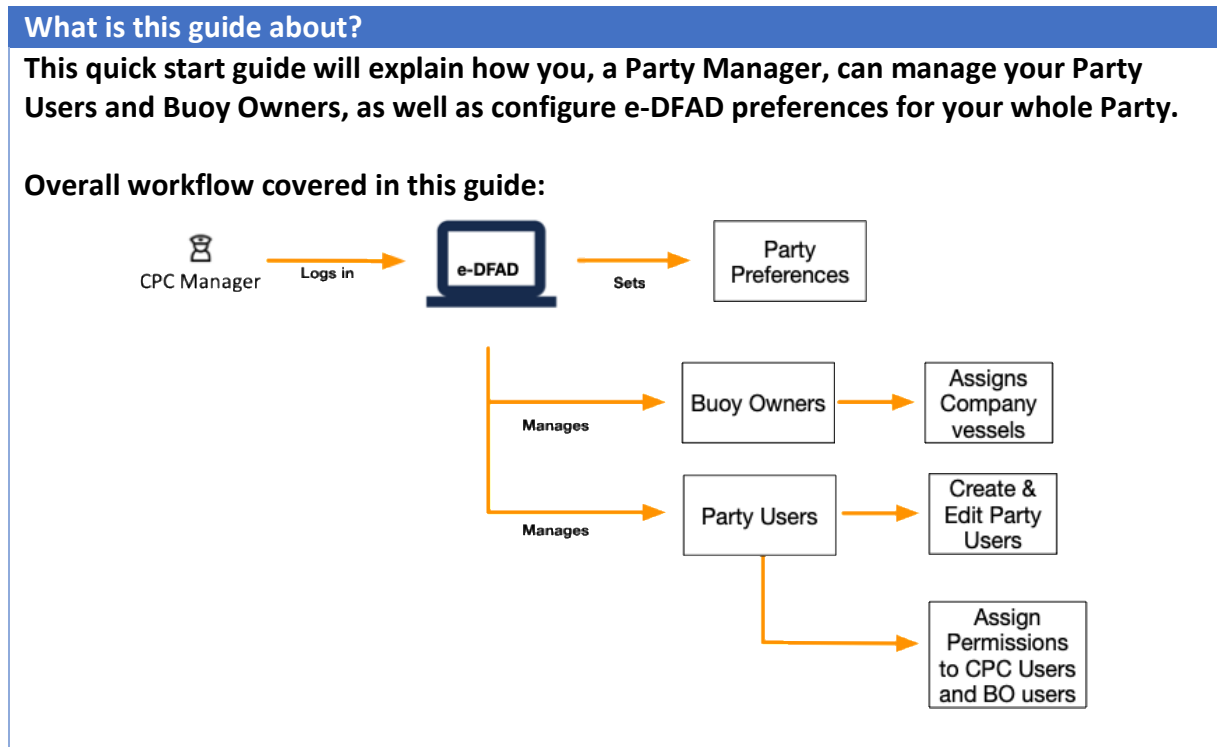


# e-DFAD guide for CPCs:

## Managing your Party and Users

Updated: 04/02/2026 11:27:00



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*Note: all screenshots in this manual are only included for illustrative purposes and do not reflect the reality of any country, individual or fleet.*

## Signing-in to e-DFAD

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

<https://dfad.iotc.org>,

**STEP 2: Log in:**

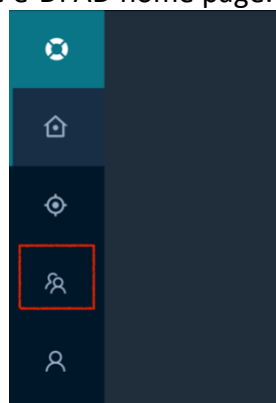
click on the "Login" button in the top right corner and enter your username or email and password in the login screen, then click "Submit".



The image shows the login page for the IOTC DFAD Register of Drifting FADs. At the top, there is a logo consisting of orange fish-like shapes arranged in a circle, with the text "DRIFTING DEVICES" above it. Below the logo, the text "IOTC DFAD" is displayed in white, followed by "Register of Drifting FADs". The page features two input fields: "Email" with the placeholder "myemail@myemail.com" and "Password" with a masked field of dots. A blue "Submit" button is located below the password field. At the bottom, there are links for "English", "French", and "Forgot your password?".

*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 the e-DFAD home page.



## Configure your Party's e-DFAD profile

**STEP 1: Open your Party's profile** by clicking on the Party icon in the left Sidebar.

This will open the Party's profile screen.

The screenshot displays the 'France (EU)' tenant profile in the e-DFAD system. The interface is divided into a dark sidebar on the left and a main content area. The sidebar contains navigation icons and text such as 'Save', 'Revert', 'Add User +', 'Permissions', and 'No errors.' The main content area features the tenant name 'France (EU)' with a 'Standard' tag, a 'Profile' link, and an 'Add User +' button. Below this, there is an 'Active' toggle switch and a 'Name' section with input fields for 'en' and 'fr', both containing 'France (EU)'. A 'Description' section follows with empty input fields for 'en' and 'fr'. Explanatory text on the right side of the page states: 'Inactive tenants cannot be assigned and may be excluded from some views. They may be activated or reactivated at a later time, however.', 'Names serve as short and mnemonic labels for tenants, and must be provided in some languages (en,fr).', and 'The description is optional and unconstrained. It provides additional information when browsing through tenants.'

