

SCIENTIFIC DIVING PORTAL USER MANUAL

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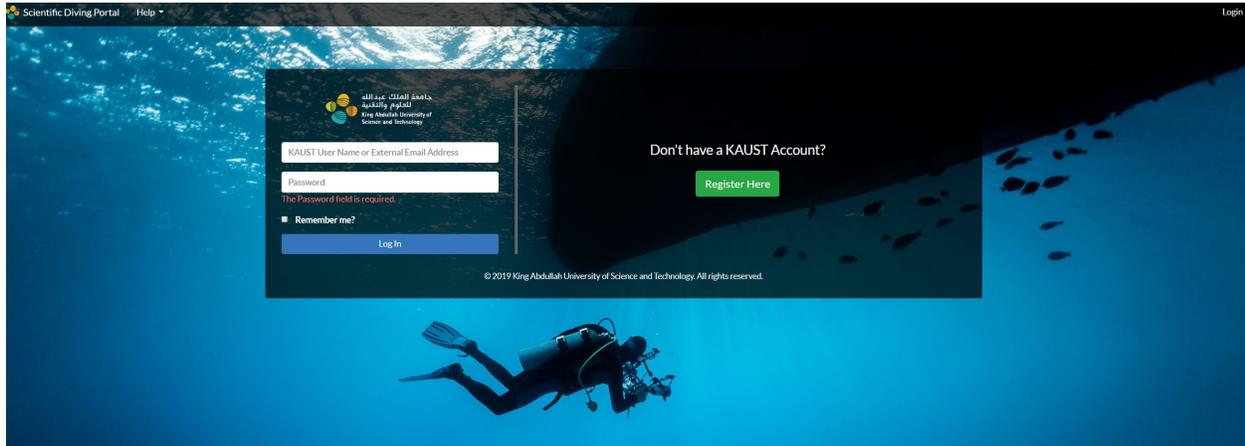
Dive Logs

Dive Logs

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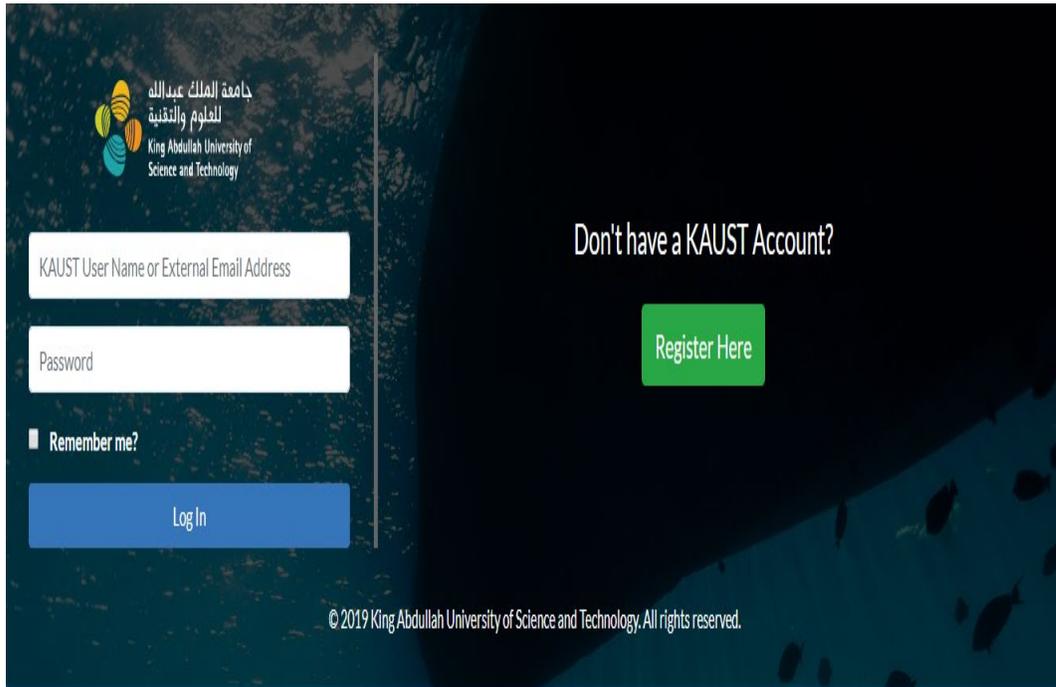
[KAUST staff create/activate a new account](#)

- Log in into the [Scientific Diving Portal](#).
- Please **NOTE**, you are not required to be on KAUST VPN to register.
- Use your KAUST 'user name' and 'password'.



Non-KAUST staff create/activate a new account

- Log in into the [Scientific Diving Portal](#).
- Please **NOTE**, you are not required to be on KAUST VPN to register.
- Click under 'Register Here' to create your account.



The screenshot shows the login and registration interface for the KAUST Scientific Diving Portal. On the left, there is a login form with the following elements:

- KAUST User Name or External Email Address (input field)
- Password (input field)
- Remember me?
- Log In (button)

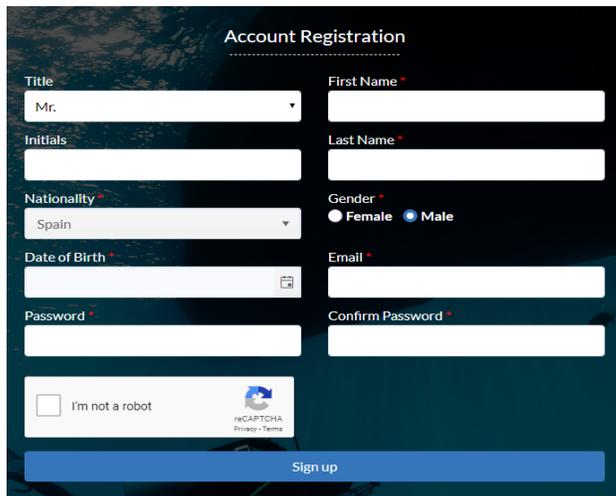
On the right, there is a registration prompt:

Don't have a KAUST Account?

