

Coast Guard Job Performance Aid



How to use the Personal Digital Assistant (PDA) Job Performance Aid (JPA)

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Section A

PDA Basics

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Basic Features of the Personal Digital Assistant (PDA).

Introduction

Here are some of the features on the PDA.

Illustration



The Power Button

Introduction

The Power Button performs two functions. It turns the PDA off and will also turn off the backlight but leaves the PDA on.

Illustration



**Power/Backlight
Dim Button**

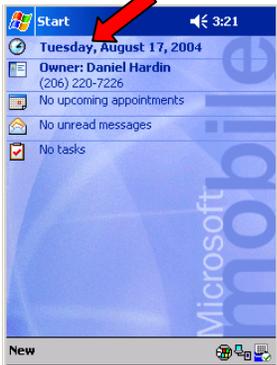
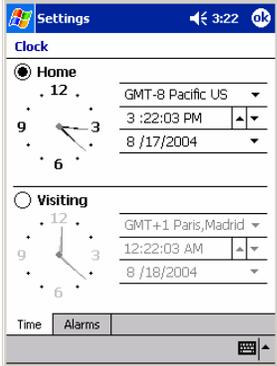
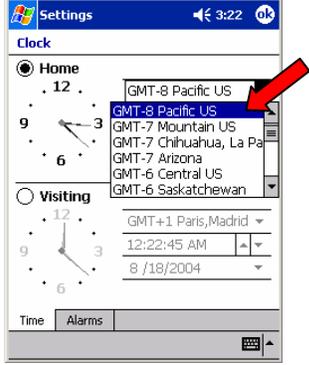
1. To turn the device off press the button once quickly.
- Turn the device back on by pressing the button once quickly.
2. To turn the backlight off hold the button for several seconds.
- Turn the backlight back on by pressing and holding the button for

Setting the Date and Time

Introduction

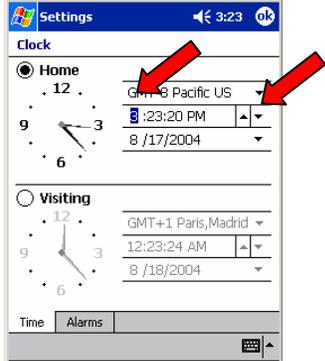
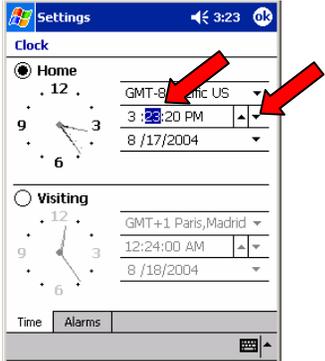
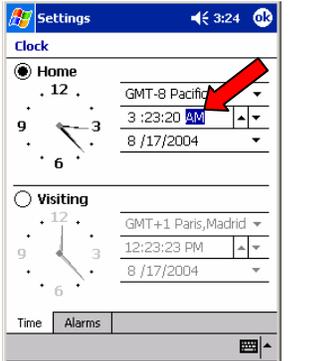
It is important to set the PDA to the correct date and time. The Job Aid uses the PDA's date and time and reports this information to MISLE

Procedure

Step	Action	Illustration
1	Using the stylus Touch the Date and "Time Field" on the Start Screen.	
2	This will bring up the "Date Time Settings" screen.	
3	Highlight the "Time Zone" field and select your correct time zone. Note that this will be changed to Zulu time when reported to MISLE.	

Setting the Date and Time (Continued)

Procedure (Continued)

Step	Action	Illustration
4	<p>To set the time, highlight the Hours field.</p> <p>Use the up-down arrows to adjust the hours.</p>	
5	<p>Next, highlight the “Minutes” field.</p> <p>Use the up-down arrow keys to adjust the minutes.</p>	
6	<p>You can change from AM to PM by simply highlighting the AM/PM field, or you can use the up-down arrows.</p>	

Setting the Date and Time (Continued)

Procedure (Continued)

Step	Action	Illustration
7	<p>To set the date, highlight any part of the date field then select the down arrow.</p> <p>You will be presented with a calendar.</p>	
8	<p>First highlight the Year field on the calendar and select the correct year by using the up-down arrow key.</p>	
9	<p>Then select the correct Month using the left right arrow keys.</p> <p>Then highlight the correct day.</p>	

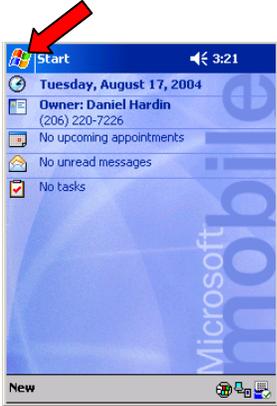
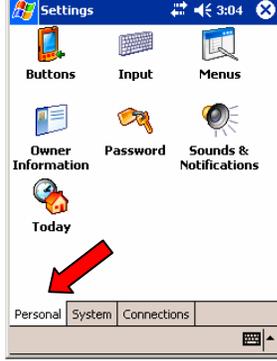
Accessing the Settings Screen

Introduction

You can change certain settings on the PDA. Below describes how to access the Settings Screens.

This section describes how to access the Setting Screen. The remaining sections will describe how to change some of the settings of the PDA.

Procedure

Step	Action	Illustration
1	From the Start Screen touch the Microsoft Windows Flag in the upper left hand corner of the screen.	
2	From the drop down list, Select "Settings"	
3	There are three tabs at the bottom of the settings screen. <ul style="list-style-type: none"> • Personal • System • Connections 	

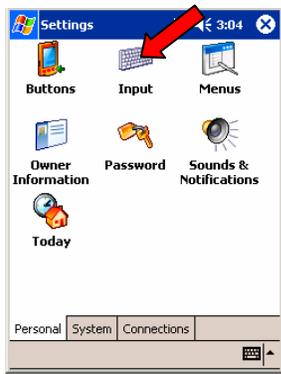
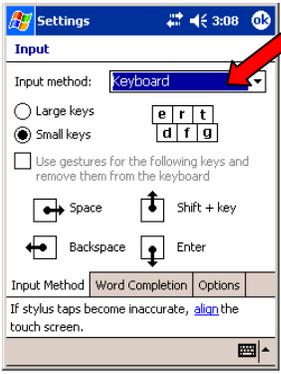
Changing the Size of the Pop-up Keyboard Keys

Introduction

Information can be input into the device using the screen “Pop-up Keyboard”.

