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

For Vessel Owners and Captains

NATIONAL MARINE FISHERIES SERVICE

Revised December 2024

Table of Contents – Observer Declare & Deploy System (ODDS)

Trip Management in ODDS Website

Logging a new trip……..4

Editing a logged trip……4

Closing a logged trip……...5

Account Management in ODDS Website

Adding a captains account……..6

Adding vessels to captains account……6

Removing vessels from captains account……...7

Editing a captains account……..7

Resetting password for captains account……7

Forgot Password……..7

The Observer Declare and Deploy System (ODDS), was designed by NMFS to provide vessel owners and captains the ability to log eligible fishing trips. Logged trips 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. Enter User ID and Password then login
3. Click Log New Trip on the left hand side navigation menu
4. Select your vessel in the drop down list
5. Click the next button and select the type of trip you want to log
6. For some trips you may receive an initial instruction screen/s. Please read each screen carefully before logging a trip.
7. 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*
8. Select Yes or No if this will be a CDQ trip or not
9. 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).*
10. Select Yes or No if you will be fishing IFQ on this trip
11. Select Yes or No if you intend to fish in multiple IFQ/CDQ areas
12. Select the NMFS area you will be fishing in (Bering Sea or Gulf of Alaska)
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. Enter User ID and Password then login
3. Click View/Edit trips on the left hand side navigation menu
4. Select your vessel in the drop down list
5. In the Trip Plan log screen locate the trip that you want to edit and click the view/edit buton
6. Select the Change button
7. Make necessary edits
8. Click the Submit button
    a. If the change requires a trip replacement a screen will apear with those details. Refer to the FAQ's regarding trip replacement

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. Enter User ID and Password then login
3. Click View/Edit trips on the left hand side navigation menu
4. Select your vessel in the drop down list
5. In the Trip Plan log screen locate the trip that you want to cancel and click the view/edit buton
6. Select the Close button
7. 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.
8. If you clicked on the Not In List (Enter My Own) button to step 8 then if necessary update Return Date of the trip
9. 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. Enter User ID and Password then login
3. Click Captain User on the left hand side navigation menu the click Create
4. Enter captains First Name
5. Enter captains Last Name
6. 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 intial*
7. ***Click the Generate User ID button***
8. Enter captains Phone number
9. Enter captains Email address - *If you want the captain to receive automated trip receipts then email address is required*
10. Create Initial Temporary Password for the captain - *The captain will change the initial password the first time they log in*
11. 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. Enter User ID and Password then login
3. Click Captain User on the left hand side navigation menu the click Assign Vessel
4. Select the captains name from the drop down list
5. Select the vessels to assign to the captain from the drop down list
6. Click on the Assign Vessel 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. Enter User ID and Password then login
3. Click Captain User on the left hand side navigation menu the click Assign Vessel
4. Find the list of captains you want to work with and click on the Unassign 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. Enter User ID and Password then login
3. Click Captain User on the left hand side navigation menu the click Edit
4. Find the captain you want to edit and select the Edit button
5. Make necessary edits
6. Enter a comment on what the reason for the change is
7. 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. Enter User ID and Password then login
3. Click Captain User on the left hand side navigation menu the click Edit
4. Find the captain you want to edit and select the Reset Password link
5. In the Captains List area find the row with the captains name
6. Enter a temporary password for the captain
7. Click on the Reset Password button
8. 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

1. Navigate to the ODDS website at http://odds.afsc.noaa.gov
2. Click on the Forgot Password link
3. Enter Your User ID
4. Enter an email address that is on file with the ODDS system
5. Click Submit Request
6. Go to your email and follow the directions from the email that ODDS sent