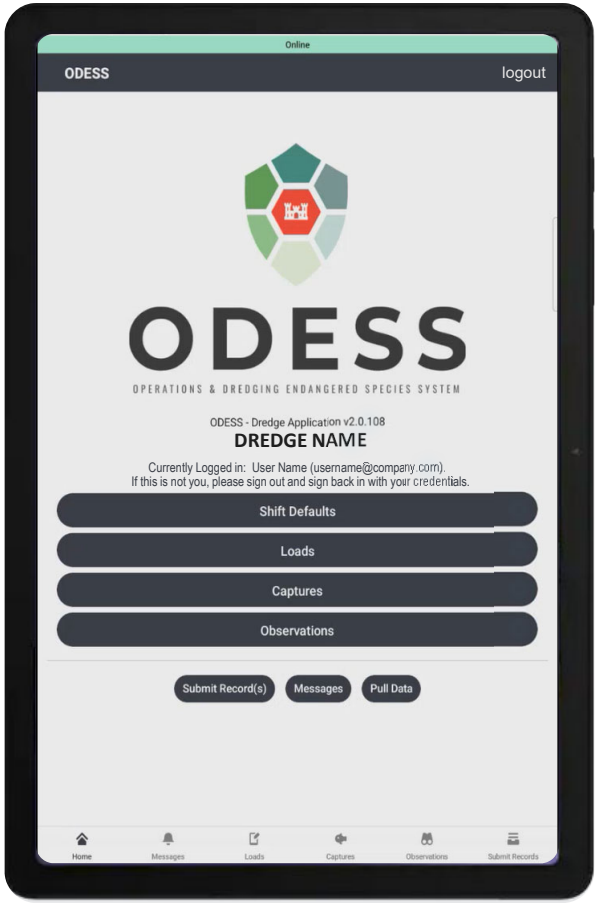
# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Overview

Please contact ODESS@usace.army.mil for any support needed. June 2025

## OVERVIEW – Observer data entry using the ODESS Dredge Application.




**A** **Open the ODESS Dredge Application** by *tapping* on the Retool icon on your tablet.

**B** Login **ODESS Dredge Application** (follow the **Logging In and Out** instructions).
**Note:** If the previous observer is still logged in, log them out and login with your credentials.

**C** **Only at the start of a project – Purge any previous data:**

1. Once logged in, go to **Submit Records** (bottom right).
2. Tap the Archive tab at the top of the screen.
3. Tap Purge Device Data at the bottom of the page.
4. A window will appear asking you to confirm that you would like to purge the data. *Tap* Submit.




5. Enter **Shift Defaults**. Shift Defaults MUST be entered before Loads, Captures and Observations can be entered. All fields are required.

**D** Confirm **Shift Defaults** information at the start of each shift or when conditions change.

**E** Enter **Load** information for each Load the dredge completes. Once Load information is entered, go to **Submit Records>Submittals tab** to submit the Load to ODESS. If there is not a sufficient internet connection, submit the Load data as soon as an internet connection is established.

**F** Enter **Captures** as needed after the Load information is entered for the Load during which the capture took place. Once Capture information is entered, go to **Submit Records>Submittals tab** to submit the Capture to ODESS. If there is not a sufficient internet connection, submit the Capture data as soon as an internet connection is established.

**G** Enter **Observations** as they occur throughout the day. Observations are at the project level and not the load level and can occur at any time.

**H** Check **Messages** throughout the day for Whale Alerts and ODESS Admin emails. Every Whale Alert must be acknowledged as soon as it is seen. Also, emails can be sent to ODESS@usace.army.mil.

**I** Before the end of your shift, ensure that all **Load**, **Capture**, and **Observation** data have been **submitted** to ODESS.

**J** **Sign out** of the ODESS Application at the end of your shift.

# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Logging In and Out

Please contact ODESS@usace.army.mil for any support needed.