Here we will show you how to change the size of the keys. The larger key size is best for conducting at sea boardings. Small Keys is the default setting.

Procedure Access the settings screens. [\(See how to access the setting screens\)](#)

Step	Action	Illustration
1	Select the “Personal” Tab Highlight the “Input” icon.	
2	Highlight the “Input Method” field and make sure to select “Keyboard”.	
3	Select either Large Keys or Small Keys. <i>Note that in the “Large Keys” mode the numbers row does not appear. Selecting the “123” key will take you to the numbers key pad selecting it again returns you to the keyboard.</i>	

Programming a Program Launch Button

Introduction

As described earlier in [Basic Features](#), there are four buttons at the bottom face of the PDA that are pre-programmed to launch certain applications in the PDA.

You can reprogram any of them. In the below example we will reprogram button number 4 to launch the Job Aid.

Procedure Access the settings screens. ([See how to access the setting screens](#))

Step	Action	Illustration
1	<p>Select the “Personal” Tab.</p> <p>Highlight the “Buttons” icon.</p>	
2	<p>Highlight the “Button 4”.</p>	
3	<p>In the “Button Assignment” Field, use the slide bar to scroll, then highlight the “Boarding” application.</p> <p>Now when Button 4 is pressed the Job Aid will launch.</p>	

Adjusting the Backlight

Introduction

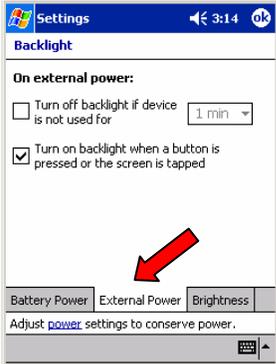
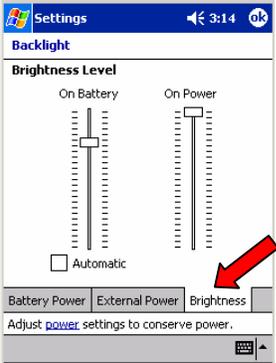
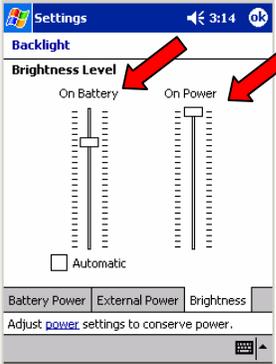
The greatest drain on the PDA batteries is the backlight used to illuminate the screen. The backlight can be adjusted to turn off after a predetermined length of time while on the PDA battery and/or while on external power. The intensity of the backlight can also be adjusted.

Procedure Access the settings screens. ([See how to access the setting screens](#))

Step	Action	Illustration
1	<p>Select the “System” Tab.</p> <p>Then Highlight the “Backlight” icon.</p>	
2	<p>There are three tabs at the bottom of this screen.</p> <ul style="list-style-type: none"> • Battery Power • External Power • Brightness <p>Select the “Battery Power” Tab.</p>	
3	<p>Warning: Using backlight when on battery power will substantially reduce battery life.</p> <p>Select the “Checkbox” next to “Turn off backlight if device not used for”...</p> <p>From the drop down list select the number of minutes.</p>	<p>Having the backlight turn off to quickly can be a frustrating. Experiment with what you feel is a reasonable length of time. 3 minutes seems to be a good length of time.</p>

Adjusting the Backlight (*Continued*)

Procedure (*Continued*)

Step	Action	Illustration
3	<p>Select the “External Power” Tab.</p> <p>These are the settings when the PDA is on external power.</p> <p>Set the PDA as shown on the right.</p>	
8	<p>Select the “Brightness” Tab.</p>	
9	<p>Here you can adjust the brightness of the backlight while operating on battery power and external power.</p> <p>The brighter the setting while on battery power the faster the batteries will be discharged.</p>	

Checking the Remaining Battery Power

Introduction You can check the amount of power remaining in the PDA battery or batteries as follows

Procedure Access the settings screens. ([See how to access the setting screens](#))

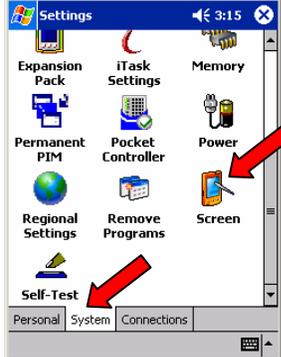
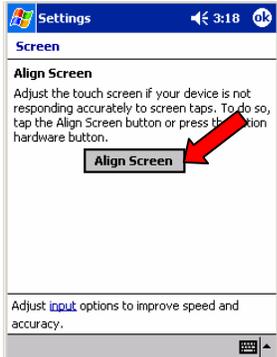
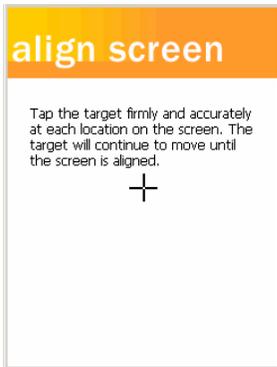
Step	Action	Illustration
1	<p>Select the “System” Tab.</p> <p>Then Highlight the “Power” icon.</p>	
2	<p>The power bar will indicate the amount of life remaining on the Main and if used an External Battery.</p>	
3	<p>You can set the amount of time the device will actually shut off while on battery power if not used.</p> <p>This is different from turning off the backlight.</p>	

Aligning the Screen

Introduction

You may find that the screen seems out of alignment. This may appear when trying to highlight an icon or field and you can't get them to work. By using the Align Screen setting, you can fix this problem.

