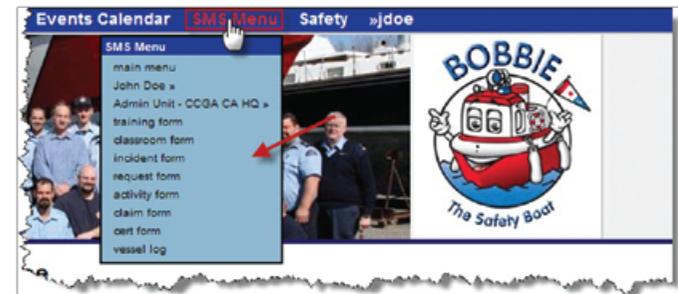
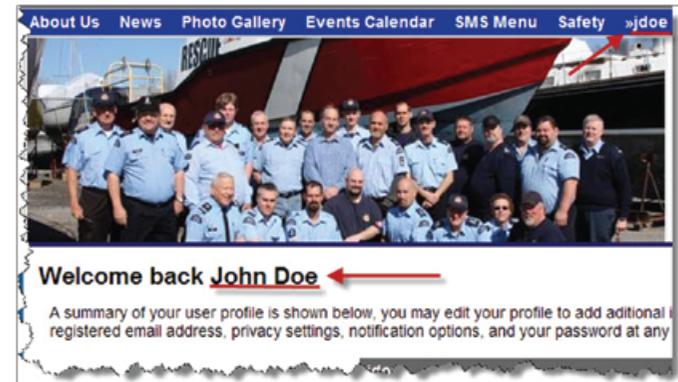


Coxswain Overview

1. There are many similarities between aspects of the SMS system used by Members and the aspects used by [Coxswain](#) and [Training Officers](#), but there are also a number of differences. The welcome back message you see when you login, for example, will not change.

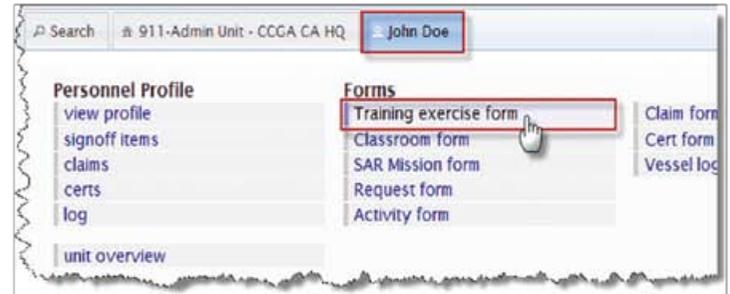
2. You will notice that as a [Coxswain](#) and/or a [Training Officer](#) there are more options within the menus in the SMS System. The [SMS Menu](#) drop-down menu, for example, contains more live links.

3. While the same options that are visible to members are visible and accessible to [Coxswain](#) and [Training Officers](#), there are also additional resources available through the system. For example, the [Main Menu](#) contains a far greater number of forms. We will discuss these forms in the next section.

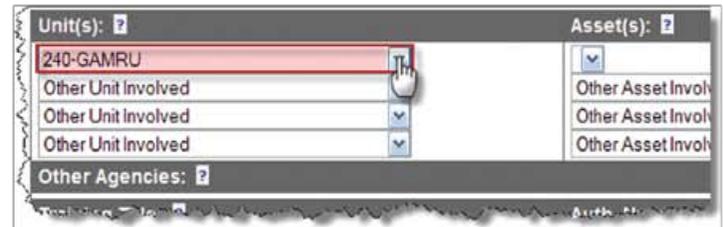


Training Exercise Form

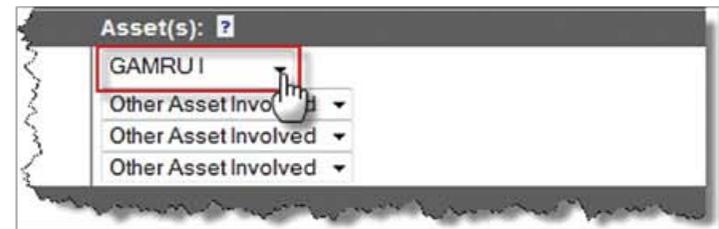
1. The [Training Exercise](#) form is used by the Unit Training Officer or [Unit leader](#) to log time spent doing training exercises. The data collected via this form can be helpful to your unit and the Auxiliary to calculate the amount of time that is spent doing training. To access this form, select the [Training exercise form](#) from the name tab (e.g. [John Doe](#)) in the [Main Menu](#).



2. Start by selecting your unit and any other units where personnel from that unit were aboard your vessel and involved in the training. Select these units from the drop-down menu in the [Unit\(s\)](#) section.



3. Next select the assets that were involved in the training from the [Asset\(s\)](#) drop-down menu. Once you have selected the [Unit\(s\)](#) involved, the drop-down menus in the [Asset\(s\)](#) section will include the vessels that are associated with any units that have been selected. Note that for reimbursement purposes you must submit separate [Training Expense forms](#) for each vessel.



4. Enter a title for the training your unit did into the **Training Title** section. This title could be the date of the training or the type of training that was done.

This screenshot shows the 'Training Title' section of the form. A red arrow points to the 'Training Title: ?' label. Below it is a red-bordered text input field. Further down, the 'Start Date/Time: ?' section is visible, featuring a calendar icon, the text 'Training Start', and a date-time selector set to September 4, 2009, at 18:00. A 'Class Training: ?' label is also present.

5. An authorization number is required for the training that was done. Enter this number into the **Auth. Number** field.

This screenshot shows the 'Auth. Number' section of the form. A red arrow points to the 'Auth. Number: ?' label. Below it is a red-bordered text input field. The 'End Date/Time: ?' section is also visible, with a calendar icon, the text 'Training End', and a date-time selector set to September 4, 2009, at 18:00. An 'Other Time/Type: ?' label is at the bottom.

6. Enter the **Training Start** and **Training End** times of the training session into the **Start Time/Date** and **End Time/Date** sections using either the drop-down menus or the calendar method. (See **Claim Form** step 5 for more information.) The time you enter should include both classroom and on-water time as applicable. Please note that training sessions being entered into the form cannot exceed 20 hours. If the information you entered exceeds this limit, you will be notified of an error in the form when you start the submission process.

