WebDiver User Instructions

Edited August 2019

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WebDiver Instructions for Divers

Login Info

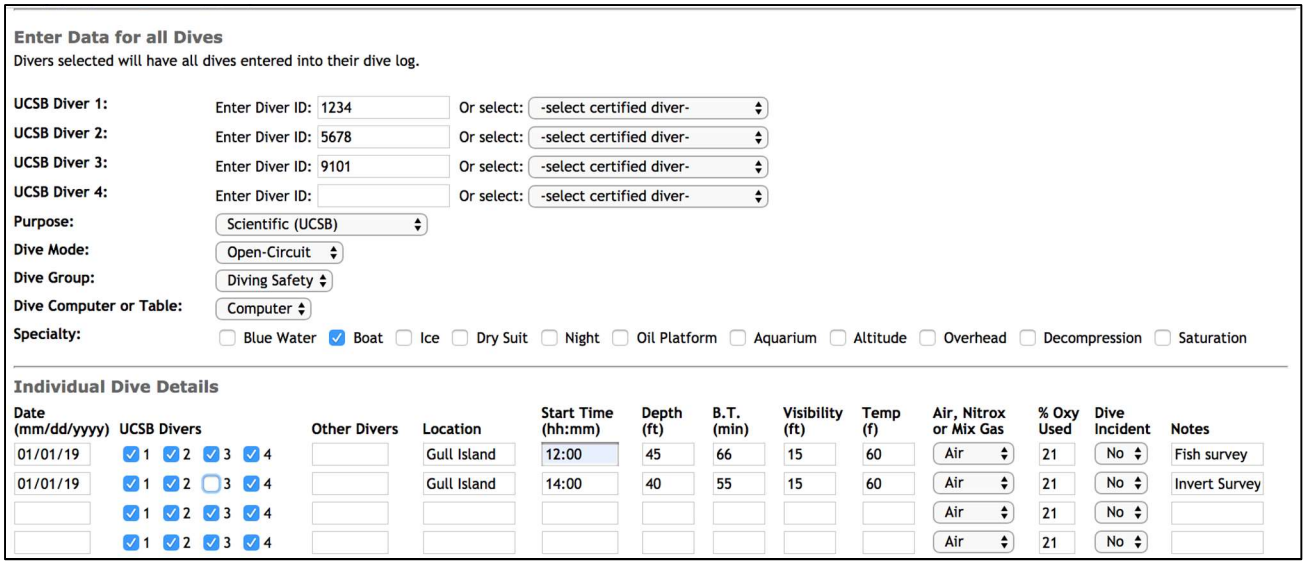
1. Enter your email as your login.
2. Enter "Password" as your password. Create your new password. If "password" isn't working then you should use the "Forgot Password" feature to set your new password.

Dive Log:

To add dives to dive log select "Add Dives"

