



USER'S MANUAL

Regional Fishing Vessels Record

(RFVR) Database System

Training Department
Southeast Asian Fisheries Development Center



TD/TRB/101



USER'S MANUAL
REGIONAL FISHING VESSELS RECORD (RFVR)
DATABASE SYSTEM

NAMFON IMSAMRARN

SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER
TRAINING DEPARTMENT



TD/TRB/101

May 2022

CONTENTS

I.	INTRODUCTION	1
II.	28 KEY DATA ELEMENTS (KDEs)	1
III.	DESIGN AND FUNCTIONS BY DESIGNATED USERS	2
IV.	STRUCTURES ON RFVR WEBPAGE	3
V.	HOW TO ACCESS TO THE RFVR DATABSE SYSTEM	5
VI.	7 KEY FUNCTIONS/MENUS OF THE RFVR	6
	1) Dashboard	6
	2) List of Fishing Vessels	8
	3) Data Upload	10
	4) Manage User	12
	5) RFVR User Manual	17
	6) Related Document.....	17
	7) Logout	17
VII.	5 KEY FUNCTIONS/MENUS OF THE MANAGE YOUR OWN ACCOUNT	18
	1) Edit Profile	19
	2) Change Photo	19
	3) Change Username	22
	4) Change Password	23
	5) Logout	24
VIII.	HOW TO PREPARE 28KDES COUNTRY DATA IN EXCEL FILE	25
Annex 1.	RFVR Template in Excel File Format	31
Annex 2.	International Standard Statistical Classification of Fishery Vessels by Vessel Types (ISSCFV, Rev.1, 2019)	32

USER’S MANUAL

REGIONAL FISHING VESSELS RECORD (RFVR)

DATABASE SYSTEM

I. INTRODUCTION

The database system of the Regional Fishing Vessels Record (RFVR) (here after called “RFVR”) is an online system collaboratively established by the ASEAN Member States (AMSs) under the ASEAN-SEAFDEC Strategic Partnership (ASSP) mechanism. The special SOM-34th AMAF, 13-14 August 2013, agreed in principle to establish a Regional Fishing Vessels Record (RFVR) as a tool to combat IUU fishing in the Southeast Asian region.

The RFVR database consists of 28 key data elements to support the fishing vessel inspectors in preventing Illegal, Unreported, and Unregulated (IUU) fishing vessels. It is expected that RFVR will work as a practical tool for related authorities of the ASEAN Member States (AMSs) in checking and taking corrective actions against inappropriate behavior of its fishing vessels, thereby supporting the elimination of IUU fishing in the Southeast Asian region. For example, AMSs can take appropriate actions against “stateless vessels, IUU fishing vessels, pouching” by sharing information and identifying problematic vessels through the collective fishing vessels information in the RFVR. Therefore, periodically updating the RFVR is needed to assure that the shared fishing vessels information among the ASEAN Member States (AMSs) could prevent and eliminate IUU fishing in the Southeast Asian region.

SEAFDEC/Training Department, as a RFVR database system center, revised the system to replace the old version of RFVR established in 2015. The key changes of the RFVR new version are: 1) AMSs can upload all country vessels information and manage users to the RFVR directly via the web-based application, 2) the RFVR is opened to public users with limited access, 3) Dashboard, and 4) download related documents functions.

II. 28 KEY DATA ELEMENTS (KDEs)

Through a series of the expert consultation meeting since 2013, all AMSs agreed the 28 Key Data Elements (KDEs) be shared in the system as follows:

No.	KDEs	No.	KDEs
1	Name of Vessel	15	International Radio Call Sign (IRCS)
2	Vessel Registration Number	16	Engine Brand
3	Owner Name	17	Serial Number of Engine
4	Type of Fishing Method/Gear	18	Hull Material
5	Fishing License Number	19	Date of Registration
6	Expiration Date of Fishing Licenses	20	Area of Fishing Operation
7	Port Registry	21	National of Vessel
8	Gross Tonnage	22	Previous Name
9	Length (L)	23	Previous Flag

10	Breadth (B)	24	Name of Captain
11	Depth (D)	25	Nationality of Captain
12	Engine Power	26	Number of Crew
13	Shipyard/Ship Builder	27	Nationality of Crew
14	Date of Launching/Year of Build	28	IMO Number

Table 1. 28 Key Data Elements (KDEs)

III. DESIGN AND FUNCTIONS BY DESIGNATED USERS

Figure 1 shows the design of the RFVR and its functions by three (3) designated users. The RFVR is designed to cover three (3) groups of the user as follows: 1) Administrator: for managing and updating the RFVR at the country level, 2) Country Users: for the manager/officer, inspectors designed by the relevant fisheries agency, 3) Public Users: for general users who interested in the RFVR.

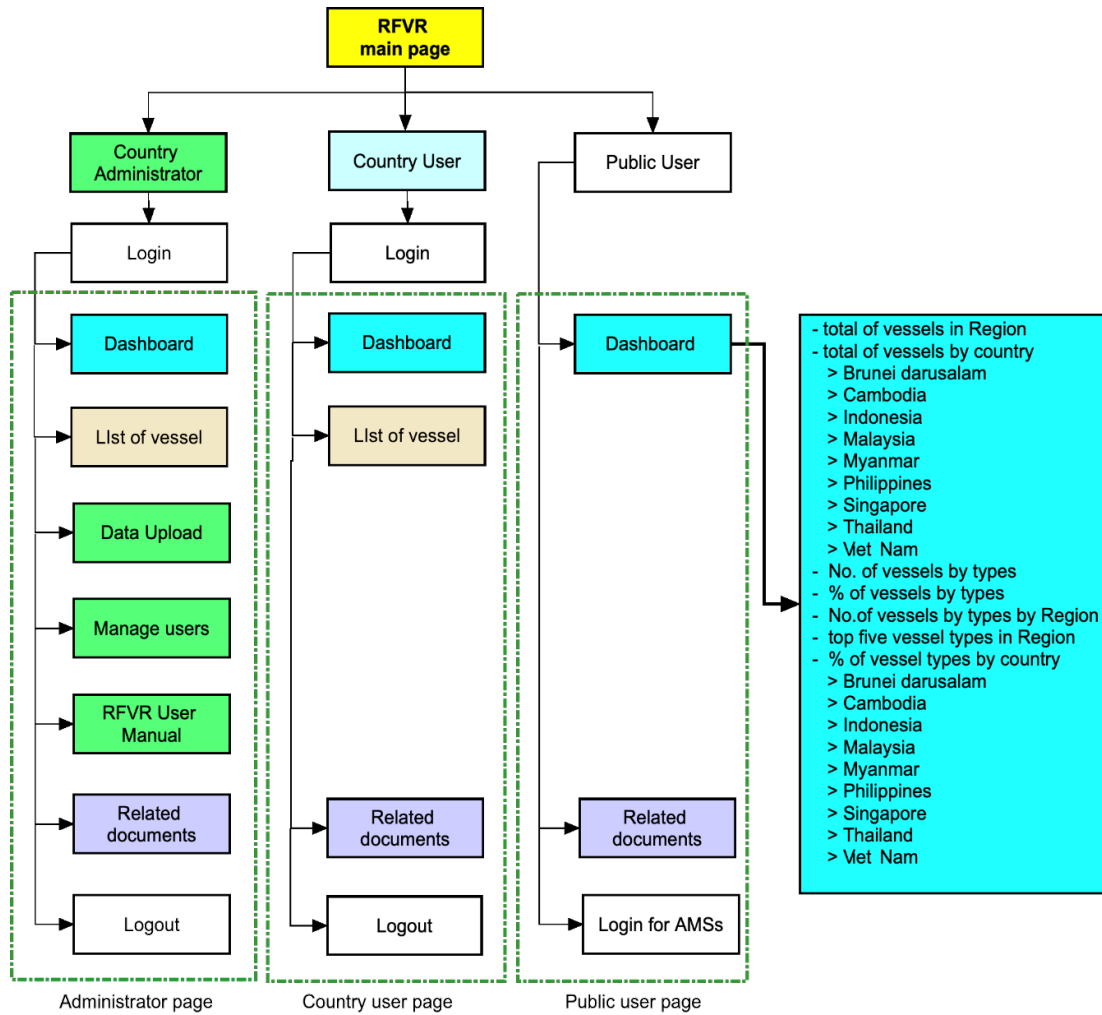


Figure 1. Design, Functions, and designated users of the RFVR Database System

The administrator (here after called “Admin”) and country users require a user account and password to login to the RFVR, while there is no login for the public user. The access ability and available menus are different depend upon designated users. For instance, the admin page consists of seven (7) main menus, such as dashboard, list of vessels and their KDEs, data upload function, manage users, user manual, related documents, and logout function. The country user webpage has four (4) menus, while the general user can access the only dashboard and download related documents.

The dashboard, data upload and manage user’s menus are new functions of the RFVR. All designated users can access the dashboard. The dashboard page displays several graphics of the summary results generated from the RFVR database system as shown in **Figure 2**.

IV. STRUCTURES ON RFVR WEBPAGE

The structure of the RFVR webpage consists of three sections as described in **Table 2** and **Figure 2**.

Section		Description
1	List of Menus*	<p>This section shows a list of menus*, including</p> <ul style="list-style-type: none"> • Dashboard • List of Vessels • Data Upload • Manage User <ul style="list-style-type: none"> ○ Create New Account ○ List of User Accounts ○ List of User Profiles • RFVR User Manual • Related Documents • Logout <p>*depend on the authority of the account.</p>
2	Dashboard/ Summary of RFVR Information	<p>This section shows a summary of information, <i>i.e.</i></p> <ul style="list-style-type: none"> • Number of Vessels by Country, • Number of Vessels Separate by Fishing Vessels and Carrier/Support Vessels, • Percentage of Vessels Separate by Fishing Vessels and Carrier Vessels in ASEAN, • Number of Vessels-by-Vessels Types in Region, • Top 5 Vessel Types in ASEAN and • Percentage of Vessel Types by Country
3	Manage Your Own Account	<p>This section is for editing the account including</p> <ul style="list-style-type: none"> • Edit Profile • Change Photo • Change Username • Change Password • Logout

Table 2. Description of RFVR Structure



Figure 2. Dashboard Page of Admin User

V. HOW TO ACCESS TO THE RFVR DATABASE SYSTEM

The RFVR is a web-based application functioning well on the Google Chrome web browser (recommended). However, the system could run on Safari, Mozilla, and Firefox web browsers. All users can access the RFVR via URL: <http://www.seafdec.or.th/rfvr/> (**Figure 3**) shows the main page of the RFVR database system, which consists of an introduction about the RFVR development, a list of KDEs, and two (2) entry icons: one for public users, another one for country users, and Admin.

The public/general users could access directly without login by choosing the “VIEW SUMMARY RFVR” icon. But for the country user and Admin, they can access the RFVR by selecting the “LOGIN PAGE” to access to the Country user page and Admin page for more detailed information and administration of the RFVR database. By selecting the “LOGIN PAGE” icon, the login page will display as shown in **Figure 4**.