Register Here (button)

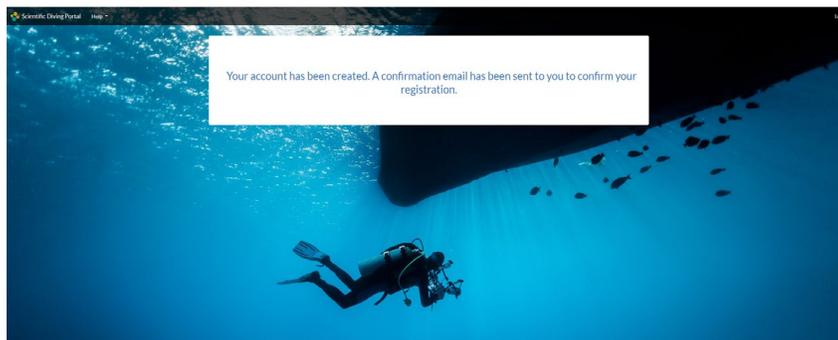
At the bottom, there is a copyright notice: © 2019 King Abdullah University of Science and Technology. All rights reserved.

- Create your account by adding your **personal details** and add a personal **password**:
 - between 8 up to 16 characters
 - at least 1 number,
 - at least 1 upper case character,
 - at least 1 lower case character.



The image shows a web form titled "Account Registration" with a dark blue background. The form is divided into two columns. The left column contains fields for "Title" (a dropdown menu with "Mr." selected), "Initials", "Nationality" (a dropdown menu with "Spain" selected), "Date of Birth" (with a calendar icon), "Password", and a checkbox for "I'm not a robot" next to a reCAPTCHA logo. The right column contains fields for "First Name", "Last Name", "Gender" (radio buttons for "Female" and "Male", with "Male" selected), "Email", and "Confirm Password". A blue "Sign up" button is located at the bottom center of the form.

- After 'signing up', you will receive a **confirmation message** that your account has been created.



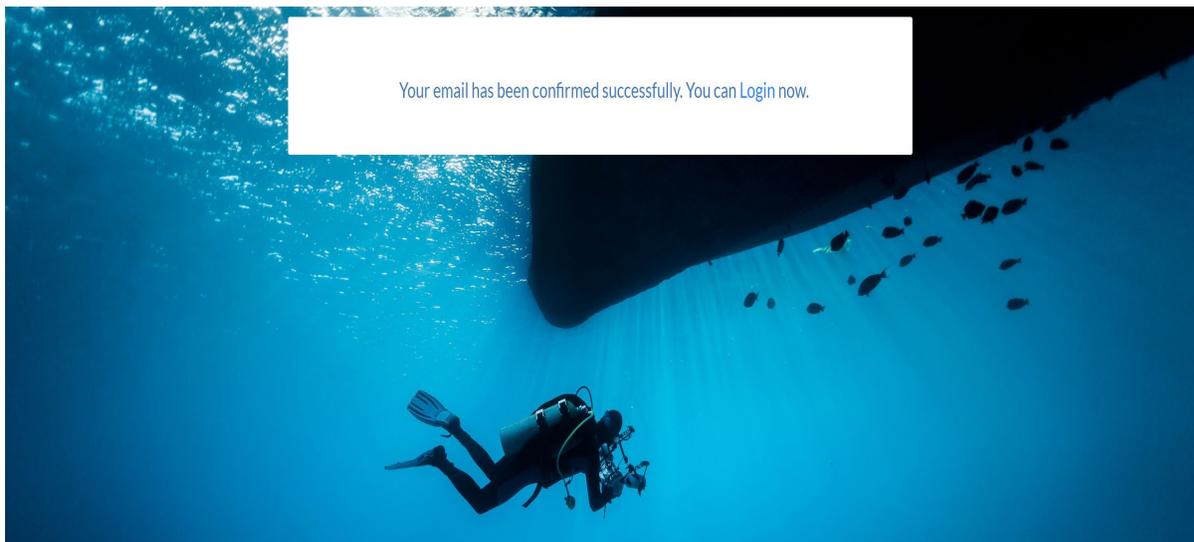
- You will receive a **confirmation email** from 'non-reply@kaust.edu.sa' to activate your account. Please check your '**Junk**' mailbox if you have not received it within 24 hours.

From: [no-reply@kaust.edu.sa](mailto:non-reply@kaust.edu.sa)
Date: 11 July 2019 at 10:20:01 am GMT+3
To: [Personal Email](#)
Subject: KAUST Scientific Diving Portal: New account has been created

Dear XXXXXX,

A new account has been created using this email. To confirm your registration and activate your account please click [here](#).

- Click '[Here](#)' to be directed to the Scientific Diving Portal again and a message will pop up stating your email has been successfully confirmed.



- An additional **confirmation email** will be received stating that your account has been successfully activated:

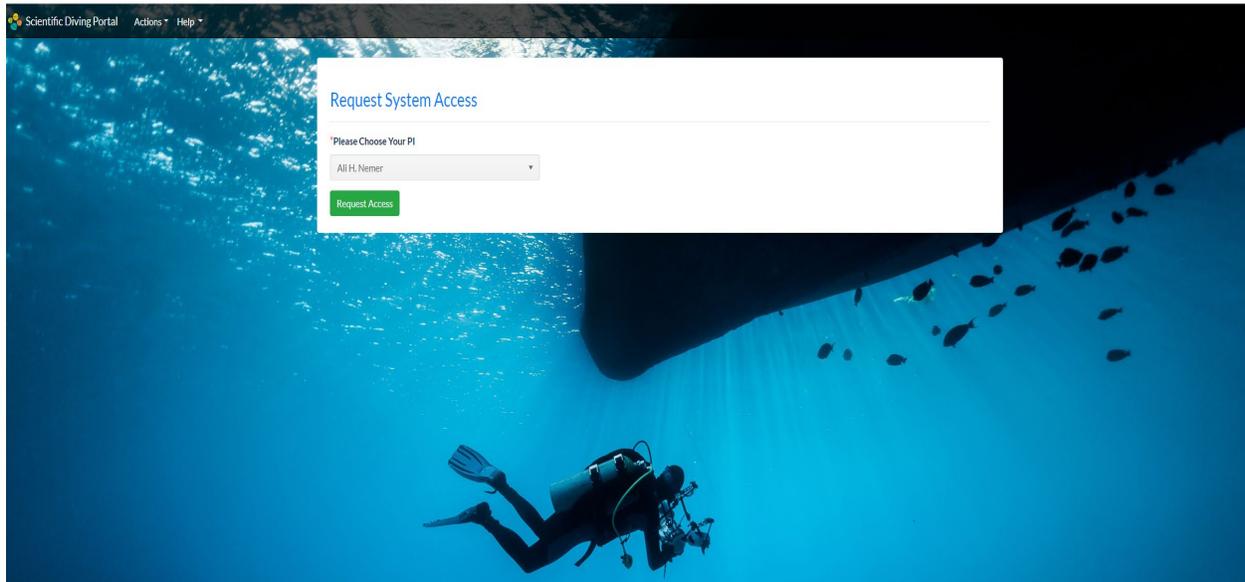
From: [no-reply@kaust.edu.sa](mailto:non-reply@kaust.edu.sa)
Date: 11 July 2019 at 3:20:01 pm GMT+3
To: XXXX@XXXX.com
Subject: KAUST Scientific Diving Portal: Account Activation