### The special case of the European Union

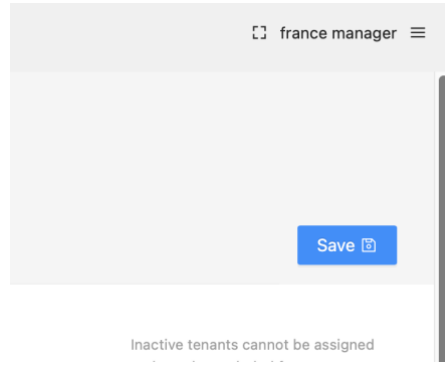
Since the EU is the IOTC contracting party for its individual EU Member States (and their flagged vessels), it is treated slightly differently from other CPCs. Indeed, as an EU Manager, you can manage your own EU party and users, as well as all EU MS parties and users.

#### STEP 2: Edit or set the following information about your Party:

- **Description:** your assigned Party name is short for display purposes, but you can use this field to indicate the full name of your Country.
- **Code:** the ISO 3-alpha code for your country (you cannot change this).
- **Focal point:** you can select one of your party's users to be the focal point for this application.
- **Vessel quota class:** this indicates in which "quota class" your country is, in relation to the number of active buoys allowed for each Purse Seiner (as per Resolution 24/02, paragraphs 16, 18 and 19) (you cannot change this)
- **Preferred Language:** you can select the default language in which the application will be displayed, applicable to new users (each user can then change that value).
- **EEZ NJA codes:** the code for the National Jurisdiction Areas/Economic Exclusive Zone of your country (you cannot change this)
- **Buoy Owners:** the list of the fishing companies with vessels under your flag (see below for more details).

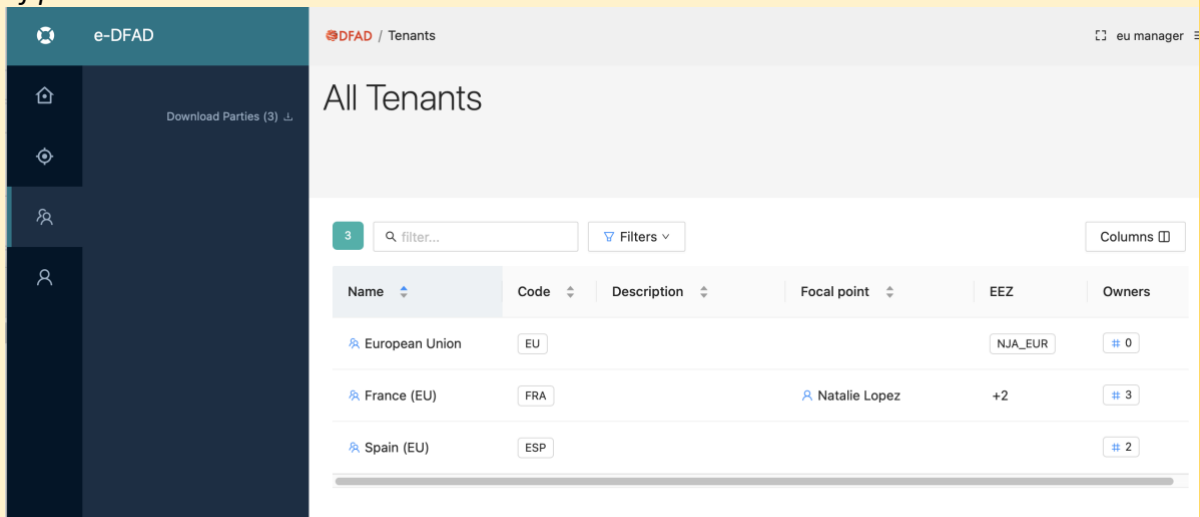
*Note: Fields shown on screen that can only be edited by IOTC Secretariat staff are marked with a padlock icon.*

**STEP 3:** Once done, click the blue **Save** button at the top right of the screen.

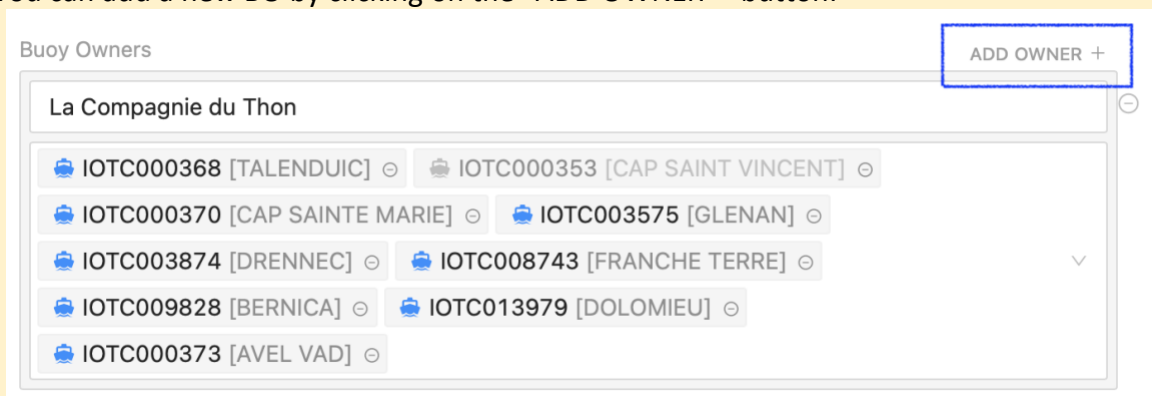


### Buoy Owner companies and associated vessels

Information about FOBs and buoys followed by vessels under your flag are reported in the system by Buoy Owners, which are defined in e-DFAD as “companies”, with individual users associated with these companies doing the actual reporting. Since the EU itself doesn't have BO companies or flagged Purse Seiners, to manage BOs, their vessels and their users, EU managers must “open” the relevant Flag State in their list of parties.

