# Table of Contents

## Table of Figures

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Table of Figures</td>
</tr>
</tbody>
</table>

## 1. Introduction

1.1. Document Purpose

1.2. Contact Information

## 2. System Access

2.1. System Requirements

2.2. System Login

## 3. System Description

3.1. General Background

3.2. Roles

1) Guest

2) Site Manager

3) NMFS

4) Admin

3.3. Statuses

1) Active

2) Inactive

a) Draft

b) Submitted

c) Approved

d) Revision

e) Rejected

f) Retired

g) Deleted

h) Blank

i) Retirement Requested

3.4. Home Screen

3.5. Site Data Panel

3.6. Pressure Data Panel

3.7. Map Data Panel

## 4. Role based accessibility

Page 2
4.1. Viewer (Site Manager – View role) 24
4.2. Editor (Site Manager – Edit role) 26
4.3. Approver (Site Manager – Approve role) 26
4.4. NMFS / Admin role 27
4.5. Email Notifications 27

5. Workflow – for existing sites by the Editor 28

6. Workflow – for new sites by the Editor 40

7. Workflow – for existing sites by the Approver / NMFS /Admin 50

8. Workflow – for new sites by the Approver 58

9. Workflow – for new sites by the NMFS/Admin 66

10. Workflow – for retiring sites 70

11. Revision History 78

12. Field Descriptions 80
# Table of Figures

Figure 1 - Login Screen 10
Figure 2A - Site Register Home Screen with marker map icon 15
Figure 2B - Site Register Home Screen with group icons 16
Figure 2C - Site Register Home Screen with zoomed groups 17
Figure 5 - Inbox Site Logic 17
Figure 6 - Search Options Panel 18
Figure 7 - Site Data Panel 19
Figure 8 - Pressure Data Panel (For North Carolina sites only) 21
Figure 9 - Pressure Data Panel (Non North Carolina) 22
Figure 10 - Map Panel Data 24
Figure 11 - Site as Draft Status as seen by Viewer 26
Figure 12 - E-mail notifications 28
Figure 13 - Existing Sites Workflow for the Editor 28
Figure 14 - Site at Active Status as seen by the Editor 29
Figure 15 - Site at the Draft status being submitted by the Editor 31
Figure 16 – Site at Submitted status as seen by the Editor 32
Figure 17 - Site at Submitted status as seen by the Approver 34
Figure 18 - Site at Submitted status being sent for revision by the Approver 36
Figure 19 - Site at Revision status as seen by the Editor 37
Figure 20 - Site at Active status as seen by the Editor 39
Figure 21 - Site at Active status as seen by the Editor 41
Figure 22 - Site at Draft status as seen by the Editor 43
Figure 23 - Site at Submitted status as seen by the Editor 44
Figure 24 - Site at Submitted status as seen by the NMFS/Admin 45
Figure 25 - Site at Submitted status as seen by the Approver 46
Figure 26 - Site at Approved status as seen by the Approver 47
Figure 27- Site at Approved status as seen by the NMFS/Admin 48
Figure 28 - Site at Active status as seen by the NMFS/Admin 49
Figure 29 - Existing Sites Workflow for Approver/NMFS/Admin 50
Figure 30 - Site at Active status as seen by the Approver 51
Figure 31 - Site at Draft status as seen by the Approver 52
Figure 32 - Site at Draft status as seen by the NMFS/Admin 54
Figure 33 - Site at Draft status as seen by the NMFS/Admin 56
Figure 34 - Site at Active status as seen by the Approver 54
Figure 35 - New Sites Workflow for the Approver
Figure 36 - Site at Blank status as seen by the Approver
Figure 37 - Site at Draft status as seen by the Approver
Figure 38 - Site at Approved status as seen by the NMFS/Admin
Figure 39 - Site at Rejected status as seen by the NMFS/Admin
Figure 40 - Site at Active status as seen by the NMFS/Admin
Figure 41 - Site at New status as seen by the NMFS/Admin
Figure 42 - Site at Draft status as seen by the NMFS/Admin
Figure 43 - Site at Active status as seen by the NMFS/Admin
Figure 44 - Site at Active status as seen by the Editor
Figure 45 - Site at Active status being retired by the Editor
Figure 46 - Site at Retirement Requested Status as seen by the Editor
Figure 47 - Site at Requirement Requested status as seen by the NMFS/Admin
Figure 48 - Site at Retired status as seen by the NMFS/Admin
Figure 49 - Site at Submitted status showing the revision history-Site Tab
Figure 50 - Site at Draft Status showing the revision history-Pressure Tab
Figure 51 - Mouse over help icon for information about the adjacent field
## Revision History