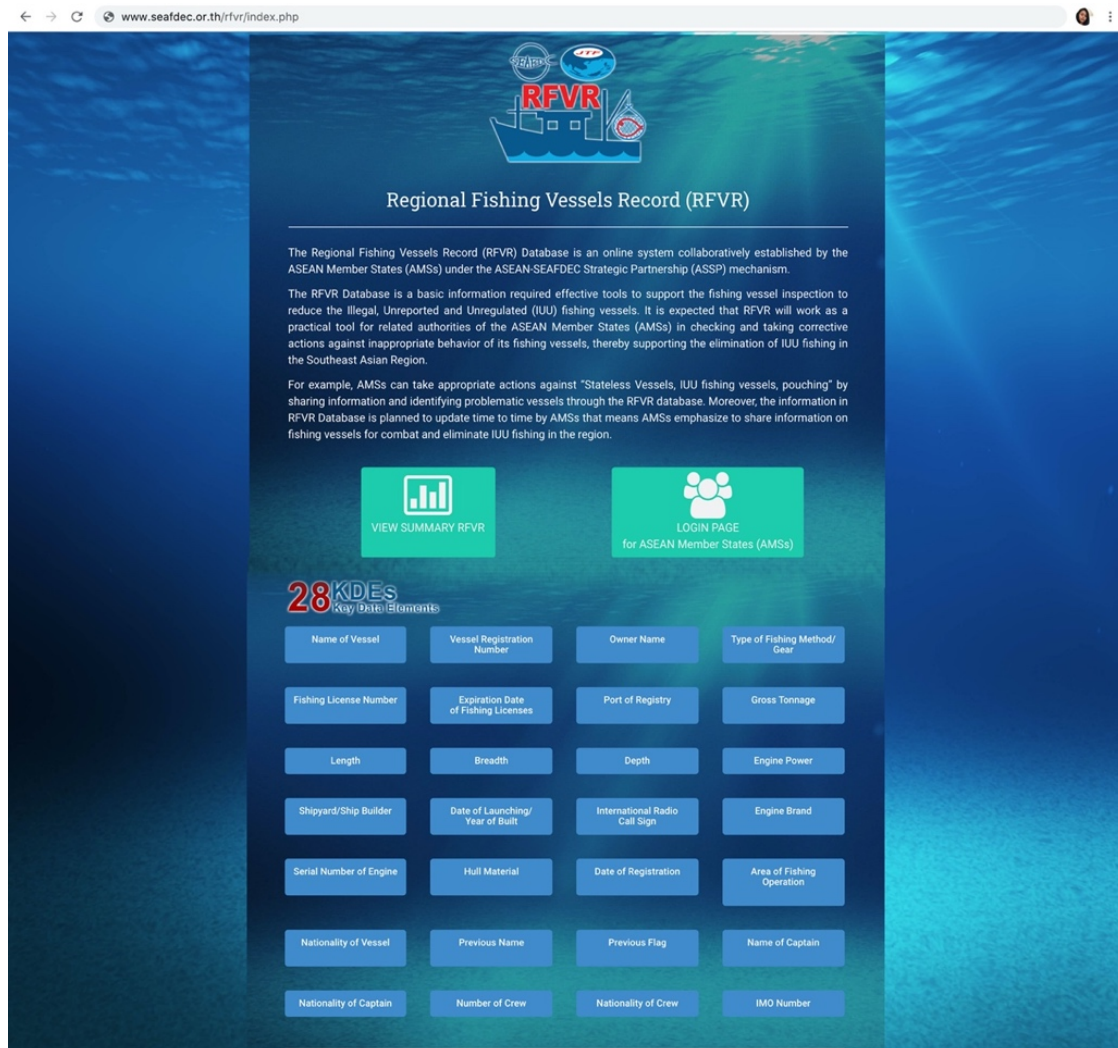


Figure 3. Main Page of the RFVR Database System

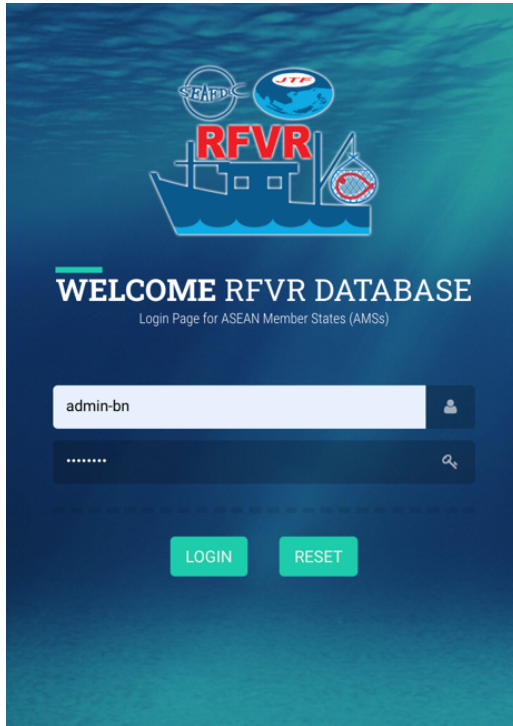


Figure 4. Login Page for the Country Users and Admin

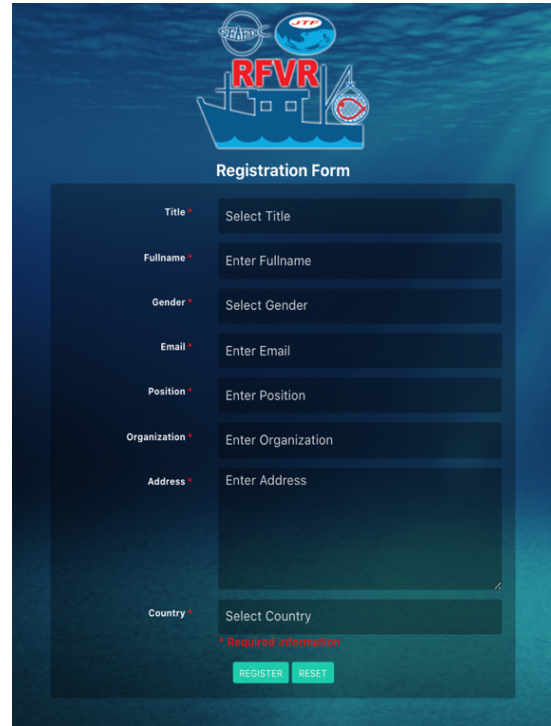


Figure 5. Registration Form for the Country User and Admin

PINPOINT: to the country user and admin user when they first login to the RFVR database system, Users must register by themselves before using the system. The registration form will appear as shown in **Figure 5**. The registration form requires fullname with title and gender, email address, position, organization, contact address and country.

VI. 7 KEY FUNCTIONS/MENUS OF THE RFVR

1) Dashboard

Main Users: All users including public, country users and admin

- For public user, refers to **Figure 3**, after selecting the “VIEW SUMMARY RFVR” icon, the main dashboard page will display, as shown in **Figure 6**.
- For country users and admin, refers to **Figure 3**, after clicking ‘LOGIN’ using the designated username and password, the main dashboard page will display, as shown in **Figure 2**. The difference of dashboard page between public users and country users/ admin user is the authority of the account.



Figure 6. Dashboard Page of Public User

The dashboard page consists all 9 AMSs flags, representing a total number of vessels in each respective country. Mouseover on the flag, the updating date of data will appear. The page also shows summary of vessel information and data in different graphic types such as

- Total of vessels in region
- Total of vessels by country (9 AMSs)
- No. of vessels by types
- Percentage of vessels by types
- No. of vessels by types in region
- Top five vessel types in region
- Percentage of vessel types by country (9 AMSs)

2) List of Fishing Vessels

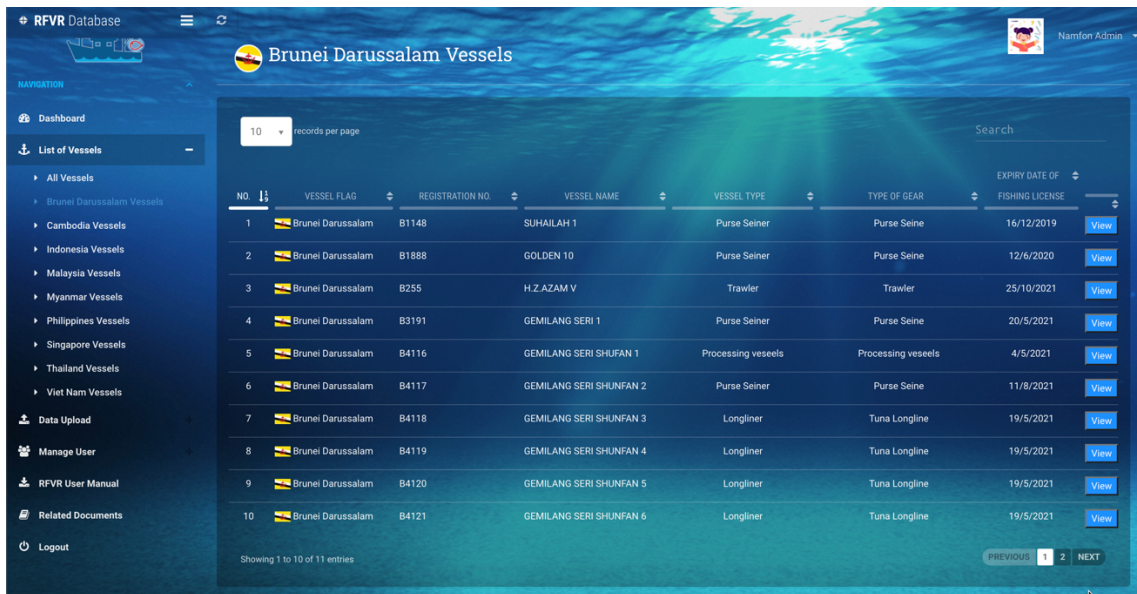
Main Users: Country users and admin

This menu shows list of vessels and detailed information by country including Brunei Darussalam, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam as shown in **Figure 8A**.

By selecting “country” from the menu, the list of vessels and their information will display such as vessel flag, registration number, vessel name, vessel type, type of fishing gear and expiry date of fishing license.

User can search the vessel by typing a keyword in search box such as registration no., vessel name, vessel type, etc. In addition, user can sort the data by clicking one KDE from the top column: vessel flag, registration number, vessel name, vessel type, type of fishing gear and expiry date of fishing license. For instance, the user clicks on “Type of Gear” sorting from A to Z, the result will display as **Figure 8B**. Sorting is adjustable by clicking the arrow icon “

User also can view all vessel information by clicking “[View](#)” icon, all 28 KDEs of each selected vessel will display as shown in **Figure 9**.



No.	VESSEL FLAG	REGISTRATION NO.	VESSEL NAME	VESSEL TYPE	TYPE OF GEAR	EXPIRY DATE OF FISHING LICENSE	
1		B1148	SUHAILAH 1	Purse Seiner	Purse Seine	16/12/2019	View
2		B1888	GOLDEN 10	Purse Seiner	Purse Seine	12/6/2020	View
3		B255	H.Z.AZAM V	Trawler	Trawler	25/10/2021	View
4		B3191	GEMILANG SERI 1	Purse Seiner	Purse Seine	20/5/2021	View
5		B4116	GEMILANG SERI SHUNFAN 1	Processing vesels	Processing vesels	4/5/2021	View
6		B4117	GEMILANG SERI SHUNFAN 2	Purse Seiner	Purse Seine	11/8/2021	View
7		B4118	GEMILANG SERI SHUNFAN 3	Longliner	Tuna Longline	19/5/2021	View
8		B4119	GEMILANG SERI SHUNFAN 4	Longliner	Tuna Longline	19/5/2021	View
9		B4120	GEMILANG SERI SHUNFAN 5	Longliner	Tuna Longline	19/5/2021	View
10		B4121	GEMILANG SERI SHUNFAN 6	Longliner	Tuna Longline	19/5/2021	View

Figure 8A. List of Vessels by Country

The screenshot shows the RFVR Database interface for Brunei Darussalam Vessels. The main content is a table listing 11 vessels, sorted by 'Type of Gear'. A red box highlights the 'TYPE OF GEAR' column header and its corresponding data in the first few rows. The table includes columns for No., Vessel Flag, Registration No., Vessel Name, Vessel Type, Type of Gear, Expiry Date of Fishing License, and a View button for each row.

NO.	VESSEL FLAG	REGISTRATION NO.	VESSEL NAME	VESSEL TYPE	TYPE OF GEAR	EXPIRY DATE OF FISHING LICENSE	View
5	Brunei Darussalam	B4116	GEMILANG SERI SHUNFAN 1	Processing vessels	Processing vessels	4/5/2021	View
1	Brunei Darussalam	B1148	SUHAILAH 1	Purse Seiner	Purse Seine	16/12/2019	View
2	Brunei Darussalam	B1888	GOLDEN 10	Purse Seiner	Purse Seine	12/6/2020	View
4	Brunei Darussalam	B3191	GEMILANG SERI 1	Purse Seiner	Purse Seine	20/5/2021	View
6	Brunei Darussalam	B4117	GEMILANG SERI SHUNFAN 2	Purse Seiner	Purse Seine	11/8/2021	View
11	Brunei Darussalam	B4122	GEMILANG SERI SHUNFAN 7	Purse Seiner	Purse Seine	11/8/2021	View
3	Brunei Darussalam	B255	H.Z.AZAM V	Trawler	Trawler	25/10/2021	View
7	Brunei Darussalam	B4118	GEMILANG SERI SHUNFAN 3	Longliner	Tuna Longline	19/5/2021	View
8	Brunei Darussalam	B4119	GEMILANG SERI SHUNFAN 4	Longliner	Tuna Longline	19/5/2021	View
9	Brunei Darussalam	B4120	GEMILANG SERI SHUNFAN 5	Longliner	Tuna Longline	19/5/2021	View

Figure 8B. List of Vessels by Country, sorting by “Type of Gear”

The screenshot shows the 'Vessel Details' form for vessel SUHAILAH 1. The form is organized into two columns of key-value pairs, providing comprehensive information about the vessel's registration, specifications, and crew.




