MRIP Site Register
Quick Start Guide

For

National Marine Fisheries Service
Office of Science and Technology

May 2013
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## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changed By</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>March 14, 2012</td>
<td>Tanu B</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>March 19, 2012</td>
<td>Tanu B</td>
<td>Updates based on Hussain’s review</td>
</tr>
<tr>
<td>1.2</td>
<td>April 25, 2012</td>
<td>Tanu B</td>
<td>Updates</td>
</tr>
<tr>
<td>1.3</td>
<td>April 26, 2012</td>
<td>Tanu B</td>
<td>Updates</td>
</tr>
<tr>
<td>1.4</td>
<td>April 30, 2012</td>
<td>Tanu B</td>
<td>Updates based on Lauren’s review</td>
</tr>
<tr>
<td>2.0</td>
<td>February 6, 2013</td>
<td>Tanu B</td>
<td>Updates</td>
</tr>
<tr>
<td>3.0</td>
<td>May 19, 2013</td>
<td>Tanu B</td>
<td>Updates</td>
</tr>
</tbody>
</table>
1. Introduction

The Site Register database contains information on public access fishing sites where interviews for the intercept survey can be conducted, i.e. the sample frame. Specifically, the Site Register contains geographic, descriptive, and fishing pressure data. The Site Register application allows users to access the site data. Depending on pre-determined roles, users may also be able to update site information, create new sites, and manage the approval process. This system is a web-based, database driven application with the following functionality.

- A relational database system to store the site data.
- An interface to enter or suggest or modify site information.
- An approval process for new sites and existing site edits.

Future versions of the application will incorporate additional tools for survey processes automation and data transparency. Some of the expected functionality includes:

- Drive distance calculations.
- Clustering of sites.
- Cluster map generation.
- Sample draw.
- Assignment packages.
- Public view-only access.
- Downloading of site data.

1.1. Document Purpose

The purpose of this document is to provide information to the users of the Site Register system on how to enter and manage information contained in the system. It also provides detailed guidance, including text instructions and screenshots.
1.2. Contact Information

If any technical assistance is required in operating the Site Register system, contact the following personnel.

- Lauren Dolinger Few at Lauren.Dolinger.Few@noaa.gov.
- Scott Sauri at NOAA Fisheries' (NMFS) Office of Science and Technology by email at Scott.Sauri@noaa.gov.
2. System Access

The Site Register system login page is accessible online by any computer with an Internet connection and a supported web browser. See the System Requirements (section 2.1) for a list of supported browsers. Login privileges and access rights within the Site Register system are granted by the NMFS or Administrator.

2.1. System Requirements

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

- Mozilla Firefox 3.6+ installed.
- Chrome 26.0+ installed.
- IE 10+ installed.
- JavaScript enabled.
- Minimum Screen Resolution 800x600.
- Pop-ups allowed in browser for this application.
2.2. System Login

The Site Register system can be accessed using the following URL.

This will open the following Site Register login screen as shown in Figure 1).

![Login Screen](https://www.st.nmfs.noaa.gov/siteregister/html/sitefregister.jsp)

**Figure 1 - Login Screen**
To login to the Site register application:
1. Launch the browser icon on your desktop.
2. In the URL pane, type the URL as shown in figure (1).
3. This will display the login page to the Site Register application.
4. Users should use their full email address and password & click the ‘login’ button to log in.
5. For guest login, the user needs to click on the ‘Guest Login’ button to view all the Site Register active sites.

3. System Description

The Site Register system is a role based application with a well-defined progression of steps for creating and approving the site data.

3.1. General Background

Users of the Site Register system are assigned different roles such as Guest, Site Manager, NMFS or Administrator. The site permissions are defined as View, Edit and Approve. For a Site Manager, the permissions are assigned as view, edit or approve on a state by state basis. For the NMFS, Admin roles the permission applies for all states. The process for creating or editing a site, submitting a site for approval and the actual approval process is determined using various statuses.

3.2. Roles and Statuses

There are four roles in the Site Register application as described below.

1) Guest

The Guest is a visitor access granted to any user that needs to access active Site Register sites. It does not need a valid email id and password to logon.
2) Site Manager

The Site Manager is a general role given to all the users of the application who are not the NMFS or Admin. The Site Manager role has three permissions assigned to him as mentioned below.

