



# Equipment Questions Quick Start Guide



# Table of Contents

Introduction	3
1 Managing Equipment Questions	4
2 Pooled and Portable Equipment	5
2.1 Questions and Question Structure	5
2.2 Create Questions	6
3 Ship Fitted Equipment	9
3.1 Add a new record	9
3.2 Add Questions	10

# Introduction

Cruise applications can contain questions about equipment required to perform the research. This can be carry-on equipment or ship fitted equipment. These questions can be managed in the Project Management module.

The screenshot shows the MFP Project Management interface. The top header is teal with the MFP logo and 'Project Management' text. On the right of the header, there's a 'Test User' profile icon. Below the header, a teal navigation bar contains 'Project Management', 'Workflow', and 'Application Form' (highlighted). To the right of this bar, it says '19/1225 Blue Belt Big Ocean Survey'. On the left, a teal sidebar lists various equipment categories, each with a checkmark: Cruise Itinerary, Scientist Information, Cruise Location, Cruise Location Analysis, Embedded Images, Marine Pool Equipment (highlighted), Ship Fitted Equipment, User Supplied Equipment, Return Samples, Hazardous Material, Radio Isotopes, Chemicals, Compressed gases, Ships Winches and Wires, Additional Comments, Environmental Impact, and Summary. The main content area is white and titled '1. Marine Pool Equipment'. It contains an information icon and text: 'Please select from the following list of equipment the items that are needed for your research. This page may be empty.' Below this is a section titled 'Autonomous Vehicles' with a checked 'Glider' option. Under 'Preferred platform', there are checkboxes for Slocum, Seaglider, Slocum OMG, Deepglider, Slocum ADCP, and Seaglider ADCP. A question asks 'How many identical gliders are need ?' with a spinner control. Another question asks 'Are backup glider requested?' with a note about costs and radio button options for 'Yes' and 'No'. A 'Sensor Requirements' section follows, with a 'Standard Sensor requested' heading and checkboxes for 'CTD (Slocum, Seaglider, OMG, ADCP, Deepglider)' and 'O2 (Slocum, Seaglider, ADCP, Deepglider)'. At the bottom right of the form are back and next buttons.

Fig 1. Example of equipment questions on an application form.

# 1 Managing Equipment Questions

Equipment questions can be managed in Ground Data within the Project Management module. Use the top-right menu to go to Ground Data.

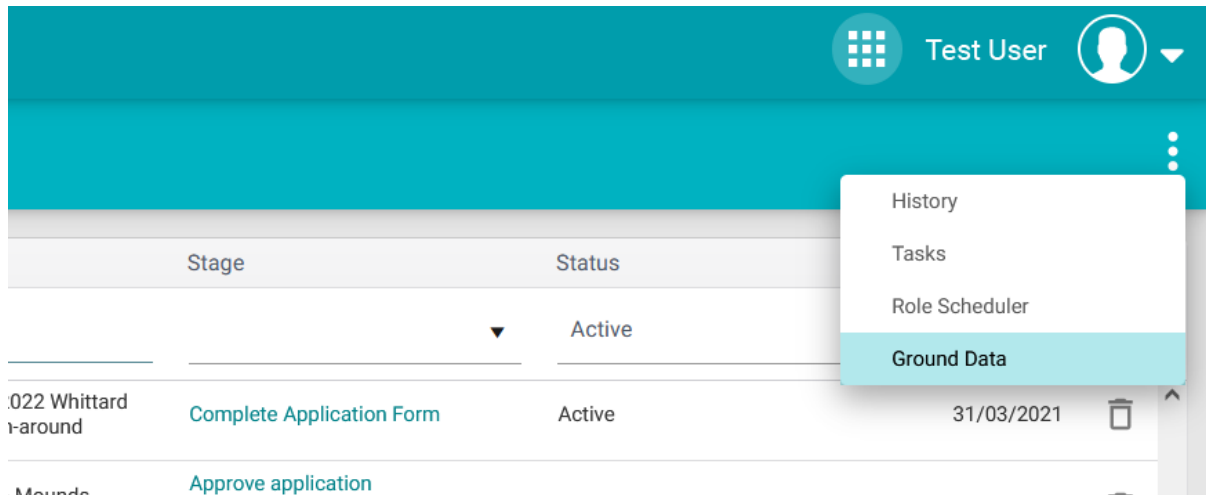


Fig 2. Top-right menu with Ground Data selected.

Under Ground Data there are two sections for managing equipment questions: Equipment Questions and Ship Fitted Equipment. Equipment Questions can be used for all equipment that is not fitted to a ship, such as pooled or portable equipment. Ship Fitted Equipment can be used for all equipment fitted to a specific ship.