This screenshot shows the 'Training Start' section of the form. A red arrow points to the 'Start Date/Time: ?' label. Below it is a red-bordered date-time selector set to September 4, 2009, at 18:00. A hand cursor is pointing at the time dropdown. Below this is the 'Class Training: ?' label and a dropdown menu set to '0 hours'.

This screenshot shows the 'Training End' section of the form. A red arrow points to the 'End Date/Time: ?' label. Below it is a red-bordered date-time selector set to September 4, 2009, at 18:00. A hand cursor is pointing at the time dropdown. Below this is the 'Other Time/Type: ?' label and a dropdown menu set to '0 hours / None'.

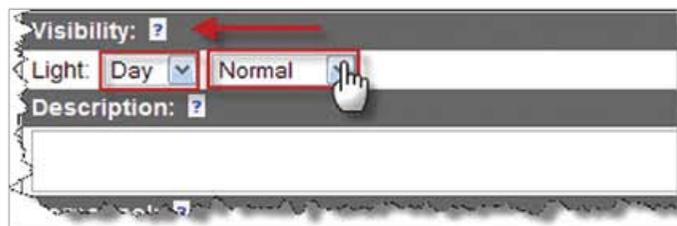
7. If there was any classroom time involved in the training exercise, enter it into the **Class Training** section using the drop down menu. This **Class Training** time will be deducted from the overall start / end time entered in order to reflect On-The-Water time only.

8. If there was other related time involved in this training (maintenance, preparation, administration, etc.) enter it into the **Other Time/Type** section. Use the drop-down menus to select the amount of hours and indicate how this time was spent.

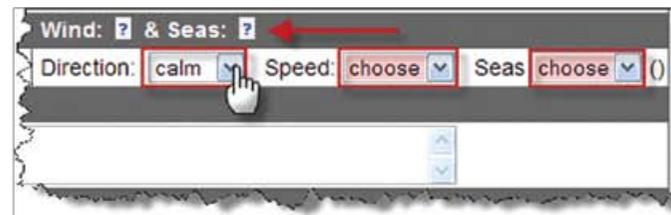
9. The categories listed in the **Category(ies)** section may or may not apply to the type of training you are logging. The categories in this section pertain especially to training towards a certification or training that is part of a course. If none of the selections apply choose **Other**, then make a note of what it was in the **Description** box.

10. The **Type(s)** section of this form is used to identify the type of training that was covered in the session you are logging. You may check any and all boxes that apply to the training you did in this section.

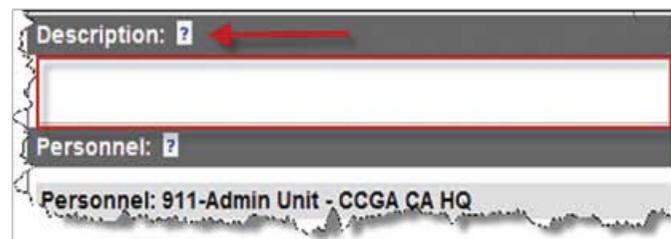
11. The next sections deal with the weather and water conditions on the day that you did your training. Select the **Light** condition information from the drop-down menus in the **Visibility** section.



12. Select the **Wind** conditions and **Seas** information from the drop down menus in the **Wind & Seas** section.



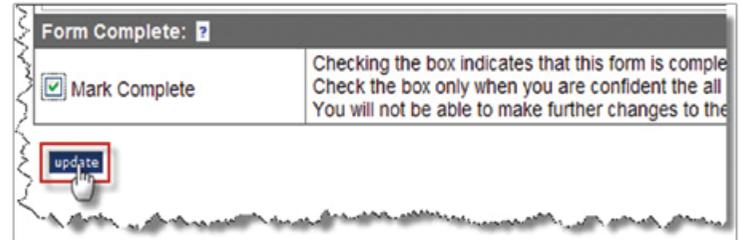
13. The **Description** section of this form is a place where you can include some additional information about the training you are logging. For example, if the types of training listed in the **Types** section did not fully explain the types of training exercises that were done you can give a more detailed description in this field.



14. The **Personnel** section allows you to select the members of your unit who were involved in the training. If you selected more than one unit in the **Unit(s)** section, members from all selected units will be displayed in the **Personnel** section.



15. Follow the standard form submission steps to complete this form. These steps are outlined in the [Saving / Updating / Submitting Forms](#) section and are standard to all forms in the system. The only difference with the submitting of forms at the [Coxswain](#) or [Training Officer](#) level is that the signoff steps start at the [Coxswain](#) or [Training Officer](#) level, and do not require Member signoff.

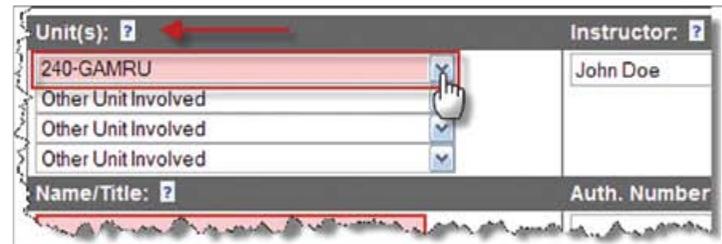


Classroom Form

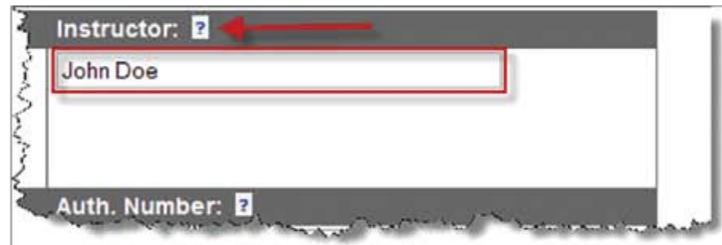
1. The [Classroom Form](#) is very closely related to the [Training Exercise Form](#), but there are certain notable differences. This form is intended to record indoor training or learning that your unit is doing. To access this form, select the [Classroom Form](#) found under the name tab (e.g. [John Doe](#)) in the [Main Menu](#).



2. First, select your unit, and any other units that were involved in the classroom training, from the drop-down menus in the [Unit\(s\)](#) section.



3. In the [Instructor](#) section, indicate who was instructing this classroom session. By default the name of the person filling out the form will be placed in this field, but you may use the name of an outside instructor where applicable.



4. Fill in the **Name/Title** section with a title that pertains to the type of training that was done in the classroom session. This title could be the date of the training or the type of training that was done.

