Biological Sample Monitoring (BSM) Web Entry System User's Guide

Version 1.0

Northeast Fisheries Science Center
and
Northeast Regional Office

May 23, 2013

Biological Sample Monitoring (BSM) Web Entry System

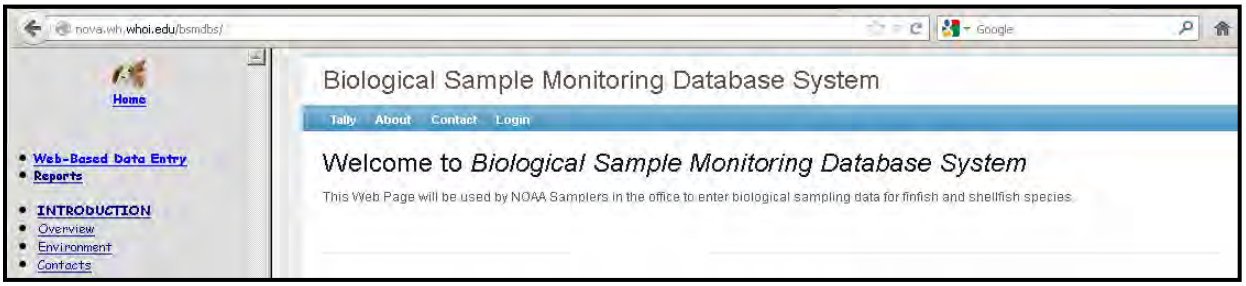
1.0. BSM Start Up

Access the BSM start up page using the URL below.

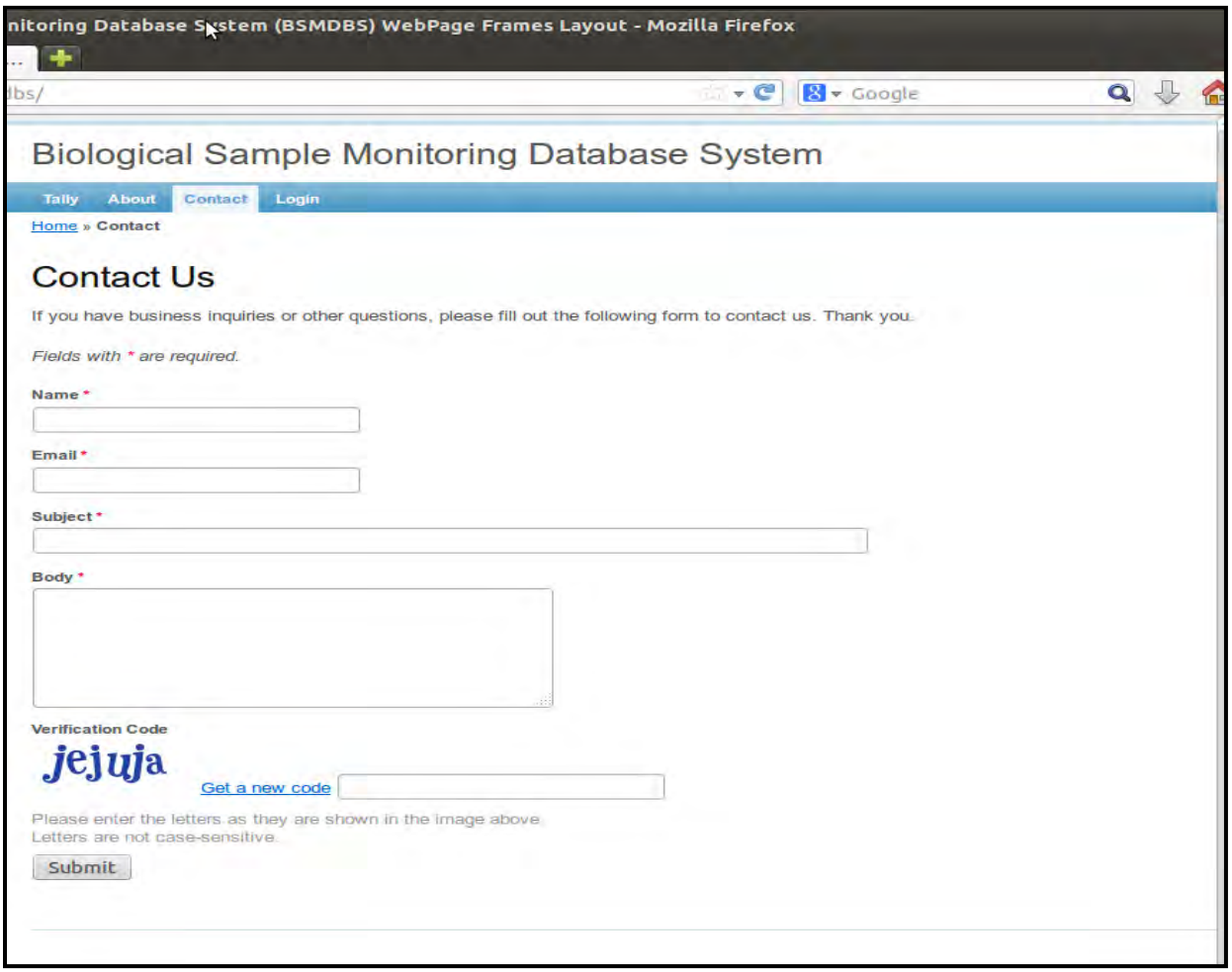
http://nova.wh.whoi.edu/bsmdbs/

The click on **"Web-Based Data Entry"** to go to the BSM Start Up screen.

BSM start up screen: Click on "Login" on the blue banner. You must login to proceed.



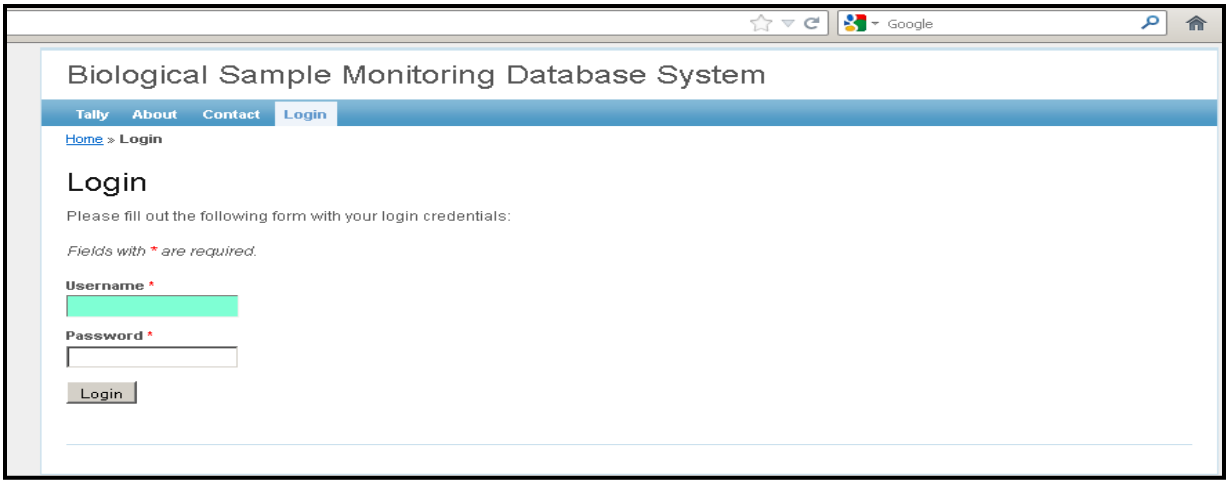
If you do not have a username and password, click on "Contact" to send an email for support. "Contact" can also be used for general request for support as well.



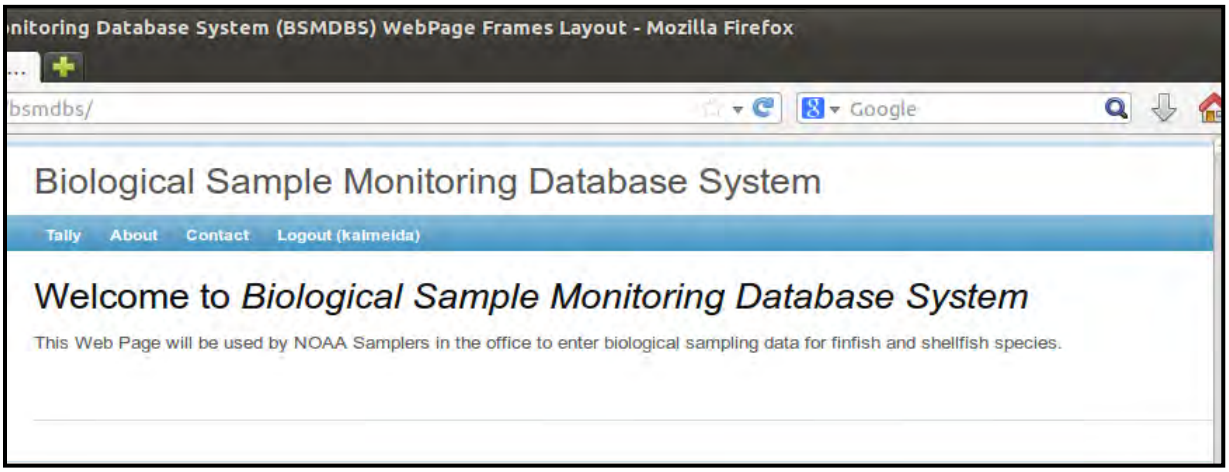
2.0. BSM Login Screen

After you click on “Login” on the blue toolbar, the following screen will display. Enter your username and password and click on “Login”.

Note: The “Enter” key will not work to execute the login. The Enter and Tab keys are only used to move between columns.



After you login successfully, the “Welcome to Biological Monitoring Sampling Web Page” is viewable.

