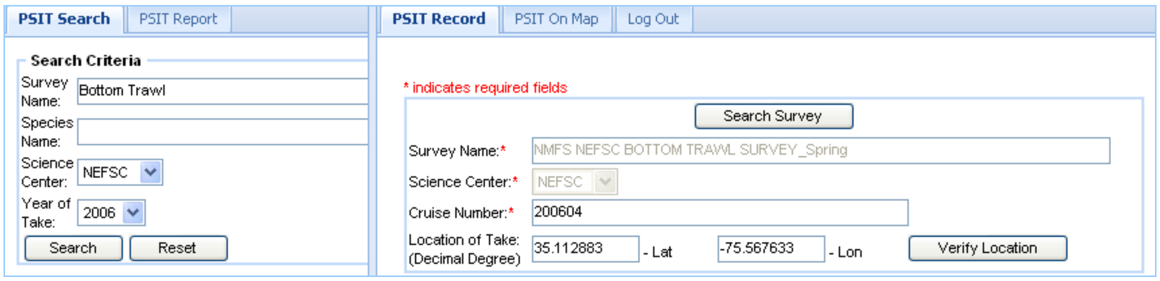
3.2 Tab menus

The tab menus allow users to easily navigate between the system modules, including Search, Report, Record Map, User Guide and Logout.

3.3 Screen Layout

The PSIT system screen is divided into two frames. On the left side is the Search and Report frame. On the right side is the View/Edit and Map frame.

To change the width of the left or right frames, drag the border bar between the left frame and the right frame.



3.4 Customizable Search Results

The PSIT system displays search results in a customizable, tabular format. Search results can be manipulated in the following ways:

- Select a Record

Click on the select icon ( ) in the first column of a search results row and that record will be displayed in the edit frame to view/edit.

- Sort by Column

Click and release on a column header to sort the search results by that data column (alternatively in ascending and descending order).

- Change Order of Columns

"Drag and drop" columns to reorder them by clicking on a column header, holding the mouse button until the column divider turns red, dragging the column to the new location and releasing the mouse button to drop the column into the new position.

- Change Widths of Columns

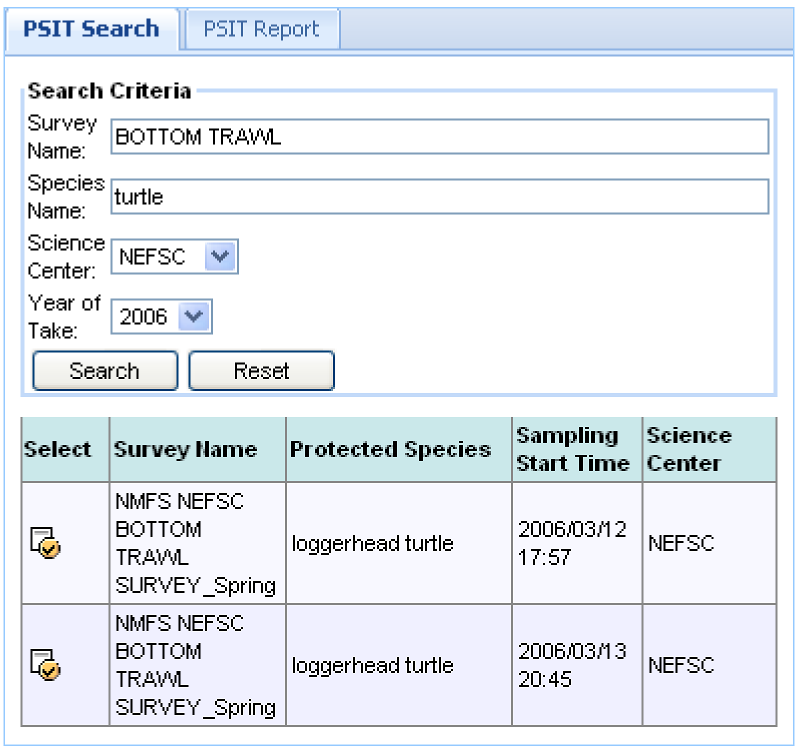
Move your mouse pointer over the borderline between two column headers until the pointer becomes a double-ended arrow, then "drag" the borderline to the left or to the right to change the width of the column.