Vessel Details			
Vessel Flag	: Brunei Darussalam	Date of Launching	: - (DD/MM/YYYY)
Vessel Registration No.	: B1148	IRCS	: SUHAILAH 1 B1148
Vessel Name	: SUHAILAH 1	Engine Brand	: Cummins
Type of Gear/Method	: Purse Seine	Serial of Engine	: 10918897
Vessel Type	: Purse seiners	Hull Material	: Wooden
Date of Registration	: 24/2/1998 (DD/MM/YYYY)	Area of Fishing	: Brunei
Fishing License No.	: No. B 29207	Previous Name of Vessel	: -
Expiry Date of Fishing License	: 12/16/2019 (DD/MM/YYYY)	Previous Flag of Vessel	: -
Port Register	: Brunei	Name of Captain	: Ortiz Joey Guma
Gross Tonnage(GRT/GT)	: 98.63 GT	Nationality of Captain	: Philippines
Length (m)	: 28.60	Number of Crew	: 24/12
Breadth (m)	: 6.00	Nationality of Crew	:
Depth (m)	: 2.70	Owner Name	: Syarikat H.A Sumali & Adik-Beradik
Engine Power (HP/kW)	: 405 HP	IMO No.	: -
Shipyards	: -		

Figure 9. Vessel Information Details of 28 KDEs

3) Data Upload

Main Users: Admin

This data upload menu allows the “Country Admin” to upload vessel data to the RFVR database system. The administrator needs to follow the instruction displayed on the upload data form (**Figure 10** and see **Annex 1**). All data needs to be arranged in the RFVR template in excel file (see **Figure 11**) and then converted to csv file format before uploading the file to the RFVR database system from the uploading form as shown in **Figure 10**.

After that clicks  icon a new popup window displayed for selecting the uploaded file (CSV file format) from your computer, as shown in **Figure 12**, then click  the CSV file, the file name will appear on the upload form as shown in **Figure 13** and then click 

After completion of data uploading, the system show message and show Number of Vessels in CSV Files as shown in **Figure 14**.

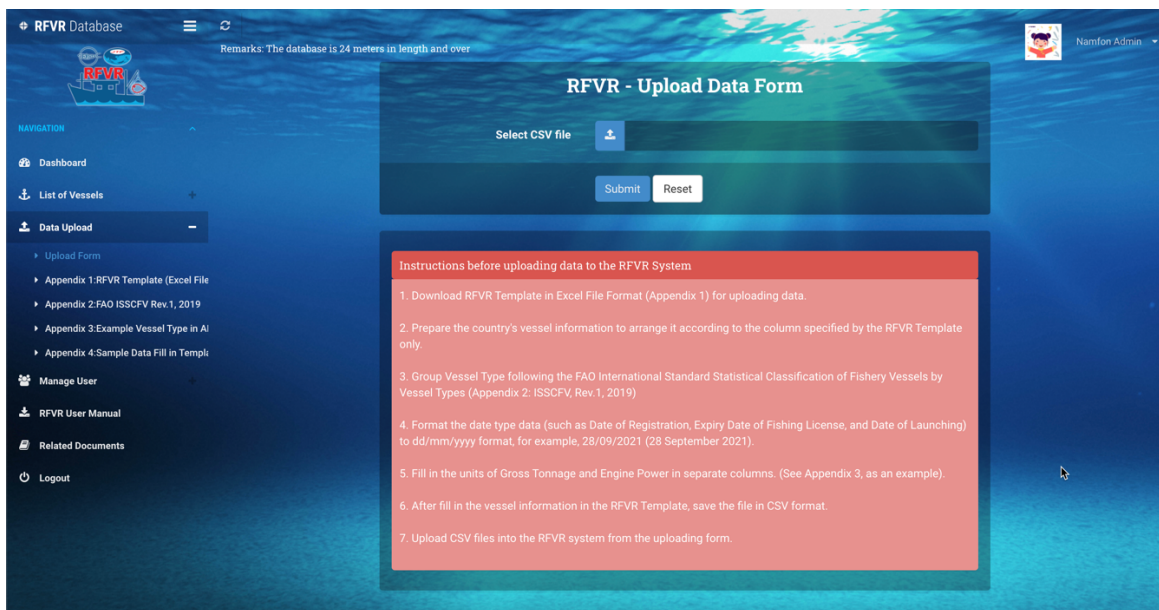


Figure 10. Upload Data Form

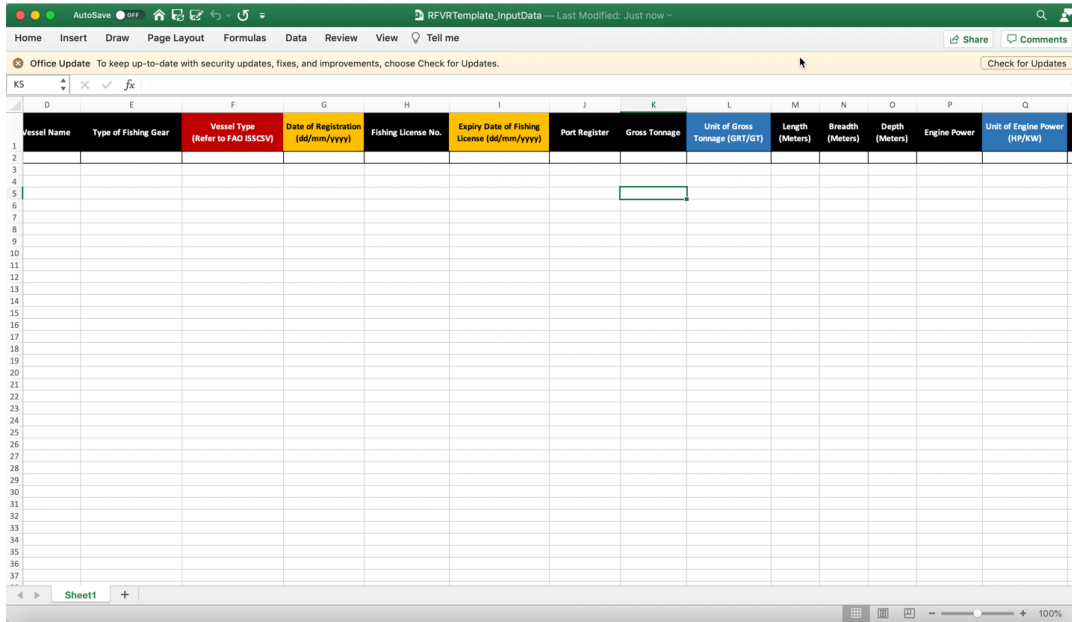


Figure 11. RFVR Template in Excel File for Preparing Information before Upload Data

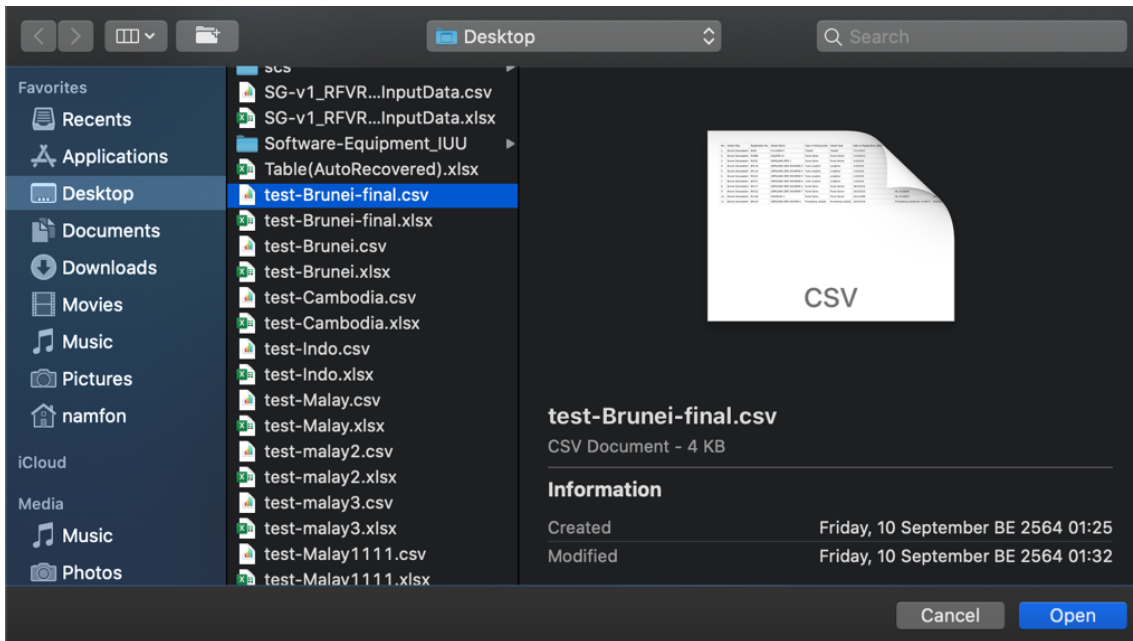


Figure 12. Popup Windows to Select CSV File from Computer

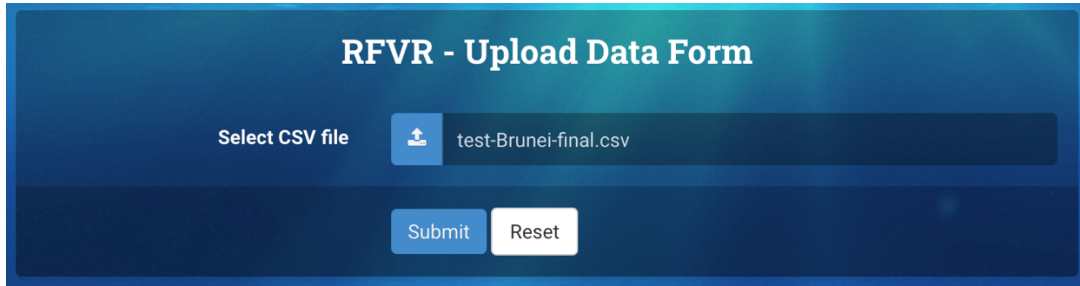


Figure 13. Uploaded File Name Appears on the Upload Data Form, Ready for Submission

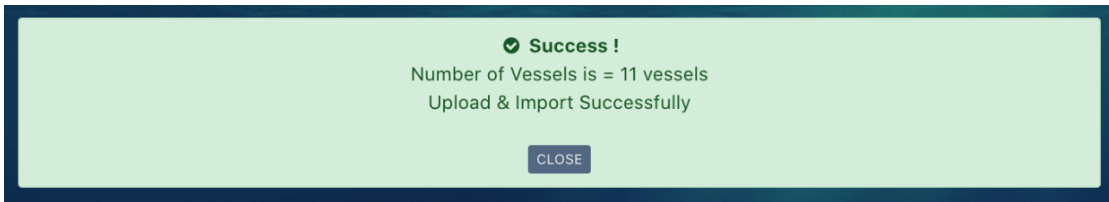


Figure 14. Success Message for Upload Data

4) Manage User


Main Users: Admin

This menu is for “Country Admin” to manage all designated user accounts and profiles. There are three (3) main functions under the “Manage User” menu as follows:

1. Create a New User Account.
2. List of User Accounts (for editing or deleting user account).
3. List of User profiles (for editing or deleting user profiles).

A. Create a New User Account

- Select the “Create New Account” menu to create a new user account for the country user or administrator; an RFVR Create Account Form will be displayed, as shown in **Figure 15**.
- The contents of the Create Account Form are listed as shown in **Table 3**.