June 2025

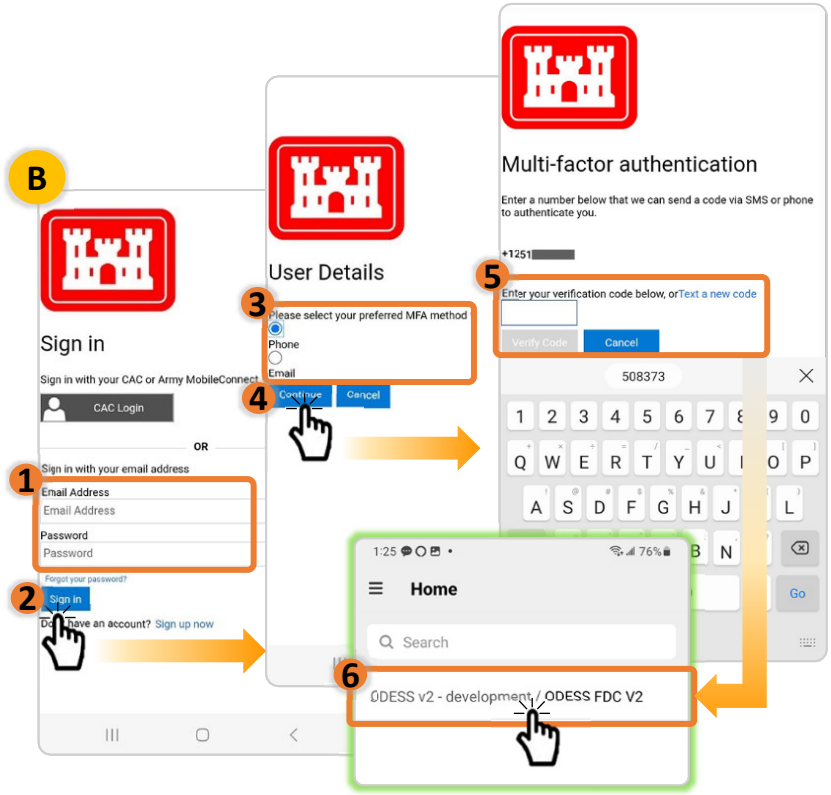
## Logging In and Out of the ODESS Dredging App.

***Note**: If you are not yet registered as a user with ODESS and do not have a username and password, contact ODESS at ODESS@usace.army.mil for the latest Dredge App Deployment Guide for instructions to **Request Access to the ODESS Dredge App** & **Register Observer Email Address** before **Logging In**.*

**A** **Open the ODESS Dredge Application** by *tapping* on the Retool icon on your tablet. The USACE "Welcome Back" screen displays.

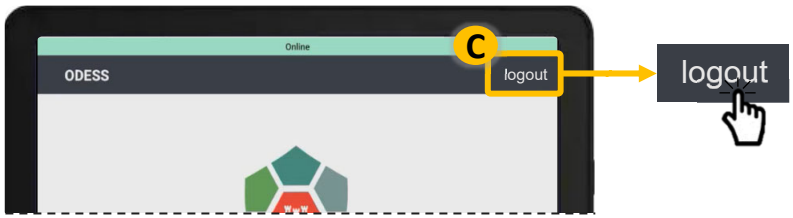
**B** **Sign in** – *Tap* **Sign in with SSO**. The Sign In screen displays.

1. Enter your email address and password.
2. *Tap* **Sign in**.
3. A User Details screen displays requesting, "Please select your preferred MFA method." *Tap* **Phone** or **Email** (default is Phone).
4. *Tap* **Continue**.
5. When prompted, enter the verification code that is sent to you phone or email and *tap* **Verify Code**.
6. A Home screen displays with **ODESS v2 – development / ODESS FDC V2** listed. *Tap* **ODESS v2 – development / ODESS FDC V2.** The **ODESS Dredge App** opens and is ready for use.




**C** **Sign out** – On the **Home** page, *tap* **logout** in the upper right corner of the screen.

(Go to the **Home** screen by tapping the **Home** button in the bottom left corner of any page).