Dear XXXXXX,

Your account has been activated successfully.

Register as a 'New' Diver: KAUST/non-KAUST staff

- Log in into the [Scientific Diving Portal](#).
- To register as a 'new' diver you will have to choose your PI from the drop down list:
 - **KAUST staff:** register under your PI's name.
 - **Non-KAUST staff:** register under the sponsoring KAUST PI.



- Your PI will then receive an auto generated email for your registration as 'scientific diver'.
 - If **approved**, you will receive an email notification advising you have been Approved. Proceed to complete Section '[Diver Registration Request](#)'.

From: no-reply@kaust.edu.sa
Date: 11 July 2019 at 3:31:02 pm GMT+3
To: XXXXXX@XXXX.com
Subject: KAUST Scientific Diving Portal: Your request has been Approved

 Dear [XXXXXX](#),

 Your request has been Approved.

- If **not approved**, your PI will provide a justification for rejection/steps to take forward.

Principal Investigator: adding a new diver to your team

- After a member of your scientific diving team has requested their approval as a 'new' diver, you will receive an auto generated email with the ability to Approve/Reject them.

From: no-reply@kaust.edu.sa <no-reply@kaust.edu.sa>
 Sent: Thursday, July 11, 2019 3:31 PM
 To: [PI Name](mailto:PI.Name@kaust.edu.sa) <PI.Name@kaust.edu.sa>
 Subject: KAUST Scientific Diving Portal: New System Access Request by New Diver's Name

Dear [PI](#),

A new system access request has been submitted and is pending your approval.

Below is the summary of the request

Requester Name:	New Diver's Name
Requester Email:	XXXXX@kaust.edu.sa
Requester KAUST ID:	N/A
Request Date/Time:	July 11, 2019 03:27 PM

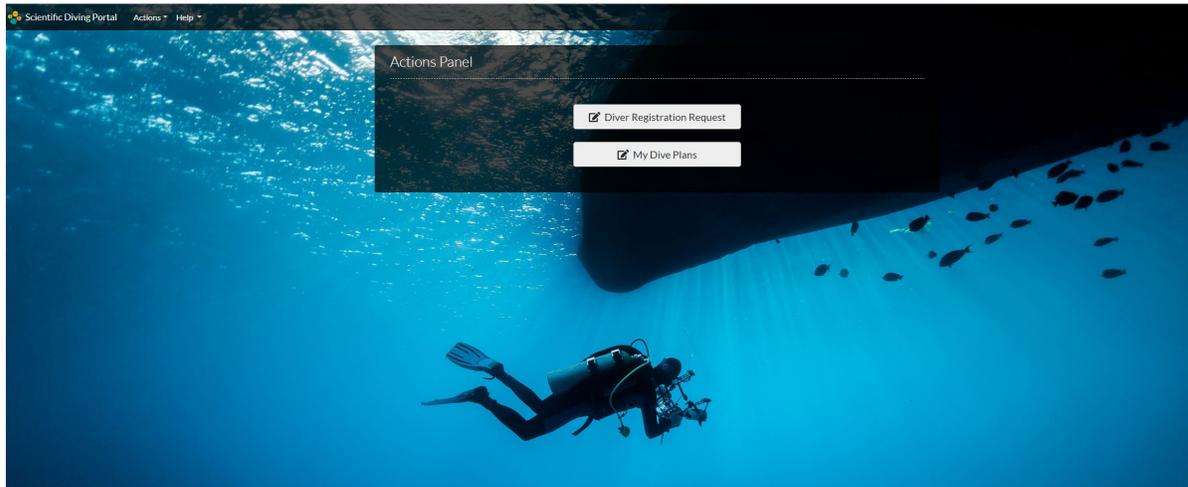
By accepting, you confirm that you are the requestor's principal investigator and you agree that requestor will be enrolled in the scientific diving portal.

[Approve](#) [Reject](#)

- After adding a new diver to your team, diver registration and DSO approval will be required.

Diver Registration Request

- Following registration approval from your PI, a **'Diver Registration Request'** will have to be completed and submitted to the DSO for review.



- Please click [Next](#) to complete your form. You can always go back to previous 'steps' by selecting [Previous](#). Tabs cannot be used for navigation.
- A checklist for the documents that you will be required to upload for this process are the below. Supported document format (pdf, doc, jpeg).

Step 1 of 9: Saudi Letter of Reciprocity

Step 1 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates Medical Safety Emergency Contacts Submit

Letter of Reciprocity

Have LOR?

No

Next

- **KAUST staff:** please select NO and click NEXT.
- **Non-KAUST staff:** who are qualified as scientific divers and have a [Letter of Reciprocity](#) from your Institutions DSO, select YES and upload the document.

Step 2 of 9: Saudi Identification/Iqama

Step 2 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates Medical Safety Emergency Contacts Submit

Saudi Identification

Type of ID *

Saudi Identification Iqama N/A

[Check Expiry Date](#)

Iqama Number *

15564354123561143

[Check if we have it](#)

✗ No, we haven't, Upload File

Expiry Date

Select files...

11/20/2019

Previous

Next

- If you don't hold a Saudi ID or Iqama (permanent residence card), please select N/A and move to NEXT.
- An expiry lookup tool is provide on this page.