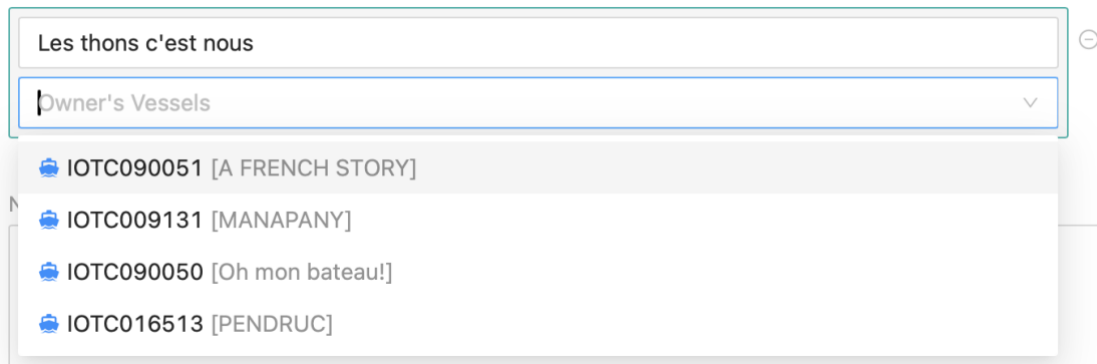


You can add a new BO by clicking on the “ADD OWNER+” button:



You can then enter a name for the company.

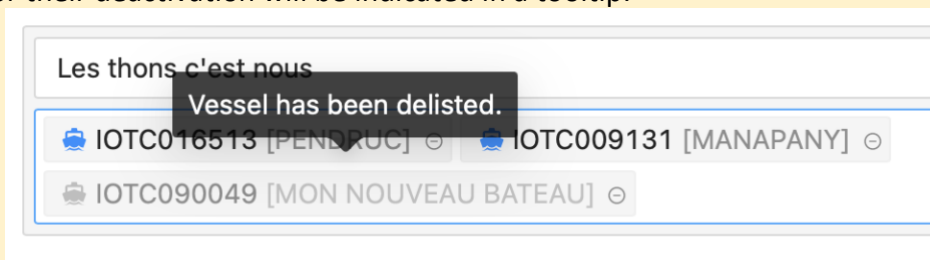
Below the name is the list of your *flagged* vessels that belong to/are operated by the company. You can select the relevant vessels for each company by clicking in the “Buoy Owner’s vessels” field:



You are presented with a list of Purse seine vessels *currently listed in the IOTC RAV* under your flag, and which are *not yet associated to another Buoy Owner* (i.e. “available”). The users of a particular BO will only be able to view/report on vessels that are associated with their BO company.

You can update the name of a Buoy Owner Company at any time, but you cannot delete a BO company if it has users associated with it.

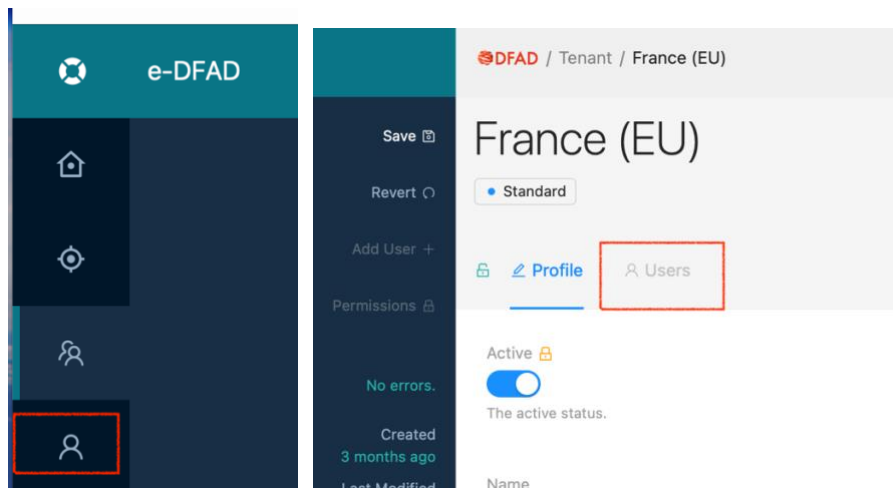
Note: should a vessel be delisted or reflagged in the IOTC RAV, the change will be reflected automatically in e-DFAD: BO users who had permissions for this vessel will still be able to report activities for it (“catch up”) but creation of new DFAD or Log records for these vessels will not be allowed anymore. Such vessels will be displayed greyed out and the reason for their deactivation will be indicated in a tooltip:



