

Agenda Item 13.1

National Reporting

Introduction to the Online Reporting  
System (Training Session)

Document 13.1

**Quick Guide for the ASCOBANS  
Online Reporting System**

**Action Requested**

- Take note

Submitted by

Secretariat



**NOTE:  
DELEGATES ARE KINDLY REMINDED TO BRING THEIR OWN COPIES OF DOCUMENTS  
TO THE MEETING**

## **Secretariat's Note**

The 7<sup>th</sup> Meeting of the Parties to ASCOBANS in October 2012 endorsed the proposal to use online reporting with immediate effect, initially using an online adaptation of the existing format for the Annual National Reports.

The Secretariat accordingly prepared the system and gathered the 2012 National Reports via the online system. Most users' feedback was positive; however, some had difficulty understanding some of the features, and how to handle the different user roles the system offers.

In order to support Parties in the preparation of future reports, the Secretariat has therefore prepared this step-by-step guidance on using the most important features of the Online Reporting System.

# Quick Guide for the ASCOBANS Online Reporting System

(<http://cms-family-ors.unep-wcmc.org/>)

This guide summarizes the key points to be aware of in order to use the system as intended.

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## User Dashboard

After log-in, users are taken to their dashboards (Figure 1), which give users access to the questionnaires (reporting forms) they have been assigned. For users that are National Coordinator (Focal Point) for several CMS Family instruments using the system, all questionnaires will be accessible from here. **You can return to your *User Dashboard* from anywhere in the system by clicking on the title line *CMS Family Online Reporting System*.**

Figure 1 – User Dashboard

[ASCOBANS Test User](#) | [Log out](#)

# CMS Family Online Reporting System

Welcome ASCOBANS Test User

[Edit user](#) | [Delegation dashboard](#) | [Submission dashboard](#) | [Help pages](#)

Questionnaires for submission

Questionnaire title 	Created by	Creation date	Status	PDF download 	PDF download - short version 
2012 ASCOBANS Annual National Reports	Heidrun Frisch	27 December 2012	<b>Not available</b>	<a href="#">Generate</a>	<a href="#">Generating</a>
<a href="#">2013 ASCOBANS Annual National Reports</a>	Heidrun Frisch	16 August 2013	<b>Underway</b>	<a href="#">Generate</a>	 (Last generated at: 16 August 2013, 18:42) <a href="#">Regenerate</a>

Powered by  

In the example above, only the ASCOBANS National Report has been assigned to the user. Since the reporting cycle for the 2012 report is over, users cannot access this questionnaire anymore. However, they can download PDFs with the responses that were submitted.

Active questionnaires are linked in the dashboard and the status is set as *Underway*, as shown.

## Filling in the Questionnaire

When clicking on the reporting form to be completed, the user is taken to the questionnaire start page, as shown in Figure 2. All sections of the questionnaire can be accessed through the menu on the left.

Figure 2 - Questionnaire Start Page

The screenshot shows the 'CMS Family Online Reporting System' interface for '2013 ASCOBANS Annual National Reports'. At the top right, there are links for 'ASCOBANS Test User' and 'Log out'. The main header includes 'dashboard' and 'help pages' links. The left navigation menu, highlighted by a red oval, lists the following sections with their completion status:

- Introduction
- General Information (Orange triangle icon)
- Section A: Habitat Conservation and Management (Green plus icon)
- Section B: Research (Yellow star icon)
- Section C: Bycatches and Strandings (Yellow star icon)
- Section D: Legislation (Green square icon)
- Section E: Information and Education (Yellow star icon)
- Difficulties (Yellow star icon)

The main content area includes a 'Submit questionnaire' button and a 'Submit questionnaire' link. Below this, there is a 'Submit questionnaire' button with an information icon. Text instructions state: 'To download the pdf version of this questionnaire, please go to the [dashboard](#)' and 'To fill this questionnaire please choose from the sections on the left.' A large text box contains the following information:

This format for the ASCOBANS Annual National Reports was endorsed by the 8th Meeting of the Parties in 2009. Reports are due to be submitted to the Secretariat by 31 March of each year.

Parties are requested to use this report to provide NEW information on measures taken or actions towards meeting the objectives of the Conservation and Management Plan and the Resolutions of the Meeting of the Parties.

The 7th Meeting of the Parties in 2012 agreed to move to online reporting with immediate effect. In order to benefit fully from the opportunities for synergies among CMS Family treaties afforded by this tool, Parties decided that a revised national report format be developed by a small working group assisted by the Secretariat for consideration by the Advisory Committee in preparation for the 8th Meeting of the Parties. While retaining the questions related only to ASCOBANS, it should align more closely to the format used in CMS, AEWA and EUROBATS.

At the bottom right, the page is powered by UNEP and WCMC.

The symbols in the menu indicate to which degree the section has been completed, with the yellow star indicating a new section without any answers, the orange triangle indicating that mandatory questions in this section have not yet been filled, the green circle indicating that not all questions have so far been answered, but none of them are mandatory, and the green square confirming that all questions in this section were answered.