Step 3 of 9: KAUST ID

Step 3 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates Medical Safety Emergency Contacts Submit

KAUST ID

Have KAUST ID?

KAUST ID Number *

✓ Yes, we have it
Jerry Gordon.jpg

Expiry Date
January 01, 2020

Upload File

- **KAUST staff:** please select YES, add your KAUST ID number, expiration date and upload a copy of your ID. Click NEXT.
- **Non-KAUST staff:** visitors without a KAUST ID please select NO and click 'NEXT'.

Step 4 of 4: Passport

Step 4 of 4

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates Medical Safety Emergency Contacts Submit

Passport

Nationality *

Passport Number *

✓ Yes, we have it
Jason Serin.png

Expiry Date
April 01, 2020

Upload File

- **All staff**
 - State your passport nationality, number, expiration date and upload a copy of it. Click NEXT.
 - **NOTE:** please use the passport used to enter the Kingdom.

Step 5 of 9: Diving Certificates

Step 5 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport **Diving Certificates** Medical Safety Emergency Contacts Submit

Diving Certificates

Highest Diving Certificate

Snorkeler

Certificate

Select files...

Expiry Date

N/A

Certification Agency

Select Certificate Agency

Start typing the name of a Agency

Initial Dive Count

Have Nitrox?

No

Scientific Diving Certificate

Select files...

Expiry Date

N/A

Previous Next

- **All staff:**
 - Select your 'Highest Diving Certificate' from the drop down list. State your '**certification dates**' for First Aid/CPR/AED/O2 Provider. Upload a copy of your certificate.
 - Type the name of the Diving Certification Agency.
 - Type your '**Initial Dive Count**'.
 - Select YES/NO if you have Nitrox training, if you do please upload your certification.
 - If applicable, upload your 'Scientific Diving Certificate' and state its '**expiry date**' or click N/A if the document does not expire. (**NOTE:** Your KAUST Scientific Diving Certificate. This area is for future use once certificates are issued)

Step 6 of 9: Medical (clearance & insurance), Dive insurance

Step 6 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates **Medical** Safety Emergency Contacts Submit

Medical

Medical Clearance * Expiry Date Medical Insurance *

Select files... N/A Select files...

[Medical Evaluation Form](#) [↗](#)

*Snorkelers: Upload The Snorkeling Form Here

Have Dive Insurance?

- **All staff:**
 - Upload your '[Medical Clearance form](#)' to demonstrate you are fit for scuba diving. State the expire date. Select N/A if 'Not applicable'.
 - **NOTE:** Snorkelers: upload the [Snorkeling Form](#).
 - Upload a copy of your [Medical Insurance](#) (i.e Bupa Card).
 - State if you have Dive Insurance, and if YES, upload a copy of your certification.

Step 7 of 9: Safety Certificate

Have First Aid Certificate?	First Aid Certificate * Select files...  KSA Dive License.jpg 9.77 KB	Certification Date * 11/14/2019
Have CPR Certificate?	CPR Certificate * Select files...  Institutional disciplinary rankings_201... 9.77 KB	Certification Date * 10/30/2019
Have AED Certificate?	AED Certificate * Select files...  KSA Dive License.jpg 9.77 KB	Certification Date * 11/13/2019
Have O2 Provider Certificate?	O2 Provider Certificate * Select files...  KSA Dive License.jpg 9.77 KB	Certification Date * 11/5/2019
Have HSE 147 Certificate?	HSE 147 Certificate * Select files...  KSA Dive License.jpg 9.77 KB	Certification Date * 10/28/2019

- **All staff:**
 - Upload a **signed and dated copy** of the '[Diving Safety Manual form](#)' to declare you have read the KAUST Scientific Diving Safety Manual.
 - Upload a copy of your certificate(s) and state the certification date for the following:
 - First Aid Certificate
 - CPR Certificate
 - AED Certificate
 - O2 Certificate
 - HSE 147 Certificate

Step 8 of 9: Emergency Contacts

Step 8 of 9

Letter of Reciprocity Saudi Identification KAUST ID Passport Diving Certificates Medical Safety Emergency Contacts Submit

Personal Contact

Name * KAUST ID Phone * Email *
Do not forget to add +Country Code ⓘ Email is required

Location *
Start typing the name of a Location

Add / Edit Emergency Contacts

Name * KAUST ID Phone * Email *

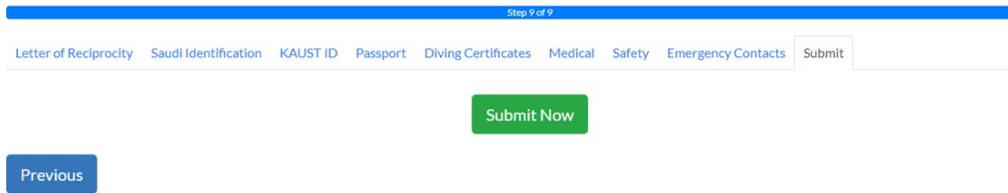
Location * Relationship *
Start typing the name of a Location

Your Emergency Contacts

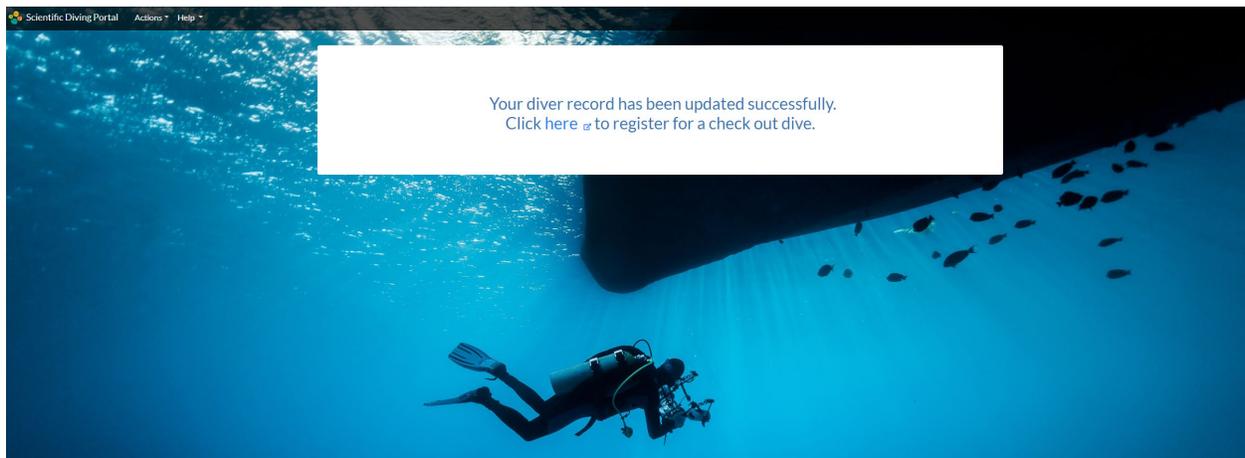
Name	Kaust Id	Phone	Email	Location	Relationship	Action(s)
No items to display						