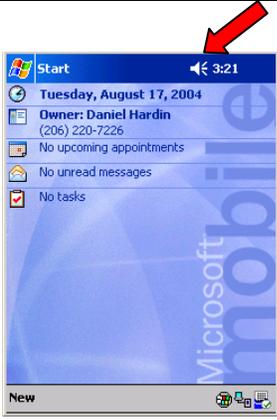
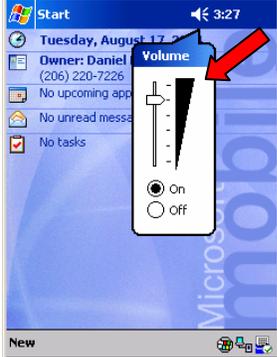
Procedure Access the settings screens. ([See how to access the setting screens](#))

Step	Action	Illustration
1	<p>Select the “System” Tab.</p> <p>Then Highlight the “Screen” icon.</p>	
2	<p>Select the “Align Screen” button.</p>	
3	<p>Using your stylus, touch the tip of your stylus to the center of the cross as it travels to different parts of the screen.</p>	

Adjusting the Sound Volume

Introduction You can elect to adjust the volume of the sound or turn it off as follows.

Procedure Access the settings screens. ([See how to access the setting screens](#))

Step	Action	Illustration
1	From the “Start Screen” Touch on the speaker icon.	
2	Use the Slide to adjust the volume or Select the “On/Off” button.	

Section B

Communicating with MISLE

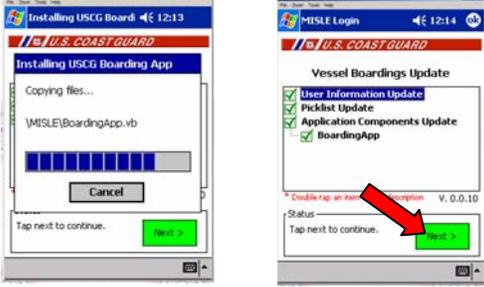
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Uploading the latest version of the JPA.

Introduction

Before going into the field, if you know what vessel(s) you will be boarding. These vessels can be loaded into the PDA before you go. This feature is most useful to Dockside Examiners.

Procedure

Step	Remarks	Illustration
1	Connect PDA to CGDN via Ethernet Card, or via the ActiveSync pad attached to a CG workstation	
2	Launch Boarding Application from the drop down menu.	
3	Update will begin. If new version is available you will be asked if you want to re-install. Select "OK"	
4	Installation will continue, when finished... Select "Next"	

Uploading a Vessel to the PDA from MISLE

Introduction

Before going into the field, if you know what vessel(s) you will be boarding. These vessels can be loaded into the PDA before you go. This feature is most useful to Dockside Examiners.

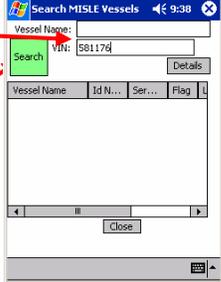
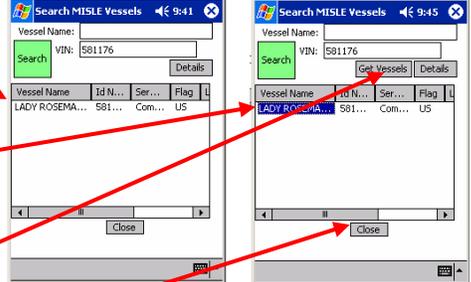
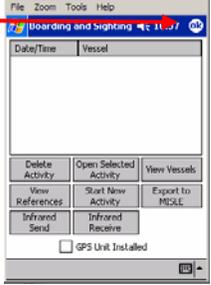
Procedure

Ensure the PDA is linked to MISLE via the Active Sync Pad or Ethernet Card

Step	Action	Illustration
1	Launch Boarding Application	
2	Log in using your MISLE <i>User Name</i> and <i>Password</i> .	
3	Select "View Vessels"	
4	Select "Search MISLE"	

Uploading a Vessel to the PDA from MISLE (Continued)

Procedure (Continued)

<p>5</p>	<p>Insert the “Official Number” or the “Vessel’s Name”</p> <p>Then Select “Search”</p>	
<p>6</p>	<p>The vessel(s) that was/were found will be displayed in the table.</p> <p>Highlight the vessel you would like to use, then Select “Get Vessel”</p> <p>Select “Close”</p>	 <p>By highlighting a vessel you can Select “Details” to view vessel information.</p>
<p>7</p>	<p>Select “Close”</p>	
<p>8</p>	<p>Select OK to close the Application.</p> <p>The vessel(s) will be available later for use in the field.</p>	

Exporting Vessel(s) from the PDA to MISLE

Introduction On returning to the unit, all vessel information captured on the PDA can be Exported to MISLE.

Procedure Ensure the PDA is linked to MISLE via the Ethernet Card

Step	Action	Illustration
1	Launch Boarding Application	
2	Log in using your MISLE <i>User Name</i> and <i>Password</i> .	
3	Highlight* the vessel you want to Export. Select “Export to MISLE”	 <p>*You can select more than one vessel by holding down the  key and highlighting as many vessels as you would like with the stylus.</p>

Section B

Using the PDA in the Field

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Launching the Job Performance Aid (JPA)

Introduction

Launch the JPA from the drop down list at the Start screen as follows:

Procedure

Follow these steps to launch the JPA:

Step	Remarks	Illustration
1	<p>Launch the JPA by touching the Microsoft logo in the upper left corner.</p> <p>Select “Boarding” from the drop menu.</p>	
2	<p>Log in using your MISLE <i>User Name</i> and <i>Password</i>.</p>	
3	<p>You will then be presented with the Boarding/ Sighting Screen.</p>	

Generating an “Activity”

Any existing “Activities” previously generated on the JPA will be visible on the Boarding and Sighting screen.

An “Activity” is generated once the user begins entering vessel specific data in the Date Entry screens, see page B-4.