This screenshot shows the 'Name/Title' field with a red arrow pointing to it and a red box around the input area. Below it, the 'Start Date/Time' field is shown with a calendar icon and a date picker set to September 4, 2009, at 21:00. The 'Auth. Num' and 'End Date' fields are partially visible on the right.

5. An authorization number is required for the classroom training that was done. Enter the number into the **Auth Number** field.

This screenshot shows the 'Auth. Number' field with a red arrow pointing to it and a red box around the input area. Below it, the 'End Date/Time' field is shown with a calendar icon and a date picker set to September 4, 2009, at 18:00. The 'Training End' label is visible above the date picker.

6. Enter the Session Start and Session End of the training session into the **Start Time/Date** and **End Time/Date** sections using either the drop down menus or the calendar method. (See **Claim Form** step 5 for more information.)

This screenshot shows the 'Session Start' date and time selection. A red box highlights the date and time fields (September 4, 2009, 21:00), and a red arrow points to the 'Start Date/Time' label above. A mouse cursor is pointing at the time selection.

This screenshot shows the 'Session End' date and time selection. A red box highlights the date and time fields (September 4, 2009, 21:00), and a red arrow points to the 'End Date/Time' label above. A mouse cursor is pointing at the time selection.

7. To indicate any time that was taken off during the classroom session, a lunch or dinner break for example, use the drop-down menu in the **Off Time** field.

This screenshot shows the 'Off Time' field with a red arrow pointing to it and a red box around the '0' in the drop-down menu. Below it, the 'Other Agencies' and 'Type(s)' fields are visible.

8. Select the type(s) of classroom training in the **Type(s)** section of the form by checking the boxes beside the applicable topics. You may select multiple types of training if applicable. If the type of training you are logging is not listed you may select **OTHER** and elaborate on the type of training in the next section.

Type(s): ?		
<input type="checkbox"/> Along side Tow Exercise	<input type="checkbox"/> Anderson Turn	<input type="checkbox"/> Collision Regs.
<input type="checkbox"/> Dewatering Pump	<input type="checkbox"/> Docking/Undocking	<input type="checkbox"/> DR
<input type="checkbox"/> Expanding Square	<input checked="" type="checkbox"/> First Aid Course	<input type="checkbox"/> GPS
<input type="checkbox"/> Line Throwing Gun	<input type="checkbox"/> Line Toss	<input type="checkbox"/> Lines and Knots
<input type="checkbox"/> Master Limited Cert	<input type="checkbox"/> MEDA2	<input type="checkbox"/> MEDA3
<input type="checkbox"/> Night Exercise	<input type="checkbox"/> OCC Evaluator Course	<input checked="" type="checkbox"/> OTHER

9. Use the **Description** section to include any additional information that pertains to the classroom training session you are logging. This could include topics covered in the session as well as any skills that were practiced in the classroom.

Description: ?

Achievement: ?

This form represents completion of a course - Credit all attendi

10. If this classroom session was part of a training course you may indicate this achievement in the **Achievement** section when the course is completed. Select the achievement level from the drop down menu. If this does not apply to the classroom session you are logging simply select **No Achievement**.

Achievement: ?

This form represents completion of a course - Credit all attending with t

No Achievement

Any achievement selected is applied when this report is closed

Attendance: ?

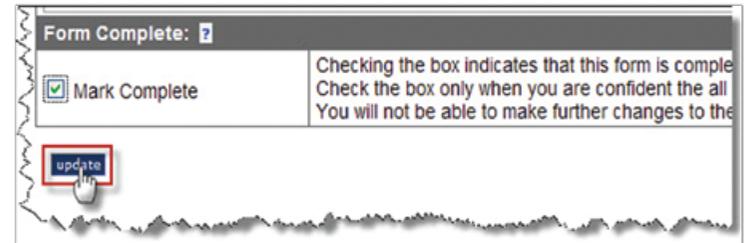
11. Select the people who were involved in the classroom session by checking their names in the **Attendance** section. If you indicated that more than one unit was involved in this session in the **Unit(s)** section, the names from all selected units will be displayed.

Attendance: ?

Personnel: 240-GAMRU

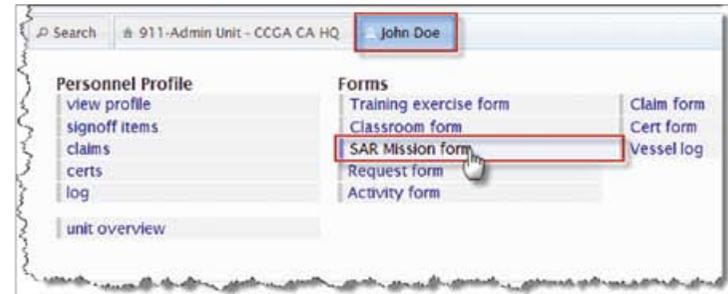
<input type="checkbox"/> TERRY ROSSI	<input type="checkbox"/> ERIC TAYLOR	<input type="checkbox"/> BRENT GORZYNSKI
<input checked="" type="checkbox"/> MICHAEL DIETL	<input checked="" type="checkbox"/> ALLAN PLATT	<input checked="" type="checkbox"/> DAVE BEDARD
<input type="checkbox"/> GLEN ALLISON	<input type="checkbox"/> LLOYD TAYLOR	<input type="checkbox"/> THOMAS FARR
<input checked="" type="checkbox"/> RANDY HELGET	<input checked="" type="checkbox"/> MICHAEL SMITH	<input type="checkbox"/> TERRY VANANDEL
<input type="checkbox"/> RALPH FITZGERALD	<input type="checkbox"/> KEN EWART	<input type="checkbox"/> EDWIN (ED) COOK
<input type="checkbox"/> BENJAMIN L. UPPER	<input type="checkbox"/> KAREN ASPDEN	<input type="checkbox"/> ROBERT BERRY
<input type="checkbox"/> SEAN COFFEY	<input type="checkbox"/> MIKE SPENCER	<input type="checkbox"/> DEPEK LEMSTRA

12. Follow the standard form submission steps to complete this form. These steps are outlined in the [Saving / Updating / Submitting Forms](#) section and are standard to all forms in the system. The only difference with the submitting of forms at the [Coxwain](#) or [Training Officer](#) level is that the signoff steps start with the [Instructor](#), and do not require [Member](#) signoff.



