# e-DFAD Quick Start series: Registering DFADs and reporting Activities on FOBs

Updated: 02/12/2025 13:23:00

**What is this guide about?**

**This quick start guide will give Buoy Owners a short overview of the high level process you can use e-DFAD to register new DFADs and report activities on Floating Objects (FOBs: DFADs and Logs) information to the IOTC DFAD Register (e-DFAD).**

The main workflows described in this manual are:

- **Registration of new DFADs (interactive or in bulk): create a new DFAD > fill in required information > Register > Obtain the DFAD's Unique identifier (UDI)**
- **Reporting of activities on FOBs (interactive or in bulk): provide required information > validate > submit > FOB status is updated**

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# Main features of e-DFAD

As per IOTC Resolution 24/02, the aim of the e-DFAD Register is to:

- Allow Buoy Owners (BO) to register DFADs and obtain an IOTC Unique DFAD Identifier (UDI)
- Allow Buoy Owners to declare activation and deactivation of their Instrumented Buoys ("operations") on DFADs or Logs.

## Registration of DFADs

- Allows a Buoy Owner to obtain a UDI at any point in time before deployment
- DFAD numbering scheme adopted is IOTC-[3 letters]-[3 digits]. Example: IOTC-ABC-123

Note: Logs are not registered so do not get a UDI.

Registration can be done interactively (one by one, using a form-based interface) or in bulk (using Excel templates.)

Registrations can be done way in advance of deployment, allowing BOs to reserve a range of UDIs for later marking on deployed DFADs.

## Declaration of Operations

The following operations/activities can be reported by Buoy Owners:

- Activation
- Deactivation (retrieval, loss, abandonment)
- Transfer*
- Replacement*

Reporting can be done interactively  or in bulk.

# Connecting to the e-DFAD

**STEP 1:** **Open the e-DFAD URL in your web browser**: https://dfad.iotc.org

**STEP 2:** **Sign-in with your CPC user account**

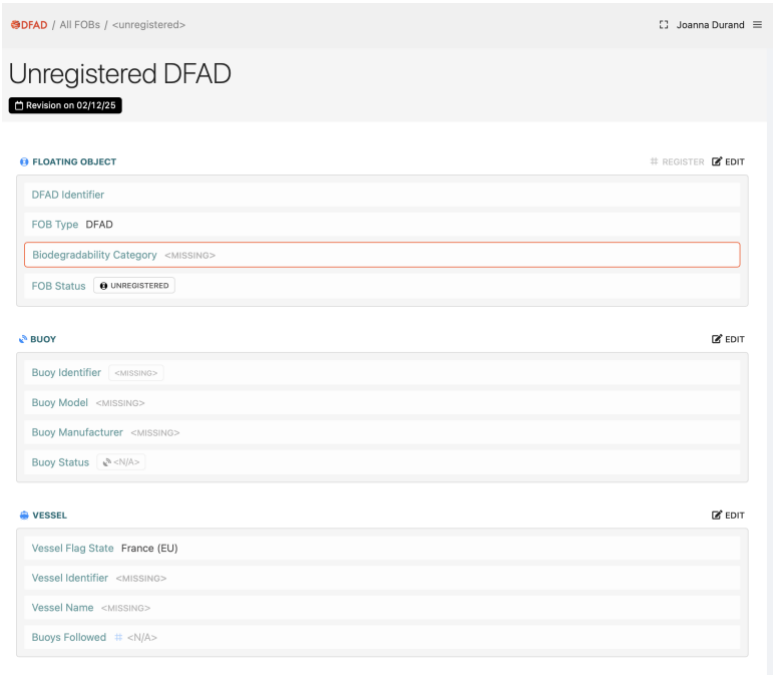
# Registering new DFADs

## Interactively

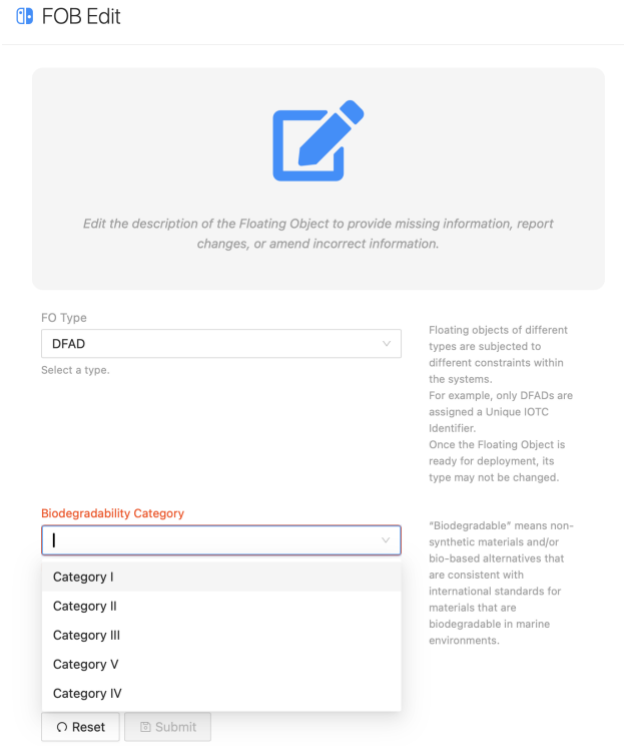
*If you need to register a small number of DFADs, the easiest way is to use the interactive mode.*

**STEP 1:** **Open e-DFAD**: https://dfad.iotc.org and click the **"+Add FOB"** button (from the Home page or the Search page).

**STEP 2:** The "Unregistered DFAD" page is displayed where you will fill in the required information to Register a new DFAD:

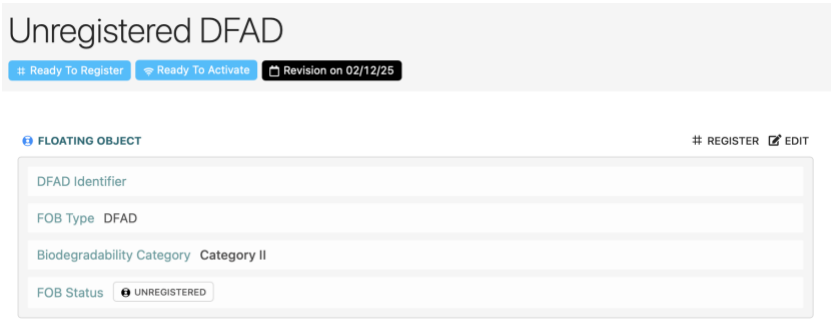



**STEP 3:** **Click the "Edit" button to the right of the "Floating Object" card** to open the details for the FOB:




**STEP 4:** The FOB type "DFAD" is already selected and **the only thing you have to provide is the Biodegradability category of your DFAD**. Please refer to the definitions of the categories provided in Resolution 24/02 and in the bulk templates. Select a category and the Submit button will activate. Press it to return to the main page.

**STEP 5:** **The DFAD is now ready to Register**:




At this stage you can optionally provide additional information about the DFAD, such as details about the buoy that it will be equipped with, or the purse seiner it will be tracked by. If you do not have these details now, you will provide them at the time of first deployment/activation.

**STEP 6:** **Click the Register button**: the Registration dialog explains what will happen and you can now click "Register now".

**STEP 7:** **Your DFAD is now registered and has a UDI**: please note this UDI as it should be marked on the DFAD for deployment, and also will be used for identifying the DFAD when reporting activation/deactivation of its buoy.

## In bulk

*If you need to register multiple DFADs at once, the fastest way is to use the bulk update facility, based on Excel templates.*

**STEP 1:** **Download the Registration template** from the IOTC website: [https://iotc.org/dfad-register](https://iotc.org/dfad-register)

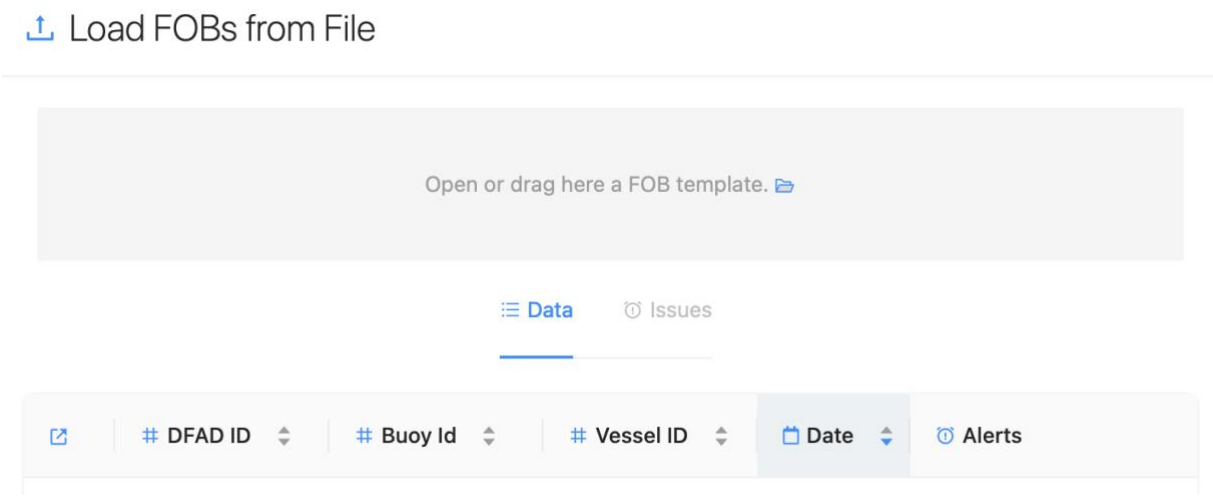
**STEP 2:** **Fill the template with your information**: please make sure to read the User Guide sheet that gives instructions on how to fill the template. Information about DFADs to register goes in the "DFAD Registrations" sheet, one row per new DFAD to register.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | **Bulk Registration of DFADs** | | | | |
| 2 | **Use this template to request DFAD UDIs in bulk.** | | | | |
| 3 | **Mandatory** | **Optional** | | | |
| 4 | | | | | |
| 5 | **#** | **Biodegradability category** | **Buoy Identifier** | **Buoy Model** | **Purse seiner's IOTC number** |
| 6 | 1 | CAT1 | | | IOTC000373 |
| 7 | 2 | CAT1 | | | IOTC000373 |
| 8 | 3 | CAT1 | FRA-010 | M3+ | IOTC000373 |
| 9 | 4 | CAT2 | | | |
| 10 | 5 | CAT2 | | | |
| 11 | 6 | CAT3 | | | |
| 12 | 7 | CAT1 | | | |
| 13 | 8 | CAT1 | | | |
| 14 | 9 | CAT6 | | BOX | IOTC000000 |
| 15 | 10 | | | | |
| 16 | 11 | | | | |
| 17 | 12 | | | | |
| 18 | 13 | | | | |