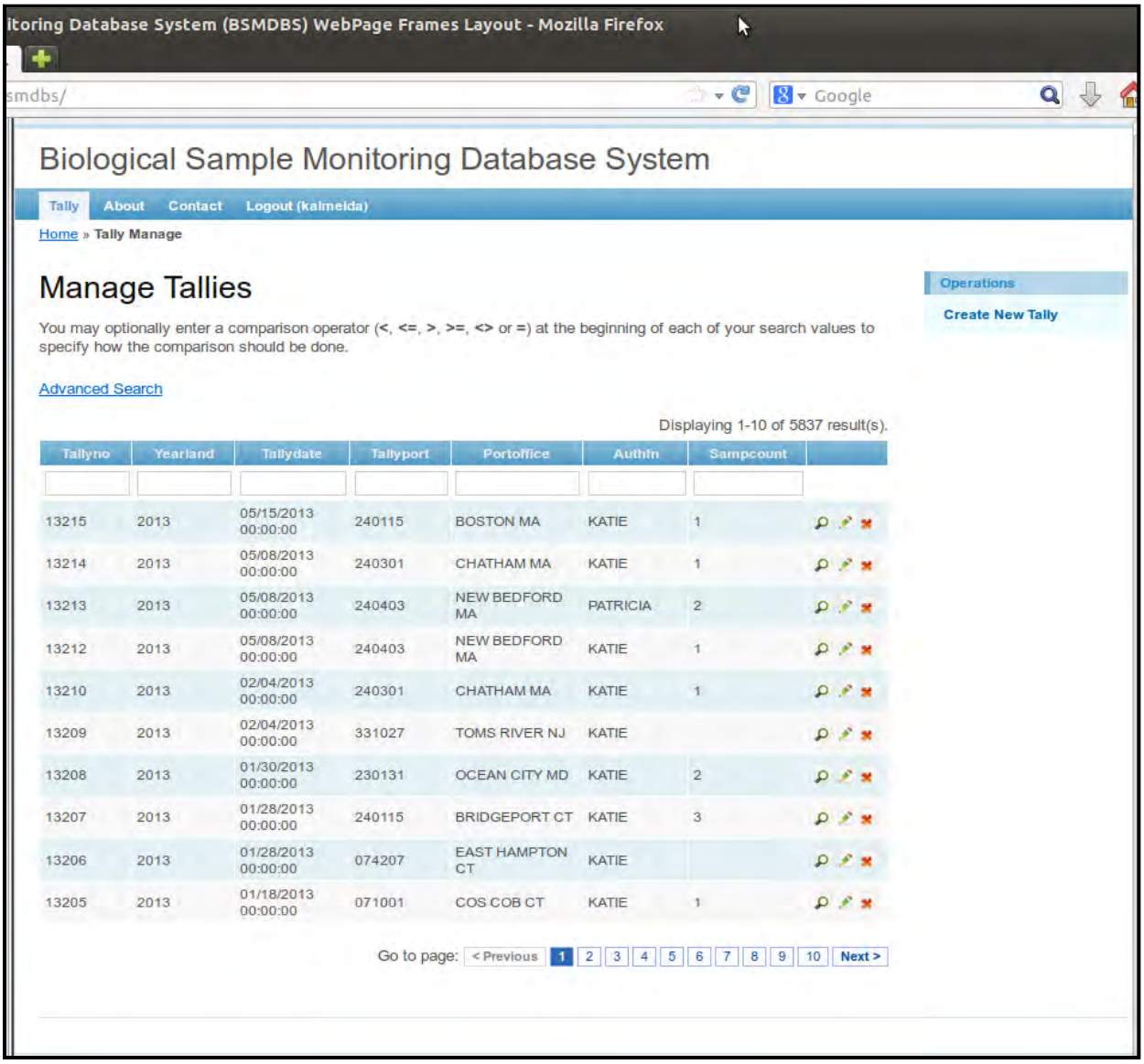


3.0 New Sample Entry

After Login, the user is presented with the screen to “Manage Tallies”. From the “Manage Tallies” screen you may (1) create a new tally; (2) search for an existing tally; or (3) view, edit or delete a tally. See sections 4, 5 and 6 for more details on search, view, edit and deletion of a tally, a sample, a header and a length.

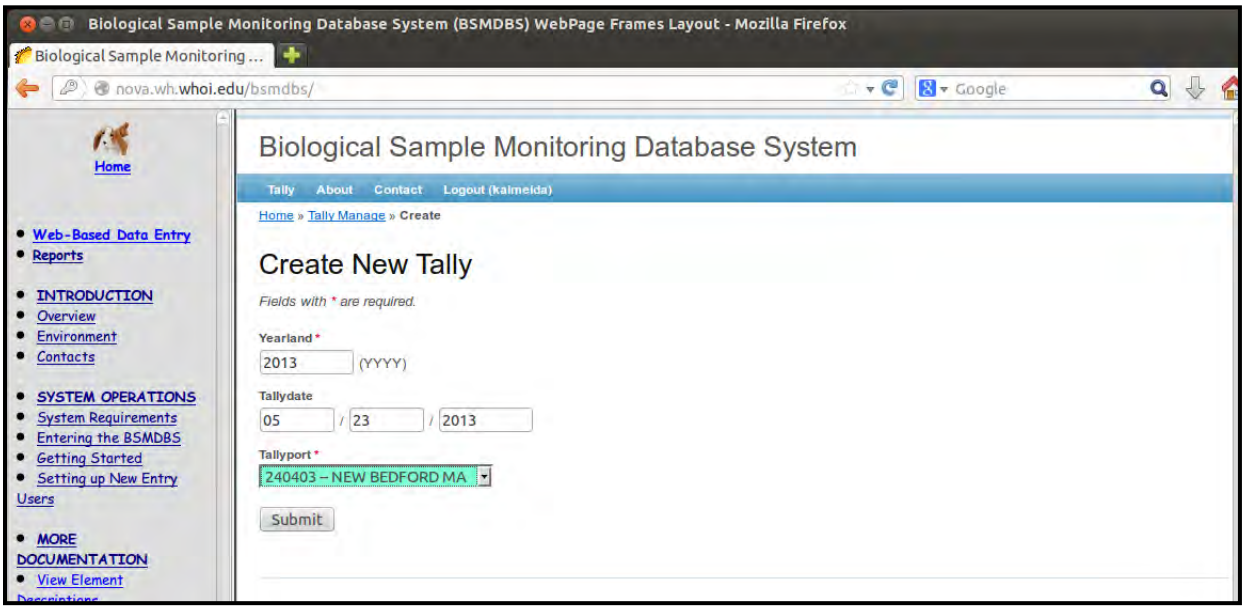
3.1. Create a New Tally

To create a new tally, click on **“Create New Tally”** in the upper right corner of the screen under Operations.



The “Create New Tally” screen is displayed with the current year and “today’s” date. Change the date if necessary and choose a port from the pull-down list by clicking on the small arrow in the Tallyport textbox. Note that all columns with a red star (*) next to them, are required.

Create New Tally Screen

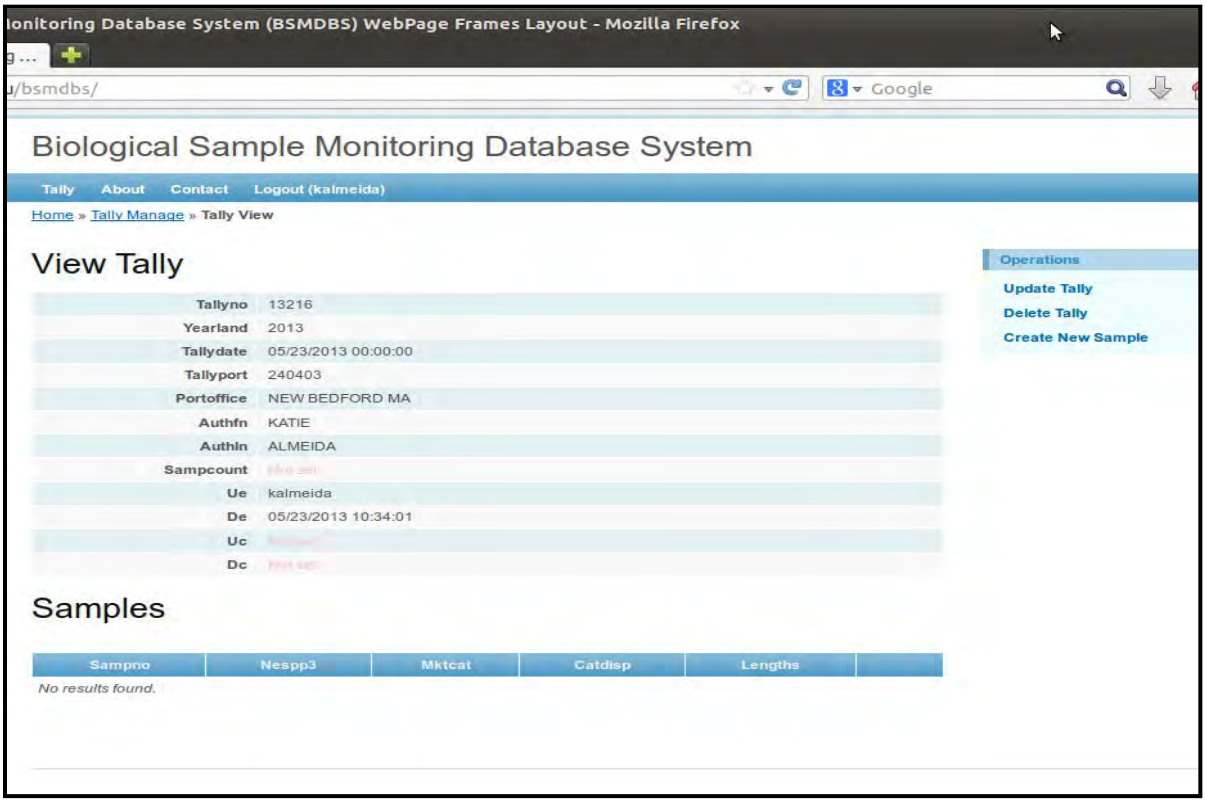


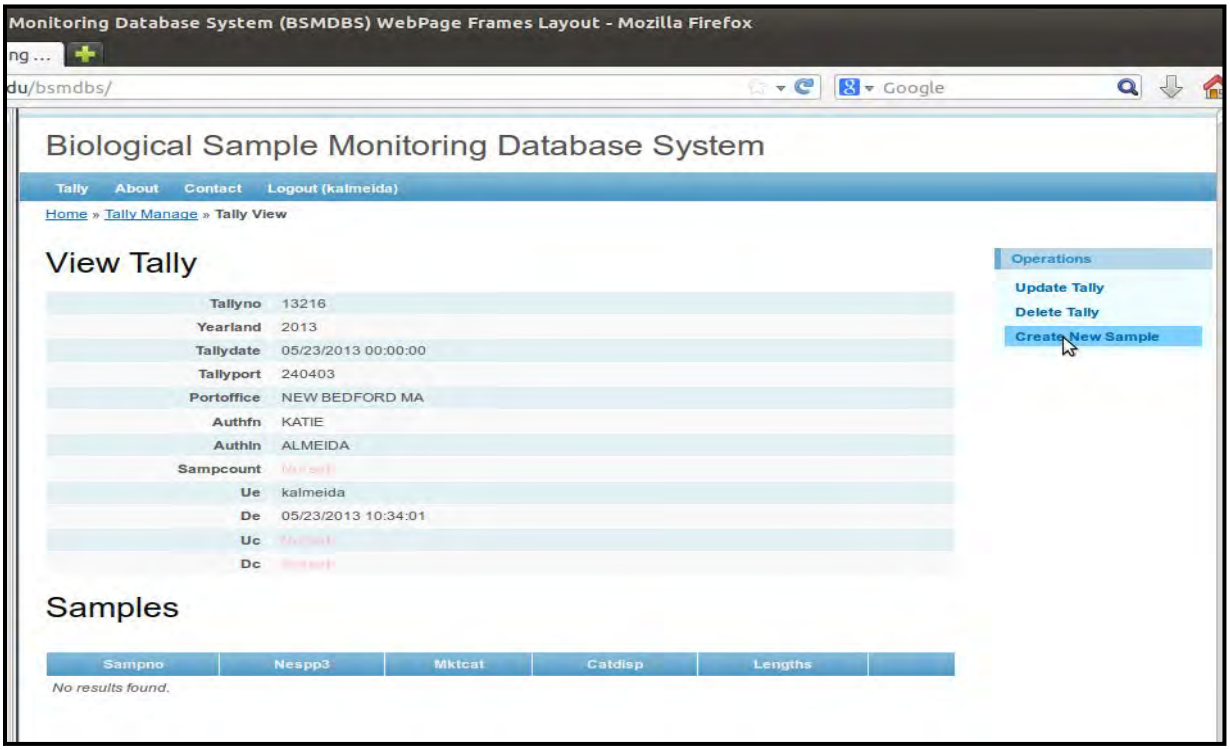
After the screen is populated with date and port, click on the submit button to save the data and move to the next screen to “View” the tally.

Note: You must click on “Submit” to proceed to the next screen. The Enter and Tab keys cannot be used to move between screens.

From the “View Tally” screen, you may perform the following operations for the current tally: (1) Update Tally; (2) Delete Tally; (3) Create New Sample.

