

# Non-EM User Manual Observer Declare & Deploy System (ODDS)

For Vessel Owners and Captains



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The Observer Declare and Deploy System (ODDS), was designed by NMFS to provide vessel owners and captains the ability to log individual fishing trips. Vessel owners or captains are randomly selected for observer coverage when the user logs a trip into the ODDS website. Registered vessel owners or captains may either use the ODDS website or call the call center (AIS) office who can then access the ODDS website for them. ***The preferred method for logging trips and using the other features of ODDS, is for users to directly access the ODDS website.*** If the registered owner of the vessel or captain chooses to make use of the call center (AIS) office, they can be reached at 1-855-747-6377. For specific questions about the ODDS Website please refer to the FAQ's.

## **Non-EM Trip Management in ODDS Website**

### **Logging a new trip**

1. Navigate to the ODDS website at <http://odds.afsc.noaa.gov>
2. Select ODDS Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. Click Log Trip button or select the link for the type of trip you wish to log in the Status for vessel region.
7. For some trips you may receive an initial instruction screen/s. Please read each screen carefully before logging a trip.
8. Select the gear type that will be used during the trip – *If you will be using more than 1 gear type during the trip, select the gear type that will be used predominantly during the trip*
9. Select Yes or No if this will be a CDQ trip or not
10. Select Yes or No if you will be making a delivery to a tender during this trip – *If you are not sure if you will be offloading to a tender during the trip select N (No).*
11. Select Yes or No if you will be fishing IFQ on this trip
12. Select Yes or No if you intend to fish in multiple IFQ/CDQ areas
13. Enter the Start/Leave Date for the trip
14. Enter the Start/Leave Time for the trip
15. Enter the Start/Leave Port for the trip
16. Enter the Return Date of the trip
17. Enter the Return Port of the trip
18. Click the Add/Save button

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

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

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

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

**Closing a logged trip** – *Only non-observed trips can be closed where the start/leave date is in the past*

1. Navigate to the ODDS website at <http://odds.afsc.noaa.gov>
2. Select Trip Login button
3. Enter User ID and Password
4. Click View or Log Trips button
5. Select your vessel in the drop down list
6. In the Trip Plan log screen locate the trip that you want to close
7. Select the Close button
8. A list of landing report/s (fish ticket/s) will be presented on the screen. Select all the landing report/s that are associated with the finished trip and click on the Close Trip button. If you don't see the landing report/s associated with the finished trip then click on the Not In List (Enter My Own) button.
9. If you clicked on the Not In List (Enter My Own) button to step 8 then if necessary update Return Date of the trip
10. If you clicked on the Not In List (Enter My Own) button to step 8 then if necessary update the Return Port of the trip

## **Account Management in ODDS Website**

### **Adding a captain's account** – *Can only be done by the registered owner of a vessel*

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

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

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

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

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

**Editing a captain's account** – *Can only be done by the registered owner of a vessel*

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

**Resetting a password for a captain's account** – *Can only be done by the registered owner of a vessel*

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

**Forgot Password** – *Can only be done by the registered owner of a vessel*

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

## **Registered Owners Contact Information**

### **Updating registered owners contact information**

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