

## **SPRFMO DATABASE: General User Information**

### **1.0 Access to the SPRFMO Database Application**

The SPRFMO database is now available for participants to view at the following link:

[http://www.southpacificfmo.org/database\\_login](http://www.southpacificfmo.org/database_login)

The database is administered by the Interim Secretariat.

Only approved SPRFMO participants will be given access to the database upon request.

Each Head of Delegation will nominate one member of their delegation to act as a coordinator for matters related to the new SPRFMO Database application. This person will be referred to as the 'Database Coordinator'.

### **2.0 How to Become a User**

#### *2.1 Initial Set-Up*

The 'Database Coordinator' will provide the following information for their delegation members:

- Nominate delegates in their delegation who will have access to the 'Database'. The number of delegates with general access to the database application will not be limited.
- Provide a list of these delegates to the Interim Secretariat on the form attached at Annex 1 (and on the website at [http://www.southpacificfmo.org/sprfmo\\_database](http://www.southpacificfmo.org/sprfmo_database)), sign the form and email it to the Interim Secretariat.
- The email addresses supplied for each delegate should preferably be email addresses of valid organisations rather than personal email addresses
- Nominate one delegate who will be designated as an 'administrative' user. The delegate nominated to be an 'administrative user' should be the individual who is responsible for submitting the delegation's data to the Interim Secretariat.
  - i) 'Administrative users' will be able to make data submissions directly via the Database.
  - ii) Non-administrative users will not be able to make data submissions directly via the Database.

#### *2.2 Updates and Cancellations*

The 'Database Coordinator' should also ensure that the following updates are sent to the Interim Secretariat in a timely manner and as appropriate:

- Notifies the Interim Secretariat as soon as possible if any delegate on the list of current Database users changes their email address, leaves their organisation and/or is no longer an approved delegate in terms of access to the SPRFMO Database. Wherever possible, the Interim Secretariat should be informed in advance of any delegate leaving their role at their organisation.
- Sends cancellation notifications if a delegate is no longer to have access to the SPRFMO database. These requests should be emailed to [interim.secretariat@southpacificfmo.org](mailto:interim.secretariat@southpacificfmo.org).
- Submits requests for additional delegates to be added to the list of valid Database users.

Requests can be made at any time using the form attached at Annex 1.

- Notifies the Interim Secretariat immediately if any delegates' passwords are believed to have been stolen or accessed illegally.
- Notifies the Interim Secretariat in the event that a new 'Database Coordinator' has been appointed to replace themselves.

### **3.0 Passwords and Logins**

- New login names and (random) passwords will be emailed directly to each new user following the receipt of the form attached at Annex 1. Users should log into the 'Database' for the first time using their automatically allocated passwords. Once logged on, the 'Change password' option should be selected so that the password can be updated to a password of the user's choice. You will have 24h to do this before your initially allocated password expires.
- There are rules in place concerning the type and number of characters which must be used in a password
- The user only has three attempts to enter their password correctly.
- After three incorrect attempts, the user will be locked out of the system and will need to contact the Interim Secretariat during Secretariat working hours to request that their password is reset.

### **4.0 User responsibilities**

- Keep passwords secure
- Always logoff the application when you have finished using it
- Notify the Interim Secretariat immediately if you believe your password has been stolen or accessed illegally or if you have any other security concerns.

### **5.0 User Guide**

A user guide to the application is available on the following website page:

[http://www.southpacificrfmo.org/sprfmo\\_database/](http://www.southpacificrfmo.org/sprfmo_database/)

### **6.0 Queries and Suggestions**

Please contact the Interim Secretariat at the email address below if you have any queries.

Please also contact the Interim Secretariat if you have suggestions for improvements or other feedback.

### **7.0 Forgotten Your Password/ Trouble Shooting**

If you have forgotten your password, been locked out of the application, or have any other problems accessing the 'Database', then please contact one of the following for assistance:

Data Manager: [Susie.iball@southpacificrfmo.org](mailto:Susie.iball@southpacificrfmo.org)

Interim Secretariat: [interim.secretariat@southpacificrfmo.org](mailto:interim.secretariat@southpacificrfmo.org)