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<td>Lawrence Biller</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>Oct. 24, 2011</td>
<td>Lawrence Biller</td>
<td>Modified version following review by Hussain Jabalpurwala</td>
</tr>
<tr>
<td>1.2</td>
<td>Oct 25, 2011</td>
<td>Hussain Jabalpurwala</td>
<td>Adding some steps to some functions</td>
</tr>
<tr>
<td>1.3</td>
<td>Oct. 25, 2011</td>
<td>Lawrence Biller</td>
<td>Add procedure and screens for the 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>
</tr>
<tr>
<td>1.5</td>
<td>February 14, 2012</td>
<td>Hussain Jabalpurwala</td>
<td>Final Review/edits of the document</td>
</tr>
<tr>
<td>1.6</td>
<td>February 17, 2012</td>
<td>Lauren Dolinger</td>
<td>Review</td>
</tr>
<tr>
<td>1.7</td>
<td>February 24, 2012</td>
<td>Tanu B</td>
<td>Updated screenshots and help link</td>
</tr>
<tr>
<td>1.8</td>
<td>February 27, 2012</td>
<td>Tanu B</td>
<td>Updated screenshots and captions</td>
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<td>1.9</td>
<td>April 23, 2012</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 predetermined 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.

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, please use the Contact option under the Help menu.

Should additional technical assistance be required, please contact Lauren Dolinger Few at Lauren.Dolinger.Few@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:

- One of the following Web browsers installed
  - Mozilla Firefox 3.6+
  - Chrome 26.0+
  - Microsoft Edge 89.0+
- JavaScript Enabled.
- Minimum Screen Resolution 800x600.
- Pop-ups allowed in browsers for this application.
2.2. System Login

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 https://www.st.nmfs.noaa.gov/msd/.
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 and Retired 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

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

1) Guest

The Guest is a visitor granted access to any user that needs to access Active and Retired sites. Guests do 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 them as mentioned below:

A. **Viewer** - This permission is only 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 also add new sites.

C. **Approver** - This permission will let the user do everything that the view or edit permission allows and in addition, it also grants 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 Draft status to Approved.

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 an Approver needs to be activated by the NMFS/Admin.

3) NMFS

This role can do everything a Site Manager with any permission can do. In addition, 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 functionalities of the application. They also have all permissions that NMFS and Site Managers have and in addition, they can create/activate/deactivate accounts and give roles to users.

**3.3. 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 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**

An Approver can delete a site that is in Draft status that has never been Approved before. 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 an 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 must 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.)
3.4. Home Screen

After logging in to the portal with the username and password, the home page will load with following clickable links. The figure (2A) shows the clickable links.

A. Site > Home
B. Help
C. Allocation Screens: The Allocation Module allows state Approvers to distribute resources to proportionally sample their sites each month.
D. Switch to Vessel (for select users): The Switch To Vessel menu item is only available for users with roles in the Vessel Directory.
E. Logout

Figure 2A - Site Register Home Screen with marker map icon
A. **Home**: This link provides the Inbox, Search options and the Site Map. The **Site Inbox** pane provides a centralized view of the sites that the particular user needs to take action on.

The figure (2B) shows the sites that are seen under the Inbox. These include the **Draft**, **Revision**, **Submitted** and **Approved** statuses.

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 a group (figure 2B). By clicking on any group, you can zoom into a map (figure 2C).

![Figure 2B - Site Register Home Screen with group icons](image)

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 **Table View** button allows you to export the site data in a printer friendly format for a particular wave or all waves.
The **Search options** Pane allows the user to search based on the site id, site 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 only currently active. 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 Headboat only, Charter Boat, Private/Rental Boat, Shore, and Offshore.
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 an FAQ’s help page, a Tutorial, a User Guide, an Export Guide and a Contact Us. These additional links are opened in a new browser window when launched from the help link.

**3.5. Site Data Panel**

**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 direction 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.
### Site Information

**Site**: NEW JERSEY  
**County**: ATLANTIC  
**County Code**: 001  
**Site Name**: 24-7 BAIT AND TACKLE  
**Street Address**: 5012 OCEAN HEIGHTS AVE.  
**City**: EGG HARBOR TWIN  
**State**: NJ  
**Zip**: 08234  
**Contact Name**: CHRIS BALIBAN  
**Phone Number**: (609) 668-0169

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Shore Area</th>
<th>Inland</th>
<th>Ocean</th>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Bank</td>
<td></td>
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</tr>
</tbody>
</table>

- **Site Status:**  
  - Latitude: 39.33722°  
  - Longitude: -74.59680°  
  - Directions: OCEAN HIGHTS AV, W ON 532: ON RT, JUST OVER BRIDGE.

- **Temporary Retire:**  
  - Expected opening date:

- **Notes:** Testing retired functionality

---

**Figure 7 - Site Data Panel**
3.6. Pressure Data Panel

For each site data entry made on the Site Data panel, the user is required to enter at least one pressure record (with the exception of Headboat Only sites). The following example illustrates a pressure tab that needs to be filled in as shown in figures (8) and (9).

