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<td>Initial Draft</td>
</tr>
<tr>
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<td>Lawrence Biller</td>
<td>Modified version following review by Hussain Jabalpurwala</td>
</tr>
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<td>Hussain Jabalpurwala</td>
<td>Adding some steps to some functions</td>
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<td>1.3</td>
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<td>Lawrence Biller</td>
<td>Add procedure and screens for Reject site option.</td>
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<td>February 7, 2012</td>
<td>Tanu B</td>
<td>Updated screens and content for the entire site Register application</td>
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<td>Hussain Jabalpurwala</td>
<td>Final Review/edits of the document</td>
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<td>Review</td>
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<td>Tanu B</td>
<td>Updated screenshots and help link</td>
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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/siteregister.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. 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.

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 as well as reject them. 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. Users have the option to temporarily retire a site and can also provide its anticipated opening date.

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 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 approve 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. Editors can also request a temporary retirement and also provide an anticipated opening date.

(The icons used for statuses are for documentation purposes only. They are not reflected on the actual Site Register website.)

### 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. Assign States (For Admin roles only).  
D. Manage Accounts (For Admin roles only).  
E. 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.

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.
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.

Details on the home link will be discussed in section (3.6).

**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. **Assign States:** This link can be viewed only when a user with NMFS or Admin role logs in. It controls the permission for viewing different states.

One of the primary tasks for the NMFS or the Admin is to assign states to Site Managers prior to the manager using the application. A Site Manager may be assigned View, Edit or Approve permission for each state (Refer to section 3.2 for details on permissions)

**To assign states to a Site Manager**

- The NMFS /Admin clicks on the Assign States Tab
- This will launch a new screen which contains the list of users on the left
- The User Page contains all the registered users for the NOAA Site register portal as shown in figure (5).

1) Username - Displays the registered email address.
2) Last Name - Displays the last name.
3) First Name - Displays the first name.
4) User Role - Displays the user role for the user. The user role can be Admin, NMFS or Site Manager which are displayed as MRIP-SITE_ADMIN, MRIP-SITE_NMFS or MRIP-SITE_MANAGER respectively.
5) Edit Tab - Shows the icons for editing the user role. On selecting the edit icon for a particular user, the corresponding state permission panel gets loaded on the right.
6) Save Button - Allows saving changes.
7) State Button - Displays all the states that the user can be granted permission to work with.
8) Modified by - Displays the email address of the user that last modified.
9) Access Level - The access level can be none, view, edit or approve.
D. **Manage Accounts:** This link allows the Admin to register a new user that can have access to the Site Manager portal.

**To register a new user for the NOAA Site Register Portal**

- The Admin clicks on the Manage Accounts Tab. This will launch the Centralized Account Management- CAM window.
  1. **Search Tab** - Displays the option to search for an existing registered user based on first name, last name or email address.
  2. **Account Tab** – This tab allows the user to create a new user account by entering the email address followed by clicking on the continue button. When the continue button is clicked it displays the account information and user information screens shown below. Enter the first name and last name for the user and click on Save. The other fields are not mandatory to be filled in.
  3. **Role Tab** -The user role can be selected using the add role button which is displayed once the user details are saved. Choose the role name from the Role name drop down field which can be Admin, Site Manager or NMFS and click on the save button.
4 **Password Tab** - In order for the password reset for a user, the admin needs to login to the CAM system with their password and send an email to the accounts email address to reset the password for that particular user.

The figure (6) as indicated below shows all the tabs visible under the CAM window.
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.

