Shipboard Request Database System V4.0

User Guide

Version 4.0
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Revision History

Author	Date	Description	Version
Charles Musgrave	June 8, 1999	Beta	
Charles Musgrave	September 1999	Changes per user & project leader feedback.	1.00
Brett Trask	October 28, 1999	First year in produciont use Oct-Dec	1.10
Angelo Barreto/ Lenore Bajona	August 2000	COPY functionality, daemon removed, db problem messages, bugs fixed, English/French selection, UserGuide Translation	2.10
Flo Hum	August 2001	User Access w/SuperUser, Data Model fixes + other minor changes	3.0
Lenore Bajona	November 2001	Conversion Oracle6i + minor changes	3.1
Roger Soulodre	January 2002	Removed French/English Selection Page, as French Application created as separate App.	3.2
Lenore Bajona	Feb 2003	Date Range Change	3.3
Flo Hum	Jul 2010	Migration to Oracle Forms 10g (v9.0.4) Using JRE instead of JInitiator	3.3.1
Flo Hum	Jul 2013	Date range change	3.3.2
Flo Hum	Aug 2014	Migration to Oracle Forms 11g NOTE: version never deployed	4.0
Flo Hum	Mar – Jul 2017	Migration to Oracle Forms 12c	4.0

Introduction

Welcome to the Shipboard Request Users Guide. For the purpose of this document, the Shipboard Request Database System will be referred to as SBR. As well, the Bedford Institute of Oceanography will be referred to as BIO. The SBR system is a web application that will be active for a set amount of time each year for accepting applications (requests) for ship time for the following year. There is both an English and a French version of this system.

Anyone who wishes to use either the English or French version of this system will require a user name and password assigned by the system owner at BIO.

Once a user is assigned a user name and password with "*system*" or "*user*" user access they will be able to login to either version of the system and add an application. Each application (request) will be assigned a unique reference number that will be used as the main identifier of that application for the system. The basic application will consist of scientific, vessel and personal information. If the vessel selected is a Maritimes vessel (outfitted and maintained at BIO), the user may access extra services from the following shops: Marine Electronics, Vessel Support and Technical Operations.

Each time the user finishes entering information in an input screen, and before the next screen is displayed, the user will be given the option of printing out the contents of the current screen. Printing is provided via print preview in a separate browser window (or tab), user may then select print from the browser menu.

The user will have the option of logging in and modifying/copying or removing their applications (requests) for as long as the web application is active, (about 6 weeks a year). If a user logs in for the purpose of modifying their application and has more than one application on file in the current year, a list of reference numbers will be displayed. The user will be required to select the reference number associated with the application to be modified from the list. If there is only one application in the current year, the one application will be displayed.

System Requirements

The following is a list of minimum Client software required to successfully run SBR:

	Required	Recommended
Web Browser	Internet Explorer 7 or higher Google Chrome v12 or higher (although not all versions have been tested)	Internet Explorer 9 Google Chrome v35
Java Runtime Environment	Java 6 or Java 7	Java 6

Note: Java 7 often requires an additional runtime parameter to be set in the Java Console [-Djava.vendor="Sun Microsystems Inc."] or creating an environment variable [JAVA_TOOL_OPTIONS] with a value of [-Djava.vendor="Sun Microsystems Inc."]

Accessing the System

The SBR system is an Internet based application, there are both English and French version of this application. The system is introduced/described in a web page on the DFO Maritimes web server. The page is located at the following URL:

http://www2.mar.dfo-mpo.gc.ca/science/Ships/ship_request.html

This introductory page contains information and instructions for accessing the SBR system. A hyperlink on this page will present users with the SBR system start-up page, which will initialise the SBR Logon window.

If a user encounters a problem that results in the SBR Logon Screen window not appearing, they should attempt to perform the following steps:

1. Ensure that the client PC meets or exceeds the specifications described in the "System Requirements" section of this document.

2. Ensure the Web Browser has Java enabled

3. Java may need to be enabled in the Web Browser in the Java Control Panel. A site exception for http://mussel.mar.dfo-mpo.gc.ca may also need to be added.

4. Restart your browser. Browse to the SBR system start-up page.

5. If the logon window still does not appear, describe the problem(s) encountered and document any error/status line messages received (verbatim). Contact the Service Desk and system maintainer, providing this information.

Known Issues

The following is a list of issues that are being worked on or will be corrected with future updates of the Oracle web application software.

1) On some PC's it may be necessary to click the cancel button twice to cancel out of the Forma screen.

2) At present the system will time out after five minutes of idle time (without saving your changes) and will appear to have locked-up. If this occurs the user should close the browser and start the system again. Any new information will be lost if not already successfully submitted prior to the timeout.

3) The system will not always put focus back in the appropriate text item. During validation, the system should put focus in the problem field.

4) The loading time and /or performance of the application may vary greatly due to Internet related factors. Slow connections and access during times of high Internet traffic will perform very differently from high capacity connections and access during off-peak times.

When the System Starts

The system begins by presenting the user with the logon window below. The user must enter a valid user name (25 character maximum) and password (25 character maximum) to gain access to the system.
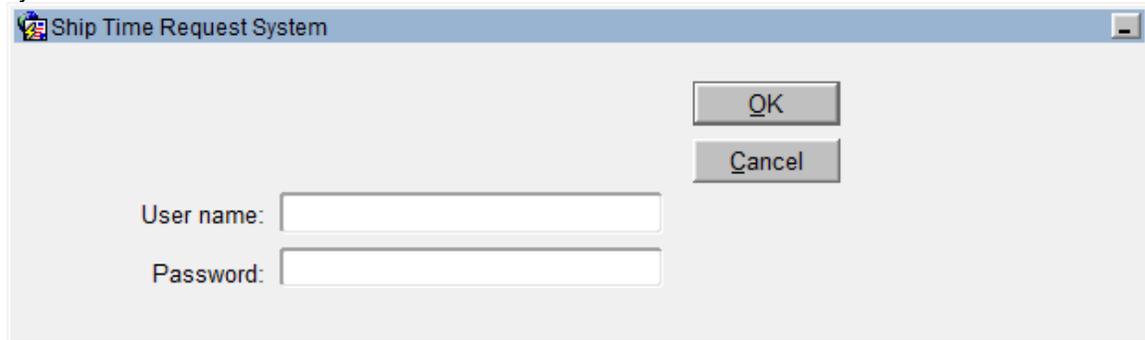
Enter valid values for User name and Password and click OK to enter the system or click Cancel to exit the system. If the database is currently under heavy use, the system may not be able to connect to verify the user name and password. If this occurs, please try again later.

If the user enters an invalid user name and/or password, an error will be displayed as below. Focus will also be moved back to the User name field.

If the user enters a valid user name and/or password but does not have "*user*" or "*system*" access privileges, an error will be displayed as below. Focus will also be moved back to the User name field.

After successfully logging in to the system the user is presented with the start up screen as displayed below:

Add an Application

An information page will be displayed that will give the user some information on the application they are about to fill in and where to find the list of people to contact if they run into trouble or have any questions.

Click the Continue button to display the first screen of the blank application (See description of screen FormA). The associated reference number will be displayed at the top of the screen.

Click the Cancel button to return to the start up screen.

Update an Application

Update an Application button allows the user to modify any of their own applications that exist on file within the next fiscal year. If the user has *system* privileges, the user may modify any applications. Applications for ship time are requested the year before the requested start date(s) so only those ship time applications belonging to the currently logged on user for the following fiscal year will be available for Update.

If there are no applications on file, the system will display the following message:

If there is only one application on file, the system will display the first screen with the appropriate record (see Forma).

If there is more than one application on file, the system will display a list of reference numbers to choose from as displayed below (LOV - list of values - window).

After a reference number has been selected from the LOV window (highlight reference number to be updated and click OK), the screen below is populated with the selected reference number to allow the user to accept or reject the choice.

Click OK to view the first screen of the application with the appropriate data (see Forma).

Click Cancel to discard the selection and return to the start up screen.

Copy an Application

Copy an Application button allows the user to make a copy of any of their own applications that exist on file. When an application for ship time is selected for Copy, all existing ship time applications belonging to the currently logged on user are available for copying. Once an application is selected, it will be copied and assigned a new reference number with the original application remaining unchanged. This will allow users to create new applications from old applications without having to create a new application from scratch and filling out all the forms again.

