

SPRFMO DATABASE: General User Information

1.0 Access to the SPRFMO Database Application

The SPRFMO database is available at the following link:

<https://www.sprfmo.org/>

The database is administered by the SPRFMO Secretariat. Approved SPRFMO participants will be given access to the database upon request.

Each Head of Delegation should nominate one person as a 'Database Coordinator' for matters related to the SPRFMO Database application.

2.0 How to Become a User

2.1 Initial Set-Up

The Database Coordinator will be responsible for the following:

- Nominate persons who should be given 'General Access' to the SPRFMO Database;
- Email a list of those persons to the Secretariat using the form provided in Annex 1;
- Nominate one persons designated as an 'Administrative User'. The administrative user should be the individual who is responsible for submitting the majority of data:
 - i) Administrative users are able to make data submissions directly via the Database;
 - ii) General access allows viewing of information but not direct data submission.

2.2 Updates and Cancellations

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

- Cancellation notifications if a person is no longer required to have SPRFMO database access;
- Requests for additional Database users using the form provided in Annex 1;
- Contacting the Secretariat immediately if any passwords are believed to have been stolen or accessed illegally;
- Notifying the Secretariat if a new Database Coordinator has been appointed;
- Changes to email addresses or organisational details for current Database users.

Initial information and updates should be emailed to secretariat@southpacificrfmo.org

3.0 Passwords and Logins

- New login names and (random) passwords will be emailed directly to each new user following receipt of the form provided in Annex 1;
- During the first log on, passwords will need to be changed to a password of the user's choice;
- Users have 24hr to change their password before the initially allocated password expires;
- There are rules in place concerning the type and number of characters which must be used in a password;
- After three incorrect attempts, the user will be locked out of the system and will need to contact the Secretariat to request that their password is reset.

4.0 User responsibilities

- Keep passwords secure;
- Always logoff the application after use;
- Notify the Secretariat immediately if a password has been stolen or accessed illegally or if there are 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/>

6.0 Queries and Suggestions

Please contact the Secretariat directly if you have any queries, suggestions for improvements and/or other feedback.

7.0 Forgotten Your Password/ Trouble Shooting

Please use the following contacts for assistance with forgotten passwords, lock outs, or any other problems accessing the Database:

Data Manager: Craig.Loveridge@southpacificrfmo.org

Secretariat: Secretariat@southpacificrfmo.org

