

UNOLS Ship Time Request and Scheduling System (STRS)

Creating and Editing Ship Schedules

Overview

This system combines ship time requests, scheduling and other related functions into one database driven system. Among the main benefits to ship schedulers are:

- The ability to create a cruise directly from a ship request, the request is linked and the appropriate information such as start date, ports, and location are entered.
- The ability to duplicate cruises and schedules to create similar cruises or various scheduling scenarios to compare.
- The ability to create as many draft schedules and Letters of Intent as you need to sort through and present the various options along with the ability to publish any of these variations.

Getting Started

To get started go to:

<http://www.unols.org/strs> and

create a new member account.

Then follow the instructions for completing your member account information and save the information. After you've established a member account, email the UNOLS Office at office@unols.org so we can provide with the proper scheduling permissions.

The screenshot shows the UNOLS STRS Home page in a web browser. The browser's address bar displays the URL http://unolsweb.cms.udel.edu/strs/Public/diu_login.aspx. The page header includes the UNOLS logo, the text "University-National Oceanographic Laboratory System", and navigation links for "SEARCH PUBLIC RECORDS", "Comments/Suggestions", "FAQs", and "LOG IN". The main content area is titled "Welcome to the UNOLS Ship Time Request & Scheduling System" and is divided into two columns. The left column, "Log In for Member Activities", contains a login form with fields for "User Name:" and "Password:", a checkbox for "Store my credentials so I don't have to login next time (unless I logout)", a "Log In" button, and a link for "Forgot Your User Name Or Password?". Below the login form is a "New Member?" section with a "Create New Member Account" button. The right column, "Public Information", lists various resources: "Login Not Required for these activities" (including Research Vessel & Facility Schedules, Research Vessel & Facility Specifications, Technical Services Information for Research Cruises, Research Project Information, Utilization Information, Miscellaneous Info & Links, and UNOLS Web Site Home Page) and "Login or create account for these activities" (including Facility Requests (ship time requests), Research Vessel & Facility Scheduling, Technical Service Definitions, Facility Specifications, Reports, and System Administration). The footer of the page includes "Comments/Suggestions" and "© 2006 University-National Oceanographic Laboratory System".

After you have completed this step you will be taken to a home page. There are several types of home pages/tabs depending on your role (Scheduler, Scientist, etc.) and permissions. You can use the "Customize Homepage" button at the top right of your screen once you are logged in to edit and add certain features and functions to you different homepages/tabs. Please note that UNOLS is now required to keep the schedule "secure" from the public. As a scheduler with scheduling permissions in the STRS website you will be able to view all schedule details, but when you publish the secure version of your schedule, the general public will not be able to see all schedule details.

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apsched's User Information Home Page

How do I use the User Home Pages?

User Information **Principal Investigator** **Scheduling** **Customize Homepages**

There are many differences between this system and the one you are used to.
If you are having trouble, please check the [Frequently Asked Questions](#).
If you still can't find your answer, click on [Suggestions/Request Help](#) and let us know what your question or problem is.
Someone will help you as soon as possible.

System Announcements

test
This is a demonstration announcement
You can use HTML and go to [google](#)
There is also a scroll functionality as demonstrated by this:
...
...
...
...
...

Member Account Information - Edit (edit contact info and password)

apsched	User Name: apsched Job Title: Job Title Not Defined	Date Last Modified: 10/1/2007 Department:
Institution: Harvard University (Harvard) 1350 Massachusetts Ave. Cambridge, MA 02138 USA	Second Institution: Second Institution Not Defined	Address: 1350 Massachusetts Ave. Cambridge, MA 02138 USA
Phone: (831) 427-1741 Phone (alt): Not Defined Fax: Not Defined	Email: curlypinhead@yahoo.com Alternate Email: Not Defined	Web Page: Not Defined Web Page 2: Not Defined

Comments and Info:

This space can be used to summarize the type of work you do or give references to information that would be useful for schedulers, program managers or Pls.

Have you read the R/V Safety Training Manual chapter one? **No**

Scheduler's Home

The scheduler's home page allows you to access your schedules or any other schedules or LOI's and it lets you filter, sort, list and access all submitted ship time requests. In both cases there are Filters that you can show or hide by clicking on the "+" or "-" sign next to the words "*Filter Schedules (Requests) by:*" If you have set a filter, there will be a message in red letting you know what your filter settings are.

The screenshot shows the 'Schedules' section with a 'New Schedule' link and a 'Page Size' dropdown set to '(Unlimited)'. Below this, a red message states 'Filter Schedules By: There is a filter set for this section' with 'Ships: All Ships'. The 'Ship Requests' section has a 'Schedule Selected Requests' link and a 'Page Size' dropdown set to '20'. A red message states 'Filter Ship Requests By: There is a filter set for this section' with the following settings: 'Request Year(s): 2008', 'Funding Status(es): Funded', and 'Area(s): NP09'.

Remember that Draft Schedules, Letters of Intent, Secure Schedules and Final Schedules are all just schedules in different stages. In most cases you will start with a Draft Schedule and then as needed, change its status to Letter of Intent to show it to other schedulers and program managers. When ready, you will change it to Secure to distribute it and post it in STRS. As of 2013, UNOLS is required to "secure" the schedules and only make the current and future location of ships available to qualified individuals.

Scheduling Requests

To start a new schedule from scratch, we recommend you start by using the filter for Ship Requests to locate a set of requests that you would use to start your Draft, Letter of Intent, Schedule.

The screenshot shows the 'Ship Requests' filter page. A red arrow points from the 'Schedule Selected Requests' link in the top left to the 'Filter' button at the bottom. The filter settings are: 'Request Year(s): 2008', 'Funding Status(es): Funded', and 'Area(s): NP09'. Below these are dropdown menus for 'Member Name', 'Request Year(s)', 'Area(s)', and 'Ship(s)'. The 'Ship(s)' dropdown is open, showing a list of ship names: Alpha Helix, Atlantic Explorer, Atlantis, Blue Heron, Cape Hatteras, and Cape Henlopen. A 'Filter' button is at the bottom left, and a 'Clear' button is at the bottom right. Below the filters is a table of requests.

	View Request	Year	Start Date	Ship	PI Name	PI Institution	Project Short Title	Funding Agency	Type	Science Days
<input checked="" type="checkbox"/>	1000224	2008	Sep 20, 2008	Robert Gordon Sproul	Kaufmann, R	USD	Class Cruise	OTHER	Primary	1
<input checked="" type="checkbox"/>	1000319	2008	Jan 01, 2008	Roger Revelle	Ohman, M	SIO	LTER: Nonlinear	NSF/OCE/BIO	Primary	20
<input checked="" type="checkbox"/>	1000363	2008	Jan 01, 2007	Wecoma	Sanford, T	UW_APL	Observing Integra	NSF/OCE/OTIC	Primary	5

Check the boxes for those you want to include and then click on "*Schedule Selected Requests*".

You will be taken to a selection page that will allow you to decide how to schedule the requests. You can add them to one or more cruises in a new schedule (choose this when getting started) or you can add the requests to new cruises in an existing schedule or to an existing cruise in an existing schedule by choosing the second or third option. So, choose

the first option if you are creating a new schedule.

PI Name	Start Date	Short Project Title
Ronald Kaufmann	Sep 20, 2008	Class Cruise
Mark D. Ohman	Jan 01, 2008	LTER: Nonlinear
Thomas B. Sanford	Jan 01, 2007	Observing Integra

☒ Add request(s) to a new cruise in a new schedule

☐ Add request(s) to a new cruise in an existing schedule: Select A Schedule

☐ Add request(s) to an existing cruise in an existing schedule: Select A Schedule

Schedule Cruises **Cancel Scheduling**

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If multiple requests have been selected, you can choose to schedule them in separate cruises or all in the same cruise. In most cases you will schedule these in separate cruises. You can always decide later to combine more than one request into a single cruise. A project is a research topic that a scientist wants to investigate on their cruise. A project may have multiple ship time requests. If there are some projects that you know you will want to be part of a single cruise, it is better to select and schedule those projects as a separate group.

PI Name	Start Date	Short Project Title
Ronald Kaufmann	Sep 20, 2008	Class Cruise
Mark D. Ohman	Jan 01, 2008	LTER: Nonlinear
Thomas B. Sanford	Jan 01, 2007	Observing Integra

You have more than one request selected to schedule as a cruise.
You can either schedule each request as its own cruise, or you can schedule all of the selected requests as a single cruise.

