Vessel Inventory Management (VIM) User's Manual

VIM can be accessed through the SBP Website - Links - Vessel Inventory Management (http://www.sbp.noaa.gov/links/index.html).
URL : https://floatplan.noaa.gov/vim

Please use this link as your bookmark NOT the full URL of the homepage. The homepage URL will change with new releases, and will not always be valid. There will also be a link to VIM's available on the Small Boat Program's website.

LOGIN

- Username: your email (without @noaa.gov)
- Password: your email password
- Contact your LOSBO or the SBP if you cannot log in:

HOMEPAGE

The default login is your location's homepage. If there are no vessels associated with your location then the home page report will be blank. The default homepage report will display the following:

- NOAA Registration Number
- Vessel Name
- Vessel Type/Owner
- Last ASBE

- ASBE Renewal Date
- Last SBEX
- SBEX Renewal Date
- Status

ASBE and SBEX inspections that are due within 30 days are highlighted in YELLOW

ASBE and SBEX inspections that are overdue will be highlighted in RED

MAIN PAGE

Navigation buttons are located at the top of the page. The specific buttons you see are determined by your role:

- VOCs can access all boats within their facility. They will see the **Location** button.
  - **Location** allows access and edit capability to vessels at a single site

Note: **Vessel Operation Program** & **VOP Reports** link to the NMFS Floatplan. You do not have to use VOP to use VIMs

- VPC can access all boats within their region. They will see the **Location** & **Region**
  - **Location** allows access and edit capability to vessels at a single site
  - **Region** allows access and edit capability to all vessels within a site (i.e. multiple Locations)

- LOSBO can access all NOAA boats within their respective line offices. They will see **Location**, **Region** & **Fleet;**
  - **Location** allows access and edit capability to vessels at a single site
  - **Region** allows access and edit capability to all vessels within a site (i.e. multiple Locations)
  - **Fleet** access provides edit capability to the entire NOAA fleet

- SBP staff can update or edit any of the boats. They will see **Location**, **Region** & **Fleet**
  - **Location** allows access and edit capability to vessels at a single site
  - **Region** allows access and edit capability to all vessels within a site (i.e. multiple Locations)
  - **Fleet** access provides edit capability to the entire NOAA fleet


VIEW BOATS UNDER YOUR PERVIEW

1. CLICK **Location, Region, or Fleet*.** You will navigate to the small boat inventory, filtered by the granularity you chose.
- Default columns are displayed
  - **Line Office**
  - **Organization**
  - **Location**
  - **Vessel Homeport**
  - **Status**
  - **NOAA Reg Num**
  - **Name**
  - **LOSBO**
  - **VPC**
  - **VOC**

2. If desired, you can change the type of data displayed. To modify columns:

a. Click **Actions** → **Select Columns**
b. Find & highlight desired columns on the **Do Not Display** side
c. Click [⟫] to add columns
d. Use the arrows to change order of columns
e. Click **Apply**

3. If desired, you can sort & filter the columns displayed

a. The yellow arrow [▲] indicates which column the display is currently being sorted by
b. To change the column the display is currently being sorted by, click on the column name. The yellow arrow will appear.
c. To change the way the order the column is sorted by, click on the yellow arrow.
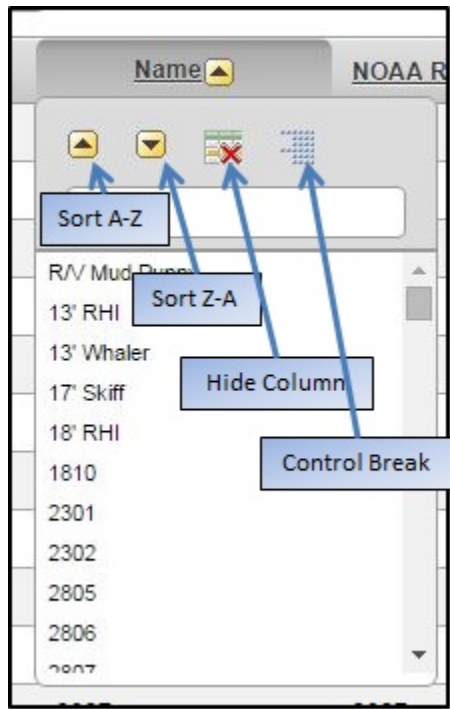
i. **Control Break** creates a separate table for each discreet item in the column. Not suggested for use when sorting boat-specific information.
ii. To stop sorting by Hide Column or Control Break, uncheck the checkbox
iii. To completely removed sorting by Hide Column or Control Break click the X
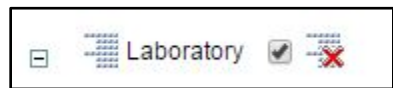
4. The Actions dropdown menu offers several additional options to query your inventory. You can create a filter specific to your operation, boats or equipment and save these reports. Reports