**Figure 9 - Sample Confirmation Message for activating the site**

3.5. Site Register Website Button Logic

The logic for the buttons and the site statuses are categorized based on if the user has been assigned the Editor role or has been assigned the Approver or Admin or NMFS roles. The logic for displaying the sites and their corresponding buttons for a user who has been assigned Editor is shown in figure (8). The logic for displaying sites and their corresponding buttons for a user who has been assigned the Approver / Admin / NMFS role is shown in figure (9). The legend used for the button logic illustration is shown in the figure (10).
Figure 10 - Button Logic for Editor

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<th>Active</th>
<th>Draft</th>
<th>Submitted</th>
<th>Approved</th>
<th>Revision</th>
<th>Rejected</th>
<th>Retirement Requested</th>
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Logic for buttons based on status of the site (Site Register - Site Buttons)

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<th>Revision</th>
<th>Rejected</th>
<th>Retirement Requested</th>
<th>Retired</th>
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Figure 11 - Button Logic for Approver / NMFS / Admin

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<th>Approved</th>
<th>Revision</th>
<th>Rejected</th>
<th>Retirement Requested</th>
<th>Retired</th>
</tr>
</thead>
</table>

MRIP Site Register User Guide
The exceptions for the logic used for the different buttons and statuses is indicated using numbers (1 -13) in the figure (9). The legend for the logic button illustration is shown in the figure (10).
A detailed description of the exceptions is shown below.

1. Restore - Only NMFS/Admin can see the Restore button.
2. Unretire - Only NMFS/Admin can see the Unretire button.
3. Delete - Only NMFS/Admin can see the Delete button for all statuses.
4. Draft -Visible - The Approver will see Approve button and NMFS/Admin will see Activate button for new sites Drafts. For existing site Drafts all of them will see the Activate button.
5. Draft -Visible - The Approver can see the Delete button for a new site Draft.
6. Approved - Yes - Editable only for NMFS/Admin.
7. Submitted - Visible – The Approver will see Approve button and NMFS/Admin will see Activate button for new Submitted sites. For existing submitted site all will see Activate button.
8. Approved - Visible - Only NMFS/Admin can see the save button.
9. Approved – Visible - Only Activate button visible for NMFS/Admin only.
10. Approved - Visible - Only NMFS/Admin can see the Reject button on Approved status.
11. Approved – Visible - Only visible to NMFS/Admin.
12. Revision – Visible - The Approver will see Approve button and NMFS/Admin will see Activate button for new sites. For existing sites all will see the activate button.

![Figure 12 - Legend for Site Manager Button Logic illustration](image)

### 3.6. 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 13) below.

**Description of fields under the Site Tab**

- **Site ID** - This is an auto generated number which gets generated when a user creates a new site.
- **New** - Gets checked when a new site is created.
- **State** - Specifies the state for the site by using the dropdown field.
- **County** - County for the site.
- **Latitude**: N - Latitude for the site (degrees, and decimal minutes).
• **Longitude**: W - longitude for the site (degrees, and decimal minutes negative is implied for all sites).
• **Site Name** - Site name for the site that needs to be created.
• **Street Address** - Street address for the site where available.
• **Zip** - Zip code for the site.
• **Contact Name** - Contact name for the site, where available.
• **Phone** - Phone number for the contact name, where available.
• **Directions** - Directions to the site from a major highway.
• **Notes** – Notes required if a site is being retired or deleted.
• **Reviewer Notes** - Notes required if a site is returned for revised, provided by the person who reviewed the site.
• **Tackle Shops** - Shop, store, or other building onsite that sells fishing tackle with or without bait.
• **Fish Cleaning Stations** - Designated fish cleaning table/stand with or without running water (either DIY or pro).
• **Retail Bait** - Bait for sale to the public (not commercial fishing) onsite; may include live, fresh, frozen, preserved, or vending-machine bait sales.
• **Boat Storage** - Boat storage found onsite. Land boat storage only (shed, barn, botel, open lot, etc.)
• **Boat Maint/Repair** - Boatyard facility found onsite for general boat or engine repairs or maintenance work.
• **Fuel Dock** - Fuel dock found onsite.
• **Restaurant** - Restaurant onsite or on an adjacent property (immediate vicinity).
• **Lodging** - Visitor lodging establishment (hotel, motel, guesthouse, bed & breakfast, etc.) on the site or in on an adjacent property (immediate vicinity).
• **Fishing Activity Affected By Tide** – Recreational fishing activity at this site (any mode present) affected by tidal level, tidal flow on seasonal site.
• **Major Tournaments** - Based from this site at any time during the year (not wave specific). A major fishing tournament is defined as an organized competitive fishing event and involves the award of trophies, prizes or other recognition. Major tournaments are generally publicized in advance and typically require that participants pre-register to participate.
• **Private Access** - Restricted or no public access, regardless of whether or not we are allowed to interview.
• **Lighting at Night** - Fishing site is well-lit at night and throughout the night.
• **Can we interview?** - Answer NO if we have been refused ongoing access to interview anglers; answer YES if the refusal was only on specific occasion(s).
• **Shore Area** – Shows the type of water body accessed when fishing from shore at this site (N/A if no shore fishing is present at this site).
• **Shore Mode Area** - What type of water body is accessed when fishing from shore at this site (N/A if no shore fishing present at this site)?
• **Headboat only** - Is this site a headboat docking or pick-up site only, i.e., no other recreational fishing modes present?
• Is Site Safe For 2 Samplers At Night? - Is the site considered safe enough to send two samplers to conduct night sampling, is the site well-lit, not isolated, has no known crime hotspot and has no gang activity?