Incident Form

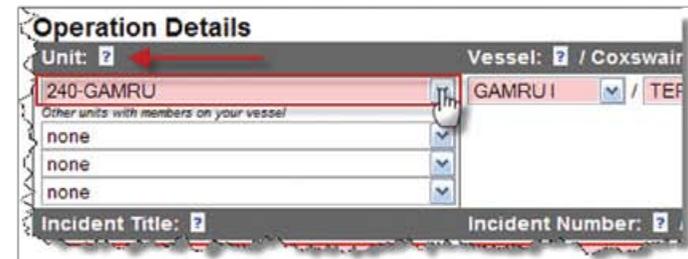
1. The [Incident Form](#) is one of the most involved forms in the system. The [Incident Form](#), also titled the [SAR Mission Form](#), can be found in the [Main Menu](#) under the name tab (e.g. [John Doe](#)). This is the form that should be filled out following a SAR tasking. Select [SAR Mission Form](#) to start filling out the form.



2. If this tasking was stood down prior to departure you may select the [Report As Stand-Down](#) button. This will provide you with the [Report SAR Incident Stand-Down](#) form. While this form is very similar to the incident form, it only requires information pertinent to a tasking that was stood down.



3. Start by filling in your unit information into the [Unit](#) section. The system will display your unit by default. You may select more than one unit if there were members from another unit on your vessel at the time of the tasking.

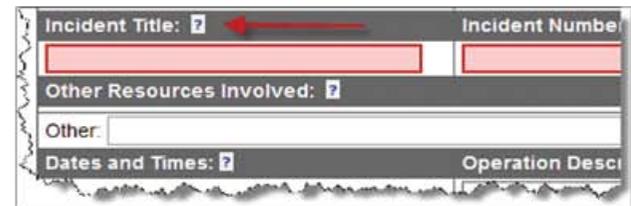


4. In the **Vessel: Coxswain/Master** section of the form, select the vessel involved in the incident and the associated Coxswain/Master from the drop-down menu. If you changed the unit in the **Unit** section, you must update the form before the vessels associated with that unit will be displayed in the **Vessel** section. If more than one vessel was involved in the tasking you must complete a separate form for each vessel.



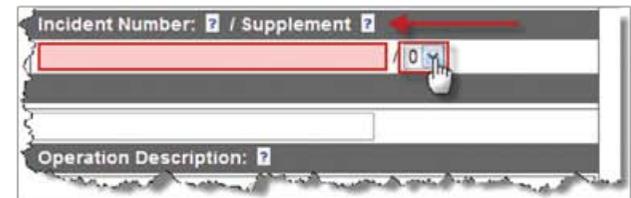
A screenshot of a software form titled "Vessel: Coxswain/Master". It features two dropdown menus: the first is labeled "Vessel:" and contains the text "GAMRUI"; the second is labeled "Coxswain/Master:" and contains the text "TERRY ROSSI". A mouse cursor is pointing at the second dropdown menu. Below these fields, there is a section for "Incident Number:" and "Supplement:".

5. Next, create a title for this tasking in the **Incident Title** section. This title can be the type of tasking, the location of the incident or other identifying information about the incident.



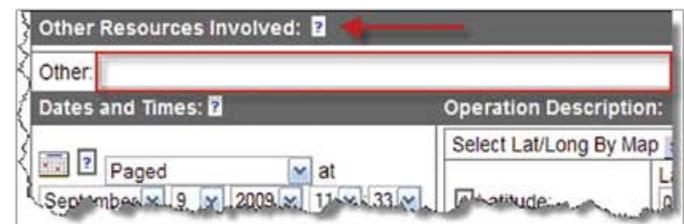
A screenshot of a software form section titled "Incident Title:". It includes a text input field for the title, a field for "Incident Number:", and a section for "Other Resources Involved:" with a sub-field labeled "Other:".

6. The **Incident Number** is the case number or tasking number assigned by the JRCC. If there was more than one vessel involved in the incident, use the **Supplement** drop-down menu to associate each additional form with the same incident number. For example, select 0 on the first form, 1 on the second and so on.



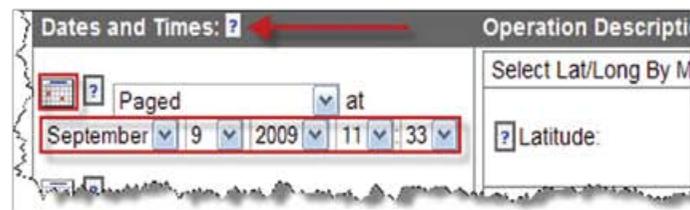
A screenshot of a software form section titled "Incident Number: / Supplement:". It shows a text input field for the incident number and a dropdown menu for the supplement, which is currently set to "0". Below this is a field for "Operation Description:".

7. If there were other resources involved in this incident, you can identify them in the **Other Resources Involved** section. These resources could include the local police, the Coast Guard or a vessel from another rescue unit. You are not limited in what information you provide in this text field.



A screenshot of a software form section titled "Other Resources Involved:". It features a large text input field for identifying resources. Below this are fields for "Dates and Times:" and "Operation Description:". At the bottom, there is a date and time selector showing "September 9, 2009 11:33" and a "Select Lat/Long By Map" button.

8. The date and time entries in an incident report are much more extensive than in other forms and need to be carefully filled out as accurately as possible in the [Dates and Times](#) section. Use either the drop-down menus or the calendar method to enter the dates and times in this section of the form. (See [Claim Form](#) step 5 for more information.)



Dates and Times: ? ←

Alerted at

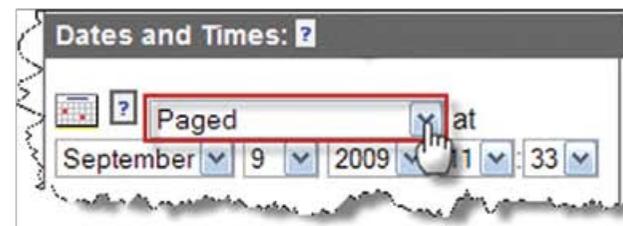
September 9 2009 11:33

Operation Description

Select Lat/Long By M

? Latitude:

a) Select the method by which you were alerted about this incident from the drop-down menu. You may have been paged, contacted via VHF/Cell or sighted the incident yourself. Indicate the date and time of this occurrence.