can be shared with other users or remain private. Please utilize the Help option under actions or refer to the appendix for more information about Actions

TO ADD A VESSEL INTO THE INVENTORY

1. From the **Location**, **Region**, or **Fleet** page click **Create**

2. Enter the vessel's information <u>in the following order</u>
   o Organization (Your Role will dictate the Display)
      ▪ This is the ship, laboratory, or program that owns the vessel
      ▪ If you do not see your specific organiza~~tion do~~ not enter the vessel. Contact SBP.XO.
   o Location Owner (Defaults to your Region and L~~...~~
      ▪ This is the program or ship that owns ~~...~~
3. The remaining Vessel Information and Vessel Details information can be entered in any order
4. The information with the * is required to add the vessel to the database. All other information can be added or modified using the Edit function

EDIT A VESSEL UNDER YOUR PERVIEW

1. From the **Location**, **Region**, or **Fleet** page, find the vessel.
2. Click **Edit**.
3. Fill in:
   - Vessel Information
   - Vessel Details
   - Contact Info
   - To record the equipment attached or assigned to the vessel, click **Go To Equipment**
   - To record the EPIRB assigned to the vessel, click **Go To EPIRB**
   - To record the date of an ASBE or SBEX, click **Go To Inspections**
   - To add an Image, click **Go To Vessel Image**
   - To add a trailer, click **Go To Trailer**
   - To add an ASBE or SBEX, click **Go To Inspections**

4. MAKE SURE YOU **Save Changes**

TO SUBMIT AN ASBE, SBEX, OR ATE

1. From the **Location**, **Region**, or **Fleet** page, find the vessel.
2. Click **Edit**.
3. Click **Go to Inspections**.

- Found on the right hand side of the vessel page, under Vessel Inspections
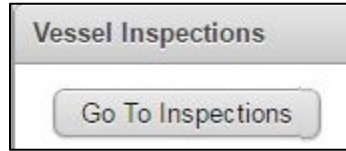
4. Fill in the information inside the **Form on Vessel Inspection** box
   - **Inspection Type**: choose ASBE, SBEX, or ATE
   - **Inspection Date**: fill in date of inspection. Use start date if inspection spans more than one day
   - **Inspection By**: fill in name of inspector
   - **Inspection comment**: not mandatory
   - When finished, click **Create**. The inspection will appear at the top of the page, under the appropriate **Inspection Type** box.
5. To upload the inspection documents, click the paperclip
   - Found to the right, under Doc
   - Name: following naming conventions – HRN _ASBE/SBEX_YYYYMMDD
   - Attach the file. Follow the same naming conventions
   - Description is optional.
   - When finished, click **Create**.
   - Click **Close Page** to return to Inspection page.

TO VIEW INSPECTION HISTORY AND DOWNLOAD HISTORIC ASBE, SBEX, OR ATE

1. From the Main Page, click on the Inspections button
2. The default sorting is **Line Office**/**Region**/**Location**
3. Use the search box to find a vessel quickly. Simplest way is to search by HRN, or inspector name.
4. Click the magnifying glass to see Inspection history

TO DOWNLOAD HISTORIC ASBE, SBEX, OR ATE

1. From the Main Page, click on the Inspections button
2. The default sorting is **Line Office**/**Region**/**Location**
3. Use the search box to find a vessel quickly. Simplest way is to search by HRN, or inspector name.
4. Click **Download File.**
   a. Note: each document creates another record of inspection

Appendix: **

Interactive Report Help

Interactive report regions enable end users to customize reports. Users can alter the layout of report data by selecting columns, applying filters, highlighting, and sorting. Users can also define breaks, aggregations, charts, group by, and add their own computations. Users can also set up a subscription so that an HTML version of the report will be emailed to them at a designated interval. Users can create multiple variations of a report and save them as named reports, for either public or private viewing.