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 8 and 9.) 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, except North Carolina
  - Beach/Bank – (North Carolina only)
  - Man-Made – (North Carolina only)
  - Offshore – (Alabama and Florida only)
Figure 8 - Pressure Data Panel (Alabama and Florida only)
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 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 (10) 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 checkbox 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
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 them. The figure (11) shows how a site at any status is visible to a site Manager with the View role. The only button visible to them at all times is the Cancel button.
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 them.
- Open an active site and make changes to it by clicking on the Save button. When the user 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 them 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 the user 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.
4.4. NMFS / Admin role

The NMFS/ Admin role can perform the following functions.

- Can retire a site by clicking on the **Retire** button.
- 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 the user 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 The following receive email notifications when certain actions are performed:

- Editor
- Approver
- NMFS
The table in figure (12) shows a detailed view of the notifications sent to the email recipients.

<table>
<thead>
<tr>
<th>Email Recipient</th>
<th>Criteria</th>
<th>Status Change</th>
<th>Subject</th>
<th>Sample Email</th>
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<tbody>
<tr>
<td>Approver</td>
<td>On submission of a previously active site</td>
<td>Active → Draft → Submitted</td>
<td>Site ready for Activation</td>
<td>Site 33/67 in Broward, FLORIDA has been submitted by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a> for activation.</td>
</tr>
<tr>
<td>Approver</td>
<td>On submission of a new site</td>
<td>New Site → Draft → Submitted</td>
<td>Site ready for Approval</td>
<td>New site 44/87 in Franklin, FLORIDA has been submitted by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a> for approval.</td>
</tr>
<tr>
<td>NMFS</td>
<td>Approver approves a new submitted site</td>
<td>Submitted → Approved</td>
<td>Site ready for Activation</td>
<td>Approved Site ready for Activation. New site 45/15 in Anne Arundel, MARYLAND has been approved by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a> for activation.</td>
</tr>
<tr>
<td>NMFS</td>
<td>New site approved</td>
<td>New Site → Draft → Approved</td>
<td>Site ready for Activation</td>
<td>Approved Site ready for Activation. New site 45/15 in Anne Arundel, MARYLAND has been approved by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a> for activation.</td>
</tr>
<tr>
<td>Approver</td>
<td>On return for Revision of a new site</td>
<td>Approved → Revision</td>
<td>Site sent back for Revision</td>
<td>Site 36/36 in Dorchester, MARYLAND has been returned for revision by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a>. Reviewer Notes: Please fix.</td>
</tr>
<tr>
<td>Editor</td>
<td>On return for Revision of a new or existing site</td>
<td>Submitted → Revision</td>
<td>Site sent back for Revision</td>
<td>Site 36/36 in Dorchester, MARYLAND has been returned for revision by <a href="mailto:john.smith@abc.com">john.smith@abc.com</a>. Reviewer Notes: Please fix.</td>
</tr>
</tbody>
</table>

Figure 12 - 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 13 - Existing sites workflow for the Editor
Figure 14- Site at Active status as seen by the Editor
2. When the Editor 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 (15) or (16).
Figure 15- Site at the Draft status being submitted by the Editor
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 (16).

![Site Information](image)

**Figure 16 - Site at Submitted status as seen 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.
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 17- Site at Submitted status as seen by the Approver**
Figure 18 - Site at Submitted status being sent for revision by the Approver

The figure (19) 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 19 - Site at Revision status as seen by the Editor
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 20 - Site at Active status as seen by the Editor
6. Workflow – for new sites by the Editor

Workflow -To add a new site by the Editor

![Diagram of workflow]

**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 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 (8) & (9) respectively.
<table>
<thead>
<tr>
<th>Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New:</strong></td>
</tr>
<tr>
<td><strong>Site ID:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>County:</strong></td>
</tr>
<tr>
<td><strong>County Code:</strong></td>
</tr>
<tr>
<td><strong>Site Name:</strong></td>
</tr>
<tr>
<td><strong>Street Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Contact Name:</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>Inland</strong></th>
<th><strong>Ocean</strong></th>
<th><strong>Both</strong></th>
<th><strong>N/A</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shore Area</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shore Mode</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clear All Options</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Boat Slips:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Car Parking Spaces:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Trailer Parking Spaces:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Ramps:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># HB Using Site:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># CB Using Site:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Vessel Directory HB with Access Site:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Vessel Directory CB with Access Site:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong># Vessel Directory SEFHIER with Access Site:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 21 - Site at Blank status as seen by the Editor**
2. The site now is moved to the **Draft** Status as shown in figure (22). 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.