Schedule each request as its own cruise **Schedule all requests as a single cruise**

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Whenever you create a new schedule or when you want to change status, add notes, etc. you will be taken to a Create (or edit) Schedule headers page. Here you will set the year, ship, status (draft, letter of intent, or secure), add public and private notes and you can give it a name. To publish a new or updated schedule and distribute it, you can select the "Publish a New Version" button. You can share the schedule with additional people by adding their email to the distribution list that appears when you are about to publish, but

these schedules include sensitive information so please be careful with whom you share it. The schedule name is primarily for your purposes or for other schedulers when you are trying to differentiate between different versions of your drafts or letters of intent. When you publish a schedule you should keep the name something simple like "revision number X", or you can eliminate the name.

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Create New Schedule

Your Schedule Will Have The Following Requests Associated With It

PI Name	Start Date	Short Project Title
Ronald Kaufmann	Sep 20, 2008	Class Cruise
Mark D. Ohman	Jan 01, 2008	LTER: Nonlinear
Thomas B. Sanford	Jan 01, 2007	Observing Integra

Schedule Status: Draft

SHIP: Select Ship *

SCHEDULE YEAR: Year *

Schedule Name: This is an optional name to associate with this schedule for your own organizational purposes.

Public Notes: Remaining Characters: 8000

Private Notes: Remaining Characters: 8000

Save Schedule Headers And Add Cruises **Disregard Changes**

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After you click “Save Schedule Headers And Add Cruises”, you will have created your new schedule and will be taken to the edit schedule page. From here you can view the schedule in several ways and you can edit cruises.

Edit Schedule

2008 - Alpha Helix [View Schedule](#) [Edit Headers](#)

Draft - ID #10165 Version #1 - 2/4/2008

Scheduling Contact(s)

Notes:

Private Notes:


Associated Cruises [Create New Cruise](#)

Dep	Arr	Start Port/End Port	PI/Purpose/Project #	Days/Agency/Status	
1 Jan	5 Jan	/	Sanford, T/Observing Integra/0355043	5/NSF-OCE-OTIC/F	view edit delete
1 Jan	20 Jan	/	Ohman, M/LTER: Nonlinear/0417616	20/NSF-OCE-BIO/F	view edit delete
20 Sep	20 Sep	San Diego/San Diego	Kaufmann, R/Class Cruise/	1/OTHER/F	view edit delete
		Agency	Funded	Pending	Total
		NSF	25	0	25
		OTHER	1	0	1
		Total	26	0	26

[Delete Schedule](#)

This is the “Condensed View”.

This view is with the “View Summary” expanded (“View Details” in the condensed view). Click on the “Set Default” box for your preferred view.


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View Schedule

[View](#)
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[Schedule as: Expanded \(Text\) Condensed \(Text\) Expanded \(PDF\)](#)
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[Duplicate Schedule](#)

2014 - Melville
[Edit Schedule](#)

[View Plans](#)

Secure - ID #11956 Version #2 - 11/6/2014

Elizabeth Rios Brenner

Scheduling Contacts
erios@ucsd.edu

(858) 534-2841

Notes:
Private Notes:
Coast Guard Regulator drydocking to take place before July of 2014.
A80 Regulator drydocking to take place before 1/14/2015
Per R. Cullum Langmuir to Atlanta
O'Brien, ER avoid overlap with CalCOFI
O21 Advanced Landry cruise by one day. Added a transit to the shipyard. Changed Cochian's start port to Oakland/San Francisco.
S8 Delay Landry and Hoghies to accommodate Aringo and Nichols on Net.
Advanced Hoghies February cruise by three days.

View Summary
Set Default

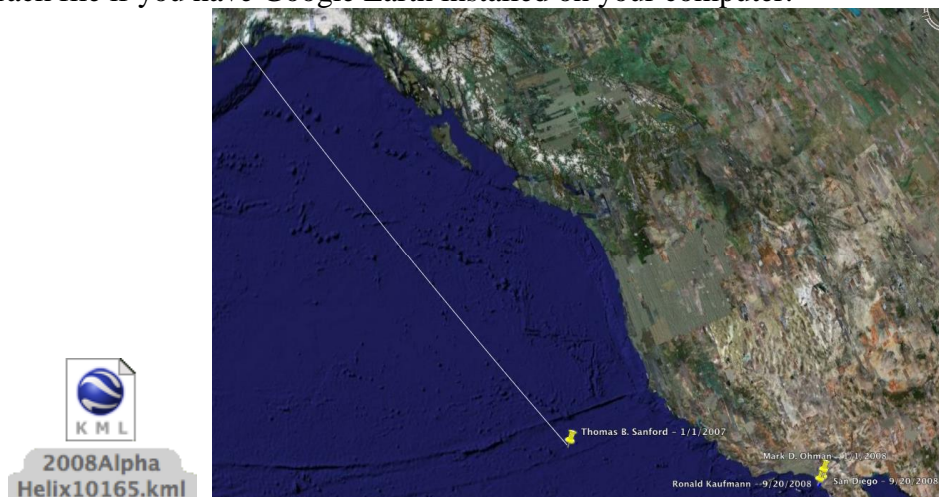
Associated Cruises

Dates	Ports	Area/Navy Op	Last Lon	Chief Scientist	At Sea/Total Days
Mod: 01 Jan 2014 Dep: 01 Jan 2014 Arr: 01 Jan 2014 Del: 01 Jan 2014	San Diego, CA, USA San Diego, CA, USA	/	DNDE DNDE	Available	DN43

Project
Pilot Station
Project #
Days/Agency/Status

Private Notes: 6 February EWSA events at MARFAC.

You can also generate a rough cruise track map by clicking on the "Export Schedule as Google Earth Map (KML)" button. If the ship time requests and your schedule has properly entered lat/lon for work areas and ports entered, then there will be up to four points on each cruise track line. This link will create a "kml" file, which will open up as a cruise track file if you have Google Earth installed on your computer:



These cruise maps are generated automatically, but will only be as good as the lat/lon info entered for each cruise. All ports have lat/lons associated with them in the database, some of which will have to be corrected as we find errors. At the moment, there is no easy way to avoid track lines that go across land or that have errors due to bad position information.

Example Email/Text version of Schedule:

UNOLS Ship Schedule - 2008 - Alpha Helix						
Draft - ID #10165			Version #1 - 2/4/2008			
PI/Institution		Project		Project #	Days/Agency/Status	
Cruise Dates	Start Port End Port	Area/ Navy Op	Lat/Lon	Chief Scientist	At Sea/ Total Days	
Sanford, T/UW_APL		Observing Integra		0355043	5/NSF-OCE-OTIC/F	
Mob: Jan 01						
Dep: Jan 01	None	NP09	39N/130W	Thomas B. Sanford	5/5	
Arr: Jan 05	None	NP09	39N/130W			
Dmo: Jan 05						
=====						
Ohman, M/SIO		LTER: Nonlinear		0417616	20/NSF-OCE-BIO/F	
Mob: Jan 01						
Dep: Jan 01	None	NP09	33N/117W	Mark D. Ohman	20/20	
Arr: Jan 20	None	NP09	33N/117W			
Dmo: Jan 20						
=====						
Kaufmann, R/USD		Class Cruise			1/OTHER/F	
Mob: Sep 20						
Dep: Sep 20	San Diego	NP09	33N/117W	Ronald Kaufmann	1/1	
Arr: Sep 20	San Diego	NP09	33N/117W			
Dmo: Sep 20						
=====						
Agency Totals						
Agency Funded Pending Total						

NSF	25	0	25			
OTHER	1	0	1			

Total	26	0	26			

****NOTE**** If you wish to unsubscribe from this list, please send an e-mail to the UNOLS Office at: office@unols.org

UNOLS Ship Schedule - 2008 - Alpha Helix						
Draft - ID #10165				Version #1 - 2/4/2008		
Dep/Arr		Start Port/End Port		PI/Project Nbr		Days/Agency/Status
01 Jan/05	Jan	None/None		Sanford, T/0355043		5/NSF-OCE-OTIC/F
01 Jan/20	Jan	None/None		Ohman, M/0417616		20/NSF-OCE-BIO/F
20 Sep/20	Sep	San Diego/San Diego		Kaufmann, R/		1/OTHER/F
		Agency Funded	Pending	Total		
		NSF	25	0		25
		OTHER	1	0		1
		Total	26	0		26

For Detailed Schedule Information Online go to:
http://unolsweb.cms.udel.edu/STRS/Public/diu_schedule_view.aspx?ship_id=10000&year=2008

STRS Scheduling Updates (2017)

Recent years have seen a lot of scrutiny over the US Academic Research Fleet's (ARF) utilization and misinterpretation of the available data. In an effort to better capture the

daily activities of the ARF, STRS has undergone some updates. These updates will help to show the vessels' activities for each calendar day, 365 days per year.