• Is Fee Charged To The Public For Use Of Site - Specific to recreational fishing access point; does not include general park entrance fee or general parking fee. Parking fee may apply if the site is solely a fishing access point - no other recreational use.

• # of Boat Slips - Enter the TOTAL number of boat slips at site (include permanent, transient/guest slips for any boat type).

• # of Car Parking Spaces - Estimate if not marked or combination spots for trailers and cars.

• # of Trailer Parking Spaces - Estimate if not marked or combination spots for trailers and cars.

• # of Ramps - Ramps or number trailered boats that can be simultaneous launched from the site.

• # HB Using Site - Enter the TOTAL number of headboats using the site. Include posted Headboat slips and other headboats that regularly use the site, regardless of whether or not the boats have posted/assigned slips.

• # CB Using Site - Enter the TOTAL number of charterboats using the site. Include posted Charterboats slips, other charter boats that regularly use the site, and guide boats that regularly use the site, regardless of whether or not the boats have posted / assigned slips.

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 13), the site is in the active status as indicated in Blue for the site Status.
Figure 13 - Site Data Panel
3.7. 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 (12) and (13).

Description of fields under the Pressure Tab

- Month – Specifies the month for the eligible anglers to do their fishing activity.
- Kind of Day – Specifies if the activity is for a weekday or a weekend.
- Time Period – Specifies the hours (24 hour clock) of the angling activity. There are four time periods defined. These include the 0200-0800, 0800-1400, 1400-2000, and 2000-0200 time periods.
- The fishing mode columns should be populated with the appropriate pressure value, modes are specific to states (Figures 13 and 14.) By clicking the check box above each mode, the column will be populated with pressure “9” values.
  - Charter Boat – All states
  - Private/ Rental Boat – All states
  - Shore – All states, but North Carolina.
  - Beach/Bank – (North Carolina only)
  - Man- Made - North Carolina (only)
**Site Information**

**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?

<table>
<thead>
<tr>
<th>Anglers Mode Not Present</th>
<th>2=8-12 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 14 - Pressure Data Panel (For North Carolina sites only)
**Figure 15 - Pressure Data Panel (Non-North Carolina sites)**

<table>
<thead>
<tr>
<th>Month</th>
<th>Kind of Day</th>
<th>Time Period</th>
<th>Charter Boat</th>
<th>Private/Rental Boat</th>
<th>Shore</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>0200-0800</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>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>2000-0200</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>
</tr>
<tr>
<td>JAN</td>
<td>WEEKEND</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKEND</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKEND</td>
<td>2000-0200</td>
<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>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>0800-1400</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>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>0200-0800</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>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>1400-2000</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>
</tr>
<tr>
<td>MAR</td>
<td>WEEKDAY</td>
<td>0200-0800</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>
</tr>
</tbody>
</table>
3.8. Map Data Panel

The Map data information panel allows the user to open a site by clicking on a particular site by toggling between Map Marker and group sites using the Group Sites Button. A sample of a map marker icon under the map tab is illustrated in figure (14) below. The panel displays two types of map marker icons; namely red and green.