For Parties that have already participated in the previous reporting cycle, all sections will be pre-filled with the answers they gave the year before. Parties only need to update the sections by removing outdated information and providing updates.



## User Roles: Respondents and Delegates

### Respondents

The National Report is an official document and its submission needs to stay the responsibility of the person appointed officially as the focal point for the instrument in question. Therefore, only the National Coordinators can be account holders for each Party. This function cannot be delegated and the log-in details of the National Coordinators, who have been assigned the user role *Respondent*, **should not be shared with anyone else**.

Only the *Respondent* can submit the National Report to the Secretariat, and there can be only one *Respondent* per Party.

However, this does not require the National Coordinator to fill in the reporting form single-handedly. The system allows for all or parts of the questionnaire to be assigned to *Delegates*. For details how to delegate, please see the next chapter.

### Delegates

The user role *Delegate* enables *Respondents* to gather input from others in order to complete the national reporting form. There are no restrictions as to how many *Delegates* a *Respondent* can appoint, or how many sections of the questionnaire are delegated.

*Delegates* can fully edit all sections that have been assigned to them. Sections that have not been assigned to them are visible to them, but they will not be able to amend the information contained there.

*Delegates* cannot submit the questionnaire to the Secretariat, but can only assist the *Respondent* in completing the information.

## Delegating (Sections of) the Questionnaire

### Step 1: Creating Delegate Accounts

First, the National Coordinator needs to define which users he/she would like to add as *Delegates*. This is done by clicking on the *Delegation dashboard* button on the top menu bar in the *User Dashboard* (see Figure 4).

Figure 4 - Accessing the Delegation Dashboard

The screenshot shows the user interface for the CMS Family Online Reporting System. At the top right, it says 'ASCOBANS Test User | Log out'. Below the title, there is a navigation bar with buttons for 'Edit user', 'Delegation dashboard' (circled in red), 'Submission dashboard', and 'Help pages'. The main heading is 'Welcome ASCOBANS Test User' followed by 'Questionnaires for submission'. Below this is a table with columns: Questionnaire title, Created by, Creation date, Status, PDF download, and PDF download - short version. The table contains two rows: one for '2012 ASCOBANS Annual National Reports' (status: Not available) and one for '2013 ASCOBANS Annual National Reports' (status: Underway). At the bottom left are logos for CMS and AEWA. At the bottom right, it says 'Powered by' followed by logos for UNEP and WCMC.

Next, click on *Add delegate* (see Figure 5).

Figure 5 - Adding a Delegate

The screenshot shows the 'Delegates' page in the CMS Family Online Reporting System. At the top right, it says 'ASCOBANS Test User | Log out'. Below the title, there is a navigation bar with buttons for 'Add delegate' (circled in red), 'Delegation dashboard', and 'Submission dashboard'. The main heading is 'Delegates' followed by 'Help:'. Below this is a paragraph explaining what a delegate is and how to add one. It then lists two options: 'Show' and 'Remove'. Below the text is a table with columns: Delegate full name, Created at, Email, and Options. At the bottom right, it says 'Powered by' followed by logos for UNEP and WCMC.

You need only the **email address and name** of the person you wish to add as *Delegate*. You can also choose in which UN language the person prefers to see the explanatory notes. Users can also change those settings later.

You can repeat the process for any further *Delegates*.

All *Delegates* you added will now be shown in your *Delegation dashboard* (see Figure 6).

## Step 2: Assigning a Questionnaire or a Section to the Delegate

If you wish to **assign the entire questionnaire** to a Delegate, you can do this by clicking on *Show*, and then *Delegate questionnaire*. A drop-down list will allow you to choose from all questionnaires for which you are the *Respondent*.

Figure 6 – Assigning the Entire Questionnaire

ASCOBANS Test User | [Log out](#)

# CMS Family Online Reporting System

## Delegates

Add delegate | Delegation dashboard | Submission dashboard

Help:

A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. You can add a delegate by clicking on the 'Add delegate' button.

For each of your delegates, listed in the table below, you have two available options: **Show**, and **Remove**. The **Remove** option will remove that delegate and all the delegations that were associated with it. The **Show** option will take you to a page with the details of the delegate, including the questionnaires that you have delegated it to.

You can associate a delegate with a questionnaire directly from the questionnaire's submission page.

Bare in mind that not all questionnaires have the delegation feature enabled.

You have the following delegates

Delegate full name	Created at	Email	Options
Bettina Reinartz	16 August 2013	<a href="mailto:breinartz@ascobans.org">breinartz@ascobans.org</a>	<a href="#">Show</a>   <a href="#">Remove</a>
Rebecca Owen	16 August 2013	<a href="mailto:rowen@cms.int">rowen@cms.int</a>	<a href="#">Show</a>   <a href="#">Remove</a>

Powered by

The *Delegation dashboard* also allows easy removal of *Delegate* accounts if they no longer serve in this function. Simply click on *Remove* on the right.