Starting a New Vessel

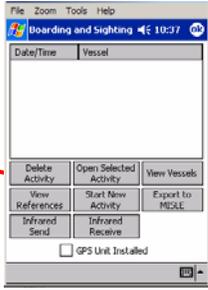
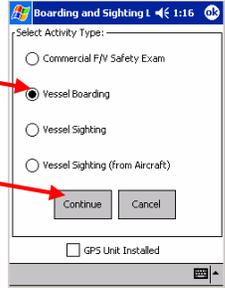
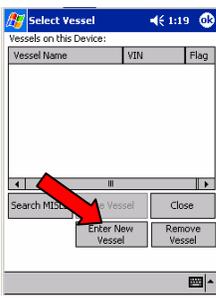
Introduction

After logging in to the Job Aid you will be looking at the Boarding and Sighting Screen.

Note that previous vessels that have been entered in the JPA will be listed on the screen. If no vessels are listed then there are no previous “Activities”. An activity is opened on the JPA once a user has begun entering information in the Data Entry Screens. See page B-4

Procedure

Follow these steps to begin entering a new vessel:

Step	Remarks	Illustration
1	To start a new vessel, Select “Start New Activity”	
2	Select “Vessel Boarding” Select “Continue”	 <p>Boarding Officers will select Vessel Boarding, Dockside Examiners will select “Commercial F/V Safety Exam.”</p>
3	On the “Select Vessel” screen, Select “Enter New Vessel”	

Using a Vessel that was Imported from MISLE

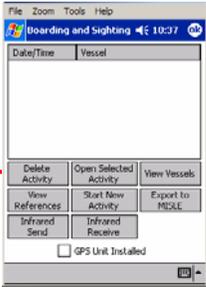
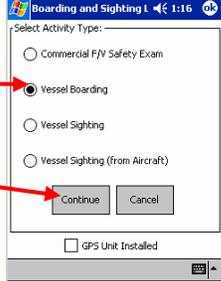
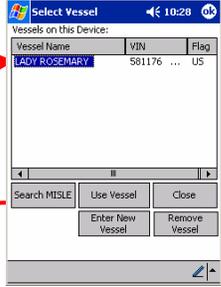
Introduction

As listed on the previous page, you can elect to “Enter a New Vessel” or use a vessel you had previously imported from MISLE.

After logging in to the Job Aid you will be looking at the Boarding and Sighting Screen.

Procedure

Follow these steps to use a vessel imported from MISLE:

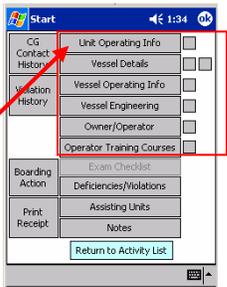
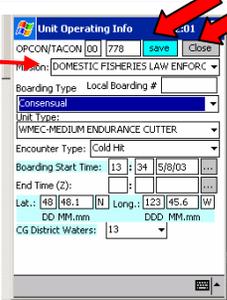
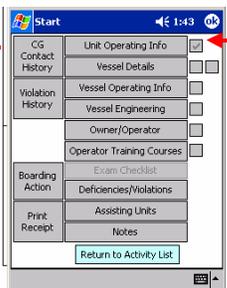
Step	Remarks	Illustration
1	To use a vessel you previously imported from MISLE, Select “Start New Activity”	
2	Select “Vessel Boarding or CFV Safety Exam” Select “Continue”	 <p>Boarding Officers will select Vessel Boarding, Dockside Examiners will select “Commercial F/V Safety Exam.”</p>
3	Highlight the vessel you imported from MISLE. Select “Use Vessel”	

Entering the Vessel Information in the Data Entry Screens

Note Once you begin entering information into these screens an “Activity” will be generated.

The “Activity” will then appear on the Boarding and Sighting screen earlier discussed under “Generating and Activity” on page B-1.

Procedure When entering data in each of the “Data Entry Screens”, some fields are required. These fields are highlighted in blue. When all required fields for a screen have been completed a check will be placed in the box to the right of the button, indicating that all required fields have been entered.

Step	Action	Illustration
1	<p>You need to complete each of the screens marked by the box.</p> <p>Select “Unit Operating Info”</p>	
2	<p>Complete each field if possible. Items high-lighted in blue are required fields.</p> <p>When complete Select “Save” then “Close”.</p>	
3	<p>Select “Vessel Details”</p> <p>Note that there are two screen for this button (2 check boxes).</p> <p>You can complete these in any order.</p>	 <p>Note that when complete a check will be placed in the box.</p>

Entering the Vessel Information (Continued)

Procedure (Continued)

<p>4</p> <p>Enter Vessel Details. When you are complete...</p> <p>1st screen Select “Save” then “Next”</p> <p>2nd screen Select “Save” then “Close”</p>	<p>Enter Vessel Details. When you are complete...</p> <p>1st screen Select “Save” then “Next”</p> <p>2nd screen Select “Save” then “Close”</p>	
<p>5</p> <p>Select “Vessel Operating Info”</p> <p>Complete Vessel Operating Info”</p> <p>Select “Save” then “Close”</p>	<p>Select “Vessel Operating Info”</p> <p>Complete Vessel Operating Info”</p> <p>Select “Save” then “Close”</p>	
<p>6</p> <p>Select “Vessel Engineering”</p> <p>Complete “Vessel Engineering”</p> <p>Select “Save” then “Close”</p>	<p>Select “Vessel Engineering”</p> <p>Complete “Vessel Engineering”</p> <p>Select “Save” then “Close”</p>	
<p>7</p> <p>Select “Owner/ Operator”</p> <p>Complete “Owner/ Operator”</p> <p>Select “Close”</p>	<p>Select “Owner/ Operator”</p> <p>Complete “Owner/ Operator”</p> <p>Select “Close”</p>	

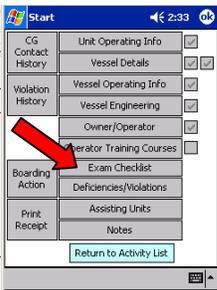
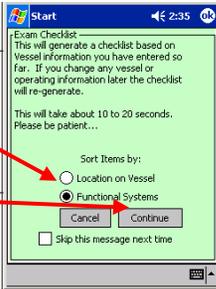
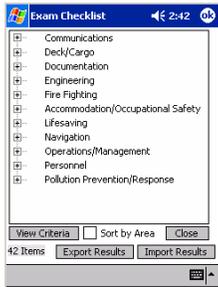
Starting the Exam Checklist

Introduction

Once all required fields are completed in the vessel data entry screens. A custom checklist can be generated, based on the vessel that was entered.