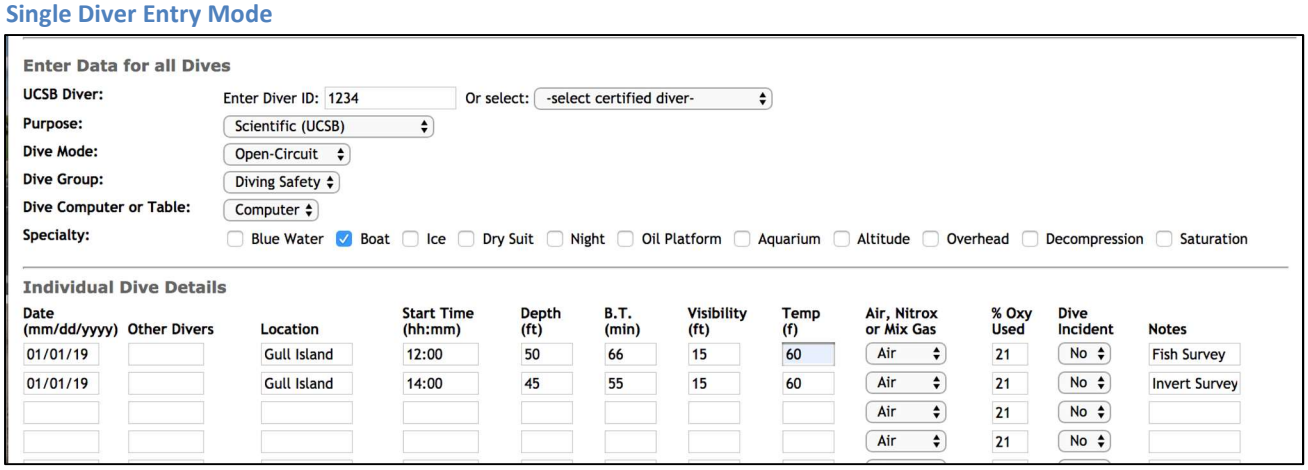
1. **Multi Diver Entry Mode (Default)**
   You will know if Multi Diver mode is active if there is an option to enter a diver ID for Diver 2, 3, and 4
   1. **Section *Enter Data for all Dives*:**
      a. All divers entered in the "Diver (1,2,3 or 4)" columns will have all dive details *automatically* imported to their dive log.
      b. Enter your certification number as the "Diver 1" and your buddies names in *"Other Divers"* column under the *Individual Dive Details* section if you do not want the dive log entered into your buddies dive log.
      c. PURPOSE: *"Scientific"* or *"Training"* should only be selected for dives under the auspices of your diving program. *"Non-(your institution)"* (ex: Non-UCSB) should be selected for recreation dives or training outside your sci. dive program so the dives won't be counted towards your scientific dive programs stats.
      d. DIVE MODE: Select the appropriate dive mode
      e. DIVE GROUP: select the associated dive group. This tab should be left blank if the dive being logged is recreational.
      f. DIVE COMPUTER or TABLE: Select the system used to plan the dive.
      g. SPECIALTY: *"Boat"* is automatically selected so uncheck for non-boat dives. Check the box next to any other relative specialties.
   2. **Section *Individual Dive Details*:**
      a. Enter the dates of the dives
      b. Divers 1-4 are always checked. Leave all divers checked even if there were not 4 divers on the dive, if the divers were not fro your institution, or if the dive was a non-scientific dive. Only uncheck a diver if you have listed scientific divers in the Diver 2,3, and 4 spots and if one of those divers sits out a particular dive.
         - **Example:** Diver ID's for 1, 2 & 3 are entered. There was not a 4th diver. For Dive 1, they all complete a dive together. Leave all 4 boxes checked for that entry. For Dive 2, the diver entered in the Diver 3 spot sat out then uncheck the box next to 3 but leave 1,2, and 4 checked.
      c. Enter the details for all dives. Change the *Air, Nitrox, or Mix Gas* tab to whichever type was used during the dive and correct the *% Oxy Used.* (Only list the dives that share all the info put in the *Enter Data for all Divers* section. If any of the divers change or if the Purpose, Dive Mode, Dive Group, or Specialty change then a new dive log entry must be used)

d. Selecting “Yes” for *Dive Incident* will result in an automatic email to the DSO
e. Click “Submit Multiple dives” to add dives to Dive Log
f. Click “Refresh” at the top of the page to make sure dives have been successfully uploaded to log.



2. **Single Diver Entry Mode (available only if DSO activates this feature)**
In Single Diver Entry Mode everything is the same as Multi Diver Entry Mode except there is no place to enter the names or ID’s of Diver 2, 3, or 4 under the *Enter Data for all Dives* section and there will be no column with divers 1,2,3, and 4 checked under the *Individual Dive Details* section. Please follow the instructions under **Multi Diver Entry Mode.**

Single Diver Entry Mode



Certification List

1. Select the “Certification List” button to view the status, depth rating, dive activity, emergency contact, etc for all our Active or Sustaining divers.

Dive Plans (available only if DSO activates this feature)

1. **To Submit a Dive Plan:**
    a. Select “Add Dive Plan” from your WebDiver Homepage
    b. Complete Dive Plan and select “Save”
    c. To Submit for Approval, select “Edit Dive Plan” and select “Submit to DSO for Approval.”
    d. You’ll get an email with any comments or when the DSO approves the dive plan.
2. **Expired Dive Plan**
    a. Select the expired dive plan from your dive plan page.
    b. Update and then select the “Submit to DSO for Approval” button to have your dive plan reviewed for approval.
3. **Active Dive Plans Listed On**
    a. All dive plans you are listed on as a diver will appear on your WebDiver Home Page at the bottom of your Dive Summary under *Active Dive Plans Listed On*

Training Courses (available only if DSO activates this feature)

1. Review dates/time/location for an upcoming course: (CPR/O2, Nitrox, Refresher Dives and Equipment Inspections).
2. Select “Sign-up” button to sign up for a particular course.
3. Once you have signed up for a course it will say “Enrolled (Drop)” where it used to say “sign up”
4. If you can no longer attend the training press “Drop” to un-enroll in the course.