- **All staff:**
 - Phone number is required for each diver during registration.
 - A minimum of two (2) emergency contacts are required. Please add their phone number, email, location and your relationship (spouse, father, mother, etc), then **'Add to List'**.
 - Repeat for the second contact.
 - **NOTE:** Please ensure this section is kept up to date by clicking the 'Action' button and 'Edit'. This will be used to autopopulate your emergency contacts for your diving plan.

Step 9 of 9: Submission



- Once you have provided all relevant information, click '**Submit Now**'.
- An automatic message will be generated to advise you have successfully uploaded your diving records and to invite you to register for a check out dive with the DSO. If you have already register for, or have completed, a check out dive, please ignore this message.



Diver Registration status

- Following your diver registration request, the KAUST DSO will assess your application.
- After your request has been reviewed, your status may be:

■ Approved Diver ■ Scientific Diver ■ Approved Diver with Restrictions ■ Scientific Diver in Training ■ Snorkelers ■ Expire Before Trip End

- The DSO will provide a note on your records if further training and/or documentation is required. This will be notified to you by email.
- **NOTE**: When adding divers to a dive plan, the name of the diver will be color-coded depending on their specific status as showed above.

Updating diver's 'Emergency Contacts'

The screenshot shows the 'Emergency Contacts' page in the Scientific Diving Portal. The page has a navigation menu on the left with options: 'Emergency Contacts', 'My Diver Registration', 'My Dive Logs', 'Dive Plans That List Me', and 'All Dive Plans'. The main content area is titled 'Contacts' and contains a form to add or edit emergency contacts. The form fields include Name, KAUST ID, Phone (with a note: 'Do not forget to add +Country Code'), and Email. Below the form is a section titled 'Add / Edit Emergency Contacts' with a 'Relationship' dropdown menu. At the bottom, there is a table titled 'Your Emergency Contacts' with columns for Name, Kaust Id, Phone, Email, Location, Relationship, and Action(s). The table contains two entries: one for a 'Wife' at 'KAUST Area' and one for a 'Friend' at 'KAUST'.

Name	Kaust Id	Phone	Email	Location	Relationship	Action(s)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	KAUST Area	Wife	Actions
[Redacted]	[Redacted]	[Redacted]	[Redacted]	KAUST	Friend	Actions

- There is a shortcut to 'Emergency Contacts' under 'Diver'.
- Click on 'Actions' and then 'Edit' to update the details of your emergency contacts.
NOTE: Updating your contact does NOT affect your 'approved' status.

Updating your 'Documents'

Scientific Diving Portal | Diver | Dive Plan Manager | PI | DSO | Admin | Help

Emergency Contacts
My Diver Registration
 My Dive Logs
 Dive Plans That List Me
 All Dive Plans

Diver Registrat

Welcome [Redacted]

Your access has been approved by your PI. Please complete and submit your diver registration for review by the DSO.

Your progress will be saved and you can resume anytime

Step 1 of 9

Letter of Reciprocity | Saudi Identification | KAUST ID | Passport | Diving Certificates | Medical | Safety | Emergency Contacts | Submit

Letter of Reciprocity

Have LOR?

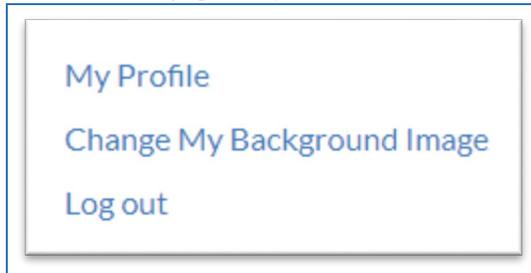
No

Next

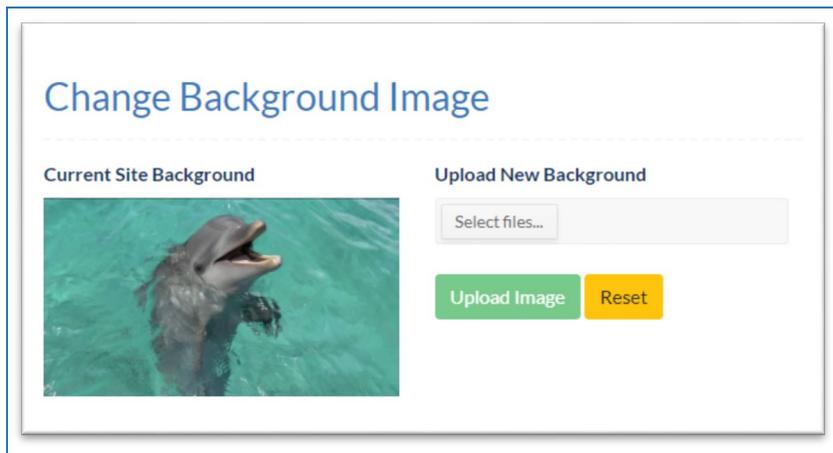
- Under 'Actions', click 'My Diver Registration Request' to update your documents, and follow the steps described under the section '[Diver Registration Request](#)' of this User Manual.
NOTE: once you submit the new documentation, you are no longer an active diver and will have to wait for the DSO to grant approval.

Change my background image

- To change your background image, you need to select the drop down list under your user name (right top corner of the screen).



- Then click 'Change My Background Image'.
- This will provide you with the option of uploading your preferred background image from your fields.



