First TUFMAN Training Workshop (TTW-1)

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TUFMAN Administration

INTRODUCTION

As with any software, TUFMAN requires some setup tasks to be performed and maintenance from time to time, for example a new user may need to be added or new features added to the system. Usually there is someone nominated as the 'TUFMAN administrator' who will do these tasks, and will guard the TUFMAN administration password that is required to perform some of these tasks. This guide describes the main administrative tasks required to keep TUFMAN operating, including:

- User administration
- Re-linking
- Mapinfo setup
- Post-entry processing
- Reference tables
- TUFMAN customisation via the TUFMAN profile
- Administrator password

USER ADMINISTRATION

TUFMAN has in-built security at the user level. This means that each user can be assigned or denied permissions within TUFMAN which determines which features they can see, and whether they can add, edit or delete data. When new data are added, TUFMAN records who the person was that entered, and sometimes who changed, the data.

TUFMAN doesn't require the user to login, it uses the Windows login of the current user, which usually is the username of the person on the office network. For proper security, it is important that users with access to TUFMAN keep their login passwords a secret, only login as themselves, and lock the computer when they leave their desk, otherwise others can make changes under their name.

When a user runs TUFMAN for the very first time, they are automatically added as a new user to the system. However, they will have no permissions at all which means that they will not be able to add or edit new data, and not even see most of the functions available in TUFMAN. They therefore have to have their permissions changed in TUFMAN so that they have access to what they need.

Adding a New User Manually

As mentioned above, when a user runs TUFMAN for the very first time, TUFMAN will add them as a new user automatically, although they will have virtually no permissions to do anything in the system. If you choose, you can add a new user manually, by going to Admin->General Admin, open 'User Administration' and then click on the 'New User' button.

This will open the user Details screen where you can edit the permissions, as detailed in the next section.

Changing User Permissions

You can edit a user's permissions from the user Details screen, accessed via the Admin->General Admin menu item and opening 'User Administration'. Then you would select the user you want to change and click on 'Edit Details'. This will give you the following screen:

For new users you would have to enter the user name at the top, which has to match the login name of the user exactly (but is not case sensitive).

On this form there are a number of permissions that can be set, which correspond to the major functions in TUFMAN. For each permission item, you have 4 options:

- Display – if unchecked then the item will not even be shown in the user's TUFMAN menus
- Edits – determines if the user can edit existing data for the permission item
- Deletions – determines if the user is allowed to delete records for the permission item
- Additions – determines whether the user can add new records for the permission item

Setting an item is just a matter of clicking on the check box to make it ticked, and you also have the possibility to check all (giving full permissions) by clicking the 'ALL permitted' button.

It is highly recommended to setup each user with the minimum permissions that they require to perform their job. This will ensure that only those with the right knowledge and permissions can access and change the data in TUFMAN.

RELINKING

What re-linking is and why is it required?

Re-linking is the process where the TUFMAN front-end, i.e. the Microsoft Access file, is shown where the actual data are stored. TUFMAN is flexible in this manner, the front-end can be linked to data in different SQL Servers while using the one front-end file. However it can only be linked to one database at a time. For example, if you run TUFMAN on your laptop, when you are in the office you would have TUFMAN linked to the main TUFMAN database in your office, the same one that everyone else is connected to. If you travel then you would make a copy of the TUFMAN SQL Server database onto your laptop, and then re-link TUFMAN so it is connected to the laptop SQL Server database. When you finish travelling you could re-link TUFMAN back to the main fisheries SQL server.

TUFMAN must be linked, otherwise it cannot access the data. Once linked though, it will stay linked until you change the front-end file or the link is lost for some reason. The main time when you need to re-link is when you receive an update to the TUFMAN_SQLServer.accdr file from SPC. When you receive this file it is linked to an SQL Server database at SPC, so you must re-link it in your office so that it is connected to your fisheries SQL Server.

How do you re-link?

Re-linking is very easy. When you receive a TUFMAN update, TUFMAN will know that it isn't linked and will automatically show the re-linking screen when you run it for the first time. This screen looks like the screenshot below:

Re-linking is then a matter of choosing the correct 'country profile' and then clicking on 'Re-link'. Note that you can filter the country profile list by selecting from either of the 2 filter lists at the top of the screen.

How to determine where you are linked

You can tell which SQL Server you are connected to by looking on the main TUFMAN screen, at the bottom right corner. In the screenshot below you will see it is says;

- Server=nousql50\sqlexpress; DB=tufman_tt1

This means I am connected to the 'tufman_ttw1' database on the Nousql50 computer (a server at SPC), and in particular to the 'sqlexpress' instance. The details of this are not particularly important, what is important is that you can identify between your main fisheries server and the connection on your laptop, or even training database if that is setup in your office.

'Copy' mode.