Webdiver Training Course Sessions for UCSB (Active Sessions)

WebDiver Homepage > Webdiver Admin Home > Training Sessions (All / Active) — Add/Edit/Delete Training Courses

Course	Session #	Date	Time	Location	# Enrolled	Spots Available
CPR/O2 Refresher (Add Session) *The CPR/O2 refresher course is required for UCSB scientific divers to maintain their active dive status.*						
	1135	2/16/2017	2:00pm-5:00pm	EH&S Training Room	7	11
	1136	3/16/2017	2:00pm-5:00pm	EH&S Training Room	7	11
	1137	4/7/2017	1:00pm-4:00pm	EH&S Training Room	2	16
	1138	5/5/2017	1:00pm-4:00pm	EH&S Training Room	2	16
	1139	6/16/2017	1:00pm-4:00pm	EH&S Training Room	0	18
	1140	7/7/2017	1:00pm-4:00pm	EH&S Training Room	0	18
	1141	11/16/2017	2:00pm-5:00pm	EH&S Training Room	0	18
Equipment Inspection (Add Session) *BC and Regulator inspection is available for all UCSB Scientific Divers and you can drop off during the times listed. Inspection takes about 20min and if your gear is past its inspection date or does not pass the inspection then you will need to get this updated prior to using it on a UCSB project.*						
	1150	2/17/2017	9:00am-12:00am	EH&S Dive Locker	0	8
	1148	2/24/2017	2:00pm-4:00pm	EH&S Dive Locker	1	7
	1149	3/10/2017	9:00am-12:00pm	EH&S Dive Locker	0	8

WebDiver Instructions for DSO/Administrators

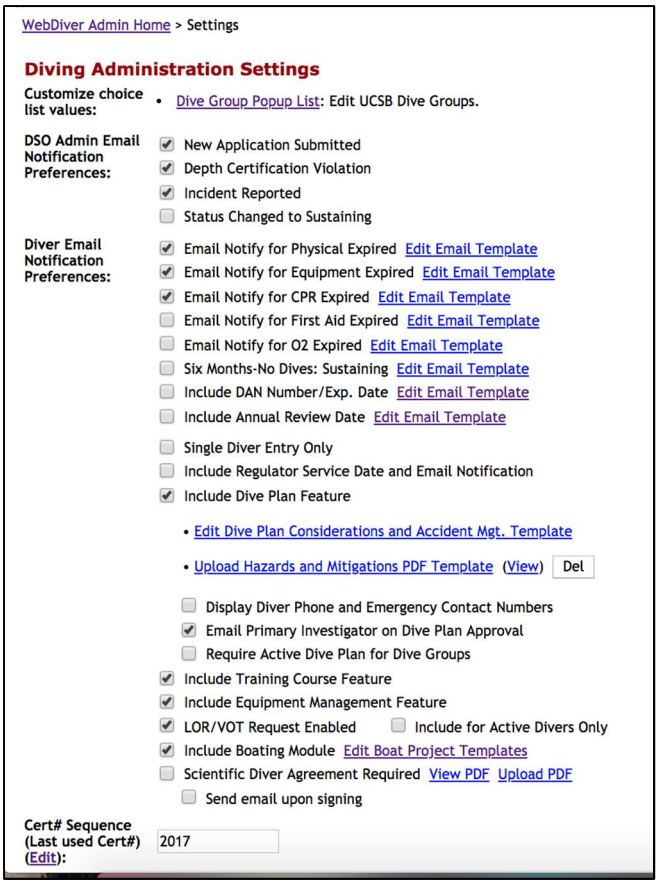
I. Admin Account and Preferences Set Up

Login Info

1. Sign into WebDiver using your Username and Password
2. Select “Site Admin”, located above “Diver Summary” on Diver Homepage
3. You can set your admin password from your admin settings.

Select Settings (Under Diving Administration)

1. **Customize Choice List Values**
   a. Select *“Dive Group Popup List”* to add Dive Group names to the Dive Group Popup List. These are the names that will appear on the online dive-log form and need to be entered in the import excel sheet. You will be able to run stats for each group.
2. **DSO Admin Email Notification Preferences**
   If checked the DSO Admin will receive an email when the event occurs. *Ex: If “New Application Submitted” is checked then the DSO will receive an email whenever a diver submits a new application.*
   a. Select “Edit” to customize email notifications
   b. Check the notifications you would like to activate.