For the 2017 schedules and all schedules moving forward, each schedule will now have 2 new tallies at the bottom of the schedule. The first is the "Day Type Tally" which will summarize the total of each different Day Type. The second is a tally of the load and unload days broken down by charge and non-charge days. Day Type Tally Total + Load/Unload Total should equal 365days (or 366 in a leap year). See a screen shot of the new tallies below:

Agency	Funded	Pending	Total
ACOE	40	0	40
INST	2	0	2
NAVY	1	0	1
NSF	154	0	154
Total	197	0	197

Day Type	Total
Available for Service	35
Transit Cruise	39
General Upkeep and Outfitting	13
Inspection	3
Standby Days	29
Maintenance	60
At Sea for Science	144
Out of Service	25
Outreach	2
Total	350

Load/Unload Days	Total
ChargeLoad	4
ChargeUnload	2
NonChargeLoad	5
NonChargeUnload	4
Total	15

Example 1: Day Tally (350) + Total Load/Unload Days (15) = 365 days

New Day Types:

On the Cruise Edit page, the Activity (Day) type drop down list has been updated to include the new Day Types and its label has been changed to the more generic, Activity Type. The definitions of these day types can be found in Appendix 1. Some Day Types, e.g. maintenance, inspection, outreach, may consist either charge or not-charge days, or both. Any charged days should be noted in the Agency Funding section and will be tallied in the Agency Tally. The following Cruise Types will no longer be used:

- NSF Inspection
- Navy INSURV
- Shipyard
- Non-Op

The new Day Types are listed in the Activity Type field in the Cruise Information section of the scheduling tool. See the example below:

Cruise Information			
? What are the Activity/Day Types and their definitions?			
Chief Scientist: Jennifer A. MacKinnon, SIO		<input type="button" value="Select"/>	
Activity Type:		<div>At Sea for Science</div>	
Operator Cruise ID:		<div>At Sea for Science</div>	
Dates To			
Activity Days: 24		Transit Cruise	
Transit Days: 0		Overhaul or Repair	
		General Upkeep and Outfitting	
		Available for Service	
		Standby Days	
		Inspection	
		Outreach	
		Out of Service	
Load Charge Days: 1		Start Date: 01/07/2019	
Unload Charge Days: 1		End Date: 01/30/2019	
Load Non-charge Days: 0		Load Date: 01/06/2019	
Unload Non-charge Days: 0		Unload Date: 01/31/2019	
Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days			
<input type="button" value="Recalculate Dates"/>			

Example 2: New Day Types dropdown

Special Cases:

In order to make sure all of the days in the year are accounted for correctly, it is important to understand the special cases below.

- 1) Re-used days:** If a day is used for both an unload of one cruise and a load of the next cruise, the dates and number of days must be entered manually in the Cruise Information section. Do not use the “Recalculate Dates” button. See the example below where September 17th is used for both an unload of one cruise and a load of the next.

Dates	Ports	Area/Navy Op	Lat/Lon	Chief Scientist	Activity/Total Days
Load: 15 Sep 2017		W. L. Superior/			
Dep: 16 Sep 2017	Duluth, MN, USA	GL04	47N/92W	Richard D. Ricketts	1/3
Arr: 16 Sep 2017	Duluth, MN, USA	GL04	47N/92W		
Unload: 17 Sep 2017					

Clearances: NONE(T)

Project	PI/Institution	Project #	Days/Agency/Status
Schreiner - NSF Grad	Richard D. Ricketts/UMN LLO	Not Specified	1/NSF-EHR/F

Notes: Schreiner NSF Grad Education award Half-day cruise

Dates	Ports	Area/Navy Op	Lat/Lon	Chief Scientist	Activity/Total Days
Load: 17 Sep 2017		W. L. Superior/			
Dep: 18 Sep 2017	Duluth, MN, USA	GL04	47N/92W	Richard D. Ricketts	1/2
Arr: 19 Sep 2017	Duluth, MN, USA	GL04	47N/92W		
Unload: 20 Sep 2017					

Clearances: NONE(T)

Project	PI/Institution	Project #	Days/Agency/Status
University Support	Richard D. Ricketts/UMN LLO	Not Specified	1/INST-UMND-LLO/F

Notes: Savage - Ecology Half-day cruise

And here are the Edit Cruise/Cruise Information sections that accompany these cruises:

Cruise Information	Cruise Information
<p>What are the Activity/Day Types and their definitions?</p> <p>Chief Scientist: Richard D. Ricketts, UMN_LLO Select</p> <p>Activity Type: At Sea for Science</p> <p>Operator Cruise ID: BH17-11</p>	<p>What are the Activity/Day Types and their definitions?</p> <p>Chief Scientist: Richard D. Ricketts, UMN_LLO Select</p> <p>Activity Type: At Sea for Science</p> <p>Operator Cruise ID: BH17-12</p>
<p>Dates To Be Determined: <input type="checkbox"/></p> <p>Activity Days: 1 Adjustment Days Start Date: 09/16/2017</p> <p>Transit Days: 0 0 End Date: 09/16/2017</p> <p>Load Charge Days: 0 Load Date: 09/15/2017</p> <p>Unload Charge Days: 0 Unload Date: 09/17/2017</p> <p>Load Non-charge Days: 1</p> <p>Unload Non-charge Days: 1</p> <p>Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days Recalculate Dates</p>	<p>Dates To Be Determined: <input type="checkbox"/></p> <p>Activity Days: 1 Adjustment Days Start Date: 09/18/2017</p> <p>Transit Days: 0 0 End Date: 09/19/2017</p> <p>Load Charge Days: 0 Load Date: 09/17/2017</p> <p>Unload Charge Days: 0 Unload Date: 09/20/2017</p> <p>Load Non-charge Days: 0</p> <p>Unload Non-charge Days: 1</p> <p>Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days Recalculate Dates</p>
<p>1st Cruise– Sept 17 is a non-charge unload day for this cruise. The day is accounted for as a Load Non-Charge Unload day = 1.</p>	<p>2nd Cruise – Sept 17 is also a non-charge load day for this cruise. Since it was accounted for in the previous cruise the Load Non-Charge = 0 for this cruise.</p>


2) TBD Days. TBD days can be accounted for 2 ways

- Add TBD days to the bottom of the schedule. If TBD days are at the bottom of the schedule, all days EXCEPT the funding days must equal zero. Otherwise, these days will be added to the Day Tally and force the total to be over 365 days. See the screenshot below where the scheduler knows that there are 4 funded days but the dates are TBD:

<p>Dates To Be Determined: <input checked="" type="checkbox"/></p> <p>Activity Days: 0 Adjustment Days Start Date: MM/DD/YYYY</p> <p>Transit Days: 0 0 End Date: MM/DD/YYYY</p> <p>Load Charge Days: 0 Load Date: MM/DD/YYYY</p> <p>Unload Charge Days: 0 Unload Date: MM/DD/YYYY</p> <p>Load Non-charge Days: 0</p> <p>Unload Non-charge Days: 0</p> <p>Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days Recalculate Dates</p>		<p>Science Days:</p> <p>Transit Estimate:</p> <p>Mob Days:</p> <p>Demob Days:</p> <p>Repeating Cruise:</p> <p>Number of Repeating Cruises:</p> <p>Repeating Cruise Comments:</p> <p>Justification/Comments:</p> <p>Optimum Start Date:</p> <p>Earliest Start Date:</p> <p>Latest Start Date:</p> <p>Dates To Avoid:</p> <p>Repeating Interval:</p>
<p>PI</p> <p>Richard D. Ricketts, UMN_LLO Select Member</p> <p>Use Chief Scientist</p> <p>Richard D. Ricketts, UMN_LLO Select Member</p> <p>Use Chief Scientist</p>	<p>Project/Purpose</p> <p>MN DNR</p> <p>University Support</p> <p>Select and then Add an Agency</p> <p>Select a Funding Agency Add</p>	<p>Agency</p> <p>STATE</p> <p>INST/UMND/LLO</p> <p>Funding Status</p> <p>Pending</p> <p>Funded</p> <p>Op Days</p> <p>2</p> <p>2</p> <p>X</p> <p>X</p>

- b. The TBD days could also be taken out of the schedule but put into the Notes section at the top. Note that in this case, the funded agency days will not be accounted for.