View Tally Screen



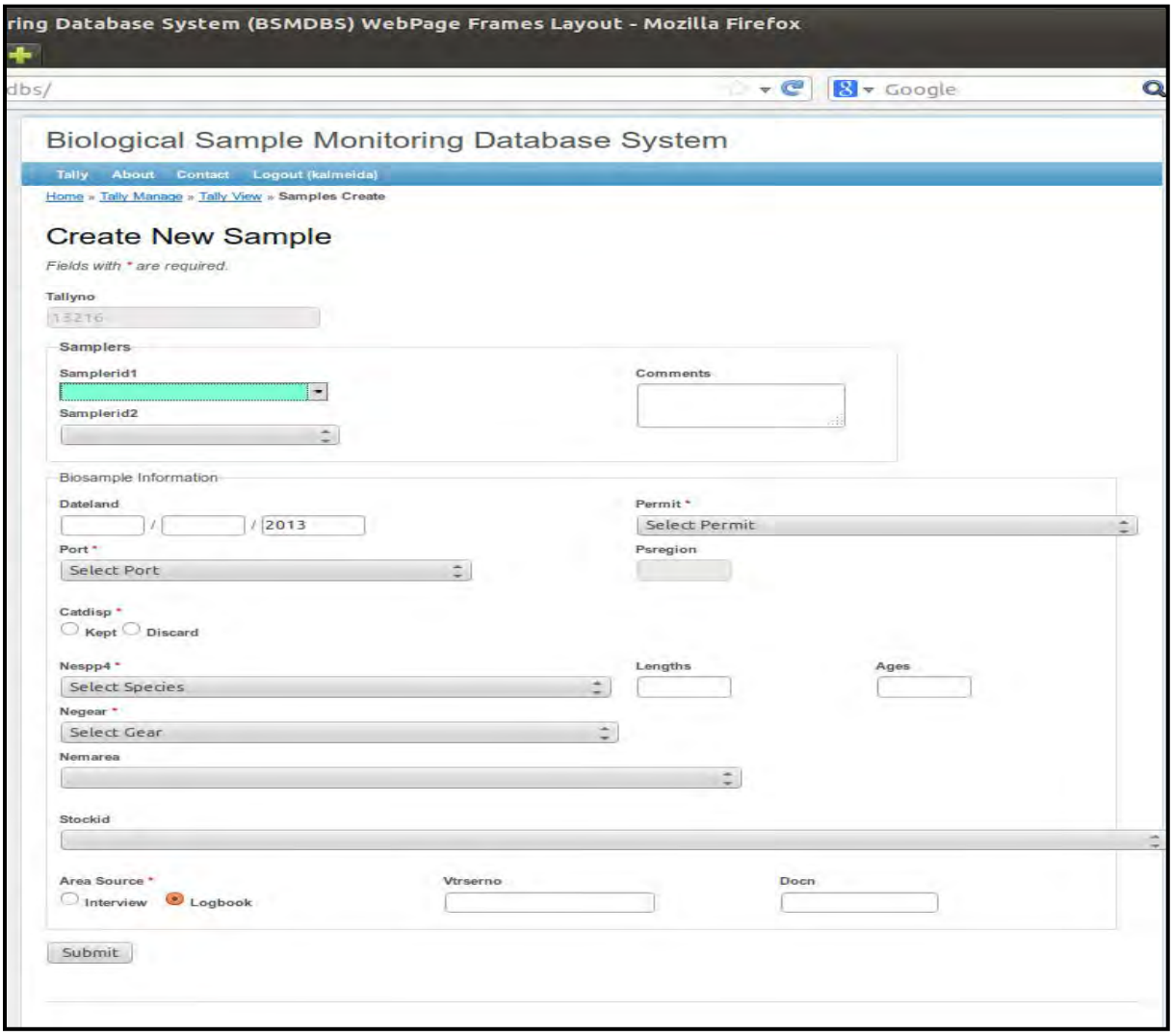


3.2. Add a Sample

To add a sample to a tally, click on “Create New Sample” under the Operations menu. The “Create New Sample” screen will be displayed. The Tallyno should be visible in its textbox on this screen.

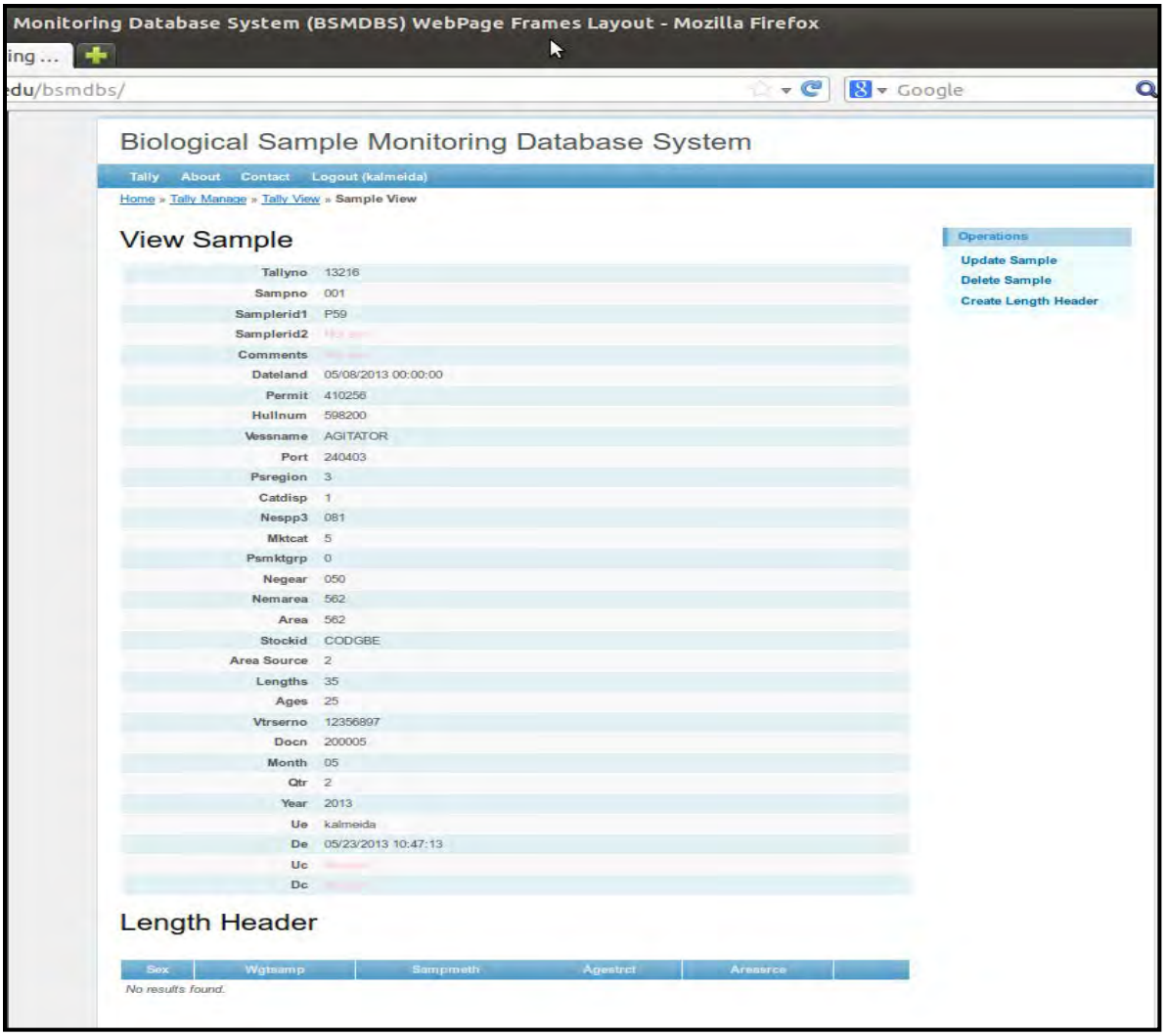
Enter the data requested on the screen, and click “Submit” to save the data and proceed to the “View Sample” screen. Fields with a red star (*) are required.

Create New Sample Screen



From the “View Sample” screen, you may perform the following operations for the current sample: (1) Update Sample; (2) Delete Sample; (3) Create Length Header. Click on “Create Length Header” to create a new header for this sample.

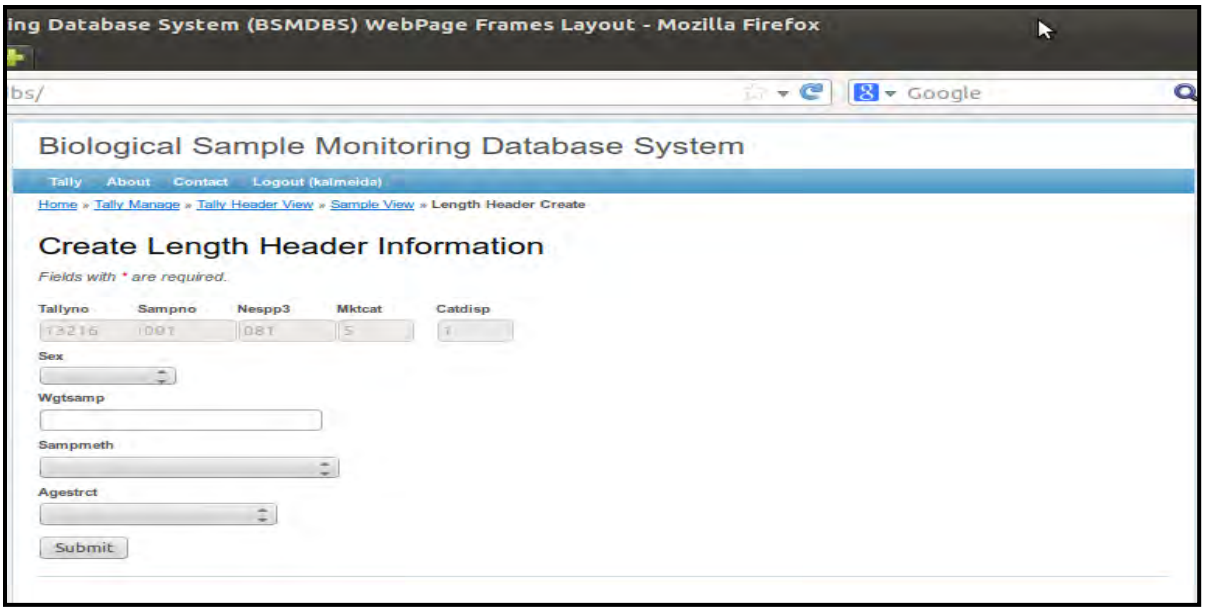
View Sample Screen



3.3. Create a Length Header

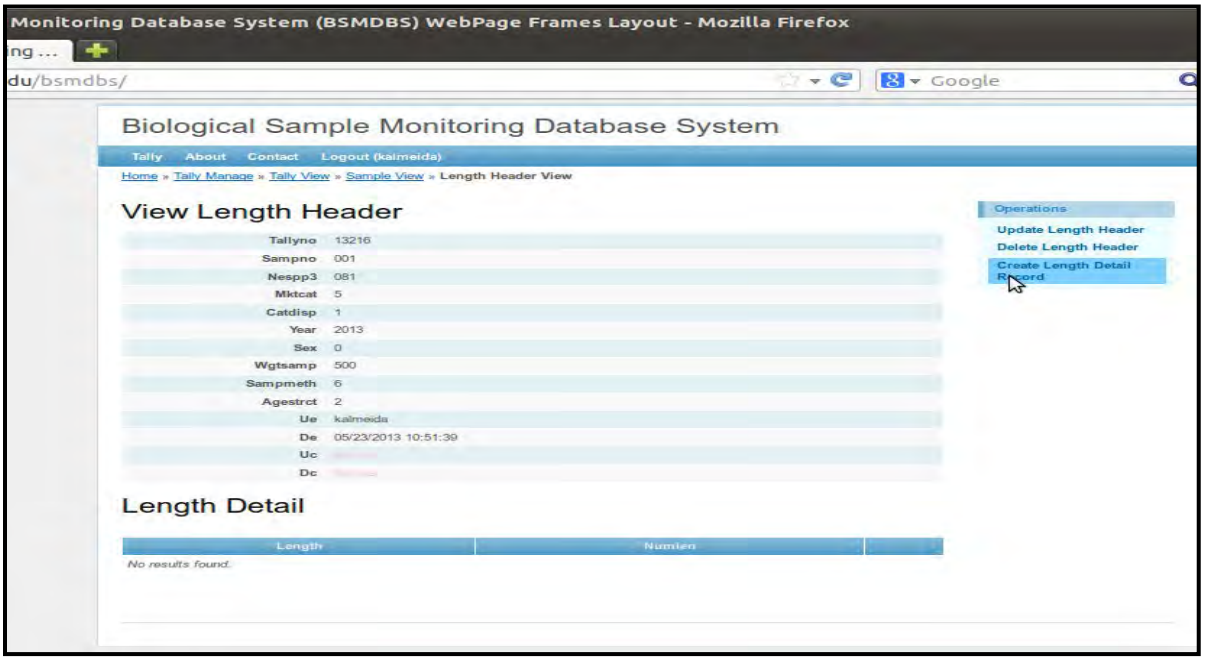
Enter the data requested on the screen, and click “Submit” to save the data and proceed to the “View Length Header” screen.