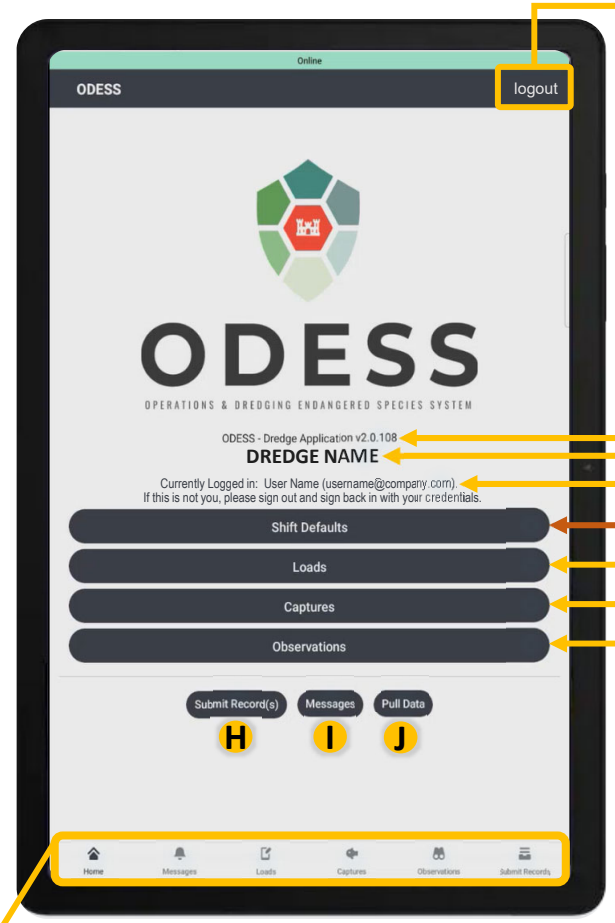
# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Navigating the Home Page

Please contact ODESS@usace.army.mil for any support needed.

June 2025

## The Home Page.




logout **Logout.** If previous user is still logged in, logout and sign in with your credentials.

**A Software version** – shows the software version installed on the device.

**B Dredge Name** – if the Dredge Name displayed is incorrect, verify all information entered in the **Shift Defaults**.

**C Currently Logged in** – the user name and email address of the user that is logged in. If the previous user is still logged in, *tap* logout and login with your information.

**D Shift Defaults** – Dredge vessel and environmental information entered at the beginning of the project and verified each shift. If the material changes or other conditions change in the middle of the shift or project, this information must be updated.

**E Loads** – Brings you to the Load Log page to enter load data. Bycatch data is also entered here for each applicable load.

**F Captures** – Brings you to the Capture Log page. Load data must be entered before adding capture data.

**G Observations – NEW**: Brings you to the Observation Log page. Observation data are time-based, not tied to Loads.

**H Submit Record(s)** – Submit all entered Loads, Captures, and Observations.

**I Messages** – Check for and acknowledge Whale Alerts, and if you have questions or comments for ODESS, please submit here.

**J Pull Data** – If lookup lists are not fully populated, *tap* the Pull Data button.

**K Navigation Menu** – Remains on all pages for quick navigation between tools.

**K**

**Home**
Shows **software version** & active **user account**.

**Messages** (I)
Submit questions & comments to ODESS.

**Loads** (E)
Enter data for each load, including bycatch data.

**Captures** (F)
Enter Capture data. e.g. turtles, sturgeon.

**Observations** (G)
Enter Observation data, e.g. whale sitings.

**Submit Records** (H)
Opens the tab shown here.

# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Entering Shift Defaults

Please contact ODESS@usace.army.mil for any support needed.