Data	Description
Username (required data)	<p>Enter username in the textbox. The system will check the username not to duplicate any other username that exists in the database.</p> <ul style="list-style-type: none"> • In case duplicated, the system show message  Username Already Exist





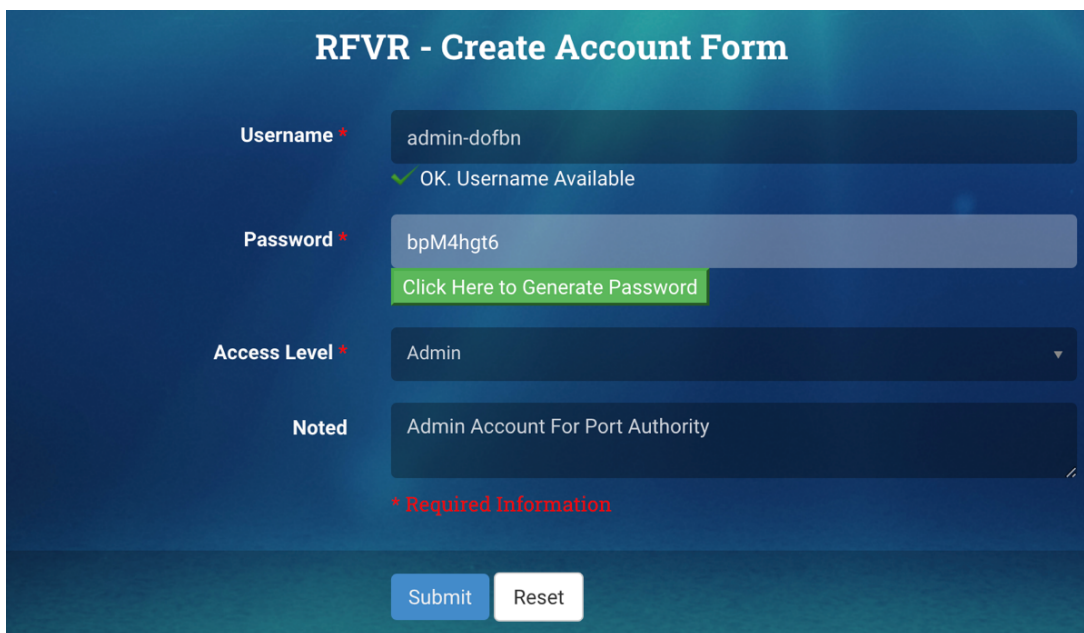
	<ul style="list-style-type: none"> In case not duplicate the system show message 
Password (required data)	Click the button  to generate a password automatically.
Access Level (required data)	Select access level, there are two (2) levels: “Admin” and “User or Country User”
Notes (not required data)	For input more information.

Table 3. Create Account Form Description

- After entering data completed, please click “” icon, the system will show popup windows to confirm in **Figure 16** and then click the “” icon, an alert message “Success” will appear as shown in **Figure 17**.



RFVR - Create Account Form

Username * admin-dofbn
 ✓ OK. Username Available

Password * bpM4hgt6
 Click Here to Generate Password

Access Level * Admin

Noted Admin Account For Port Authority

* Required Information

Submit Reset

Figure 15. Create Account Form, for Creating a New User Account

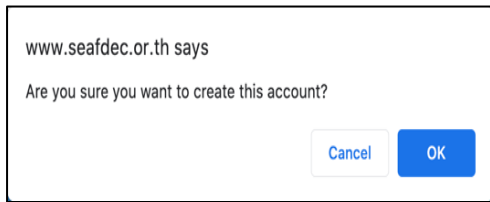


Figure 16. Confirm Message to Create Account

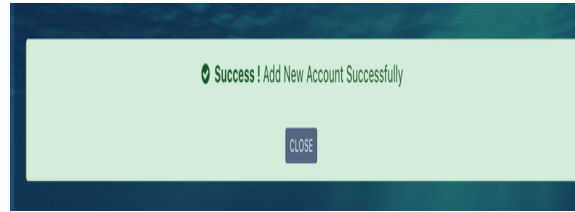


Figure 17. Success Message to Create Account

PINPOINT: However, please make sure to copy or record a username and password from the Form before clicking “[Submit](#)”. Because the system will not show the password after submission the form. If user did not record or remember the password, user has to edit the in “List of User Account” menu and reset/generate a new password for this account. (See **Topic 4-B: Edit User Accounts**).

B. Edit / Reset Password / Delete User Accounts



- Select “**List of User Accounts**” menu, the list of user account page will display as shown in **Figure 18**. From the list there are key information such as username, level of user, status of register, country name, notes, created by and created date and edit-delete icons.
- If admin want to edit the user account, click [Edit](#) icon at the last column, as shown in **Figure 18**.

Noted: the list of user accounts didn't show your account because protect human error for delete the account

NO	USERNAME	LEVEL	STATUS REGISTER	COUNTRY	NOTED	CREATED BY	CREATED DATE	
1	admin-dofbn	Admin	No	Brunei Darussalam	Admin Account For Port Authority	Namfon TestAdminBN	2021-09-21 13:15:03	Edit Delete
2	namfon-2	User	No	Brunei Darussalam	ttd	SEAFDEC-Brunel Administration	2021-09-10 12:05:06	Edit Delete
3	admin-bn2	Admin	Yes	Brunei Darussalam	test test	SEAFDEC-Brunel Administration	2021-09-09 17:13:31	Edit Delete
4	user-bn	User	Yes	Brunei Darussalam		Namfon Imsamram	2021-09-09 08:47:56	Edit Delete
5	admin-bn	Admin	Yes	Brunei Darussalam	Namfon-Test admin bn	Namfon Imsamram	2021-09-09 08:47:10	Edit Delete

Showing 1 to 5 of 5 entries

Figure 18. List of User Accounts

- For example, Admin wants to edit a username “admin-dofbn”, click  icon, an RFVR-Edit Account Form will display. Admin can change information of user account from this form. If the user forgot the password, Admin could generate a new password from this form by clicking icon to  reset the new password, as shown in **Figure 19**.

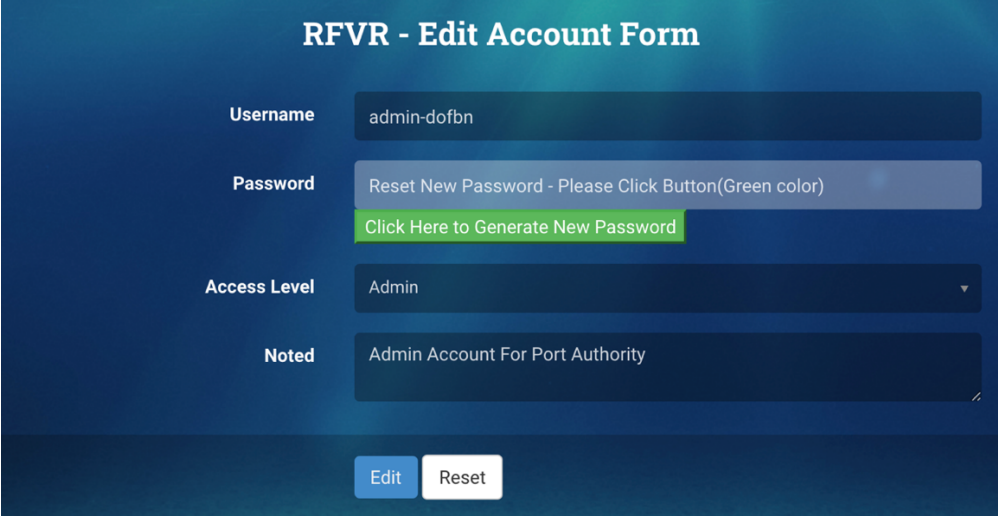


Figure 19. Edit User Accounts Form

- For deleting the user account: from **Figure 18**, Admin selects a user account that wants to delete by clicking “Delete” button of at the last column as shown in **Figure 18**, an alert message asking for confirmation to delete the accounts as shows in **Figure 20**.
- Continuing with another alert message informing the “Success” for deleting the account, as shown in **Figure 21**.

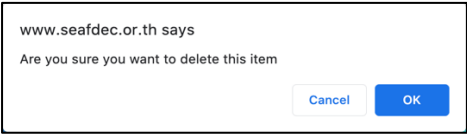


Figure 20. Confirm Message to Delete Account

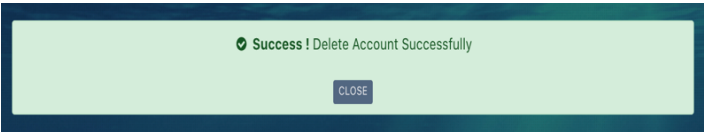


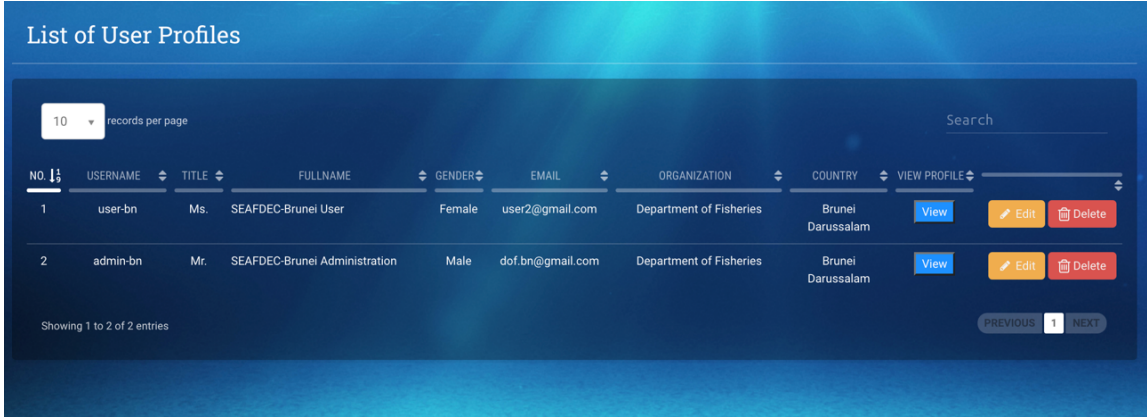


Figure 21. Success Message to Delete Account

C. Edit / Delete User Profiles

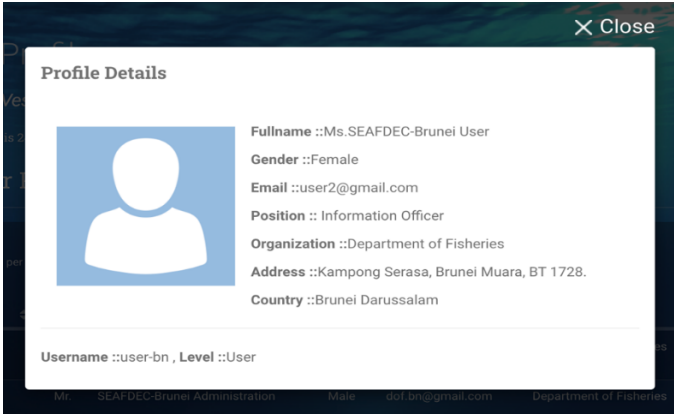
- Select the “**List of User Profiles**” menu, a list of user profiles will display as shown in **Figure 22**.
- The user profiles consist of following information such username, title, fullname, gender, email, organization and country, as shows in **Figure 22**.
- Click  button to view all information of user profile as shows in **Figure 23**.

- If Admin wants to edit, select an account profile that want to edit, by clicking  button at the last column as shown in **Figure 22**, the edit user profile form will display as shown in **Figure 24**.
- For deleting the user profiles list as shown in **Figure 22**, Admin selects a user profile that wants to delete by clicking “Delete” button of at the last column as shown in **Figure 22**, an alert message asking for confirmation to delete the accounts as shows in **Figure 25**.
- Continuing with another alert message informing the “Success” for deleting the account, as shown in **Figure 26**.




NO.	USERNAME	TITLE	FULLNAME	GENDER	EMAIL	ORGANIZATION	COUNTRY	VIEW PROFILE
1	user-bn	Ms.	SEAFDEC-Brunei User	Female	user2@gmail.com	Department of Fisheries	Brunei Darussalam	View Edit Delete
2	admin-bn	Mr.	SEAFDEC-Brunei Administration	Male	dof.bn@gmail.com	Department of Fisheries	Brunei Darussalam	View Edit Delete

Figure 22. List of User Profiles



Profile Details Close



Fullname ::Ms. SEAFDEC-Brunei User

Gender ::Female

Email ::user2@gmail.com

Position :: Information Officer

Organization ::Department of Fisheries

Address ::Kampong Serasa, Brunei Muara, BT 1728.