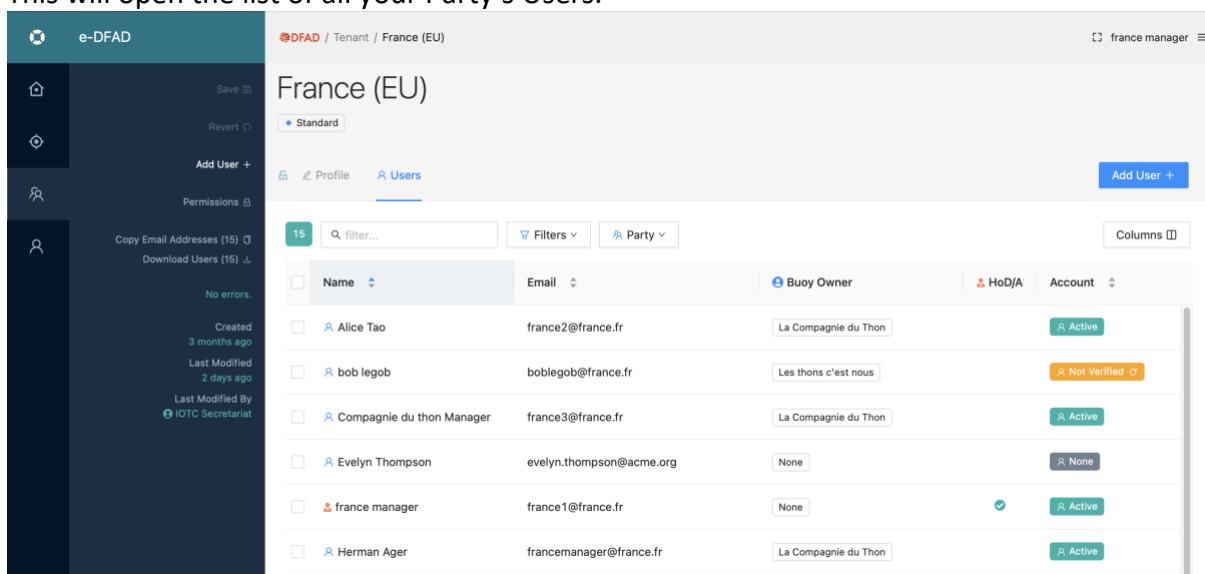
## Manage your Party Users

***As the Flag CPC, you are in charge of managing user accounts both for your administration staff and for Buoy Owners.***

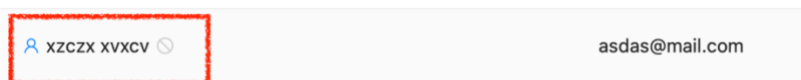
**STEP 1:**        **Open the list of your Users** by clicking on the Users icon in the left Sidebar, or on the Users tab if you are on the Party's Profile page.



This will open the list of all your Party's Users.



Note that Inactive Users (see below) are marked with a specific icon:



### About Users in e-DFAD

Who are e-DFAD Users and who should you create one for?

Any person who needs to access e-DFAD needs to have a user account, as no information is publicly available.

As a CPC manager, you can create and manage as many users as you need.

You can then assign permissions to each individual user, to define what they can and cannot do in the system.

There are two main types of users in e-DFAD: CPC users and Buoy Owner users.

- **CPC users** are staff from your administration and institutions involved in following DFAD fisheries;
- **BO users** are staff from the Buoy Owner companies and are involved in reporting information about the FOB and buoy activities of their company's vessels.

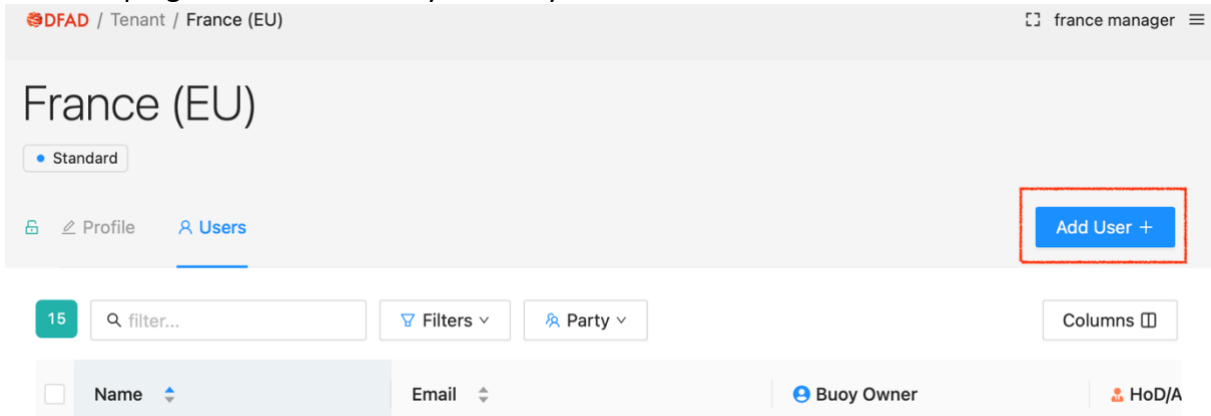
### Non DFAD-fishing CPCs

If your CPC doesn't have DFAD fishing Purse seiners in the Indian Ocean, you should only create "CPC staff" users and should not create buoy owner companies or users, as they would not have any vessels to be associated with.