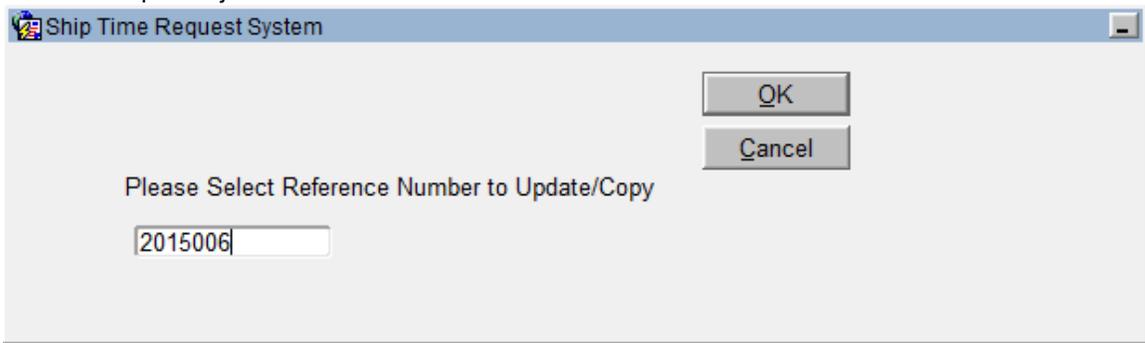If there are no applications on file, the system will display the following message.

If there is only one application on file, the system will display the first screen with the appropriate record (see Forma).

If there is more than one application on file, the system will display a list of reference numbers to choose from as displayed below (LOV - list of values - window).

After a reference number has been selected from the LOV window (highlight reference number to be updated and click OK), the screen below is populated with the selected reference number to allow the user to accept or reject the choice.

Click OK to view the first screen of the application with the appropriate data (see Forma).

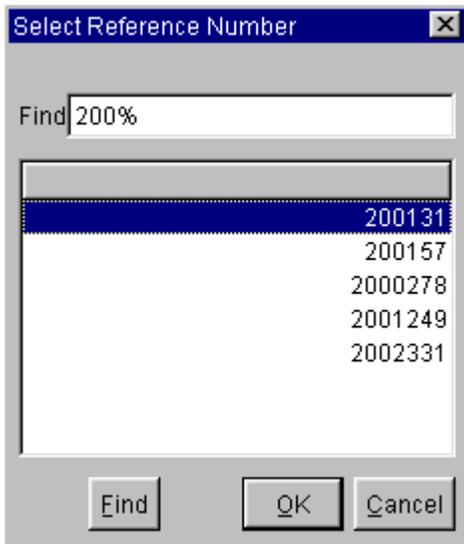Click Cancel to discard the selection and return to the start up screen.

Exit

Exit the SBR system.

FormA

FormA is the first and main screen of the SBR System. This form accepts three blocks of information. First, tombstone, affiliation, period (durations), ship time (dates), platform and other ship and work related information, second, a breakdown of the work by category with associated percentage (DFO work activities), and third, an estimate of shipboard time you plan to request in future years. A description of each field of all three blocks follows below.

Forma Toolbar

Reference Number –

> This text item will display the reference number for the current application. The Reference number is the main identifier for the application and is displayed on all Toolbars throughout the system.
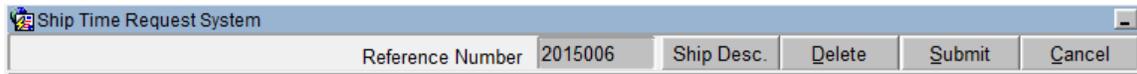
Ship Desc. –

> Clicking this button will open a web page maintained by the Canadian Coast Guard, which contains links to all of the Canadian Coast Guard Fleet vessels. Selecting any of the vessels links (by vessel name) will display a picture and description of the selected vessel.

Delete –

> Clicking this button will delete the record that has focus and all child records. There will be an appropriate warning to allow the user to change their mind before the delete is processed. If focus is anywhere within the first block of information, the **entire** application (request) will be deleted. To delete information from a single field use delete on the keyboard.

Submit –

> Clicking this button will validate the items on the screen and if no errors are found, will save the changes. At this time, users are given the opportunity to print a hard copy of the current screen (see Application Reports). Depending on the selection that is made for "Platform1" the application may be finished or another screen may be opened to allow for additional information/requests. If the value selected for "Platform1" is a vessel that is outfitted at BIO (Maritimes Region Vessel) then the Maritimes Region Services screen is displayed to allow the user to request further services (see DFO Maritimes Region Services). If the value of "Platform1" is not a vessel that is outfitted at BIO, then the user is informed that the application is complete and is returned to the start up screen.

Cancel –

> Clicking this button will discard any changes to this screen and return to the start up screen. If any changes were made, a warning message is displayed; "Are you sure you wish to Cancel without saving?" The user may select Yes to complete the cancel request or No to continue working in Forma.

FormA Screen
(see Appendix A for list of mandatory fields)

Tombstone information

First Name -
> A mandatory text field used to accept the applicant's first name (20 character maximum).

Last Name -
> A mandatory text field used to accept the applicant's last name (30 character maximum).

Work Phone -
> An optional text field used to accept the applicant's phone number.
> The system will automatically insert brackets and dashes where required.

Fax -
> An optional text field used to accept the applicant's fax number. The system will automatically insert brackets and dashes where required.

E-mail -
> A mandatory text field used to accept the applicant's e-mail address (50 characters maximum).

Affiliation

(One of DFO, NRCAN or Other Affiliation must be specified)

DFO -
> A check box indicating that the applicant is affiliated with DFO. If "DFO" is checked then "NRCAN" and "Other Affiliations" can not have a value and will be cleared. If "DFO" is checked then the fields "Region" and "Division" become enabled and mandatory and the section labelled "DFO Activities" is enabled. If "DFO" is unchecked, "Region", "Division" and "DFO Activities" become disabled and lose any value they were assigned ("DFO Activities" will not lose any assigned values until submission of the application).

Region -
> This text field is only enabled if "DFO" is checked. If "DFO" is checked then "Region" is mandatory. When focus moves into "Region", a list of available regions is displayed (see LOV

Description in the Miscellaneous Description section of this document). If the value "Other" is selected, a text field labelled "Other" will become enabled and mandatory. If the value of "Region" is changed to something besides "Other" or "DFO" is unchecked "Other" (Region) will become disabled and lose any value it was assigned.

Other (Region) -
This text field is only enabled if the "Region" text field is equal to "Other". If "Region" has a value of "Other" then this field is mandatory (20 character maximum).

Division -
This text field is only enabled if "DFO" is checked. If "DFO" is checked then "Division" is mandatory. When focus moves into the "Division" text field a list of available Divisions are displayed (see LOV Description in the Miscellaneous Description section of this document). If the value "Other" is selected, a text field labelled "Other" will become enabled and mandatory. If the value of "Division" is changed to something besides "Other" or "DFO" is unchecked, "Division Other" will become disabled and lose any value it was assigned.

Other (Division) -
This text field is only enabled if the "Division" text field is equal to "Other".
If "Division" has a value of "Other" then this field is mandatory (45 character maximum).

NRCAN -
A checkbox indicating that the applicant is affiliated with NRCAN. If "NRCAN" is checked then "DFO" and "Other Affiliations" can not have a value and will be cleared.

Other Affiliations -
A text field indicating that the applicant is neither affiliated with DFO nor NRCan. If this field is completed the Apply button must be selected at which point if either "DFO" or "NRCan" checkbox has been used, it will be cleared (as well as any associated information - DFO "Region" and "Division"). This text field will hold up to 65 characters.

Period Requested

(*these values are summed to calculate duration)

Load Days -
An optional text field indicating the number of days required to load the vessel (0 to 99).

Travel days to work area* -

An optional text field indicating the number of days required to travel to the starting work area (0 to 99).

Number of days at work area* -
A mandatory text field indicating the number of days required at the work area (0 to 999).

Travel days from work area* -
An optional text field indicating the number of days required to return from the last work area (0 to 99).

Require vessel crew O/T? -
A check box indicating if the crew will need to work over time. Checked indicates overtime hours. This field defaults to unchecked.

Preferred Dates (DD-MON-YYYY)

First Choice –
A mandatory text field indicating the first preference of start date for the cruise. The date must be entered in the format "DD-MON-YYYY". The user must enter the dashes.

Second Choice –
An optional text field indicating the second preference of start date for the cruise. The date must be entered in the format "DD-MON-YYYY". The user must enter the dashes.

Third Choice –
An optional text field indicating the third preference of start date for the cruise. The date must be entered in the format "DD-MON-YYYY". The user must enter the dashes.