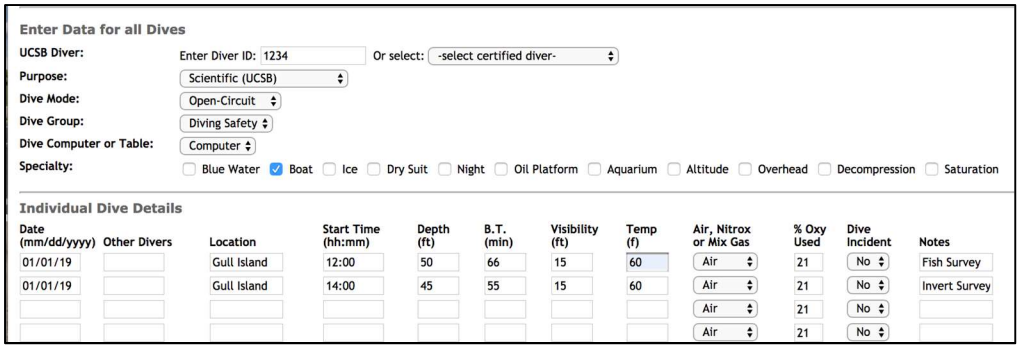


3. **Diver Email Notification Preferences**
   If checked the diver will receive an email when an item date has expired
   a. For notifications checked, select “Email Template” to edit the notification emails your divers will receive if an item expires.
      Notification Example: *Our records indicate that your ____ has expired. Please update this and submit any required paperwork to me prior to diving on a scientific dive project. Forms are available online: (add your website)*
      *NOTE: If the CPR, First Aid and Oxygen dates usually expire on the same date then only check 1 item (only CPR for example). Otherwise your divers will receive 3 notification emails when their CPR, First Aid and Oxygen dates expire.
4. **Optional Settings:** See Section II for a detailed description of each optional setting
5. **Cert# Sequence:** The number in the box is the last cert # assigned to a diver.
6. **WebDiver DSO Administrator**
   a. Select (Add/Edit) to enter and update DSO contact information
7. **Additional DSO Admins**
   a. Select (Add/Edit) to add additional admins. These people will have access to the WebDiver Site Administrations Homepage and will be able to edit or update admin settings

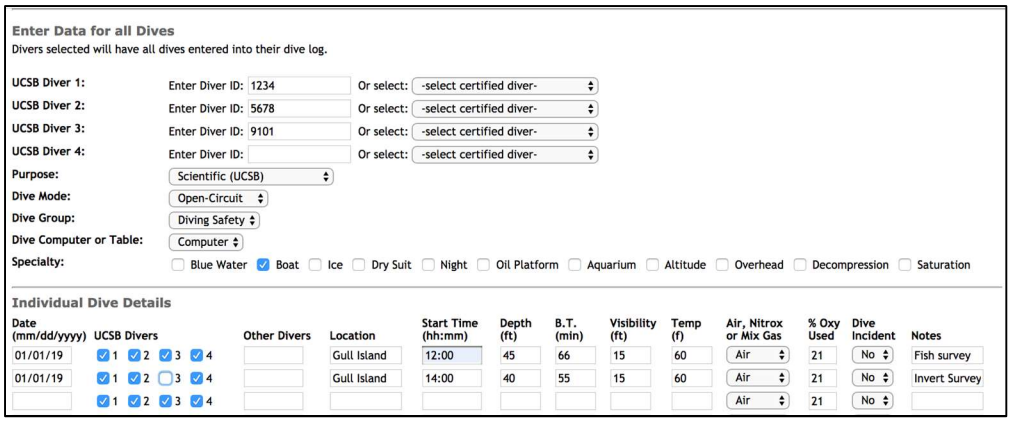
II. Optional Settings

1. **Six Months-No Dives: Sustaining:** if checked diver’s status becomes sustaining and the receive an email notice if no dives are logged in the past 6 months
2. **Include DAN Number/ Exp. Date:** If checked DSO can enter the diver’s DAN number and expiration date on the diver’s profile. Diver will receive an email notice upon DAN expiration date.
3. **Include Annual Review Date:** If checked DSO can enter the diver’s annual review date on the diver’s profile. Diver will receive an email notice upon annual review expiration.
4. **Single Diver Entry Only:** Multi-Diver Entry Dive Log Feature is set as default. Select Single Diver Entry if you want this as the only option for your divers. Under Single Diver Entry divers will not be able to log dives for their buddies.

Single Diver Entry Mode



Multi Diver Entry Mode



Enter Data for all Dives

Divers selected will have all dives entered into their dive log.

UCSB Diver 1:	Enter Diver ID: 1234	Or select:	-select certified diver-
UCSB Diver 2:	Enter Diver ID: 5678	Or select:	-select certified diver-
UCSB Diver 3:	Enter Diver ID: 9101	Or select:	-select certified diver-
UCSB Diver 4:	Enter Diver ID:	Or select:	-select certified diver-
Purpose:	Scientific (UCSB)		
Dive Mode:	Open-Circuit		
Dive Group:	Diving Safety		
Dive Computer or Table:	Computer		
Specialty:	☐ Blue Water ☑ Boat ☐ Ice ☐ Dry Suit ☐ Night ☐ Oil Platform ☐ Aquarium ☐ Altitude ☐ Overhead ☐ Decompression ☐ Saturation		