Country ::Brunei Darussalam

Username ::user-bn , Level ::User

Figure 23. User Profile Details

Figure 24. Edit User Profile Form

Figure 25. Confirm Message to Delete Profile

Figure 26. Success Message to Delete Profile

5) RFVR User Manual

This menu is for the Country Admin to download the RFVR USER Manual.

6) Related Documents

The page contained list of information material, reports and articles related about development and activities of the RFVR as shown in **Figure 27**. All users can download these electronic documents from this page.

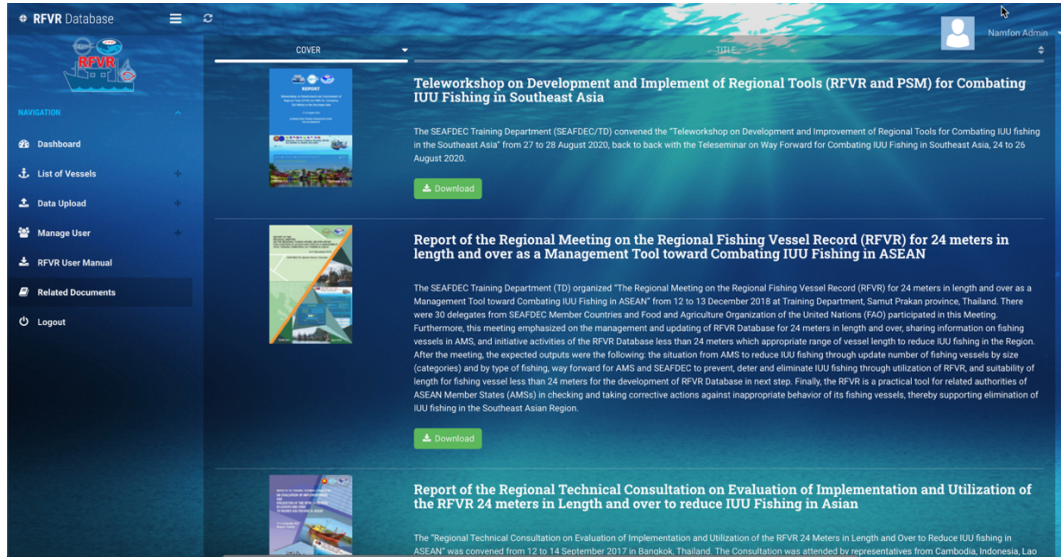


Figure 27. List of Related Documents for Download by All Users

7) LOGOUT

Exit the system and back to login page

VII. 5 KEY FUNCTIONS/MENUS OF THE MANAGE YOUR OWN ACCOUNT

The manage your own account located in the separated section from the main menu. Refers to **Figure 2**, the manage your own account is in the 3rd Section of the webpage. All users (except for public user) can manage their own account via this menu. There are five (5) menus such as edit profile, change photo, change username, change password and logout as shown in **Figure 28**.



Figure 28. Manage Your Own Account Section

1) Edit Profile

- Select the “Edit Profile” menu, an Edit Profile page will appear as shown in **Figure 29**.
- After editing is completed, click the “Edit” button then the system will show an alert message for confirmation. Click Yes to confirm or cancel to ignore as shown in **Figure 30**.
- If the user clicks “OK,” a new alert “Success” message will display, then click “Close” to complete the editing as shown in **Figure 31**.

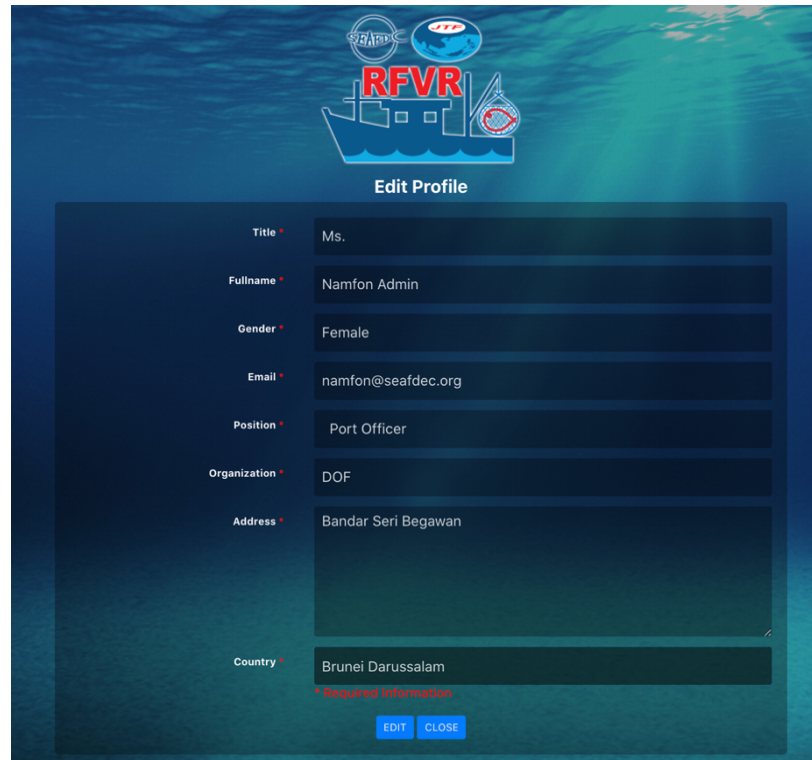


Figure 29. Edit Profile Form

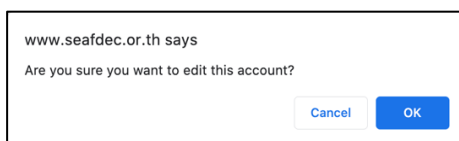


Figure 30. Confirm Message to Edit Profile

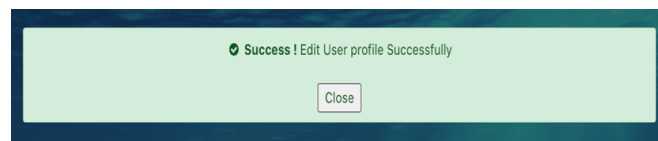


Figure 31. Success Message to Edit Profile

2) Change Photo

This menu for changing or adding the user photograph, there are five (5) steps as follow (in **Figure 32**):

Step 1: Click **Choose File** button, the popup windows show panel for select a photo from computer then click **Open** (see **Figure 33**) the photo will show in step 2.

Step 2: Adjust the position of the photo by dragging the image to the desired position (see **Figure 34**).

Step 3: Zoom in and zoom out the photo using a tool beneath the image (in **Figure 35**).

Step 4: Click **Cropping Image** button to accept the photo.

Step 5: Photo show on the frame and success message is appear click **CLOSE** button to close these windows (in **Figure 36**).