Duration –
This text field represents the duration of the trip. The value of the field is calculated by adding the "Travel days to work area" + "Number of days at work area" + "Travel days from work area". This is a system field and cannot be accessed by the user.

End Date –
This text field represents the preferred start date plus the number of days represented by the "Duration" field. This is a system field and cannot be accessed by the user.

Earliest acceptable Start Date –
An optional text field indicating the earliest start date that could work for the cruise. The date must be entered in the format "DD-MON-YYYY". The user must enter the dashes. If this date has a value then the field labelled "Why not Earlier?" is enabled and mandatory. If this date is removed then "Why not Earlier?" is made disabled and loses any value it was assigned.

Why not Earlier? –
This text field is only enabled if the field labelled "Earliest acceptable Start Date" has a value. If this field is enabled it is mandatory. This field will hold up to 500 characters.

Expand – Click this button to open a larger work area for the "Why not Earlier" field (see Editor Description in the Miscellaneous Description section of this document).

Latest acceptable End Date –
An optional text field indicating the latest end date that could work for the cruise. The date must be entered in the format "DD-MON-YYYY". The user must enter the dashes. If this date has a value then the field labelled "Why not Later?" is enabled and mandatory. If the date is removed then "Why not Later?" is made disabled and loses any value it was assigned.

Why not Later? –
This text field is only enabled if the field labelled "Latest acceptable End Date" has a value. If this field is enabled it is mandatory. This field will hold up to 500 characters.

Expand – Click this button to open a larger work area for the "Why not Later" field (see Editor Description in the Miscellaneous Description section of this document).

Platform in order of Preference

Platform1 –

A mandatory text field indicating the first preference of platform for the cruise. To display a list of available platforms, click the button labelled "Show List" (see LOV Description in the Miscellaneous Description section of this document). There is a value in the list called "Other" in case the platform you wish to select is not in the list. In the event that "Other" is chosen from the list another text box below "Platform1" will become enabled. This will be a mandatory text field used to enter the name of the desired platform (25 character maximum). If the value of "Platform1" is changed from "Other", the "Other" text box becomes disabled and loses any value it was assigned.

Desc – Click this button to open a web page maintained by the Coast Guard that will give a full description of the platform selected in "Platform1". To see all Canadian Coast Guard Vessels, use ship description button at the top of forma - forma toolbar.

Platform2 –

An optional text field indicating the second preference of platform for the cruise. To display a list of available platforms, click the button labelled "Show List" (see LOV Description). There is a value in the list called "Other" in case the platform you wish to select is not in the list. In the event that "Other" is chosen from the list another text box below "Platform2" will be enabled. This will be a mandatory text field used to enter the name of the desired platform (25 character maximum). If the value of "Platform2" is changed from "Other", the "Other" text box becomes disabled and loses any value it was assigned.

Desc – Clicking this button will open a web page maintained by the Coast Guard that will give a full description of the platform selected in "Platform2".

Platform3 –
An optional text field indicating the third preference of platform for the cruise. To display a list of available platforms click the button labelled "Show List" (see LOV Description). There is a value in the list called "Other" in case the platform you wish to select is not in the list. In the event that "Other" is chosen from the list another text box below "Platform3" will be enabled. This text field will be a mandatory field used to enter the name of the desired platform (25 character maximum). If the value of "Platform3" is changed from "Other", the "Other" text box becomes disabled and loses any value it was assigned.

Desc – Clicking this button will open a web page maintained by the Coast Guard that will give a full description of the platform selected in "Platform3".

Area of Operation –
A mandatory text field indicating the geographical area where the work will be carried out. A list of valid values will be provided upon navigation to the text field. If multiple areas or areas not in the list are required, choose "Other" from the list. Then use the **tab key** to enter/enable the "Other" text field, and type entries here (50 character maximum).

Other –
This text field is only enabled if "Area of Operations" has a value of "Other". If this field is enabled, it is mandatory. If the value of "Area of Operations" is changed from "Other", this field will become disabled and lose any value it was assigned (50 character maximum).

Will work be carried out in waters under foreign jurisdiction? –
An optional checkbox indicating that work will be carried out in waters other than Canadian waters. If this checkbox is checked another text field, labelled "What areas?" will be made enabled and mandatory.

What areas? –
This text field is only enabled if the checkbox labelled "Will work be carried out in waters under foreign jurisdiction?" is checked. This text field is used to specify the areas outside Canadian waters where work will be carried out (50 character maximum).

Total number of Scientific Personnel –
This mandatory text field indicates a total count of the scientific personnel that will be on the vessel for the cruise (0 to 99).

New project –
An optional checkbox indicating that the purpose of this cruise is for a new project.

Scientific/Technical Objective –
A mandatory text field indicating the scientific or technical proposal for the requested cruise. This field will hold up to 500 characters.

Expand – Click this button to open a larger work area for the "Scientific/Technical Objective" field (see Editor Description in the Miscellaneous Description section of this document).

Scientific Activity –
A mandatory text field indicating the scientific activity of the cruise. To display a list of valid values, click the button labelled "Show List" (see LOV Description). If multiple activities or activities not in the list are required, choose "Other" from the list. Then use the **tab key** to enter/enable the "Others" text field, and type entries here (40 character maximum).

Other –
This text field is only enabled if "Scientific Activity" has a value of "Other". If this field is enabled, it is mandatory (40 character maximum). If the value of "Scientific Activity" is changed from "Other" this field will become disabled and will lose any value it was assigned.

Will explosives be used? –
   An optional checkbox indicating that explosives will be used as part of the work on the requested cruise.

Can this be a Joint Cruise? –
   An optional checkbox indicating that this cruise could be shared with other users. If this checkbox is checked the text field labelled "With who?" is made enabled and mandatory. If this checkbox is unchecked the "With who?" text field is made disabled and loses any value it was assigned.

With who? –
   This field is only enabled if "Can this be a Joint Cruise?" is checked. If this field is enabled it is mandatory. This field indicates with which other projects the requested cruise can be shared (50 character maximum).

Is this request conditional upon funding not yet approved? –
   An optional checkbox indicating that this request is conditional on funding that has not yet been approved. If this checkbox is checked then a field labelled "Probable date of Approval" is made enabled and mandatory. If this field is unchecked then the "Probable date of Approval" field is made disabled and loses any value it was assigned.

Probable date of Approval -
   This text field is only enabled if the checkbox labelled "Is this request conditional upon funding not yet approved?" is checked. If this field is enabled it is mandatory. The field accepts a date that must be entered in the format "DD-MON-YYYY" (the user must enter the dashes). If the checkbox labelled "Is this request conditional upon funding not yet approved?" is unchecked then this field will become disabled and lose any value it was assigned.

Has Applicant's Line Mgr Approved? –
   An optional checkbox indicating that the applicant's line manager has approved the cruise being requested. If this checkbox is checked, two more text fields are made enabled and mandatory. The two fields are "Mgr Title" and "Name". If this checkbox is unchecked then "Mgr Title" and "Name" are made disabled and lose any value they were assigned.

Mgr Title –
   This field is only enabled if "Has Applicant's Line Mgr Approved?" is checked. If the field is enabled then it is mandatory (40 character maximum). This field indicates the title of the manager that approved this request. If the "Has Applicant's Line Mgr Approved?" checkbox is unchecked, then this field becomes disabled and loses any value it was assigned.

Name –
   This field is only enabled if "Has Applicant's Line Mgr Approved?" is checked. If the field is enabled then it is mandatory (30 character maximum). This field indicates the name of the manager that approved the request. If the "Has Applicant's Line Mgr Approved?" checkbox is unchecked then this field becomes disabled and loses any value it was assigned.

DFO Work Activities

This mandatory section is used to show the percentages of work to be performed by category.

Activities **-**
> A mandatory text field that indicates the category of work to be performed. When focus enters this field, a list of available categories will be displayed (see LOV Description in the Miscellaneous Description section of this document).

Percentage –
> A mandatory text field representing the percentage of work that will be carried out for the specified category/record. The range for each activity is 0 to 100. The range for the total of all activities is also 0 to 100 and will not be permitted to exceed 100.

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit the application.

Future Years Forecasting Information

This optional section is used to gather forecast information regarding possible future requests. Once a record in this section is entered (cursor placed in any field of a record) all fields become mandatory.

From –
> This field represents "year from" and is generated by the system. The user does not have access to this field.

To –
> This field represents "year to" and is generated by the system. The user does not have access to this field.

Days/Year –
> A text field indicating the estimated number of days required for the forecasted cruise. The number must be a whole number and should indicate the number of days required rounded to the next full day (0 to 999).