The “Exam Checklist” button (step 1 below) will become usable, only after all required fields have been completed.

Procedure

Step	Action	Illustration
1	Select “Exam Checklist”	
2	Select sort items by “Location” or “Functional Systems” Select “Continue”	 <p>Functional Systems (Same as categories in MISLE)</p>
3	You can shift from “Location” to “Functional Systems” by using this check box.	<div style="display: flex; justify-content: space-around;"> <div data-bbox="841 1444 1058 1759">  </div> <div data-bbox="1107 1444 1325 1759">  </div> </div>

Layout of the Exam Checklist

Introduction

The checklist utilizes the “Treeview” method to display information related to the items required for the specific vessel entered by the user.

There are three levels in the Treeview.

- The general “*Exam Categories*”
- The individual “*Items Required*”
- The “*Sub-Item Requirements*”

Exam Categories

The “*Exam Categories*” is the top level displayed. In this example, (using the “Sort by Area” filter) you see seven “*Exam Categories*”.



Items Required

The next level down in the treeview are the “Items Required” under the specific Exam Category.

Here under the Documents, Placards, Plans “Exam Category” for example, are any documents, placards or plans that are required to be aboard this vessel.



Layout of the Exam Checklist (*Continued*)

Sub-Item Requirements

The final level down from the Item Requirement level is the “Sub-Item Requirements” level.

Here the “Garbage Placard” “Sub-item Requirements” are displayed.



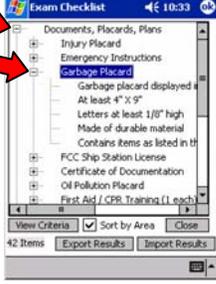
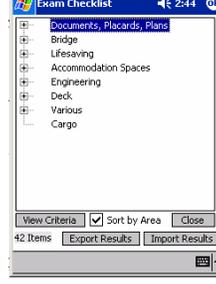
This level provides a description of what should be examined for the item. It is at this level that deficiencies/violations are captured.

How to Expand and Collapse the Checklist Levels

Overview

The “Exam Categories” and the “Items Required” levels can be manipulated by expanded and collapsed them as shown below.

Procedure

1	You can expand each “Exam Category” by touching the  ...	 
2	You can further expand the “Items Required” level by touching the  ...	 
3	You can collapse either or both levels by touching the  ...	 

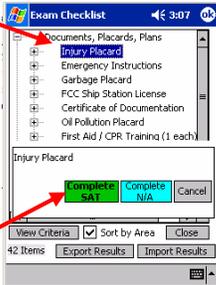
Marking an Item SAT or N/A

Overview

While conducting an exam of the items required aboard the vessel you will be able to mark items as being Satisfactory (SAT), Unsatisfactory (UNSAT) or Not Applicable (N/A).

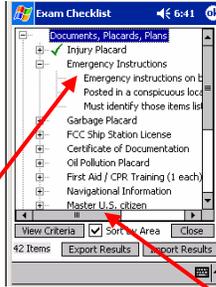
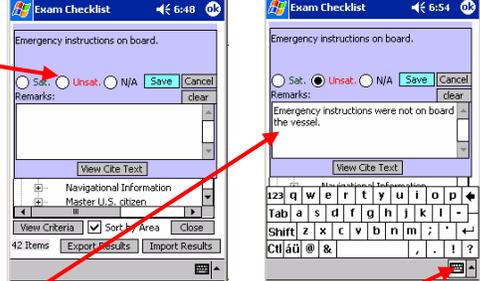
This section will discuss marking an item as being SAT or N/A. The next section discusses marking an item UNSAT.

Procedure

1	<p>You can mark an item as being SAT or N/A at the “Items Required” level.</p>	
2	<p>Highlight the item you wish to mark as SAT or N/A by touching on the item.</p> <p>A window will open, you can now select “SAT” or “N/A”</p>	 <p>Note: If an item appears in the list that item should be a requirement for the vessel.</p>
3	<p>Note the  indicates the item has been check SAT.</p>	

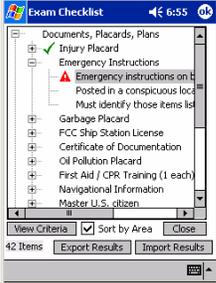
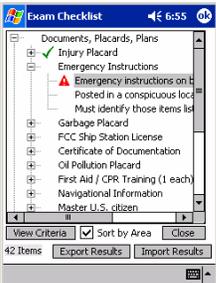
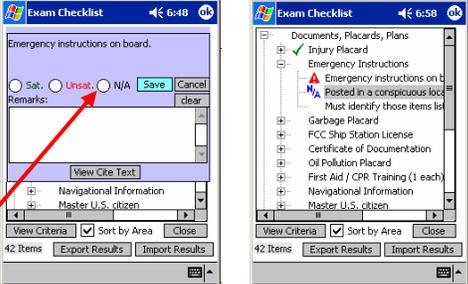
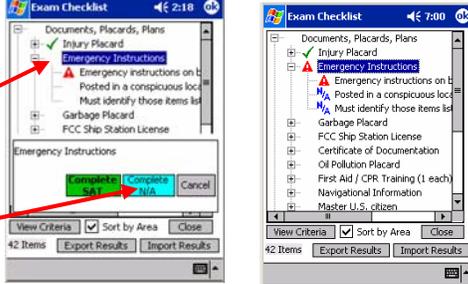
Marking an Item UNSAT

Procedure In the below example you are examining for the vessel’s required Emergency Instructions. You note there are no emergency instructions on board.