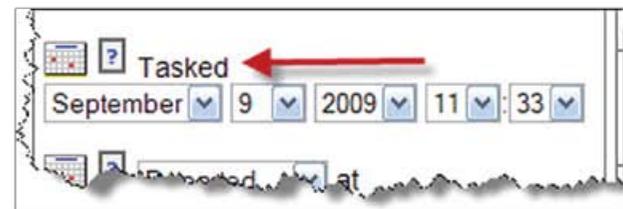


Dates and Times: ?

Alerted at

September 9 2009 11:33

b) The [Tasked](#) date/time is the time at which you were formally tasked by the JRCC to respond to an incident. In certain instances this may be the same date/time as the alert/departed times if the SRU was already underway when tasked. Indicate the date and time of this occurrence.

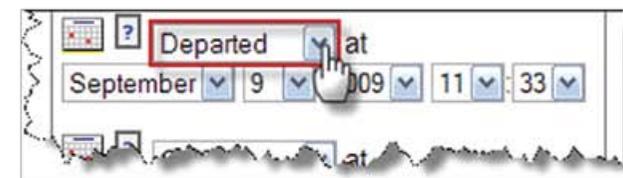


Dates and Times: ?

Tasked ← at

September 9 2009 11:33

c) Indicate the date/time you departed for this tasking. This may be the same date/time as the [Tasked](#) or [Alerted](#) date/time if the SRU was already underway when tasked. If you were [Stood Down](#) at this point, you may also indicate this with the drop-down menu.



Dates and Times: ?

Departed at

September 9 2009 11:33

d) Indicate the time your unit arrived on scene.
If your unit was stood down before arriving on scene you may use the drop-down menu to indicate this. Select **Stood Down** and indicate the date/time this took place.

On-Scene at
September 9 2009 12:02

e) Indicate the time the **Operation Ended** in the next section. If you were stood down at any point during this taking, the **Stood Down** time and the **Operation Ended** time should be the same.

Operation Ended
September 9 2009 13:45

f) Indicate the time at which you returned to base.

Return to Base
September 9 2009 14:13

g) The **Return to Normal Ops** date/time is the time at which your unit was ready to respond again via pager. (e.g. vessel refuelled, equipment stowed, debrief complete, etc.)

Return to Normal Ops
September 9 2009 14:54

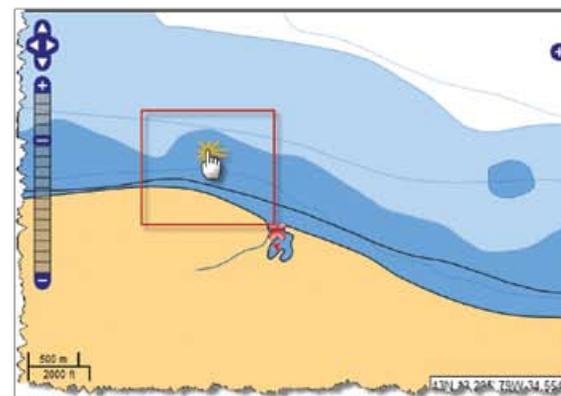
9. The **Operation Description** section of the **Incident Form** deals with the specific details of the tasking.

Operation Description: ?
Select Lat/Long By Map Select By Map
Latitude: 0 ° 0.0000 ' 0 " North
Longitude: 0 ° 0.0000 ' 0 " West

a) Enter the **Latitude** and **Longitude** where the incident took place. You can do this by either typing the coordinates into the text fields, or by using the **Select by Map** option.

Operation Description: ?	
Select Lat/Long By Map Select By Map	
? Latitude:	Latitude: 0 ° 0.0000 ' 0 \" North
? Longitude:	Longitude: 0 ° 0.0000 ' 0 \" West

b) Using the **Select by Map** option, a separate window will open allowing you to select the location of the incident on the map. Once you have found the location of the incident on the map, click on this location to apply the coordinates to the form.



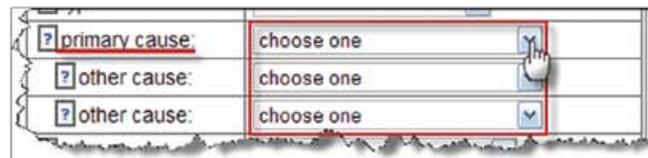
c) Use the drop-down menu to identify the **Classification** of this incident. Options range from **Immediate Danger** to **No Danger** and even **False Alarm**.

? Classification:	Potential Danger
? type:	choose one
? primary cause:	choose one
? other cause:	choose one

d) In the **Type** section, indicate the type of incident that you were responding to. Use the drop-down menu to select the applicable type of incident.

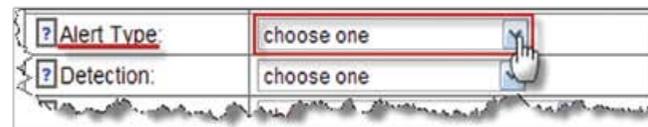
? Classification:	Potential Danger
? type:	choose one
? primary cause:	choose one
? other cause:	choose one

e) You are required to select the **primary** cause for this incident. Once again use the drop-down menu to select the cause that best describes the incident. You may also select other causes from the subsequent drop down menus. It is not necessary to indicate more than one cause if there was only one identified.



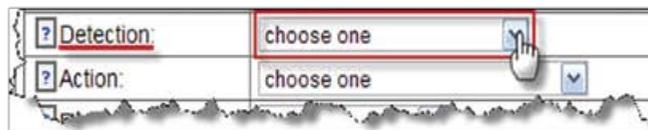
A screenshot of a SAR form with three rows. The first row is labeled 'primary cause:' and has a dropdown menu with 'choose one' selected. The second row is labeled 'other cause:' and also has a dropdown menu with 'choose one' selected. The third row is labeled 'other cause:' and has a dropdown menu with 'choose one' selected. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

f) Indicate the **Alert Type**. This is the way by which the SAR system was notified about the person(s) in distress. Use the drop down menu to select the method used to alert the system.



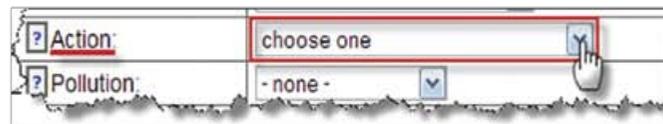
A screenshot of a SAR form with two rows. The first row is labeled 'Alert Type:' and has a dropdown menu with 'choose one' selected. The second row is labeled 'Detection:' and has a dropdown menu with 'choose one' selected. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

g) Use the next drop down menu to select the method of **Detection**. This is the method by which the SRU located the distress.



