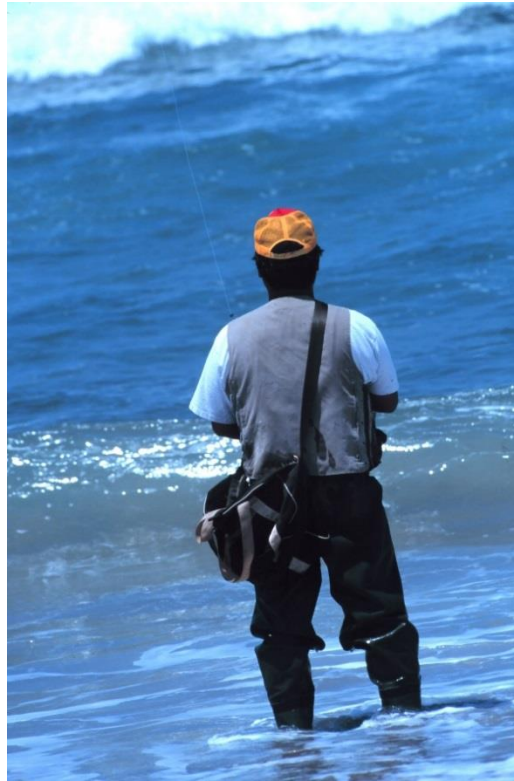


User Manual: Assignment Tracking Application

by the
Atlantic Coastal Cooperative Statistics Program (ACCSP)
2016



Purpose

The purpose of this document is to provide state employees general guidelines for navigating the Atlantic Coastal Cooperative Statistics Program's (ACCSP) Assignment Tracking Application. This document includes detailed descriptions of the application's functionality and definitions of variables. Instructions for completing assignments can be found in the 2016 APAIS procedures manual.

Background

The Assignment Tracking Application was developed by the Atlantic Coastal Cooperative Statistics Program (ACCSP) to provide the thirteen Atlantic Coastal states from Maine to Georgia with a centralized location for the distribution of project information, data entry of assignment completion, and storage of Access-Point Angler Intercept Survey (APAIS) information. This application supports the Atlantic States' implementation of the Marine Recreational Information Program's (MRIP) Access Point Angler Intercept Survey. This information is composed of:

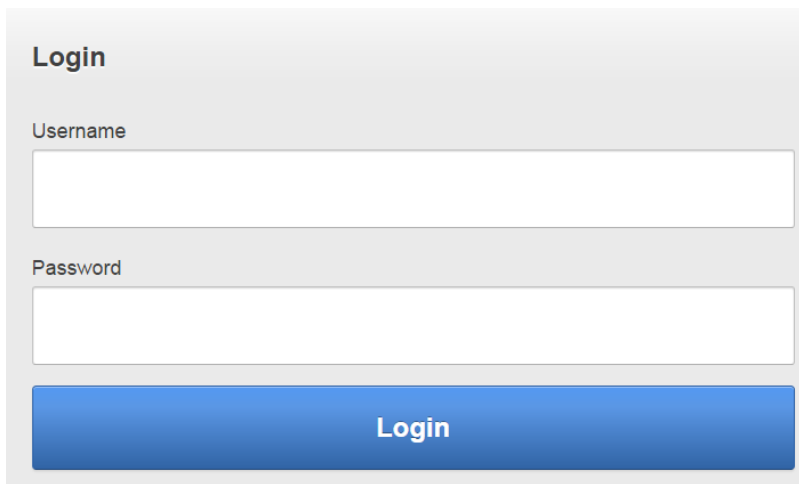
- APAIS site-based assignment draw and completion information,
- APAIS headboat assignment draw and completion information,
- FishDump data,
- The Vessel "Good List", and
- The For-Hire Survey's (FHS) dockside pre-validation data.

Accessing the Assignment Tracking Application

The Assignment Tracking Application can be accessed online through the following link:

- https://safis.accsp.org:8443/accsp_prod/

Upon accessing the website, users can use their assigned username and password in order to login. Usernames are either provided through the ACCSP or an individual state's coordinator.



The image shows a login form with a light gray background. At the top, the word "Login" is written in bold black text. Below it, the label "Username" is positioned above a white rectangular input field. Underneath the username field, the label "Password" is positioned above another white rectangular input field. At the bottom of the form, there is a prominent blue button with the word "Login" written in white text.