New 'Dive Plan' Registration

There are 4 steps you will need to complete when registering a new Dive Plan:

1. Dive Operations Plan
2. Dive Emergency Assistance Plan
3. Divers Emergency Contacts
4. Attachments & Submit

Step 1: Dive Operations Plan

New Dive Plan

Save Draft
Discard Draft

Dive Operations Plan

Dive Emergency Assistance Plan

Divers Emergency Contacts

Attachments & Submit

Step 1 of 4

Dive Operations Plan

Title *

Start Date *

End Date *

■ Approved Diver
■ Scientific Diver
■ Approved Diver with Restrictions
■ Scientific Diver in Training
■ Snorkelers

■ Expire Before Trip End

Leader Diver *

Number of Additional Divers *

Start typing the name of a Leader Diver

Diver # 1 *

Start typing the name of a Diver

i For cruises, enter the furthest coordinates from KAUST and a Google Earth .kmz chart.

Location of Diving *

Coordinates *

Google Earth File



If using Google Earth File, list the furthest coordinates from KAUST.

Distance From Shore *

EVAC Time to Chamber *

Platform * (e.g. boat, pier, facility name)

Max. Number Of Dives Logged Per Day *

Number Of Consecutive Dive Days *

Max Depth Range * (in Meters)

Type of Dive *

Aquarium Dive Blue Water Dive Boat Dive Ice and Polar Water

Night Dive Overhead Environment Shore Dive

Diving Equipment *

CCR Free Dive Open Circuit Snorkeling

SSBA

Gas *

Air Mixed Gas Nitrox Staged Decompression

Description

Purpose of Dives and Tasks to be Performed *

Principal Diver Worn Equipment *

Tools and Specialized Equipment to be Used (Optional)

Any Other Relevant Information (Optional)

Please use this section to state any other relevant information to the Dive Plan ie. IACUC Protocol Reference ID and/ or title.

Potential Hazards and Mitigation (Optional)

Certain Hazards may be present on all dives (waves, current). The Hazards listed above are unique to this operation and require special mitigation.

Examples:

- Overhead environment,
- Entanglement from lines/nets
- Use of sharp tools

Next

Step 2: Dive Emergency Assistance Plan

New Dive Plan

Save Draft
Discard Draft

Last Auto Saved at 11:35:48

Dive Operations Plan
Dive Emergency Assistance Plan
Divers Emergency Contacts
Attachments & Submit

Step 2 of 4

General Procedures

A. Evaluate the victim's Circulation, Airway, and Breathing (CABs). If necessary, begin cardiopulmonary resuscitation (CPR) using a manually triggered ventilator (MTV) or bag-type oxygen resuscitator.

B. If the victim is breathing, but unconscious, place the victim in the recovery position and administer oxygen using a non-rebreather type mask.

C. If the victim is awake and alert, place the victim in a position of comfort and administer 100% oxygen using an MTV/demand oxygen resuscitator or non-rebreather type mask. If the victim is not nauseated, give clear non-alcoholic/non-caffeinated fluids to drink.

D. Call and speak to KAUST Emergency Services at +966 (0) 128080911 using available cell or satellite phone.

E. If needed, contact the Divers' Alert Network (DAN) at +39 (0)6 4211 5685.

F. If needed and in range, contact the KAUST Marina on VHF 71.

G. If needed, contact CMOR on-call officer at +966 (0)56 898 3761.

H. If needed, contact the Coast Guards on VHF 16.

I. Use the KAUST Scientific Diving Safety Manual Appendix 7 for managing diving emergency procedures.

J. Use the KAUST Scientific Diving Safety Manual Appendix 16 to document a neurological exam.

K. Collect the dive history information.

L. Gather additional information about the incident and prepare the victim for transport.

M. Secure the diver's gear for inspection. DO NOT DISASSEMBLE GEAR OR EXHAUST AIR FROM THE SYSTEM. Close the cylinder valve ONLY. Count and record number of turns required to secure the valve.

Primary Shore Based Emergency Transportation

Point of Contact * **Phone Number ***

Notes

Secondary Shore Based Emergency Transportation

Point of Contact **Phone Number**

Notes

Secondary Shore Based Emergency Transportation

Point of Contact **Phone Number**

Notes

At Sea Vessel Emergency Transportation

Name of Vessel **Point of Contact** **Phone Number**

Notes

Primary Operational Hyperbaric Chamber

Name * **Address *** **Point of Contact *** **Phone Number ***

Notes

Secondary Operational Hyperbaric Chamber

Name **Address** **Point of Contact** **Phone Number**

Notes

Primary Hospital Emergency Room

Name * Address * Point of Contact * Phone Number *

Notes

Secondary Hospital Emergency Room

Name Address Point of Contact Phone Number

Notes

Dive Safety Officer

Name * E-mail * Phone Number *

David Pallett david.pallett@kaust.edu.sa

Principal Scientist

Name * E-mail * Phone Number *

Rob W. Anderson rob.anderson@kaust.edu.sa

Previous Next

Step 3: Diver's Emergency contact

- This section will be autopopulated from the emergency contacts already provided by **ALL divers.**

New Dive Plan

Save Draft Discard Draft
Last Auto Saved at 11:47:55

Dive Operations Plan Dive Emergency Assistance Plan **Divers Emergency Contacts** Attachments & Submit

Step 3 of 4

Lead Diver

Name	KAUST ID	Phone	E-Mail	Location	Relationship
sdfsdf		+34660014753	zdzsfsd@gmail.com	London	Aunt
xghzdfgzdf		+34660085369	dzsfsd@gmail.com	Madrid	Brother

Diver #1

Name	KAUST ID	Phone	E-Mail	Location	Relationship
[Redacted]		[Redacted]	[Redacted]	KAUST	(Personal Contact)
[Redacted]		555	[Redacted]	thuwal	Wife
[Redacted]		666	[Redacted]	lyon	Father
[Redacted]		1234	[Redacted]	Thuwal	Daughter
[Redacted]		542487936	[Redacted]	KAUST	Other