Select	Survey Name	Protected Species	Sampling Start Time	Science Center
	NMFS ACOUSTICS SURVEY_Fall	Common Dolphin - Western North Atlantic	2004/10/08 4:36	NEFSC
	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	loggerhead turtle	2008/09/12 15:46	NEFSC
	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	loggerhead turtle	2007/09/21 13:29	NEFSC

4. Search Records

To search existing records, follow the steps listed below

- Click on the "Search" tab to open the search form
- Enter Search Criteria
  - Survey Name
  - Species Name
  - Science Center
  - Year of Take
- Click on the "Search" button



Search Criteria and Search Results

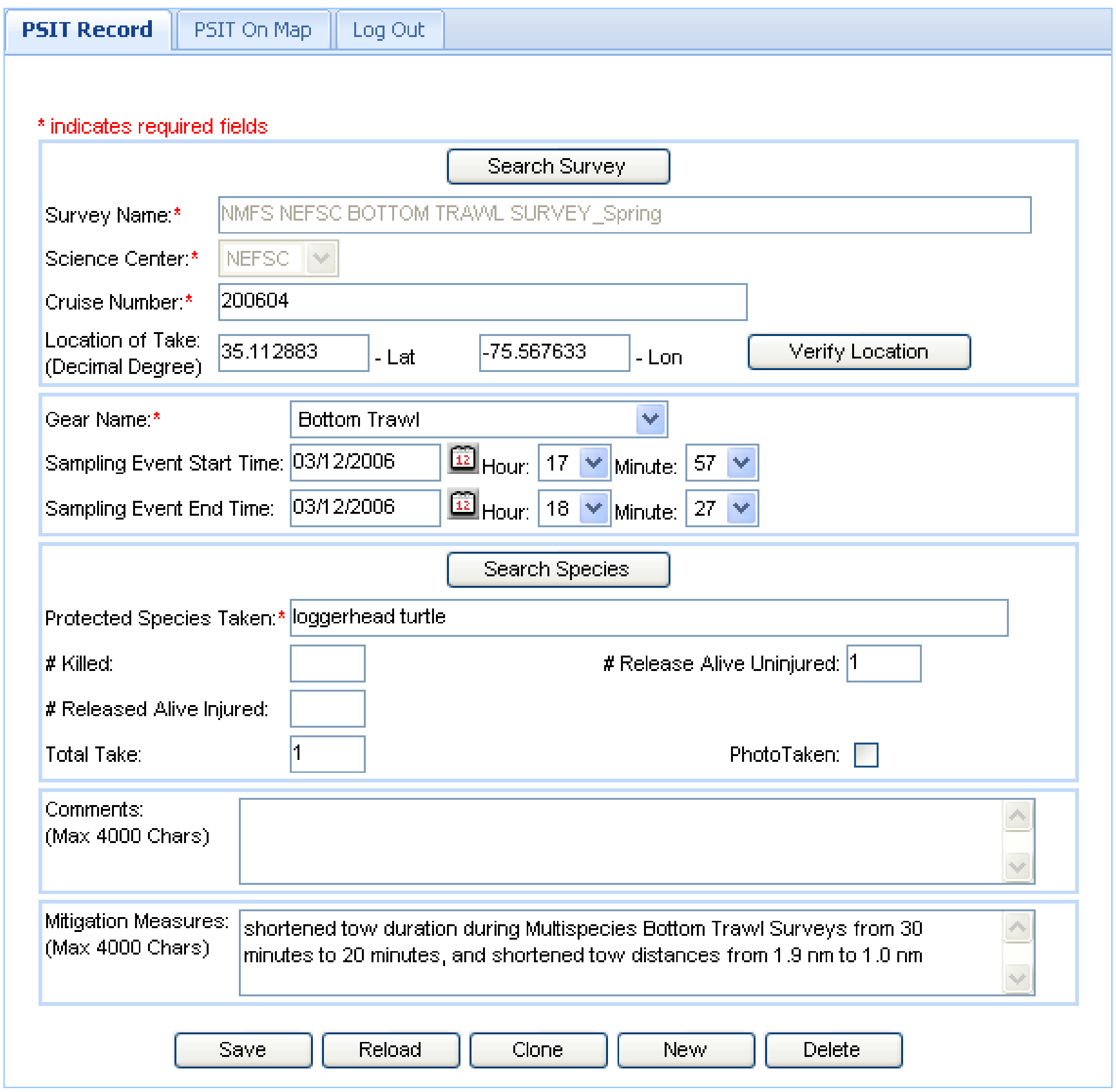
5. View Records

Users can view record data in the View/Edit tab and map record data in the Map tab.

5.1 View Record Data in the Record Tab

To view existing records, follow the steps listed below

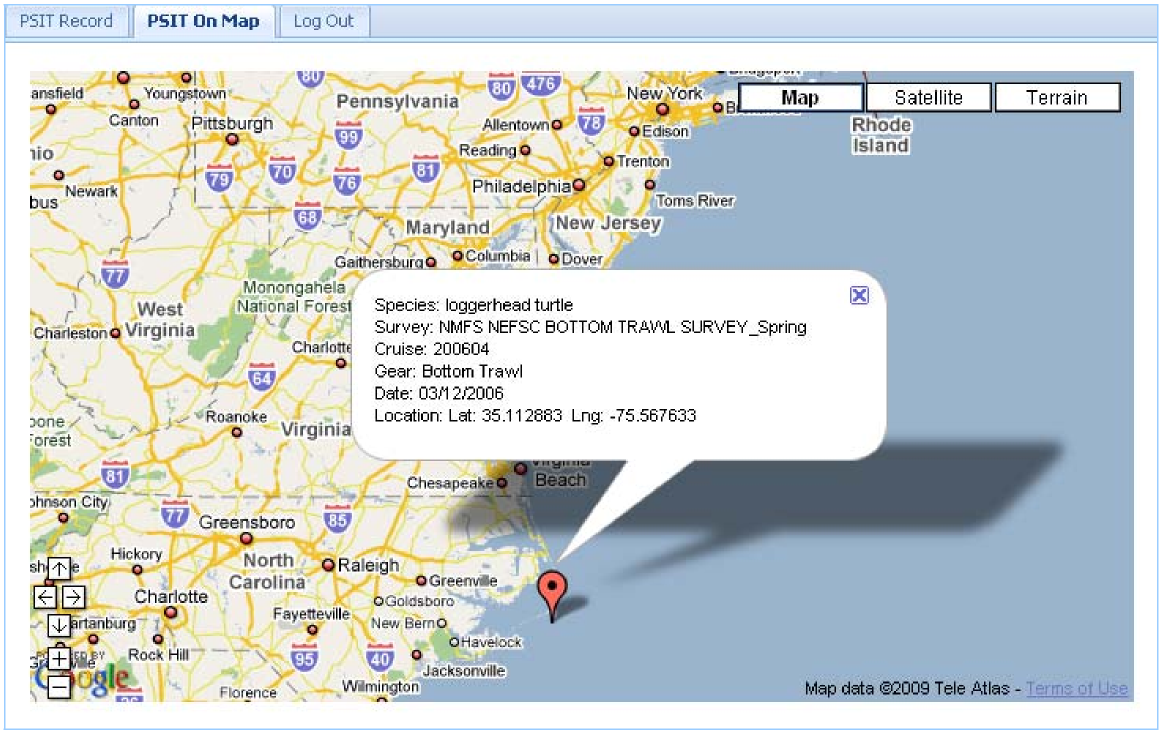
- Perform a search
- Select a record from the search results by clicking the edit icon ( ) in the first column
- View the selected record in the "View/Edit" tab in the View/Edit and Map frame to the right



PSIT record displayed in View/Edit tab

5.2 Map Record Data in the Map Tab

Users can view record data on a Map by clicking on the "Map" tab.