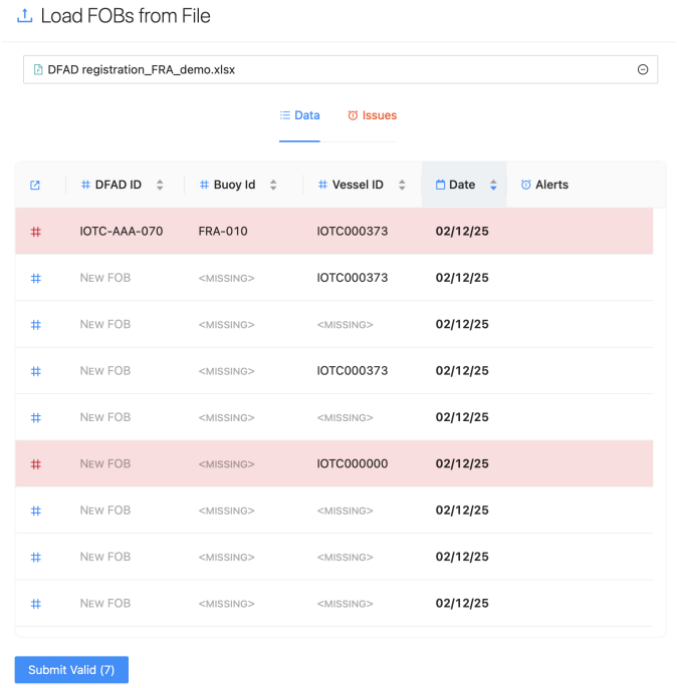
At this stage you can optionally provide additional information about the DFAD, such as details about the buoy that it will be equipped with, or the purse seiner it will be tracked by. If you do not have these details now, you will provide them at the time of first deployment/activation.

**STEP 3:** **Open e-DFAD**: https://dfad.iotc.org and click the **"+Load FOB"** button (from the Home page or the Search page). The bulk registration drawer will open.

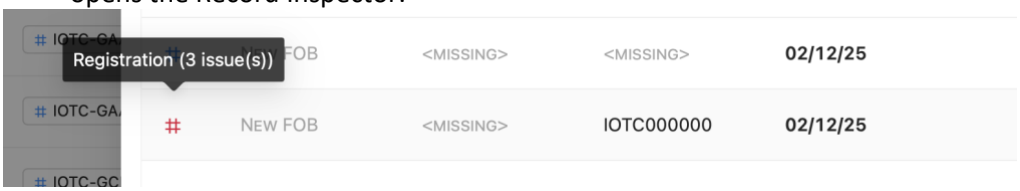
**STEP 4:** **Upload your template file (drag and drop or click in the file upload area)**:

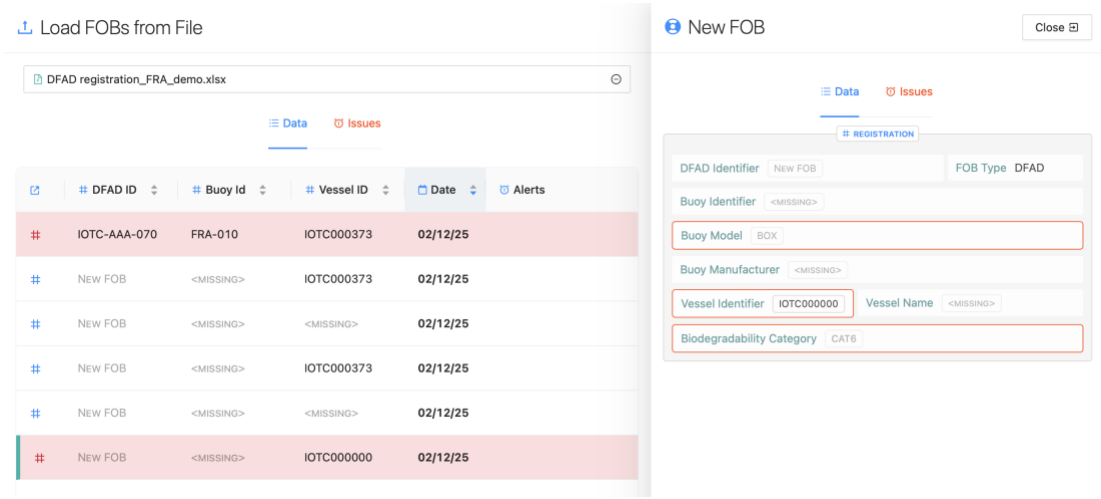



**STEP 5:** **Review the validation results**:

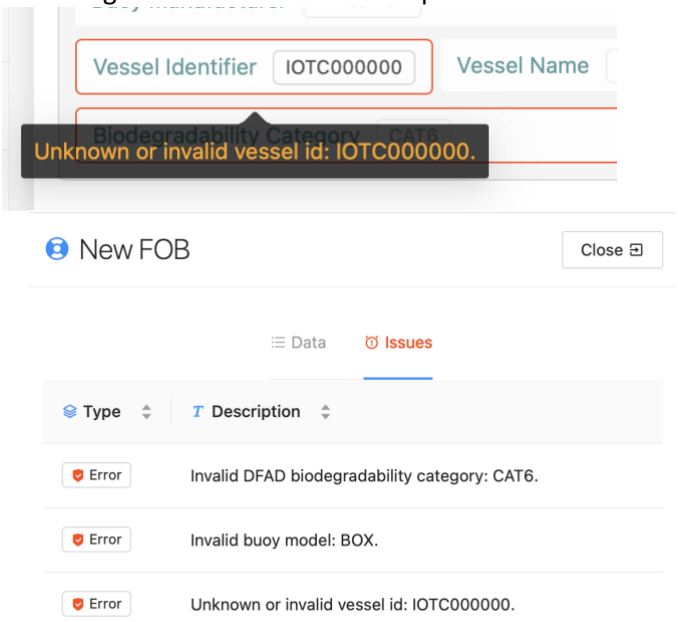



- Valid records are displayed in white.
- Invalid records are displayed in red: you can consult the issues affecting a record by simply clicking on the red registration symbol (#) or double-clicking on the row, which opens the Record Inspector:






You can consult issues with a given record either by mousing over the fields framed in red or by clicking the "Issues" tab at the top:




**STEP 6:** **Submit valid record**: Invalid records cannot be submitted for registration: either you fix the errors in the Excel template, or you submit only the valid records and the invalid are ignored. To finalise registration of your DFADs, **click the "Submit Valid" button**.

**STEP 7:** You will now see the **list of valid DFADs updated with their newly assigned UDIs**. You can also download this list as an Excel file by clicking on the "**Download submitted**" button. This will produce an Excel file containing all the details about the newly registered DFADs and their UDIs.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Last Activity | DFAD ID | FOB Status | Buoy Id | Buoy Status | Vessel ID |
| 2 | 02/12/2025 08:36 | IOTC-AAA-079 | Registered | | Idle | |
| 3 | 02/12/2025 08:36 | IOTC-AAA-080 | Registered | | Idle | |
| 4 | 02/12/2025 08:36 | IOTC-AAA-081 | Registered | | Idle | IOTC000373 |
| 5 | 02/12/2025 08:36 | IOTC-AAA-082 | Registered | | Idle | |
| 6 | 02/12/2025 08:36 | IOTC-AAA-083 | Registered | | Idle | IOTC000373 |
| 7 | 02/12/2025 08:36 | IOTC-AAA-084 | Registered | | Idle | |
| 8 | 02/12/2025 08:36 | IOTC-AAA-085 | Registered | | Idle | |

## Declaring operations on FOBs

The operations that can be reported on FOBs are:

- Report Deployment (Buoy Activation) of Logs or Registered DFADs.
- Report other Operations:
  - Simple Buoy Deactivation: retrieval, loss…

- Replacement: replacing your buoy on an FOB with a newer buoy
- Transfer: replacing the buoy on an FOB tracked by another vessel with your own buoy

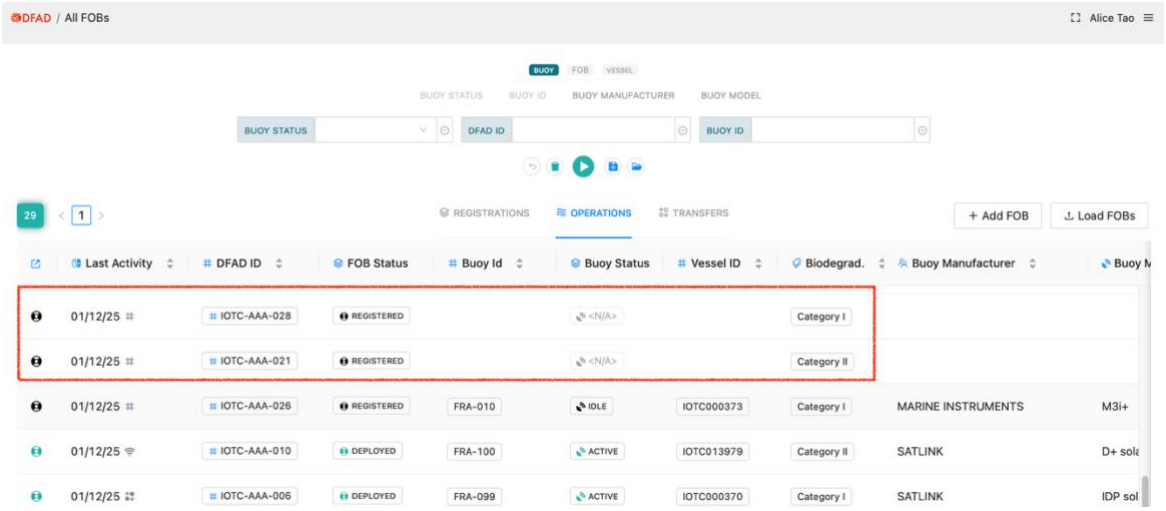
The Register enforces respect of a timeline of operations: if an FOB is  a DFAD it first needs to be Registered, then FOB can be deployed (Activation), then the buoy can be Deactivated, Replaced or Transferred.