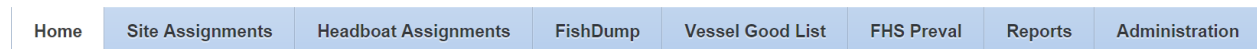
User Roles

The application includes three primary roles for user access and functionality.

- **ADMIN** users may see all states and edit data in all tabs. These users are ACCSP and NOAA fisheries staff.
- **SUPER** enter information, add new users, view all interviewer information, and change privileges of other field staff within their own state. These users are State Coordinators and/or regional leads.
- **FIELD** users can access the data tabs with read-only access to information specific to records in their state identified with their interviewer ID.

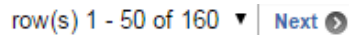
Navigation

Navigation of the Application is done through a menu composed of several tabs at the top of the page. Users may click a tab in any order to instantly view that page.



“Logout” will always appear at the upper right-hand side of the Application.

The number of rows is present at both the top and bottom of each section’s columns. In order to see more rows, users can click on the “Next” button.



Column headers that are underlined can be clicked on to sort the data by that column. Users may click the yellow “Reset” button in order to reset the original sort order and clear the current filter. Additionally, the blue “Refresh/Submit Data” button is equivalent to “save” and must be used in order to confirm the submission of input data onto the page.



While the “Site Assignments”, “Headboat Assignments”, and “FishDump” sections are multi-row entry sections, the “Vessel Good List” and “FHS Preval” sections are an interactive report with an action menu. Within the multi-row sections (excluding “FishDump”), users can click the download button in the lower left-hand corner in order to download the table into a .csv file.

Home

Upon entering a username and password, the Application’s home page will appear. This page states a username and current role (permission level).



Access Point Angler Intercept Survey



adjohnson Logout

Home Site Assignments Headboat Assignments FishDump Vessel Good List FHS Preval Reports Administration

Welcome to the APAIS assignment tracking system. [Change Password](#)

You have successfully logged in as user **ADJOHNSON** with the role of **ADMIN**

Click tabs at the top of page to access different application features.

Questions? Please contact support@accsp.org

Site Assignments

The "Site Assignments" section houses all information pertaining to site-based assignments (e.g. marina's, boat ramps and shore fishing access locations). This tab includes the monthly APAIS site assignment draw information. A limited number of variables are open to data entry for summary information on assignment completion.

Underneath the directional menu, users will find filters for specific states, regions, interviewer names, filter-beginning date, and filter-ending date. If data rows do not automatically refresh, press the blue Refresh/Submit button to review relevant records.

ACCSP logo | Access Point Angler Intercept Survey | MARINE RECREATIONAL INFORMATION PROGRAM logo | adjohnson Logout

Home Site Assignments Headboat Assignments FishDump Vessel Good List FHS Preval Reports Administration

Select to filter by assignment information

filter by state: all states | filter by Begin Date: 01-FEB-2016 | filter by Region: all regions | filter by End Date: 29-FEB-2016 | filter by Interviewer: all interviewers in state

Selected Assignments -- Red text indicates incomplete assignments more than 9 days old

Reset Refresh / Submit Data

row(s) 1 - 50 of 368 | Next

State	Region	Ctrl7	County Code	Site1	Site2	Cluster Id	SiteGrp	Asn date	Day	KoD	Timeslot	Int1	Int2	Status	Chtotal	Prtotal	Shtotal	Total	Comme
MD	3	4358433	047	856	856	802582	PR	01-FEB-2016	MON	WD	C:2PM-8PM	--Select Interview--	--Select Interview--					0	
NC	1	3317004	055	474	474	811609	CH	01-FEB-2016	MON	WD	C:2PM-8PM	1064	--Select Interview--					0	
NC	1	4562516	055	569	800	811662	PR	01-FEB-2016	MON	WD	P:11AM-5PM	7549	--Select Interview--					0	

There are 27 columns which can be sorted (ascend or descend) (with the exception of the "Cluster ID", "Comments", and "Year" columns), depending on the user's needs.

State supervisors have the capability to assign field interviewers to assignments. After a field staff are able to view the rows of data they have been scheduled for, or collected the data.

Column Definitions:

State: state in which the assignment occurred

Region: state sub-region in which the assignment occurred

Ctrl7: unique 7-digit control number of an assignment

County Code: 3-digit county code of the assignment

Site1: site number for the first site visited by the interviewer(s)

Site2: site number for the second site visited by the interviewer(s)

Cluster Id: unique site cluster identification number

Site Grp: assigned site group (SH/BB/MM/PR/CH)

Asn Date: date (dd/mmm/yyyy) of the assignment. Rescheduling not permitted.