A. **Viewer** - This permission is just for viewing all the sites in the state or region that the user is assigned to. They cannot add new sites.

B. **Editor** - This permission is for viewing as well as editing existing site data and also adding new pressure recordings. They can add new sites as well as retire existing sites.

C. **Approver** - This permission will let the user do everything that the view or edit permission allows and in addition to that, it will also give the permission to approve the edits on existing sites submitted by the Editor. They can add new sites and retire sites as well. When they add new sites, the sites will go from the Draft status to the Approved status.

For more details on role based accessibility to the Site Register website refer to Section (4).

Any existing site or pressure edits submitted by an Approver/NMFS/Admin do not need to go for the approval process. They will be activated directly. Similarly any new site added by NMFS does not have to go through the approval process. A new site submitted by Approver needs to be activated by NMFS/Admin.

3) NMFS

This role can do everything what a Site Manager with any permission can do. In addition to that, the NMFS will be able to approve new sites after they are submitted by the Approver. The NMFS role will always see the buttons with the text Activate instead of text Approve. Also the NMFS can go through the list of ‘Inactive Sites’ and directly activate the sites from the Submitted status instead of going to the Approved status.
4) Admin

The Admin role has unrestricted access to all the functionalities of the application. They also have all the permissions that NMFS and Site Managers have and in addition to it, they can create/activate/deactivate accounts and give roles to the users.

Types of Statuses:

1) **Active**
All the existing sites and the new sites which get activated by NMFS or Admin will have the Active status. Everyone will be able to see all the active sites based on the states or regions access that they have been assigned. No actions can be taken at the Active status except saving the changes made at the Active status.

2) **Inactive** - All the sites which are not active are considered ‘Inactive Sites’. Below is the list of statuses included in the Inactive Sites. Inactive by itself is not a status.

   a) **Draft**
   When a user starts adding a new site or modifies an existing site and saves partial site data without submitting the site, that site will have the Draft status.

   b) **Submitted**
   When an existing site is modified and submitted for activation by the Editor, it goes to the Submitted status. Only existing sites can go to this status.

   c) **Approved**
   When a new site is submitted by the Approver, it will go to Approved status. Only the NMFS or Admin can take action on the sites which have the approved status. Only new sites can go to the Approved status.

   d) **Revision**
   When the Approver or NMFS or Admin sends an existing site back for revision to the Editor role, the site will have a Revision status. The NMFS/Admin and Approver will have to leave comments in the Reviewer Notes when they send a site back for revision. For new sites, only NMFS/Admin can send it back for Revision to Approver. The NMFS/Admin will have to leave comments in the Reviewer Notes when they send a site back for revision.

   e) **Rejected**
A site can have a Rejected status when the NMFS/Admin rejects a new site draft at the approved status. A rejected site can be restored and it will go to the Approved status after being restored.

f) **Retired**
Anyone can retire a site which is in the Active status. If the Editor retires a site it needs to go through approval. When a site is unretired by NMFS/Admin, it will go to the Draft mode which will have to go through the Approval process.

g) **Deleted**
A site can be deleted by the Approver at new site drafts. Also the sites deleted by NMFS/Admin at any statuses except Active, Rejected and Retired will have a Deleted status. A Deleted status site will not be visible on the user interface. They can only be restored from the backend by the developer.

h) **Blank**
When the Add New button is clicked by the Approver/ NMFS/Admin, the site status shows blank. When some data on the blank site is saved, the site status changes to the Draft mode.

i) **Retirement Requested**
When and Editor retires a site, it goes to Retirement Requested status for approval. If Approver/NMFS/Admin approves the request the site will be retired. If they reject the request, the site will go back to Active status with the data that existed when the site was previously active.

### 3.3. Home Screen

After logging in to the portal with the username and password, the home page will load with following clickable links. The figure (3) shows the clickable links.

A. Home  
B. Help  
C. Logout
A. **Home**: This link provides the Inbox Result, Search options and the Site Map. The **Inbox Result** pane provides a centralized view of the sites that the particular user needs to take action on. The figure (3) shows the sites that are seen under the Inbox mode. These include the **Draft (with exceptions)**, **Revision**, **Submitted** and **Approved** statuses.

*Draft status exception - The sites with the Draft statuses will be visible in the Inbox Mode to the Viewer or Editor only. The Approver and NMFS/Admin will only be able to see the Drafts in Inbox Mode exclusively created by them.