![Site Information Form]

*Figure 22 - Site at Draft status as seen by the Editor*
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 (23). 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 (24). 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 (25)
Figure 23 - Site at Submitted status as seen by the Editor
Figure 24 - 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 (26). 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 (27).

![Site Information](image)

**Figure 26 - 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 clicks on the Activate button as shown in figure (27), the site status changes to active as shown in figure (28).
Figure 27 - Site at Approved status as seen by the NMFS / Admin

Figure 28 - 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

Figure 29 - Existing sites workflow for the Approver / NMFS / Admin

1. The NMFS or Admin clicks on an active status site as shown in figure (30).
When changes are made to any of the fields on any of the data panels and the user clicks on the **save button**, the site changes to the **Draft status**.
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 (32) 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 the user needs to click on the Retire button.
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 (33). Click on the Activate button to make the site Active again.
Figure 33 - 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 34 - 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

1. The Approver clicks on the Add New Site button on the NOAA site register page. The site data panel screen displays 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 (8) & (9) respectively.
2. The site now is moved to the **Draft** Status as shown in figure (37). It can be deleted or approved at this stage by the Approver using the **Delete** button or **Approve** button.

3. On clicking the Delete button, the site status is changed to **Deleted** and the site can still be searched.
Figure 37 - Site at Draft status as seen by the Approver
4. 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 38 - Site at Approved status as seen by the NMFS/ Admin
5. 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 (39) 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**.
6. On clicking the activate button for the site at the Approved status, the status changes to Active Status as shown in the figure (40).

Figure 39 - Site at Rejected status as seen by the NMFS/ Admin
Figure 40 - 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

Figure 48 - New sites workflow for 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 (41).
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 42 - 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 43- Site at Active status as seen by the NMFS / Admin](image-url)
10. Workflow – for retiring sites

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

Retiring Sites Workflow

1. The Editor or any user clicks on a site with the Active Status.
Figure 44 - Site at Active status as seen by the Editor
2. If the Editor decides to retire the site, the user would need to put their comments under the notes field and click on the **Save** button first and then click on the **Retire** button. The user can also temporarily retire a site by checking the Temporary Retire check box. The user must also specify an expected reopening date.
Figure 45 - Site at Active status being retired by the Editor
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 Information](image)

**Figure 46 - 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 (47). The site can also be rejected by clicking on the Reject button.
5. If the Approver / NMFS / Admin clicks on the Retire button, the site status changes to retire as shown in figure (48).

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 48 - 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 (49) & (50). 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 49- Site at Submitted status showing the revision history – Site Tab
12. Field Descriptions
### Site Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site ID:</td>
<td>0345</td>
</tr>
<tr>
<td>State:</td>
<td>RHODE ISLAND</td>
</tr>
<tr>
<td>County:</td>
<td>BRISTOL</td>
</tr>
<tr>
<td>County Code:</td>
<td>001</td>
</tr>
<tr>
<td>Site Name:</td>
<td>100 ACRE COVE RAMP/WALKER FARM</td>
</tr>
<tr>
<td>Street Address:</td>
<td>509 COUNTY RD</td>
</tr>
<tr>
<td>City:</td>
<td>DARRINGTON</td>
</tr>
<tr>
<td>State:</td>
<td>RI</td>
</tr>
<tr>
<td>Zip:</td>
<td>02806</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>JOHN LAEZORA</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(401) 247-1910</td>
</tr>
<tr>
<td>Expected opening date:</td>
<td></td>
</tr>
<tr>
<td>Site Status:</td>
<td>Draft</td>
</tr>
<tr>
<td>Latitude:</td>
<td>41.75333</td>
</tr>
<tr>
<td>Longitude:</td>
<td>-71.32167</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td>CONT. TO FOLLOW RT 103 AND TURN RIGHT ONTO ROAD TOWARDS BEACH</td>
</tr>
<tr>
<td>Shore Area:</td>
<td></td>
</tr>
<tr>
<td>Type of water body</td>
<td></td>
</tr>
<tr>
<td>Clear All Options</td>
<td></td>
</tr>
<tr>
<td># Boat Slips:</td>
<td>0</td>
</tr>
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<td># Car Parking Spaces:</td>
<td>20</td>
</tr>
<tr>
<td># Trailer Parking Spaces:</td>
<td>5</td>
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<td># HB Using Site:</td>
<td>0</td>
</tr>
<tr>
<td># CB Using Site:</td>
<td>0</td>
</tr>
<tr>
<td># Vessel Directory HB with Access Site:</td>
<td>0</td>
</tr>
<tr>
<td># Vessel Directory CB with Access Site:</td>
<td>0</td>
</tr>
<tr>
<td># Vessel Directory SEFHIER with Access Site:</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 51 - Mouse over help icon for information about the adjacent field