An interactive report can be customized using the Search bar, Actions menu, or Column Heading menu. To learn more, see "Customizing Interactive Reports" in online Help.

Actions Menu

The Actions menu appears to the right of the Go button on the Search bar. Use this menu to customize an interactive report.
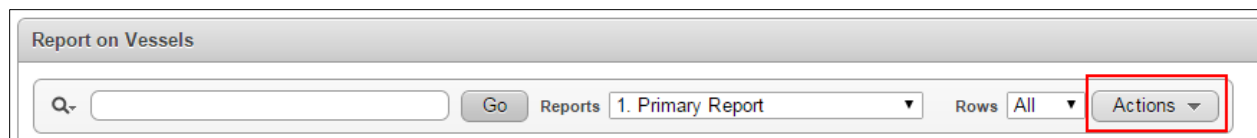
Select Columns (Action -> Select Column)

Used to modify the columns displayed. The columns on the right display. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.

Filter (Action -> Filter)

Focuses the report by adding or modifying the WHERE clause on the query. You can filter on a column or by row.

If you filter by column, select a column (it does not need to be one that displays), select a standard Oracle operator (=, !=, not in, between), and enter an expression to compare against. Expressions are case sensitive. Use % as a wild card (for example, STATE_NAME like A%).

If you filter by row, you can create complex WHERE clauses using column aliases and any Oracle functions or operators (for example, G = 'VA' or G = 'CT', where G is the alias for CUSTOMER_STATE).

Format (Action -> Format)

Format enables you to customize the display of the report. Format contains the following submenu:

- Sort
- Control Break
- Highlight
- Compute
- Aggregate
- Chart
- Group By

Sort (Action -> Format -> Sort)

Used to change the columns to sort on and determines whether to sort in ascending or descending order. You can also specify how to handle NULLs. The default setting always displays NULLs last or always display them first. The resulting sorting displays to the right of column headings in the report.

Control Break (Action -> Format -> Control Break)

Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.

Highlight (Action -> Format -> Highlight)

Enables you to define a filter. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter. Options include:

- **Name** is used only for display.
- **Sequence** identifies the sequence in which the rules are evaluated.
- **Enabled** identifies if a rule is enabled or disabled.
- **Highlight Type** identifies whether the row or cell should be highlighted. If Cell is selected, the column referenced in the Highlight Condition is highlighted.
- **Background Color** is the new color for the background of the highlighted area.
- **Text Color** is the new color for the text in the highlighted area.
- **Highlight Condition** defines your filter condition.

Compute (Action -> Format -> Compute)

Enables you to add computed columns to your report. These can be mathematical computations (for example, NBR_HOURS/24) or standard Oracle functions applied to existing columns. Some display as examples and others (such as TO_DATE) can also be used). Options include:

- **Computation** enables you to select a previously defined computation to edit.
- **Column Heading** is the column heading for the new column.
- **Format Mask** is an Oracle format mask to be applied against the column (for example,S9999).
- **Computation** is the computation to be performed. Within the computation, columns are referenced using the aliases displayed.

Aggregate (Action -> Format -> Aggregate)

Aggregates are mathematical computations performed against a column. Aggregates display after each control break and at the end of the report within the column they are defined. Options include:

- **Aggregation** enables you to select a previously defined aggregation to edit.
- **Function** is the function to be performed (for example, SUM, MIN).
- **Column** is used to select the column to apply the mathematical function to. Only numeric columns display.