## Interactively

*If you need to declare a small number of activities, the easiest way is to use the interactive mode.*

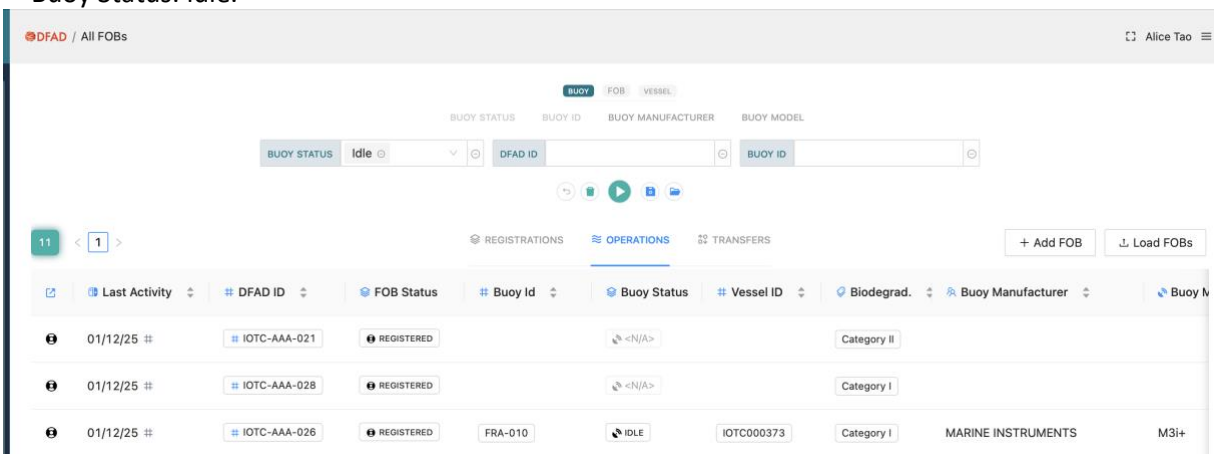
### First deployment/activation

**STEP 1:** If you are **deploying on a DFAD, it needs to have been registered first**. Find it in the list of your FOBs in the Operations tab of the Search page:




Registered, non deployed DFADs appear as “FOB status: registered; Buoy Status: (N/A if buoy details not provided yet, Idle if provided).

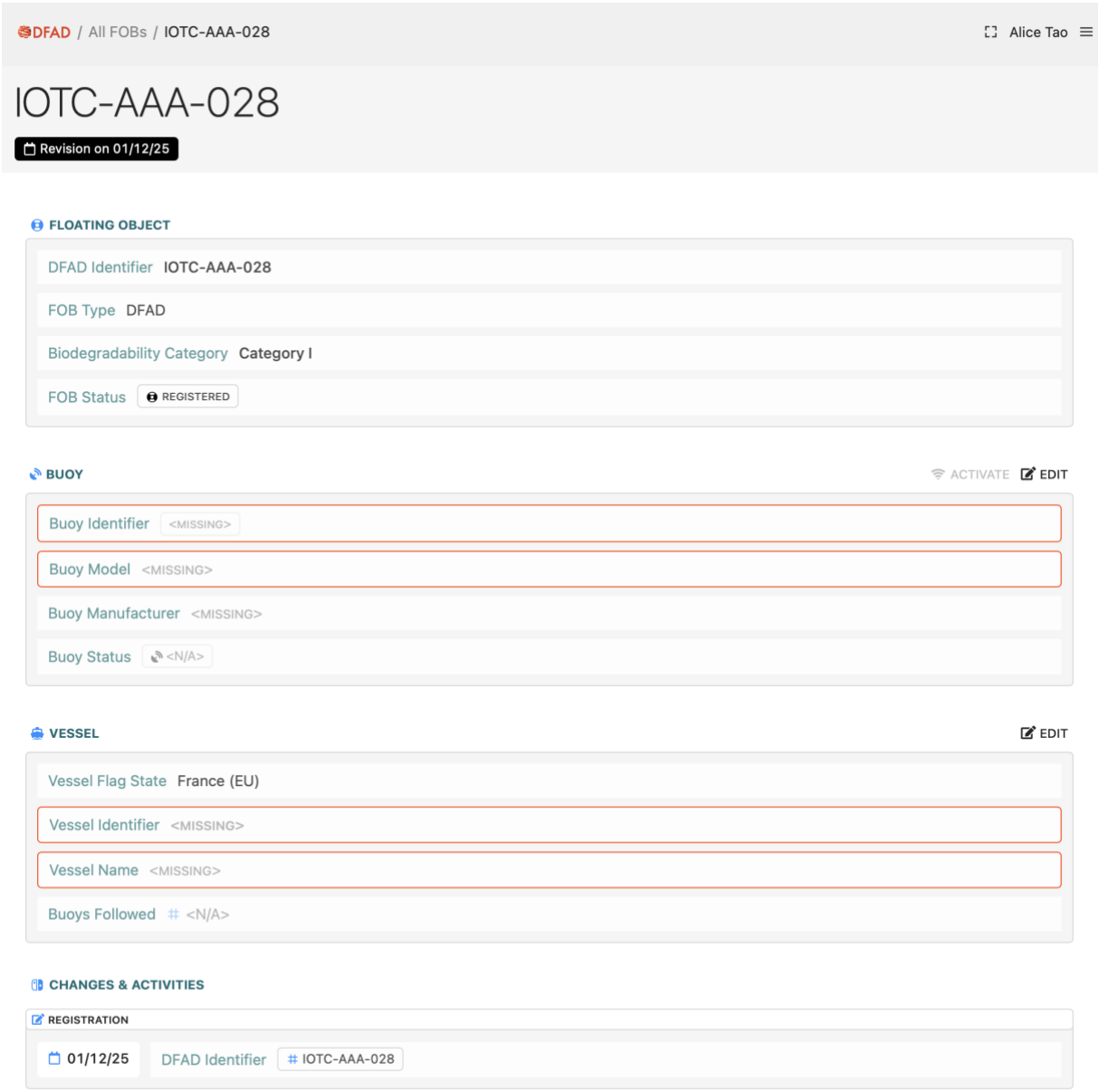
You can use the search feature above to filter for only non deployed FOBs by selecting Buoy Status: Idle.



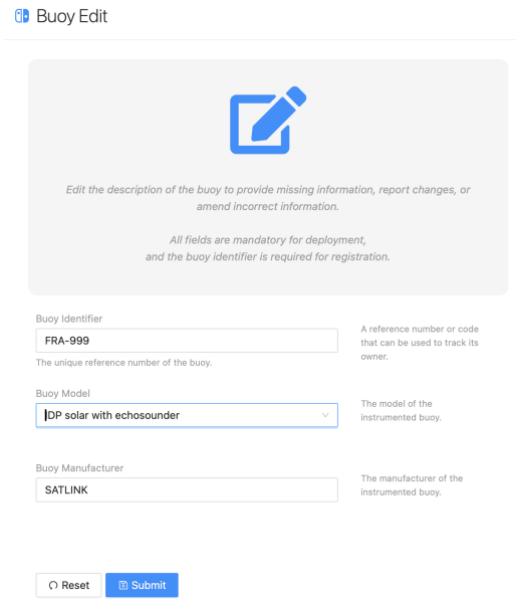

Once you have found the DFAD you want to deploy, simply click on its left-most icon or double click on the row to open the FOB drawer.

If you are **deploying on a Log, no registration is needed** and you can simply use “+ Add FOB” button to open the FOB drawer.

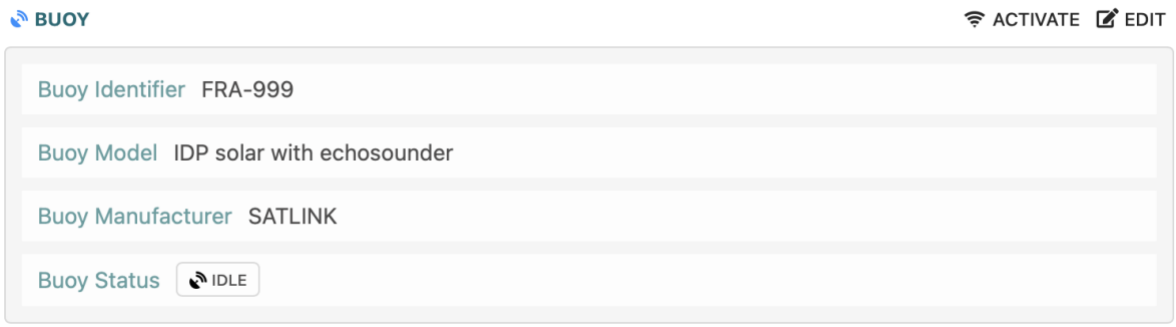
**STEP 2:** **Fill in the required information**:



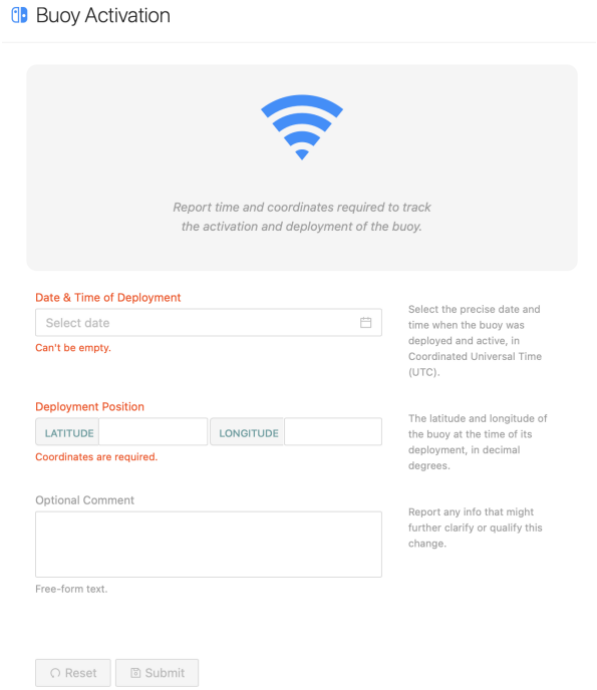

- Information that needs to be provided is highlighted in red. To provide it, click the relevant Edit button.
    - Buoy: select a Buoy Model from the list; provide a buoy identifier.
    - Vessel: select a vessel from the list of Purse Seiners declared by your Flag State on the e-RAV.
- Once done editing a card, click “Submit”.