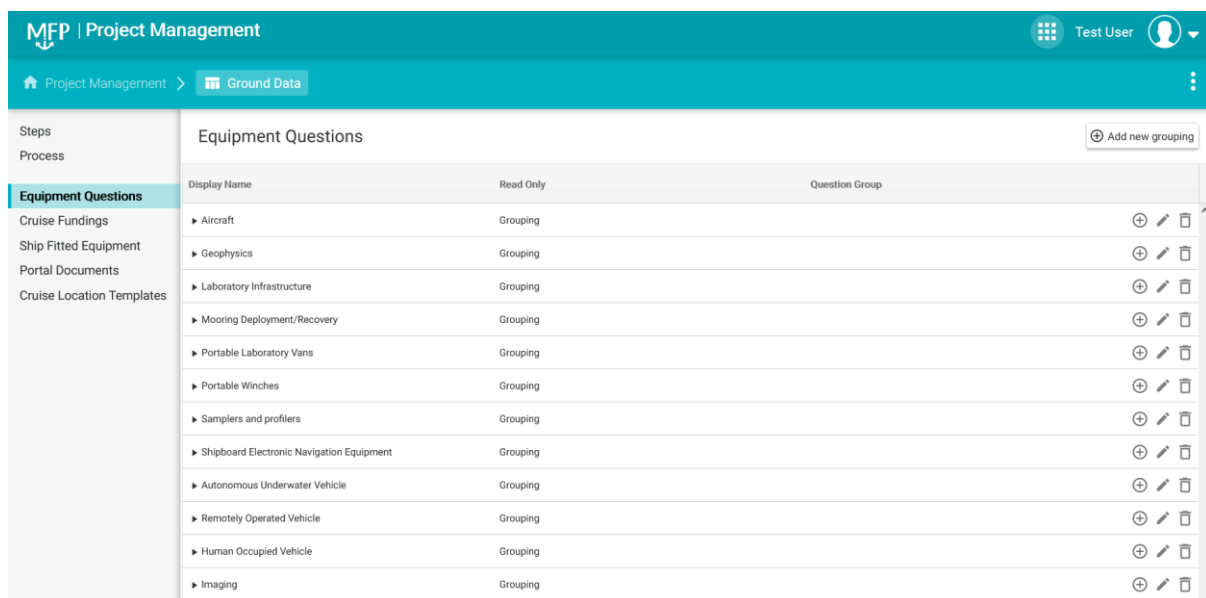


Fig 3. The Equipment Questions section within Ground Data.

## 2 Pooled and Portable Equipment

### 2.1 Questions and Question Structure

Questions and question structure (see Fig 4 for an example) can be created using the following items:

#### Grouping

Heading for creating different sections.

#### Selectable

A selectable is used to create a unique equipment item<sup>1</sup>, Generic Equipment<sup>2</sup> or Equipment Type<sup>3</sup> that can be selected using a checkbox. Only available equipment devices, Generic Equipment or Equipment Type can be used.

<sup>1</sup>Unique equipment item     A unique piece of equipment. Only one exists in the equipment library.

<sup>2</sup>Generic Equipment     Equipment that is available in significant numbers or different versions (e.g. boxes, current profilers or acoustic releases).

<sup>3</sup>Equipment Type     A specific type of equipment, such as glider vehicles which can include for example different types of Slocum gliders or Seagliders.

#### Question

The equipment question.

#### Answer

There are different types of answers possible, such as free text, yes/no, multiple options list or date picker. A

The screenshot shows a form titled 'Autonomous Vehicles'. Annotations with arrows point to various parts of the form:

- Grouping:** Points to the title 'Autonomous Vehicles'.
- Selectable:** Points to the 'Glider' checkbox, which is checked.
- Question:** Points to the 'Preferred platform' section header.
- Answer:** Points to the list of platform options: Slocum, Seaglider, Slocum OMG, Deepglider, Slocum ADCP, and Seaglider ADCP.

Below the platform list is a question: 'How many identical gliders are need ?' with a dropdown arrow. At the bottom is another question: 'Are backup glider requested?' with a note: 'This will be costed for a full glider deployment minus iridium and piloting costs. If battery / preparation costs can be recovered they will not be charged to the project'. This question has two radio button options: 'Yes' and 'No'.

Fig 4. Example of a question structure.

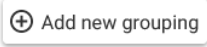
Subheadings can be added by creating a new question and selecting 'Heading 1/2/3' as output type.