Platform –
> A text field indicating the desired platform for the forecasted cruise. When focus enters this field, a list of valid platforms will be displayed (see LOV Description in the Miscellaneous Description section of this document).

Area –
> A text field indicating the area where the work for the forecasted cruise will take place. When focus enters this field, a list of valid areas will be displayed (see LOV Description in the Miscellaneous Description section of this document).

Description –
> A text field **briefly** describing the purpose of the forecasted cruise. This field will hold up to 30 characters.

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using Toolbar Delete button) before you can successfully complete/submit the application.

Application Successfully Submitted

When Forma has been submitted (using Forma Toolbar Submit button) and the form is successfully validated and saved, the following message will ask the user if they wish to print the current screen (see Application Reports section of this document for printing instructions):

Shipboard Application

Would you like a print out of this screen?

Yes   No
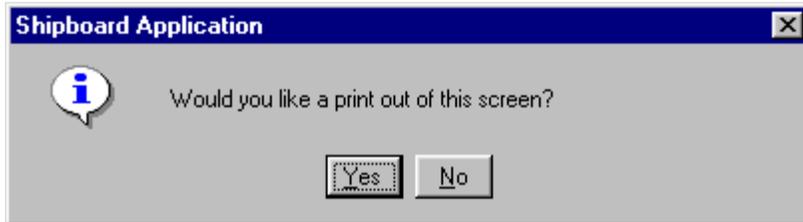
If select Yes, a new instance of the browser will be invoked, and print preview displayed. Then use browser's print functionality to print the screen.

If "Platform1" is not a vessel that is outfitted at BIO, or is not a NRCan or DFO Maritimes Region applicant, then the user is informed that the application is complete including the associated reference number per the below displayed message:

Shipboard Application

You have Successfully Submitted your Application number 2002381

OK
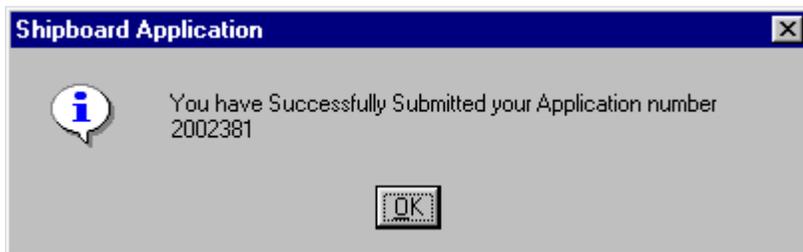
When the OK button is clicked the user is returned to the start up screen.

If "Platform1" is a vessel that is outfitted at BIO or the affiliation is a NRCan or DFO Maritimes Region applicant then the user will be sent to the DFO Maritimes Region Services screen for further application processing. Though the FormA portion of the application has been validated and saved, the above notification will not be displayed until the user has completed the DFO Maritimes Region Services portion of the application.

Any additional/special information or requirements should be sent to the application administrator. He may be contacted by email by clicking "Contact Us" on the Shipboard Request System webpage: www.mar.dfo-mpo.gc.ca/science/Ships/ship_request.html.

DFO Maritimes Region Services

This screen is called if "Platform1" on Forma is equal to a vessel outfitted at BIO (Maritimes Region Vessel) or the affiliation is a NRCan or DFO Maritimes Region applicant. The screen allows the user to request additional services from the following Maritimes Region shops: Marine Electronics, Vessel Support or Technical Operations.

Marine Electronics Services –
> If this checkbox is checked, the user will be presented with the Marine Electronics screen as part of the application process.

Vessel Support Services –
> If this checkbox is checked, the user will be presented with the Vessel Support screen as part of the application process.

Technical Operation Services –
> If this checkbox is checked, the user will be presented with the Technical Operations screen as part of the application process.

OK –
> Click this button to accept the selections made and continue the application process. If nothing is selected on this screen the application process is finished, the user is informed that the application is complete and is returned to the start up screen.

Cancel –
> Click this button to discard the selections on this screen and end the application process. The user is informed that the application is complete and is returned to the start up screen.

NOTE: Information MUST be provided for each service required. If details not clear at time of submission of request then minimal information should be provided. This should be followed up with contact to support shop representative as mentioned in above screen shot of DFO Maritimes Region Services selection form.

Marine Electronics

If selected, the Marine Electronics form is the first of the three DFO Maritimes Region Services to be presented to the user. This form accepts three blocks of information related to vessel electronics services. These are navigation, echosounders and computer/networking. A description of each field of all three blocks follows below.

Marine Electronics Toolbar

Reference Number –
> This text item will display the reference number for the current application. The reference number is the main identifier for the application and is displayed on all toolbars throughout the system.

Ship Desc –
> Clicking this button will open a web page maintained by the Coast Guard that will display a picture and give a description of the platform selected on Forma for field Platform1.

Delete –
> Clicking this button will delete the record that has focus and all child records (which will be the entire Marine Electronics form if focus is in the first block of information - Navigation). There will be an appropriate warning to allow the user to change their mind before the delete is processed. To delete information from a single field use delete on the keyboard. If other services were selected on the DFO Maritimes Region Services screen, it will be displayed next (Vessel Support followed by Technical Operations). If no other services were selected the user will be returned to the DFO Maritimes Region Services screen.

Submit –
> Clicking the Submit button will validate the items on the screen and if no errors are found, will save the changes. At this time, the user will be given the opportunity to print out the information on this screen. Depending on the selections previously made on the DFO Maritimes Region Services screen the application may be finished or another screen may be opened to allow for additional requests (Vessel Support followed by Technical Operations). If the application is finished, the user is notified of the successful submission and returned to the start up screen.

Cancel –
> Clicking this button will discard any changes to this screen. If other services were selected on the DFO Maritimes Region Services screen, it will be displayed next (Vessel Support followed by Technical Operations). If no other services were selected the user will be returned to the DFO Maritimes Region Services screen.

Marine Electronics Screen

(see Appendix B for list of mandatory fields)

Navigation

This section is used to gather information regarding Vessel navigation requirements. *Though logically optional, at least one of AGCNAV, DGPS or Other must be provided prior to specifying/submitting information for navigation, echosounders and/or computer/networking.

AGCNAV *–
　　　　A checkbox indicating that the vessel needs to be equipped with AGCNAV.

DGPS* –
　　　　A checkbox indicating that the vessel needs to be equipped with DGPS.

Other* –
　　　　A text field indicating any other navigation systems that may be required (30 character maximum).

Special Requirements –
　　　　This is a large optional text field used to describe any special navigational requirements for the cruise. This field will hold up to 500 characters.

　　　　Expand – Click this button to open a larger work area for the "Special Requirements" field (see Editor Description in the Miscellaneous Description section of this document).

Velocimeter –
　　　　A checkbox indicating that a velocimeter will be required/used for the cruise.

12 kHz Pingers –
　　　　A checkbox indicating that 12 kHz pingers will be required/used for the cruise. If this is checked the checkbox labelled "Tilt" becomes enabled.

Tilt –
　　　　This checkbox is only enabled if "12 kHz Pingers" is checked. Clicking this checkbox indicates that Tilt will be required/used for the cruise.

Echosounders
This optional section is used to gather information about echosounder requirements. Once a record in this section is entered (cursor placed in any field of a record) Echosounder and Location become mandatory.

Echosounder –
> This text field indicates the type(s) of echosounder(s) that will be required/used during the cruise. When focus moves into this field a list of available echosounders is displayed (see LOV Description in the Miscellaneous Description section of this document). If the value "Other" is selected from the list, the Other field becomes mandatory. If the value of Echosounder is changed to something other than "Other", any value in the field labelled "Other" will be removed and focus will not be allowed to go to the Other field.

Other –
> This text field is only enabled if "Echosounder" has a value of "Other". If this field is enabled, it is mandatory (30 character maximum). If the value of "Echosounder" is changed from "Other" this field will become disabled and will lose any value it was assigned.

Location –
> A text field indicating the location on deck of the echosounder specified by this record (25 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Computer/Networking Information
This optional section is used to gather information about computer/networking requirements. Once a record in this section is entered (cursor placed in any field of a record) Location becomes mandatory.

AGCNAV –
> A checkbox indicating that the group of computers described by this record require AGCNAV.

Network –
> A checkbox indicating that the group of computers described by this record require network connectivity to the vessel LAN.

UPS –
> A checkbox indicating that the group of computers described in this record need to be protected by an UPS.