- 3) **Cruises that start before a calendar year or end after the calendar year.** If a cruise starts prior to a calendar year or ends after a calendar year, the # of Activity and Transit days must be manually manipulated to reflect only the days that happen within that calendar year. Please note that the *dates* must reflect the actual cruise dates. In order to do this, all the information in the “Cruise Information” section must be added manually and the “Recalculate Dates” button CANNOT be used. See the example below:

Cruise Information			
 What are the Activity/Day Types and their definitions?			
Chief Scientist: Anthony A. Koppers, OSU_COAS		<input type="button" value="Select"/>	
Activity Type: At Sea for Science		<input type="button" value="Select"/>	
Operator Cruise ID: AT39-04			
Dates To Be Determined: <input type="checkbox"/>			
Activity Days: 0	Adjustment Days	Start Date: 12/16/2017	
Transit Days: 16	<input type="button" value="0"/>	End Date: 02/03/2018	
Load Charge Days: 2		Load Date: 12/14/2017	
Unload Charge Days: 0		Unload Date: 02/04/2018	
Load Non-charge Days: 0			
Unload Non-charge Days: 0			
Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days <input type="button" value="Recalculate Dates"/>			

The cruise ends after the end of the year which is reflected by the Cruise End Date (02/02/2018). The number of Load/Activity/Transit Days includes only the days within this calendar year.

- 4) **How to classify the days between the load of a cruise and the cruise departure:** Some schedules load for a cruise and then have a couple lay days prior to the cruise departure. For example, a cruise may have the following schedule:

Friday: Load for Cruise A

Sat, Sun: Off

Mon: Cruise A Departs

In this case, the Sat and Sun should be classified as Non-Charge Load days. The cruise notes should indicate that there are actually 2 lay days in this cruise.

- 5) **Your schedule has a Deadhead Transit that includes some science days:** In order to classify the Day Types correctly, we should break this up into 2 cruises. For both cruises, the Dates and # of Activity Days will need to be entered manually (do NOT use the Recalculate Dates button). See the example below.

Cruise Information	Cruise Information
<p>What are the Activity/Day Types and their definitions?</p> <p>Chief Scientist: Kerry Strom, WHOI Select</p> <p>Activity Type: <input type="text" value="Transit Cruise"/></p> <p>Operator Cruise ID: AT37-10</p>	<p>What are the Activity/Day Types and their definitions?</p> <p>Chief Scientist: Alice Doyle, URI_GSO Select</p> <p>Activity Type: <input type="text" value="At Sea for Science"/></p> <p>Operator Cruise ID: </p>
<p>Dates To Be Determined: <input type="checkbox"/></p> <p>Activity Days: <input type="text" value="0"/> Adjustment Days Start Date: <input type="text" value="03/11/2017"/></p> <p>Transit Days: <input type="text" value="10"/> <input type="text" value="0"/> End Date: <input type="text" value="03/22/2017"/></p>	<p>Dates To Be Determined: <input type="checkbox"/></p> <p>Activity Days: <input type="text" value="2"/> Adjustment Days Start Date: <input type="text" value="03/14/2017"/></p> <p>Transit Days: <input type="text" value="0"/> <input type="text" value="0"/> End Date: <input type="text" value="03/15/2017"/></p>
<p>Load Charge Days: <input type="text" value="0"/> Load Date: <input type="text" value="03/11/2017"/></p> <p>Unload Charge Days: <input type="text" value="0"/> Unload Date: <input type="text" value="03/22/2017"/></p> <p>Load Non-charge Days: <input type="text" value="0"/></p> <p>Unload Non-charge Days: <input type="text" value="0"/></p>	<p>Load Charge Days: <input type="text" value="0"/> Load Date: <input type="text" value="03/14/2017"/></p> <p>Unload Charge Days: <input type="text" value="0"/> Unload Date: <input type="text" value="03/15/2017"/></p> <p>Load Non-charge Days: <input type="text" value="0"/></p> <p>Unload Non-charge Days: <input type="text" value="0"/></p>
<p><small>Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days</small></p> <p>Recalculate Dates</p>	<p><small>Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days</small></p> <p>Recalculate Dates</p>

Cruise 1: Activity Type = “Transit Cruise”. The Dates (load, start, end, unload) will need to be manually entered to reflect the correct cruise dates (do not use “Recalculate Dates” button). The # of Activity Days will equal the # of Transit Days only (Total Days – Science Days).

Cruise 2: Activity Type = “At Sea for Science”. The Date will be some dates in the middle of the above transit and will need to be manually entered. The # of Activity Days will reflect only the # of science days.

In each case, the # of agency days should reflect what is actually funded.

Editing Cruise Information

In the view cruise or edit cruise pages; you see the cruise information on the left and the request information on the right. If more than one request is associated with the cruise, only one request is shown at a time, but you can choose which one to look at with the dropdown menu located under the Ship Request Information header. When you created the cruise from a request, a lot of the information from the request (the first request) was entered into the cruise record. You may or may not have to edit this information depending on what was entered by the PI on the request. Use the “Cruise Type” drop down menu to select a type such as At Sea for Science, Transits, Maintenance periods, etc.

Please Update This Cruise's Information

* = Required field

Schedule Information		
SHIP: Atlantis	Schedule Status: Draft	Schedule ID: 10754
SCHEDULE YEAR: 2018	Schedule Name: ATLANTIS - TEST schedule - APD testing	
Notes: Duplicate/manipulation of Kerry's schedule for testing		
Private Notes:		
Cruise Information	Ship Request Information	
<p>What are the Activity/Day Types and their definitions?</p> <p>Chief Scientist: Kerry Strom, WHOI <input type="button" value="Select"/></p> <p>Activity Type: <input type="text" value="At Sea for Science"/></p> <p>Operator Cruise ID: <input type="text"/></p>	<p>Compare Request: <input type="text" value="No Associated Requests"/></p> <p>Project Short Title:</p> <p>Requested Year:</p> <p>Requested Ship:</p> <p>Request Type:</p> <p>Created By:</p> <p><input type="button" value="Add A Request"/></p> <p><input type="button" value="View Request"/></p> <p><input type="button" value="Remove Request"/></p>	

You will be able to edit any of the cruise information to reflect actual dates, ports, number of days, etc. This is especially important when you are combining projects into one cruise or when you are duplicating a cruise to create similar multiple cruises. Use the buttons next to the request information to add a request, or to remove, or view a selected request.

Dates

Dates To Be Determined: <input type="checkbox"/>			
Activity Days: 25	Adjustment Days	Start Date: 12/04/2008	
Transit Days: 3	<input type="text" value="0"/>	End Date: 12/31/2008	
Load Charge Days: 2		Load Date: 12/02/2008	
Unload Charge Days: 0		Unload Date: 12/31/2008	
Load Non-charge Days: 0			
Unload Non-charge Days: 0			
Dates will be recalculated based on the start date combined with the adjustment days and the mob, science, transit and demob days <input type="button" value="Recalculate Dates"/>			
<p>Science Days: 27</p> <p>Transit Estimate: 3</p> <p>Mob Days: 0</p> <p>Demob Days: 0</p> <p>Repeating Cruise: No</p> <p>Number of Repeating Cruises: 0</p> <p>Repeating Cruise Comments:</p> <p>Justification/Comments: The period between late November to the end of December is optimal for coccolithophore blooms based on remote sensing evidence. A 2008 cruise is preferred</p> <p>Optimum Start Date: 11/25/2008</p> <p>Earliest Start Date: 11/25/2009</p> <p>Latest Start Date: 11/25/2009</p> <p>Dates To Avoid:</p> <p>Repeating Interval:</p>			

This section lets you set the dates of the cruise and helps you account for science days, transit days, load (Load) and unload (Unload) days. If you enter a start date, the number of days for science, transit to and from the work area, load and unload, and then click on recalculate dates, it will use the standard calculation to enter end date, beginning load date and last unload date. If you cross the International Date Line or you begin and end your cruise days other than at midnight, you can use the adjustment day's number to adjust the End date and Unload dates when you click “Recalculate Dates”. You can also manually change any dates, just keep in mind that whenever you click on “Recalculate Dates” it will override what you entered. The “Dates to be Determined” will cause

“TBD” to be shown on schedule views, but you will still see the dates when you edit the cruise.