Create Length Header Information Screen



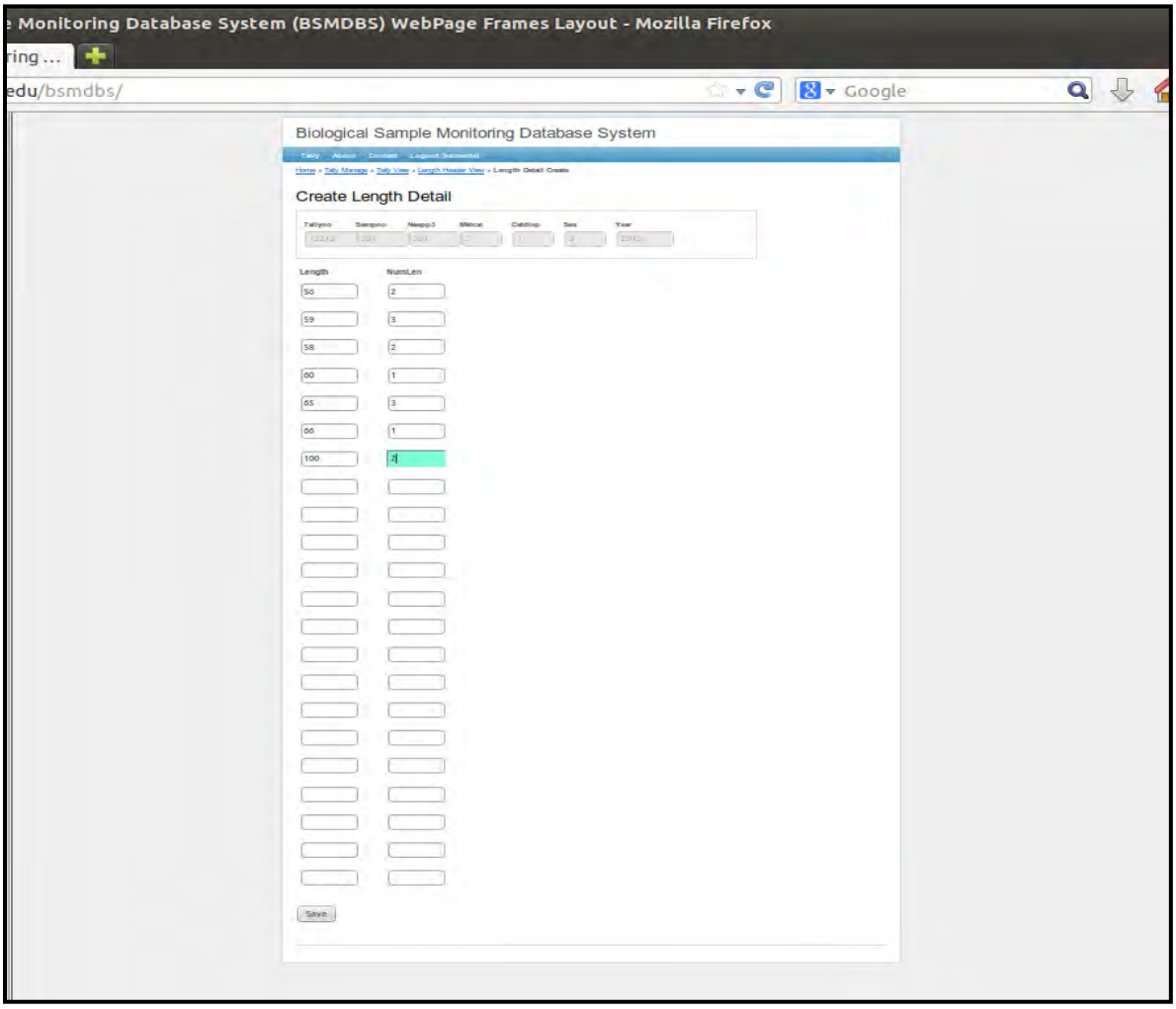
From the “View Length Header” screen, you may perform the following operations for the current sample: (1) Update Length Header; (2) Delete Length Header; (3) Create Length Detail Record. Click on “Create Length Detail Record” to enter the lengths for this sample.

View Length Header Screen



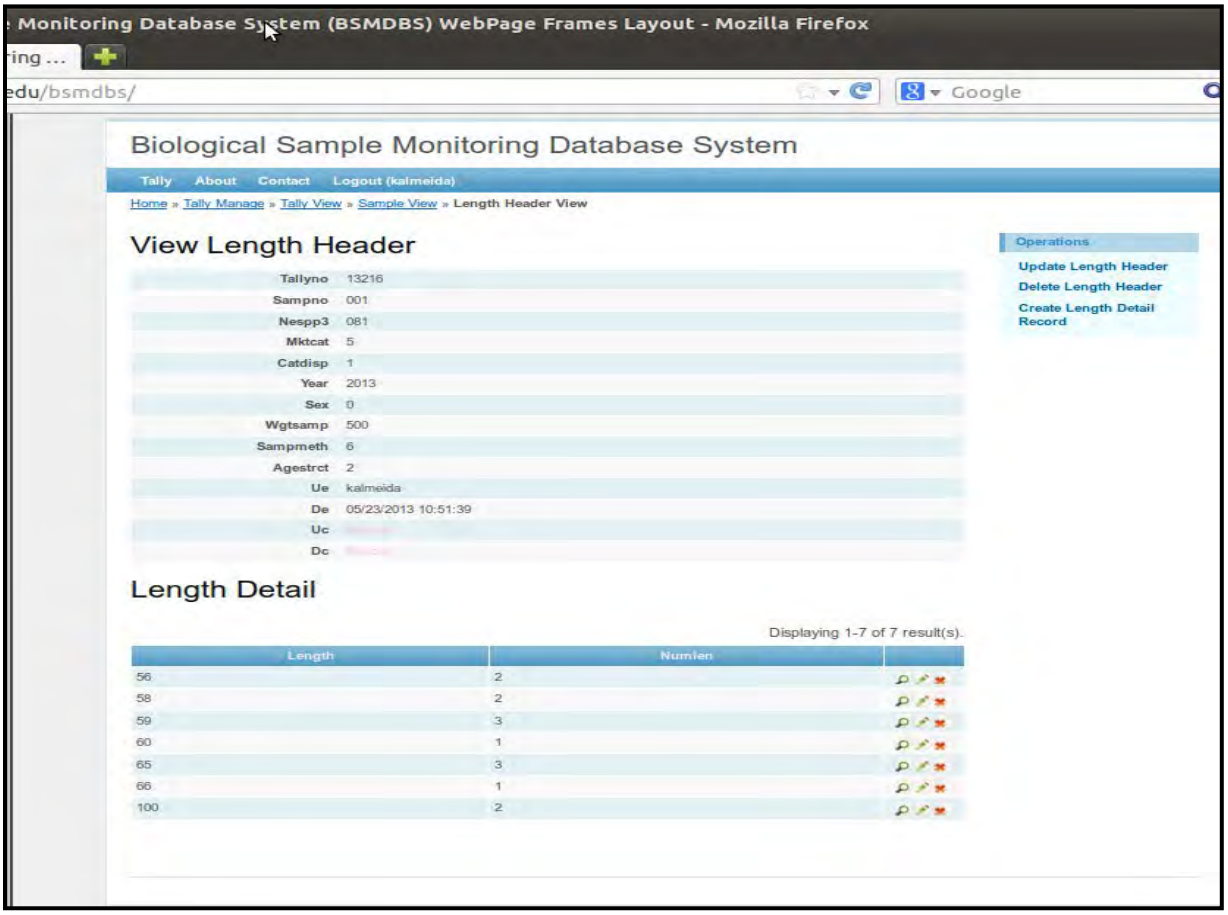
Enter the data requested on the screen, and click “Submit” to save the data and proceed to the “View Length Detail” screen.

Create Length Detail Screen



From the “View Length Header and Length Detail” screen, you may perform the following operations for the current sample: (1) Update Length Header; (2) Delete Length Header; (3) Create Length Detail Record. You may also Edit or Delete an individual length record by using the symbols next to each length row. If you hover the mouse over the symbol it will indicates its function. The magnifying glass is View, the pencil is Edit, and the red X is Delete.

View Length Header and Length Detail Screen



3.4. How to Add Additional Sample Information

To Add a Length to an Existing Sample

To add an additional length to length detail, from the “View Length Detail” screen, choose “Create Length Detail”. All of the lengths/number at length entered previously will be opened. Go to the next empty cell to add another length. Click on submit to view the lengths.

To Add another Sample Header for a Sexed Sample

If a sample is sexed, and the second sex is added by returning to the Sample View; Click on "Create Length Header" to enter the info for the next sex code; Submit; at the next screen, click on "Create Length Detail Record' to enter the length details for the second sex.

Home > **Tally Manage** > **Tally View** > **Sample View** > Length Header View

To Add a New Species/Market to an Existing Tallyno

To add another sample to this Tallyno, click on the breadcrumb for "Tally View" at the top of the View Length Detail screen and return to the View Tally screen. If you are elsewhere in the system, you can always go back to the "Manage Tallies" screen and click on the magnifying glass icon at the end of the tally row to view the tally and proceed from this point to add an additional sample.

From the "View Tally" screen click on "Create New Sample" enter the data for an additional sample under the same Tallyno. Repeat all of the steps in Section 3.2 above for completing the sample entry.

Home > **Tally Manage** > **Tally View** > **Sample View** > Length Header View

4.0 Search and Edit

4.1. Return to "Manage Tally" Screen

Return to the "Manage Tallies" screen. This may be done two ways, (1) by clicking on "Tally" in the blue tool bar at the top of each screen; or (2) by clicking on the "Tally Manage" breadcrumb just below the tool bar.