If you are connected to a 'copy' of TUFMAN, then this will also be marked on the main screen and highlighted in red, as shown below. In this mode, you will not be able to add, edit or delete data, regardless of your permission level, but you can still view it and run reports.
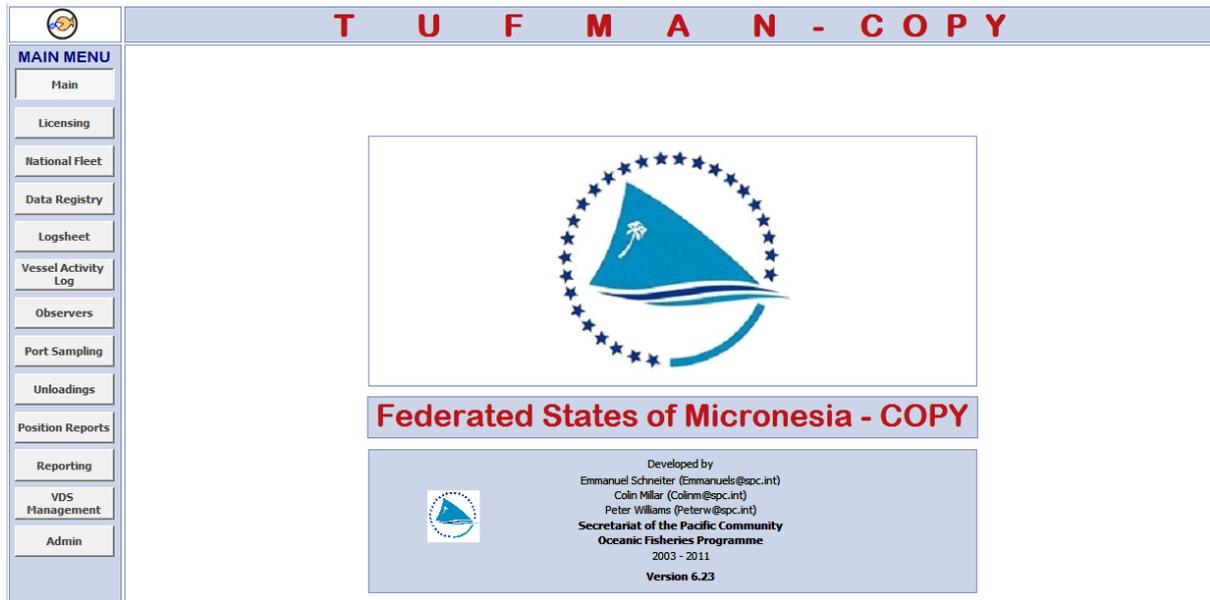
What the common re-linking problems are

There can be some problems with the link from the TUFMAN front-end to the SQL Server back-end. The most common problems are listed below:

Changes to the server

If the server is changed then this can break the link between TUFMAN and the SQL Server database. These changes could include:

- Changes to the server name
- Changes to the IP address of the server on the network
- Software changes on the server, e.g. to SQL server (such as a change to the 'sa' password)
- Changes to the firewall on the server

These problems need to be resolved with SPC and might require a change to the 'country profile' list in TUFMAN, which contains the connection details to the SQL Server back-end.

Corruption of the TUFMAN_SQLServer.accdr file

Unfortunately this can happen from time to time, the most likely cause is sudden power cuts which shut down the program suddenly while it is in use. If this happens then you only have to replace the file with a backup, no data will be lost since all of the data is in the SQL Server back-end.

Problem with the new TUFMAN_SQLServer.accdr update

There is an unusual quirk in MS Access where the TUFMAN_SQLServer.accdr file will re-link fine on some computers (such as Windows 7 at SPC), but will have problems on others, usually Windows XP or Vista. This will happen when you first receive the update and you won't be able to re-link it. In this case contact SPC and we will apply a certain 'trick' to the file to make it work.