Associated Cruises					Create New Cruise
Dep	Arr	Start Port/End Port	PI/Purpose/Project #	Days/Agency/Status	
1 Jan	5 Jan	/	Sanford, T/Observing Integra/0355043	5/NSF-OCE-OTIC/F	view edit delete
20 Sep	20 Sep	San Diego/San Diego	Kaufmann, R/Class Cruise/	1/OTHER/F	view edit delete
TBD	TBD	/	Ohman, M/LTER: Nonlinear/0417616	20/NSF-OCE-BIO/F	view edit delete

Operational Days

You will notice that when you schedule a cruise that includes multiple requests the number of operational days that gets entered is the total for the request. Also, when you add transit days, port days away from homeport, etc., the number of operational days will be different from what the PI requested. If you have scheduled more than one project on a single cruise, the total days may be more or less than the total on the two requests and you may want to divide them differently between projects. For all these reasons, **you have to manually enter the number of operational days** to be charged for each project on a cruise. It doesn't show in the screen shot below, but we plan to show you what the total operational days should be so you can easily check your total with the calculated total.

PI	Project/Purpose	Agency	Funding Status	Op Days
Thomas B. Sanford, UW_APL	Observing Integra	NSF/OCE/OTIC		15
Murray D. Levine, OSU_COAS	Science and Techn	NSF/OCE/OTIC	Funded	20
Select and then Add an Agency				
Select a Funding Agency				Add

You can see that in this case, we are pretending that Sanford and Levine had requested multiple repeating cruises throughout the year, so the total op days for each project is more than what it should be for the one cruise. You would change this so that one-day was charged to each, or whatever was appropriate:

PI	Project/Purpose	Agency	Funding Status	Op Days
Thomas B. Sanford, UW_APL	Observing Integra	NSF/OCE/OTIC		1
Murray D. Levine, OSU_COAS	Science and Techn	NSF/OCE/OTIC	Funded	2
Select and then Add an Agency				
Select a Funding Agency				Add

You can also add an agency manually, by selecting an agency from the drop down menu and then clicking on “Add”. This is usually done in the case of two agencies sharing a transit, or because a project was supposed to be split by multiple agencies such as the old ECOHAB cruises were. You would then assign some of the operating days to that additional agency as needed. You can choose to charge all operating days to one project and none to the others. This would be appropriate for any “ancillary” requests scheduled on a cruise. Click on the red “X” to delete a manually added agency.

PI	Project/Purpose	Agency	Funding Status	Op Days
Thomas B. Sanford, UW_APL	Observing Integra	NSF/OCE/OTIC		1
Murray D. Levine, OSU_COAS	Science and Techn	NSF/OCE/OTIC		2
Select Associated Member	<input type="text"/>	ACOE <input type="button" value="v"/>	Pending <input type="button" value="v"/>	0 <input type="button" value="X"/>
Select and then Add an Agency				
ACOE --- U. S. Army Corps of Engineers <input type="button" value="v"/>				<input type="button" value="Add"/>

Ports and Work Area Location

An extensive list of ports exists in the system. Use the select port box to find the appropriate ports.

Start Port: <input type="button" value="Select Port"/> End Port: <input type="button" value="Select Port"/>	Requested Start Port: Intermediate Port(s): None Requested End Port: Port Comments: Requested Ports: Start - Newport/Intermediate - /End - Newport																																								
<table border="0"> <thead> <tr> <th></th> <th>Lat/Long</th> <th>Marsden Grid</th> <th>Navy Op Area</th> </tr> </thead> <tbody> <tr> <td>Beginning</td> <td>NP09 <input type="button" value="v"/></td> <td>map</td> <td></td> </tr> <tr> <td>Ending</td> <td>NP09 <input type="button" value="v"/></td> <td>map</td> <td></td> </tr> <tr> <td>same as beginning</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Clear Beginning Areas</td> <td colspan="2" style="text-align: center;">Clear Ending Areas</td> </tr> <tr> <td colspan="4">Op Area Description: <input type="text"/></td> </tr> </tbody> </table>		Lat/Long	Marsden Grid	Navy Op Area	Beginning	NP09 <input type="button" value="v"/>	map		Ending	NP09 <input type="button" value="v"/>	map		same as beginning				Clear Beginning Areas		Clear Ending Areas		Op Area Description: <input type="text"/>				<table border="0"> <thead> <tr> <th></th> <th>Lat/Long</th> <th>Marsden Grid</th> <th>Navy Op Area</th> </tr> </thead> <tbody> <tr> <td>Beginning</td> <td></td> <td></td> <td>NP09 map</td> </tr> <tr> <td>Ending</td> <td></td> <td></td> <td>NP09 map</td> </tr> <tr> <td colspan="4">Op Area Description:</td> </tr> </tbody> </table>		Lat/Long	Marsden Grid	Navy Op Area	Beginning			NP09 map	Ending			NP09 map	Op Area Description:			
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Ending			NP09 map																																						
Op Area Description:																																									

The work area can be described in lat/lon, Marsden grid or Navy Op Area, as well as with a short description, (but the lat/lon is required as a minimum). First request info was entered when you scheduled the request.

Latitude and Longitude

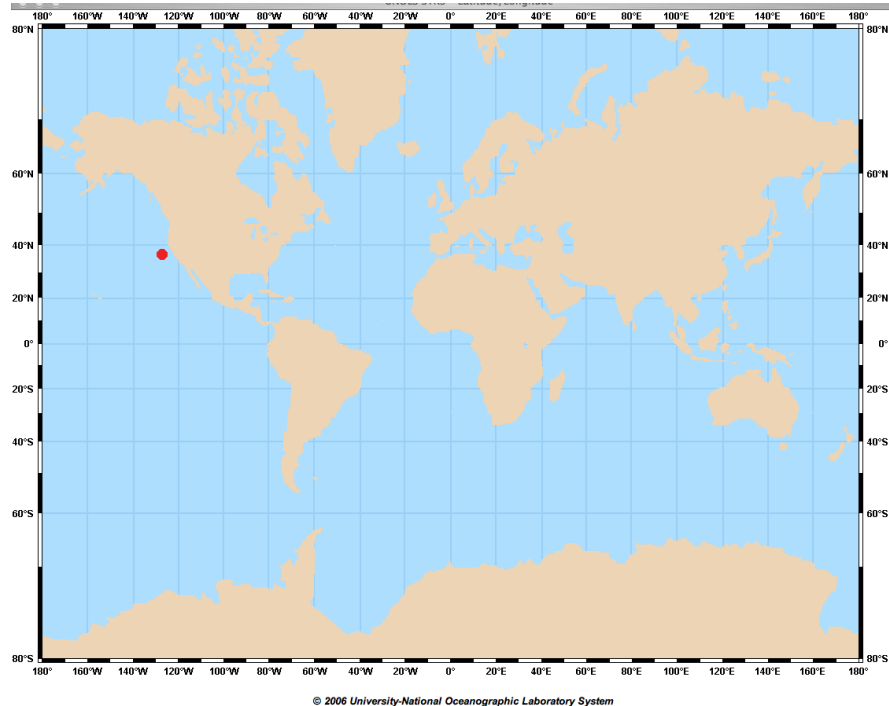
Latitude and Longitude can be entered as Degrees and Decimal Degrees or it can be entered as Degrees and Minutes by clicking the link below it. The information is always stored as degrees and decimal degrees but can be viewed or edited either way. You can also see the approximate location or select a lat/lon by clicking on the Map link:

	Lat/Long	Marsden Grid	Navy Op Area
Beginning	<input type="text"/> ° <input type="button" value="N"/> <input type="button" value="v"/> / <input type="text"/> ° <input type="button" value="W"/> <input type="button" value="v"/> map		
Ending	<input type="text"/> ° <input type="button" value="N"/> <input type="button" value="v"/> / <input type="text"/> ° <input type="button" value="W"/> <input type="button" value="v"/> map		
same as beginning			
Show Degrees Minutes		Clear Beginning Areas	
Op Area Description: <input type="text"/>			

	Lat/Long	Marsden Grid	Navy Op Area
Beginning	<input type="text"/> ° <input type="text"/> ' <input type="button" value="N"/> <input type="button" value="v"/> / <input type="text"/> ° <input type="text"/> ' <input type="button" value="W"/> <input type="button" value="v"/> map		
Ending	<input type="text"/> ° <input type="text"/> ' <input type="button" value="N"/> <input type="button" value="v"/> / <input type="text"/> ° <input type="text"/> ' <input type="button" value="W"/> <input type="button" value="v"/> map		
same as beginning			
Show Decimal Degrees		Clear Beginning Areas	
Op Area Description: <input type="text"/>			

Entering good start and end points will improve track maps and will help with future data records.