Once all the required information has been provided, the "**Activate**" button will become available.



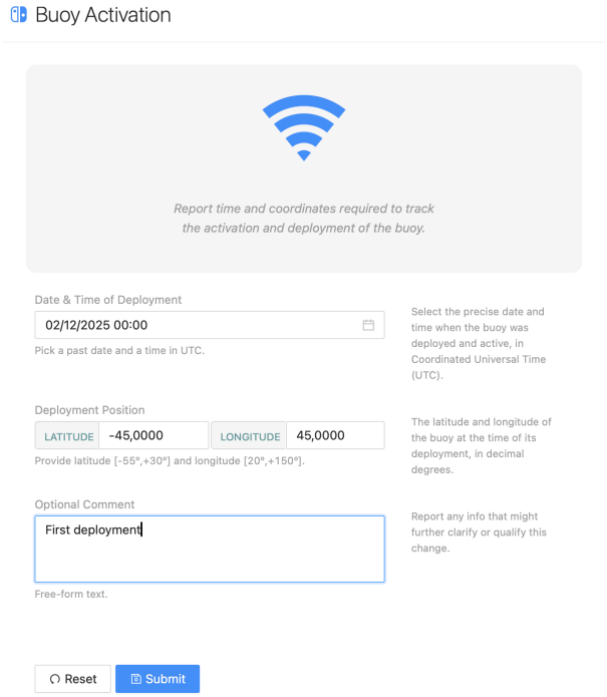

**STEP 3:** **Report activation of the buoy**: click the "**Activate**" button to open the Buoy Activation drawer.



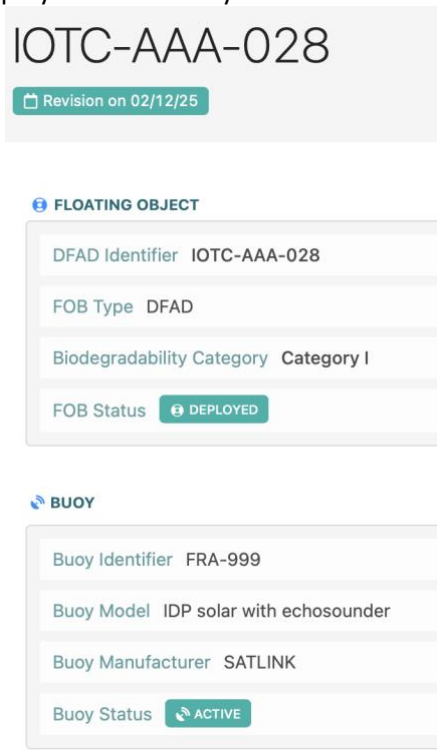

Here you need to provide:

- the **Date & time of activation**, in UTC (Activation should be reported within 24hrs of it happening)
- The **latitude and longitude of activation**, in decimal degrees up to 4 decimals
- You can provide an additional comment that will be visible only to you and other users of your company, your Flag State CPC and IOTC Secretariat users.

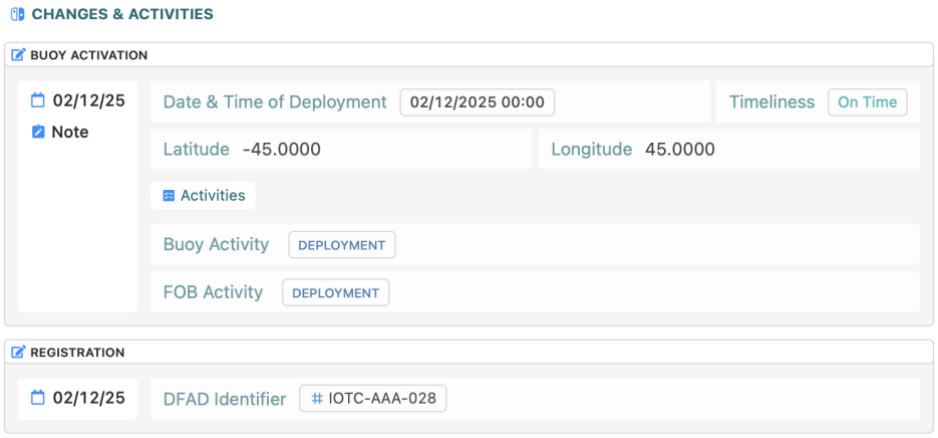
Once done, click the Submit button to report Activation of the buoy.



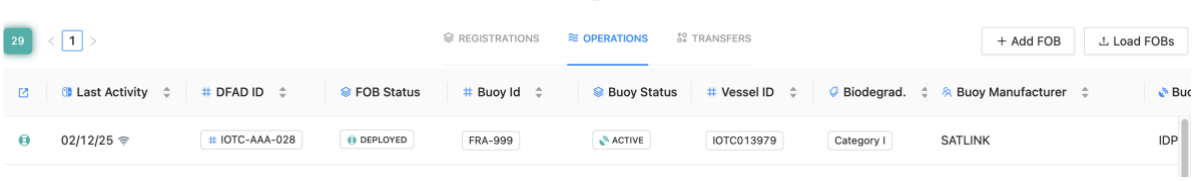

**STEP 4:** The FOB is now deployed and its buoy active:




The Changes and Activities section of the FOB details page shows the Buoy activation details:

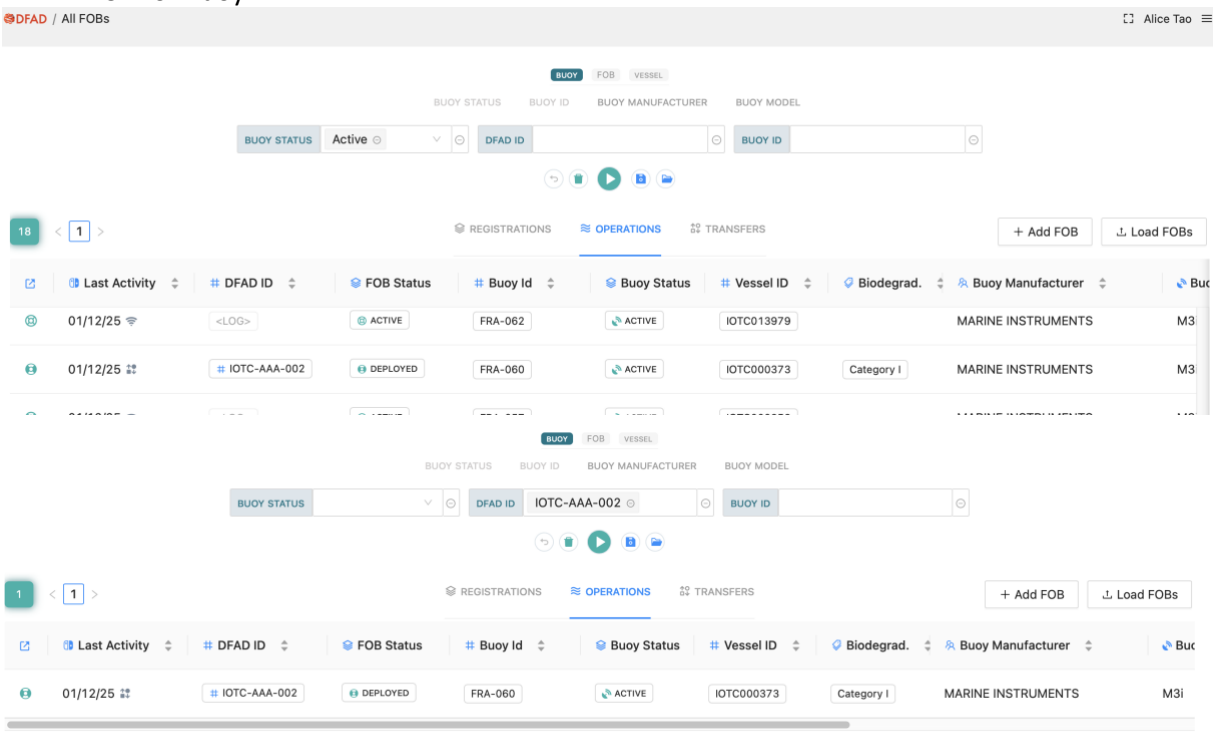



And if you go back to the Search page, you will see that the FOB status has been updated with the activation details:

