First TUFMAN Training Workshop (TTW-1)

3-7 December 2012

SPC, Noumea, New Caledonia

Session 5.0

Country Web Site

http://www.spc.int/OFPMemberCountries

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Exercise

Exercise – Sending a CPUE summary to OFP staff

In this exercise, you will be asked to generate a PDF document from the country web site, including some summaries selected from the web site

The PDF should contain all summaries showing the Mean CPUE (kg/100hooks), for the longline fishery, and for each species available.

Once generated, this summary will have to be sent to OFP staff by email (emmanuels@spc.int)

Step 1: Getting your login details for the web site

If you haven't had any user/password code already sent to you in the past, you will have to require one by email.

In this case, send an email to emmanuels@spc.int :
Subject: "Request for OFP country web site access password"
Body: "Hi Manu, can you please send me some access code for the OFP country web site?"

You should receive by email your login details as soon as I will have added you as a user on the web site (might take 5-10 minutes)

Step 2: Connect to the web site

Use your newly received login details to connect on http://www.spc.int/OFPMemberCountries
Don't forget to tick the "I certify to have acquainted with the legal notice and declare to accept this"
You might also want to tick "remember my password" for next time you want to connect

Step 3: Selecting the right summaries

- Once logged in, look at the menu on the left, and click on the "Report Generation" option from the TOOLS menu.
- Select the following output options (introduction and image only):

- Then click on the "Part1 Summaries" name (but don't tick the checkbox, or it would select all summaries within this category)
- Click on "Longline" name, then click on "Catch per unit of effort", and you should then see all the CPUE summaries available, one for each species.
- Click on the "Catch per unit of effort" checkbox (tick it) and it should select all the summaries this category contains (all the CPUE summaries below). An alternative possibility is to select each individual summaries.

- Once summaries are selected, click on "GENERATE DOCUMENT" button below (or above, it's the same)
- You should now have your generated document displayed on the screen

Step 4: Generating the PDF

To generate the PDF, press the "PDF" button and the system should prompt you to save the PDF file on your disk

Save it to a folder on your laptop.

Step 5: Sending the PDF report to OFP

Once all the precedent steps have been completed, you are asked to send the newly generated report to OFP (for the purpose of the exercise)

Send the PDF to "emmanuels@spc.int"