<p>1</p>	<p>To capture a violation you will need to expand the checklist to the “Sub-Item” list.</p> <p>Select the  to expand the “Sub-Item” list for the Emergency Instructions.</p>	
<p>2</p>	<p>At this level you can mark an item as a Deficiency, N/A or SAT.</p> <p>If there are no Emergency Instructions on board the vessel</p> <p>Highlight “Emergency Instructions on board”.</p>	 <p>If the “Sub Item” description continues beyond the edge of the screen, you can scroll using the slide bar.</p>
<p>3</p>	<p>A window will appear, Select UNSAT.</p> <p>Note: a <u>generic</u> violation statement is provided. You can edit now by placing the cursor in the window and using the keyboard. (Edits can also be done later.)</p>	 <p>You can open the keyboard by touching the keyboard icon. Touching it again closes the keyboard.</p>

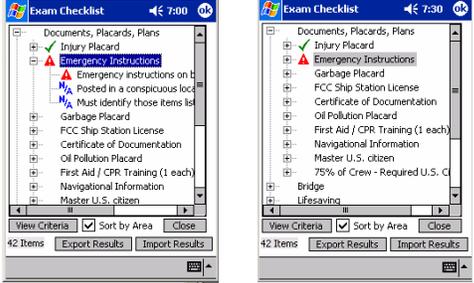
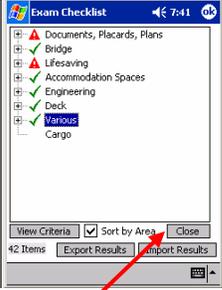
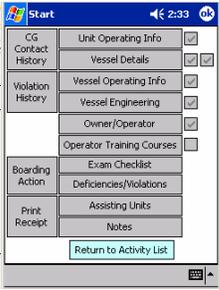
Marking an Item UNSAT (Continued)

Procedure (Continued)

<p>4</p>	<p>Note a  indicates that a deficiency/violation has been entered.</p>	
<p>5</p>	<p>WARNING: The deficiency/violation will not be logged until the red triangle appears next to the “Items Required” level.</p>	
<p>6</p>	<p>To accomplish this all remaining Sub-Item Requirements” must be marked.</p> <p>This can be accomplished one at a time by highlighting each Sub-Item and selecting N/A or SAT for all subsequent requirements.</p>	
<p>7</p>	<p>Or the quickest way is to mark all remaining items at once by highlighting at the “Items Required” level and selecting SAT or N/A.</p>	 <p>This marks all remaining sub-items the same, leaving the violation(s) as marked.</p>

Marking an Item UNSAT (Continued)

Procedure (Continued)

<p>8</p>	<p>The SUB-ITEM list can be collapsed as before using ...</p> <p>NOTE: Emergency Instructions is marked with a  for a Deficiency/Violation.</p>	
<p>9</p>	<p>Continue until you have completed all items.</p> <p>NOTE: If conducting an abbreviated boarding, not all items are required to be examined.</p> <p>Whenever you are complete Select “Close”.</p>	
<p>10</p>	<p>You will be taken back to the “Start” screen.</p>	

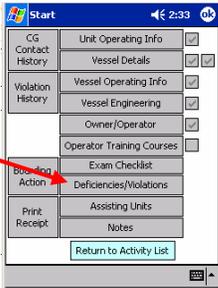
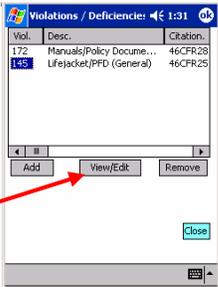
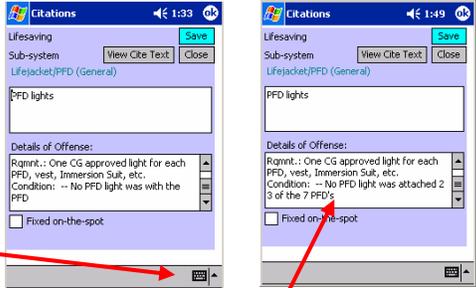
Editing Deficiencies/Violations After the Boarding

Introduction

Once a vessel exam has been completed and deficiencies/violations have been captured, you can still modify them.

The deficiency/violations provided are generic. In some situations they will be specific enough. In other situations you might want to provide more specific information before downloading them to MISLE. NOTE: You can also edit them in MISLE.

Procedure To make changes you can access the deficiencies/violations as follows:

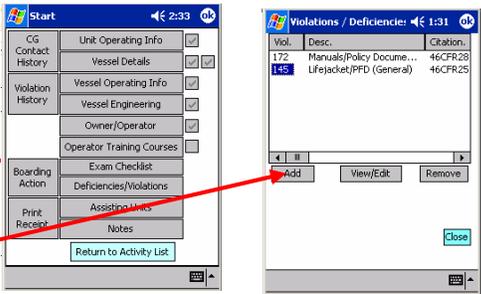
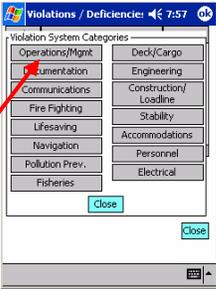
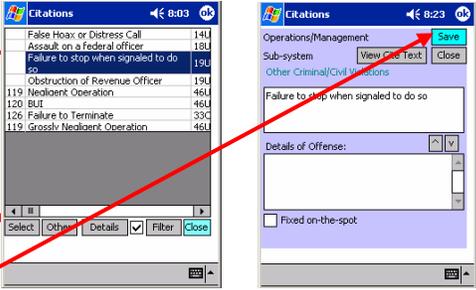
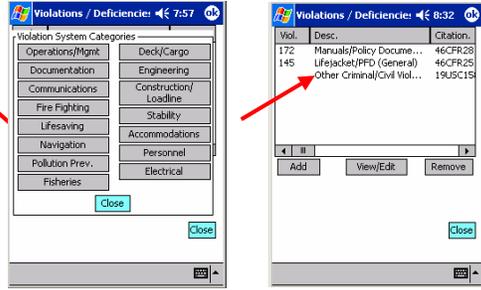
<p>1</p>	<p>To view any of the violations you captured Select “Deficiencies/Violations”</p>	
<p>2</p>	<p>The screen lists all violations captured for the vessel.</p> <p>Highlight the violation number, then Select “View/Edit”.</p>	
<p>3</p>	<p>The verbiage next to “<i>Condition</i>” will be placed in MISLE.</p> <p>Place the cursor by touching the screen, then touch the keypad tool and begin editing.</p>	 <p>The existing generic statement was modified to state the number of PFD lights that were missing</p>