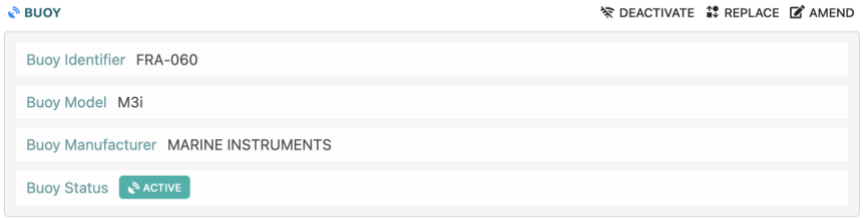



## Deactivation

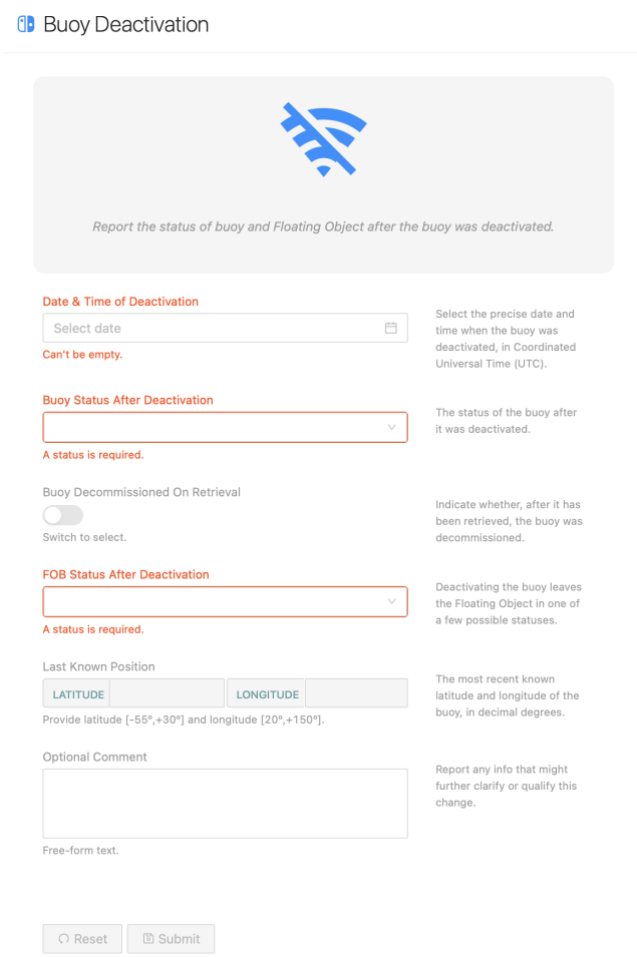
**STEP 1:** **Find the FOB for which you want to report deactivation** of the buoy, using the Search page. You can use the filters to select only Active buoys, or find a specific record by it's DFAD UDI or Buoy ID:



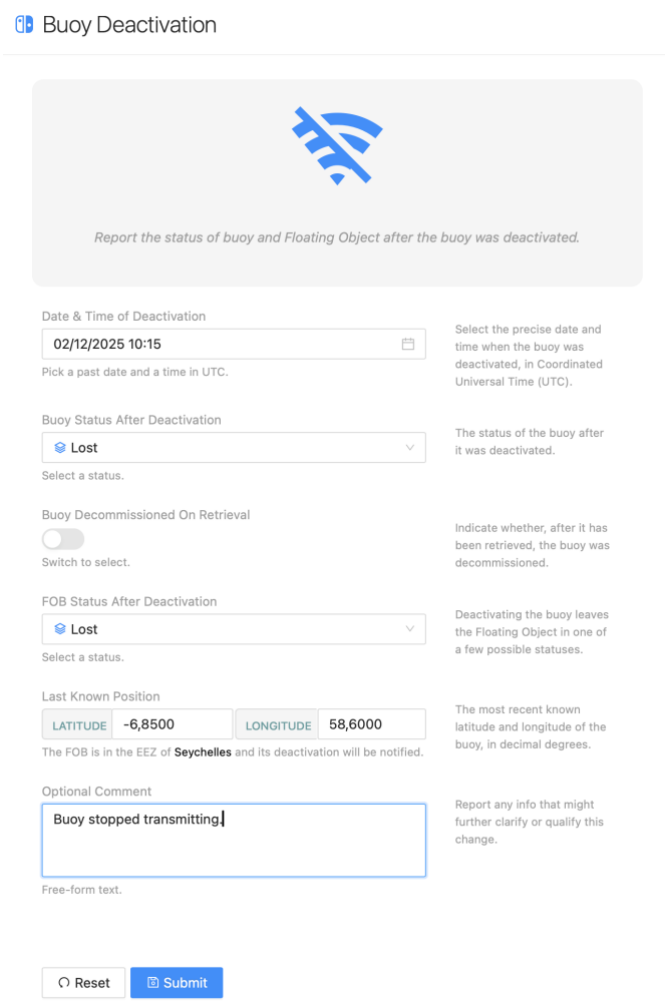

**STEP 2:** **Open it** and **click the "Deactivate" button:**



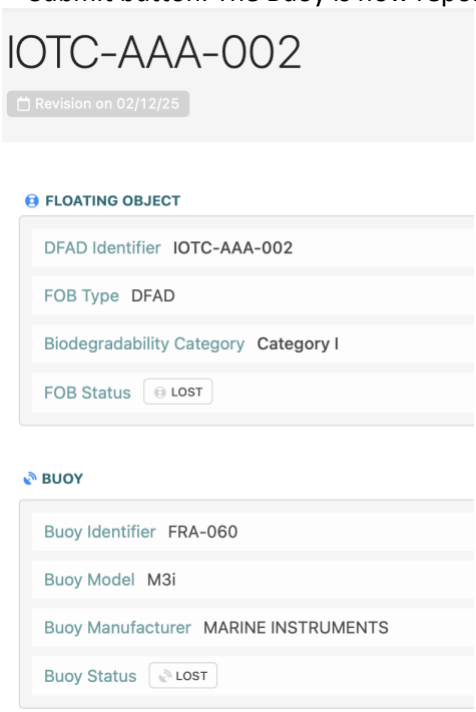

**STEP 3:** **Fill in the required information**:



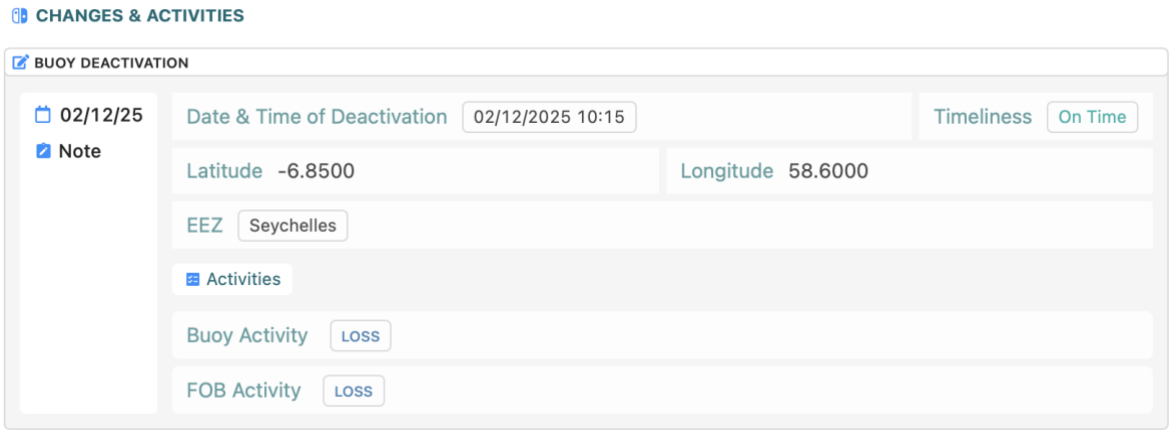

- **Date & time of deactivation**: provide in UTC (Activations should be reported with 24hrs of them happening).
- **Buoy Status** after deactivation: pick a value
- If the buoy is reported as Retrieved, indicate whether it was **Decommissioned**
- **FOB status** after deactivation: pick a value.
- **If the Buoy wasn't Retrieved, the most recent known Latitude and Longitude of the buoy**. (If the coordinates reported are in the EEZ of an Indian Ocean Costal State, both the Costal State and Flag State authorities will be notified by email.)



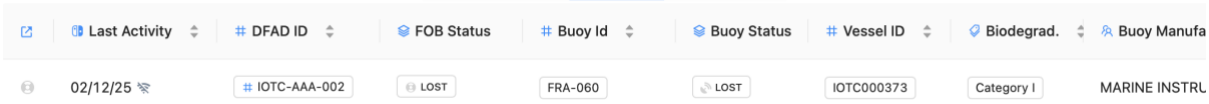

**STEP 4:** **Submit the Deactivation**: once all required information has been provided, click the Submit button. The Buoy is now reported as deactivated.




And the Changes & Activities section shows the details about the Deactivation:




The updated status of the FOB and buoy is now visible in the Search page.

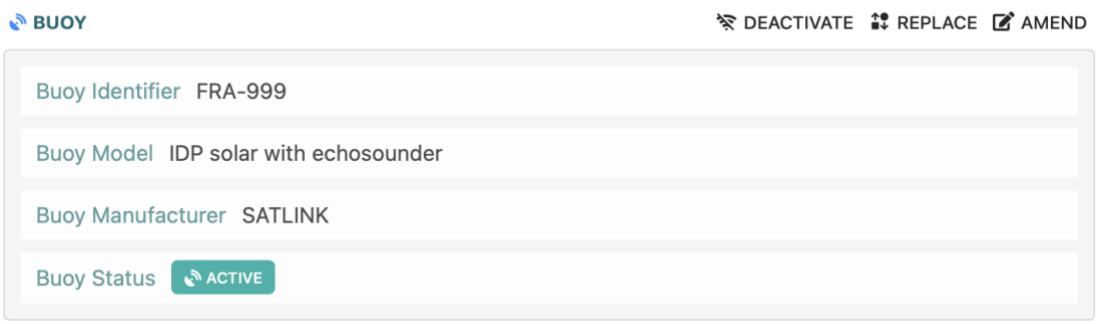



## Replacement

If you need to replace the buoy currently active on an FOB you are tracking, with a new buoy, you use the Replacement action. It is available only for buoys that are currently active.

**STEP 1:** **Find the FOB for which you want to report Replacement** of the buoy, using the Search page. You can use the filters to select only Active buoys, or find a specific record by it's DFAD UDI or Buoy ID.