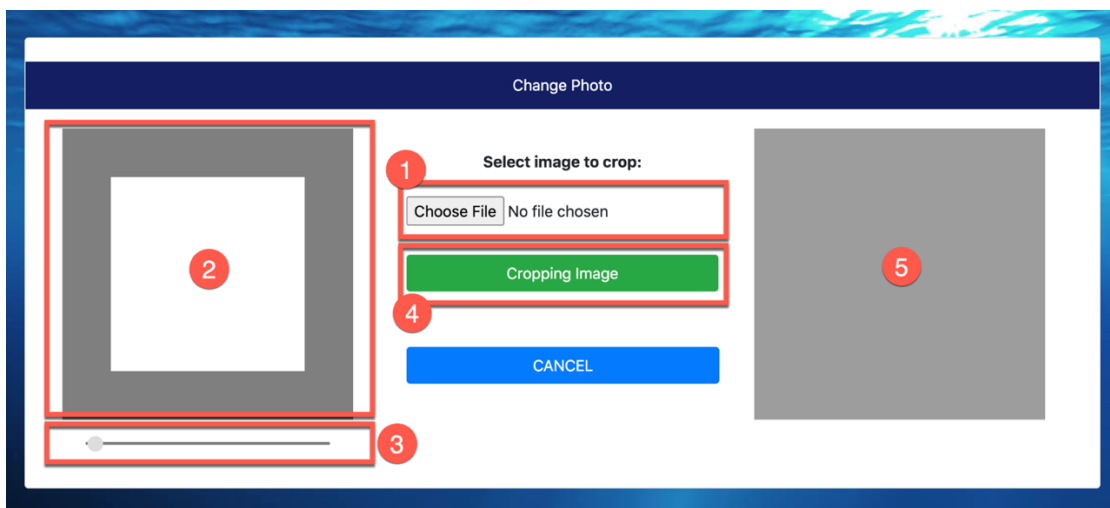


Figure 32. Five (5) Steps in Change Photo Form

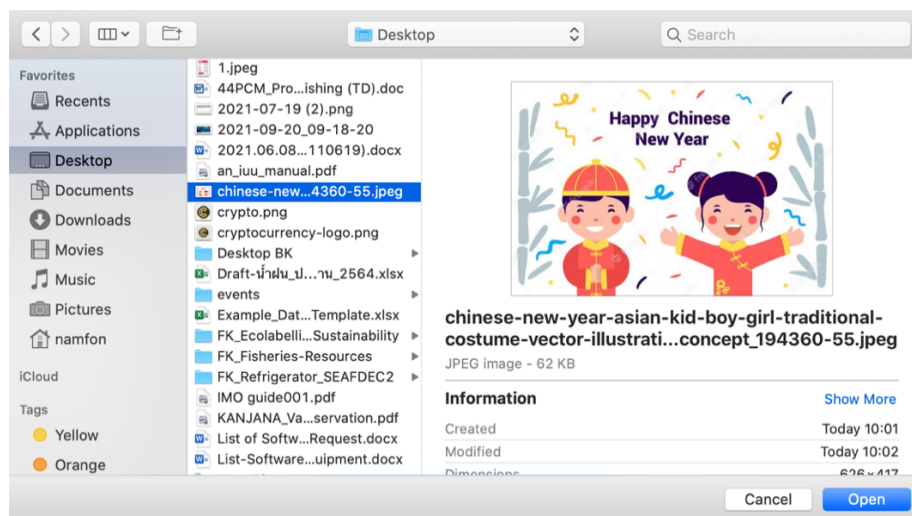


Figure 33. Popup Windows for Select a Photo

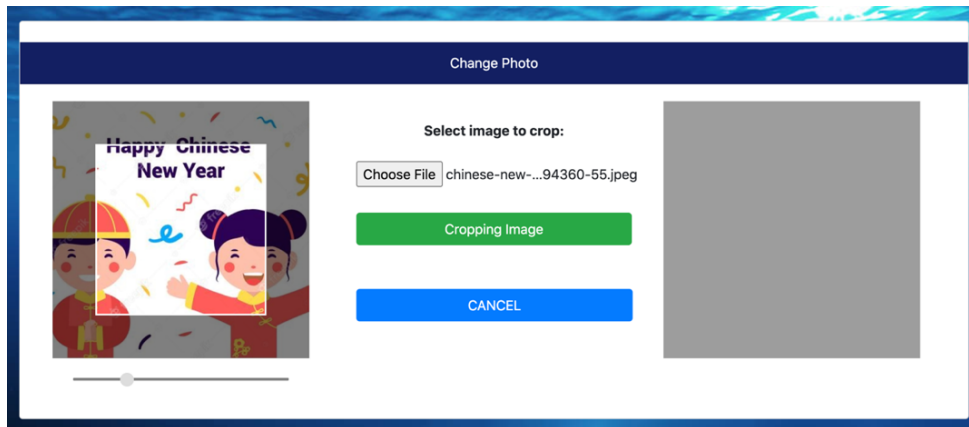


Figure 34. Frame for Adjust Position Photo

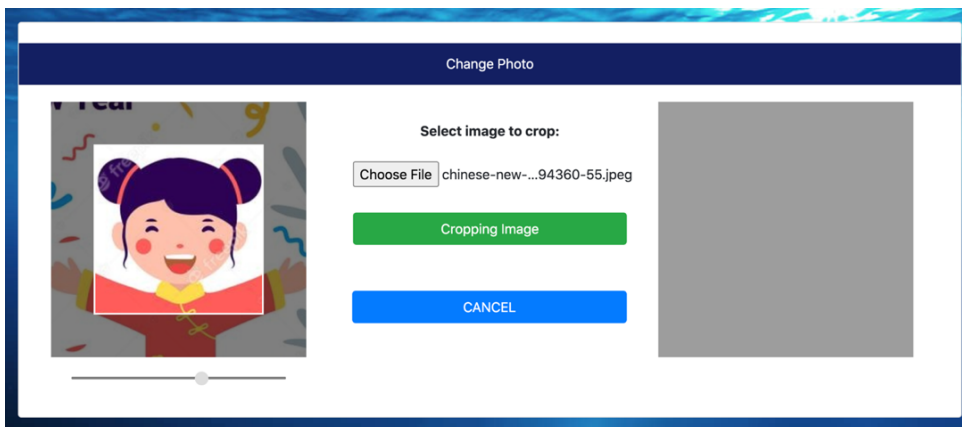


Figure 35. Tools for Zoom in – Zoom out a Photo

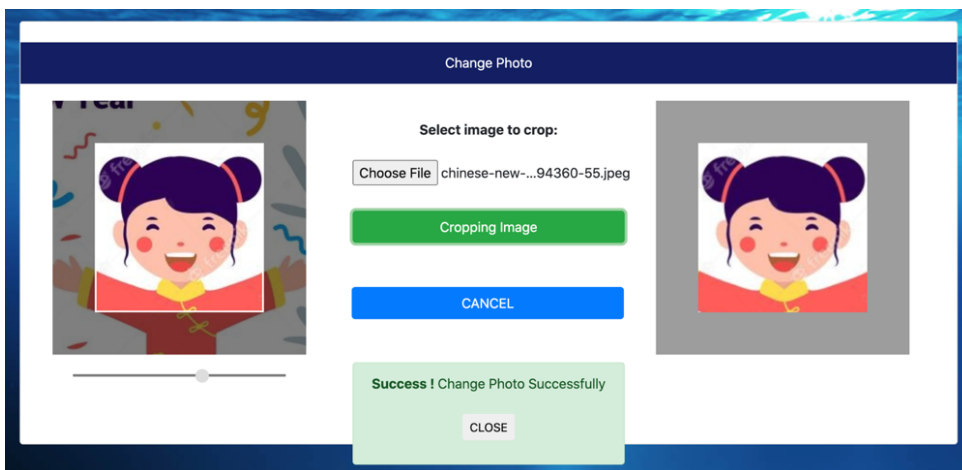




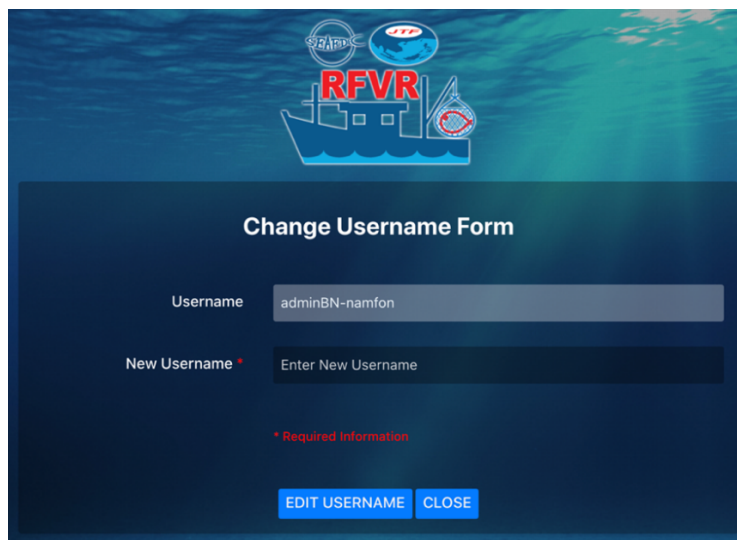
Figure 36. Success Message

3) Change Username

This menu for user to change the username by click on “Change Username” button. The system will show current username as shown in **Figure 37**. User has to rename on the by typing in New Username textbox.

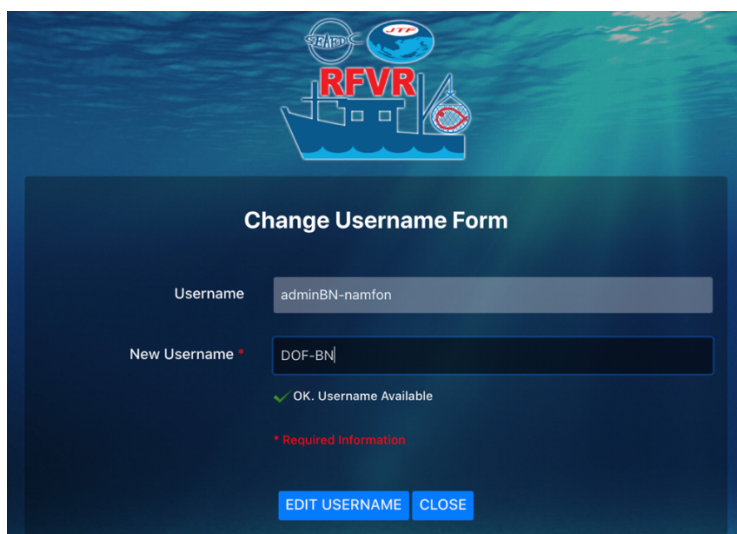
After entering a new username, the system will check a unique username so as not duplicate to any other username that exists in the database, as shown in **Figure 38**.

- In case duplicate, the system show message  Username Already Exist
- In case no duplication, the system show message  OK. Username Available



The screenshot shows a web interface for changing a username. At the top, there is a logo for 'RFVR' featuring a ship and a globe. Below the logo, the title 'Change Username Form' is displayed. The form contains two input fields: 'Username' with the value 'adminBN-namfon' and 'New Username *' with the placeholder text 'Enter New Username'. A red asterisk indicates that the new username is required information. At the bottom of the form, there are two buttons: 'EDIT USERNAME' and 'CLOSE'.

Figure 37. Change Username Form



The screenshot shows the same 'Change Username Form' as in Figure 37, but with the 'New Username *' field filled with 'DOF-BN'. Below the input field, a green checkmark icon is followed by the text 'OK. Username Available', indicating that the new username is unique and available. The 'EDIT USERNAME' and 'CLOSE' buttons remain at the bottom of the form.

Figure 38. Example Change Username

4) Change Password

This menu for user to change the user password, after click on “Change Password” menu, the “Change Password Form” will appear as shown in **Figure 39**. Following the instruction appeared on the Form, user has to enter the current password, a new password and retype new password.

The system required at least 8 characters including at least one lowercase letter, one uppercase letter, one numeric digit and special characters like ! # \$: () ; ,

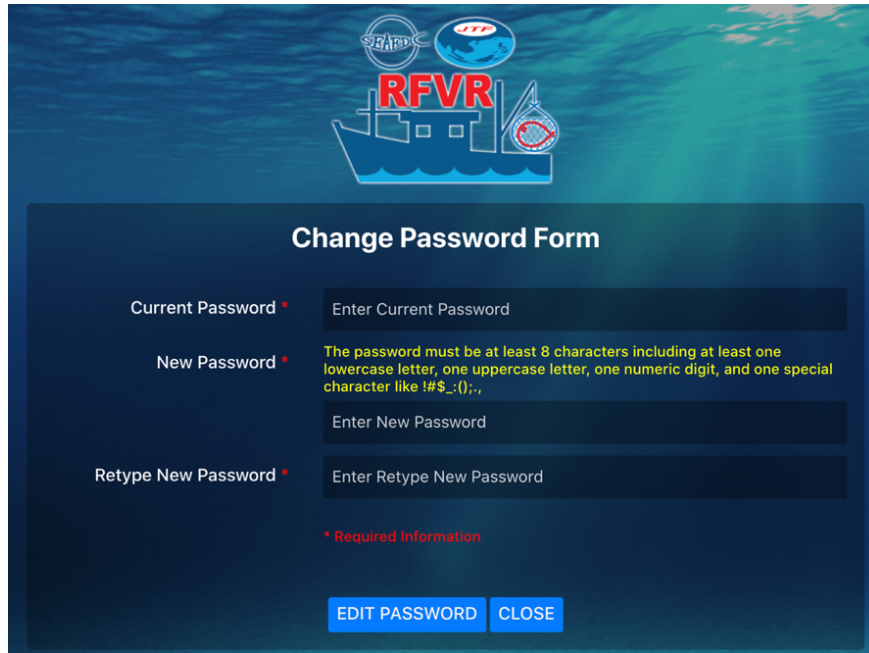


Figure 39. Change Password Form

- If the created new password does not match with format as system required, the error message will alert as shown in **Figure 40**.

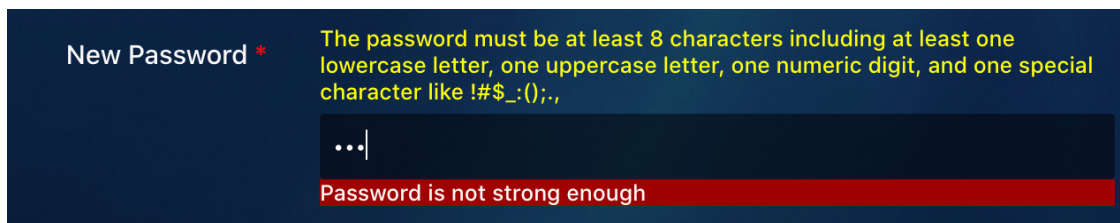


Figure 40. Error Message New Password Not Match with Format

- If the created new password match with format as system required, the message will appear as shown in **Figure 41**.

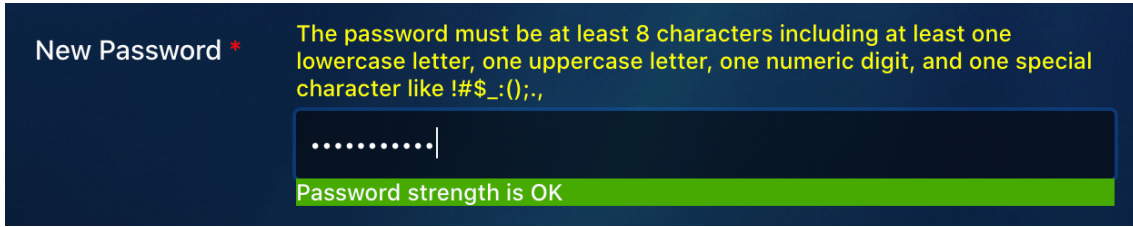


Figure 41. Message New Password is Available

- If retype new password must match with the new password, otherwise the error message will alert, as shows in **Figure 42**.

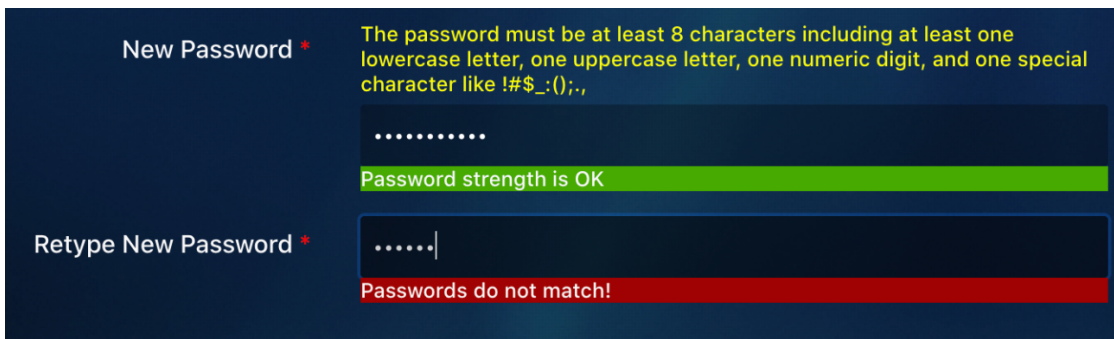


Figure 42. Error Message Retype New Password Mismatch with New Password

- But if both filled password are match, the message will appear as shown in **Figure 43**.