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.

![Map Data Panel](image)

Figure 16 – Map Data Panel

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 (15) 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.
Figure 17 - 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.
- Submit a draft site by clicking on the Submit button. When the site is submitted the site status changes to Submitted. The 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.
- Can add a new site by clicking on the Add New site button.
- Can retire a site by clicking on the Retire button.

Refer to the figures (18), (19) and (20) for a better understanding of the role.

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.
- Can activate a site with the submitted status by clicking on the Activate button and change it to the Active status.
- 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.
- Can activate a site with the Draft status by clicking on the Activate button and change it to the Active status.
- Can add a new site by clicking on the Add New Site button.
- Can delete a new site which is in the Draft status by clicking on the Delete button.
- Can retire a site by clicking on the Retire button.

Refer to the figures (32-34) for a better understanding of the role.
4.4. NMFS / Admin role

The NMFS/ Admin role can perform the following functions.

- Can do everything that the view or edit or approve role allows.
- Can activate a site with the submitted status by clicking on the Activate button and change it to the Active status.
- 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.
- Can activate a site with the Draft status by clicking on the Activate button and change it to the Active status.
- Can add a new site by clicking on the Add New Site button.
- Can delete a site which is in the Draft status by clicking on the Delete button.
- Can retire a site which is in the Draft status by clicking on the Retire button.
- Can unretire a site which is in Retired status by clicking the Unretire button.
- Can unretire a site which is in the Retired status by clicking on the Restore button.

Refer to the figures (38-40) for a better understanding of the role.

4.5. Email Notifications

The Editor, Approver and NMFS receive email notifications when certain actions are performed. The table in figure (16) shows a detailed view of the notifications sent to the email recipients.
Figure 18 - Email notifications

5. Workflow – for existing sites by the Editor

Workflow - To move the existing Active Site to Active Status by the Editor

This section will explain in detail the workflow for the Editor

Figure 19 - Existing sites workflow for the Editor
1. The Editor clicks on a site with active status.

![Figure 20 - Site at Active status as seen by the Editor](image)

2. 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 (12) or (13).
3. When the site is in the draft mode, the Editor can move it to the **Submitted status** by clicking on the submit button from any of the data panels. Once submitted the site status changes to the Submitted status as shown in the figure (20).

Figure 21 - Site at the Draft status being submitted by the Editor
4. Once the site is in the **Submitted status**, the Approver, NMFS or Admin can move it to the **Active status** by clicking on the activate button from any of the data panels. Also it can be moved to the Revision status by the Approver, NMFS or Admin by clicking on the sent for revision button.
Figure 23 - Site at Submitted status as seen by the Approver
If the NMFS / Admin / Approver decides to send the site for revision, they would need to put their comments under the reviewer notes tab and click on the Save button first and then click on the Return for Revision button.
Figure 24 - Site at Submitted status being sent for revision by the Approver

Put comments under the Reviewer Notes field
The figure (23) 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 25 - Site at Revision status as seen by the Editor](image)

If the activate button is clicked by the Approver, the site will move to the Active status. If any changes are made at this point it will move to the drafts mode and repeat the workflow (5).
**Figure 26 - Site at Active status as seen by the Editor**

![Site Information Form]