The **Group Sites** button is a toggle button to see sites with a marker map icon (figure 2A) or a highly robust map that shows sites as group (figure 2B). By clicking on any group you can zoom into a map (figure 2C).
The Export Type dropdown field under the Sites pane provides three options to download .csv files for Both, Sites and Pressure values. The Both option exports both site and pressure files. The Sites option exports only the sites file and the Pressure option exports only the pressure file for a particular site. The Printer Friendly button allows you to export the site data in a printer friendly format for a particular wave or all waves.

Figure 3B - Site Register Home Screen with group icons

Figure 4C - Site Register Home Screen with zoomed groups

The group can be further zoomed into a detailed map.
The **Search options** Pane allows the user to search based on the site id, state name, zip code, state and county. The **View Sites** dropdown field allows the user to filter the Sites based on ‘Active’ and ‘Inactive’ as well as ‘All Sites’ as shown in figure (5).

It is recommended to choose the **View Sites – All** option while searching for sites as it allows for ease of access to the sites. If the **View Sites – Active** option is selected it will show sites that are currently active only. If the **View Sites – Inactive** option is selected it will show sites that are currently inactive. The Mode filter dropdown field allows the user to search sites based on modes such as Head Boat, Charter Boat, Private/Rental Boat and Shore Boat.

![Figure 5 - Search Options Panel](image_url)
The **Site Map** pane provides a large map with icon(s) that points to the different sites based on the state selected from the **State** dropdown field under the **Search Options** pane.

B. **Help**: This link provides options for the user to access a FAQ’s help page, a user guide to understand the workflow for the site Register system, a workshop power point presentation and a glossary help page. These additional links are opened in a new browser window when launched from the help link.

C. **Logout**: This link allows the user to log out of the website.

### 3.4. 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. The figure (7) shows a sample confirmation message when the activate button is clicked.

![Confirmation Message](image)

**Figure 6 - Sample Confirmation Message for activating the site**

### 3.5. Site Data Panel

The site data information panel allows the user to enter the site specific data. A sample filled out data form under the site tab is illustrated in Figure 7) below.

**State, County** and **Site Name** fields are required for a site to be saved as a draft. All required data need to be filled in before a site can be submitted for approval. All the attributes on the description tab must be populated (with the exception of contact info). Either the directions value or the address value must be populated. All pressure values must be populated before a site can be submitted. In cases where a site has been identified as “Headboat Only”, the pressure tab will be inactivated and the pressure values won’t be required. In this particular example for the Site Data Panel as shown in Figure 7), the site is in the active status as indicated in Blue for the site Status field.
Figure 7 - Site Data Panel as seen by an Editor
3.6. Pressure Data Panel

For each site data entry made on the Site Data panel, the user is required to enter all at least one pressure records (with the exception of Headboat Only sites). The following example illustrates a pressure tab that needs to be filled in as shown in figures (6) and (7).
Site Name: CEEBEE MARINA?

What is your estimate of the number of eligible anglers expected during a 6-hour period of weekend/weekday activity for each month of this wave?

| 9=0 Anglers Mode Not Present | 2=9-12 Anglers | 5=30-49 Anglers |
| 0=1-4 Anglers | 3=13-19 Anglers | 6=50-79 Anglers |
| 1=5-8 Anglers | 4=20-29 Anglers | 7=80+ Anglers |

Check boxes to autofill column with "9"

<table>
<thead>
<tr>
<th>Month</th>
<th>Kind of Day</th>
<th>Time Period</th>
<th>Beach/Bank</th>
<th>Man-Made</th>
<th>Charter Boat</th>
<th>Private/Rental Boat</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>0200-0800</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
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</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKEND</td>
<td>0200-0800</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKEND</td>
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<td>2000-0200</td>
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<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>0200-0800</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
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<td>0200-0800</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKDAY</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

Figure 8 - Pressure Data Panel (For North Carolina sites only)
**Site Information**

<table>
<thead>
<tr>
<th>Site</th>
<th>Pressure</th>
<th>Map</th>
</tr>
</thead>
</table>

**Site Name: HT8**

What is your estimate of the number of eligible anglers expected during a 6-hour period of weekend/week activity for each month of this wave?