Day: day of the week in which the assignment was assigned (MON-SUN)

KoD: type of day – weekend (WE) or weekday (WD)

Timeslot: 6-hour timeframe of assignment

Int1: dropdown box showing a unique 4-digit identification number of the primary interviewer

Int2: dropdown box showing a unique 4-digit identification number of the secondary interviewer (only for nighttime [2AM-8AM or 8PM-2AM] assignments)

Status: dropdown box showing three options used to describe if an assignment was completed (1), cancelled due to a an interviewer missing the assignment (2), or cancelled due to extreme weather (7).

1-completed
2-cancelled, other
7-cancelled, weather

Chtotal: total number of completed charter boat interviews

PRtotal: total number of completed private/rental boat interviews

Shtotal: total number of completed shore interviews

Total: sum of all CH, PR, and SH interviews

Comments: space for additional comments

Field Obs: check box to be marked by the State Coordinator if that particular assignment was observed by the State Coordinator for a QC visit

Int Obs: check box to be marked by the State Coordinator if the State Coordinator observed the interviewer complete an interview during the QC visit

Pkg Sent: dropdown calendar where users will click on a specific day in which the package containing APAIS documents is sent to the ACCSP

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pkg Rcv: dropdown calendar where the ACCSP will click on a specific day in which the package containing APAIS documents is received

PDF: clickable link to the scanned assignment as a PDF

Year: year in which the assignment was assigned

Wave: two-month Wave in which the assignment was assigned

Headboat Assignments

The "Headboat Assignments" section houses all information pertaining to headboat assignments. This will include automatically-filled data from the headboat draw as well as sections which will need to be filled by each state. Due to the fluid nature of headboat assignment scheduling, this section has several sections which can be used to enter rescheduling information in addition to the basic assignment delivery columns.

Due to overlaps in column headers between this section and "Site Assignments", this manual will only cover unique columns in the following section.

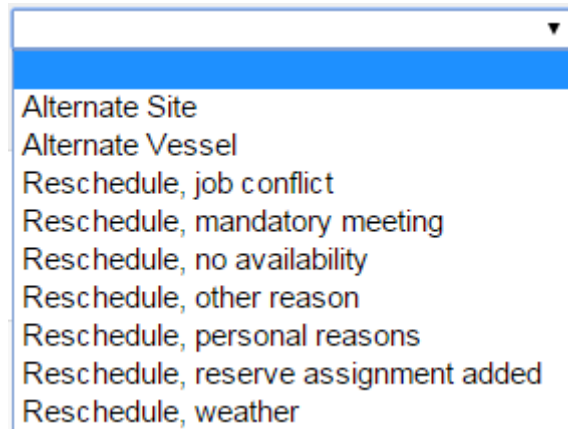
Column Definitions:

Site Group: site group number

Vessel Number: unique 6-digit identification number for the headboat

Completion Date: dropdown calendar where users will click on a specific day in which the headboat assignment was completed if on a rescheduled date

Reason for Change: dropdown list of reasons to be chosen by users in the case of a rescheduled headboat assignment



Status: dropdown box showing four options used to describe if an assignment was

reserved (1), assigned (2), completed (3), or cancelled (4).

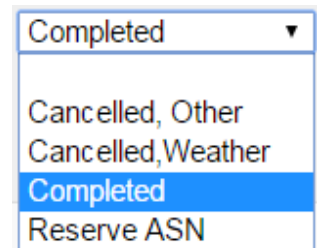
Total: total number of completed headboat interviews

Rep Phone: 10-digit phone number of the vessel's representative

Rep FName: vessel representative's first name

Rep LName: vessel representative's last name

Port: name of the port in which the headboat is primarily located



FishDump

The "FishDump" section houses raw catch data from the APAIS. As with other sections, rows can be filtered by state and date; however, fishing mode, species, and record type can also be filtered in FishDump. FishDump data are available for a short period of review and comment. FishDump information are raw data prior to submission to NOAA and intended for data review and changes. FishDump data are covered by the Non-Disclosure Agreement signed by all project staff are not to be distributed outside of APAIS personnel.

The FishDump is a list of all fish records collected in the APAIS, broken down into Type 2, Type 3, and Type 9 record. These data are used for quality control by allowing the states to check, edit, and comment on any unusual records.