- **Site Name:** HARBOUR COVE MARINA
- **Street Address:**
- **City:** DEALE
- **State:** MD
- **Zip:**
- **Contact Name:** KARLEEN, MGR
- **Phone:** 4108671600
- **Directions:** RT 2 - RT 256 E - OVER 2nd BRIDGE 5910 VACATION LA

**Site Information Table:**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tackle Shops</td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Fish Cleaning Stations</td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Retail Bait</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Boat Storage</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Boat Maintenance/Repair</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Fuel Dock</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Restaurant</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>(Onsite/Immediate Vicinity)</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Lodging (Onsite/Immediate Vicinity)</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Fishing Activity Affected by Tide</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Major Tournaments</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Private Access</td>
<td></td>
<td>☑️</td>
</tr>
<tr>
<td>Shore Mode Area</td>
<td></td>
<td>☑️</td>
</tr>
</tbody>
</table>

**Additional Information:**

- **Temporary Retire:** ☐
- **Expected opening date:**
- **Site Status:** Active
- **Latitude:** 38° 8.133
- **Longitude:** 76° 13.283
  - e.g. 12:34.777
6. Workflow – for new sites by the Editor

![Workflow diagram](image)

Workflow - To add a new site by the Editor

Figure 27 - New sites workflow for the Editor

1. The Editor clicks on the **Add New Site** button on the NOAA 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. For more information on the Pressure data panels, refer to the figures (12) & (13) respectively.
2. The site now is moved to the **Draft** Status as shown in figure (27). 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.
3. 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 Submitted with
only the **Cancel** button showing at the bottom as shown in figure (28). 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 (29).

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 (30).
Figure 30 - Site at Submitted status as seen by the Editor
Figure 31 - Site at Submitted status as seen by the NMFS/Admin
4. 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 (30). 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 (31).

![Site Status - New](image)

**Figure 33 - Site at Approved status as seen by the Approver**

5. 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 (31), the site status changes to active as shown in figure (33).
Figure 34 - Site at Approved status as seen by the NMFS / Admin
Figure 35 - Site at Active status as seen by the NMFS / Admin
7. Workflow – for existing sites by the Approver / NMFS /Admin

Workflow -To move the existing Active Site to Active Status by the Approver / NMFS /Admin

1. The NMFS or Admin clicks on an active status site as shown in figure (35).
Figure 37 - Site at Active status as seen by the Approver

2. When changes are made to any of the fields on any of the data panels and clicks on the **save button**, the site changes to the **Draft status**.
The image shows a screenshot of a user interface for the MRIP Site Register, specifically the site update page for ANCHOR YACHT BASIN. The site is in the process of being updated, as indicated by the message "Site updated successfully." The site has a Site ID of 0407, located in Maryland, with a County of ANNIE ARUNDEL. The latitude is 38° 54.083' N and the longitude is 76° 10.6' W.

The address details include a City of MAYO, State of MD, and Zip code of 20145. The contact name is not visible, but the phone number is 410-269-6674. Directions include an address: 1048 TURKEY POINT ROAD, RTE 2 - RTE 214E - LEFT ON T.

Reviewer Notes are not shown. The Site Status is Draft, as seen by the Approver.

The screenshot shows various checkboxes for site features such as Tackle Shops, Fish Cleaning Stations, Retail Bait, Boat Storage, Boat Maintenance/Repair, Fuel Dock, Restaurant (Onsite/Immediate Vicinity), Lodging (Onsite/Immediate Vicinity), Major Tournaments, and Inland/Ocean/Both/NA. Each feature has a Yes/No selection, with some features having additional options like # of Boat Slips, # of Parking Spaces, # of Ramps, and # of Trailers.