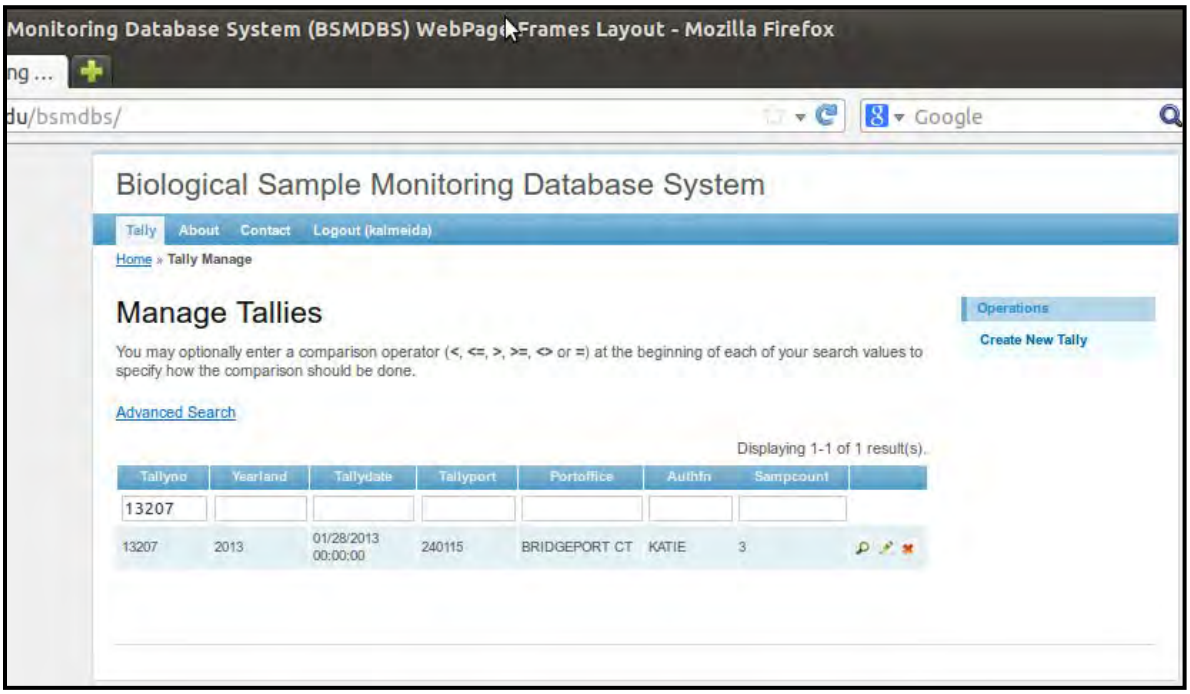
(1) by clicking on "Tally" in the blue tool bar at the top of each screen

(2) by clicking on the "Tally Manage" breadcrumb just below the tool bar from any screen. This is an example

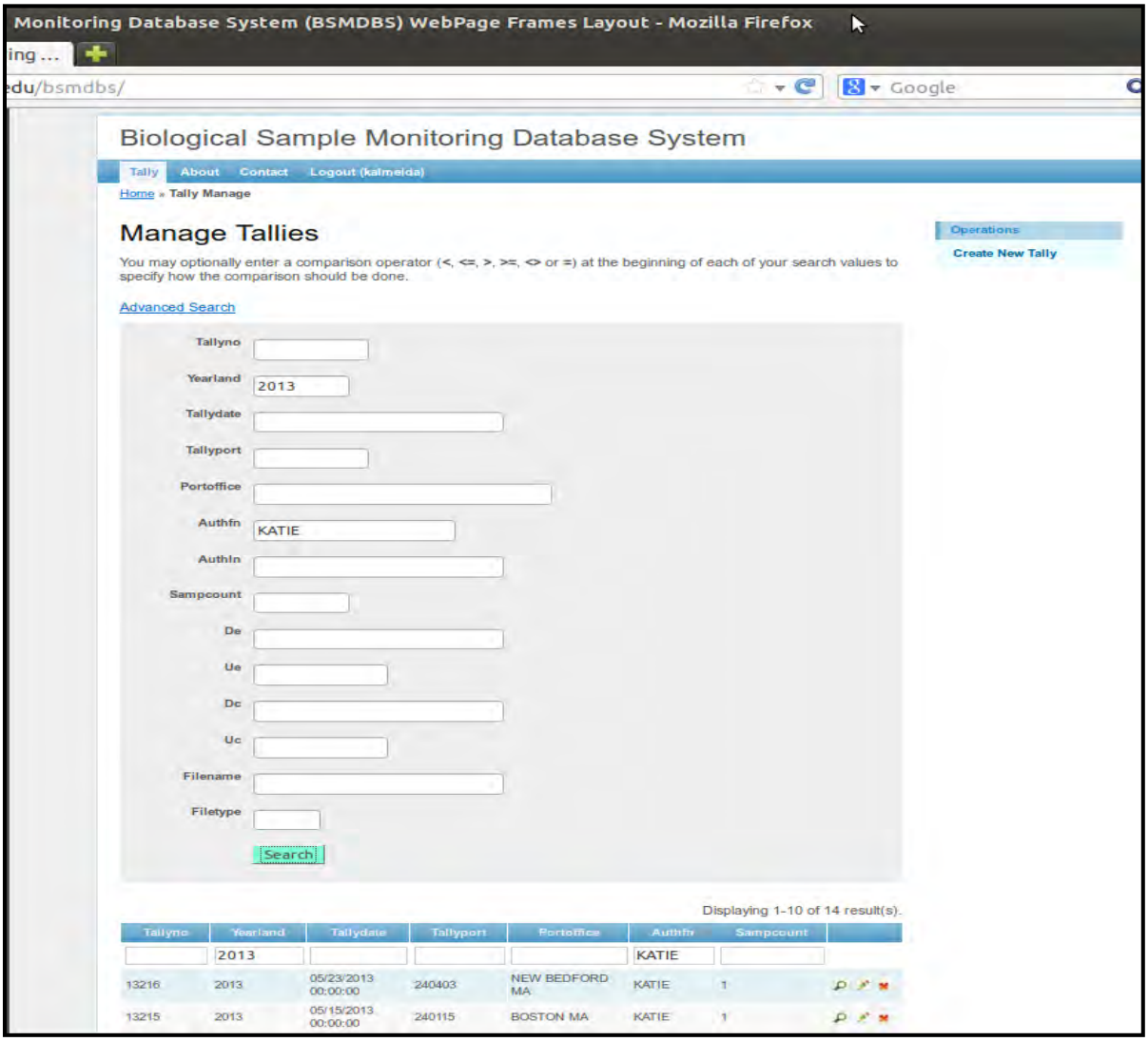
Home > **Tally Manage** > **Tally View** > **Sample View** > Length Header View

4.2. Search for a Tally

If the Tallyno to be edited is not visible, search for it using the 'Advance Search" feature or by typing the number in the blank box just below the column headers and press Enter. See sample results search for Tallyno 13205 below.



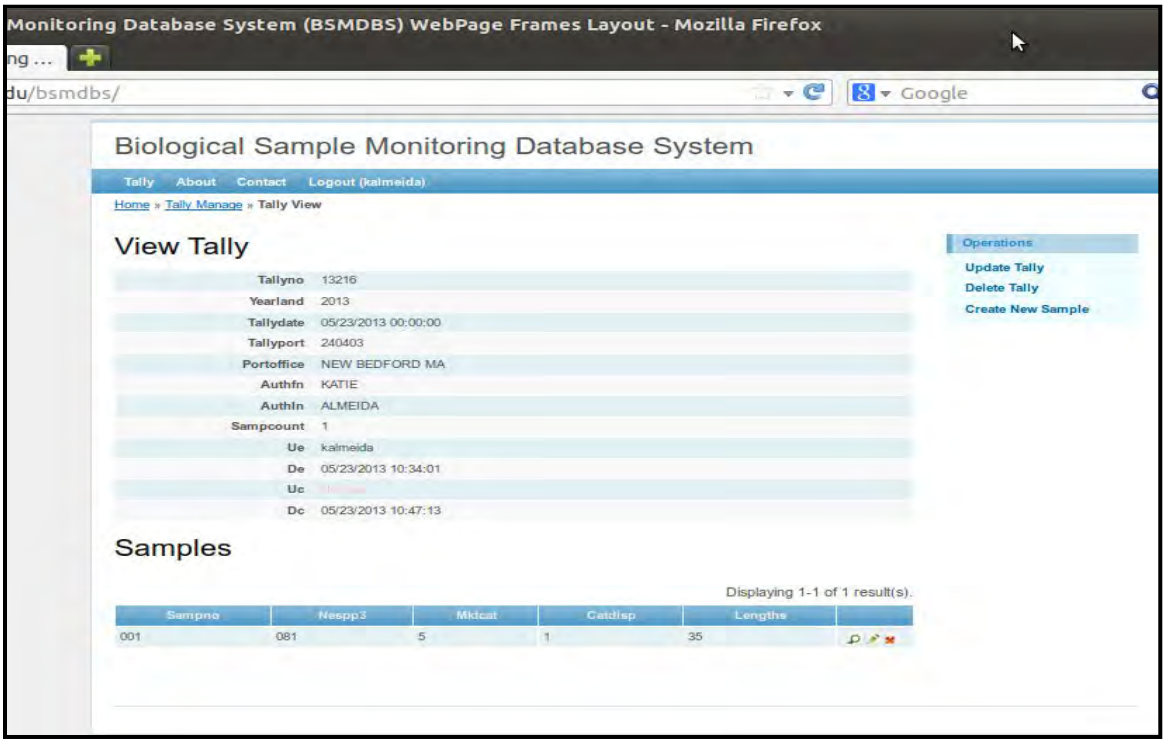
Following is an example of an advanced search to find all Tallyno in 2013 with KATIE as the first name. **Queries using character strings are case sensitive.**



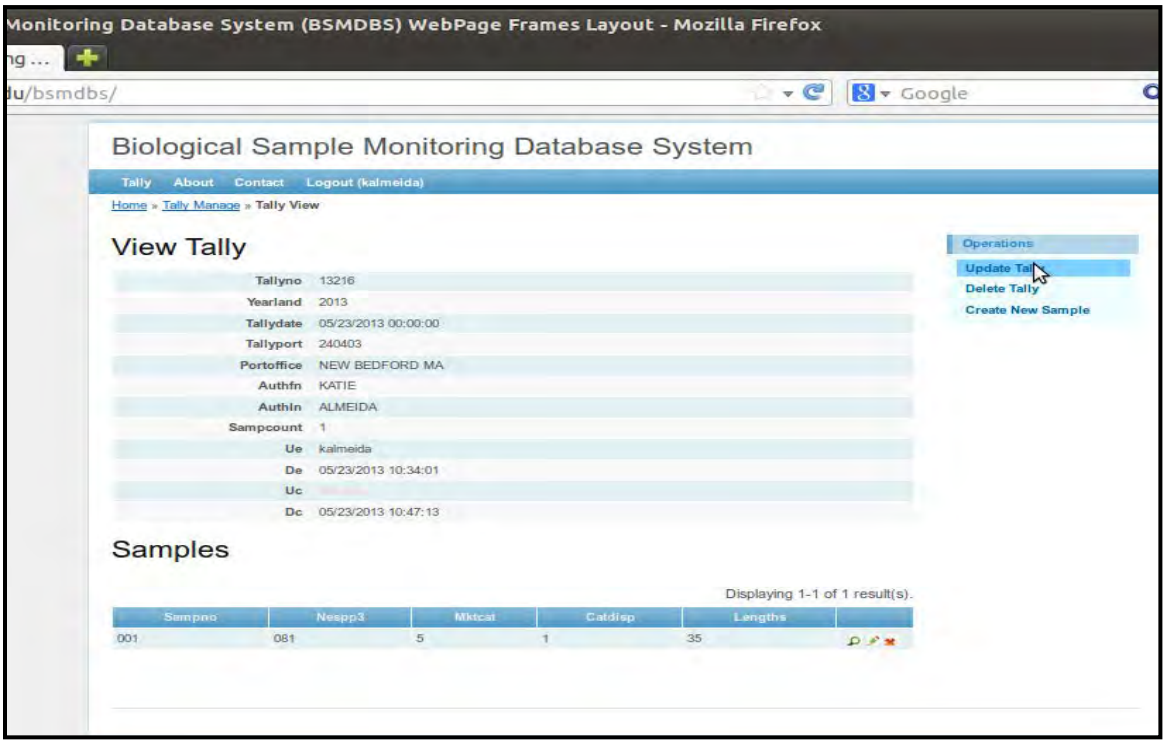
4.3 View, Edit or Delete a Tally

Using the symbols next to the tallyno row, , choose the magnifying glass to view a tally, the pencil to edit and the red X to delete the tally.