June 2025

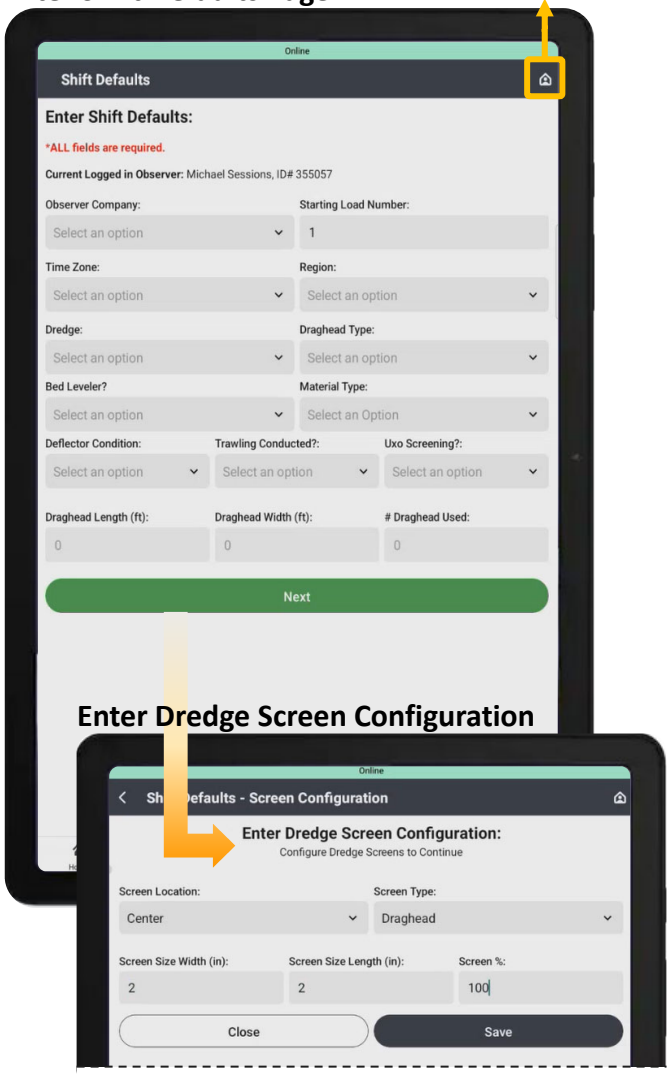
Shift Defaults

**Shift Defaults** should be verified and updated before the start of a project, at the start of each shift and when conditions change (e.g. material type, screen locations, etc.).

**Note**: *ALL fields are required and must be filled out.*

**Home.**
Return to **Home** screen.

**Enter Shift Defaults Page**




On the **Shift Defaults** page**, Enter:**

**A** **Observer Company** – Enter observer's company name.

**B** **Starting Load Number** – Default is 1. Enter correct number if needed.

**C** **Time Zone** – Select project time zone.

**D** **Region** – Select project Region. ***Note**: The **Region** selected will determine what species are listed in pulldown menus under **Bycatch**, **Captures**, & **Observations**.*