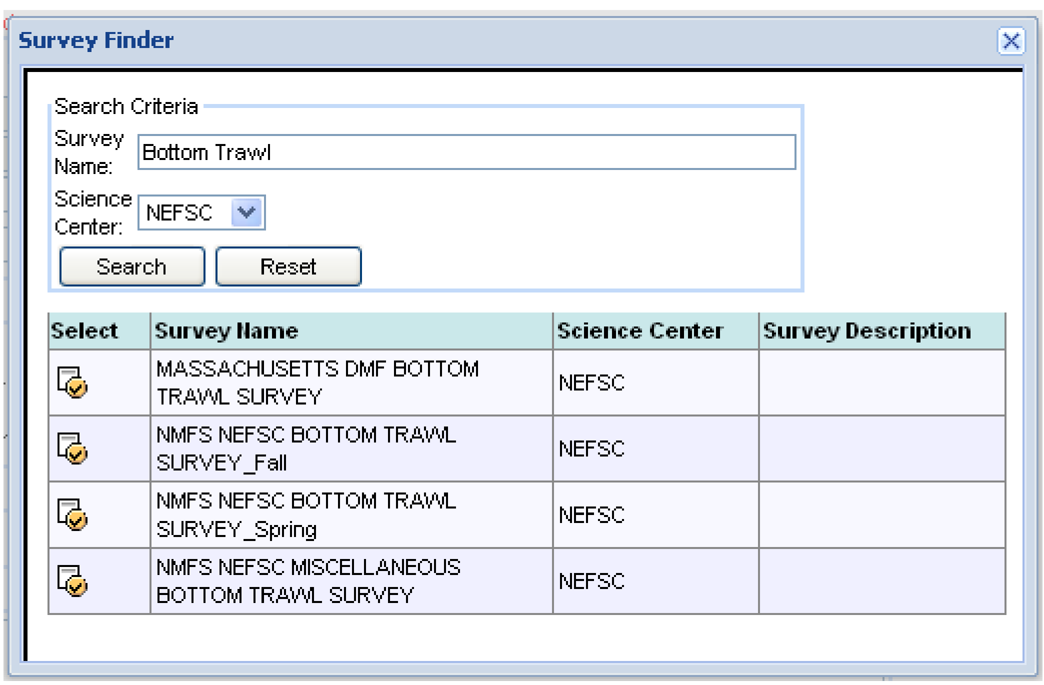
PSIT record displayed in Map tab

6. Create Records

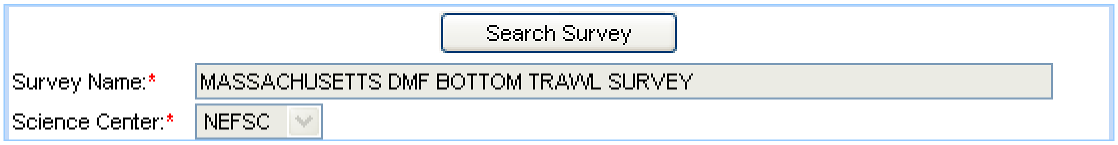
Users with the appropriate access privileges can create new records in the View/Edit tab. Required fields are marked with a red asterisk

To create a new record:

- Click on the "View/Edit" tab
- If already on an existing record, save changes by clicking on the "Save" button
- Click on the "New" button
- Click "OK" on the confirmation pop-up (click "Cancel" only if on an existing record on which changes have not been saved)
- The "Survey Name" and "Science Center" fields cannot be entered manually and must be populated using the "Survey Finder" accessible via the "Search Survey" button
    - Click on the "Search Survey" button to bring up the "Survey Finder"
    - Enter a "Survey Name" in the "Search Criteria"
    - Select a "Science Center" from the pull-down menu (if user only has access to one Science Center, this menu will be disabled)
    - Click the "Search" button
    - Select a survey by clicking on the select icon ( ) in the first column of a search results row
    - The "Survey Finder" will close and the "Survey Name" and "Science Center" fields will be populated based on the selected survey