Individual Dive Details

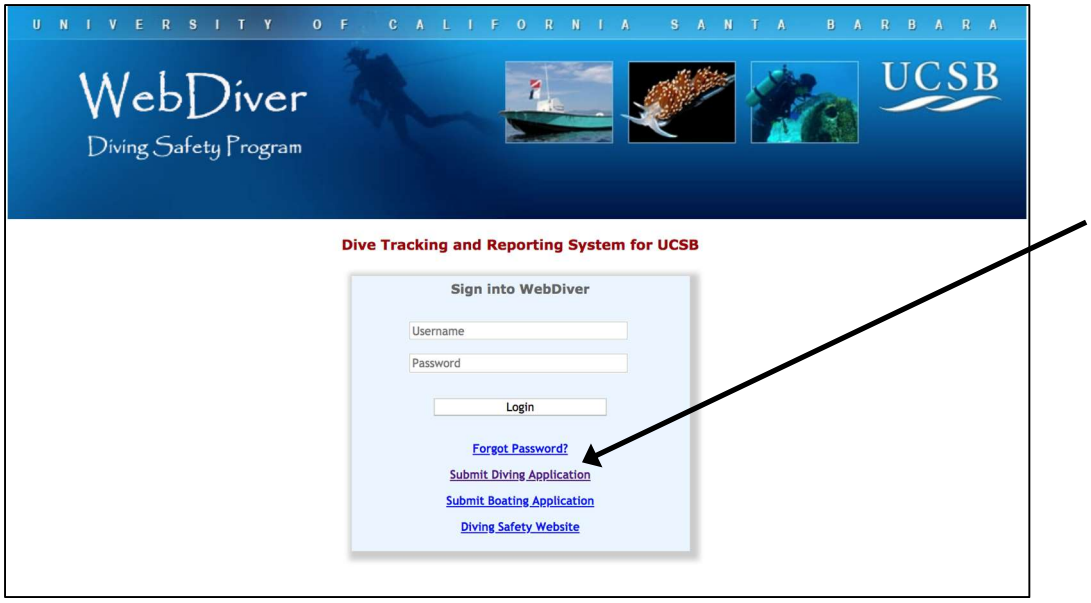
Date (mm/dd/yyyy)	UCSB Divers	Other Divers	Location	Start Time (hh:mm)	Depth (ft)	B.T. (min)	Visibility (ft)	Temp (f)	Air, Nitrox or Mix Gas	% Oxy Used	Dive Incident	Notes
01/01/19	☑1 ☑2 ☑3 ☑4		Gull Island	12:00	45	66	15	60	Air	21	No	Fish survey
01/01/19	☑1 ☑2 ☐3 ☑4		Gull Island	14:00	40	55	15	60	Air	21	No	Invert Survey
	☑1 ☑2 ☑3 ☑4								Air	21	No	

5. **Include Regulator Service Date**: If checked DSO can enter the diver's regulator service date on the diver's profile. Diver will receive an email notice upon regulator service expiration date.
6. **Include Dive Plan Feature:** If checked divers will be able to submit dive plans to the DSO. DSO can edit dive plan accident management template and upload hazards and mitigation PDF template that is available to divers to on dive plan.
    a. **Display Diver Phone and Emergency Contact Numbers:** if checked this information is displayed on the dive plan
    b. **Option to Email PI a Copy of Dive Plan:** If checked DSO can email the associated PI a copy of the dive plan by checking a box next to the dive plan expiration date.
    c. **Require Active Dive Plan for Dive Groups:** If checked DSO will be emailed when a dive is logged and the selected dive group has no active dive plans.
7. **Training Sign-Up Feature:** If checked the training sign-up feature will be available. See *Section IX* for details on this feature
8. **Equipment Management Feature:** If checked this feature will be available. See *Section X* for details on this feature
9. **LOR/VOT Request:** If checked this feature will be available: See *Section IV* for details on this feature
    a. **Include for Active Divers Only:** If checked and diver must have active status to use the LOR/VOT feature
10. **Include Boating Module:** If checked boating module is available to the DSO and divers/boaters
11. **Scientific Diver Agreement Required:** If checked DSO can upload a diver agreement that the diver would be required to review and electronically sign every 12 months.
    a. **Send email upon signing:** If checked DSO will receive an email when diver has signed the agreement