**E** **Dredge** – Select dredge name.

**F** **Draghead Type** – Select Draghead Type.

**G** **Bed Leveler?** – Yes/No.

**H** **Material Type** – Select type of dredge material.

**I** **Deflector Condition** – Select condition from pull down menu.

**J** **Trawling Conducted?** – Yes/No.

**K** **Uxo Screening?** – Yes/No.

**L** **Draghead Length (ft)** – Enter numeric value in feet.

**M** **Draghead Width (ft)** – Enter numeric value in feet.

**N** **# Draghead Used** – Enter numeric value.

**O** *Tap* Next . You will be asked to **Enter Dredge Screen Configuration**.

**P** *Tap* + Add Screen Configuration .

**Q** Enter Screen information, *tap* Save . Repeat **P** & **Q** as needed and *tap* Next .

**R** Review all entered Shift Defaults and when no edits are needed, *tap* Save .

# Operations and Dredging Endangered Species System

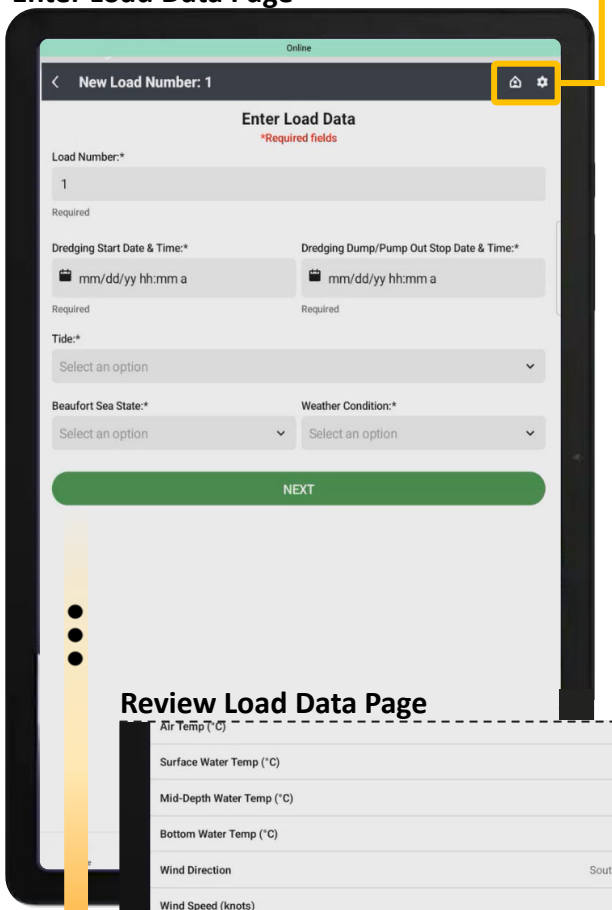
## ODESS Dredge App User QUICK GUIDE: Entering Loads

Please contact ODESS@usace.army.mil for any support needed.

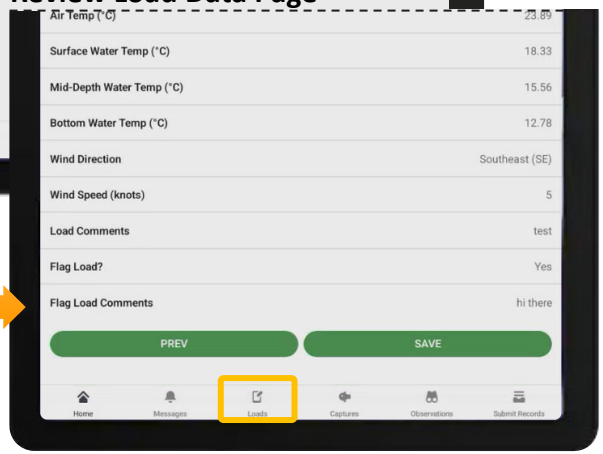
June 2025

**Loads**. Enter data in the **Load Log** for every load.

**Enter Load Data Page**




**Review Load Data Page**




**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.

To enter a new Load, *tap* + New Load – The **Enter Load Data** page will open.

On the **Loads** page, **Enter:**

**A** **Load Number*** – Default is the previous load +1 (or 1, if start of project). Enter correct load number as needed. Subsequent load numbers will auto increment.

**B** **Dredging Start Date & Time*** – Select date and time when dredging started.

**C** **Dredging Dump/Pump Out Stop Date & Time*** – Date and time when dredging stopped.

**D** **Tide*** – Select from menu: Falling, High, Low, Rising, Slack or Unknown.

**E** **Beaufort Sea State*** – Select from menu the sea state in the provided popup window.

**F** **Weather Condition*** – Select from menu: Clear, Cloudy, Fog, Partly Cloudy, Rain or Thunderstorms.

**G** *Tap* Next.

**H** **Enter environmental data** – Water Depth, Wave Height, **Air Temperature***, and water temperature for the Surface, Mid-Depth, and Bottom.

**I** *Tap* Next.

**J** Enter **Wind Direction*** and Speed; Add needed notes to the **Load Comments** box.
Note: To alert the Corps of something, you can also **Flag** the load for added attention: *Tap* **Yes** under **Flag Load?** and enter additional comments in the provided text box.