Due to overlaps in column headers between this section and "Site Assignments", this manual will only cover unique columns in "FishDump".

Column Definitions:

Cntrl7: 7 digit control number of the assignment

Type: catch type of the recorded fish (2=unavailable catch, 3= available catch, 9=discarded catch)

Common Name: common name of recorded fish

Disp Code: disposition code of recorded fish (1=thrown back alive, 3=eaten/plan to eat, 4=used/plan to use for bait, 5=sold/plan to sell, 6=plan to throw away, 7 =some other purpose)

Num Fish: the row number in which the recorded fish appeared on the Intercept/Extra Fish Forms

Contrbtrs: number of contributors associated with the recorded fish

Length: measured length of the recorded fish (mm)

Weight: weight of recorded fish (kg)

Discard Observed: disposition code (1=thrown back alive or 6=thrown back dead/plan to throw away) of sampled fish if discarded catch

Mode Fx: Collapsed mode of fishing in which fish was caught

Area: area in which a majority of fishing occurred wherein the fish was recorded

Dist: distance away from shore (1= \leq 3 miles, 2= $>$ 3 miles, 8=not applicable)

Gear Code: code of gear used to collect recorded fish

ID Code: 16-digit unique identifier of the assignment in which the fish was recorded

Confirmed: check box used to state that the fish entry has been confirmed as correct

Change Req: check box used to request a change in a particular fish

Response: ACCSP staff response to change request

Fishdump ID: unique 4-digit identifier

Vessel Good List

As with other sections, the "Vessel Good List" section can be filtered by states, year, and Wave along the top of the screen. However, this section is an interactive report with additional layers of sorting and filtering capabilities.

Access Point Angler Intercept Survey

Home Site Assignments Headboat Assignments FishDump Vessel Good List FHS Preval Reports Administration

Select to filter Vessel records

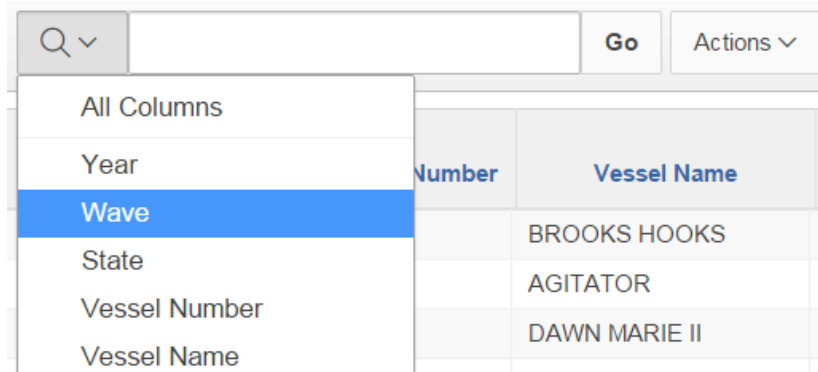
filter by State: all states filter by Year: All Years filter by Wave: -All Waves-

Selected Vessel Report

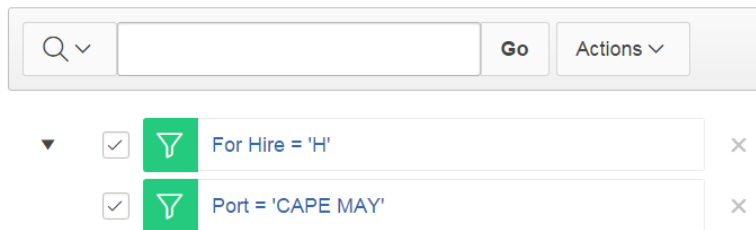
Q Go Actions

Year	Wave	Vsl ST	Vessel Number	Vessel Name	IntSite	For Hire	Port	Busi Add	Busi Cty	Bus Cnty	Bus St
2015	6	24	1086371	BROOKS HOOKS	0001	C	HARRISONS CHESAPEAKE HO	7205 TILGHMAN ISLAND ROAD	SHERWOOD, MD 21665	041	24
2015	6	24	1099140	AGITATOR	0001	C	HARRISON CHES HOUSE	30360 CODS POINT RD	TRAPPE, MD 21673	041	24
2015	6	24	1050892	DAWN MARIE II	0001	C	HARRISONS CHESAPEAKE H	PO BOX 191	WITTMAN, MD 21676	041	24
2015	6	24	1168640	CAT LADY	0001	C	CHESAPEAKE HOUSE	6690 TILGHMAN ISLAND RD	SHERWOOD, MD 21665	041	24
2015	6	24	670653	BEAUDACIOUS	0001	C	HARRISONS CHESAPEAKE HO	6070 SUNSET LN, POB 62	TILGHMAN, MD 21671	041	24