**STEP 2:** **Open it** and **click the "Replace" button:**




**STEP 3:** **Fill in the required information**:

- **New buoy identifier**
- **New buoy model**
- **Date & time of deployment** of the new buoy, in UTC (Activation should be reported within 24hrs of it happening)
- Whether the old buoy was **Decommissioned** after retrieval/replacement
- L**atitude and longitude of activation of the new buoy**, in decimal degrees up to 4 decimals

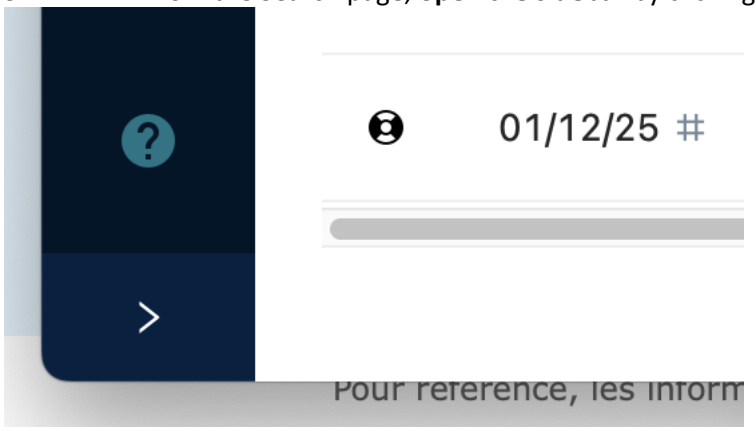
**STEP 4:** **Submit the Replacement**: once all required information has been provided, click the Submit button. The Buoy is now reported as replaced: the new buoy is Active and the old buoy is Deactivated.

## Transfer

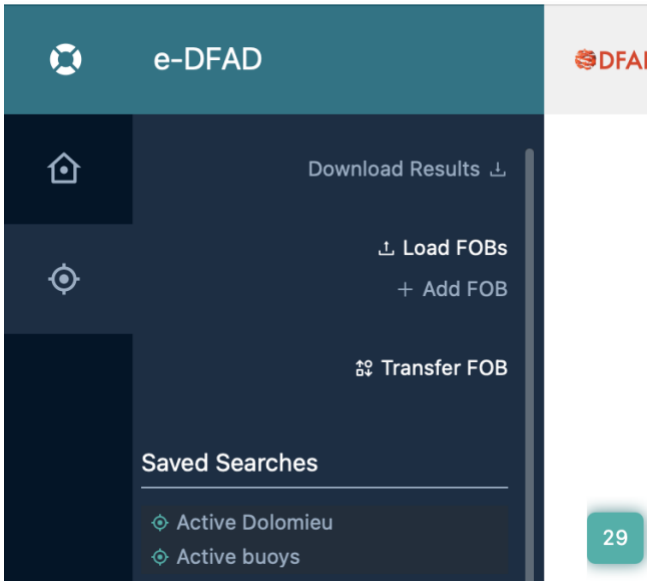
If you need to replace the buoy currently active on an FOB *that is tracked by another vessel/Buoy Owner*, with a new buoy and to start tracking the FOB yourself, you use the Transfer action. It is available only for buoys that are currently active.

Because you are transferring an FOB that "doesn't belong" to you, you cannot see it in the Search page, which only shows your FOBs. So the process is slightly different from Activations, Replacements etc.

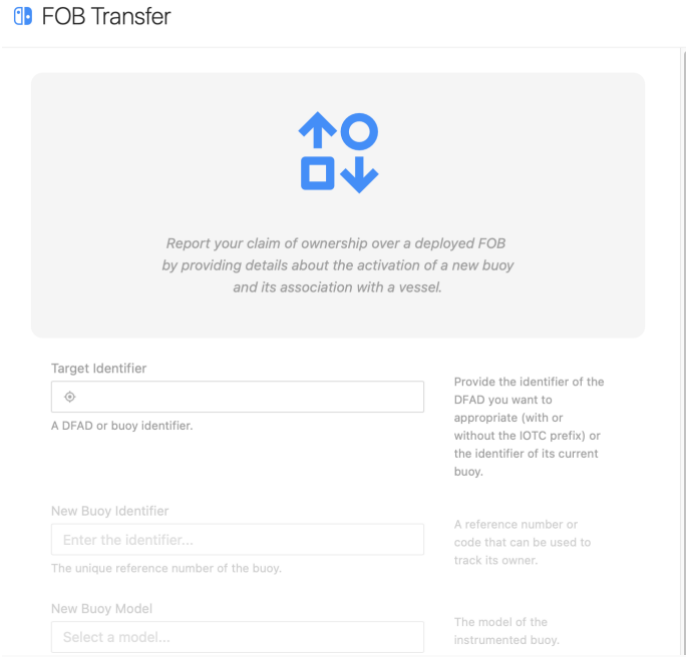
**STEP 1:** From the Search page, **open the sidebar** by clicking on the arrow to the bottom right:




**STEP 2:** **Click the Transfer FOB button**:




**STEP 3:** **Open it** and **click the "Replace" button** to open the FOB transfer drawer:




**STEP 4:** **Find the target FOB** by entering its DFAD UDI or Buoy ID: the system will check that it finds a matching record and will give you some indications about it (biodegradability category and Buoy ID.)

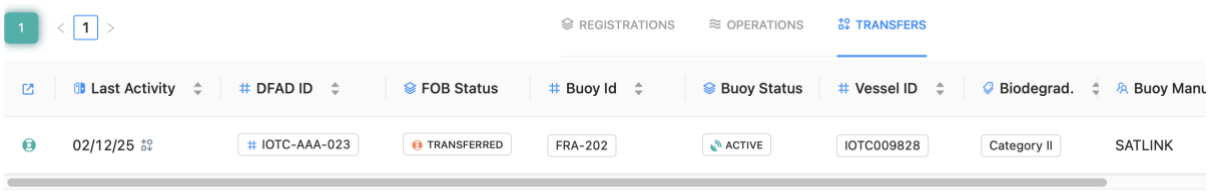
**STEP 5:** **Fill in the required information**:

- **New buoy identifier**
- **New buoy model**
- **Date & time of deployment** of the new buoy, in UTC (Activation should be reported within 24hrs of it happening)
- **Latitude and longitude of activation of the new buoy**, in decimal degrees up to 4 decimals
- **IOTC number of your vessel**: pick a vessel from the list**.**

**STEP 6:** **Submit the Transfer**: once all required information has been provided, click the Submit button. The FOB is now reported as transferred and it now "belongs" to you.

Notes about transfers:

- As the BO who did the transfer, you cannot see the history of the FOB before you transferred it (when it "belonged" to another BO).
- As the BO from whom the FOB was transferred, you cannot see this FOB in your "Operations" tab and will see it in the Transfers tab. Since the FOB "doesn't belong" to you anymore, you will not see any operations reported by the new BO after the transfer.

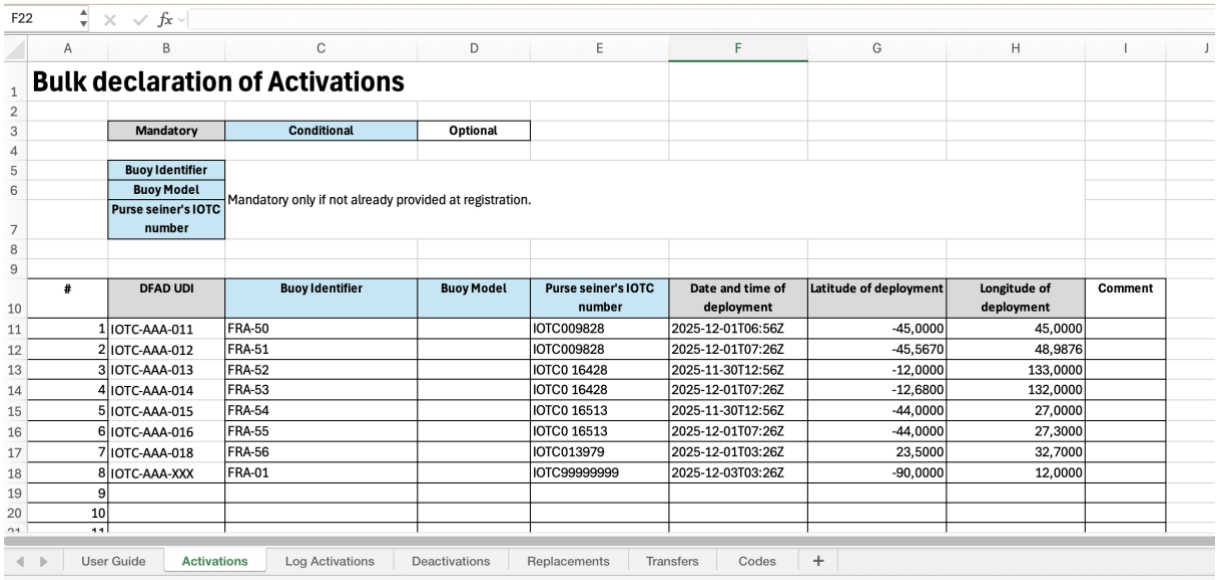



## In bulk

*If you need to register multiple DFADs at once, the fastest way is to use the bulk update facility, based on Excel templates.*

**STEP 1:** **Download the Operations template** from the IOTC website: **https://iotc.org/dfad-register**

**STEP 2:** **Fill the template with your information**: please make sure to read the User Guide sheet that gives instructions on how to fill the template. Information about the various types of operations go in a dedicated sheet, one row per operation to report: Activations (on DFADs, require them to be registered), Activation on Logs, Deactivations, Replacements and Transfers.