**K** *Tap* Next.

**L** Review all entered Load Data and when no edits are needed, *tap* Save.

***Note:*** * *indicates required fields.*

***Note:*** Use the Prev button on any page to go back and make edits as needed.

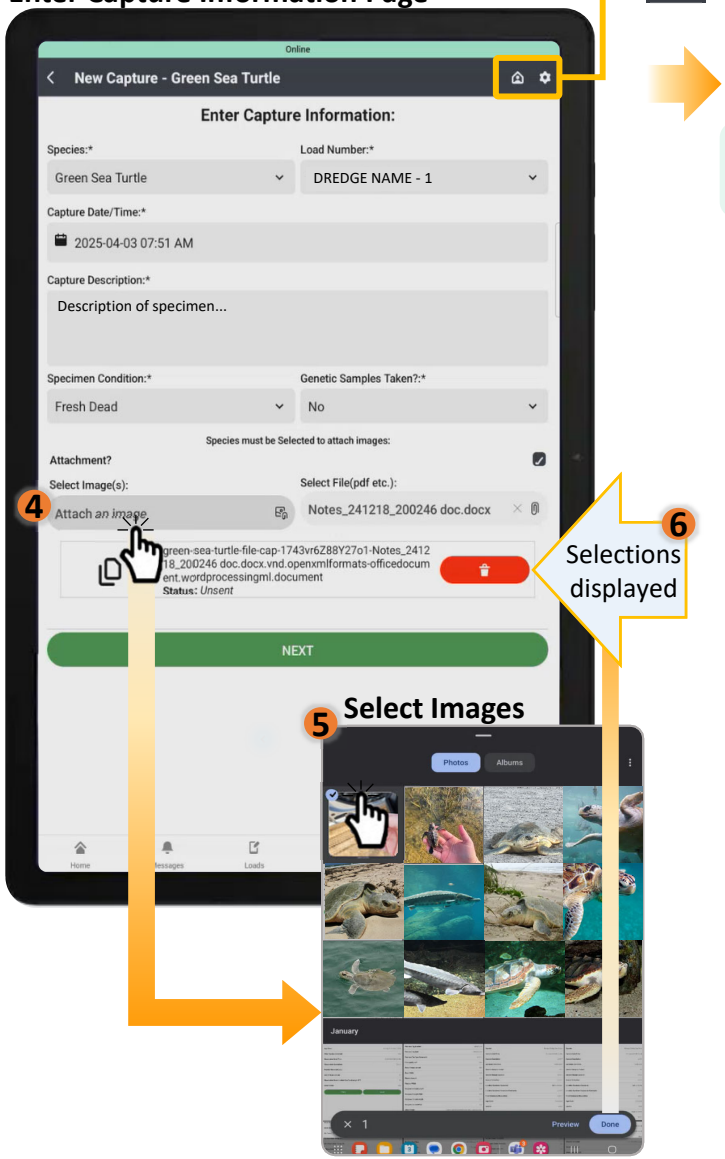
# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Entering Captures (page 1)

Please contact ODESS@usace.army.mil for any support needed. June 2025

## Captures. Enter capture data under Captures – Page 1 of 2

**Enter Capture Information Page**




**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.

To enter a Capture, *click* + New Capture – The **Enter Capture Information** page will open.

***Note:*** If the ⚠ Enter Loads to proceed message is displayed, enter data in the **Loads** page, then return to **Captures** to enter data.

On the **Enter Capture Information** page, **Enter:**

- **A** **Species*** – Select from menu or enter. ***Note:*** *If you do not see the species listed, check that the correct **Region** has been selected in the **Shift Defaults**!*
- **B** **Load Number*** – Default is the last load entered. Enter the correct Load Number as needed.
- **C** **Capture Date/Time*** – Date and time when capture occurred.
- **D** **Capture Description*** – Enter description.
- **E** **Specimen Condition*** – Select condition from menu.
- **F** **Genetic Samples Taken?*** – Select **Yes/No**. If **Yes**, enter the **Storage Location** for the sample.
- **G** **Attachment? –** Add pictures or files to the record.
  - To add images: **1)** use your cell phone to take pictures, **2)** email the pics to yourself, **3)** access your email through the tablet and download the attachments to a folder, **4** *tap* Attach an image within the ODESS Dredging App, **5** select the desired pictures and *tap* Done. **6** The selected pictures will be shown.
  - To add files: 1) *tap* Attach a file within the ODESS Dredging App, 2) Select the desired files and *tap* Done. 3) The selected files will be shown.

