USPS-NOS COOPERATIVE CHARTING PROGRAM
REPORT DATA ENTRY WORKSHEET
(This worksheet and other appropriate worksheets should
be filled out before entering data into CC Web)

*Principal Observer Name:_____

**Certificate Number:_____

District:_____ Squadron:_____

Last Name:_____ First Name:_____ Middle Initial:_____

Street Address:_____

City:_____ State:_____ Zip Code:_____

Telephone Number:

  Home:_____ Business:_____

E-mail address:_____

* If the Principal Observer is already registered in CC Web all that is needed is the Certificate Number. If the Principal Observer is not registered in CC Web, then he/she needs to contact their District Cooperative Charting Chairman or their Cooperative Charting Committee Chairman to have their Certificate Number entered into the database along with any other required information.

**The Certificate Number is needed for entering the website and report.

REPORT -SPECIFIC INFORMATION

*Investigation Date:_____

*Chart Number:_____ *Edition Date:_____

*Total Time Expended:_____

*Total Miles Traveled:_____

Additional Observers: (See back page)

  ☐ Yes **

  ☐ No

Other Information:

 *This information will need to be added when the user is ready to enter a report. It is also supplied on the worksheets.

** Additional Observers not already in CC Web, can be added by going to the "Add a New Observer" page.

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INDIVIDUAL ITEM REPORTS

Worksheets have been provided for the following Report Categories in the CC Website. These worksheets should be filled out by the user to make the reporting of items on the website easier. One worksheet should be used for each item being reported on. Also, remember that the largest scale chart must be used at all times. If information falls on another chart a separate report will need to be entered into CC Web.

Geodetic Marks-This worksheet mirrors the Geodetic Report Form. Record the Name, Cert Number, Squadron and District and Percent Participation for the Primary Observer and each Additional Observer. Also record the Primary Observer's e-mail address. Record the Observation Date and Total Time expended. For each Mark observed, record the PID Number, its condition, New Recovery Notes and identification of the photo taken. Submit the report directly to the USPS CoCh Committee via the on-line report form on the USPS CoCh web pages.

Coast Pilot-This worksheet also mirrors the Coast Pilot Category in CC Web. Information can be handwritten on this worksheet and then transferred to the Coast Pilot Category. Electronic Coast Pilot information can be copied from the following website and inputted into CC Web. The website address is http://chartmaker.ncd.noaa.gov/nsd/cpdownload.asp. To upload a support document see Reports, Items and Support Files. The Investigation Date, Total Time Expended, and Total Miles Traveled have also been added to the worksheet for your convenience. This data also has to be entered in the Enter/Edit a Report Page.

Nautical - Use this worksheet before entering the data into CC Web. For instructions on how to submit chart sections with multiple items and or other supporting documentation see Reports, Items and Support Files. A general latitude and longitude must be entered into these fields for chart sections with multiple items. If there is only one item on the chart section then there must be an accurate latitude and longitude given. The following information has been added to the worksheet for your convenience: Chart Number. Edition Number, and Edition Date. This data should be added to the Enter/Edit a Report Page. If it is not entered into this page then you will not be able to submit your report. The Investigation Date, Total Time Expended, and Total Miles Traveled have also been added to the worksheet for your convenience. This data also has to be entered in the Enter/Edit a Report Page. If the Special Investigation (SPI) field is marked YES, put the SPI number in the description field.

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Depth Surveys--Use this worksheet before entering the data into CC Web. This worksheet mirrors the Depth Surveys Category in CC Web. Once the worksheet is filled out, transfer the data to this Category. If using the DepthWiz program upload the data file in this category. Submission of DepthWiz Data requires few keyed entries because the data file is self-documenting.

Range Line Surveys---Use this worksheet before entering the data into CC Web. This worksheet mirrors the Range Line Survey Category in CC Web. Once the worksheet is filled out, transfer the data to this Category. Follow the instructions on the Range Line Survey Handout to upload Data files.

Position Data Worksheet---Use this worksheet before entering the data into CC Web. This worksheet mirrors the Position Data Page in CC Web. This page is required for the Aeronautical, Nautical and Coast Pilot Categories.

Reports, Items and Support Files

An individual cooperative charting report in CC-Web may include an unlimited number of items. For example, one report may include a small craft facility report, a new visible wreck, a deleted landmark, and a depth survey. In addition, up to 26 support files (A-Z) may be uploaded electronically into any one report. A support file, such as a scanned chartlet, photo, or newspaper article may be uploaded as documentation to support the report. In addition, text or .html files such as those obtained from a web site can also be uploaded as a support file. A support file such as a scanned chartlet, can pertain to more than one item in a report. For example, a chartlet might have 7 items circled on it and labeled 1 through 7. In the web data entry system, each of those seven items would reference the attached support file.

Convention for Using Support Files

If the observer has supporting documentation such as paper chartlets, photos, or newspaper articles, each of these documents should be hand labeled with a name, **before** they are scanned into an electronic format. The name should be hand labeled using the convention "A", "B", "C", "D", etc... In addition, the observers name should be written on the paper before it is scanned into an electronic format.

When created a support file by scanning, the file can be given any name by the user. However, it would probably be a good idea to have the name "A", "B", "C", "D" etc...somewhere in the file name. This file name would be the same as what was hand written on the paper version of the support document.

Support files are uploaded into the system before information is entered for individual items. During this process, CC-Web requires the user to input the support file label; i.e., that letter which was hand written on the paper before it was scanned. When entering items, if an item number is hand labeled on the paper support documentation, the item number should also be entered in CC-Web.