Clicking on the map when you are in the **edit** mode will enter the lat/lon of where you clicked. Obviously, you won't be too accurate on this world map.



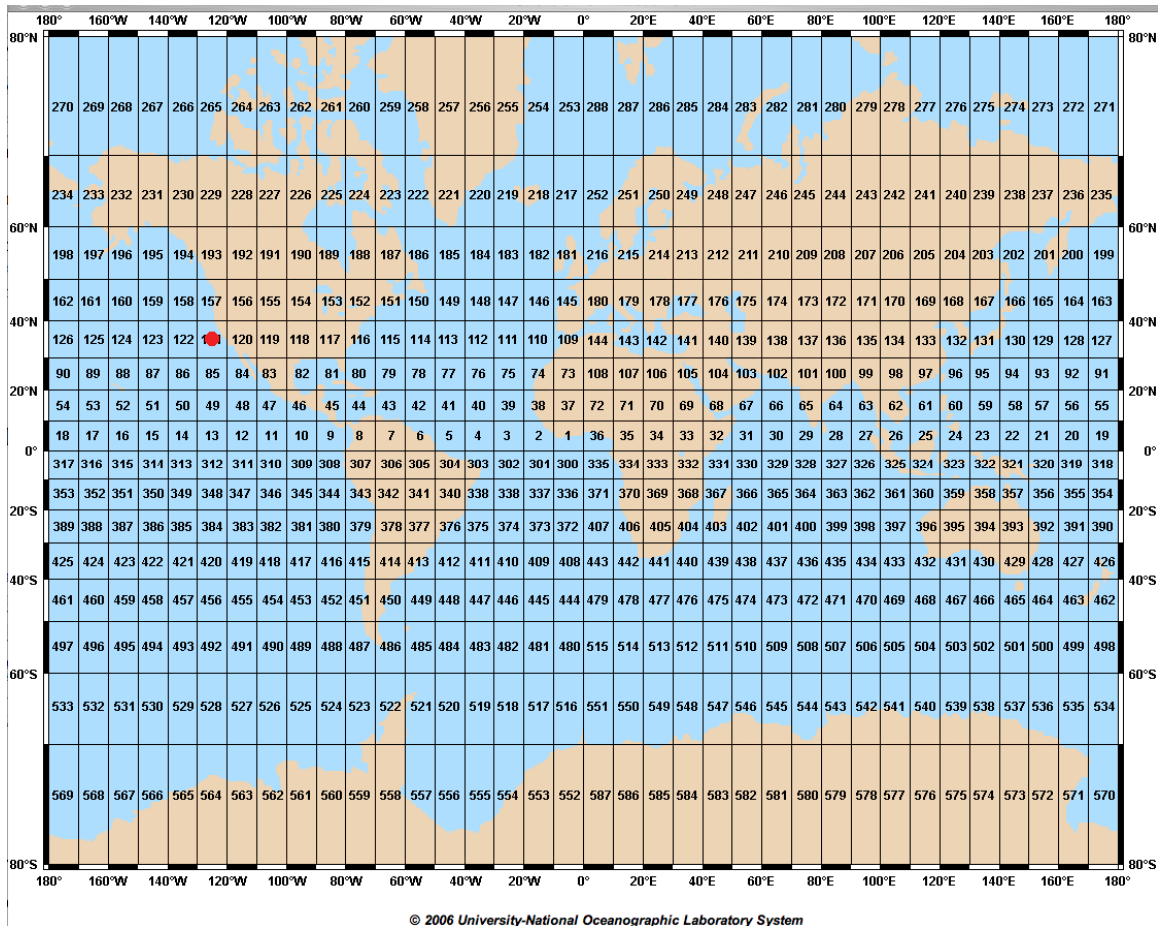
Marsden Grids and Navy Op Areas

The required method is for PI's and Schedulers to enter beginning and ending locations for work areas by using latitude and longitude. When that is done, the Marsden grid number and Navy Op Area for that position is automatically calculated and entered. It will also keep you from entering a work location that is clearly on land. If you (or the PI on the STR) have entered a lat/lon you will not be able to change the Marsden grid or the Navy Op Area unless you clear the beginning and ending lat/lon (which you shouldn't do, unless it is clearly wrong and the best you can do is pick an area).

What is a Marsden Grid you ask? It is a worldwide 10-degree by 10-degree grid used by many for tracking the general area of data collections. We have been asked to use this grid in our system, so we have made it possible to have lat/lon, Marsden and Navy Op Area.

	<u>Lat/Long</u>	<u>Marsden Grid</u>	<u>Navy Op Area</u>
Beginning	121 map		
Ending <u>same as beginning</u>	121 map		
	Clear Beginning Areas	Clear Ending Areas	
Op Area Description:	<input type="text"/>		

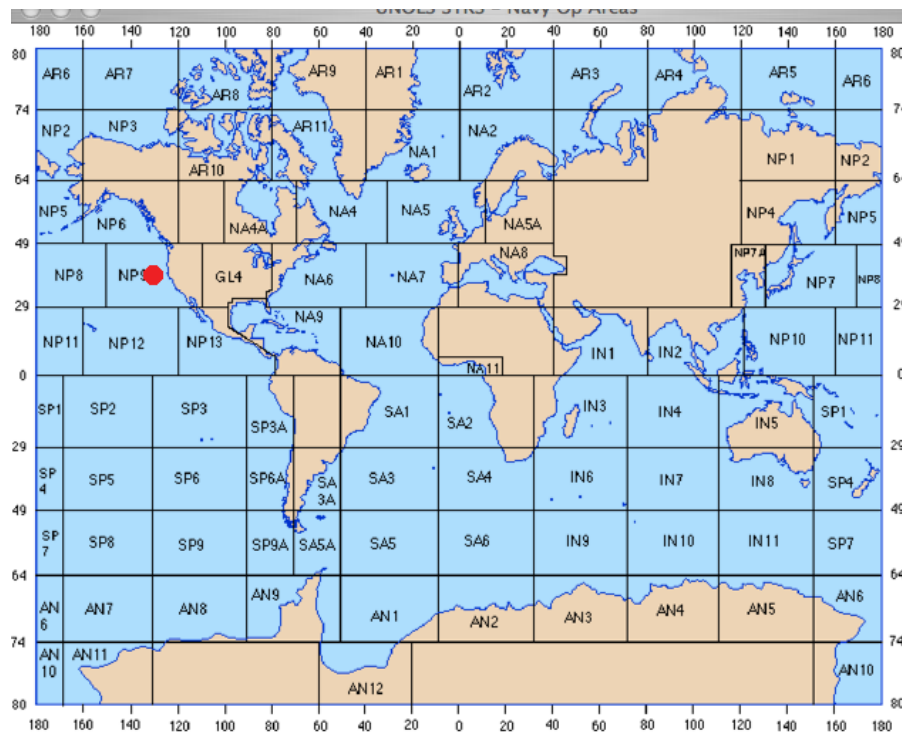
158	157	156
122	121	120
86	85	84



Navy Op Areas

These are calculated in the same way and the database maintains a correlation between Marsden Grids and Navy Op Areas. If either of these are used instead of lat/lon for a beginning or ending location, the center of the grid is used for plotting purposes. The order of preference for choosing a beginning or ending location is lat/lon first, Marsden second and Navy Op Area last.

	Lat/Long	Marsden Grid	Navy Op Area
Beginning	NP09		
Ending same as beginning	NP09		
	map	map	
	Clear Beginning Areas	Clear Ending Areas	
Op Area Description:	<input type="text"/>		



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Coast States & Foreign Clearances

The next section requires you to enter and edit information about foreign clearances and coastal states. Those that the PI entered on the request will automatically be added to your cruise, but you can add to that list or delete any that are not appropriate. You can also keep track of the clearance request status on the cruise edit page. If no clearances are required, select NONE and then click the "Add" button.