# of Computers –
> A text field indicating the number of computers described by this record (0 to 999).

Location –
> A text field indicating the location on the vessel of the group of computers described by this record (30 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Vessel Support

If selected, the Vessel Support form is the second of the three DFO Maritimes Region Services to be presented to the user. This form accepts six blocks of information related to vessel support services. These are fishing gear, boats, winches (vessel and user supplied), containers and cranes. A description of each field of all six blocks follows below.

Vessel Support Toolbar
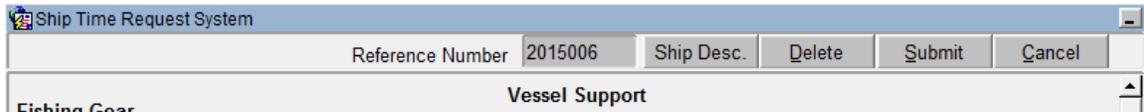
Ship Time Request System						_
Reference Number	2015006	Ship Desc.	Delete	Submit	Cancel	

Fishing Gear   Vessel Support

Reference Number –

> This text item will display the reference number for the current application. The reference number is the main identifier for the application and is displayed on all toolbars throughout the system.

Ship Desc. –

> Clicking this button will open a web page maintained by the Coast Guard that will display a picture and give a description of the platform selected on Forma for the field "Platform1".

Delete –

> Clicking this button will delete the record that has focus and all child records (which will be the entire Vessel Support form if focus is in the first block of information - Fishing Gear). There will be an appropriate warning to allow the user to change their mind before the delete is processed. To delete information from a single field use delete on the keyboard. If other services were selected on the DFO Maritimes Region Services screen, it will be displayed next (Technical Operations). If no other services were selected the user will be returned to the DFO Maritimes Region Services screen.

Submit –

> Clicking the Submit button will validate the items on the screen and if no errors are found, will save the changes. At this time, the user will be given the opportunity to print out the information on this screen. Depending on the selections previously made on the DFO Maritimes Region Services screen the application may be finished or another screen may be opened to allow for additional requests (Technical Operations). If the application is finished, the user is notified of the successful submission and returned to the start up screen.

Cancel –

> Clicking this button will discard any changes to this screen. If other services were selected on the DFO Maritimes Region Services screen, it will be displayed next (Technical Operations). If no other services were selected the user will be returned to the DFO Maritimes Region Services screen.

Vessel Support Screen

(see Appendix B for list of mandatory fields)

Fishing Gear

User Supplied –
> A checkbox indicating that the applicant will be bringing fishing gear on the vessel. If this checkbox is checked a large text field labelled "Description" is made enabled and mandatory. If this checkbox is unchecked the "Description" field is made disabled and loses any value it was assigned.

Description –
> This large text field is only enabled if the "User Supplied" checkbox is checked. If this field is enabled then it is mandatory. This field will hold up to 500 characters. If the "User Supplied" checkbox is unchecked then this field is made disabled and loses any value it was assigned.
>
> Expand – Click this button to open a larger work area for the User Supplied "Description" field (see Editor Description in the Miscellaneous Description section of this document).

Vessel Supplied –
> A checkbox indicating that the applicant will need certain fishing gear supplied on the vessel. If this checkbox is checked a large text field labelled "Description" is made enabled and mandatory. If this checkbox is unchecked the "Description" field is made disabled and loses any value it was assigned.

Description –
> This large text field is only enabled if the "Vessel Supplied" checkbox is checked. If this field is enabled then it is mandatory. This field will hold up to 500 characters. If the "Vessel Supplied" checkbox is unchecked then this field is made disabled and loses any value it was assigned.
>
> Expand – Click this button to open a larger work area for the Vessel Supplied "Description" field (see Editor Description in the Miscellaneous Description section of this document).

Other Scientific Requirements –
> A large text field describing any other scientific equipment the applicant may require. This field will hold up to 500 characters.
>
> Expand – Click this button to open a larger work area for the "Other Scientific Requirements" field (see Editor Description in the Miscellaneous Description section of this document).

Other Requirements –

This is a large text field used to describe any other (non-equipment) requirements the applicant may have. This field will hold up to 500 characters.

Expand – Click this button to open a larger work area for the "Other Requirements" field (see Editor Description in the Miscellaneous Description section of this document).

Boats

This optional section is used to gather information/requests for additional boats. Once a record in this section is entered (cursor placed in any field of a record) Boat Type, (*one of) Inboard/Outboard and # of Boats become mandatory.

Boat Type –
  A text field indicating the boat type that will be required/used on the cruise. When focus moves into this field a list of the available boat types will be displayed (see LOV Description in the Miscellaneous Description section of this document).

Inboard* –
  A checkbox indicating that the boat(s) requires/has an inboard engine. If Inboard is checked, then Outboard is unchecked.

Outboard* –
  A checkbox indicating that the boat(s) requires/has an outboard engine. If Outboard is checked, then Inboard is unchecked.

HP –
  A text field indicating the horsepower of the boat(s) being described (10 character maximum).

Length –
  A text field indicating the length of the boat(s) being described. When focus moves into this field a list of the available lengths is displayed. The list is dependent on the boat type selected (see LOV Description in the Miscellaneous Description section of this document). The system will not allow focus to enter the Length text field before the boat type is selected.

# of Boats –
  A text field indicating the number of boats that are being described in this record (0 to 999).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Vessel Supplied Winches
This optional section is used to gather information/requests for vessel supplied winches. Once a record in this section is entered (cursor placed in any field of a record) Type, EquipWT and Location become mandatory.

Spooled –
> A checkbox indicating that the vessel supplied winch uses/requires a spool. If the "Spooled" checkbox is checked then the "Pendant" checkbox is unchecked.

Type –
> A text field indicating the winch types that will be required/used on the cruise. When focus moves into this field a list of the available winch types will be displayed (see LOV Description in the Miscellaneous Description section of this document).

Size –
> A text field indicating the size of the winch being described by this record (please specify a unit of measurement - 10 character maximum).

Application –
> A text field describing the application/use of the winch (20 character maximum).

HP –
> A text field indicating the horsepower of the winch (10 character maximum).

EquipWT –
> A text field indicating the weight of the winch (please specify a unit of measurement - 10 character maximum).

Pendant –
> A checkbox indicating that the vessel supplied winch uses/requires a pendant. If the Pendant checkbox is checked then the Spooled checkbox will be unchecked.

Pendant Length –
> A text field indicating the length of the pendant required. The system will only allow a value in this field if the pendant checkbox is checked (please specify a unit of measurement - 10 character maximum).

Location –
> A text field indicating the location on deck of the winch (25 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

User Supplied Winches (Hydraulic Power Packs)
This optional section is used to gather information regarding the user supplied winches to be brought on the vessel. Once a record in this section is entered (cursor placed in any field of a record) Volt/Amp, Hydraulic Pressure, Hydraulic Flow, Total WT and Location become mandatory.

Volt/Amp –

A text field indicating what voltage and amperage the winch will require (20 character maximum).

Hydraulic Pressure –
A text field indicating the amount of hydraulic pressure the winch will require (pounds per square inch - psi - 20 character maximum).

Hydraulic Flow –
A text field indicating the amount of hydraulic flow the winch will require (gallons per minute - gpm - 20 character maximum).

TotalWT –
A text field indicating the weight of the winch plus the line used on the winch (please specify a unit of measurement - 10 character maximum).

Power Pack –
A checkbox indicating that a power pack is required for the winch.

Application –
A text field describing the application/use of the winch (20 character maximum).

HP –
A text field indicating the horsepower of the winch (10 character maximum).

Location –
A text field indicating the location on deck of the winch (25 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Containers
This optional section is used to gather information/requests regarding container requirements. Once a record in this section is entered (cursor placed in any field of a record) Function, Size and Location become mandatory.

User Supplied –
A checkbox indicating that the container will be supplied by the user.

Weight –
A text field indicating the weight of the container (please specify a unit of measurement - 10 character maximum).

Function –
A text field indicating the function/use of the container (25 character maximum).

Fume Hood –
A checkbox indicating that a fume hood will be required.

Size –

> A text field indicating the size of the container (please specify a unit of measurement - 15 character maximum).

Service's Required –

> A text field indicating the type of equipment that will be stored in the container. When focus is moved into this field, a list of valid services will be displayed (see LOV Description in the Miscellaneous Description section of this document). To enter a combination of services required, click CANCEL in the pop up list and manually type in the services in the text field (50-character maximum).

Location –

> A text field indicating the location on deck of the container (25 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Cranes

This optional section is used to gather information/requests regarding crane requirements. Once a record in this section is entered (cursor placed in any field of a record) Application, Reach, Weight to Lift and Location become mandatory.

