

# User Manual Observer Declare & Deploy System (ODDs)

For Vessel Owners and Captains



Revised December 2012

## Table of Contents óObserver Declare & Deploy System (ODDs)

### Trip Management in ODDs Website

Logging a new trip í í í í í í í í í í í í í í í í í í 04 0

Editing a logged trip í í í í í í í í í í í í í í í í í í 6

Canceling a logged trip í í í í í í í í í í í í í í í í í í 050 0

Closing a logged trip í í í í í í í í í í í í í í í í í í 0 0 0 7

### Account Management in ODDs Website

Adding a captains account í í í í í í í í í í í í í í í í í í 06 0

Adding vessels to captains account í í í í í í í í í í í í í 6

Removing vessels from captains account í í í í í í í í í 0 0 0 9

Editing a captains account í í í í í í í í í í í í í í í í í í 0 0 9

Resetting password for captains account í í í í í í í í í 9

Forgot Password í í í í í í í í í í í í í í í í í í í 08

### Registered Owners Contact Information

Updating registered owners contact information í í í í í 0 0 0 0 :

### Vessel Selection Survey

Filling out Vessel Selection Survey í í í í í í í í í í í í :

The Observer Declare and Deploy System (ODDs), was designed by NMFS to provide vessel owners and captains whose vessels are in the trip selection pool the ability to log individual fishing trips. Also, for those vessels who are randomly selected for observer coverage under the vessel selection pool, the ODDs website facilitates a questionnaire to verify if the selected vessel will be fishing in the time period it was randomly selected for observer coverage and verify if the vessel is able to accommodate an observer or not. Vessel owners or captains who are in the trip selection pool are randomly selected for observer coverage when the user logs a trip into the ODDs website. Registered vessel owners or captains may either use the ODDs website or call the NOAA Data Technician office who can then access the ODDs website for them. ***The preferred method for logging trips and using the other features of ODDs, is for users to directly access the ODDs website.*** If the registered owner of the vessel or captain chooses to make use of the NOAA Data Technician office, they can be reached at 1-800-304-4846 (option #1) or 907-526-7163. For specific questions about the ODDs Y g d u k v g " r n g c u g " t g h g t " v q " v j g " H C S ø u

## **Trip Management in ODDs Website**

### **Logging a new trip**

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. Click Log Trip button
7. If BSAI P.Cod question appears answer accordingly - *This question will only appear if the vessel has agreed to voluntary 100% observer coverage*
8. If BSAI P.Cod regulations appear then read and answer accordingly - *This regulation will only appear if the vessel has agreed to voluntary 100% observer coverage*
9. If Pollock AFA question appears answer accordingly - *óThis field will only appear if the vessel is an AFA eligible vessel*
10. Select Yes or No if you will be using trawl gear on this trip
11. Select Yes or No if this will be a CDQ trip or not
12. Select Yes or No if this will be a GOA Rockfish trip - *óThis field will only appear if the vessel is a Rockfish eligible vessel*
13. Enter the Start/Leave Date for the trip
14. Enter the Start/Leave Time for the trip
15. Enter the Start/Leave Port for the trip
16. Enter the Return Date of the trip
17. Enter the Return Port of the trip
18. Click the Add/Save button

### **Editing a logged trip** - *óOnly non-observed trips where the start/leave date is still in the future can be edited.*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. In the Trip Plan log screen locate the trip that you want to edit
7. Select the Change button
8. Make necessary edits - *óThe using trawl gear field, CDQ field, AFA field and Rockfish field are not editable*
9. Click the Add/Save button

**Canceling a logged trip** *Only non-observed trips where the start/leave date plus 48 hours is still in the future can be canceled.*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. In the Trip Plan log screen locate the trip that you want to cancel
7. Select the Cancel button

**Closing a logged trip** *Only non-observed trips can be closed.*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. In the Trip Plan log screen locate the trip that you want to close
7. Select the Close button
8. Enter Yes or No if you know the e-landing number or landing number from the fish ticket
9. K h " { q w " c p u y g t g f " e n t e r t h e e - l a n d i n g n u m b e r o r l a n d i n g n u m b e r f r o m t h e f i s h t i c k e t " i d v j g p "
10. K h " { q w " c p u y g t g f " e n t e r t h e e - l a n d i n g n u m b e r o r l a n d i n g n u m b e r f r o m t h e f i s h t i c k e t " i d v j g p " o n s t e p 5 t h e n i f n e e d s a r y o u d a t e R e t u r n D a t e o f t h e t r i p
11. K h " { q w " c p u y g t g f " e n t e r t h e e - l a n d i n g n u m b e r o r l a n d i n g n u m b e r f r o m t h e f i s h t i c k e t " i d v j g p " i f n e e d s a r y o u d a t e t h e R e t u r n P o r t o f t h e t r i p g p "

## Account Management in ODDs Website

### Adding a e c r v account *Can only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click Manage Captains
5. Enter captains First Name
6. Enter captains Last Name
7. Enter captains Middle Initial *If the middle initial is unknown or there is no middle initial use the last letter of the captains first name as the middle initial*
- 8. Click the Generate User ID button**
9. Enter captains Phone number
10. Enter captains Email address - *If you want the captain to receive automated trip receipts then email address is required*
11. Create Initial Temporary Password for the captain - *The captain will change the initial password the first time they log in*
12. Registered owner should now contact the captain and supply them with their User ID and temporary password

### Adding vessels to captains accounts *Can only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click Manage Captains
5. In the Captains List area find the row with the captains name
6. Click on the Assign Vessel button
7. In the Select Vessel list find the vessel
8. Click on the Add button

**Removing vessels from captains accounts** *Can only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click Manage Captains
5. In the Captains List area find the row with the captains name
6. Click on the Assign Vessel button
7. In the list of vessels that the user can see find the vessel
8. Click on the Remove button

**Editing a e c r v account** *Can only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click Manage Captains
5. In the Captains List area find the row with the captains name
6. Click on the Edit button
7. Make necessary edits
8. Enter a comment on what the reason for the change is
9. Click on the Apply Changes button

**Resetting a password for a e c r v account** *Can only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click Manage Captains
5. In the Captains List area find the row with the captains name
6. Click on the Reset Password button
7. Enter a temporary password for the captain
8. Click on the Reset Password button
9. If a valid email address was already supplied for the captains account then the temporary password will be emailed. If no email was supplied then the registered owner should contact the captain with the temporary password

**Forgot Password** *ó óCan only be done by the registered owner of a vessel*

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Click on the Forgot Password link
4. Enter Your User ID
5. Click Submit Userid to get Temp Password button

**Registered Owners Contact Information**

**Updating registered owners contact information**

1. Navigate to the ODDs website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click on Your Contact Information
5. Review contact information
6. If contact information needs to be updated contact the RAM Division in Juneau at 1-800-304-4846 (option #2) or by email at RAM.Alaska@noaa.gov

**Vessel Selection Survey**

**Filling out the Vessel Selection Survey** *óOnly for vessels in the vessel selection pool*

1. Navigate to the ODDs website located at <http://odds.afsc.noaa.gov>
2. Click on on Vessel Selection Survey button
3. Enter the User ID and password as supplied in the original letter that went to the address of the registered owner that notified you that your vessel was selected for observer coverage for a particular two month time period.
4. Click on the Login button.
5. Verify contact information
6. Verify vessel registration information
7. Answer specific survey questions