Coastal States Requiring Clearance:			Albania Angola Australia Bahamas	<input type="button" value="Add"/>	Foreign Clearance No Required: Foreign Clearance Comments:
Coastal State Canada Mexico	Status To Be Submitted To Be Submitted	Remove X X			

To add Coastal States, select one or more at a time from the list and then click "Add". They will be added to the list below the selection box. Then you can update the clearance status with choices of "To Be Submitted", "Submitted", "Approved" and "Denied." We will work on improving the process for determining appropriate coastal states in the future.

Instrumentation and Ancillary Facilities

Requests will include information about instrumentation that will affect scheduling as well as information on ancillary facilities. Ancillary facilities such as ROV, OBS, Piston Coring Groups and others are those where we need to coordinate ship schedules with the facility schedulers & operators. You can mark each cruise to show that it is linked to one or more of these facilities. This will allow us to create custom schedules for any of these facilities, showing all the cruises with their facility marked. Information from requests will be entered automatically, but you should add or delete as appropriate to accurately track cruises using these facilities.

Coastal State NONE	Status To Be Submitted	Remove X
Autonomous Underwater Vehicle (AUV)		
<input type="checkbox"/> Other AUV ¹		
<input type="checkbox"/> Sentry ¹		
Coring Facility		
<input type="checkbox"/> Jumbo Piston Coring ¹		
<input type="checkbox"/> Large Gravity Core ¹		
<input type="checkbox"/> OSU Coring Facility ¹		
<input type="checkbox"/> Other Large Coring Facility ¹		
<input type="checkbox"/> BHCI Long Core ¹		
Helicopter Facility		
<input type="checkbox"/> Helicopter Ops (USCG) ¹		
Human Occupied Vehicle (HOV)		
<input type="checkbox"/> Avon ¹		
<input type="checkbox"/> Cella (HBOI) ¹		
<input type="checkbox"/> JSL I & R (HBOI) ¹		
<input type="checkbox"/> Other HOV ¹		
Other Facility		
<input type="checkbox"/> Other Facility ¹		
<input type="checkbox"/> Potential Fields Pool Equipment ¹		
Remotely Operated Vehicle (ROV)		
<input type="checkbox"/> Jason ¹		
<input type="checkbox"/> Other ROV ¹		
Seismic Facility		
<input type="checkbox"/> Ocean Bottom Seismograph Instrument Pool (OBSIP) ¹		
<input type="checkbox"/> Ocean Bottom Seismometer Program (UTIO) ¹		
<input type="checkbox"/> Other Seismic Facility ¹		
<input type="checkbox"/> PASCAL ¹		
<input type="checkbox"/> Portable MCS/SCS group ¹		
<input type="checkbox"/> U.S. Geological Survey Ocean Bottom Seismometer Facility (USGS at WHOI) ¹		
Towed Underwater Vehicle		
<input type="checkbox"/> ARGO s ¹		
<input type="checkbox"/> Hawaii MR1 (HMRO) ¹		
<input type="checkbox"/> BM12 (HMRO) ¹		
<input type="checkbox"/> BM120 (HMRO - formerly DSL 120A) ¹		
<input type="checkbox"/> BM30 (HMRO) ¹		
<input type="checkbox"/> Other Towed Underwater Vehicle ¹		
Unmanned Aerial Vehicle (UAV)		
<input type="checkbox"/> Other UAV ¹		
UNOLS Van Pool		
<input type="checkbox"/> Clean Lab Van ¹		
<input type="checkbox"/> Cold Lab Van ¹		
<input type="checkbox"/> General Purpose Lab Van ¹		
<input type="checkbox"/> Radiosotope Lab Van ¹		
<input type="checkbox"/> Wet Lab Van ¹		
UNOLS Winch Pool		
<input type="checkbox"/> Mooring Spooler ¹		
<input type="checkbox"/> Portable Winch ¹		
<input type="checkbox"/> Turn Table ¹		

Instrumentation Requested: Dragging/Coring/Large Dia. Trawl Wire
Other Operator Provided Inst. - Describe
Instrumentation Comments: Ship should be able to monitor and record environmental variables associated with each tow: ship speed and heading, sea surface temperature, salinity, air temperature, depth.
Ancil Facilities Requested:
Ancil Facility Comments:

Notes, Websites and Finishing Cruise Edit

Lastly, you can enter a URL for any cruise website, or cruise planning webpage you want and you can add public and private notes. Please be aware that UNOLS has been directed by federal funding agencies to not publicly display scheduling information for security reasons. The public notes show with the published schedules, the private notes are just for your own use.

When you are done, click “*Save And Return To Schedule*” to save the cruise info and go back to the schedule edit page. If you are not done editing and need to do something else or leave for a minute, you can click “*Save Your Work*” to ensure your changes are not lost if something happens while you are gone. If you made some changes and realized you didn’t want to do that, click on “*Disregard Changes*”.

Creating a Cruise from the “View Request” Page

Another way to create a cruise or add a request to an existing cruise is when you are viewing a request; you can click on the “*Schedule Request*”. This will take you to the same scheduling page discussed earlier.

[Duplicate Request](#) [Schedule Request](#) ← **Class Cruise - 2008 - Robert Gordon Sproul**

Project Information [View STR](#)

Project Title: Class Cruise
Principal Investigator: Ronald Kaufmann, USD
Project ID: 100255
Date Submitted: 4/11/2006 2:10:00 PM
Date Last Modified: 4/11/2006 2:10:00 PM
Funding Agencies: OTHER - NONE - Funded

Project Status: Submitted
Project Institution: USD
Version #: 1
Created By: Laura L. Dippold
URI Serial #: [20050114184216GS](#)

Summary of Field Work:
Summary of Facility Requirements: To accommodate the objectives of this cruise we need to use the ship from approximately 0800 on a Saturday morning until 0800 the following Sunday morning.
Summary of other requirements and comments: Multicorer or Soutar box corer to collect sediments with the surface layer as undisturbed as possible

Ship Request Identification

Creating Cruises without Requests

You can manually create a cruise without using a Ship Time Request by clicking on “Create New Cruise” in the schedule view page. This will let you schedule deadhead transits, ship yards, in-port maintenance periods or other cruises that might not have a request in the system. You can always add a request later if appropriate. If it is an operational cruise such as a Dead Head Transit, you can add funding agencies and assign operating days as needed. At the moment you can assign a Chief Scientist, but not a PI.

View All – Alternate search for records

You can use the Search Funded Projects/Requests to create a custom list of requests and projects. Remember, a project is the grant, proposal or contract and it has one or more ship requests associated with it.

Saving and Publishing Schedules

When you are done editing and saving cruises on your schedule you can either just exit or you can “Publish a New Version”. You can just exit when your changes are minor or you plan to make more changes at a later date before publishing a new version. You can do this by going to the “View Schedule” page, by going to your home page or by logging out. Your changes will be saved and viewable online, but no emails will be sent. For draft schedules, this is your only option.

LOI’s, Secure, and Final Schedules are the only versions that can be published. When you are ready to let others know there are changes to your schedule, you should click on “Publish New Version” when you are on the Edit Schedule Page.

View Schedule

or schedule as:
 ☒ Expanded (Text)
 ☐ Condensed (Text)
 ☐ Expanded (PDF)

the schedule as:
 ☐ Excel XML
 ☐ CSV
 ☐ Google Earth Map (KML)
 ☐ ICal Calendar

2005 - UNOLS Test Ship

Secure - ID #12039 Version #1 - 9/26/2013

Scheduling Contact(s)

Notes: test schedule, please ignore

Private Notes:

Associated Cruises						
	Dates	Ports	Area/Navy Op	Lat/Lon	Chief Scientist	At Sea/Total Days
	Mob: 18 Dec 2012		/			
	Dep: 19 Dec 2012		NA06	46N/72W		
	Arr: 23 Dec 2012		NA06	46N/72W		5/6
	DeMob: 23 Dec 2012					

Ancil Facts: Jumbo Piston Coring, Helicopter Ops (USCG), Alvin, Ocean-Bottom Seismometer Program (UTIG)

Project	PI/Institution	Project #	Days/Agency/Status
			Agency Funded Pending Total
			Total 0 0 0

When you click on “Publish New Version” you will be taken to an email management page with a list of email addresses that can be included. There are check boxes on either side that allow you to manage who gets emails for this particular publishing event and to control the list for future events. Check boxes in the left hand column determine who will get this particular email. The default recipients will always be checked and can't be changed. There are two columns on the right that lets the system remember whether or not a recipient should receive and for manually added recipients whether or not they will remain on your email list for this schedule (one or the other box has to be checked to save the recipient for the future.) If “Always Send” is checked, then the send this time box will be checked. If “Never Send” is checked, emails won't be sent, but the person will stay on the list in case you want to send to them in the future. PI's and Chief Scientists that have scheduled cruises will always be in the list, but those you add manually will have to have one or the other of the right hand boxes checked to keep them on the list. For security reasons, please be careful of who you share the schedule with. You have to uncheck one box to check the other and if a right hand box is checked it automatically controls the left hand box.