USING MAPINFO

TUFMAN mainly uses MapInfo for the mapping functions. What TUFMAN does is to create new MapInfo files (workspace and tab files), and then it will launch MapInfo and have MapInfo open the newly created files to display your map. To do this,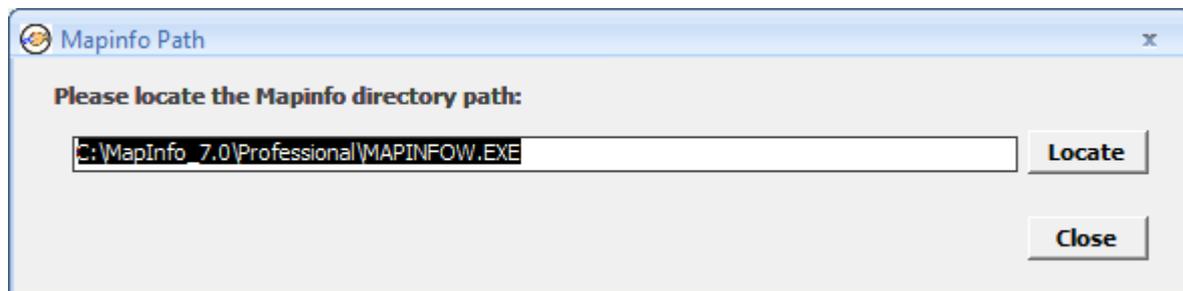 TUFMAN must know the folder path to the Mapinfo application. You can set this by going to Admin->General Admin, then click on the 'MapInfo path' button.
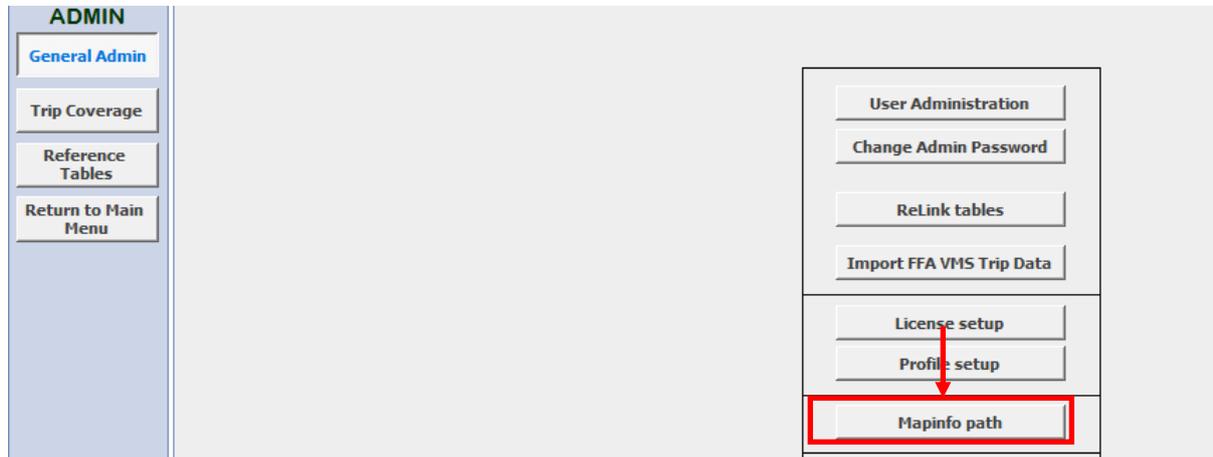
This will open a special window for the MapInfo path, you can click on the 'locate' button to set or change the path by navigating to the 'MAPINFOW.exe. file.

Note that this MapInfo path is the same for all users of TUFMAN, there is not a separate MapInfo path for each user. This means that either MapInfo should be on the network, so everyone access via the same path, or you could install it on everyone's local PC drive and it will work as long as all users have the same path (e.g. C:\program files\Mapinfo\mapinfow.exe)

POST-ENTRY PROCESSING

Post-Entry processing is a very important process in TUFMAN, and probably falls under reporting more than administration but it is worth repeating. Post-Entry processing is available under the 'Reporting->Post-entry Processing' menu, and should be run before running any major reports.

Post-entry Processing will do the following:

- Generate links between licenses and other data such as logsheets and unloadings
- Generate links between the national fleet list and other data such as logsheets and unloading

- Generate links between logsheets, unloading, port sampling and other types of data
- Estimate catches and hooks where missing in logsheet data
- Raise catches in logsheets from unloading data
- Update the sub-area code for reports

There is a button to run all processing jobs but each can be run individually if required.

REFERENCE TABLES

The TUFMAN data is stored in a 'relational' database. What this means is that data are not repeated, so instead of entering all the vessel details each time you enter a logsheet, TUFMAN lets you link the logsheet to a vessel reference number, or ID, that matches a vessel in a separate vessel table which holds all of the details of the vessel. This is what we call a 'reference table'. The vessel, or whatever you are referencing, has to exist or be added to the appropriate reference table before you can add the new record.

TUFMAN has quite a number of reference tables, including vessel activity codes etc, with the following tables accessible via the 'Admin->Reference tables' menu:

- Companies
- Currencies
- Field Staff
- Market Price
- Ports
- Species Ranges
- Species to Display
- Sub-Areas
- Vessels

Companies, field staff, and vessels have their own 'details' page, so if you edit or enter a new record in any of these tables then you get a new window with more details to fill in. The others are edited or entered directly into the summary screen. Ports is a special table, you cannot enter new ports yourselves because the ports table is a regional reference table, so to keep each country with the same port codes they need to be added at SPC and sent as an update.