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The unique ID number will need to of stickers will be supplied accompany the graphic(s) if the user is sending it to the District Chairman or Area Representative. Sheets for this and they will also be put on the website for users to download. If the user is scanning the documentation themselves then the report ID number is optional.

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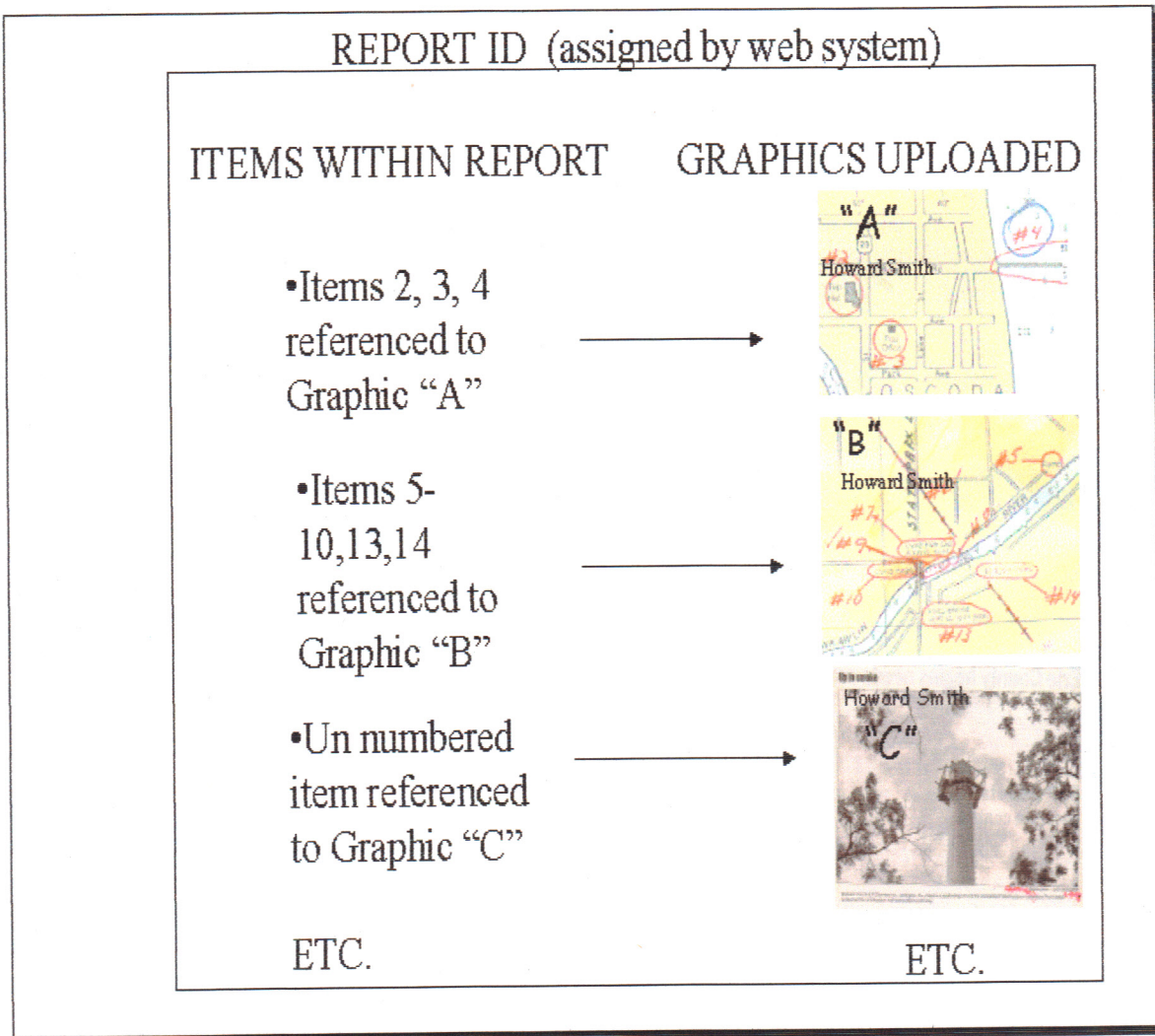
ADDITIONAL OBSERVER WORKSHEET
(Information marked with a * will be required in CC Web)

2nd OBSERVER'S DATA

*Certificate Number:_____

*First Name:_____Middle:_____*Last Name:_____

 *Street Address:_____

*City:_____*State:_____*Zip Code_____

*Home Phone:_____Business Phone:_____

Cellular Phone:_____

E-Mail Address:_____

Fax Number:_____

*District:_____*Squadron:_____

Percent of Total Credits:_____

3rd OBSERVER'S DATA

*Certificate Number:_____

*First Name:_____Middle:_____*Last Name:_____

 *Street Address:_____

*City:_____*State:_____*Zip Code_____

*Home Phone:_____Business Phone:_____

Cellular Phone:_____

E-Mail Address:_____

Fax Number:_____

*District:_____*Squadron:_____

Percent of Total Credits:_____

4th OBSERVER'S DATA

*Certificate Number:_____

*First Name:_____Middle:_____*Last Name:_____

*Street Address:_____

*City:_____*State:_____*Zip Code_____

*Home Phone:_____Business Phone:_____

Cellular Phone:_____

E-Mail Address:_____

Fax Number:_____

*District:_____*Squadron:_____

Percent of Total Credits:_____

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