Sample Tally View With One Sample

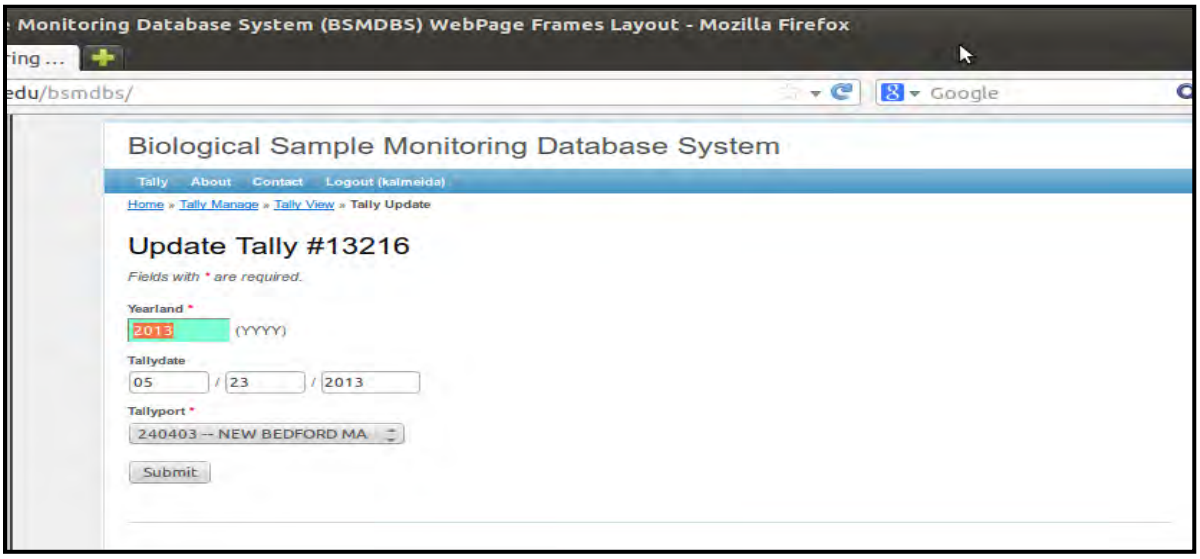


To update the Tally, click on “Update Tally” under the Operations menu to go to the “Update Tally screen.



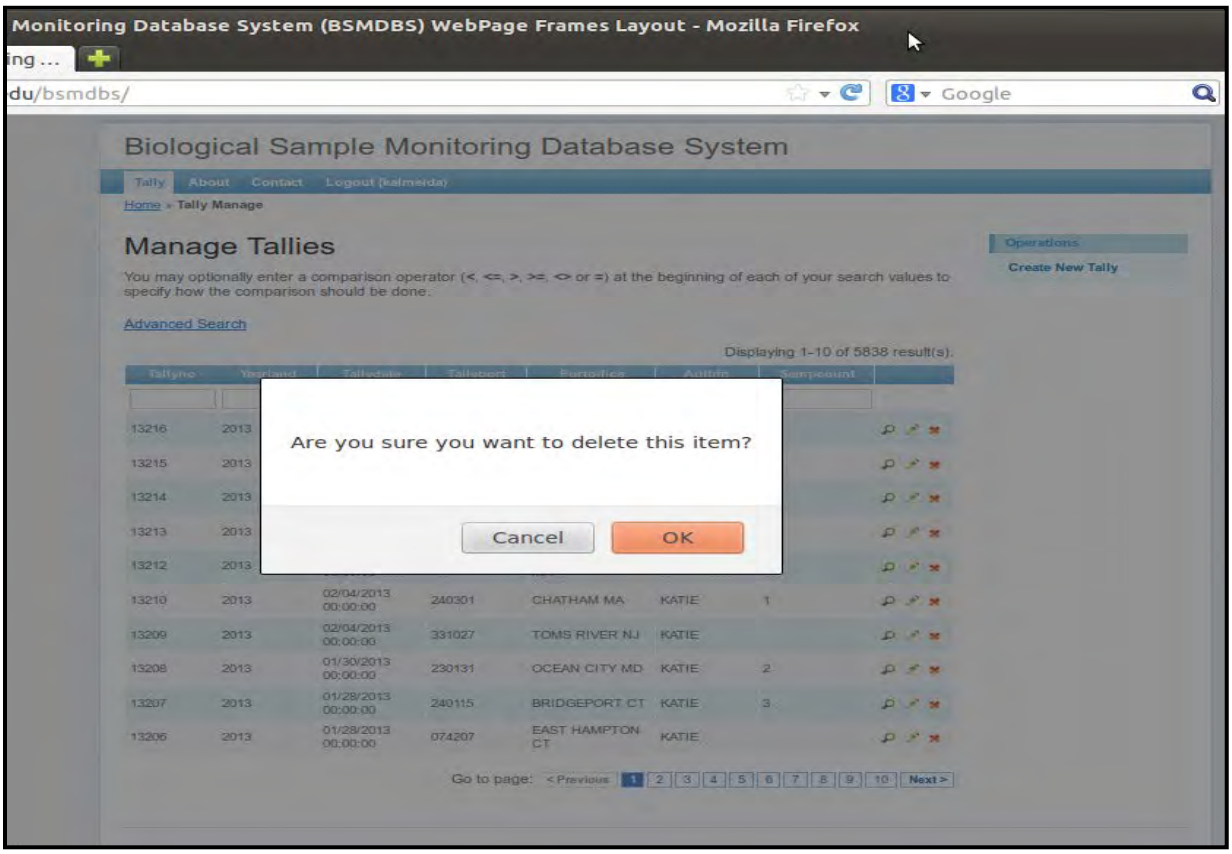
Make the changes and then click on “Submit” to save the changes. You will be returned to the “View Tally” screen to see the revised Tally.

Update Tally Screen



To delete a Tally, click on the red X next to the Tallyno row, . A popup box will appear to allow you to cancel or OK the tally delete. Remember that if you delete a Tallyno, all of the samples associated with that Tally will be deleted as well.

Delete Tally Screen

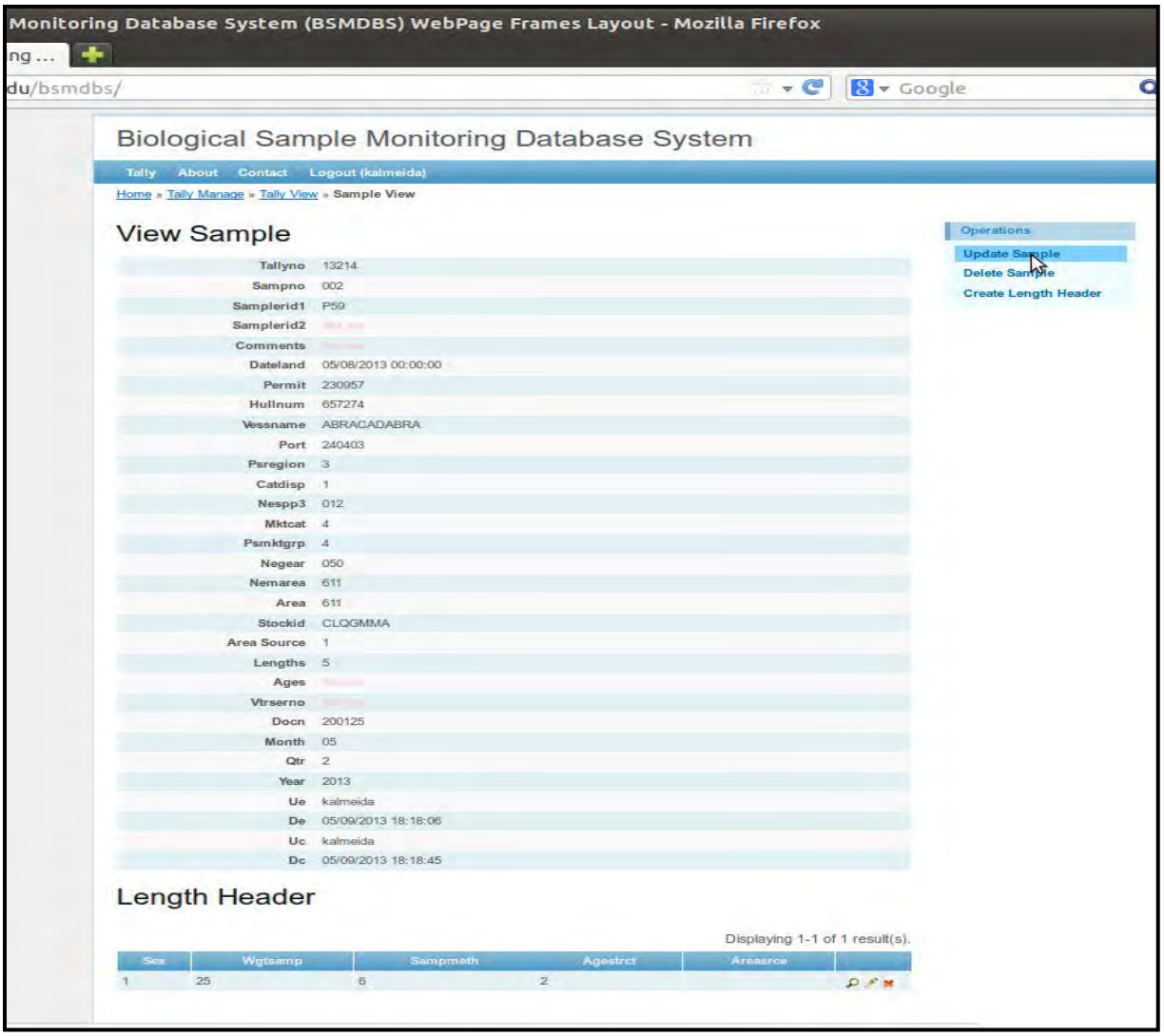


5.0. View, Edit, or Delete: Sample, Length Header, and Length Detail Records

5.1. View and Edit a Sample

Drill down from the Tally View to the "View Sample" Screen. From the "View Sample" screen, click on "Update Sample". The "Update Sample" screen will open.