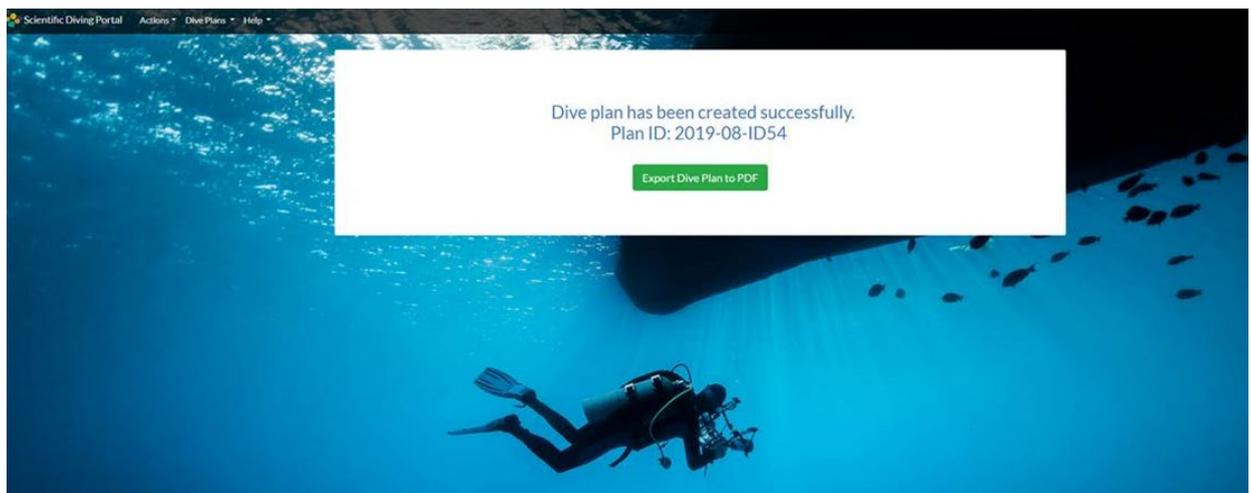
Previous Next

STEP 4: Attach & Submit

- After all the form has been completed, please ensure your **Risk Assessment** is uploaded in this section.
- You can upload any additional documents relevant to the Dive Plan.
- Then click '**Submit Dive Plan**'.

The screenshot shows the 'New Dive Plan' interface at Step 4 of 4, 'Attachments & Submit'. It features a progress bar with four steps: 'Dive Operations Plan', 'Dive Emergency Assistance Plan', 'Divers Emergency Contacts', and 'Attachments & Submit'. The main area contains two file upload sections: 'Upload Additional Document' and 'Upload Risk Assessment', each with a 'Select files...' button. Navigation buttons include 'Previous' and 'Submit Dive Plan'. The top right corner includes 'Save Draft' and 'Discard Draft' buttons, along with a timestamp 'Last Auto Saved at 15:50:10'.

- A unique identifier number will be generated after the submission of the dive plan.
- You also have the option of export you Dive plan in 'pdf' format.



- Once the dive plan has been reviewed and approved by the DSO, you will receive a confirmation email.

From: no-reply@kaust.edu.sa <no-reply@kaust.edu.sa>

Sent: Sunday, July 14, 2019 4:00 PM

To: Dive Plan Submitter

Subject: KAUST Scientific Diving Portal: New Dive Plan ID.2019-08-ID54 has been Approved

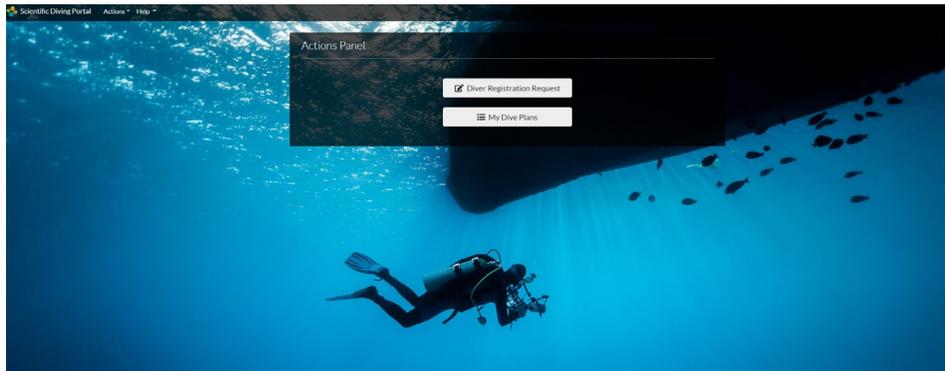
Dear Dive Plan Submitter,

A new dive plan has been approved.

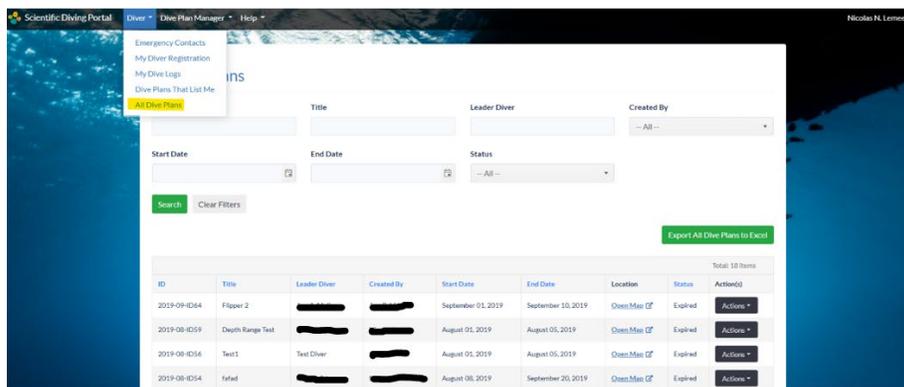
Below is the summary of the dive plan details:

ID:	2019-08-ID54
Title:	XXXXXXXXXX
Leader Diver:	XXXXXX
Start Date:	August 08, 2019
End Date:	September 20, 2019
Submit Date/Time:	July 14, 2019 03:51 PM

View my Dive Plans



- Once you have submitted your dive plan, you will have the possibility to see ALL your plans under 'My Dive Plans'.
- You can search for your dive plan by:
 - ID,
 - Title,
 - Leader Diver,
 - Created By,
 - Start Date,
 - End Date,
 - Status.