Determine Recipients of Schedule Email

Send Revised Schedule Email To

Please decide who should receive an email notification of the re-versioned schedule and click the "Send Emails and Re-Version" button below.

First time users of this page should read the FAQ:

Send This Time <input checked="" type="checkbox"/>	Member Name	Institution	Email	Always Send	Never Send
<input checked="" type="checkbox"/>	SSC		ssc@unols.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Kate M. Sawyers	MLML	ksawyers@mlml.calstate.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Martial Taillefer	GaTech	mtaillef@eas.gatech.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kelly Benoit-Bird	OSU_COAS	kbenoit@coas.oregonstate.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	John Toole	WHOI	jtoole@whoi.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Thomas B. Sanford	UW_APL	sanford@apl.washington.edu	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ronald Kaufmann	USD	kaufmann@sandiego.edu	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mark D. Ohman	SIO	mohman@ucsd.edu	<input type="checkbox"/>	<input type="checkbox"/>

Add a member's email address:

Or, if there is no associated member, add the email address below

Add a non-member's email address:

The defaults for sending emails are different for LOI's and Secure (or Final) schedules:

LOI's - by default the LOI goes to just the scheduler(s) for the ship. A list of associate PI's is included but they are checked "Never Send" by default. You can uncheck that box and click the left hand box if you want them to get the LOI by email. (Remember we want to be careful about spreading LOI's without some discussion with the PI.)

Secure and Final Schedules - by default these go to SSC (in the condensed format). SSC(at)UNOLS.ORG includes schedulers and program managers. PI's and Chief Scientists are also included in the default list with the "Always Send" box checked. If a PI should no longer receive email updates (i.e. they had a one day cruise in January and don't need to get schedule updates fifty more times during the year), then you can check the "Never Send" box. You can also add to LOI's and Secure Schedules any other person currently in the STRS System or just add an email address. These can be done on a one-time basis, or they can be kept on your list by checking either the "Always Send" or "Never Send" box. If you want to remove someone you added, just uncheck all boxes. Everyone except SSC will receive the expanded version of the schedule. In the future we may be able to make it so you can choose which version someone receives.

When you are satisfied with the email distribution, click on the send emails and reversion button. This will increment the version number and send the emails.

Managing Schedules

Schedulers have several ways to create and manage their schedules. Here is a brief description of the logic (if you want to call it that).

Create Schedules

- Select one or more requests and click on "*Schedule Selected Requests*" and use the options to create a new schedule with these requests as the basis for cruises.
- Click on "*New Schedule*" on Scheduler's Home Page and start from scratch with a blank schedule.
- Duplicate any existing Schedule.

Editing Schedules and Cruises

- Click on View and Edit from Home Page or other listings of schedules.
- Edit Ship, Year, Status and Notes
- View, Edit and Delete Individual Cruises
- Add Cruises by scheduling requests, duplicating cruises or creating new blank cruises.
- Add Cruises by duplicating cruises on other schedules and adding them to any of your ship's schedules.
- Duplicating Cruises and Schedules allows for easily creating multiple scenarios or moving a project from one ship to another, including letting schedulers copy a

- cruise to their schedule that is on another institution's vessel.
- If you would like to edit a schedule but don't yet want the changes to show on the currently-published version, follow the steps below.
 - Duplicate the schedule
 - Associate the duplicated schedule with a new schedule
 - Change the status of the (new) duplicate to "DRAFT"
 - Make your proposed changes to this duplicate draft schedule and distribute to your colleagues as necessary
 - When you are ready to finalize these changes, change the header of the newly edited duplicate draft to "secure"
 - There may be a warning that there is already a Published/Secured schedule for this ship year. Select "Set Currently Published/Secure schedule to draft and Save"

Schedule Status Changes

- Whenever a new schedule is created it is in Draft Status and only Schedulers and others with the correct permissions can see it. There is no limit to the number of Draft Schedules for a ship/year combination.
- When a Scheduler wants to show a schedule to other schedulers and program managers, change the status to Letter of Intent. There is no limit to the number of LOI's for each ship/year combination. LOI's can always be changed back to Draft schedules.
- When a schedule is ready for posting in STRS, its status is changed to Secure. There can only be ONE published/secure (or final) schedule per year for each ship. Also, once a secure schedule exists, it can't be changed back to a Draft or LOI.
 - Administrators can remove publish schedules without replacement if there was an error in publishing one too early.
 - An alternative is to replace the Published/Secure Schedule with one that has no cruises and a note of explanation as a temporary method.
 - In general, once schedules are posted, we want something available to tell the science community what the plans are for the ship that year.
- Any Draft Schedule or LOI can be changed to Secure, which will then cause that schedule to replace the previously-published schedule. You are asked to confirm this and can change your mind.
- Once the operating year is over and the schedule is checked to be sure the cruise information is correct, the status is changed to Final. ***Final Schedules can only be changed or replaced by the Administrators if necessary.***
- Extra Draft schedules and LOI's can be deleted by the scheduler or the UNOLS Office if they are no longer needed.

Appendix 1

STRS Cruise Information Fields

Below are explanations of the fields in the Cruise Information section while editing the schedule.

Activity Type - The Activity Type field is a dropdown to select the type of work done during that period of time. It can be at-sea, on-shore, funded, not-funded, etc. The Activity Types are defined as follows:

- *At Sea for Science Day*: All days at sea incident to the scientific mission.
- *Available for Service Day*: Ship is mechanically and administratively prepared for at sea operations but not currently scheduled for any mission or project. Routine outfitting and general upkeep can occur during these days.
- *Inspection Day*: A day in which the ship is undergoing an inspection by Navy, INSURV, NSF, USCG, ABS, or other regulatory body, or an insurance company.
- *Standby Day*: Days in port for purposes of crew rest (e.g. weekends, if that fits your ship) or weather/environmental reasons.
- *Outreach Day*: A day in which the ship is primarily devoted to conducting an open house or other public outreach event. Include days spent mobilizing and demobilizing for the event.
- *Overhaul or Repair Day*: Planned shipyard overhaul or emergency repairs. Days undergoing overhauls, dry-docking, or other scheduled or unscheduled repairs during which the ship is not available for service. Also would include at-sea shakedown of ship's overhauled equipment.
- *General Upkeep and Outfitting Day*: Days in port for purposes of fitting out, general upkeep, and routine outfitting and minor pier side maintenance, which does not take the vessel out of service.
- *Out of Service Day*: Days in which a ship is laid up out of service for an extended period for reasons of economy, unemployment, or unfitness for service.
- *Transit Cruise*: At-sea days primarily for the purpose of going from one port to another, or for travel between a port and an area of research.

Operator Cruise ID – This is a unique Cruise ID number assigned by the operator. This field is not required.

Science Days – The number of days supporting the selected Cruise Type.

Transit Days - The number of transit days to and from a science work area within an “At Sea for Science” Cruise Type.

Adjustment Day – This is used if a cruise is going over the International Date line.

Start Date – This is the Start Date of the actual cruise, in-port period, etc. *after* the ship is loaded.

End Date - This is the last day of the cruise, in-port period, etc. *before* the unload starts. This will automatically be calculated by adding the “Science Days” + “Transit Days” to the Start Date.

Charge Load and Unload Days – Charged days in direct support of preparing for a science mission including loading the science party and ship operator cruise specific equipment and supplies, as well as all operational supplies (food, fuel, etc.).

Non-charge Load and Unload Days – Non-charged days in direct support of preparing for a science mission including loading the science party and ship operator cruise specific equipment and supplies, as well as all operational supplies (food, fuel, etc.).

Load Date – The Date the load begins. This will be automatically calculated. NOTE: If the Load Date is the same day as an off-load of a previous cruise, the Load Day must equal 0 and the date must be manually entered. See above Operational Changes #2.

Unload Date – The Date the unload begins. This is automatically calculated.