Search Surveys



Select a Survey

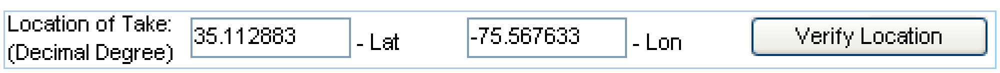
- Enter a “Cruise Number”
- Enter “Location of Take”
    - Enter a “Lat” (Latitude)
    - Enter a “Lon” (Longitude)
    - Click on the “Verify Location” button to see the location on a map (click on the “x” on the top right of the map window to close it)

When entering the Latitude and Longitude for a location, user should follow the following instructions:

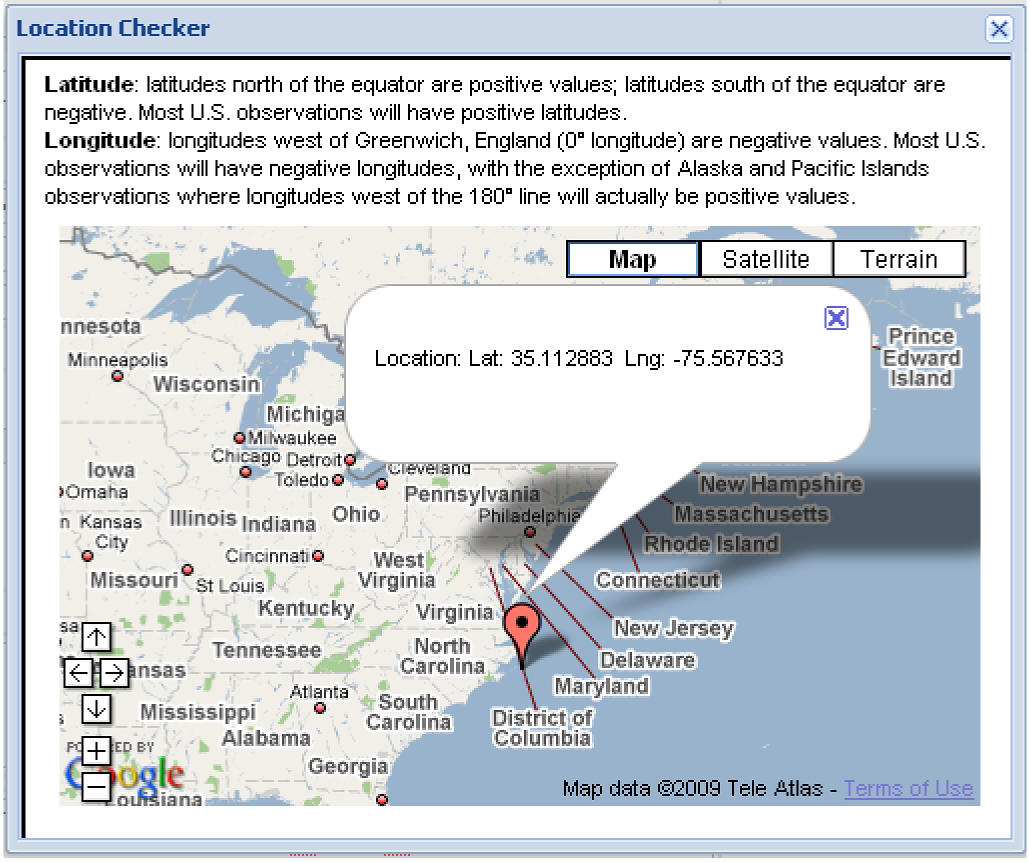
Latitude: latitudes north of the equator are positive values; latitudes south of the equator are negative. Most U.S. observations will have positive latitudes.

Longitude: longitudes west of Greenwich, England (0° longitude) are negative values. Most U.S. observations will have negative longitudes, with the exception of Alaska and Pacific Islands observations where longitudes west of the 180° line will actually be positive values.

User can verify the location on the Map by clicking on the “Verify Location” button.