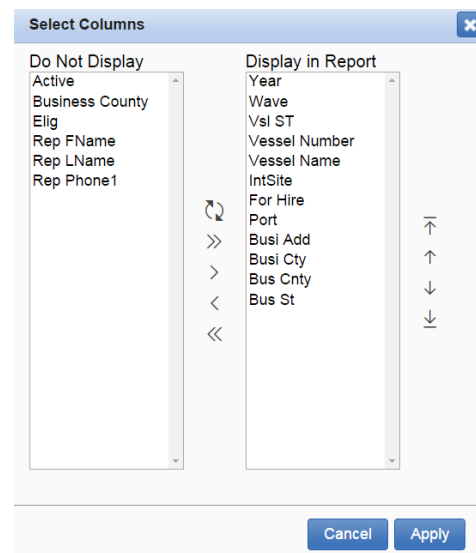
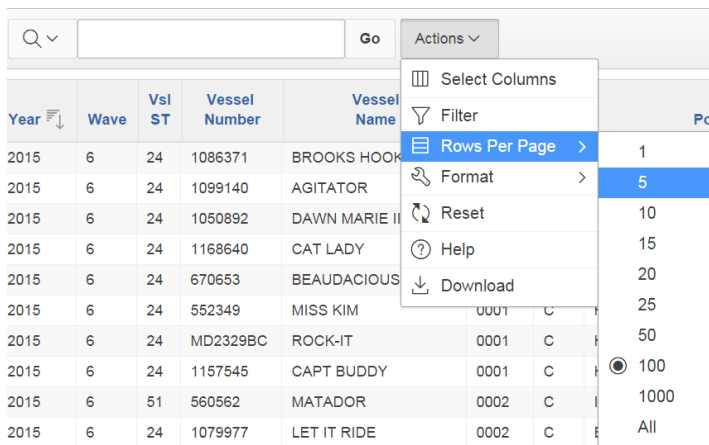
Not only can users filter by state, year, and Wave, but also by user-entered key words at the top of the table. The magnifying glass icon to the left of the search box provides a list of all column names in order to make searching easier. In order to apply this search to the table, users must click the "Go" button.



Once a multitude of filtered levels has been added, they are displayed below the search box in the top left corner of the page. By clicking the “X” to the right of a filtered item, users will be able to cancel the filter. By un-checking the box to the left of the filtered item, users can temporarily remove the filter while keeping it on the main page. The site will automatically refresh whenever a filtered item is removed or unselected.



To the right of the search bar, users can click the “Actions” button in order to access additional options. When choosing “Select Columns”, users will see two columns. On the left, users can add to the list of columns to hide from the section and a list of displayed records in the right-hand list. In order to apply the changes, users must click on the “Apply” button at the bottom right.



When choosing "Filter", users will see a new window which can filter by column or row. The left-most dropdown box can be used to pick either the column/row headers, depending on which is selected above. The "Operator" dropdown box can be used in order to define what the user would like to observe in the column/row. The "Expression" dropdown box holds all available options within the selected column/row. This selection will allow users to choose exactly which values they would like to include or exclude through the filter.

Users can also choose the "Rows Per Page" option wherein the total number of entries can be specified. In choosing the "Format" option under the "Actions" button, users can pick one of two options. Choosing "Sort" brings up the sort window which allows users to choose up to six different column names, the direction they are sorted (ascending/descending), and null sorting (which can move null values either first or last in the table).

Choosing "Highlight" will bring up the highlight window which allows users to choose specific cells to be highlighted within the table.

	Column	Direction	Null Sorting
1	Year	Descending	Default
2	Wave	Descending	Default
3	Port	Ascending	Default
4	Vessel Name	Ascending	Default
5	- Select Column -	Ascending	Default
6	- Select Column -	Ascending	Default

Choosing "Reset" from the "Actions" dropdown box will reset all current filters/sorting within this section. Choosing "Help" will pop-up a help menu in order to further assist users navigate within this section. Choosing "Download" will download the currently filtered/sorted table into a .csv file.