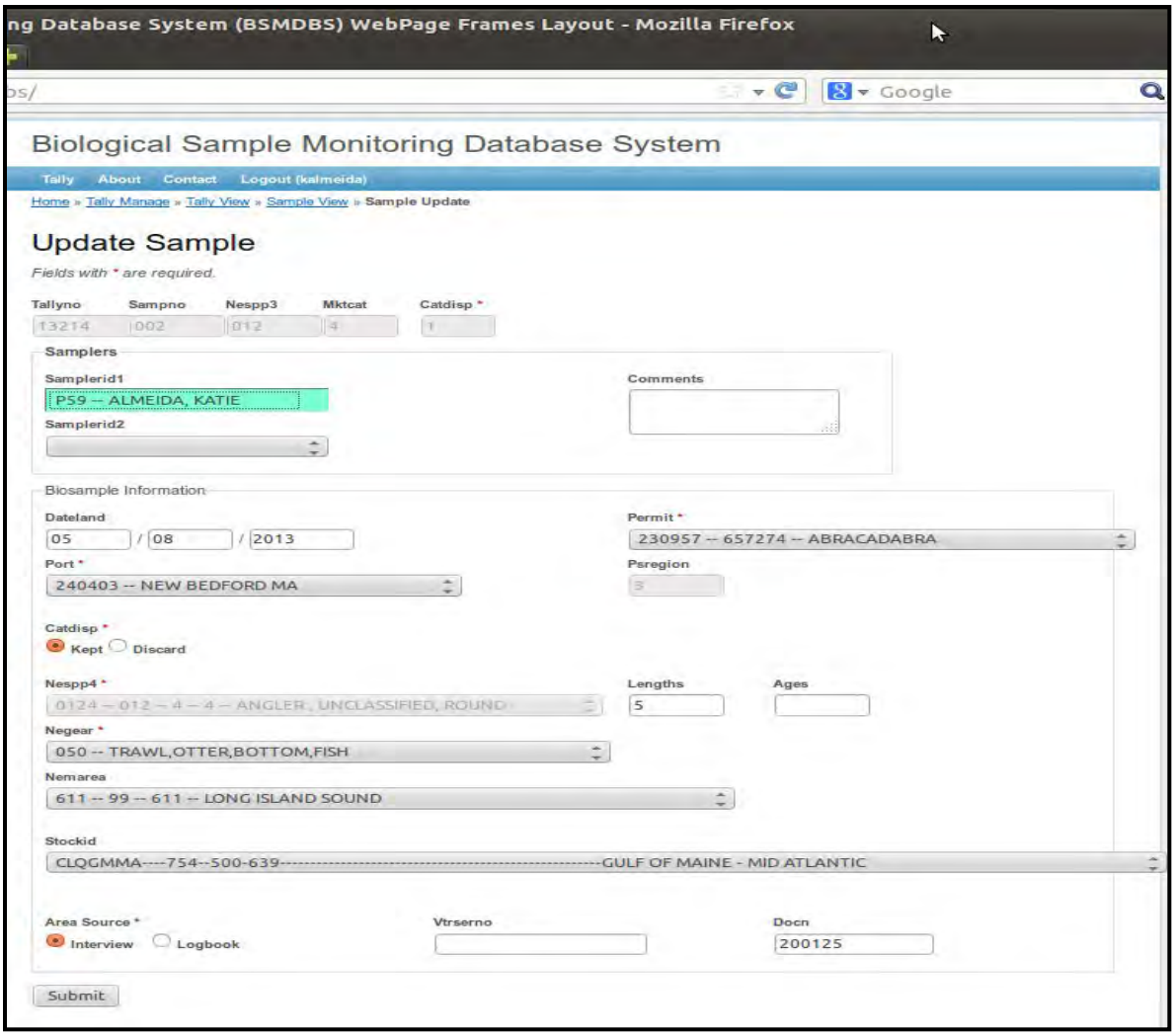
View Sample Screen



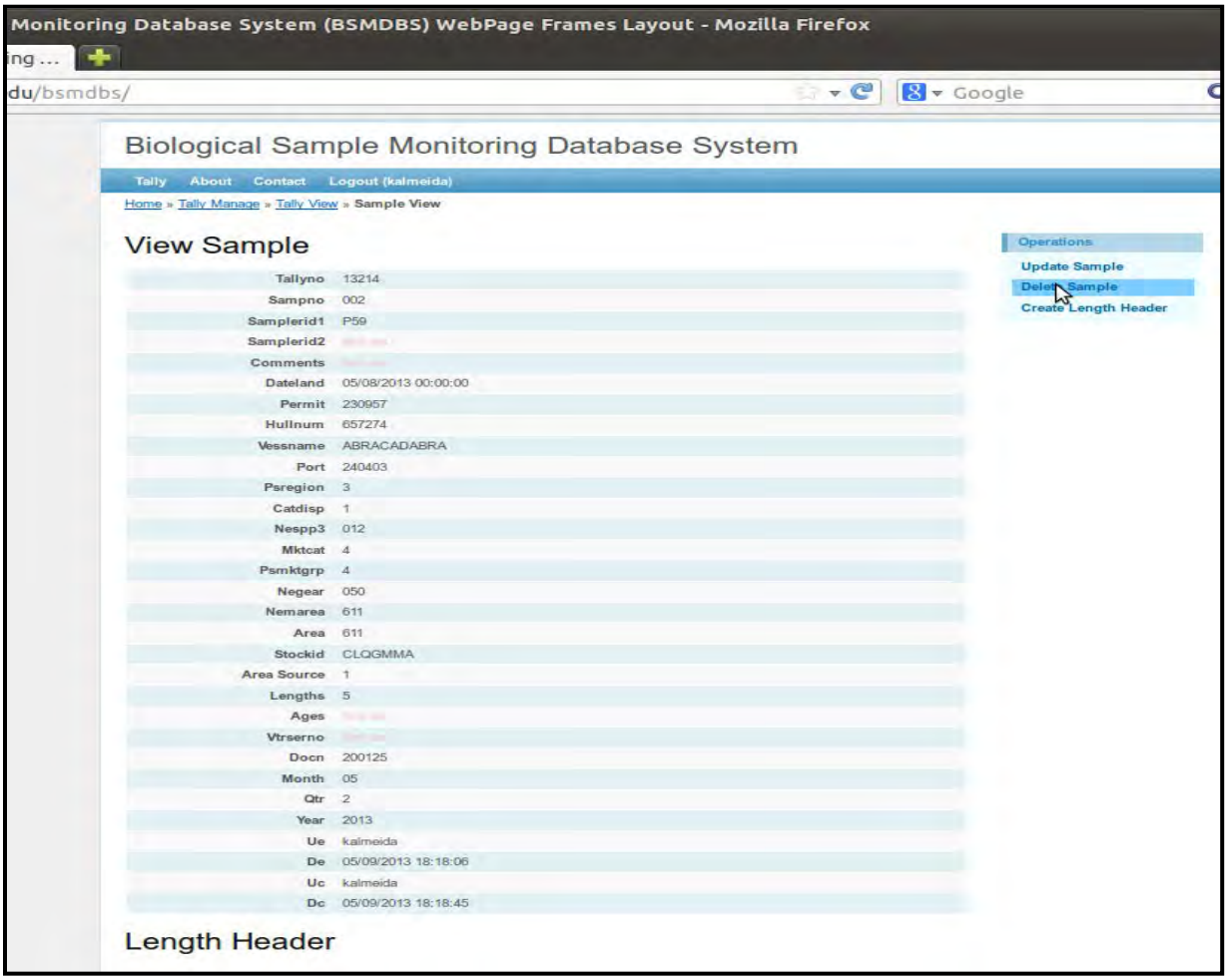
Update Sample Screen

Make the necessary changes, then click on “Submit” to save and return to the “View Sample” screen. Note that some columns are grayed out and cannot be edited from this screen.

Update Sample Screen

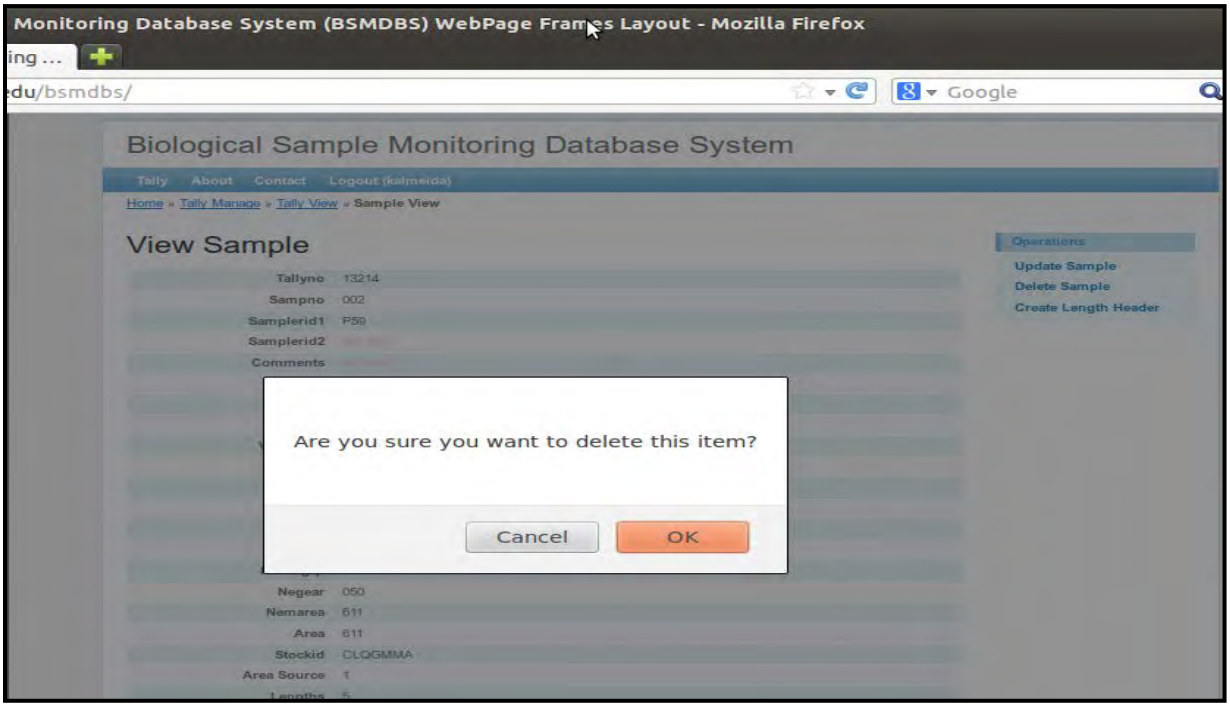


Delete a Sample Option



A popup box will appear to allow you to cancel or OK the sample delete.

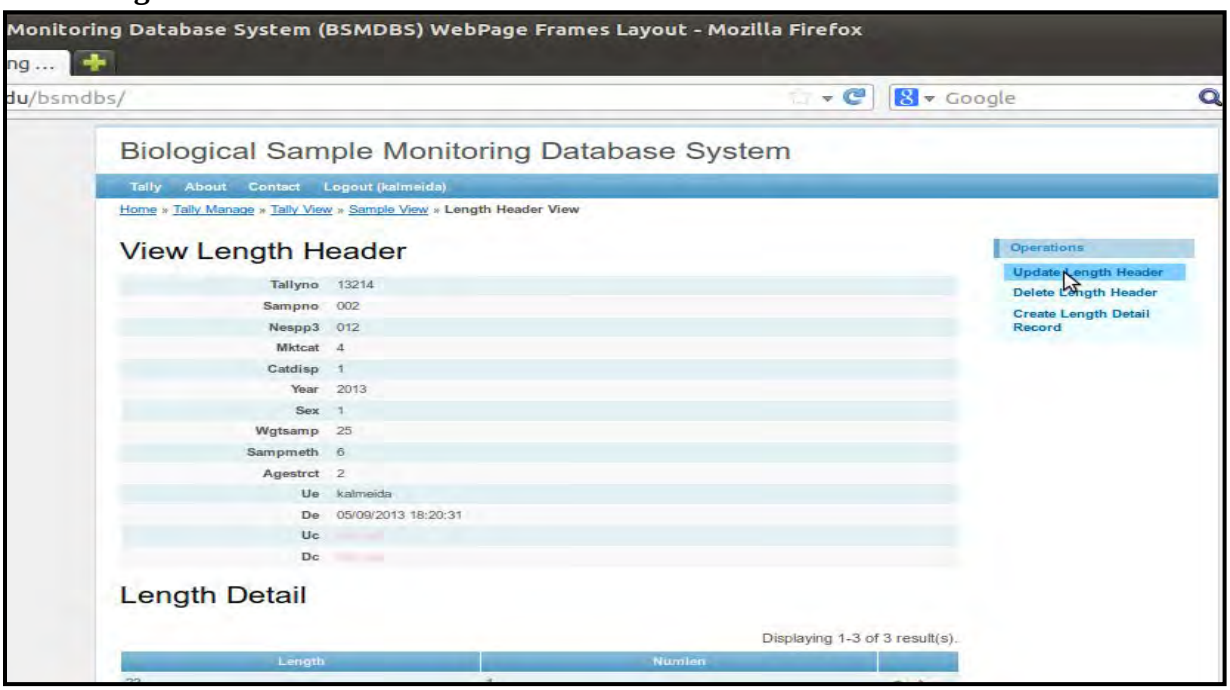
Delete a Sample Feedback



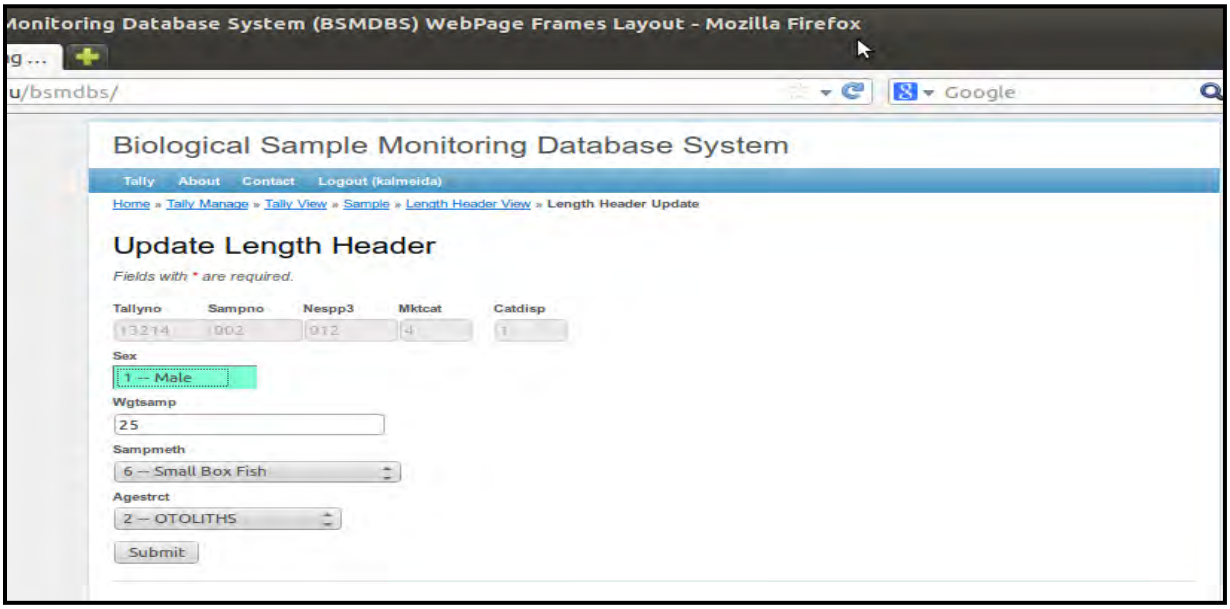
5.2. View, Edit or Delete a Length Header Record

Drill down from the “Tally View” screen to the “View Length Header” you want to edit. See Section 4.3 for instructions on how to view a Tally. Click on “Update Length Header” to open the “Update Length Header” screen. Make the changes, click on “Submit” to return to the “View Length Header” screen.