III. Setting up a New Diver's Account

Diver Application

1. Have diver go to the WebDiver Login page (*webdiver.ehs.ucsb.edu*) and select "Submit Diving Application" to apply.



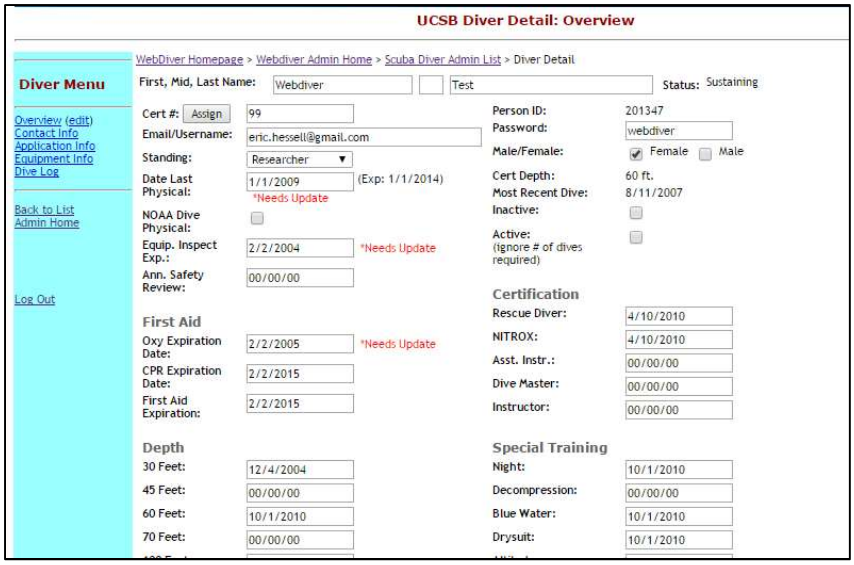
2. When diver has submitted their application the Admin (DSO) will receive an email notification
3. The Admin is required to activate account

Approving Diver Application

1. After a diver submits an application their status will be noted as *"new"* under the Scuba Diver Admin List
2. To view an application go to the Scuba Diver Admin List and select *"Display Applications"* from the Action pull-down menu, then hit refresh.
3. Select a Diver's Name to review their details.
4. Select *"Overview (edit)"* to update their information
    a. Assign certification number by pressing the "Assign Button". This will automatically assign the diver the next number in the sequence.
    b. Enter expiration date for training dates and equipment inspection.
    c. Enter the date the dive physical was completed and the expiration date is automatically determined from the diver's date of birth.
    d. Checking the *"NOAA Dive Physical"* box will highlight their Dive Physical date blue on the Certification List page.
    e. Checking the *"Active"* box will ignore the # of dives requirement for an Active Status.
    f. Checking the *"Inactive"* box will change their status and move them to the inactive list

g. *"Comments"* box is for information about the diver. The "*Form Comments"* box will be noted on the LOR and VOT.
h. Assign "Depth Cert" by putting in the date at which the diver achieved that depth cert. Diver will remain a *"trainee"* diver until "Depth Cert" is assigned.

5. "Import Dive Log" feature can be used to import previous dives into their WebDiver account.



<u>Once Application is Approved</u>

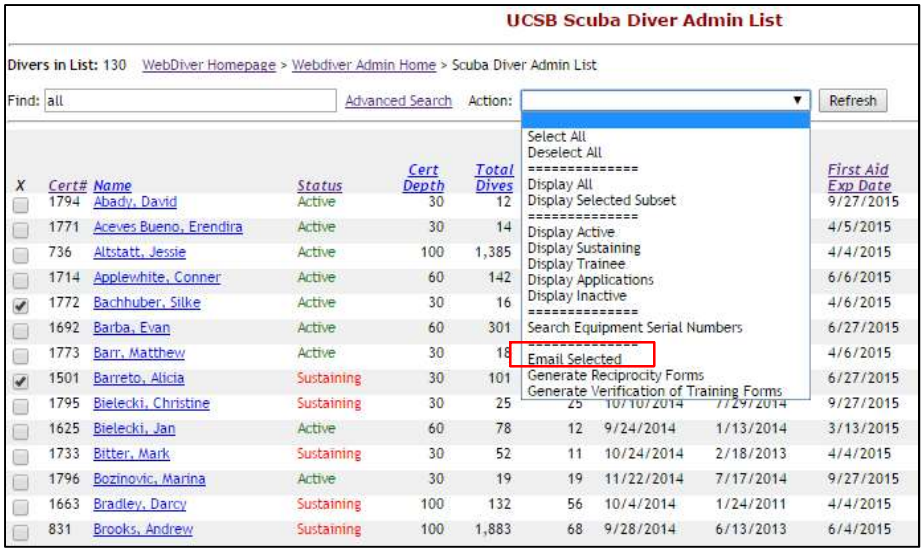
1. Admin must email temporary login info to diver.
   a. User name: diver's email
   b. Password: "Password" for first time users.
      i. If "password" isn't working then divers should use the "Forgot Password" Feature to set their password.
2. Diver should review homepage Info
   a. Review contact info, depth cert, training dates, etc.
   b. Dive Log (See section *I. WebDiver Instructions*, *Dive Log* above for how to enter dives)
   c. Update contact and equipment info
   d. Become familiar with Certification List

IV. LORs and VOTs

1. Select the "Scuba Diver Admin List" under Diving Administration
2. Check the divers you'd like a LOR or VOT for.
3. Select the action "Generate Reciprocity" or "Generate Verification of Training" form.
4. Select "Refresh"
5. You will be taken through further instructions to generate an LOR or VOT form

V. Emailing Divers

1. Select the “Scuba Diver Admin List” under Diving Administration
2. Check the divers you’d like to an email.
3. Select “Email Selected.”