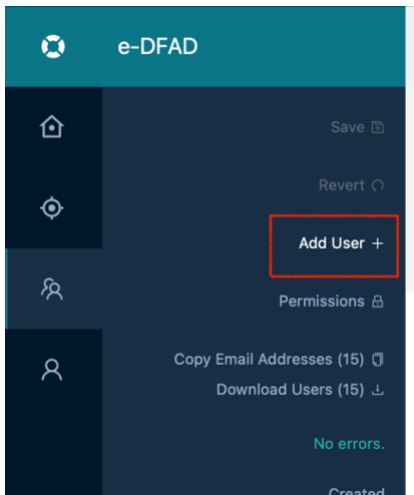
**STEP 2: See the sections below for what you can do with Users**

Create a new User

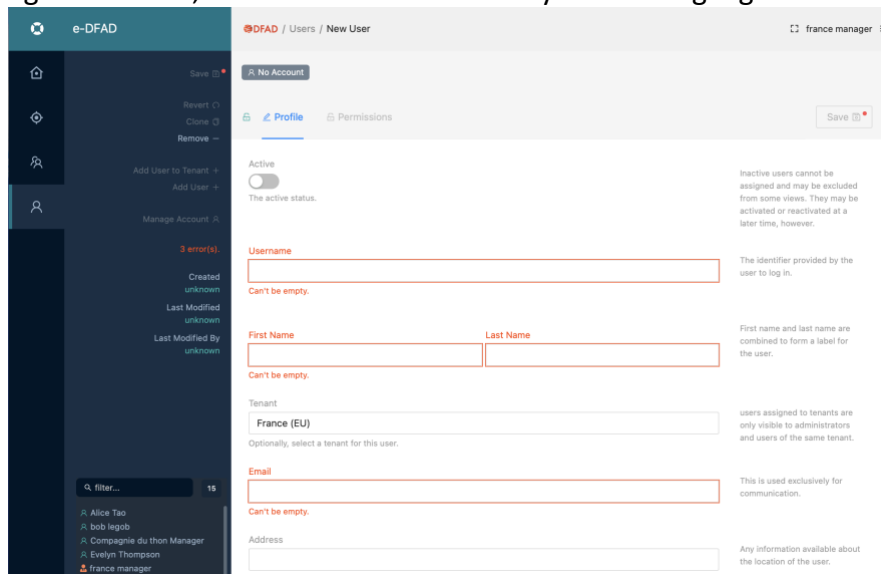
**STEP 1: Click on the blue “Add User +” button**  
on the top right of the screen in your Party's Profile or Users tab:



or in the Sidebar:



When creating a new User, some fields are mandatory and are highlighted in red.



**STEP 2: Fill all the required fields and as many optional fields as needed**  
Here are the available fields:

- **Active:** this activates or deactivates a User. Only Active users can connect to and use e-DFAD.
- **Username:** this is an internal user name that must be unique across the whole of e-DFAD. Users can use it or their email address to log in.
- **First name** and **Last Name:** self-explanatory, must be unique within your Party.
- **E-mail:** this is the email for that user, which will be used to connect to e-DFAD, but also to receive notifications from the application; it must be unique across the whole of e-DFAD.
- **Address:** self-explanatory.
- **Phone:** self-explanatory.
- **Preferred Language:** self-explanatory, by default as set in the Party preferences.
- **Head of delegation or alternate:** toggle this ON if the user is a Head of delegation to IOTC or their alternate for your CPC (*this allows the user to consult redacted FOB information from other CPCs, as explained below*).
- **Buoy Owner:** the BO company the user is associated with. **Leave empty for a CPC user** or select a Company from the list for a BO user.
- **Email Notification topics:** allows you to filter which notifications should be emailed to the User.

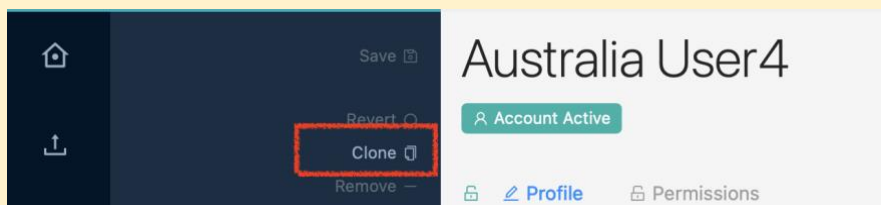
**STEP 3:** Once done, press the blue “Save” button on the top right of the screen to create the user.

### Cloning a User

If you need to create several Users with similar properties, you can simply Clone an existing user, which will create a new User as an exact copy (including details and permissions) that you can then edit.

**STEP 1: Select the User you want to Clone**

You can access the Clone command in the Sidebar on a User’s page.



**STEP 2: Click the Clone button**

This produces a full copy of the source User and opens it in Edit mode.

**STEP 3: Change the mandatory field values** (Username, First & Last Name and email, as those have to be unique) and, if needed, the other User details.

**STEP 4: Once done, press the blue “Save” button** on the top right of the screen and the new User will be created.

### Edit an existing User

**STEP 1: Open the User’s page** by clicking on it in the list of All Users or from your Party's Users tab to open it in Edit mode.

