

e-MARIS Quick Start series for CPCs: e-MARIS campaigns

Updated: 13/02/2023 14:13:00

What is this guide about?

This quick start guide will explain to you, a CPC user, what an e-MARIS campaign is and how you can follow multiple overlapping campaigns running at the same time.

The details on how to manage your CPC and users, how to use the Dashboard and submit reporting requirements in e-MARIS are provided in dedicated Quick Start guides, available here: <https://iotc.org/e-maris>.

CONTENT

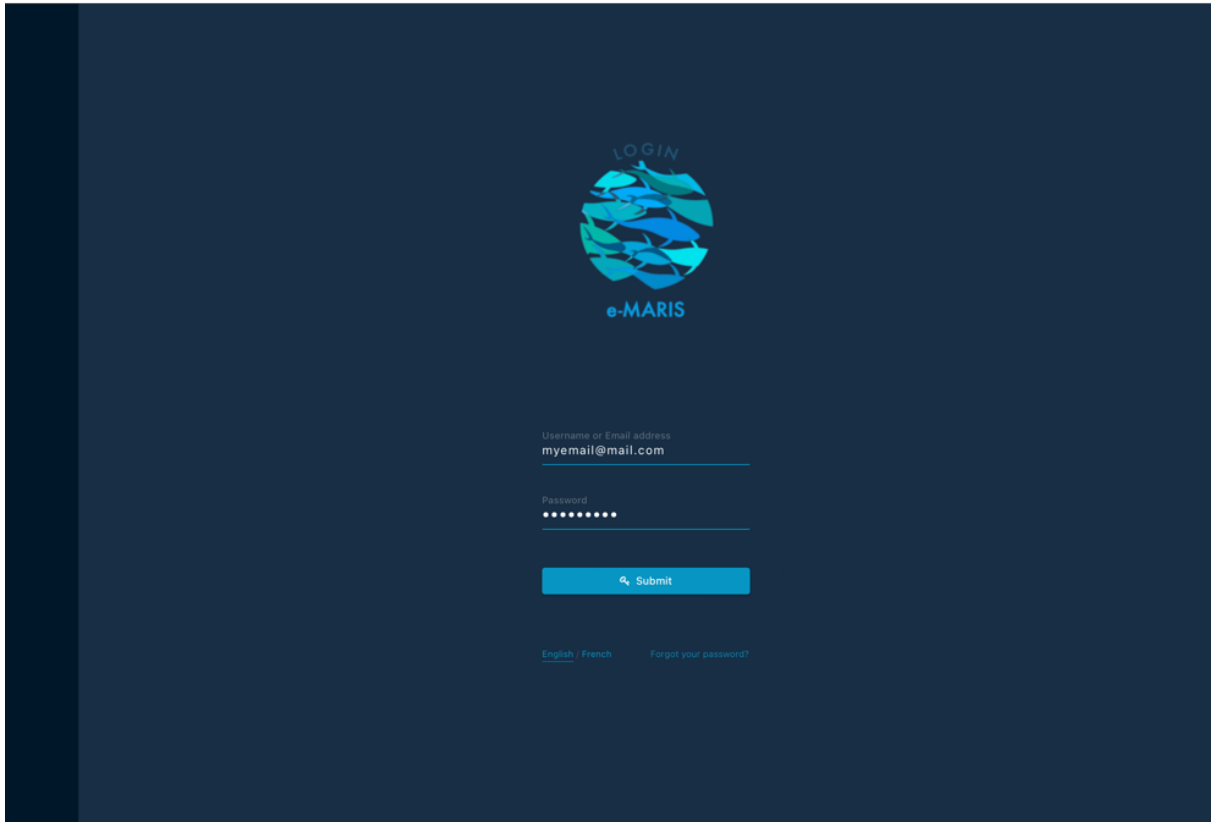
- ACCESSING THE DASHBOARD..... 2**
- THE E-MARIS DASHBOARD IN A NUTSHELL 3**
- E-MARIS CAMPAIGNS 4**
 - WHAT IS A "CAMPAIGN"? 4
 - OVERLAPPING CAMPAIGNS 4
 - THE CAMPAIGN SWITCHER 5

Accessing the Dashboard

STEP 1: Open the e-MARIS URL in your web browser:

<http://emaris.iotc.org>

and enter your username or email and password in the login screen, then click “Submit”.



Note that once connected, the application will keep you logged in for several days, unless you log out manually.

Once logged in, you will land on your CPC's Dashboard.

STEP 2: See the sections below to learn about the Dashboard.

The e-MARIS Dashboard in a nutshell

The screenshot displays the e-MARIS Dashboard interface with several components highlighted by numbered boxes (1-7):

- 1**: Location bar showing the breadcrumb path: e-MARIS / Dashboard / 2023 Assessment / Summary.
- 2**: Status bar showing the current date and time (21 November 2022 - 16:18) and the user name (Australia Manager).
- 3**: Campaign title (2023 Assessment) and its status (Running).
- 4**: Campaign Switcher dropdown menu currently set to 2023 Assessment.
- 5**: Dashboard Tabs Bar with options: Summary, Calendar, Requirements, Reports, Messages, and Shared.
- 6**: The main content area, which includes:
 - SUBMISSION RATES**: A circular gauge showing 0% completion. Statistics include: DUE (57), REQUIREMENTS (0/57), REPORTS (0/0), and LATE (0%). A HORIZON slider is set to 185 days.
 - TO DO | DONE**: A table listing tasks with columns for NAME, DUE DATE, CURRENT STATUS, and LAST UPDATED.
 - LATEST MESSAGES**: A list of unread messages, including "WPTT meeting is now due" and "Requirement is now due" for 18/03 INFO ON IUU VESSELS.
- 7**: The left sidebar, which includes application navigation icons and a user profile icon.