4. Select “Refresh.”
5. Enter “Subject” and “Message.”
    a. Insert items are available. *Please send an email with all the items inserted in the message to yourself only so you can review how they will appear in the emails to your divers.*

VI. Importing Dive Logs & Checking for Duplicate Entries

<u>Import Dives From Excel:</u>

This is an efficient way to enter numerous dives, popular with larger dive groups.

1. Select *“Import spreadsheet”* (located to the right of the refresh button) from Dive Log Admin List & Stat page
2. Select “*Download Import Spreadsheet Now*” to download the template spreadsheet used to import dives
3. Enter diver cert. #, location, dive info, etc as noted on spreadsheet.
4. Enter codes as noted on Spreadsheet 2:
    a. Computer or Table, Purpose, and Specialty Code
    b. Enter the Dive Group Names that you entered into your settings section.
5. Column V (Incident) requires an entry *(Y or N)* for each dive.
6. Select *“Save As”*
    a. Save as Type*: “Text (Tab delimited (.*txt)* to your computer.
    b. Select “ok” and “yes” on the screen prompts that appear.

7. From WebDiver Admin, select “Choose File” and select txt file to upload.
8. Select “Upload.”
9. Check for errors
    a. The dives will appear on the screen. Review for errors and if there are a lot of errors (wrong code entered, etc), choose “select all” from the action pull-down and then *“delete select dives.”* Fix on the excel spreadsheet, resave and re-import.
    b. An email noting any errors will be sent to you as well.

Check for Possible Duplicates:

Towards the end of the year *select “Check for Possible Duplicates”* from the action menu. Any dives entries that are nearly identical will be displayed as a possible duplicate. They can be deleted as needed.

VII. AAUS and Dive Group Summary

1. From the Dive Log Admin List & Stats page select *“Dive Group Summary”* or *“AAUS Summary”* and enter the dive group and date range for which you want a summary.
2. Press “*Submit”* to generate the dive summary

Webdiver Admin Home

Dive Group Summary for Diving Safety

Dive Summary	
Reporting Period	1/1/2018 through 1/1/2019
Total Dive Time for this Period	11,432
Total Number of Dives for this Period	332
Total Number of Divers Logging Dives During this Period	36

Dive Purpose

Dive Purpose			
Purpose	Total Dive Time in Minutes	Number of Dives Logged	Number of Divers Logging Dives
Scientific	1,273	36	11
Training	9,994	292	35
Other	165	4	1

Diving Mode

Diving Mode			
	Total Dive Time in Minutes	Number of Dives Logged	Number of Divers Logging Dives
Open Circuit Scuba	11,432	332	36
Hookah	0	0	0
Surface Supplied	0	0	0
Rebreathers	0	0	0

VIII. Dive Plan Feature Setup & Review

Set Up “Dive Plan” Feature

1. Login in as Admin
2. Click “Settings” under Dive Administration
3. Click edit under “Other Settings”

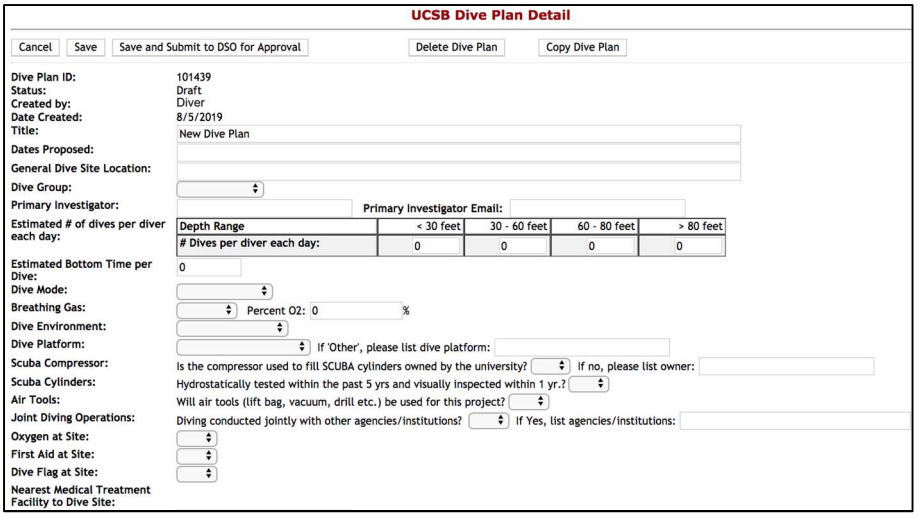
4. Check “Include Dive Plan Feature” and press Save. When checked divers will be able to create dive plans via WebDiver which will automatically send the to the Admin (DSO)
5. Edit template to add your own “Dive Considerations” & “Emergency Management Plan.”