  ***Note:*** Species must be selected to attach images.
- **H** *Tap* Next.

***Note:*** * *indicates required fields.*

# Operations and Dredging Endangered Species System

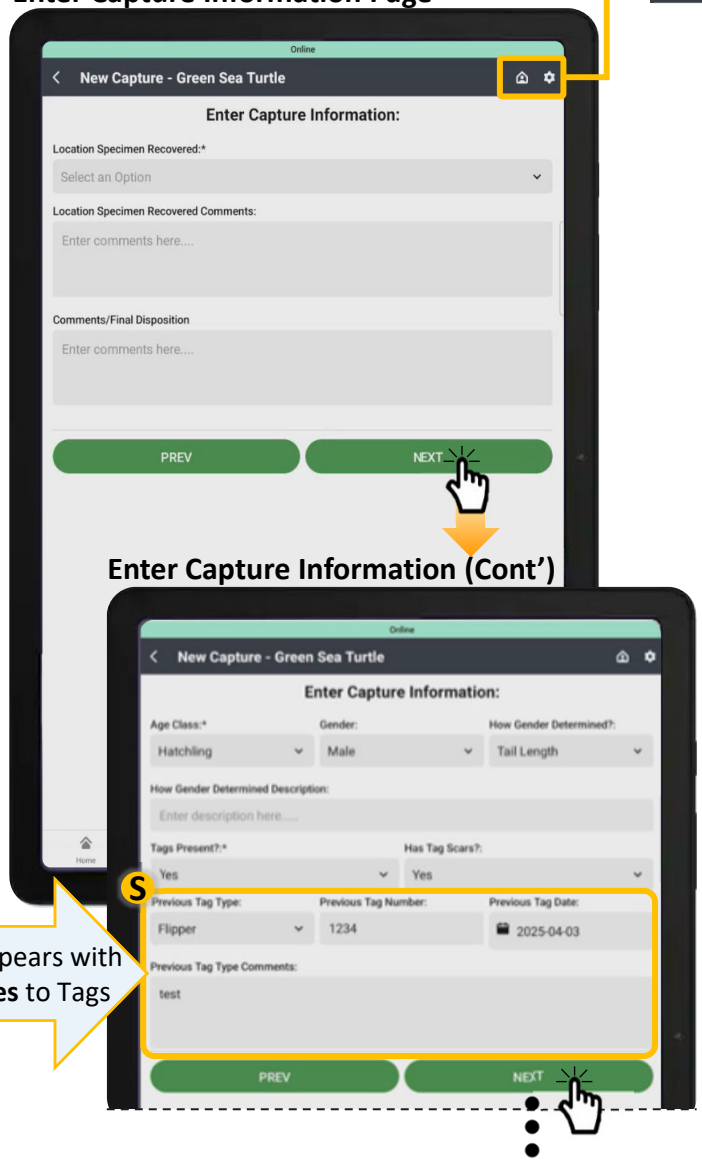
## ODESS Dredge App User QUICK GUIDE: Entering Captures (page 2)

Please contact ODESS@usace.army.mil for any support needed.

June 2025

**Captures**. Enter capture data under **Captures** – **Page 2 of 2**

**Enter Capture Information Page**




**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.

On the **Enter Capture Information** page, **Enter:**

I **Location Specimen Recovered*** – Select from menu: Draghead, Hopper, Inflow Screen, Other, Overflow Screen.

J **Location Specimen Recovered Comments** – Enter additional information if needed.