**STEP 2: Modify the information about the User,** as needed.

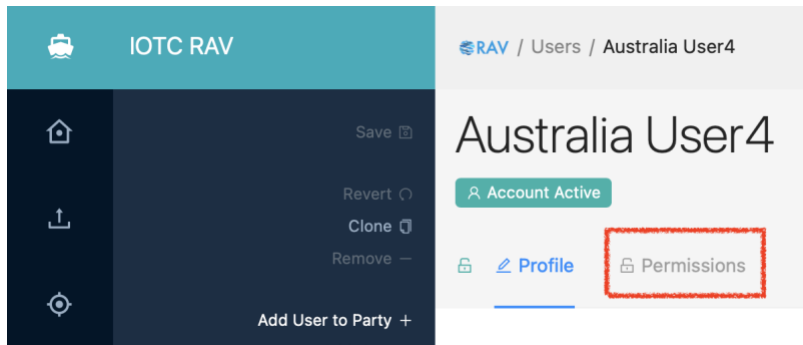
**STEP 3: Once done, press the blue “Save” button** on the top right of the screen.

## Assign permissions to a User

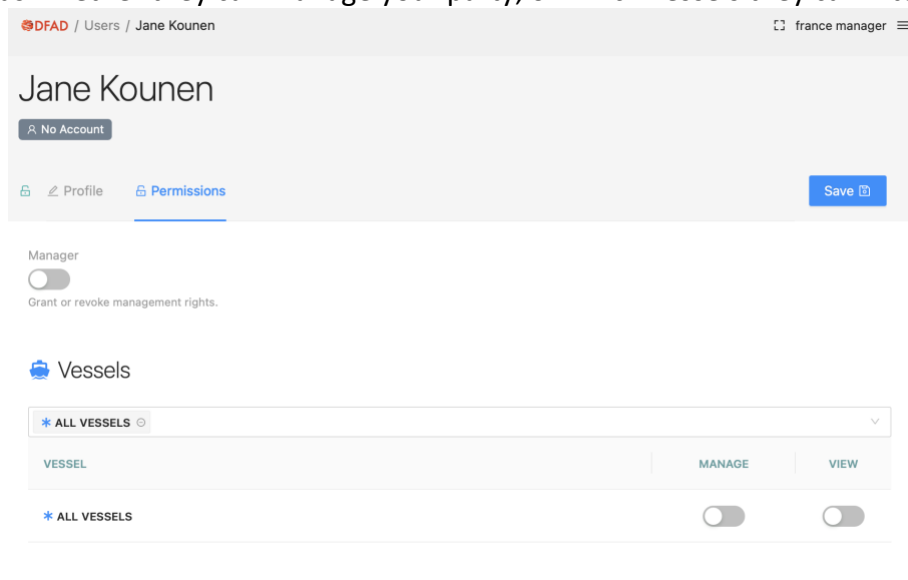
Once you have created a User, you need to define what they can do in e-DFAD. This is done through Permissions.

**STEP 1: Open the User.**

**STEP 2: Click on the Permissions tab**



This will open the Permissions screen, where you will be able to assign permissions to the user, such as whether they can manage your party, or which vessels they can interact with:





**STEP 3: Assign permissions to the User**, as required, by toggling the relevant switches ON or OFF and selecting relevant vessels.

Permissions define what a User can do in the various sections of the application.

- **Manager:** this means the user can Create or Edit Users and can assign Permissions.
- **Vessels:** This is where you can indicate which vessels a user will be able to interact with:
  - **All vessels** means that the permissions will apply to all vessels in scope for that user (flag vessels for a CPC user, Company vessels for a BO user).
  - You can also **select one or more individual vessels** for a given user, limiting their access to these specific vessels.
  - For CPC users,
    - the list shows all the PS vessels under your CPCs' flag;
    - **Manage** means the user will be able to manage FOB records for the selected vessels (i.e. review/correct/validate reported information);
    - **View** means the user will only be able to consult information.


Example of a CPC user who can Manage information for some vessels, only View it for some other vessels, and not see the rest of the CPC's flagged vessels:


 Vessels

VESSEL	MANAGE	VIEW
* ALL VESSELS	<input type="checkbox"/>	<input type="checkbox"/>
 IOTC090051 [A FRENCH STORY]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 IOTC000373 [A VEL VAD]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 IOTC009828 [BERNICA]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 IOTC000370 [CAP SAINTE MARIE]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- For BO users,
  - the list is restricted to the vessels associated with their own company;
  - Report means the user will be able to report FOB information (registration of DFADs, activation/deactivation of buoys); **View** means the user will only be able to consult information.


Example of a Buoy Owner user who can Report and view information on all the vessels of their company (e.g. office staff):



 Vessels


\* ALL VESSELS 

VESSEL	REPORT	VIEW
* ALL VESSELS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Example of a Buoy Owner user who can Report and view information for only one vessel (e.g. the Master of the vessel):

 Vessels

 IOTC000373 [A VEL VAD] 

VESSEL	REPORT	VIEW
 IOTC000373 [A VEL VAD]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Associating vessels to users

A simple model for associating vessels to users is:

- **CPC staff** have **Manage** permissions on **All vessels**: they will be able to view and manage (e.g. review, correct and validate) information reported for all your CPC's flagged vessels.
- **Company "office staff"** have **Report** permissions on **All vessels**: they will be able to view and report information on all the company's vessels.
- **Vessel masters** (and other crew) have **Report** permissions on **one vessel** (the one they work on): they will only be able to view and report information for their specific vessel.