Adding Deficiencies/Violations Not Listed in the Checklist

Introduction

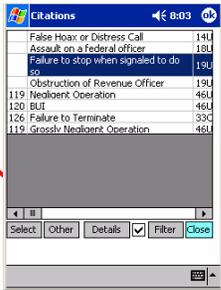
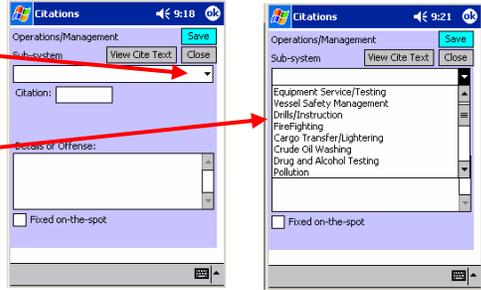
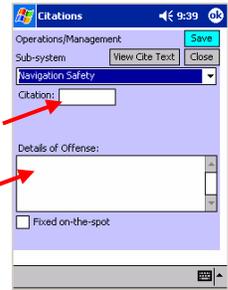
Some Deficiencies/Violations are more operational in nature and are not listed as regulatory carriage type requirements. For example... Failure of an operator to stop when ordered to do so.

Procedure To add a violation:

<p>1</p>	<p>Select “Deficiencies/Violations”</p> <p>Select “Add” from the Violations/Deficiencies screen.</p>	
<p>2</p>	<p>Select the appropriate category for the violation.</p> <p>(In this example we will use the Operations/Mgmt Category.)</p>	
<p>3.</p>	<p>Highlight the appropriate violation.</p> <p>Touch “Select”</p> <p>Touch “Save”</p>	
<p>4</p>	<p>Touch “Close”</p> <p>The new violation now appears on the Violations/Deficiencies Screen</p>	

Adding Deficiencies/Violations Not Listed in the Checklist (Continued)

Procedure If a violation is not in the list, you can write one in yourself.
(Continued)

<p>1</p>	<p>If you don't see the violation you want Select "Other".</p>	
<p>2</p>	<p>Touch the drop down arrow and select the "Sub-system" that most closely applies</p>	
<p>3</p>	<p>Enter the appropriate reg cite and a description of the violation by placing the cursor in each and selecting the keyboard.</p>	

Printing a Receipt

Introduction

Once you are done with the Boarding/Exam you can print out a receipt.



...hidden *IrDA Port*
located on top.



IrDA Port

We are currently using the Seiko DPU-3445-20A portable printer. Printing is wireless using the infrared data (IrDA) port.

Procedure To print the receipt:

<p>1</p>	<p>Turn on the printer by pressing the round button located on the left forward side of the printer. The green indicator light will illuminate.</p>	
<p>2</p>	<p>Align the IrDA ports approximately 3-6 inches. The ports must remain aligned until printing is complete.</p>	
<p>3</p>	<p>On the PDA, Select “Print Receipt”</p>	

Section C

Checking Data Imported to MISLE

<u>Importing the Activity to the MISLE Database.....</u>	<u>D-1</u>
<u>Validating the MISLE Data Screens.....</u>	<u>D-4</u>

Importing the Activity to the MISLE Data Base

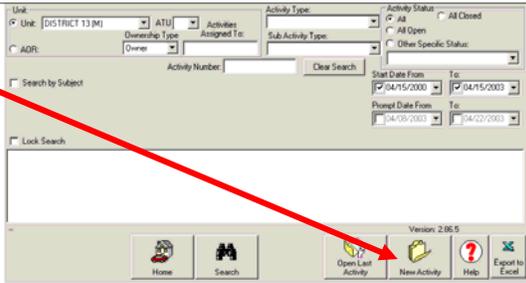
Introduction

The boarding results that were “Exported” from the JPA have been saved to a location in MISLE, but is not yet loaded into the specific MISLE product sets.

You must now import the data and validate what was exported from the PDA to MISLE.

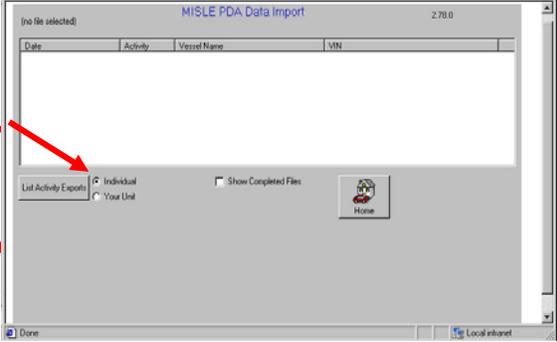
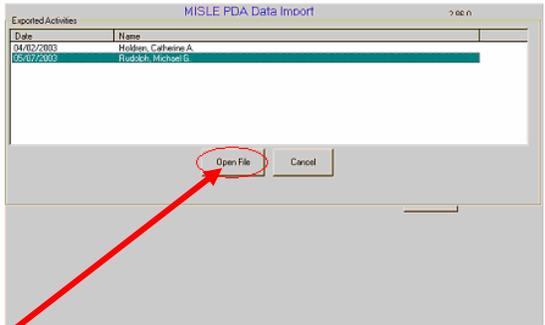
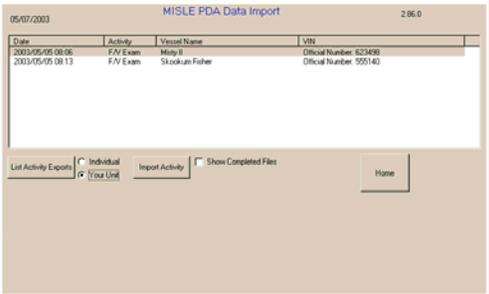
Procedure

Follow these steps “Import” your Boarding Activities into MISLE:

Step	Remarks	Illustration
1	<p>After logging in to MISLE using the Standard Work Station.</p> <p>Select “Activities” from this screen</p>	
2	<p>Select “New Activity” from this screen</p>	
3	<p>Select “Import Activities” from this screen</p>	