**Bulk declaration of Activations**

| Mandatory | Conditional | Optional |
|---|---|---|
| Buoy Identifier<br>Buoy Model<br>Purse seiner's IOTC number | Mandatory only if not already provided at registration. | |

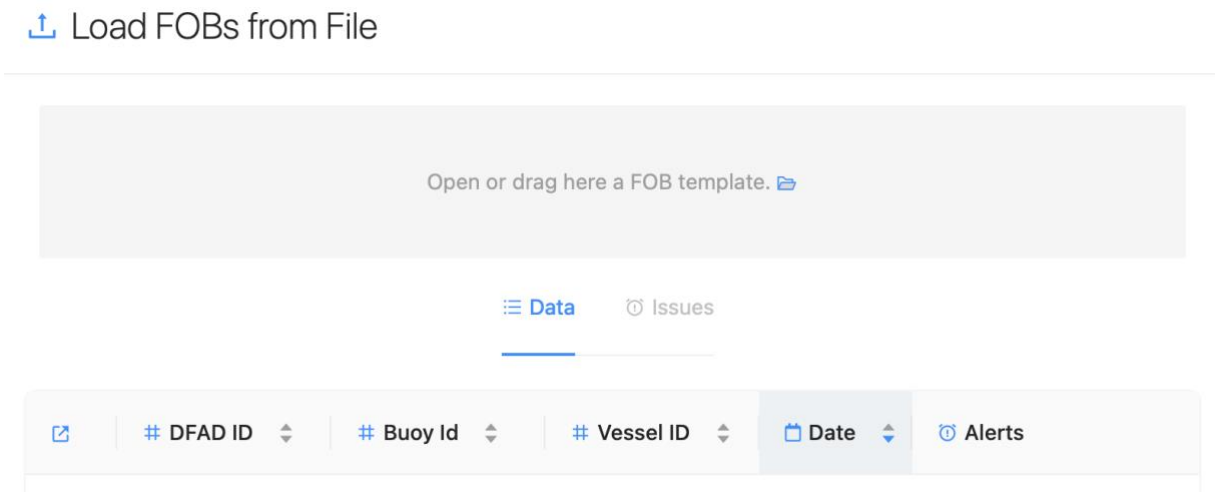
| # | DFAD UDI | Buoy Identifier | Buoy Model | Purse seiner's IOTC number | Date and time of deployment | Latitude of deployment | Longitude of deployment | Comment |
|---|---|---|---|---|---|---|---|---|
| 1 | IOTC-AAA-011 | FRA-50 | | IOTC009828 | 2025-12-01T06:56Z | -45,0000 | 45,0000 | |
| 2 | IOTC-AAA-012 | FRA-51 | | IOTC009828 | 2025-12-01T07:26Z | -45,5670 | 48,9876 | |
| 3 | IOTC-AAA-013 | FRA-52 | | IOTC0 16428 | 2025-11-30T12:56Z | -12,0000 | 133,0000 | |
| 4 | IOTC-AAA-014 | FRA-53 | | IOTC0 16428 | 2025-12-01T07:26Z | -12,6800 | 132,0000 | |
| 5 | IOTC-AAA-015 | FRA-54 | | IOTC0 16513 | 2025-11-30T12:56Z | -44,0000 | 27,0000 | |
| 6 | IOTC-AAA-016 | FRA-55 | | IOTC0 16513 | 2025-12-01T07:26Z | -44,0000 | 27,3000 | |
| 7 | IOTC-AAA-018 | FRA-56 | | IOTC013979 | 2025-12-01T03:26Z | 23,5000 | 32,7000 | |
| 8 | IOTC-AAA-XXX | FRA-01 | | IOTC99999999 | 2025-12-03T03:26Z | -90,0000 | 12,0000 | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

User Guide | Activations | Log Activations | Deactivations | Replacements | Transfers | Codes

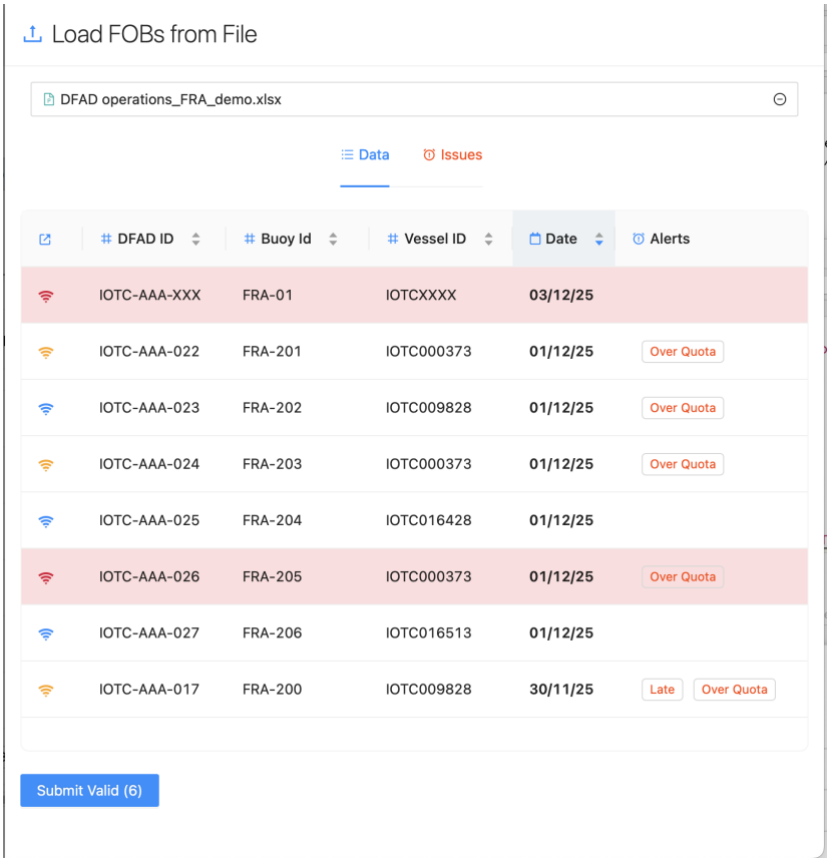
At this stage you can will have to provide additional information about Registered DFAD that you hadn't provided at registration, such as details about the buoy that it will be equipped with, or the purse seiner it will be tracked by.

**STEP 3:** **Open e-DFAD**: https://dfad.iotc.org and click the **"+Load FOB"** button (from the Home page or the Search page). The bulk registration drawer will open.

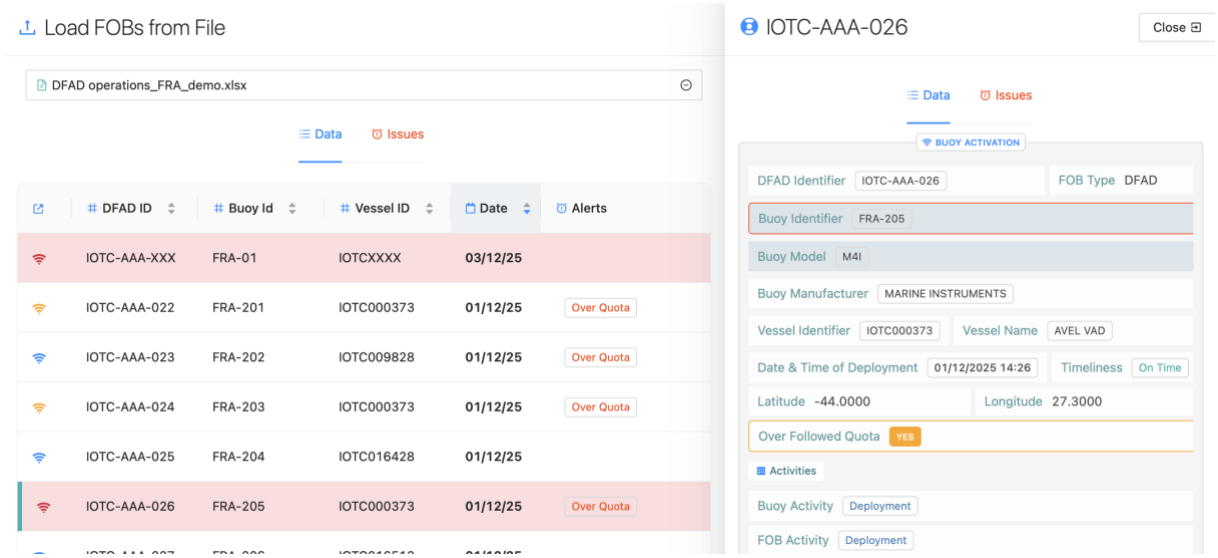
**STEP 4:** **Upload your template file (drag and drop or click in the file upload area)**:



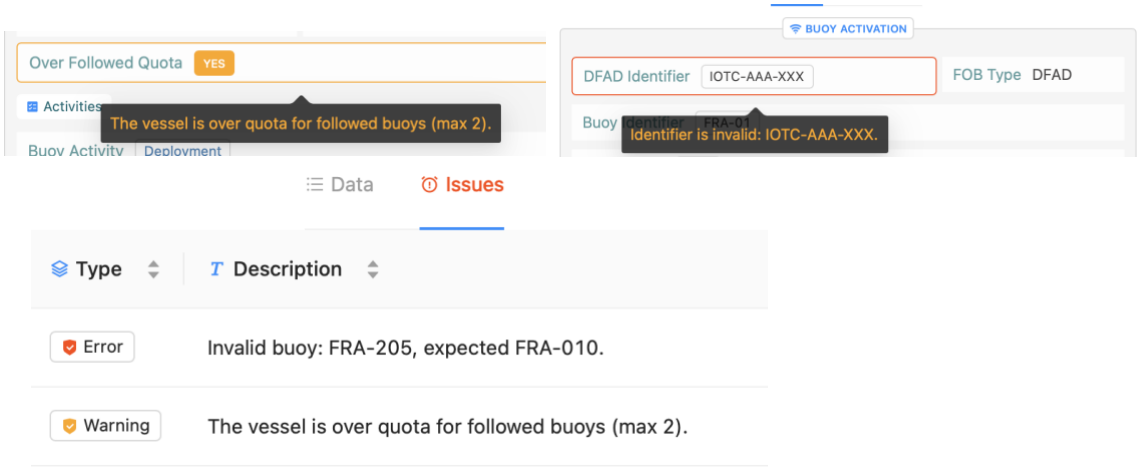

**STEP 5:** **Review the validation results**:




- Valid records are displayed in white.
- Invalid records are displayed in red: you can consult the issues affecting a record by simply clicking on the red registration symbol (#) or double-clicking on the row, which opens the Record Inspector:




You can consult issues with a given record either by mousing over the fields framed in red or by clicking the “Issues” tab at the top:




Blocking errors making a record invalid are displayed in red, while non-blocking warnings are displayed in yellow.

**STEP 6:** **Submit valid record**: Invalid records cannot be submitted: either you fix the errors in the Excel template, or you submit only the valid records and the invalid are ignored. To finalise submission of your FOB operations, **click the "Submit Valid" button**.