<table>
<thead>
<tr>
<th>9=0 Anglers/Mode Not Present</th>
<th>2=6-12 Anglers</th>
<th>5=30-49 Anglers</th>
</tr>
</thead>
<tbody>
<tr>
<td>0=1-4 Anglers</td>
<td>3=13-19 Anglers</td>
<td>6=50-79 Anglers</td>
</tr>
<tr>
<td>1=5-8 Anglers</td>
<td>4=20-29 Anglers</td>
<td>7=80+ Anglers</td>
</tr>
</tbody>
</table>

**Figure 9 - Pressure Data Panel (Non-North Carolina sites)**
3.7. Map Data Panel

The Map data information panel allows the user to open a site by clicking on a particular site by toggling between group sites and ungroup sites using the Group Sites Button. A sample of a map marker icon under the map tab is illustrated in Figure 7) below. The green map marker icon is mapped based on the address of the site. It gets displayed only when the Point Map by Address check box is clicked and the address is a valid address. The red map marker icon is mapped based on the latitude and longitude values of the site.

![Figure 10 - Map Data Panel](image)

4. Role based accessibility

The Site Register website can be accessed by users with different roles.

4.1. Viewer (Site Manager – View role)

The Site Manager with the View role (Viewer) can perform the following actions.

- Can view any site at any status based on the states assigned to him. The figure (9) shows how a site at any status is visible to a Site Manager with the View role. The only button visible to him at all times is the Cancel button.
### Site Information

<table>
<thead>
<tr>
<th>Site ID:</th>
<th>1821</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name:</td>
<td>MYSTIC RIVER PARK</td>
</tr>
<tr>
<td>Site Status:</td>
<td>Active</td>
</tr>
<tr>
<td>State:</td>
<td>CONNECTICUT</td>
</tr>
<tr>
<td>County:</td>
<td>NEW LONDON</td>
</tr>
<tr>
<td>County Code:</td>
<td>011</td>
</tr>
<tr>
<td>Latitude:</td>
<td>41.21.231</td>
</tr>
<tr>
<td>Longitude:</td>
<td>71.58.115</td>
</tr>
<tr>
<td>New?:</td>
<td>N</td>
</tr>
<tr>
<td>Address:</td>
<td>COTTRELL ST MYSTIC, CONNECTICUT 06355</td>
</tr>
</tbody>
</table>

**Contact Name:**

**Contact Phone:**

| Tackle Shops: | NO |
| Fish Cleaning Stations: | NO |
| Retail Bait: | NO |
| Boat Storage: | NO |
| Boat Maintenance/Repair: | NO |
| Fuel Dock: | NO |
| Restaurant (Onsite/Immediate Vicinity): | NO |
| Lodging (Onsite/Immediate Vicinity): | NO |
| Major Tournaments: | NO |
| Private Access?: | NO |
| Shore Area: | INLAND |
| Shore Mode: | MAN-MADE |

| Headboat Only: | NO |
| Lighting At Night: | YES |
| Can We Interview?: | YES |
| Is Site Safe For 2 Samplers At Night: | YES |
| Is Fee Charged To The Public For Use Of Site: | YES |
| Fishing Activity Affected by Tide: | NO |
| # of Boat Slips: | 0 |
| # of Car Parking Spaces: | 12 |
| # of Trailer Parking Spaces: | 0 |
| # of Ramps: | 0 |
| # HB Using Site: | 0 |
| #CB Using Site: | 0 |

---

**Figure 11 - Site at draft status as seen by the Viewer**
4.2. Editor (Site Manager – Edit role)

The Site Manager with the Edit role can perform the following actions.

- View any site at any status based on the states assigned to him.
- Open an active site and make changes to it by clicking on the **Save** button. When he makes changes to the site at any or both of the data panels, the site status changes to Draft.
When he makes changes to any of the fields on the site and / or pressure data panel and clicks on the **save button**, the site changes to the **Draft status** and the submit button appears on the form on both data panels. For more information on the Pressure data panel refer to Figure (6) or (7).
Figure 13 - Site at the Draft status being submitted by the Editor

- Can submit a site in the draft status by clicking on the submit button only button visible at the Submitted status is the Cancel button. Once changes are made, a site must be saved before it can be submitted.
- Make changes or modifications to the sites with Revision status when they are sent back to him for modification and then submit the site again for Activation.