Export All Dive Plans to Excel

Total: 18 items								
ID	Title	Leader Diver	Created By	Start Date	End Date	Location	Status	Action(s)
2019-09-ID64	Flipper 2	[Redacted]	[Redacted]	September 01, 2019	September 10, 2019	Open Map	Expired	Actions View Details
2019-08-ID59	Depth Range Test	[Redacted]	[Redacted]	August 01, 2019	August 05, 2019	Open Map	Expired	Actions All Dive Logs
2019-08-ID56	Test1	Test Diver	[Redacted]	August 01, 2019	August 05, 2019	Open Map	Expired	Actions
2019-08-ID54	fafad	[Redacted]	[Redacted]	August 08, 2019	September 20, 2019	Open Map	Expired	Actions

- You will have the option to 'Export your Dive Plans to Excel' with the below options:

ID	Title	Leader Diver	Created By	Start Date	End Date	Location	Status
----	-------	--------------	------------	------------	----------	----------	--------

- Under each individual Dive Plan you have an 'Actions' option to:
 - View Details
 - Update
 - Clone
 - Print to PDF format. A 'Divers' Information' section is included in the PDF for ALL the divers involved in the dive plan that lists: highest diving certificate, notes/restrictions, current dive count, Nitrox/nitrox mix, max depth.

Divers Information	
Lead Diver: ██████████	
Highest certificate	
Notes	
Current dive count	1
Nitrox	Yes
Nitrox mix	40%
Maximum depth	20
Diver #1: WebTestUser1	
Highest certificate	Snorkeler
Notes	
Current dive count	0
Nitrox	No
Nitrox mix	
Maximum depth	
Diver #2: ██████████	
Highest certificate	Advanced Open Water
Notes	
Current dive count	1000
Nitrox	No
Nitrox mix	
Maximum depth	30

'All Dive Plans that List me'

The screenshot shows the 'Dive Plans That List Me' interface. The navigation menu on the left includes 'Emergency Contacts', 'My Diver Registration', 'My Dive Logs', 'Dive Plans That List Me' (highlighted), and 'All Dive Plans'. The main content area has a title 'Dive Plans That List Me' and a search filter section with fields for ID, Title, Leader Diver, Created By, Start Date, End Date, and Status. A 'Search' button and 'Clear Filters' link are present. Below the filters is a table with columns: ID, Title, Leader Diver, Created By, Start Date, End Date, Location, Status, and Action(s). The table is currently empty, displaying 'No Items to display' and 'Total: 0 Items'. A pagination bar at the bottom shows '10 items per page'.

- You have the option of viewing a list of Dive Plans where you have been enrolled:
 - Go to Diver, then click on 'Dive Plans That List Me'.
- You will also have the option to search for them by:
 - ID,
 - Title,
 - Leader Diver,
 - Created By,
 - Start Date,
 - End Date,
 - Status.

and to 'Export your Dive Plans to Excel'.

Updating 'My Dive Plans'

My Dive Plans Requests

ID Title Leader Diver Status

Start Date End Date

ID	Title	Leader Diver	Status	Start Date	End Date	Location	Action(s)
2019-09-ID62	Flipper	██████████	Pending	September 01, 2019	September 10, 2019	Open Map	Actions ▾ View Details Update Clone Print to PDF

Total: 1 Items
 10 items per page

- To modify a dive plan, go the 'Actions' drop down list and select 'update'.
- You will be able to update a dive plan only before its expiry date.
- Amend the details accordingly and submit.
- **This new Dive Plan will have to be approved by the DSO.**

Recurrent 'Dive Plan'

- For previously approved Dive Plans, **and created by you**, you have the option to 'clone' and use details for further Dive Plans.

My Dive Plans Requests

Search filters:

ID:

Title:

Leader Diver:

Status:

Start Date:

End Date:

ID	Title	Leader Diver	Status	Start Date	End Date	Location	Action(s)
2019-09-ID62	Flipper	[REDACTED]	Pending	September 01, 2019	September 10, 2019	Open Map	Actions ▾ View Details Update Clone Print to PDF

10 items per page

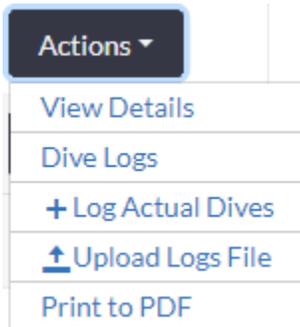
- To replicate a dive plan, go the 'Actions' drop down list and select 'Clone'.
- The information will be auto-populated. You will then have the option of changes parameters according to the new dive plan.
- After you submit all the information, a **new Dive Plan** will be created with a different ID number. **This new Dive Plan will have to be approved by the DSO.**

Dive Logs

- Dive logs are visible to all divers under the menu item 'Diver' – 'My Dive Logs'.

- You can export to Excel all your dive logs. This will include all fields.
- Please use the **'I did not dive' option** when you are listed on a dive plan but you did not actually log at least a dive against the said dive plan.

- To upload dive logs, you have the option to:
 - [Bulk upload](#): attaching a file or exporting an excel document)
 - [Individually upload the dive log](#) by filling the below form.



NOTE: the status of the dive plan has to be 'APPROVED' in order to upload the Dive Logs.

Bulk uploaded dive log

Upload Dive Logs File

Dive Plan

ID	Title	Start Date	End Date
2019-09-ID64	Flipper 2	September 01, 2019	September 10, 2019

Download Template File



Click here to download template

Upload Excel File

Select file...

Cancel

- Click on the Excel icon to download the template.
- Attaching the completed template.

Individually entered dive log

Log Actual Dive

Dive Plan

ID	Title	Start Date	End Date
2019-09-ID64	Flipper 2	September 01, 2019	September 10, 2019

Date * 9/1/2019	Lead Diver * Ana A. Molina	Buddy * -- Select --	Surface Interval *
Tank Pressure In *	Time In * 12:00 AM	Time Out * 12:00 AM	Tank Pressure Out *
Max. Depth (Meters) * 0	Depth Range 0-10	Bottom Time *	Fraction O2
MOD	EAD	EBT	CNS
Name of Location	Latitude 23.614141	Longitude 37.832385	Surface Wave Conditions -- Select --
Underwater Current -- Select --	Underwater Visibility -- Select --	Water Temperature	Activity Select Activity...
Breathing Gas -- Select --	Diving Mode -- Select --	Decompression Planning -- Select --	Specialized Environment -- Select --

- Complete the above on-line form.