User Supplied –

> A checkbox indicating that the applicant will be bringing a crane on the vessel. If this checkbox is checked, the text field labelled "Total Weight" is made enabled and mandatory. If this checkbox is unchecked the "Total Weight" field is made disabled and loses any value it was assigned.

Application –

> A text field indicating the use/application of the crane (40 character maximum).

Reach –

> A text field indicating the amount of reach the crane is capable of (please specify a unit of measurement - 10 character maximum).

Total Weight –

> A text field indicating the total weight of the crane. The system will not allow focus to enter the "Total Weight" text field before the "User Supplied" checkbox is selected. If the "User Supplied" checkbox is checked then this field is mandatory (please specify a unit of measurement - 10 character maximum). If the "User Supplied" checkbox is unchecked then this field is made disabled and loses any value it was assigned.

Weight to Lift –

> A text field indicating the maximum amount of weight the crane will be required to lift (please specify a unit of measurement - 10 character maximum).

Location –

A text field indicating where on deck the crane will be located (25 character maximum).

Note: If you have placed the cursor in a new record (even if you haven't provided any values yet), the system may consider this a new record to be validated. You must either provide values for all required fields, or delete the record (using the Toolbar Delete button) before you can successfully complete/submit this form.

Technical Operations

If selected, the Technical Operations form is the third and last of the three DFO Maritimes Region Services to be presented to the user. This form accepts five blocks of information related to technical operations services. These are Moorings, CTD, Batfish, RDI and Other Equipment. A description of each field of all five blocks follows below.

Technical Operations Toolbar

Reference Number –
> This text item will display the reference number for the current application. The reference number is the main identifier for the application and is displayed on all toolbars throughout the system.

Ship Desc. –
> Clicking this button will open a web page maintained by the Coast Guard that will display a picture and give a description of the platform selected on Forma for the field "Platform1".

Delete –
> Clicking this button will delete the record that has focus and all child records (which will be the entire Technical Operation form no matter where focus is currently located). There will be an appropriate warning to allow the user to change their mind before the delete is processed. To delete information from a single field use delete on the keyboard. The user will be returned to the DFO Maritimes Region Services screen.

Submit –
> Clicking the Submit button will validate the items on the screen and if no errors are found, will save the changes. At this time, the user will be given the opportunity to print out the information on this screen. The user is notified of the successful submission and returned to the start up screen.

Cancel –
> Clicking this button will discard any changes to this screen. The user will be returned to the DFO Maritimes Region Services screen.

Technical Operations Screen

(see Appendix B for list of mandatory fields)

1. Moorings

Moorings –
> A checkbox indicating that moorings will be required/used. If this checkbox is checked then the "Number of Moorings" is mandatory. If this checkbox is unchecked then the system will not allow focus to enter "Number of Moorings" and any value assigned will be removed. The "Recovery Date" field is also enabled though not mandatory. If this checkbox is unchecked then the system will not allow focus to enter "Recovery Date" and any value assigned will be removed.

Number of Moorings –
> A text field indicating the number of moorings required (0 to 999). The system will not allow focus to enter the "Number of Moorings" text field before the "Moorings" checkbox is selected. If enabled then this field is mandatory. If the "Moorings" checkbox is unchecked then this field is made disabled and loses any value it was assigned.

Recovery Date –
> A text field indicating the recovery date for the moorings in this application. The date must be entered in the format "DD-MON-YYYY" (user must enter the dashes). The system will not allow focus to enter the "Recovery Date" text field before the "Moorings" checkbox is selected. If the "Moorings" checkbox is unchecked then this field is made disabled and loses any value it was assigned.

Fishing –
> A checkbox indicating that there will be fishing during the cruise.

Number of Guard Buoys Required –
> A text field indicating the number of guard buoys required for the cruise (0 to 999).

Depth Range Minimum –
> A text field indicating the minimum depth range required for the cruise (0 to 9999).

Depth Range Maximum –

A text field indicating the maximum depth range required for the cruise (0 to 9999).

Acoustic –
A text field indicating the number of acoustic instruments required for the cruise (0 to 99).

AanderaaRCM8 –
A text field indicating the number of AanderaaRCM8 instruments required for the cruise (0 to 99).

InterOcean S4 –
A text field indicating the number of InterOcean S4 instruments required for the cruise (0 to 99).

Aanderaa Tide Gauges WLR5 –
A text field indicating the number of Aanderaa Tide Gauges WLR5 instruments required for the cruise (0 to 99).

Range – This text field indicates the range required for the Aanderaa Tide Gauges WLR5 Instruments (0 to 9999).

Aanderaa Thermistor Chains –
A text field indicating the number of Aanderaa Thermistor Chains instruments required for this cruise (0 to 99).

Range - This text field indicates the range required for the Aanderaa Thermistor Chains Instruments (0 to 9999).

SeaCat Moored CT Instruments –
A text field indicating the number of SeaCat Moored CT instruments required for the cruise (0 to 99).

Conventional Mooring Type –
A checkbox indicating that conventional mooring will be required for the cruise.

Trawl Resistant Mooring Type –
A checkbox indicating that trawl resistant mooring will be required for the cruise.

Workhorse 1.2 MHz, 30m profile –
A checkbox indicating that workhorse 1.2 MHz, 30m profile will be required for the cruise.

Workhorse 300 kHz, 150m profile –
A checkbox indicating that workhorse 300 kHz, 150m profile will be required for the cruise.

SC-ADCP 1.2 MHz, 30m profile –
A checkbox indicating that SC-ADCP 1.2 MHz, 30m profile will be required for the cruise.

SC-ADCP 150 kHz, 240m profile –
A checkbox indicating that SC-ADCP 150 kHz, 240m profile will be required for the cruise.

2. CTD Requirements

CTD –
> A checkbox indicating that a CTD will be used/required for the cruise.

Max Cast Dept –
> A text field indicating the maximum cast depth required for the CTD (0 to 9999).

Approx. No. Stations –
> A text field indicating the number of CTD stations required for the cruise (0 to 999).

Standard SBE 9 –
> A checkbox indicating that a Standard SBE 9 probe will be used/required for the cruise.

Standard SBE 25 –
> A checkbox indicating that a Standard SBE 25 probe will be used/required for the cruise.

Portable Winch –
> A checkbox indicating that a Portable Winch will be used/required for the cruise.

Sensors required in addition to TCP –
> A checkbox indicating that sensors other than TCP sensors will be required for the cruise. When this checkbox is checked a "Description" text field becomes enabled and mandatory. If this field is unchecked the "Description" field becomes disabled and loses any value it was assigned.

> Description –
>> This is a large text field describing the sensors other than TCP sensors required for the cruise. The field is only enabled if "Sensors required in addition to TCP" is checked. This field will hold up to 500 characters. If "Sensors required in addition to TCP" is unchecked this field becomes disabled and loses any value it was assigned.

>> Expand – Click this button to open a larger work area for the "Description" field (see Editor Description in the Miscellaneous Description Section of this document).

Standard 12 Bottle –
> A checkbox indicating that a standard 12 bottle rosette will be used/required for the cruise.

Large 24 Bottle –

A checkbox indicating that a large 24 bottle rosette will be used/required for the cruise.

Number of Bottles –
A text box indicating the number of bottles required for the cruise (0 to 99).

Bottle Size –
A text box indicating the bottle size. When focus moves into this field a list of bottle sizes will be displayed (See LOV Description in this document for instructions).

AutoSal Salinometer Required –
A checkbox indicating that an autosal salinometer will be used/required for the cruise.

3. BatFish System

Version 250m –
A checkbox indicating that a batfish version 250m will be used/required for the cruise.

Version 350m –
A checkbox indicating that a batfish version 350m will be used/required for the cruise.

Approx. number of tow data hours to be collected –
A text field indicating the approximate number of tow data hours to be collected on this cruise (0 to 999).

4. RDI Vessel Mounted ADCP, 150Khz

RDI Vessel Mounted ADCP, 150 Khz –
A checkbox indicating that an RDI vessel mounted ADCP will be used/required for the cruise.

Approx. Number of data collection hours –
A text field indicating the approximate number of data collection hours that will be required for the cruise (0 to 999).

5. Other Equipment

Weather Buoys

PaDirt –
     A checkbox indicating that a PaDirt weather buoy will be used/required for the cruise.

Wave Buoys

Directional Waverider –
     A checkbox indicating that a directional waverider will be used/required for the cruise.

Wavec –
     A checkbox indicating that a wavec will be used/required for the cruise.

Waverider –
     A checkbox indicating that a waverider will be used/required for the cruise.