Note that you should take extreme care when modifying the reference tables, because it is possible to change a record but not the code, meaning that old data might be referenced to a different vessel, company etc if changes are done incorrectly. For this reason it is best to check with SPC first and to only give permissions to add and edit reference tables to experienced staff, ideally only one person. It is also important to make sure that there are no duplicates, for example two vessel entries that are actually for the same vessel but have slightly different spelling (which happens quite a lot).

TUFMAN CUSTOMISATION – The TUFMAN Profile

TUFMAN is a regional system, used by most countries in the Pacific and a few others as well. As you would expect, there are a number of differences between countries and some of these need to be catered for in TUFMAN. TUFMAN handles this by having a 'profile' for each country, which is where most of the customisation is defined and makes each TUFMAN look and behave differently to another. You can see the profile table by going to 'Admin->General Admin' and clicking on the 'Profile Setup' button:

WARNING: Changes must be made with extreme caution because they can have serious effects on the database if not done properly. Never make changes without consulting SPC beforehand.

Field	Value
Country	Federated States of Micronesia
EEZ catch only	☑ Enter IW catch ☐
Revision	6.23
Port	POHNPEI
Mapinfo path	C:\MapInfo_7.0\Professional\MAPINFOW.EXE
Show logsheet	Full data entry
Show vessel activity	☑
Show port sampling	Totals only
Show unloadings	☑
Show packing list	☐
Show licensing	☑
Show national fleet	☑
Show observer	☑
Show registrations	☑
Show receipting	☑
Show telex reports	☑
Show data registry	☑
Show artisanal	☐
Local currency	USD
Agreement number format	PTY000
ARP Type	Agreement dates
ODBC connect string	ODBC;Description=Tufman Tables;DRIVER=sql server;SERVER=nousql02.corp.spc.int;APP=2007 Microsoft Office system;DATABASE=tufman_fm;Trusted_Connection=Yes;
ODBC server	nousql02.corp.spc.int
ODBC driver	sql server
ODBC database	tufman_fm
license upload date	9/08/2012 9:00:18 PM
Require vessel category	☐
PS vessel unloads	☐
All vessels should be licensed?	No
All vessels should be in national fleet list?	No

Use Ringnet ☐
Use Gillnet ☐
Use Alia logsheets ☐

Close

As with some of the other admin functions, you should take extreme care when changing anything on this page, as you might end up with undesirable side effects. So it is best to only do this with support from SPC. Here are some descriptions of the fields on this form:

- Country – Your country, never change this
- EEZ catch only – A flag to determine if 'eez only' catch is entered for foreign purse seine logsheets
- Enter IW catch – A flag to determine if catch in international waters should be entered, for EEZ only vessels.
- Revision – The current revision number of the TUFMAN database, never change this
- Port – The default port
- MapInfo Path – Current MapInfo path used for mapping

- Show logsheet – Can be set to full data entry, or no data entry of logsheets (logsheet menu button will be hidden)
- Show vessel activity – Show or hide the vessel activity menu button
- Show port sampling – Can be set to full data entry, totals only, or no data entry of port sampling data (port sampling menu button will be hidden)
- Show unloadings – Show or hide the unloadings menu button
- Show packing list – Show or hide the packing list menu button
- Show licensing – Show or hide the licensing menu button
- Show national fleet – Show or hide the national fleet menu button
- Show observer – Show or hide the observer menu button
- Show registrations – Show or hide the registrations menu button in licensing
- Show receipting – Show or hide the receipts menu button in licensing
- Show telex reports – Show or hide the telex/position reports menu button
- Show data registry – Show or hide the data registry menu button
- Show artisanal – Show or hide the artisanal menu button (no longer used)
- Local currency – the local currency code
- Agreement number format – A choice of 2 agreement number formats
- ARP type – The default ARP type
- ODBC connection string – Connection details to the SQL Server back-end, never change this.
- ODBC driver – The type of database for the TUFMAN back-end
- ODBC database – The back-end database name, used with the connection string.
- License upload date – the last date that the license was uploaded to FFA, if at all.
- Require vessel category – A flag to force the vessel category detail to be filled in on the vessel details form.
- PS vessel unloads
- All vessels should be licensed? – Set this to yes if all vessels in your TUFMAN system should have a license.
- All vessels should be in national fleet? – Set this to yes if all vessels in your TUFMAN system should be in the national fleet.
- Use Ringnet – Determines if ringnet data entry screens are available.
- Use Gillnet – Determines if gillnet data entry screens are available.
- Use Alia logsheets – Determines if alia data entry screens are available (Samoa only).

ADMINISTRATION PASSWORD

TUFMAN has an administrator password that is used to restrict access to certain functions, such as entering reference table records, accessing user administration, re-linking and a few others. This password should be kept safe and only known to the administrator and perhaps a second person. The password should also be changed from the default, which can be done via 'Admin->General Admin->Change Admin Password'.

Enter Password

Old Password:	
New Password:	
Confirm NewPassword:	

Cancel   OK