The figure (13) below shows the site in the Revision status as seen by the Editor. The site can be deleted by clicking on the delete button or can be Activated by clicking on the Activate button.
Figure 15 - Site at Revision status as seen by the Editor

- Can add new sites by clicking on the Add new button on the site register page. The Site data panel screen displays with the relevant fields. The Editor enters the appropriate values for the site and pressure data panels and clicks on the Save button.
The site now is moved to the Draft Status as shown in figure (15). It can be deleted or submitted at this stage by the Editor using the Delete button or Submit button. On clicking the Delete button, the site status is changed to Deleted and the site can still be searched.
On clicking the Submit button on any of the data panels, the site status changes to **Submitted**. At this point, the Editor will see the site status changed.
to submit with only the **Cancel** button showing at the bottom as shown in figure (16). The NMFS / Admin will see the same site with additional buttons such as **Save, Activate and Return for Revision** and **Delete** in addition to the **Cancel** button as shown in figure (16).

The Approver will see the same site with additional buttons such as **Save, Approve and Return for Revision** in addition to the **Cancel** button as shown in figure (17).

---

**Figure 18 - Site at Submitted status as seen by the Editor**
Figure 19 - Site at Submitted status as seen by the NMFS/Admin
If the Approver clicks on the Approve button the site status changes to Approved with the Cancel button showing at the bottom as shown in figure (18). The NMFS / Admin will see the same site with additional buttons such
as **Save, Activate and Return for Revision** and **Delete** in addition to the **Cancel** button as shown in figure (18).

Figure 21 - Site at Approved status as seen by the Approver
The NMFS / Admin can now delete, reject, activate the site or send back the site for revision. If the NMFS / Admin click on the Activate button as shown in figure (20), the site status changes to active as shown in figure (21).

Figure 22 - Site at Approved status as seen by the NMFS / Admin
Figure 23 - Site at Active status as seen by the NMFS / Admin
- Can retire a site which is at the active status.

Figure 24 - Site at Active status as seen by the Editor
If the Editor decides to retire the site, he would need to put his comments under the notes field and click on the **Save** button first and then click on the **Retire** button.

**Figure 25 - Site at Active status being retired by the Editor**
If the Retire button is clicked by the Editor, the site will move to the **Retirement Requested** status with the cancel button showing at the bottom.

**Figure 26 - Site at Retirement Requested status as seen by the Editor**
• If the site needs to retired, the NMFS/ Admin can click on the retire button as shown in figure (25). The site can also be rejected by clicking on the Reject button.
Figure 27 - Site at Retirement Requested status as seen by the NMFS
• If the Approver / NMFS / Admin click on the Retire button, the site status changes to retire as shown in figure (26).

• Note: Whenever the Notes textbox field is changed individually or in combination with any other field, the Retire and Delete buttons should not be hidden. If any other field is changed but Notes, all the buttons should be hidden except save and cancel. When the Editor retires a site, it goes to Retirement Requested status for approval. If Approver/NMFS/Admin approves the request the site will be retired. If they reject the request, the site will go back to Active status with the data that existed when the site was previously active. The Approver/NMFS/Admin can retire a site directly without any approval process. They will also have to provide their comments under Notes. The NMFS/Admin can delete a site from Active status directly. They will have to provide Notes for deleting a site as well. They can also temporary retire a site by checking the Temporary Retire check box. They can also specify a temporary date when the sites can automatically un-retire by specifying the date in the expected opening date field.
Figure 28 - Site at Retired status as seen by the NMFS
4.3. Approver (Site Manager – Approve role)

The Site Manager with the Approve role can perform the following functions.

- Can do everything that the view or edit role allows and can reject a site as well.
- Can activate a site with the submitted status by clicking on the **Activate** button and change it to the Active status.
Figure 29 - Site at Draft status as seen by the Approver
Can send a site from the Submitted status to the Revision status by putting his comments under the Reviewer notes box found on the Site data panel. Once the comments are entered he can click the **Return for Revision** button to change the status to Revision.
Figure 30 - Site at Submitted status being sent for revision by the Approver
If the approve button is clicked by the Approver, the site will move to the Active status.

- Can add a new site by clicking on the Add New Site button.