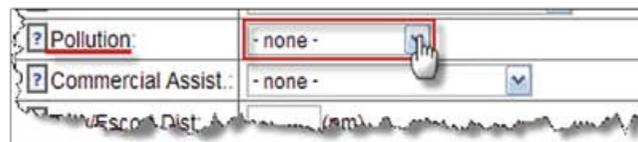
A screenshot of a SAR form with two rows. The first row is labeled 'Detection:' and has a dropdown menu with 'choose one' selected. The second row is labeled 'Action:' and has a dropdown menu with 'choose one' selected. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

h) Select the **Action** taken by the SRU in resolving (or attempting to resolve) the incident. Use the drop-down menu to select the applicable action.



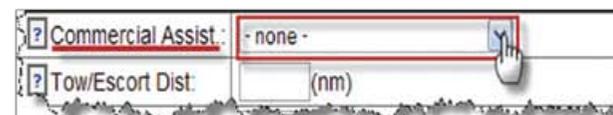
A screenshot of a SAR form with two rows. The first row is labeled 'Action:' and has a dropdown menu with 'choose one' selected. The second row is labeled 'Pollution:' and has a dropdown menu with '- none -' selected. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

i) If **Pollution** was a factor or a concern in this tasking, indicate it with the **Pollution** drop down menu.



A screenshot of a SAR form with two rows. The first row is labeled 'Pollution:' and has a dropdown menu with '- none -' selected. The second row is labeled 'Commercial Assist:' and has a dropdown menu with '- none -' selected. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

j) If a commercial vessel assisted you at any time during this tasking, indicate this in the **Commercial Assist.** drop-down menu.



A screenshot of a SAR form with two rows. The first row is labeled 'Commercial Assist:' and has a dropdown menu with '- none -' selected. The second row is labeled 'Tow/Escort Dist:' and has a text input field with '(nm)' entered. A red box highlights the first dropdown menu, and a hand cursor is pointing at it.

k) Indicate the **Tow/Escort** distance in the provided fields if towing was needed to help resolve this incident.

A screenshot of a form with three rows. Each row has a question mark icon, a label, an input field, and a unit. The first row is labeled 'Tow/Escort Dist:' with a unit of '(nm)'. The second row is labeled 'Tow/Escort Time:' with a unit of '(hh:mm)'. The third row is labeled 'Daughter Boat Use:' with a unit of '(hh:mm)'. Red boxes highlight the input fields in each row.

10. In the **All Personnel** section, indicate the personnel involved in this tasking by checking the boxes beside their names. Be sure and include the name of the **Coxswain/Master**.

A screenshot of the 'All Personnel (including Coxswain/Master):' section. It shows a list of personnel names with checkboxes. The names 'TERRY ROSSI', 'ALLAN PLATT', 'GLEN ALLISON', 'LLOYD TAYLOR', 'MICHAEL SMITH', 'KEN EWART', and 'EDWIN (ED) COOK' are checked. Red boxes highlight these checked names. Other names like 'ERIC TAYLOR', 'BRENT GORZYNSKI', 'DAVE BEDARD', 'THOMAS FARR', 'TERRY VANANDEL', 'KAREN ASPDEN', and 'ROBERT BERRY' are unchecked.

11. The **Conditions** section of the form involves data about weather conditions at the time of the tasking.

A screenshot of the 'Conditions' section. It has a title 'Conditions' with a red arrow pointing to it. Below the title are three rows: 'Wind: ?' with a question mark icon, 'Direction: N' with a dropdown arrow and 'Speed: choose' with a dropdown arrow, and 'Weather Conditions: ?' with a question mark icon.

a) Fill in the **Direction** and **Speed** of the wind at the time of the tasking using the drop-down menus.

A close-up screenshot of the 'Wind' section. It shows 'Wind: ?' with a red arrow pointing to it. Below it, 'Direction: N' has a dropdown arrow and 'Speed: choose' has a dropdown arrow. A hand cursor is pointing at the 'Speed' dropdown. Below this is 'Weather Conditions: ?'.

b) Select the **Sea State** at the time of the tasking using the drop-down menu.

A close-up screenshot of the 'Sea State' section. It shows 'Sea State: ?' with a red arrow pointing to it. Below it, 'Seas choose' has a dropdown arrow. A hand cursor is pointing at the 'Seas' dropdown.

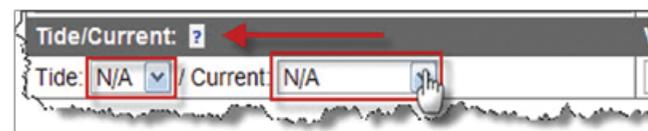
c) Indicate the weather conditions at the time of the tasking in the text field provided in the **Weather Conditions** section. Try to be specific in your description.



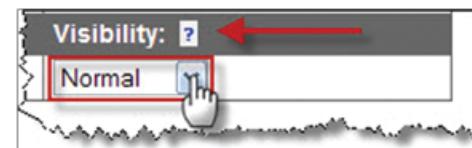
d) In the **Temperature** section indicate, to the best of your ability, the **Sea and Air** temperatures at the time of the tasking. Use the drop-down menus provided.



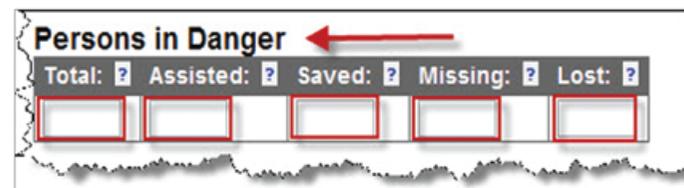
e) Indicate the **Tide and Current** conditions using the drop down menus in the **Tide/Current** section. If these are not applicable to the conditions you are logging you may leave these fields marked as N/A.



f) Finally, select the **Visibility** at the time of the tasking using the drop-down menu.



12. In the **Persons in Danger** section indicate the Total number of people, people **Assisted**, people **Saved**, people **Missing** and people **Lost** by typing the data into the appropriate text fields.