You can manage all assignments at any time from the Delegate details page accessed through Show (see above).

More often than delegating the entire questionnaire to one user, *Respondents* will want to **assign specific sections** of the questionnaire to specific *Delegates*. In order to do this, simply go to the section in the report you wish to delegate, and click *Delegate section* on the right. This can be done for the entire section, or a specific sub-section. For an example, see Figure 7.

Figure 7 - Delegating Sections or Sub-Sections

# CMS Family Online Reporting System

ASCOBANS Test User | [Log out](#)

2013 ASCOBANS Annual National Reports

The screenshot shows the CMS Family Online Reporting System interface. On the left is a navigation menu with sections: Introduction, General Information, Section A: Habitat Conservation and Management, Section B: Research, Section C: Bycatches and Strandings, Section D: Legislation, Section E: Information and Education, and Difficulties. The main content area displays 'Use of Bycatches and Strandings' with a 'Delegate section' button circled in red. Below this are sections for 'Post-Mortem Research Schemes' and 'Activities and Results'. Under 'Activities and Results', there is a sub-section '5.6 Necropsies' with a table for recording data.

	Number	Recorded cause of death
Phocoena phocoena	<input type="text"/>	<input type="text"/>
Tursiops truncatus	<input type="text"/>	<input type="text"/>
Delphinus delphis	<input type="text"/>	<input type="text"/>
Stenella coeruleoalba	<input type="text"/>	<input type="text"/>

A pop-up window will open, which will allow you to assign the section to any of your Delegates, and provides information on who already has access to this section (see Figure 8). The user rights can also be amended easily from this side.

Figure 8 - Managing Delegations for Sections or Sub-Sections

# CMS Family Online Reporting System

ASCOBANS Test User | [Log out](#)

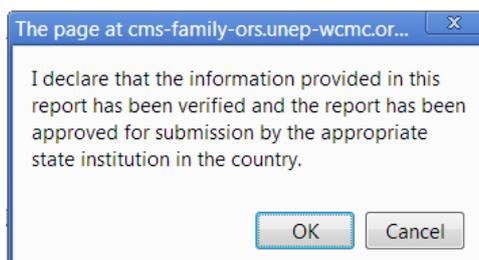
2013 ASCOBANS Annual National Reports

The screenshot shows the CMS Family Online Reporting System interface with a 'Delegate section' pop-up window open. The pop-up window displays 'Users delegated with the whole questionnaire' and lists 'Bettina Reinartz (Remove delegation)'. Below this, there is a 'Delegate section' section with a 'Section' dropdown set to 'Section C: Bycatches and Strandings' and a 'Delegate to' dropdown set to 'Rebecca Owen'. A 'Delegate' button is also visible. The background shows the same interface as Figure 7, but with the 'Delegate section' button for 'Use of Bycatches and Strandings' highlighted.

## Submitting the Questionnaire

Once the *Delegates* have entered the data, the *Respondent* can review and revise all information before it is submitted. This way, control over the submission of the Annual National Report of an ASCOBANS Party remains with the person that has been officially assigned responsibility for it by their government.

When the Respondent clicks on *Submit questionnaire* on the top right of any page within the questionnaire, a pop-up window will appear:



Submission is only possible if all mandatory questions in the reporting form have been answered.

The Secretariat will receive an email notification that the National Report of the Party has been submitted and the report can be downloaded. The Respondent will be taken back to the User Dashboard, which now indicates that the report has been submitted, and offers the additional option of requesting to revert this submission (see Figure 9).

Figure 9 – Confirmation of Submission

# CMS Family Online Reporting System

[ASCOBANS Test User](#) | [Log out](#)

User's Details Edit user Delegation dashboard Submission dashboard Help pages

Name: ASCOBANS Test User  
Email: ascobans@ascobans.org  
Language: English

Filtering fields

Questionnaires for submission

Questionnaire title <span>i</span>	Created by	Creation date	Status	PDF download <span>i</span>	PDF download - short version <span>i</span>
2012 ASCOBANS Annual National Reports	Heidrun Frisch	27 December 2012	Not available	<a href="#">Generate</a>	<a href="#">Generating</a>
2013 ASCOBANS Annual National Reports	Heidrun Frisch	16 August 2013	Submitted <a href="#">Revert submission</a>	<a href="#">Generate</a>	<a href="#">Generate</a>

## Downloading the Report

The system allows the *Repondent*, the *Delegates* and the Secretariat to generate and download the report that was created. This can be done through the *User Dashboard*, and can be done at any stage of the preparation of the report (see Figure 1 above).

Please note that the PDF does not automatically update. This means that if any changes were made to the answers in the questionnaires, a new PDF needs to be generated and downloaded in order to have these changes reflected.

## Concluding Remarks

Please be aware that since this is still a new system, you may encounter occasional technical difficulties or functional problems. Please report those to the ASCOBANS Secretariat to help us improve the system and ensure a smooth user experience in future.