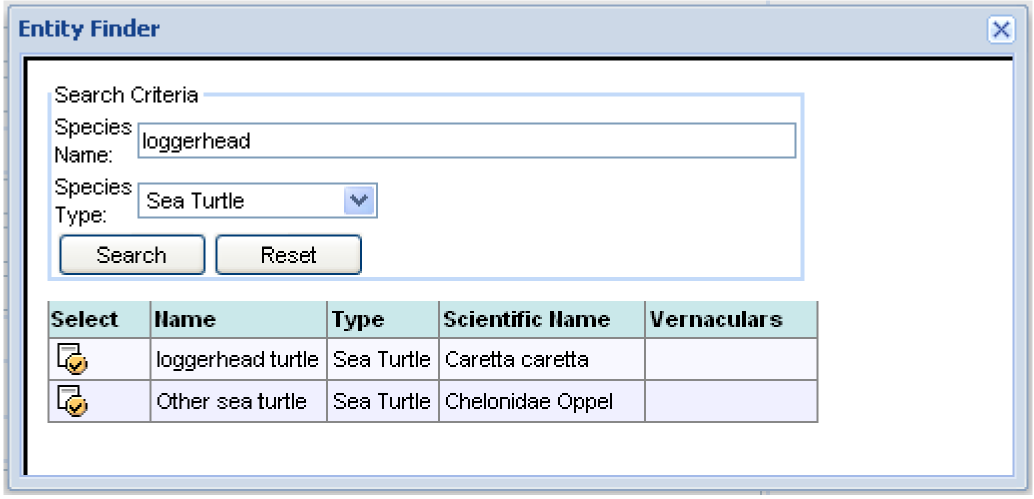


Enter Latitude and Longitude for a Location



User Map to verify the Latitude and Longitude for a Location

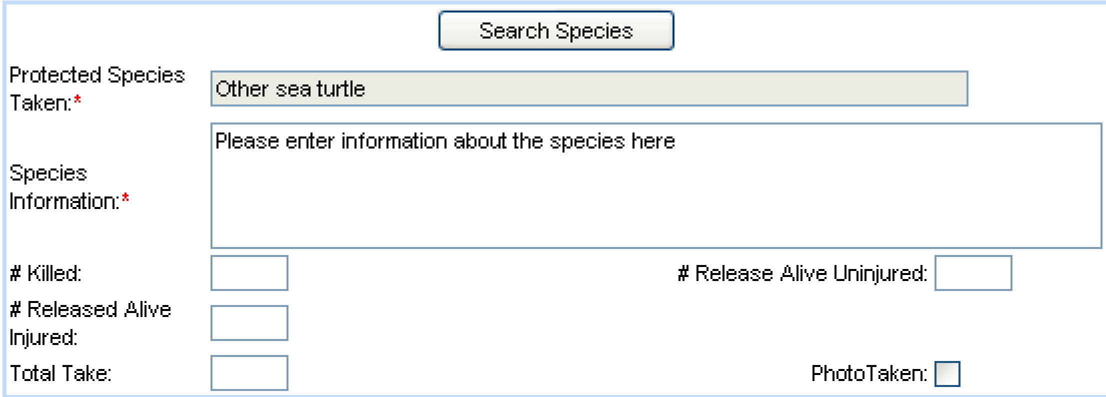
- Select a “Gear Name” from the pull-down menu
- Enter a “Sampling Event Start Time” and “Sampling Event End Time”
  - Enter date in format MM/DD/YYYY or use the date selection tool by clicking on the calendar icon (), then clicking on a date
  - Select “Hour” (military time) and “Minute” from the corresponding pull-down menus
- The “Protected Species Taken” field cannot be entered manually and must be populated using the “Species Finder” accessible via the “Search Species” button
  - Click on the “Search Species” button to bring up the “Species Finder”
  - Enter a “Species Name” in the “Search Criteria”
  - Select a “Species Type” from the pull-down menu
  - Click the “Search” button
  - Select a species by clicking on the select icon () in the first column of a search results row
  - The “Species Finder” will close and the “Protected Species Taken” field will be populated based on the selected species