XBT Systems –
     A checkbox indicating that XBT systems will be used/required for the cruise. If checked then "Number of XBTs" field becomes mandatory. If checked and then unchecked "Number of XBTs" becomes disabled and loses any value it was assigned.

Number of XBTs –
     A text field indicating the number of XBTs required for the cruise (0 to 999). The system will only allow a value in this field if "XBT Systems" is checked. If "XBT Systems" is unchecked this field is disabled and loses any value it was assigned.

Application Reports (Printing Your Request)

Upon successful submission (validated and saved) of each screen of an application, the following message will ask the user if they wish to print the current screen:
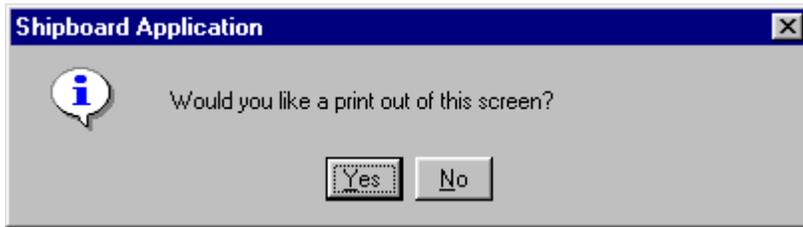
Choosing Yes will open a new tab in the user's browser to a report displaying the information entered on the application's current screen. The report may then be printed using the browser's printing facilities.
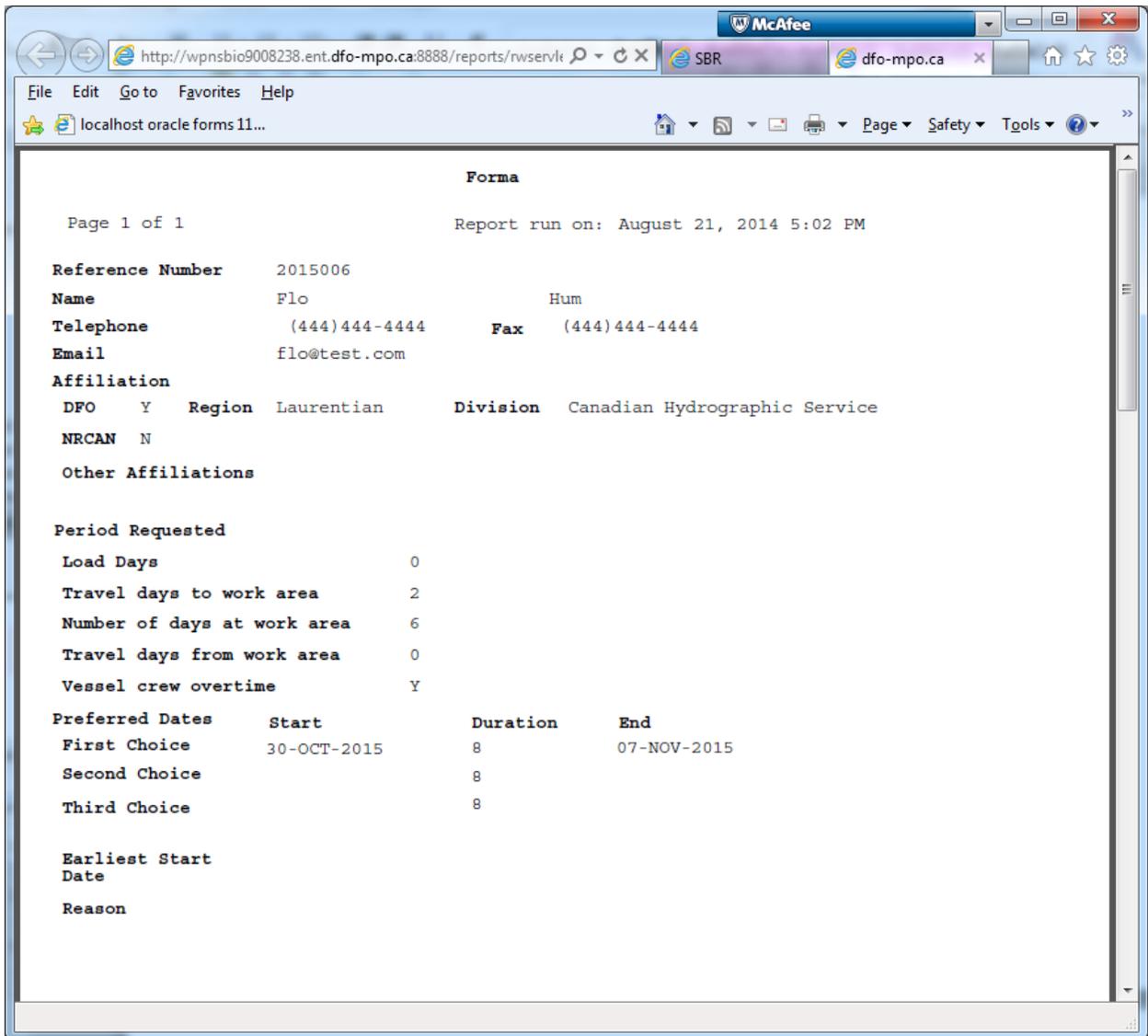
On Completion of Application

On completion of the application the user will be presented with the following message; which will display the reference number of the application:

```
┌─────────────────────────────────────────────────┐
│ Shipboard Application                        [X] │
├─────────────────────────────────────────────────┤
│                                                  │
│   ⓘ    You have Successfully Submitted your      │
│         Application number                       │
│         2002381                                  │
│                                                  │
│              ┌─────────┐                         │
│              │   OK    │                         │
│              └─────────┘                         │
└─────────────────────────────────────────────────┘
```
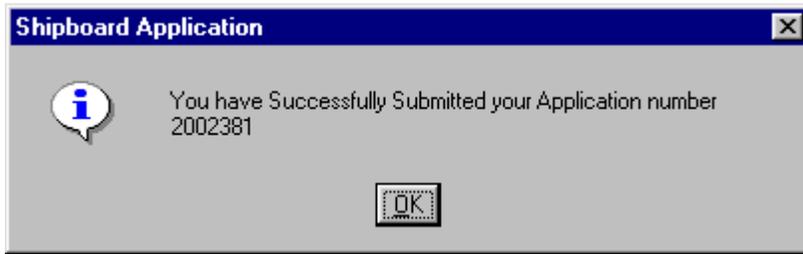
Miscellaneous Descriptions

Checkboxes
Each checkbox purpose is provided in their associated Screen description. To indicate "Yes" (required) per description CHECK the checkbox. No check mark in the checkbox indicates "No" i.e. not required.

Number Fields
Though number fields will accept decimals when filling out the forms (within the digit maximum), the value actually saved will be the rounded integer value of the decimal number provided. For example, if you specified 190.6 for Minimum Depth Range for requested Moorings (see Technical Operations Screen) this would be saved as 191. If the form were viewed again (i.e. through Update and/or Copy Application) it would be displayed as 191 (as saved).

LOV Description

LOVs (list of values) are used throughout the application. Below is an example of a LOV with a description of the available features.

```
┌─────────────────────────────────────────┐
│ Select Platform1                    ☒   │
├─────────────────────────────────────────┤
│                                          │
│  Find │%                             │   │
│                                          │
│  ┌──────────────┬──────────────┬──┐     │
│  │              │              │▲ │     │
│  ├──────────────┼──────────────┤  │     │
│  │ A.Needler    │ Maritimes    │  │     │
│  │ Hudson       │ Maritimes    │  │     │
│  │ Matthew      │ Maritimes    │  │     │
│  │ Opilio       │ Maritimes    │  │     │
│  │ Hart         │ Martimes     │  │     │
│  │ Shamook      │ Newfoundland │  │     │
│  │ Teleost      │ Newfoundland │  │     │
│  │ Templeman    │ Newfoundland │  │     │
│  │ CG-03        │ Québec       │  │     │
│  │ Calanus II   │ Québec       │▼ │     │
│  │ ...          │ ...          │  │     │
│  ├──┬───────────┴──────────┬───┤        │
│  │◄ │                      │ ► │        │
│  └──┴──────────────────────┴───┘        │
│                                          │
│      ┌──────┐  ┌──────┐ ┌────────┐       │
│      │ Find │  │  OK  │ │ Cancel │       │
│      └──────┘  └──────┘ └────────┘       │
│                                          │
└─────────────────────────────────────────┘
```
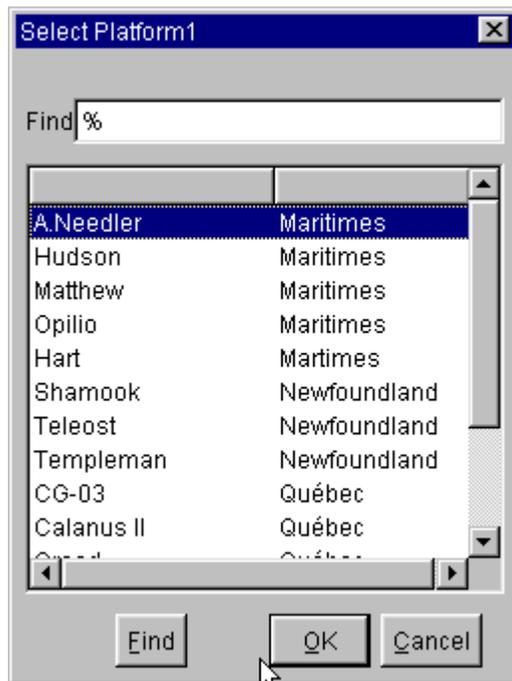
Find – Part of the value being searched for can be entered into the find text box at the top of the LOV. The "%" symbol represents a wildcard character. When the Find button is clicked the system will search for the first item in the list that matches the value entered.