If you have staff who should be able to only consult information but not report or manage it, then you would give them "View" permissions only.

**STEP 4:** Once done, press the blue "Save" button on the top right of the screen.

## The special case of the European Union

Since the EU is the contracting party to IOTC and "manages" its EU Member States, it is treated slightly differently from other CPCs.

Indeed, as an EU Manager, you can assign permissions on submissions for individual EU Member States.

When you create an EU user, in the Permissions tab, you **must** give them Manage permissions on "European Union".

Then you can give them permissions on some or all EU Member States in the list, as required. The user will then be able to manage submissions for the select EU Member States/Flag States.

The screenshot shows a web interface for user permissions. At the top, there are navigation links for 'Profile' and 'Permissions', and a button 'Add User to Tenant +'. Below this is a section titled 'Tenants' with a search bar containing 'European Union', 'France (EU)', 'Spain (EU)', and 'Italy (EU)'. A table lists tenants with columns for 'TENANT', 'MANAGE', 'EDIT', and 'ADMIN'. The 'European Union' tenant has all three permissions enabled (indicated by blue toggle switches). 'France (EU)', 'Italy (EU)', and 'Spain (EU)' also have 'MANAGE' and 'ADMIN' permissions enabled, but 'EDIT' is disabled. Below the tenants section is a 'Vessels' section with a search bar containing '\* ALL VESSELS'. A table lists vessels with columns for 'VESSEL', 'MANAGE', and 'VIEW'. The '\* ALL VESSELS' vessel has both 'MANAGE' and 'VIEW' permissions enabled.

TENANT	MANAGE	EDIT	ADMIN
European Union	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
France (EU)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Italy (EU)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spain (EU)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VESSEL	MANAGE	VIEW
* ALL VESSELS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the example above, the EU user can manage vessels in the e-DFAD for France (EU), Italy (EU) and Netherlands (EU).

## Activate a User and create their Account

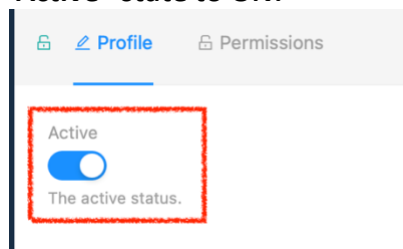
Once a User has been created, when it is time to allow them to use the application, it needs to be Activated and their Account created.

## User vs Account: what is the difference?

In e-DFAD, there are two notions related to people: **Users** and **Accounts**.

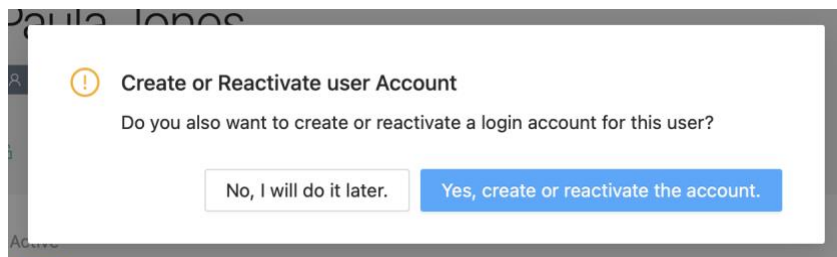
- **Users:** A User is created in e-DFAD and has a number of details attached to it, such as name, email address, Party to which it belongs etc. A User can exist in an Inactive state, for example while you are preparing all a Party's users and want to activate them later all at once. Until the User is toggled to Active, it cannot create its Account and will not receive email notifications.
- **Accounts:** To be able to log in to e-DFAD to use the application, a User needs to create their Account, which is triggered when they define its password. Once the Account has been created, the User will be able to log in to e-DFAD and use the application

**STEP 1:** Toggle a User's "Active" state to ON.



**STEP 2:** Press the blue "Save" button on the top right of the screen.

**STEP 3:** Confirm the activation of the User Account



Click "Yes, create or reactivate the account" and the User will receive an email, inviting them to set their password to create or activate their account.

### Managing a User Account

There are a number of operations that can be performed on a User Account, for example if the user has not activated their account in time and their activation link in the email they received has expired, or you want to force a user to change their password.

For this, open the relevant user (from the list of users or from a Party's list of users).

Then click on Manage Account button in the Sidebar:

e-DFAD

DFAD / Users / Alice

# Alice Tao

Account Active

Profile

Active

The active status.

Username

Save

Revert

Clone

Remove

Add User to Tenant +

Add User +

Manage Account

No errors.

This opens a drawer with all the account management options:

User Account



Account Active

The user has a verified account and can use it to login.

#### Suspend Account

This prevents the user from logging in temporarily. The account can be re-activated and it will not require user verification or new credentials.

Suspend Account

#### Verify Email and Reset Password

This triggers a new mail verification flow and resets user credentials, so the user will not be able to login until the flow completes successfully.

Verify Email and Reset Password

#### Request Password Change

This prompts the user to select a different password on their next login, but it doesn't verify their current email.

Request Password Change

#### Remove Account

This prevents the user from logging in indefinitely. A new account can be recreated, but it will require user email verification and new credentials.