Chart (Action -> Format -> Chart)

You can define one chart per saved report. Once defined, you can switch between the chart and report views using links below the Search bar. Options include:

- **Chart Type** identifies the chart type to include. Select from horizontal bar, vertical bar, pie, or line.
- **Label** enables you to select the column to be used as the label.
- **Axis Title for Label** is the title that displays on the axis associated with the column selected for Label. This is not available for pie chart.
- **Value** enables you to select the column to be used as the value. If your function is a COUNT, a Value does not need to be selected.
- **Axis Title for Value** is the title that displays on the axis associated with the column selected for Value. This is not available for pie chart.
- **Function** is an optional function to be performed on the column selected for Value.
- **Sort** allows you to sort your result set.

Group By (Action -> Format -> Group By)

You can define one Group By report per saved report. Once defined, you can switch between the group by and report views using links below the Search bar. To create a Group By report, you select:

- the columns on which to group (up to 3 columns can be selected)
- the columns to aggregate along with the function to be performed (average, sum, count, etc.)
- the columns to use for sorting (up to 3 columns can be selected along with direction and null sorting options)

Flashback (Action -> Flashback)

A flashback query enables you to view the data as it existed at a previous point in time. The default amount of time that you can flashback is 3 hours (or 180 minutes) but the actual amount will differ for each database.

Save Report (Action -> Save Report)

Saves the customized report for future use. You provide a name and optional description and can make the report accessible to the public (that is, all users who can access the primary default report). You can save four types of interactive reports:

- **Primary Default** (Developer Only). The Primary Default is the report that initially displays. Primary Default reports cannot be renamed or deleted.
- **Alternative Report** (Developer Only). Enables developers to create multiple report layouts. Only developers can save, rename, or delete an Alternative Report.
- **Public Report** (End user). Can be saved, renamed, or deleted by the end user who created it. Other users can view and save the layout as another report.
- **Private Report** (End user). Only the end user that created the report can view, save, rename or delete the report.

If you save customized reports, a Reports selector displays in the Search bar to the left of the Rows selector (if this feature is enabled).

Reset (Action -> Reset)

Resets the report back to the default settings, removing any customizations that you have made.

Download (Action -> Download)

Enables the current result set to be downloaded. The download formats differ depending upon your installation and report definition but may include CSV, HTML, Email, XLS, PDF, or RTF.

Subscription (Action -> Subscription)

When you add a subscription, you provide an email address (or multiple email addresses, separated by commas), email subject, frequency, and start and end dates. The resulting emails include an HTML version of the interactive report containing the current data using the report setting that were present when the subscription was added.

Column Heading Menu

Clicking on any column heading exposes a column heading menu.Options include:

- **Sort Ascending** icon sorts the report by the column in ascending order.
- **Sort Descending** icon sorts the report by the column in descending order.
- **Hide Column** hides the column. Not all columns can be hidden. If a column cannot be hidden, there will be no Hide Column icon.
- **Break Column** creates a break group on the column. This pulls the column out of the report as a master record.
- **Column Information** displays help text about the column, if available.
- **Text Area** is used to enter case insensitive search criteria (no need for wild cards). Entering a value reduces the list of values at the bottom of the menu. You can then select a value from the bottom and the selected value will be created as a filter using '=' (for example, column = 'ABC'). Alternatively, you can click the Flashlight icon and enter a value to be created as a filter with the 'LIKE' modifier (for example, column LIKE '%ABC%').

- **List of Unique Values** contains the first 500 unique values that meet your filter criteria. If the column is a date, a list of date ranges is displayed instead. If you select a value, a filter will be created using '=' (for example, column = 'ABC').

Report Settings

If you customize an interactive report, the report settings display below the Search bar and above the report. This area can be collapsed and expanded using the icon on the left.

For each report setting, you can:

- Edit a setting by clicking the name.
- Disable/Enable a setting by unchecking or checking the Enable/Disable check box. Use this control to temporarily turn a setting off and on.
- Remove a setting by clicking the Remove icon.

If you have created a chart or group by, you can toggle between them and the base report using the Report View, Chart View, and Group By View links shown on the right. If you are viewing the chart or group by, you can also use the Edit link to edit the settings.