OK – A value is selected by highlighting an item and clicking the OK button.

Cancel – Clicking the Cancel button will return the user to the screen that caused the list to display.

Editor Description

Editors are used throughout the application to provide a larger work area for entering data into a large text field. Below is an example of an editor with a description of the available features.
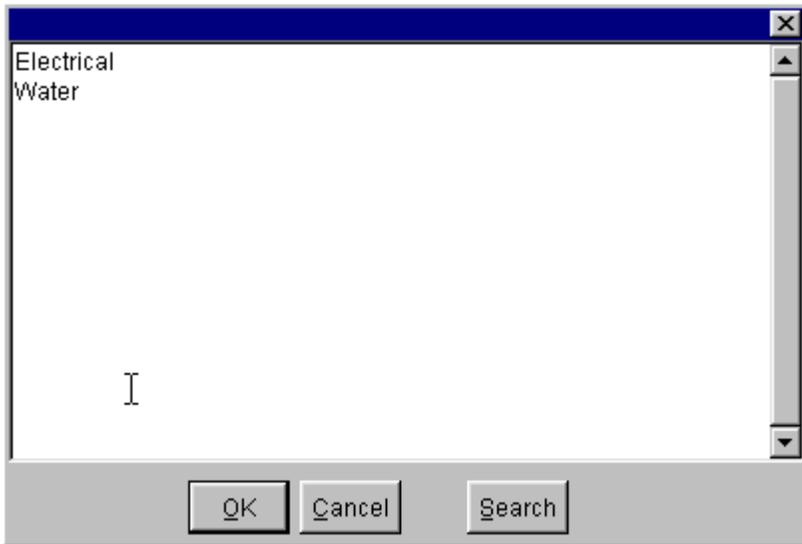
Search – Clicking the Search button will open another screen that will allow a search for specific text. There is also the option to replace the text.
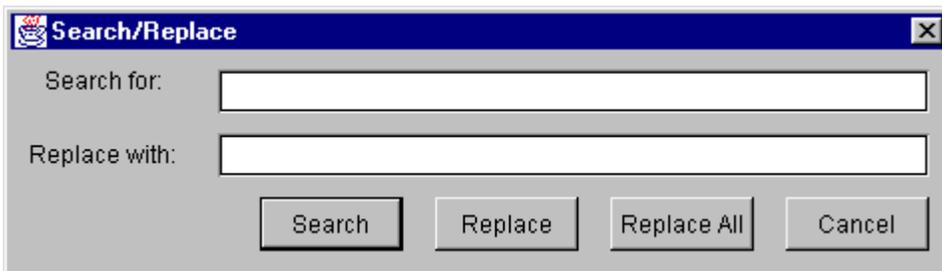
Search for – Enter the text you wish to search for in this text box.

Replace with – Enter the text if you wish to replace the searched for text.

Search – Search for the text entered in the Search for text box.

Replace – If text has been entered in both the Search for and Replace with text boxes, clicking this button will search and replace one instance at a time providing you with the option to accept or reject.

Replace All – Clicking this button will replace all instances of the text in the Search for text box without giving you the ability of accepting or rejecting.

Cancel – Clicking this button will close this screen and return to the editor.

OK – Clicking this button will accept any changes and return to the text box from which the editor was called.

Cancel – Clicking this button will discard any changes and return to the text box from which the editor was called.

APPENDIX A

FORMA Mandatory Fields

Mandatory	Conditionally Mandatory	Conditions
Tombstone Information		
First Name		
Last Name		
E-mail		
Affiliation (*one of)		
*DFO/NRCAN/Other		
	Region	DFO is checked
	Other (Region)	Region is equal to "Other"
	Division	DFO is checked
	Other (Division)	Division is equal to "Other"
Period Requested		
Number of days at work area		
Require vessel crew O/T? (default – unchecked)		
Preferred Dates		
First Choice		
	Why not earlier?	Earliest Acceptable Start Date has a value
	Why not later?	Latest Acceptable End Date has a value
Platform in order of Preference		
Platform1		
	"Other1"	Platform1 is equal to "Other"
	"Other2"	Platform2 is equal to "Other"
	"Other3"	Platform3 is equal to "Other"
Area of Operation		
	Other (Area of Operation)	Area of Operation is equal to "Other"
	What areas?	Work will be carried out in waters under foreign jurisdiction is checked
Total Number of Scientific Personnel		
Scientific/Technical Objective		
Scientific Activity		
	Other (Scientific Activity)	Scientific Activity is equal to "Other"
	With who?	Joint Cruise is checked
	Probable date of Approval	Is this request conditional upon funding not yet approved? is checked
	Mgr Title	Has Applicant's Line Mgr Approved? is checked
	Name	Has Applicant's Line Mgr Approved? is checked
DFO Work Activities		
Activities		
Percentage		
Future Years Forecasting Information		
	Days/Year	Focus has been placed anywhere within the record
	Platform	Focus has been placed anywhere within the record
	Area	Focus has been placed anywhere within the record
	Description	Focus has been placed anywhere within the record

Note: See the note at end of Appendix B regarding Focus.

APPENDIX B

DFO Maritimes Region Services Mandatory Fields

Mandatory	Conditionally Mandatory	Conditions
Marine Electronics		
Navigation (*one of)		
*AGCNAV/DGPS/Other		Specification/submission of any Marine Electronics fields
Echosounders		
	Echosounder	Focus has been placed anywhere within the record
	Other	Echosounder is equal to "Other"
	Location	Focus has been placed anywhere within the record
Computer/Networking		
	Location	Focus has been placed anywhere within the record
Vessel Support		
Fishing Gear		
	Description (User Supplied)	User Supplied is checked
	Description (Vessel Supplied)	Vessel Supplied is checked
Boats (*one of)		
	Boat Type	Focus has been placed anywhere within the record
	*Inboard/Outboard	Focus has been placed anywhere within the record
	# of Boats	Focus has been placed anywhere within the record
Vessel Supplied Winches		
	Type	Focus has been placed anywhere within the record
	EquipWT	Focus has been placed anywhere within the record
	Location	Focus has been placed anywhere within the record
User Supplied Winches		
	Volt/Amp	Focus has been placed anywhere within the record
	Hydraulic Pressure	Focus has been placed anywhere within the record
	Hydraulic Flow	Focus has been placed anywhere within the record
	Total WT	Focus has been placed anywhere within the record
	Location	Focus has been placed anywhere within the record
Containers		
	Function	Focus has been placed anywhere within the record
	Size	Focus has been placed anywhere within the record
	Location	Focus has been placed anywhere within the record
Cranes		
	Application	Focus has been placed anywhere within the record
	Reach	Focus has been placed anywhere within the record
	Total Weight	Focus has been placed anywhere within the record
Technical Operations		
1. Moorings		
	Number of Moorings	Moorings has been checked
2. CTD		
	Description	Sensors required in addition to TCP is checked
5. Other Equipment		
	Number of XBT's	XBT Systems is checked

Note: Focus has been placed anywhere within a record as soon as the cursor is placed within any field of the record whether any values have been specified/selected or not. This may happen unintentionally if either using the Tab key to move from field to field or the previous field was filled to capacity causing the cursor to advance to the next field automatically. To get out of the record without having to submit unneeded/false information, delete the record using the Toolbar Delete button.