Remove Account

#### Force Logout

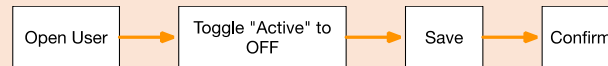
This forces the user to logout in case the user is currently connected.

Force Logout

- At the top, the status account is displayed:
  - **No account:** an account has not been created for this user
  - **Account not verified:** the user has not yet activated their account
  - **Account active:** the user has activated their account and can use e-DFAD
  - **Account suspended:** the user's account has been temporarily suspended by an admin or a CPC manager, and the user cannot log in until the account is reactivated.
- Below are the various account management options, depending on the status of the account:
  - **Resend verification email:** if the user has never activated their account, this resends the activation email
  - **Create account** (if the account hasn't been created yet): this creates the account and sends an account activation email to the user
  - **Suspend account** (if the account is Active): allows to temporarily prevent the user from logging into e-DFAD
  - **Reactivate account** (if the account is Suspended): reactivates a suspended account, allowing the user to resume using e-DFAD
  - **Verify email and reset password:** this sends a Reset password email to the user (can be used if the user has never activated their account yet)
  - **Request password change:** the next time the user logs in to e-DFAD they will be forced to change their password
  - **Remove account:** this will remove the account and the user will never be able to log in again, unless a new account is created (see "Deactivating or Deleting a User" below)
  - **Force logout:** this immediately disconnects the user from e-DFAD.

## Deactivating or Deleting a User

If an existing User is no longer needed (e.g. the person left your organization or has simply changed duties) or you want to prevent them from using e-DFAD, *we recommend you to simply **Deactivate** the User*. It will remain in the list of Users but will not be able to log into e-DFAD, use the application or receive notification emails:



If you really want to **Delete** a User, maybe because it was created by mistake, you can do so by following the procedure below:



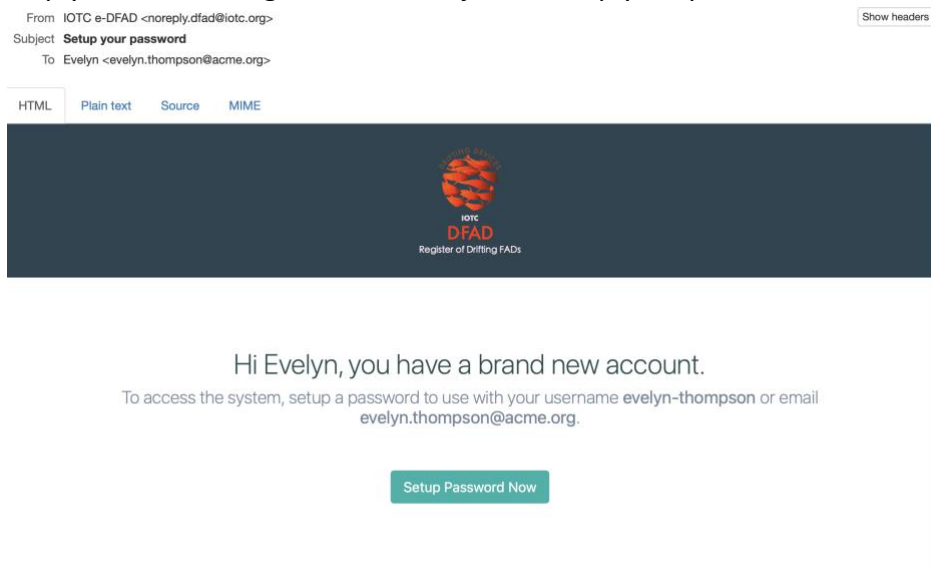
The "Remove User" button is located in the Sidebar.

Note that any content already created by this User will *not be deleted*.

## Setting up your password and accessing e-DFAD for the first time

When a user's account is created (or reactivated if it had been suspended), they will receive an email inviting them to set their password to create or activate their account.

**STEP 1:** **Open the email:** in your email client or web browser, open the email received from "noreply.dfad@iotc.org" with the Subject: "Setup your password".



**STEP 2:** Click on the "**Setup Password Now**" button in the email to open e-DFAD.

**STEP 3:** Enter your chosen password (must be between 8 and 256 characters in length) twice on this screen, then press "Submit". Note that you can switch the login screen between English and French by clicking the links at the bottom.

The screenshot shows the registration page for the IOTC Register of Drifting FADs. At the top, there is a logo consisting of orange fish arranged in a circle, with the text "DRIFTING DEVICES" above it. Below the logo, the text "IOTC" is in white, "D-FAD" is in large orange letters, and "Register of Drifting FADs" is in white. The form includes a "Password" field with a strength indicator icon, a "Confirm password" field, and a blue "Submit" button with a right-pointing arrow. At the bottom left, there are links for "English" and "French".

**STEP 4:** If your password was successfully created, the application will display a confirmation screen.

The screenshot shows the confirmation screen after a password has been updated. It features the same logo and header as the registration page. The main text reads "Your password has been updated successfully." in white. At the bottom left, there are links for "English" and "French". At the bottom right, there is a link for "Return to login".

**STEP 5:** Click the **"Return to login"** button and the main e-DFAD screen will be displayed, then click on the **"Login"** button in the top right.

**STEP 6:** Type in your email (or username) and password, then click **"Submit"**.

**STEP 7:** You are now logged in to e-DFAD and the landing page is displayed.