Importing the Activity to the MISLE Data Base

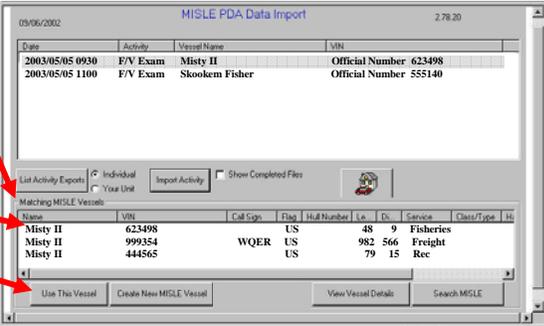
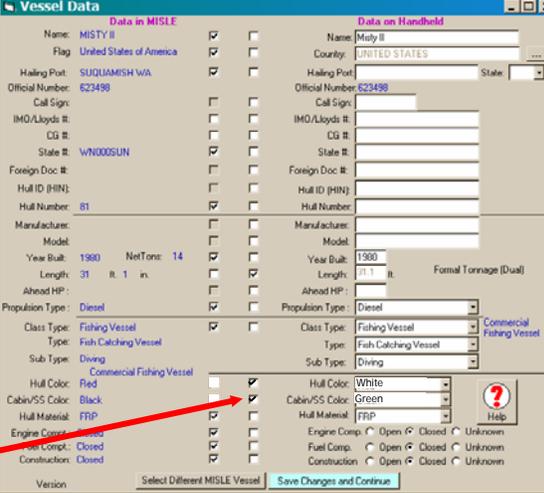
Procedure *(Continued)*

Step	Remarks	Illustration
4	<p>You can select to view you own or your unit's Activities that have been exported from the PDA's.</p> <p>Select “Individual” or “Your Unit”.</p> <p>Then Select “List Activity Exports”</p>	 <p>The screenshot shows the 'MISLE PDA Data Import' window. At the bottom, there is a section titled 'List Activity Exports' with two radio buttons: 'Individual' (which is selected) and 'Your Unit'. There is also a checkbox for 'Show Completed Files' and a 'Home' button.</p>
5	<p>By selecting “Your Unit”, anyone that exported to MISLE will be listed.</p> <p>If you selected “Individual” then only your name will appear.</p> <p>Highlight an individual on the list, Select “Open File”</p>	 <p>The screenshot shows the 'Exported Activities' list. The second row is highlighted in green. Below the list, the 'Open File' button is circled in red, and a red arrow points to it from the text in the Remarks column.</p>
6	<p>The MISLE Data Import Screen list each of the vessels you exported from the PDA and now want to import to MISLE.</p> <p>Highlight the vessel you want imported, Select “Import Activity”.</p>	 <p>The screenshot shows a list of vessels. The first row is highlighted. Below the list, the 'Import Activity' button is highlighted with a red arrow pointing to it from the text in the Remarks column.</p>

Importing the Activity to the MISLE Data Base (Continued)

Procedure

(Continued)

Step	Remarks	Illustration
7	<p>If MISLE cannot match the vessel with the database you will get the “Matching MISLE Vessels” list view.</p> <p>If listed, highlight the vessel, then Select “Use This Vessel”, or you can view vessel details.</p> <p>If not in the list, you can search MISLE or create a new vessel.</p>	 <p>MISLE first searches for the VIN then Call Sign then Vessel Name.</p> <p>This can happen if, for example you miss typed the official number while on board the vessel.</p>
8	<p>Once you have a the vessel, you get with the “Vessel Data” screen.</p> <p>This screen shows what is in MISLE and what has been imported.</p> <p>Changes to MISLE can be made by placing a check next to items you would like moved into MISLE.</p> <p>Then, Select “Save Changes and Continue”</p>	 <p>Left side – info already in MISLE. Right side – info from the PDA.</p> <p>A check in the left column indicates no change to MISLE. A check in the right column indicates information from the PDA that will be moved into MISLE.</p>

Validating the MISLE Data Screens

Introduction

The information now loaded from the PDA should be checked to ensure all of the screens in MISLE are the way you want them before forwarding the Activity up the chain of command.

After selecting “Save Changes and Continue” (Step 8 above), you will be presented with the Main MISLE Activity Page as shown below.

Before forwarding the “Activity”, you should verify the info in the following screens:

The screenshot shows the MISLE Activity Page for a boarding activity. The activity details are as follows:

- Activity Type: **Boarding**
- Activity No.: 1630430
- Activity Title/Description: CH-046-02, MV STRIDER
- Activity Start Date/Time: 06/10/2007 18:20
- Team Lead: Appolonio, John D.
- Case No.: Not Attached to a Case
- Activity Status: **Open - In Progress**
- Status Date: 06/13/2007
- Originating Unit: CG STA CHETCO
- Activity Owner: CG STA CHETCO
- Controlling Unit: CG STA CHETCO RIVER
- ID: 294872

Navigation buttons include: Change Status, Transfer Activity, Change Vessel, Operational Controls, Mass/Group Membership, Vessel Details, Parties, Documentation/Certificates, Special Notes, Activity Log, Team Members, Use of Force, Refer to Enforcement, Print Summary, Boarding Data, Locations, Summary, Narrative, Boardings Conducted, Boarding Details, Fishery, Migrant Summary, Drugs, Add, Modify, Delete, Paid in Full?, Activity Finder, Save Changes, Home, and a Help icon.

Red arrows point from the following labels to specific elements in the screenshot:

- Boarding Data** points to the "Boarding Data" button in the left sidebar.
- Fisheries** points to the "Fishery" button in the "Boarding Data" section.
- Parties** points to the "Parties" button in the top navigation bar.
- Location** points to the "Locations" button in the top navigation bar.
- Violations/Deficiencies** points to the "Violations/Deficiencies" button in the bottom right area.
- Narrative** points to the "Narrative" button in the top navigation bar.

Once you have validated, the Activity Screen, transfer the “Activity”, both *ownership* and *control*.