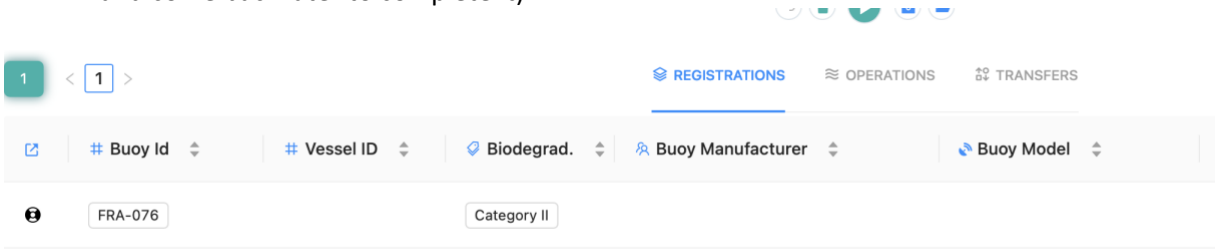
**STEP 7:** You will now see the **list of valid FOBs operations updated**. You can also download this list as an Excel file by clicking on the "**Download submitted**" button. This will produce an Excel file containing all the details about the newly updated FOBs.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Last Activity | DFAD ID | FOB Status | Buoy Id | Buoy Status | Vessel ID | Vessel Name | Biodegrad. |
| 2 | 01/12/2025 14:26 | IOTC-AAA-022 | Deployed | FRA-201 | Active | IOTC000373 | AVEL VAD | Category I |
| 3 | 01/12/2025 14:26 | IOTC-AAA-023 | Deployed | FRA-202 | Active | IOTC009828 | BERNICA | Category II |
| 4 | 01/12/2025 14:26 | IOTC-AAA-024 | Deployed | FRA-203 | Active | IOTC000373 | AVEL VAD | Category I |
| 5 | 01/12/2025 14:26 | IOTC-AAA-025 | Deployed | FRA-204 | Active | IOTC016428 | GEVRED | Category I |
| 6 | 01/12/2025 14:26 | IOTC-AAA-027 | Deployed | FRA-206 | Active | IOTC016513 | PENDRUC | Category III |
| 7 | 30/11/2025 06:56 | IOTC-AAA-017 | Deployed | FRA-200 | Active | IOTC009828 | BERNICA | Category I |
| 8 | | | | | | | | |

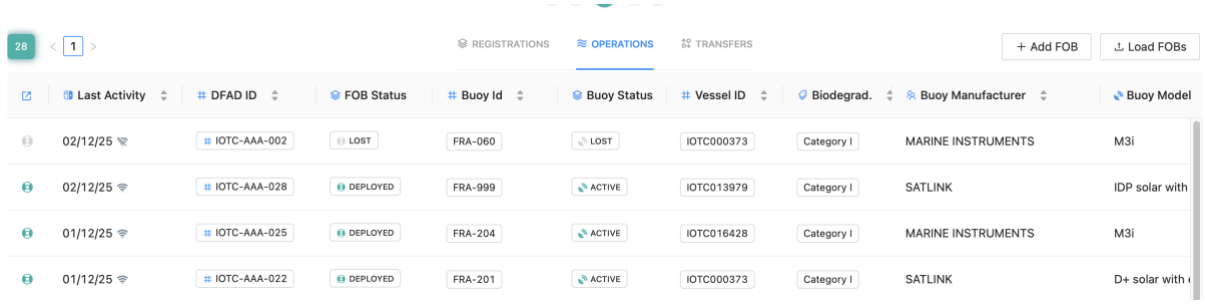
## Consulting FOB records

The Search page of e-DFAD is composed of three tabs:

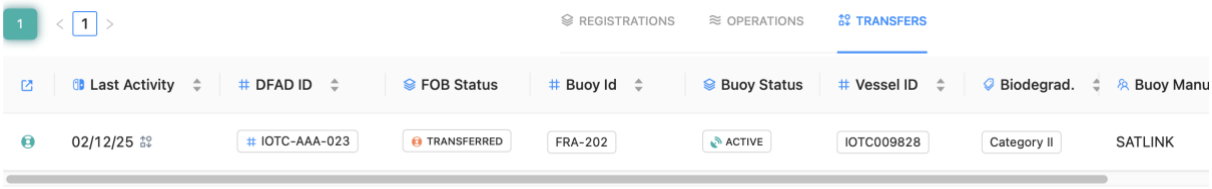
- **Registrations**: this is where "draft" DFAD records live until you have registered them (e.g. in Interactive mode you can start filling information about a DFAD, leave to do something else and come back later to complete it).



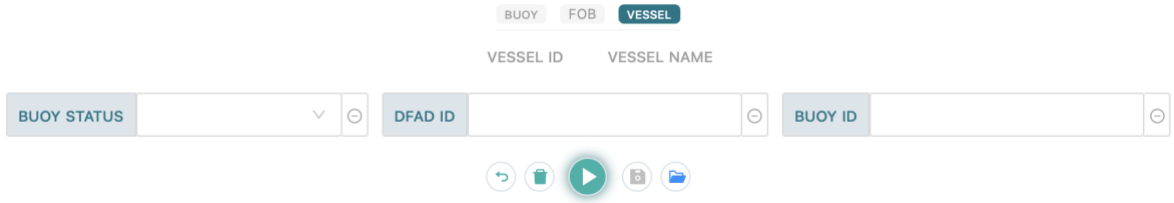

- **Operations**: this is where Registered DFADs and Logs are displayed during the course of their life at sea.



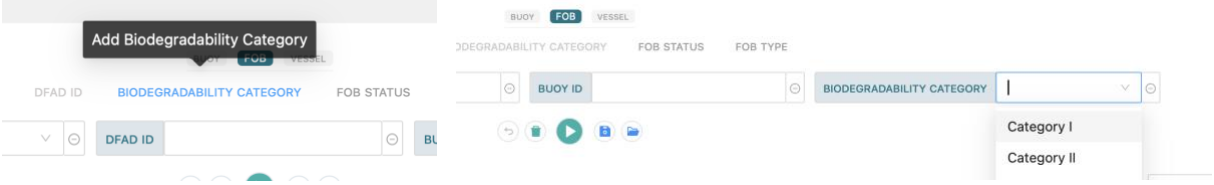

- **Transfers**: this is where FOBs that were transferred from you by another BO will appear:



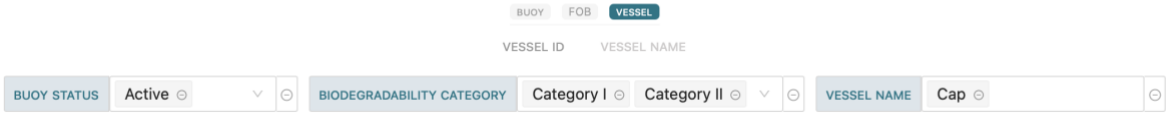

You can use the filter panel above the search results to filter records:




- By default it shows fields for Buoy status, DFAD ID and Buoy ID.
- You can add other fields by clicking on one of the query tabs above related to Buoy, FOB or Vessel, then clicking on one of the available fields.




- You can build complex queries by selecting multiple values in drop-downs, or entering several values in text fields (type a value, press enter, type another value, press enter…)

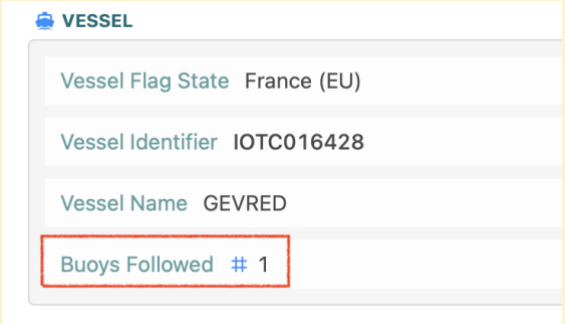



- Once you are done with your query, click the Play button to run it. If you want to reset the query panel to default, click the trashcan icon.

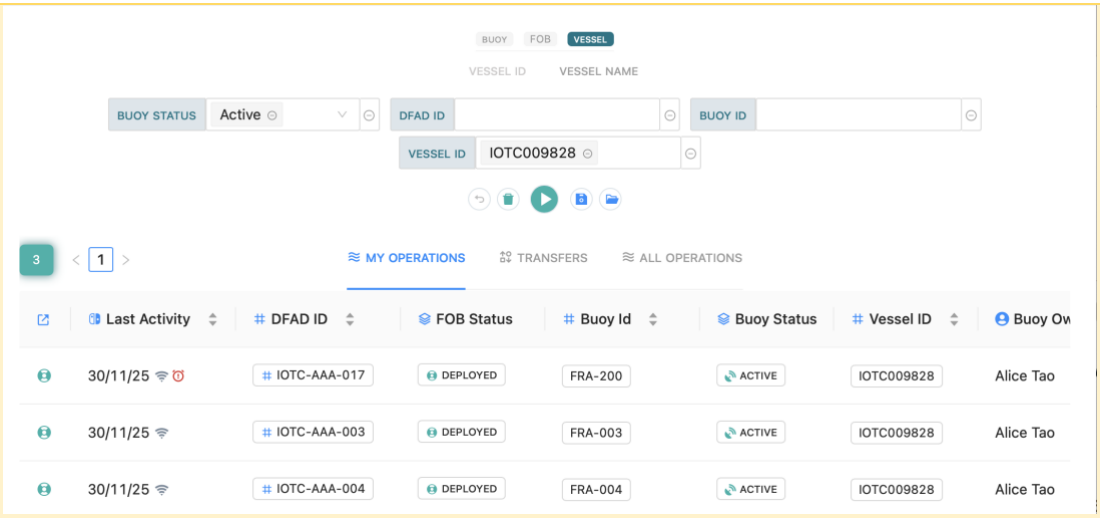
## Finding how many active buoys are currently tracked by a vessel

Resolution 24/02 implements a limit on the number of active buoys that can be tracked by a given Purse Seiner at any time.

The Register tracks the number of active buoys tracked by each vessel and you can see this by opening an FOB record for that vessel and looking for the “Buoys Followed” field in the Vessel Card




But you can also use the Search feature: build a query for “Buoy Status: Active” and “Vessel ID: [IOTC number of the vessel]” or “Vessel name: [name of the vessel]”:




The count of results (3 in this example) shows you how many active buoys the vessel IOTC009828 is currently tracking.