## 2.2 Create Questions


There are a three rules to keep in mind when creating equipment questions.

1. Always start with a Grouping. Without this it is not possible to add selectables and questions.
2. Questions are always linked to unique equipment items, Equipment Type or Generic Equipment (i.e. selectables). This means that questions can only be created for listed equipment. Equipment that is not listed has to be added first in the Inventory Management module. It is not possible to create new equipment in the Project Management module.
3. Newly created selectables and/or questions are only available on applications started after these selectables and/or questions were created. Existing applications, open, pending or completed won't be affected.

### Add Grouping

Use  to add new grouping. Enter a name for the grouping in the pop-up that appears and click 'Save'.

### Add Sub Groupings or Selectables

To add a sub grouping or selectable, choose a grouping and click . This opens a small list with options:

- Add Sub Grouping
- Add Unique Equipment Item
- Add Equipment Type\*

*\*Add Equipment Type is used to add both Equipment Types and Generic Equipment.*

Geophysics	Grouping		  
Ocean Bottom Seismometers - Other	Selectable	<a href="#">manage</a> (4)	
Ocean Bottom Seismometers - OBSIC	Selectable	<a href="#">manage</a> (3)	
Magnetometer (towed)	Selectable	<a href="#">manage</a> (2)	
Portable Seismic System	Selectable	<a href="#">manage</a> (1)	

*Fig 5. Example of a grouping with selectables.*

### Configure Selectables

There are a couple of configuration options available for selectables. For example, setting an alternate display name and assigning the selectable to specific workflows or ships.

Choose a selectable and click 'manage'. The number next to 'manage' shows the number of questions for that specific selectable.

EDIT SEISMIC SYSTEMS

Display

Ocean Bottom Seismomete

☒ This Equipment Can Be Selected In A Cruise Application
 ☐ Show As A Coloured Dot On The Programme Page

Responsible

- User -

PlanList Template

- Planlist -

Workflows

SME CPM-GEN

Ships

- Ships -

New Question

Preview

	Man...	Output type	Workflows	Question	Answers		
I	Yes	Text	CPM-GEN, SME	Please indicate from where you are getting the Ocean Bottom Seismometers for your project.			
I	Yes	Text	CPM-GEN	Please indicated the number and type of OBSs that will be used			
I	Yes	Text	CPM-GEN	Please indicate the depth at which the OBSs will be deployed.			
I	Yes	Text	CPM-GEN	Please indicate how the OBSs will be deployed.			

CANCEL

SAVE

Fig 6. Example of a selectable with four questions defined.

## Display

Display can be used to set an alternative display name for this selectable.

## This equipment can be selected in a cruise application

This item is marked for removal. It should be enabled as long as this option is available.

## Show as a coloured dot on the programme page

When enabled, a notification dot is added to cruises/voyages for which this equipment is required. The dot will be visible in the Programme and Programme Construction modules.

## Responsible

Link a user to this selectable. This can be used for example in sign-offs or to inform this user when this selectable is checked.

## Planlist template

Here you can link a Planlist template to this selectable. When this selectable is checked during the application process a Planlist based on the selected template is automatically created.

## Workflows

Select workflows in which this selectable should be available. This selectable is available in all workflows when no workflows are selected.

## Ships

Select ships for which this selectable should be available. This selectable is available for all ships when no ships are selected.

New Question


Start a new question.

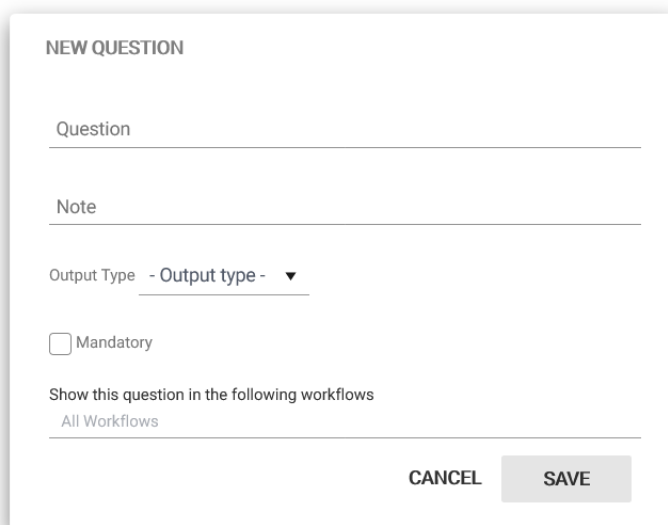


Show a preview of the questions as displayed on the application form.