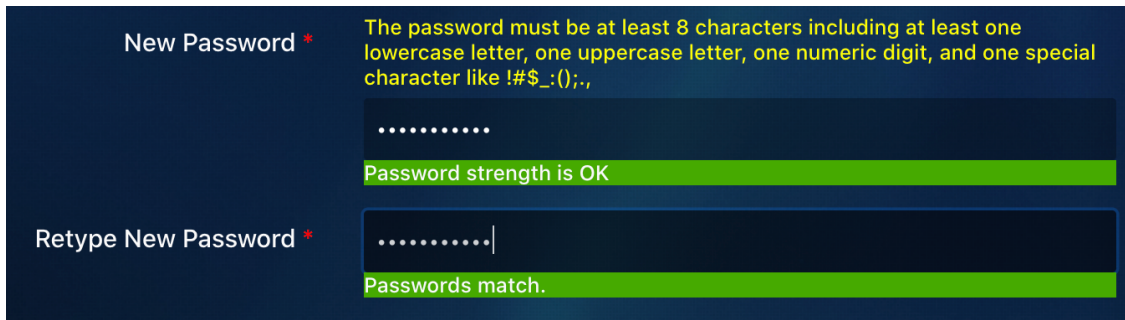


Figure 43. Message Retype New Password is matched with New Password

5) Logout

Exit the system and back to login page

VIII. HOW TO PREPARE 28KDES COUNTRY DATA IN EXCEL FILE

There are eight (8) steps for arranging the country data in the RFVR template in excel file as follow:

Step 1: Download the RFVR template in excel file format (**Annex 1**) as shown example in **Figure 44**.

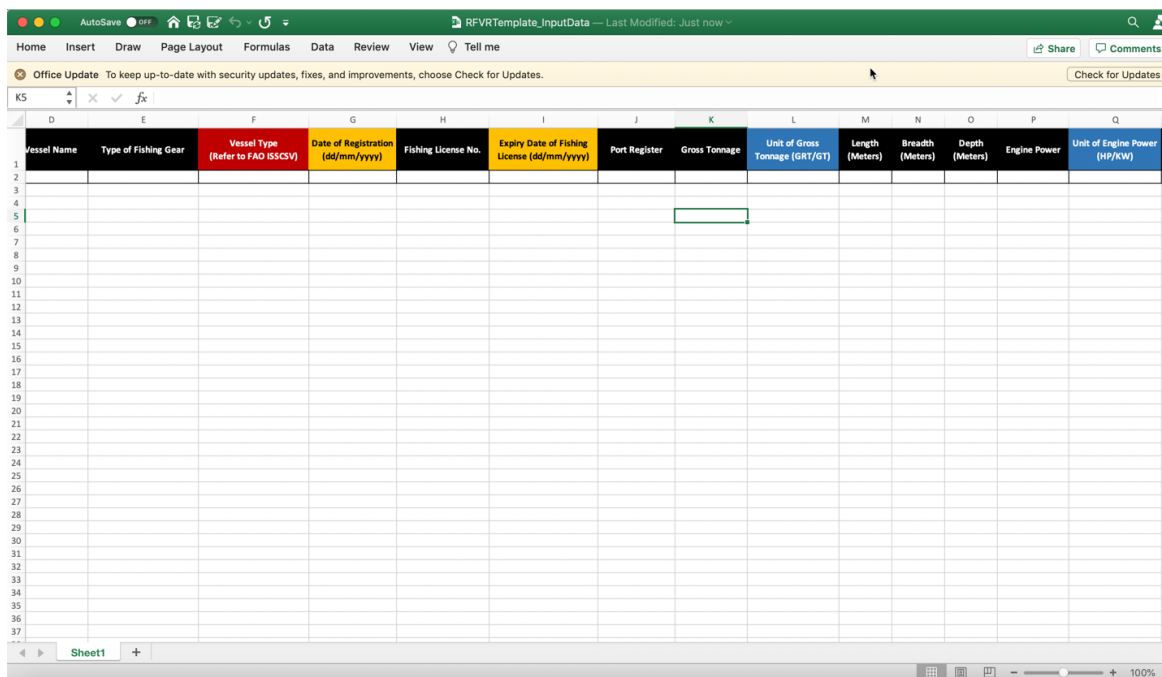


Figure 44. Example RFVR Template in Excel File for Preparing Information before Upload Data

Step 2: Prepare the country's vessel information to arrange it according to the column specified by the RFVR template only, there are thirty-two (32) columns as follow:

No.	Column Name	No.	Column Name
1	No. (Running Number)	17	Unit of Engine Power (HP/KW)
2	Vessel Flag	18	Shipyard
3	Registration No.	19	Date of Launching (dd/mm/yyyy)
4	Vessel Name	20	IRCS
5	Type of Fishing Gear	21	Engine Brand

6	Vessel Type (Refer to FAO ISSCSV)	22	Serial of Engine
7	Date of Registration(dd/mm/yyyy)	23	Hull Material
8	Fishing License No.	24	Area of Fishing
9	Expiry Date of Fishing License (dd/mm/yyyy)	25	Previous Name of Vessel
10	Port Register	26	Previous Flag of Vessel
11	Gross Tonnage	27	Name of Captain
12	Unit of Gross Tonnage (GRT/GT)	28	Nationality of Captain
13	Length (meters)	29	Number of Crew
14	Breadth (meters)	30	Nationality of Crew
15	Depth (meters)	31	Owner Name
16	Engine Power	32	IMO No.

Table 4. List of Columns of RFVR Template in Excel File

Step 3: Specify the vessel types following the FAO International Standard Statistical Classification of Fishery Vessels (see reference in **Annex 2: ISSCFV**, Rev.1, 2019) for the RFVR template please use only “Standard Abbreviation” from “Fishing Vessel Category” as see in **Table 5** filling in the RFVR template in excel file as shown example in **Figure 45**. For fish carriers and reefers or support vessels, Admin has to input "None" in the Column: Type of Gear.

No.	Fishing Vessel Category	Standard Abbreviation
1	Trawlers	TO
2	Purse seiners	SP
3	Seiners (other)	SO
4	Dredgers	DO
5	Lift netters	NO

6	Gillnetters	GO
7	Trap setters	WO
8	Longliners	LL
9	Line vessels (other)	LO
10	Multipurpose vessels	MO
11	Recreational fishing vessels	RO
12	Other fishing vessels	FX
13	Motherships	HO
14	Fish carriers and reefers	FO
15	Support vessels	SA
16	Fishery research and survey vessels	RT
17	Patrol vessels	PX
18	Fishery training vessels	CO
19	Vessels supporting fishing related activities	VO

Table 5. List of Fishing Vessel Category

The screenshot shows a data entry form titled 'Vessel Type Category'. The form is divided into two main sections: a dropdown menu on the left and a data table on the right. The dropdown menu lists various fishing vessel categories, including 'Trawlers', 'Purse seiners', 'Seiners (other)', 'Dredgers', and 'Lift netters'. The 'Seiners (other)' category is highlighted with a red box. The data table on the right has columns for 'Fishing Gear', 'Vessel Type (Refer to FAO ISSCFV)', 'Date of Registration (dd/mm/yyyy)', 'Fishing License No.', and 'Expiry Date of Fishing License (dd/mm/yyyy)'. The 'Vessel Type' column is highlighted with a red box, and a red arrow points from this box to the 'Seiners (other)' category in the dropdown menu. The table contains several rows of data, with the first row having a 'Vessel Type' of 'SO' and a 'Date of Registration' of '9/2/2018'.

No.	Fishing Vessel Category	Standard Abbreviation	Fishing Gear	Vessel Type (Refer to FAO ISSCFV)	Date of Registration (dd/mm/yyyy)	Fishing License No.	Expiry Date of Fishing License (dd/mm/yyyy)
2	Trawlers	TO	chovy seine net	SO	9/2/2018	18018	12/31/2021
3	Other trawlers ¹		chovy seine net	SO	25/8/2017	18028	12/31/2021
4	Pair trawlers		chovy seine net	SO	12/10/2016	18028	12/31/2021
5	Beam trawlers		chovy seine net	SO	12/12/2016	18018	12/31/2021
6	Side trawlers		chovy seine net	SO	31/8/2018	18027	12/31/2021
7	Stem trawlers		chovy seine net	SO	31/7/2018	9038	12/31/2021
8	Trawlers nei						
9	Purse seiners	SP					
	Purse Seiners - American type						
	Purse Seiners - European type						
	Drum seiners						
	Seiners (other)	SO					
	Seiners nei						
	Dredgers						
	Dredgers nei						
	Lift netters	NO					
	Stick-held dip netters						
	Lift netters nei						

Figure 45. Sample Input Data in Vessel Type Column and Refer to ISSCFV

Step 4: Check the date format, such as date of registration, expiry date of fishing license, and launching date. The RFVR database uses dd/mm/yyyy format, for example, 28/09/2021 as shown in **Figure 46**.

Vessel Name	Type of Fishing Gear	Vessel Type (Refer to FAO ISSCSV)	Date of Registration (dd/mm/yyyy)	Fishing License No.	Expiry Date of Fishing License (dd/mm/yyyy)
ND	Anchovy seines net	SO	9/3/2018	14030	12/31/2021
ND	Anchovy seines net	SO	25/8/2017	14030	12/31/2021
ND	Anchovy seines net	SO	12/10/2016	14030	12/31/2021
ND	Anchovy seines net	SO	12/12/2016	14039	12/31/2021
ND	Anchovy seines net	SO	31/8/2018	14037	12/31/2021
ND	Anchovy seines net	SO	31/7/2018	14039	12/31/2021

Figure 46. Sample Input Data in Date Column

Step 5: Fill the units of Gross Tonnage and Engine Power in separate columns. (See **Figure 47**, as an example).

Port Register	Gross Tonnage	Unit of Gross Tonnage (GRT/GT)	Length (Meters)	Breadth (Meters)	Depth (Meters)	Engine Power	Unit of Engine Power (HP/KW)	Shipyard
L.Y.P GROUP co.,LTD	ND	ND	27.52	7.53	3.83	317 HP	ND	ND
L.Y.P GROUP co.,LTD	ND	ND	24.5	7.5	3.15	200 HP	ND	ND
L.Y.P GROUP co.,LTD	ND	ND	25.6	7.2	3.3	250 HP	ND	ND
L.Y.P GROUP co.,LTD	ND	ND	26.7	7	3.3	250 HP	ND	ND
L.Y.P GROUP co.,LTD	ND	ND	24.36	7.85	3.05	250 HP	ND	ND
L.Y.P GROUP co.,LTD	ND	ND	24.8	7.3	3	559 HP	ND	ND

Figure 47. Sample Input Data in units of Gross Tonnage and Engine Power Column

Step 6: After completion of the vessel data arrangements to the RFVR Template, then save/converted the excel file to the CSV format as shown in **Figure 48**.

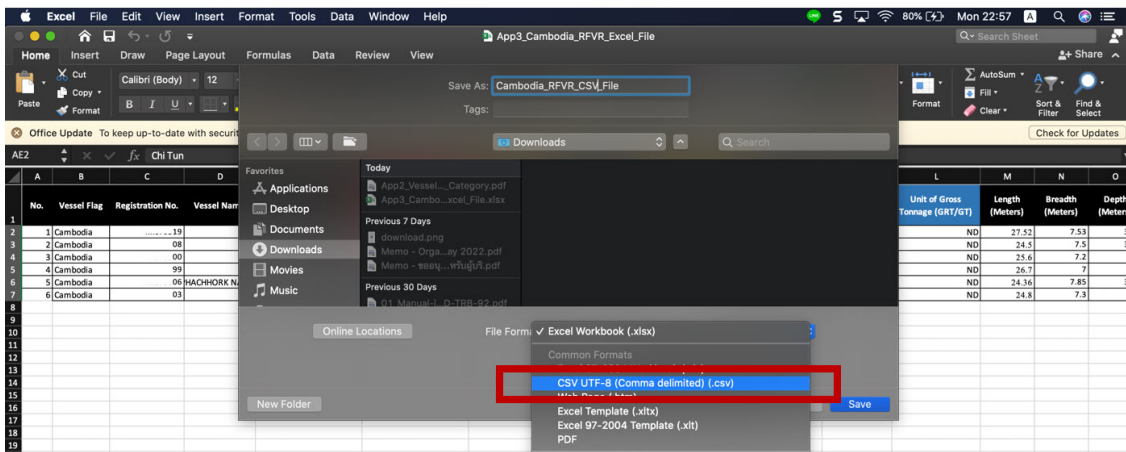

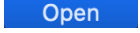



Figure 48. Save File to CSV File Format

Step 7: Upload CSV files to the RFVR database system.