The e-MARIS Dashboard is your central hub for all the IOTC Reporting Requirements.

It is made of the following components:

1. The **Location bar**: this shows you where you are in e-MARIS, and you can click on it to quickly navigate back to a higher level.
2. The **Status bar**: this shows you the time in your selected time zone, the name of the user you are connected as, as well as two action buttons, Focus Mode and User Menu.
3. The **Current Campaign**: this shows you the name of the campaign you are currently viewing in the Dashboard, and whether it is running or not.
4. The **Campaign Switcher**: this allows you to switch the Dashboard to another campaign ([see below](#)).
5. The **Dashboard Tabs Bar**: Click on any of the tabs to consult their content.
6. The **Content**: changes depending on the tab you are in.
7. The **Sidebar**: Shows you in which application you are (top icon) and allows you to switch to the Administration Console (🔒) or to open the IOTC website (🌐).

How to use the Dashboard

If you need detailed information on how to use the Dashboard, please consult the dedicated Quick Start Guide available here: <https://iotc.org/e-maris>.

e-MARIS campaigns

What is a "campaign"?

The IOTC compliance process is composed of assessment cycles, where CPCs must comply with reporting requirements, which are then assessed at the Compliance Committee and Commission meetings.

What e-MARIS calls a **campaign** covers this whole assessment cycle.

A Campaign has a start (before the first reporting deadline) and an end (usually 10 days after the start of the Commission meeting at which the CPC compliance will be assessed).

Information that needs reporting by CPCs falls in two categories:

- Requirements: these are individual reporting requirements, usually defined in a CMM. E.g.: "*Resolution 01/06 – 1st Semester report on import of frozen bigeye tuna*"
- Reports: these are synthetic documents covering a wide range of topics, and mostly referring to the implementation or submission of Requirements. E.g.: "*Compliance Questionnaire for 2022*"

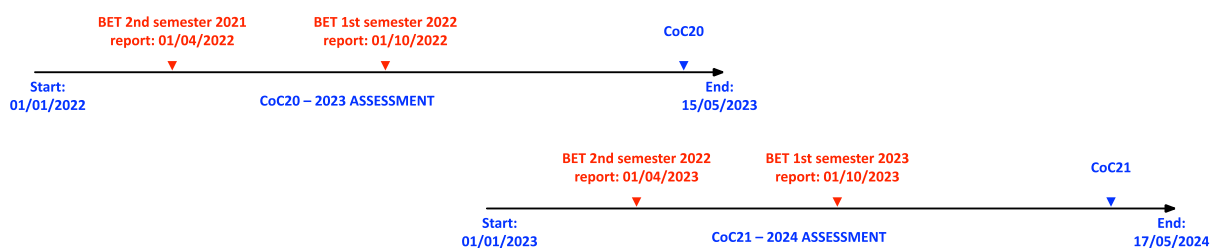
Submission of the relevant information is then assessed for timeliness and compliance at the Compliance and Commission meetings, towards the end of the campaign.

Overlapping campaigns

In the IOTC compliance process, some requirements have to be submitted in a given year, but will only be assessed at the next year's CoC meeting (e.g. "*Resolution 01/06 – 2nd Semester report on import of frozen bigeye tuna*" is submitted on 1 April 2023, but assessed at the 2024 CoC meeting).

This means that there will always be at least two overlapping campaigns running at the same time.

Example:



In e-MARIS, you can follow overlapping campaigns by:

- Receiving email notifications for reminders and deadlines: Each email mentions the campaign to which it refers and clicking on the link provided in the email will open the relevant requirement in the relevant campaign.

From emaris-staging <emaris@iotc.org>
Subject: 2023 Assessment: 10.4 Authorised institutions is due 3 weeks from now
To: Australia Manager <email@myemail.com>

Show headers

HTML Plain text Source MIME



2023 ASSESSMENT

10.4 Authorised institutions is due 3 weeks from now
Submissions are expected by Thursday, December 15, 2022.

Open Requirement in e-MARIS

This is an automated email, please do not reply directly to it.
To control which emails you receive, specify topics of interest in your [profile](#).
©2022 e-MARIS

- Accessing the e-MARIS Dashboard and selecting the campaign you want to consult, using the Campaign Switcher ([see below](#)). By default, e-MARIS will remember the last campaign you consulted and will open it in your Dashboard the next time you log in.

Planned improvement

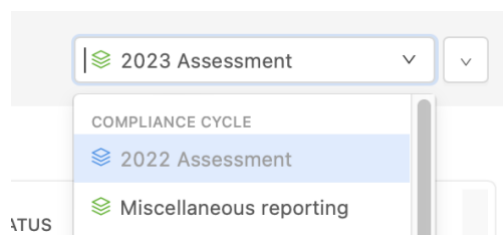
In the next phase of the development of e-MARIS, a planned improvement is the implementation of a Unified Dashboard, such as providing a single calendar and to-do list across all running campaign.

The Campaign Switcher

The Campaign Switcher shows you the name of the campaign currently displayed in the Dashboard.

Click on it to display a list of the other available campaigns.

Click on a campaign to display it in the Dashboard.



Currently running campaigns are displayed in black text, while past campaigns that are closed are displayed in grey text.