To change the order of questions, use the double arrow (1<sup>st</sup> column in the questions list) to drag the question up or down.

## Add Questions

Questions can be added on the selectable manage screen. Click  to open the 'New Question' configuration window.

A modal window titled "NEW QUESTION". It contains several input fields: "Question" (a large text area), "Note" (a smaller text area), "Output Type" (a dropdown menu currently showing "Output type"), a checkbox labeled "Mandatory", and a section titled "Show this question in the following workflows" with a text input field below it containing "All Workflows". At the bottom right are two buttons: "CANCEL" and "SAVE".

*Fig 7. New question configuration window.*

### *Question*

Enter the question to be asked.

### *Note*

Add an info note to the question.

### *Output Type*

Select the type of answer, such as free text, yes/no, multiple options list or date picker.

### *Mandatory*

Check if answering this question is mandatory. When checked it is not possible on the application form to go to the next step before this question is answered.

### *Show this question on the following workflows*

Select workflows in which this question should be asked. The question is asked in all workflows when no workflows are selected.



## 3 Ship Fitted Equipment

Creating questions regarding ship fitted equipment is roughly the same as for pooled or portable equipment. One major difference is that this equipment is not managed in the Inventory Management module. This means that questions cannot, and thus do not have to be linked to existing unique equipment items, equipment types or generic equipment.




Ship fitted equipment questions fall under so called records. In most cases records will have equipment names or types. For each record, ships can be selected for which this question should be available. See fig 8 for examples.

Name	Note	Discovery	James Clark Ross	James Cook	Sir David Attenborough	Third Party Ship	Questions
1 Atmospheric/Meteorological sampling equipment (SDA ship fitted)	SDA ship fitted only	No	No	No	Yes	No	2 (manage)
1 Magnetometer (SDA ship fitted only)	SDA ship fitted only	No	No	No	Yes	No	1 (manage)
1 Rapid cast sound velocity profiler (SDA ship fitted only)	SDA ship fitted only	No	No	No	Yes	No	2 (manage)
1 SDA ship fitted winch systems	SDA ship fitted only	No	No	No	Yes	No	7 (manage)
1 Underway towed CTD (SDA ship fitted)	SDA ship fitted only	No	No	No	Yes	No	2 (manage)
1 Clean air sampling system (Atmospheric gas and aerosol sampling)		Yes	No	Yes	Yes	No	1 (manage)
1 150 kHz & 75 kHz hull mounted ADCP systems		Yes	Yes	Yes	Yes	No	4 (manage)
1 Sub Bottom Profiler		Yes	Yes	Yes	Yes	No	2 (manage)
1 Sea surface water sampling & monitoring system		Yes	Yes	Yes	Yes	No	2 (manage)
1 Meteorology monitoring package (RRS Discovery and RRS James Cook)		Yes	Yes	Yes	No	No	2 (manage)
1 Scientific Echo-sounder (Kongsberg EA640)		Yes	Yes	Yes	Yes	No	3 (manage)
1 Pumped sea water sampling		Yes	Yes	Yes	Yes	No	2 (manage)

Fig 8. Example of a Ship Fitted Equipment page.

To change the order of items, use the double arrow (1<sup>st</sup> column in the questions list) to drag the question up or down.

### 3.1 Add a new record

Click  to add a new record. This adds a new row at the top of the list. Fill out the fields and click to  save. Use  to cancel the creation of a new record.

Name	Note	Discovery	James Clark Ross	James Cook	Sir David Attenborough	Third Party Ship	Questions
1		No	No	No	No	No	2 (manage)


Fig 9. New record example.

## 3.2 Add Questions

Questions can only be added to existing records. To add questions, choose a record and click 'manage' in the Questions column. This opens the manage questions screen.

Man...	Output type	Workflows	Question	Answers	
1	No	TextEditor	All	Please indicate at what depths you plan to use the 0.681 Power Optic Cable.	

Fig 10. Example of a manage questions screen.

Click  to open the 'New Question' configuration window.

NEW QUESTION

Question

Note

Output Type - Output type -

☐ Mandatory

Show this question in the following workflows

All Workflows

CANCEL SAVE

Fig 11. New question configuration window.

### Question

Enter the question to be asked.

### Note

Add an info note to the question.

### Output Type

Select the type of answer, such as free text, yes/no, multiple options list or date picker.

*Mandatory*

Check if answering this question is mandatory. When checked it is not possible on the application form to go to the next step before this question is answered.

*Show this question on the following workflows*

Select workflows in which this question should be asked. The question is asked in all workflows when no workflows are selected.