Figure 31 – Site at Blank status as seen by the Approver

When the site name, county and state values are saved, the site now is moved to the Draft status as shown in figure (15). It can be deleted or approved at this stage by the Approver using the Delete button or Approve button. On clicking the Delete button, the site status is changed to Deleted and the Site can still be searched.
Figure 32 – Site at draft status as seen by the Approver
On clicking the Approve button, the site status changes to approved as seen in figure (31). The Approver can see the approved site with only the cancel button visible on it. The NMFS / Admin will see the same site with additional buttons such as save, reject, activate, return for revision and delete in addition to the cancel button.

Figure 33 – Site at Approved status as seen by the Approver
• When the NMFS /Admin returns the same site for Revision, the Approver can make the necessary changes and approve it by clicking on the Approve button.

Figure 34 – Site at Revision status as seen by the Approver
• Can delete a new site which is in the Draft status by clicking on the **Delete** button as shown in figure (30).

### 4.4. Email Notifications

The Editor, Approvers and NMFS get email notifications when certain actions are performed. The table in figure (33) shows a detailed view of the notifications sent to the email recipients.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Email Recipient</th>
<th>Criteria</th>
<th>Status Change</th>
<th>Event</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Approver</td>
<td>On Submission</td>
<td>Active ----&gt; Draft ----&gt; Submitted</td>
<td>When existing site edits submitted for activation by Editor</td>
<td>Site ready for Activation</td>
</tr>
<tr>
<td>1.2</td>
<td>Approver</td>
<td>On Submission</td>
<td>New Site ----&gt; Draft ----&gt; Submitted</td>
<td>When new site submitted to Submitted status for activation by Editor</td>
<td>Site ready for Approval</td>
</tr>
<tr>
<td>2.1</td>
<td>NMFS</td>
<td>On Submission</td>
<td>Submitted ----&gt; Approved</td>
<td>Approve approves the new Submitted site to Approved status</td>
<td>Site ready for Activation</td>
</tr>
<tr>
<td>2.2</td>
<td>NMFS</td>
<td>On Submission</td>
<td>New Site ----&gt; Draft ----&gt; approved</td>
<td>When new site submitted to Approved status for activation by Approver</td>
<td>Site ready for Activation</td>
</tr>
<tr>
<td>4.1</td>
<td>Approver (To all the site managers with edit access for that state.)</td>
<td>On Return for Revision</td>
<td>Approved ----&gt; Revision</td>
<td>When a new site is sent back for Revision</td>
<td>Site sent back for Revision</td>
</tr>
<tr>
<td>4.2</td>
<td>Editor (To all the site managers with edit access for that state.)</td>
<td>On Return for Revision</td>
<td>Submitted ----&gt; Revision</td>
<td>When an existing site is sent back for Revision</td>
<td>Site sent back for Revision</td>
</tr>
<tr>
<td>5</td>
<td>Approver, NMFS</td>
<td>On Retirement Submision</td>
<td>Active ----&gt; Retirement Requested</td>
<td>When an existing site is sent for retirement request</td>
<td>Site requested for Retirment</td>
</tr>
<tr>
<td>6</td>
<td>NMFS</td>
<td>5 days before the frame is frozen for wave</td>
<td>Inbox not addressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Approver</td>
<td>5 days before the frame is frozen for wave</td>
<td>Inbox not addressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Editor</td>
<td>5 days before the frame is frozen for wave</td>
<td>Inbox not addressed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 35 - Email notifications**
5. Revision History

The Site Register website stores a revision history of the records under existing sites that are in the Draft, Revision or Submitted statuses.

The logic for all the statuses namely **Submitted**, **Draft** and **Revision** is indicated below.

- Whenever a site leaves the Active status and goes to the **Submitted**, **Draft** and **Revision** statuses, the value change that occurs when the status of the site changes is highlighted in yellow color as shown in the figure (34) & (35). On mouse over, the text shows up with Old Value and Submitted By fields. The old value will reflect the value when the site was last Active. The Current Value is shown in the highlighted field.

- For Revision and Draft statuses if the user changes any existing fields or any new fields and saves the changes, the site will have all those fields highlighted with the mouse over functionality. The site remains at Revision and Draft statuses respectively after this action.

- No matter how many times the site has been modified, the highlighted field will have the most recent value. The old value will always be the value when the site was last Active. The Submitted By field will indicate the users email address that last modified the field.
Figure 36 - Site at Submitted status showing the revision history
Figure 37 - Site at Draft status showing the revision history- Pressure Tab