- from the uploading form as shown in **Figure 49**, clicks  icon a new popup window displayed for selecting the uploaded file (CSV file format) from your computer, as shown in **Figure 50**.
- click  the CSV file, the file name will appear on the upload form as shown in **Figure 51** and then click 

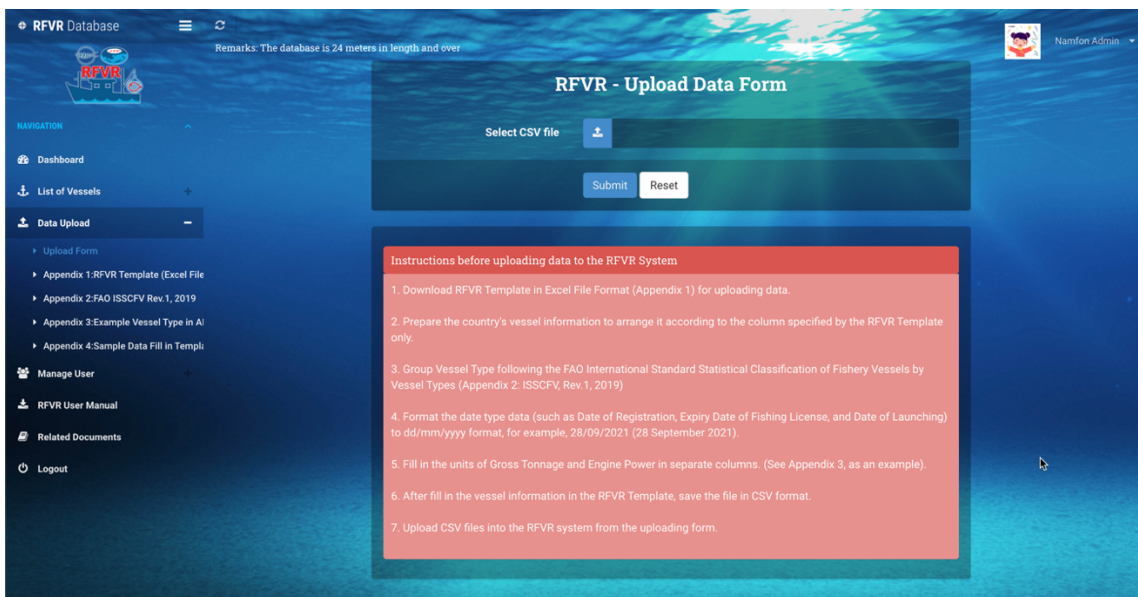


Figure 49. Upload Data Form

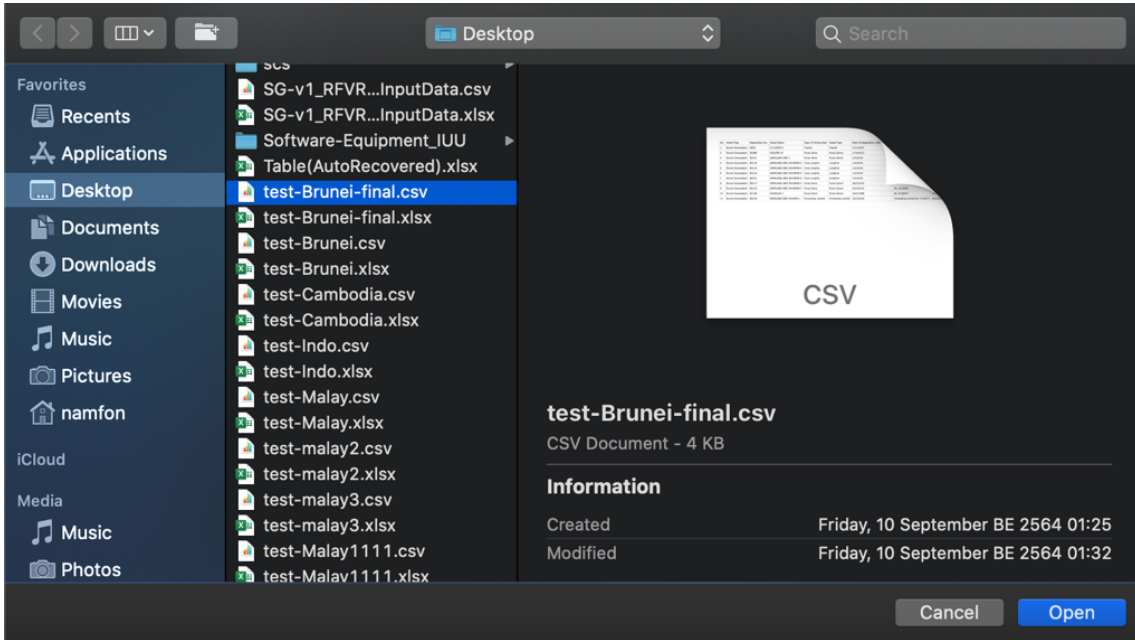


Figure 50. Popup Windows to Select CSV File from Computer

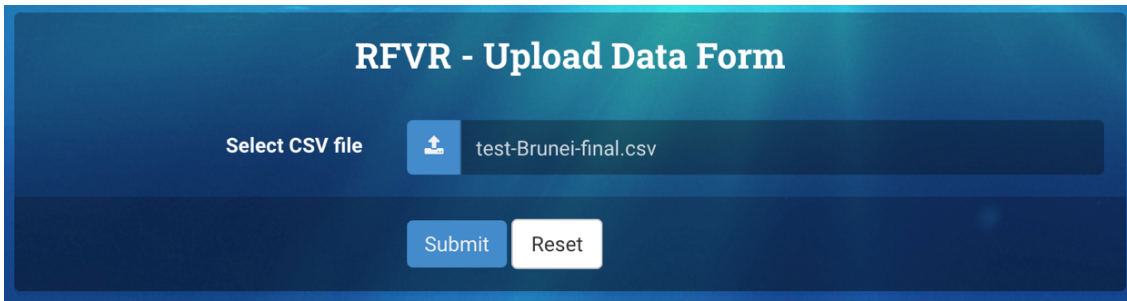


Figure 51. Uploaded File Name Appears on the Upload Data Form, Ready for Submission

Step 8: After completion of data uploading, the system show message and show Number of Vessels in CSV Files as shown in **Figure 52**.

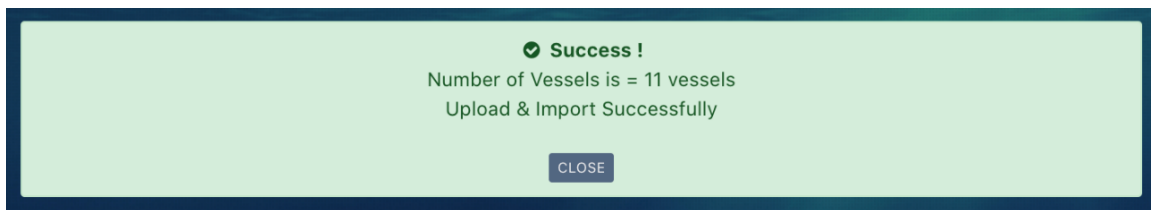


Figure 52. Success Message for Upload Data

RFVR Template in Excel File Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AI	
1	Vessel Reg.	Registration No.	Vessel Name	Type of Fishing Vessel	Vessel Type (Refer to IMO ESD/CV)	Date of Registration (dd/mm/yyyy)	Fishing License No.	Expiry Date of Fishing License (dd/mm/yyyy)	Port Register	Gross Tonnage	GRT (GRT/MT)	Length (Meters)	Beam (Meters)	Depth (Meters)	Engine Power	Unit of Engine Power (HP/KW)	Shipyard	Date of Launch (dd/mm/yyyy)	IMO	Engine Brand	Serial of Engine	Hull Material	Area of Fishing	Previous Name of Vessel	Previous Reg of Vessel	Name of Captain	Nationality of Captain	Number of Crew	Nationality of Crew	Owner Name	IMO No.	
2																																
3																																
4																																
5																																
6																																
7																																
8																																
9																																
10																																
11																																
12																																
13																																
14																																
15																																
16																																
17																																
18																																
19																																
20																																
21																																
22																																
23																																
24																																
25																																
26																																
27																																
28																																
29																																
30																																
31																																



Coordinating Working Party on Fishery Statistics (CWP)

Handbook of Fishery Statistics

International Standard Statistical Classification of Fishery Vessels by Vessel Types (ISSCFV, Rev.1, 2019)

Note: The revision of the ISSCFV was initiated in 2005, further amended in 2007 and 2019, and endorsed by CWP at its 26th session in 2019¹.

	<i>Fishing Vessel</i>		<i>ISSCFV Code</i>	<i>Standard Abbreviation</i>
	<i>Category</i>	<i>Sub-Category</i>		
Fishing vessels ²	Trawlers		1	TO
		Otter trawlers ³	1.1	OT
		Pair trawlers	1.2	PT
		Beam trawlers	1.3	BT
		Side trawlers	1.4	TS
		Stern trawlers	1.5	TT
		Trawlers nei	1.9	TOX
		Purse seiners	2	SP
		Purse Seiners - American type	2.1	SPA
		Purse Seiners - European type	2.2	SPE
		Drum seiners	2.3	SPD
		Purse seiners nei	2.9	SPX
		Seiners (other)	3	SO
		Seiners nei	3.9	SOX
		Dredgers	4	DO
		Dredgers nei	4.9	DOX
		Lift netters	5	NO
		Stick-held dip netters	5.1	NS
		Lift netters nei	5.9	NOX

¹ Report of the Twenty-sixth Session of the Coordinating Working Party on Fishery Statistics, Rome, Italy, 15–18 May 2019 (available at www.fao.org/3/ca6684en/ca6684en.pdf).

² It was considered by the Global Record Working Group (GRWG) that this terminology is in line with international instruments such as the Port State Measure Agreement (PSMA).

³ CWP 26 decided to keep the subcategory “Otter trawlers” as a distinct vessel type of particular regional relevance.

[More information is available under the CWP Handbook page](#)

Fishing vessels	Gillnetters	6	GO
	Drifters	6.1	GD
	Set netters	6.2	GS
	Gillnetters nei	6.9	GOX
	Trap setters	7	WO
	Pot vessels	7.1	WP
	Trap setters nei	7.9	WOX
	Longliners	8	LL
	Bottom longliners	8.1	LB
	Midwater longliners	8.2	LM
	Longliners nei	8.9	LLX
	Line vessels (other)	9	LO
	Jigger vessels	9.1	LJ
	Pole and Line vessels	9.2	LP
	Trollers	9.3	LT
	Hand liner vessels	9.4	LH
	Line vessels nei	9.9	LOX
	Multipurpose vessels	10	MO
	Purse seine/pelagic trawlers	10.1	MTS
	Multipurpose trawlers (in combination with longline, trap, gillnet, dredge)	10.2	MTW
Multipurpose non trawlers (longline, gillnet, trap)	10.3	MLG	
Multipurpose vessels nei	10.9	MOX	
Recreational fishing vessels	18	RO	
Recreational fishing vessels nei	18.9	ROX	
Other fishing vessels	19	FX	
Other fishing vessels nei	19.9	FXX	

Vessels supporting fishing related activities ⁴	Motherships	20	HO
	Motherships nei	20.9	HOX
	Fish carriers and reefers	21	FO
	Refrigerated transport vessels	21.1	FR
	Fish carriers and reefers nei	21.9	FOX
	Support vessels	23	SA
	Bunkering tanker vessels	23.1	SB
	Towing vessels	23.2	ST
	Support and auxiliary ships nei	23.9	SAX
	Fishery research and survey vessels	25	RT
	Fishery research and survey vessels nei	25.9	RTX
	Patrol vessels	26	PX
	Patrol vessels nei	26.9	PXX
	Fishery training vessels	27	CO
	Fishery training vessels	27.9	COX
	Vessels supporting fishing related activities	29	VO
Multipurpose vessels supporting fishing related activities	29.1	VOM	
Vessels supporting fishing related activities, nei	29.9	VOX	

⁴ It was considered by the Global Record Working Group (GRWG) that this terminology is in line with international instruments such as the Port State Measure Agreement (PSMA).



**Training Department
Southeast Asian Fisheries Development Center**



www.seafdec.or.th