View Length Header screen



Update Length Header screen

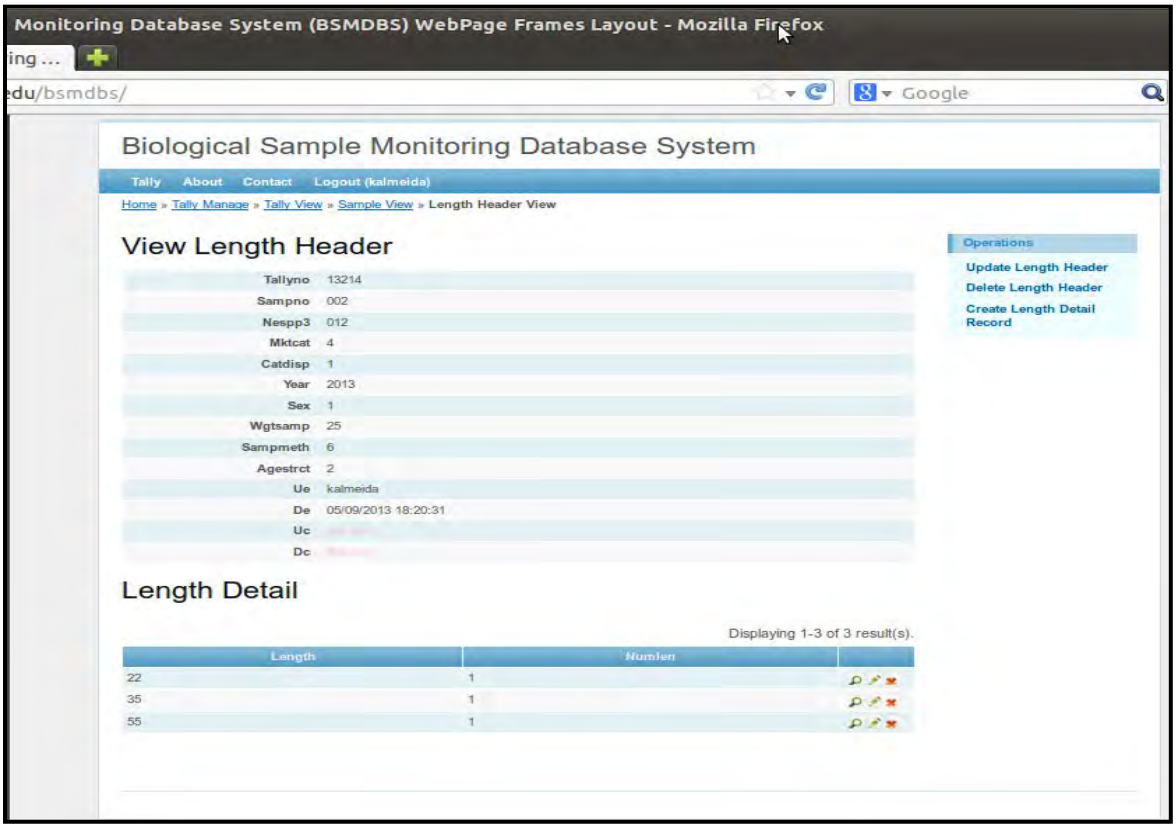


5.3. View, Edit or Delete a Length Detail Record

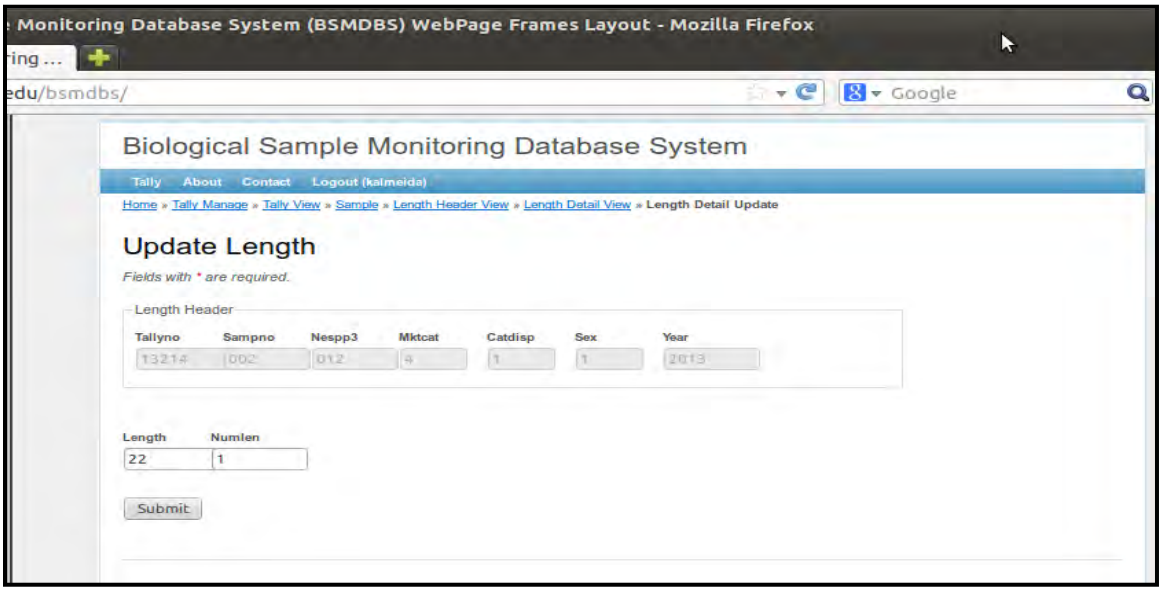
From the “View Length Header” ,go to the bottom of the screen to the “Length Detail” view list. Click on the “Pencil” icon next to the length record to be edited. The “Update Length” screen

will open. Make the changes, click on Submit to return to the “View Length Detail” screen to see the changes.

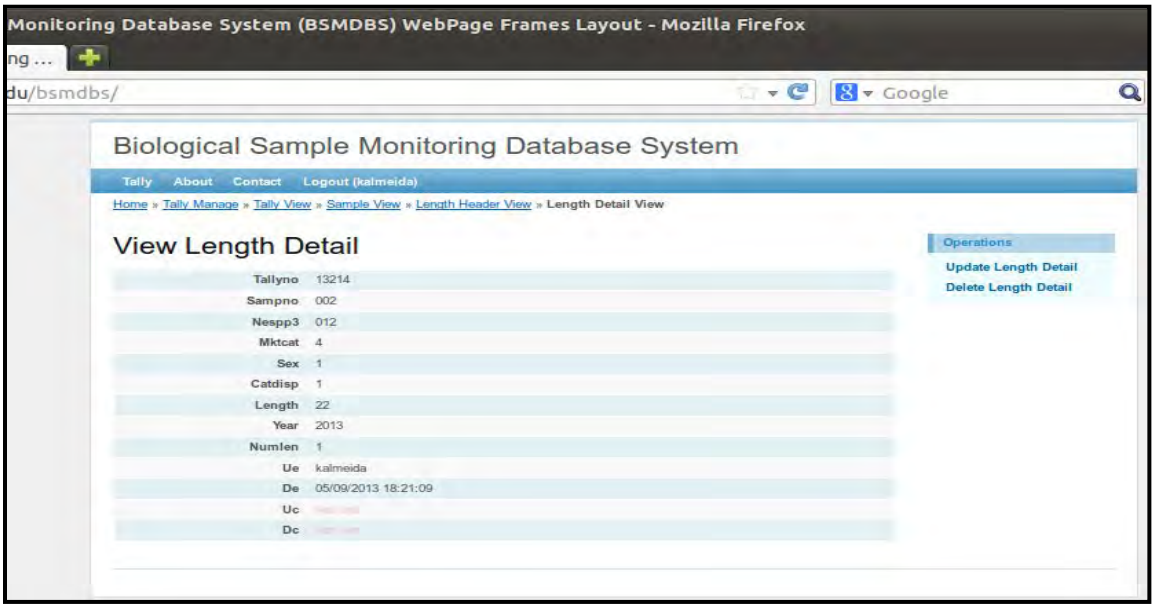
Length Detail View



Update Length Screen

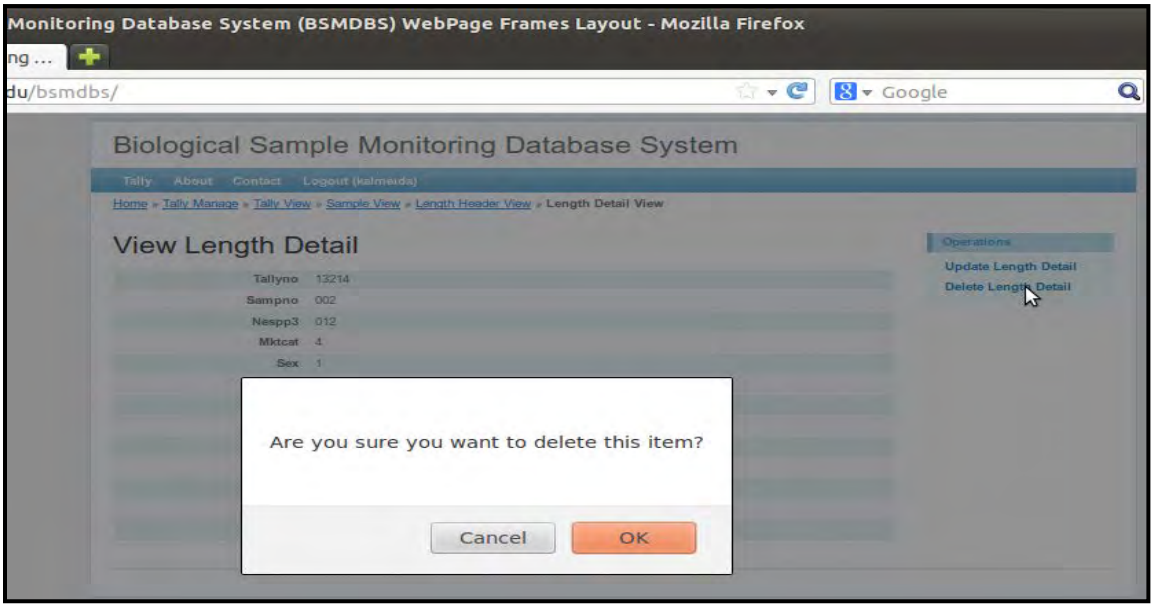


View Length Detail Screen



Delete Length Record

To delete a length record, click on the red X next to the length record. A popup box will appear to allow you to cancel or OK the length delete.



6.0 Contacts

NAME	ROLE	TELEPHONE	EMAIL
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