At the bottom of the screenshot, there are buttons for Cancel and Save, along with a message: "Figure 38 - Site at Draft status as seen by the Approver."
3. When the site is in the draft mode, the NMFS or Admin can choose to move it to the **Deleted status, Retired status** or **Active status** by clicking on the delete, retire and activate button from any of the data panels respectively. The Approver cannot retire or delete the site at this status. The figure (37) below shows the site at the Retired Status. To retire a site the NMFS/ Admin needs to put in comments in the Reviewer Notes field and click on Save. Once the site is saved user needs to click on the Retire button.
Figure 39 - Site at Draft status as seen by the NMFS/ Admin
To un-retire a site, the NMFS/Admin can click on the **Unretire** button from any of the data panels & the site will move back to the **Draft** status as shown in figure (38). Click on the Activate button to make the site Active again.
Figure 40 - Site at Draft status as seen by the NMFS / Admin
If the activate button is clicked by the Approver/NMFS, the site will move to the Active status. If any changes are made at this point it will move to the drafts mode and repeat the workflow (6).

Figure 41 - Site at Active status as seen by the Approver
8. Workflow – for new sites by the Approver

The workflow for creating a new site and moving it to an active status can be categorized based on the roles given to the users that use the site register application. The new site workflow can be created by Approver, NMFS, or Admin.

Workflow - To move the New Site from Draft to Active Status by Approver

Figure 42 - New sites workflow for the Approver

1. The Approver clicks on the Add New Site button on the NOAA site register page. The site data panel screen displays with the relevant fields. The Approver enters the appropriate values for the site and Pressure data panels and clicks on the Save button. For more information on the Pressure data panels, refer to the figures (12) & (13) respectively.
2. The site now is moved to the **Draft** Status as shown in figure (42). 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 44 - Site at Draft status as seen by the Approver
3. On clicking the Approve button on any of the data panels, the site status changes to **Approved**. At this point, the Approver will see the site status changed to Approved with only the **Cancel** button showing at the bottom. 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 45 - Site at Approved status as seen by the NMFS/ Admin
4. The site can now be changed to the **Rejected, Revision, Deleted** or the **Active** status by a **NMFS or Admin** by clicking on the reject, return for revision, delete and activate buttons respectively. When the **rejected** or **return for revision** button is clicked the NMFS/Admin needs to enter comments in the reviewer notes field for the system to successfully carry out the function. The figure (44) shows the site at the rejected status. The site can be restored by clicking on the **Restore** button which changes the site status to **Approved**.
Figure 46 - Site at Rejected status as seen by the NMFS/ Admin
5. On clicking the activate button for the site at the Approved status, the status changes to **Active** Status as shown in the figure (45).

![Site Status](image)

**Figure 47 - Site at Active status as seen by the NMFS/ Admin**
9. Workflow – for new sites by the NMFS/Admin

Workflow - To move the new site from Draft to Active Status by the NMFS / Admin

1. The NMFS or Admin clicks on the **Add New** Site button on the NOAA site register page. The site Status New screen displays with the relevant fields as shown in figure (47).
2. The NMFS or Admin enters the relevant values for the site and Pressure tab and clicks on the Save button. The site now is moved to the Draft Status.
Figure 50 - Site at Draft status as seen by the NMFS / Admin

3. On clicking the Delete button, the site status is changed to **Deleted** and the site can still be searched. On clicking the Activate button, the site status changes to **Active**.
Figure 51 - Site at Active status as seen by the NMFS / Admin
10. Workflow – for retiring sites

Workflow - To move the new Site from Draft to Active Status by the NMFS / Admin

Retiring Sites Work Flow (Editor)

<table>
<thead>
<tr>
<th>Active Status</th>
<th>Retirement Requested Status</th>
<th>Retired Status</th>
</tr>
</thead>
</table>

If rejecting the Retirement submission

Figure 52 – Retiring Sites Workflow

1. The Editor or any user clicks on a site with the **Active** Status.
**Site Status - New**

<table>
<thead>
<tr>
<th>Site ID:</th>
<th>3478</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td>MARYLAND</td>
</tr>
<tr>
<td>County:</td>
<td>ANNE ARUNDEL</td>
</tr>
</tbody>
</table>