13. The next section deals with information pertaining to the vessel that was assisted in the tasking.

a) Indicate the vessel's name in the **Vessel Name** text field.

b) Enter the vessel's registration number in the text field provided under the **Registration #** section.

c) Select the **Type** of vessel assisted from the drop-down menu.

d) Indicate the value of the vessel in the **Value** field.

e) Enter the **LOA** (length overall) of the vessel into the **LOA** field. It is assumed that this measurement is in feet.

Vessel Assisted

Vessel Name: ?	Registration #: ?	Type: ?
		Cabin Cruiser
LOA: ?	GT #: ?	Draft: ?
Vessel Notes: ?		

Vessel Assisted

Vessel Name: ?	Registration #: ?
LOA: ?	GT #: ?

Registration #: ? **Type: ?**

	Cabin
GT #: ?	Draft: ?

Type: ? **Value**

Cabin Cruiser	\$
Draft: ?	Natio

Value: ?

\$
Nationality: ?

LOA: ? **GT #: ?**

Vessel Notes: ?	

f) Next, indicate the gross tonnage, or best estimate thereof, of the assisted vessel in the **GT#** field.

A screenshot of a software interface showing two input fields. The first field is labeled "GT#: ?" and the second is labeled "Draft:". Both fields are empty and have a red border around them.

g) In the **Draft** section, enter the draft information of the assisted vessel.

A screenshot of a software interface showing a single input field labeled "Draft: ?". The field is empty and has a red border around it.

h) Use the drop down menu in the **Nationality** section to indicate the nationality of the assisted vessel.

A screenshot of a software interface showing a dropdown menu labeled "Nationality: ?". The dropdown is open, and "Canada" is selected. A mouse cursor is visible over the dropdown arrow.

i) In the **Vessel Notes** field you can include any other information pertaining to the assisted vessel. This can include a physical description of the assisted vessel and any other pertinent information.

A screenshot of a software interface showing a large text input field labeled "Vessel Notes: ?". The field is empty and has a red border around it.

j) Enter the name of the **Master** of the assisted vessel in the **Master (name)** field. It is important to use the name of the person who was acting as master at the time of the incident.

A screenshot of a software interface showing an input field labeled "Master (name): ?". The field is empty and has a red border around it.

k) Enter the name of the assisted vessel's owner in the **Owner (name)** section of the field. Although this may be the same person as the master of the vessel, you must enter a name into this field.

A screenshot of a software interface showing an input field labeled "Owner (name): ?". The field is empty and has a red border around it.

l) Include the address and phone number of the vessel owner in the **Address and Telephone** fields.



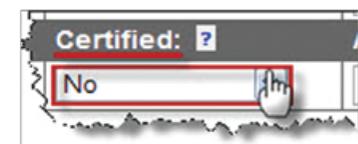
A screenshot of a form section with a dark header. The header contains two labels: "Address: ?" and "Telephone: ?". Below each label is a white rectangular input field. The fields are outlined with a red border. Below the input fields, the labels "Age: ?" and "Date Of Birth: ?" are visible.

m) Indicate the gender of the vessel owner using the drop-down menu in the **Gender** field.



A screenshot of a form section with a dark header. The header contains the label "Gender: ?" and a "Cer" label. Below the "Gender: ?" label is a drop-down menu with "Male" selected. A mouse cursor is pointing at the drop-down arrow. To the right of the drop-down menu is a "No" button.

n) In the **Certified** section indicate if the owner of the vessel was certified or not.



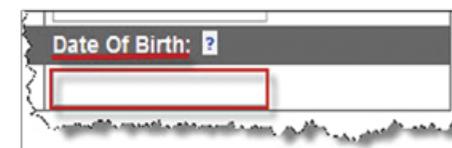
A screenshot of a form section with a dark header. The header contains the label "Certified: ?". Below the label is a drop-down menu with "No" selected. A mouse cursor is pointing at the drop-down arrow.

o) Indicate the age of the vessel owner in the **Age** field.



A screenshot of a form section with a dark header. The header contains the label "Age: ?". Below the label is a white rectangular input field. The field is outlined with a red border.

p) Enter the date of birth of the vessel's owner into the field under the **Date of Birth** Section.



A screenshot of a form section with a dark header. The header contains the label "Date Of Birth: ?". Below the label is a white rectangular input field. The field is outlined with a red border.

14. The **Incident Details** section of the form is used to identify the specifics of the incident. Be as specific and detailed as possible in your entries. Enter a time into the **Time** column on the left. Then enter a **Description** of what happened at the given time in the **Description** column on the right.



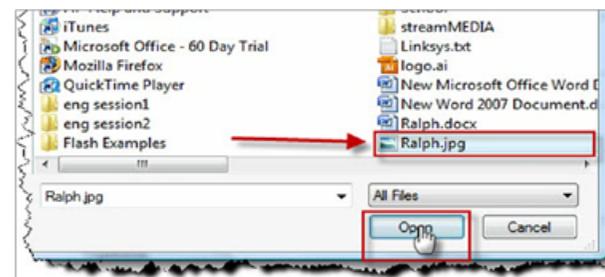
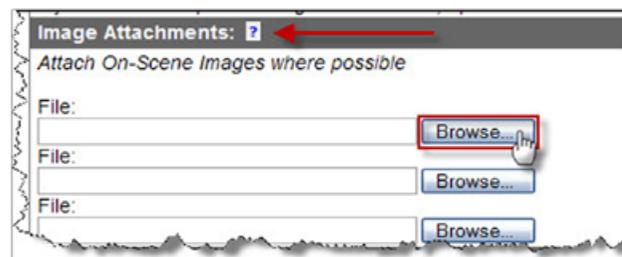
A screenshot of the "Incident Details" section of the form. The section has a dark header with the title "Incident Details" and a "Significant Events: ?" label. Below the header is a table with two columns: "Time: ?" and "Description: ?". The first row of the table has the time "11:33" in the "Time" column and "Paged via mobile phone." in the "Description" column. The table is outlined with a red border.

15. In the **Image Attachment** section of the form you can include some pictures of the incident or any other scanned documents that might pertain to the incident. Please use this section to include a scanned copy of the filled out **Collision, Injury, Wreck report** form. These forms are found in the SMS document library on the website.

a) To upload any pictures or scans select **Browse**.

b) Locate the image file within your computer and select **Open**. JPG files are recommended, but most image types are accepted.