Due to overlaps in column headers between this section, "Site Assignments", "Headboat Assignments", "FishDump" and the "FHS Preval" sections, this manual will only cover unique columns within "Vessel Good List".

Column Definitions:

Port: the physical port location in which the boat is primarily housed

Busi Add: address of the business operating the vessel

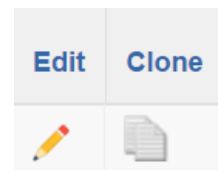
Busi City: city of the business operating the vessel

FHS Preval

Similar to the "Vessel Good List" section, the "FHS Preval" section also houses for-hire vessel information in an interactive report which has additional layers of sorting and filtering available.

The screenshot shows the ACCSP Access Point Angler Intercept Survey interface. At the top, there is a navigation bar with tabs for Home, Site Assignments, Headboat Assignments, FishDump, Vessel Good List, FHS Preval (selected), Reports, and Administration. Below the navigation bar, there are filter options: "filter by State" (all states), "filter by Year" (All Years), and "filter by Wave" (-All Waves-). The main content area is titled "Selected Preval Report" and contains a table with columns for Edit, Clone, Year, Wave, Week, St Postal, Vessel Number, Vessel Name, Vsl Len, For Hire, IntSite, Interviewer, Int ID, Preval Date, Preval Time, Status, Source, Comments, Rep FName, Rep LName, Rep Phone1, and F Ph. The table displays three rows of data for the year 2015, wave 3, week 19, in MD. The first two rows are for vessel DAWN MARIE II (Vsl Len: -, For Hire: C, IntSite: 0001) with Preval Dates of 09-DEC-15 and 01-JAN-16. The third row is for vessel BEAUDACIOUS (Vsl Len: -, For Hire: C, IntSite: 0001) with a Preval Date of 01-JAN-16. The table also includes "Edit" and "Clone" icons for each row.

In addition to these filter options, it is also possible for users with a SUPER role to both edit and clone the row information. Cloning the row can be used to duplicate the vessel's information while changing the date in order to account for multiple pre-validation dates.



Due to overlaps in column headers between this section, "Site Assignments", "Headboat Assignments", "FishDump" and "Vessel Good List" sections, this manual will only cover unique columns within this "FHS Preval".

Column Definitions:

Preval Date: the date in which the pre-validation of was completed (dd/mmm/yy)

Status: status of the vessel (1=vessel in, 2=vessel out-charter/headboat fishing, 3=unable to validate, 4=vessel out-non-charter/headboat activities, 5=vessel out-fishing status unknown, 6=vessel not in slip, not in water (dry dock), and 8=not applicable)

Source: the source of information (1=direct observation or 2=secondary information)

For Hire: boat type identifier – charter (C) or headboat (H)

Vsl Len: length of the vessel

Active: active or inactive vessel

Busicnty: state/county code combination

Elig: vessel eligible to validate or not

Reports

The “Reports” will be defined and added on an ongoing basis.

Administration

The Administration section is used by ACCSP staff (ADMIN) as well as State Coordinators (SUPER) to add new users and to edit current user information.



The screenshot shows the ACCSP Administration interface. At the top left is the ACCSP logo. The main title is "Access Point Angler Intercept Survey". On the right, there is a "MARINE RECREATIONAL INFORMATION PROGRAM" logo and a user profile for "adjohnson" with a "Logout" link. A navigation bar contains links for Home, Site Assignments, Headboat Assignments, FishDump, FHS Preval, Reports, and Administration. Below the navigation bar is a "Create New User" button. A dropdown menu for "State" is set to "all states". Below this is a search bar with a "Go" button and an "Actions" dropdown. A table of user records is displayed with the following columns: Int ID#, First Name, Last Name, Partner, Role, State Postal, Status, NDA Date, Fishtest Date, St Code, Username, Affiliation, Start Work Date, End Work Date, Last Login, and Email.

State supervisors may add staff members using the “Create New User” button, and edit in-state staff using the edit pencil. If hiring an employee that has an existing INT_ID, please contact ACCSP to have that person activated in the proper state. State SUPER users may assign usernames and passwords to field staff at their discretion.

[Create New User](#)

This area is also used to maintain a current list of staff nondisclosure agreement dates, and dates of most recent dates of passing the procedures and fish tests.

Field staff should contact their State Coordinator with any questions about project assignments and scheduling details.

Any questions on application functionality may be directed to apais_support@accsp.org.