**Temporary Retire:**

- **Site Status:** Active
- **Latitude:** N 11° 11' 11"
- **Longitude:** W 11° 11' 11"
- e.g. 12:34.777

**Site Name:** 1111

- **Street Address:** 1111
- **City:** 1111
- **State:** MD
- **Zip:**

**Contact Name:**

**Phone:**

**Directions:**

**Notes:**

---

**Figure 53 - Site at Active status as seen by the Editor**
2. 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. He can also temporary retire a site by checking the Temporary Retire check box. He can also specify a temporary date when the site can automatically unretire by specifying the date in the expected opening date field.
Figure 54 - Site at Active status being retired by the Editor

Put comments under the Notes field
3. 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.

![Site Status - New](image)

**Figure 55 - Site at Retirement Requested status as seen by the Editor**
4. If the site needs to be retired, the NMFS/ Admin can click on the retire button as shown in figure (54). The site can also be rejected by clicking on the Reject button.

Figure 56 - Site at Retirement Requested status as seen by the NMFS
5. If the Approver / NMFS / Admin click on the Retire button, the site status changes to retire as shown in figure (55).

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.
Figure 57 - Site at Retired status as seen by the NMFS
11. 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 (56) & (57). 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 58 - Site at Submitted status showing the revision history – Site Tab
**Site Information**

**Site Name:** BROENING PARK PUBLIC LAUNCH

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?

<table>
<thead>
<tr>
<th>Anglers/Mode Not Present</th>
<th>2=9-12 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=50-75 Anglers</td>
</tr>
<tr>
<td>1=5-8 Anglers</td>
<td>4=20-29 Anglers</td>
<td>7=80+ Anglers</td>
</tr>
</tbody>
</table>

---

Check boxes to autofill column with "9"

<table>
<thead>
<tr>
<th>Month</th>
<th>Kind of Day</th>
<th>Time Period</th>
<th>Charter Boat</th>
<th>Private/Rental Boat</th>
<th>Shore</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>0200-0600</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>0600-1400</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>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>2000-0200</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>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>JAN</td>
<td>WEEKDAY</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>0200-0600</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>FEB</td>
<td>WEEKDAY</td>
<td>0600-1400</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>
</tr>
<tr>
<td>FEB</td>
<td>WEEKEND</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKDAY</td>
<td>0200-0600</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>
</tr>
<tr>
<td>MAR</td>
<td>WEEKDAY</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKDAY</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKEND</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKEND</td>
<td>1400-2000</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MAR</td>
<td>WEEKEND</td>
<td>2000-0200</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>APR</td>
<td>WEEKDAY</td>
<td>0200-0600</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>APR</td>
<td>WEEKDAY</td>
<td>0800-1400</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

Figure 59 - Site at Draft status showing the revision history - Pressure Tab
12. Glossary

- **Active status** – All new and existing sites that are activated by NMFS/ Admin change to Active.
- **Admin** – An Admin with full control of the application.
- **Approver** – Site Manager with Approve permission.
- **Approved status** – When a new site is submitted by the Approver, it changes to Approved.
- **Deleted status** – When a site is deleted by NMFS / Admin/ Approver it changes to deleted.
- **Draft Status** - When any changes are made to the site and saved it changes to Draft.
- **Editor** – Site Manager with Edit permission.
- **Inbox Result** – A subset of the Sites that are assigned to a particular site Manager that needs to be reviewed based on priority.
- **New status** – When the add new site button is clicked the site status is blank.
- **NMFS** - Admin with maximum control of the application.
- **Rejected status** – When a site is rejected by NMFS/ Admin it changes to reject.
- **Retired status** – When a site is retired by NMFS / Admin it changes to retired.
- **Site** – Location registered by the Approver, NMFS / Admin in the site register application.
- **Site Map** - Large map displayed on the Home page.
- **Submitted status** – When an existing site is submitted by the Editor, it changes to Submitted.
- **Viewer** – Site Manager with View (only) permission.