Create a Dive Plan

1. Login as a diver and click the "Dive Plans" button from your diver homepage.
2. Add a new dive plan by clicking "Add Dive Plan". You will be listed as the creator and thus able to edit the Dive Plan.
3. Note that the "General Dive Plan Considerations" and "Diving Accident Emergency Management Plan" fields have the default text the Admin (DSO) provided.
4. Save by clicking the Save button, which returns you to "view only" mode. Then click "Edit" to return to editing.
5. Once you are satisfied with your Dive Plan - click the "Save and Submit to DSO for Approval" button. An email will be sent to the DSO and a confirmation screen will appear.

Prepare Dive Plans for Approval

1. When a diver submits a dive plan and email will be sent to the DSO.
2. Click the link in the email to go directly to the Dive Plan just emailed to you. Alternatively, click the "Dive Plans" button on your Admin site homepage and browse the list to find the new Dive Plan.
3. Review the Dive Plan in view only mode - or click the "Edit" button to make changes or add comments in the DSO Comments section.
4. The DSO Comments section does not appear on the form for the Diver - unless you have entered comments.
5. Once finished editing and adding comments, click the "Email Diver with Comments" button. The diver (person who submitted the plan) will be emailed with your comments and a link to the Dive Plan for further editing.
6. Repeat this back and forth process as needed until you are ready to approve the Dive Plan.



Approve Dive Plans

1. Enter a date in the "Expiration Date" field and Save the dive plan. Saving the dive plans says you are approving the dive plan. The status will then change from "Pending" to "Active" in the Dive Plans list. The status will change to "Expired" once the "Expiration Date" is passed and the diver will be emailed a notification.
2. PI Approval Option – DSO can enter the name, time, and date for the PI approval through the Admin section or print off pdf copy for the PI to sign if required.

View Dive Plans

1. Divers – to view submitted dive plans by select “Dive Plans” on the WebDiver Homepage then click the date of the dive plan you wish to view. Divers can only view dive plans they have created
2. Admin/DSO – to view dive plans select “Dive Plans” on the Webdiver Admin Homepage click the date of the dive plan you wish to view. Admins have access to all dive plans created.

IX. Training Course Feature

1. Select “Training Courses” option from your Setting’s Page.
2. Select “Training Courses” button from the Admin Home Page.
3. Select “Add/Edit/Delete Training Courses”
4. Add Training Course Name
    a. Add Description.
    b. If Active is checked then Divers will be able to view course.
5. Select “Save/Update”
6. Select “Add Session” to enter date, time, location, Link to map and max enrollment.
7. Divers now can view and sign up for the training opportunity you’ve set up: checkout dive, equipment inspection, nitrox etc.
    a. Divers receive an email 2 days before the course as a reminder.
    b. DSO can view a list of the divers signed up by selecting the session #.
    c. DSO can remove a diver from the course by selecting Edit.

X. Equipment Management Feature

Add an Equipment Group

1. Select “Equipment Management” button from the Admin Home Page.
2. Select “Add/Edit Equipment”
    a. Enter Equipment Group name (Dive Safety Cylinders, Compressor, PI’s Lab Gear, etc) into the box and select the “Add” button.
    b. Select Diver Responsible for the gear (Administrator) and if you want them to receive email notifications for expired equipment.

c. Select “Save/Update” at the bottom of the page

Add Equipment to an Equipment Group

1. Select “Add Equipment” for each equipment group.
   a. Enter Equipment Description, Serial Number, Inspection and Service (Hydro, etc) Due Date. (*Leave date blank if not required)*
   b. Enter Notes for Equipment (Last Hydro, markings, etc.)
   c. Save
2. The inspection/service due dates will turn red when expired and the associated administrator for the Gear will receive an email.
3. Select “Download” to get an excel sheet Equipment Info.

XI. Transferring a Diver to another Program

Below is some info concerning how to transfer a diver to another WebDiver program:

1. Select the diver(s) to transfer and then the select the “Transfer Selected" from the Scuba Diver Admin "Action" menu:
2. Next you get a setup screen that allows you to setup the transfer, select the School/program and edit the email text to be sent to the DSO
3. Clicking the "Transfer Divers and Email DSO" button will run the transfer and create the Diver record on the other site but without a cert number or depth certification. At that point the diver would show up within "Applications" list on the other site and their new DSO will receive a VOT form. Dive logs are not transferred but the diver can export their dives logs into an excel sheet before transferring