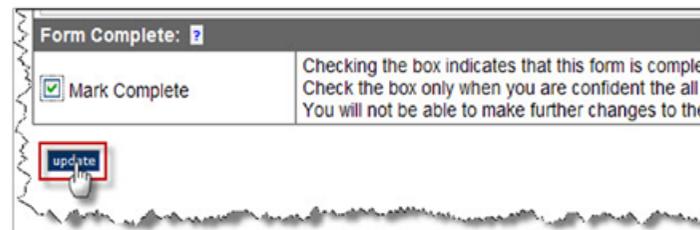
c) Three fields are displayed by default. If all three are used, update the report and more blank fields will appear to upload additional images.



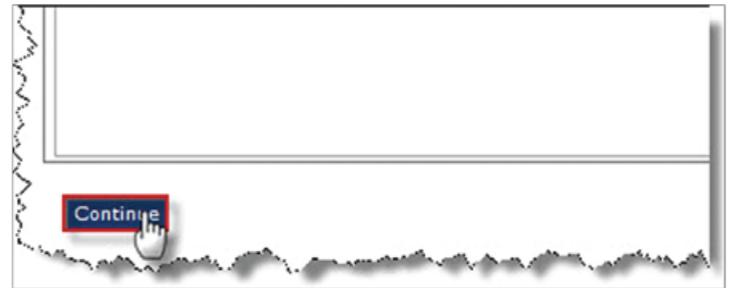
16. Use the **Description** section to include any further details about the incident. This could be a description of the files you uploaded in the previous section or any details that you were not able to accurately include in the form.



17. Follow the standard form submission steps to submit the form. These steps are outlined in the **Saving / Updating / Submitting Forms** section and are standard to all forms in the system.

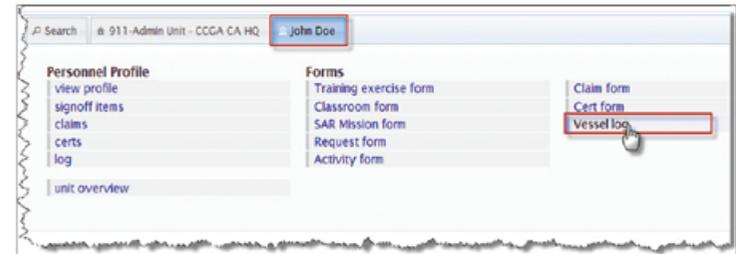


18. If you opted to fill out the SAR Incident [Stand-Down Form](#), you will need to select [Continue](#) at the bottom of the form. This will populate the full Incident Form with the applicable information. Once this new form has loaded, simply submit this form using the standard submission steps.

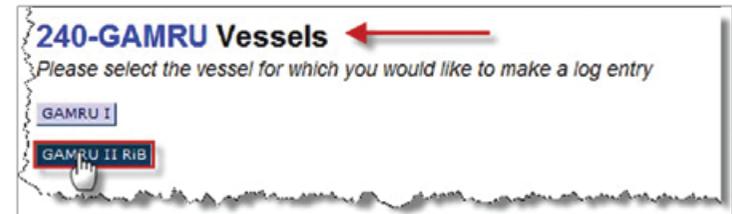


Vessel Log

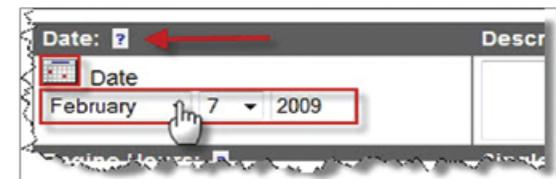
1. Much like the [Personal Log](#), the [Vessel Log](#) is a way to log activities involving your unit's vessels that might not have otherwise been entered into the system through other types of forms. For example an oil change, a test drive or other maintenance should be logged using this form. To create a vessel log select the [Vessel Log](#) option under the name tab (e.g. [John Doe](#)) in the [Main Menu](#).



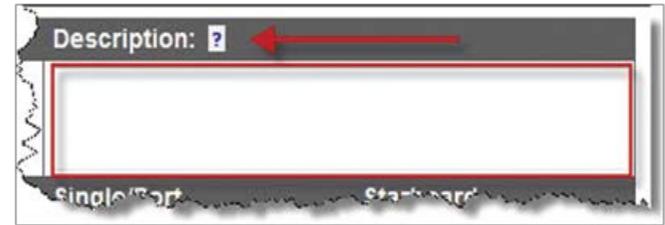
2. You will see a list of all your unit's vessels. Select the vessel about which you would like to make an entry by clicking on the vessel's name.



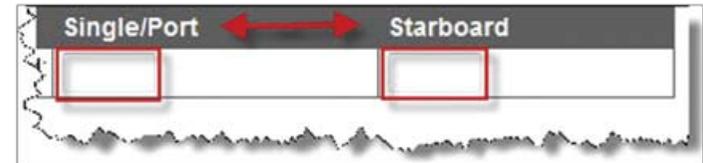
3. Enter the date the activity you are logging took place into the [Date](#) section of the form. You may use the drop down menus or the calendar method to enter the date.



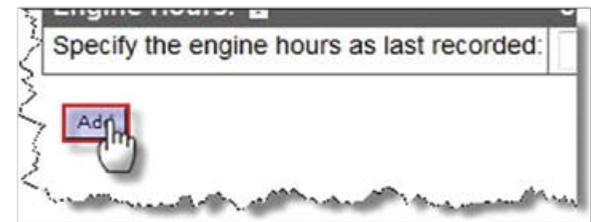
4. Provide a description of the activity you are logging in the [Description](#) text field. Give as much detailed information as possible; there is no limit on the amount of text you can enter.

A screenshot of a web form showing a text input field. The label "Description:" is at the top left, followed by a question mark icon. A red arrow points from the question mark to the text input field. The field is empty and has a red border. Below the field, the labels "Single/Port" and "Starboard" are partially visible.

5. Enter the engine hours into the [Single/Port](#) and [Starboard](#) sections. Be sure to specify the hours as last recorded.

A screenshot of a web form showing two input fields. The labels "Single/Port" and "Starboard" are at the top. A red double-headed arrow is between the labels. Below each label is an empty input field with a red border.

6. Finally press [Add](#) to submit the form to the system.

A screenshot of a web form showing a text input field with the label "Specify the engine hours as last recorded:". Below the field is a blue button labeled "Add". A mouse cursor is clicking on the "Add" button.