Search a Species

Select a Species

- If the desired species was not available in the search results and one of the “Other XXX” options was selected, the user will be required to enter additional species information in the “Species Information” field. This field will not be available if a specific species was selected.
- Enter “# Killed”, “# Released Uninjured” and “# Released Alive Injured” (if a “Seabird” was selected in the “Species Finder” then only # Seabirds Taken” will appear)
- The “Total Take” field is the calculated sum of “# Killed”, “# Released Uninjured” and “# Released Alive Injured” and cannot be entered manually
- Click on the “Photo Taken” checkbox if a photograph was taken
- Enter “Comments”and “Mitigation Measures”
- Click on the "Save" button



Enter Species Information

7. Modify Records

Users with the appropriate access privileges can modify existing records in the View/Edit tab. Required fields are marked with a red asterisk

To modify existing records, follow the steps listed below

- Perform a search
- Select a record from the search results by clicking the edit icon ( ) in the first column
- Modify the selected record in the “View/Edit” tab in the View/Edit and Map frame to the right
- Click on the “Save” button to save changes

8. Clone Records

Users with the appropriate access privileges can clone (i.e. copy) existing records in the View/Edit tab.

To clone existing records, follow the steps listed below

- Perform a search
- Select a record from the search results by clicking the edit icon ( ) in the first column
- View the selected record in the “View/Edit” tab in the View/Edit and Map frame to the right
- Click on the “Clone” button
- Click “OK” on the confirmation pop-up
- Make any necessary modifications
- Click on the “Save” button to save the cloned record

9. Delete Records

Users with the appropriate access privileges can delete existing records in the View/Edit tab.

To delete existing records, follow the steps listed below

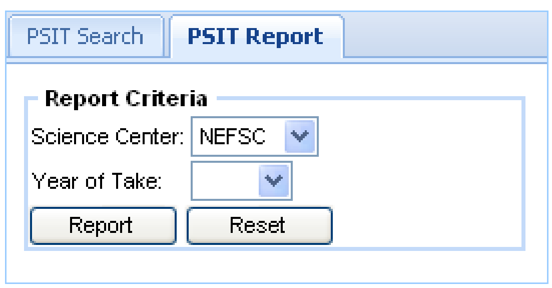
- Perform a search
- Select a record from the search results by clicking the edit icon ( ) in the first column
- View the selected record in the "View/Edit" tab in the View/Edit and Map frame to the right
- Click on the "Delete" button
- Click "OK" on the confirmation pop-up (Note: only click "OK" if you are sure you have the correct record selected and want to delete the record – this action cannot be undone. If you are not sure, click "Cancel")

10. Create Reports

Users can create reports by clicking on the "Report" tab in the Search and Report frame.

To create a report, follow the steps listed below:

- Click on the "Report" tab
- Select a "Science Center" from the pull-down menu
- Select "Year of Take" from the pull-down menu
- Click on the "Report" button.



Specify Report Criteria

- The system will generate a report in Microsoft Excel format (*.xls)
- The user will be prompted to "Open" the file or "Save" it to a user specified location.

	A	B	C	D	E	F
1	**Protected Species Incidental Take Report**	Year to Report:All	Science Center:NEFSC			
2	SCIENCE CENTER	SURVEY NAME	START OF SAMPLING EVENT	END OF SAMPLING EVENT	CRUISE NUMBER	PROTECTED SPECIES TAKEN
3	NEFSC	NMFS ACOUSTICS SURVEY_Fall	10/8/2004 4:36	10/8/2004 5:22	200413	Common Dolphin - Western North Atlantic
4	NEFSC	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	9/12/2008 15:46	9/12/2008 16:16	200807	loggerhead turtle
5	NEFSC	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	9/21/2007 13:29	9/21/2007 13:59	200709	loggerhead turtle
6	NEFSC	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	9/9/2007 3:30	9/9/2007 4:00	200709	loggerhead turtle
7	NEFSC	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	9/24/2005 23:10	9/24/2005 23:40	200510	loggerhead turtle
8	NEFSC	NMFS NEFSC BOTTOM TRAWL SURVEY_Fall	9/23/2004 16:05	9/23/2004 16:35	200407	loggerhead turtle

PSIT Report