K **Comments/Final Disposition** – Enter additional information if needed.

L *Tap* Next .

Enter Species-specific Information:

M **Age Class*** - Select from menu. Categories listed are based on selected species.

N **Gender** – Select from menu: Female, Male, Unknown.

O **How Gender Determined?** – Select from menu: Eggs Observed, Other, Tail Length, Undetermined.

P **How Gender Determined Description** – Enter additional information if needed.

Q **Tags Present?*** - Yes/No.

R **Has Tag Scars?** – Yes/No.

S If Tags are present, enter: Previous Tag Type (Flipper, Pit), Previous Tag Number, Previous Tag Date, and Previous Tag Type Comments.

T *Tap* Next .

U Enter species-specific specimen measurements (inches).

V Review entered data on the **Review** page and *tap* Save .

***Note**: * indicates required fields.*

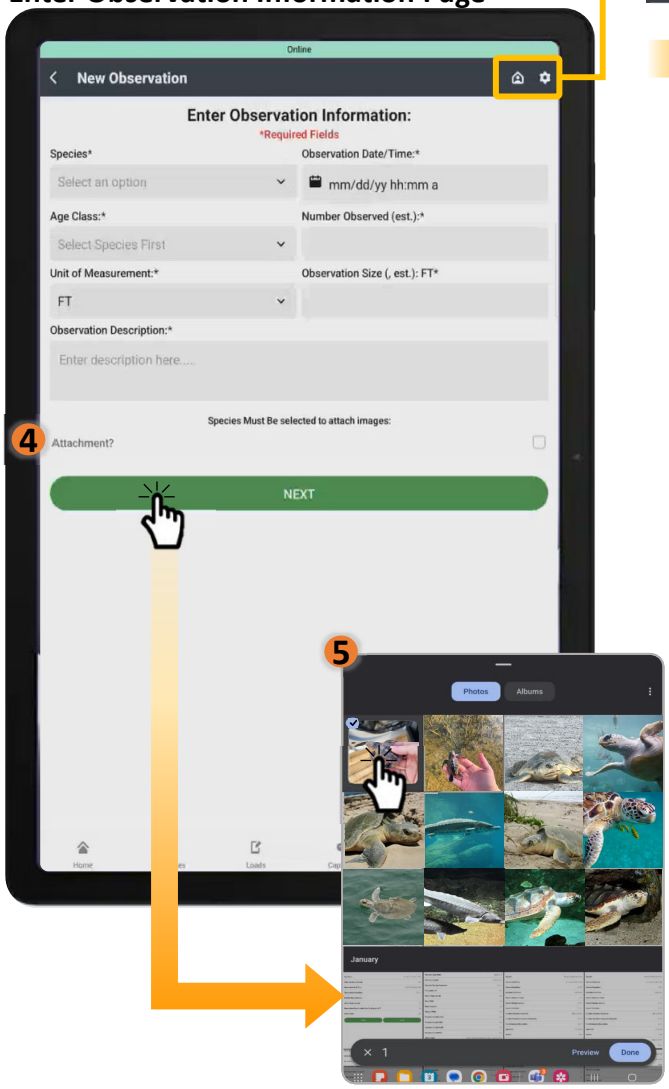
# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Entering Observations

Please contact ODESS@usace.army.mil for any support needed. June 2025

**Observations**. Enter Observations of other species data under **Observations.** ***Note:*** **Observations** occur and can be entered any time and are *not* tied to Load Numbers.

**Enter Observation Information Page**




**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.

To enter an Observation, *click* + New Observation – The **Enter Observation Information** page will open.

On the **Enter Observation Information** page, **Enter:**

- **A** **Species*** – Select from menu or enter. ***Note:*** *If you do not see the species listed, check that the correct* ***Region*** *has been selected in the* ***Shift Defaults****!*
- **B** **Observation Date/Time*** – Select Date and Time species was observed.
- **C** **Age Class*** – Select from menu. Age classes listed will be species-specific.
- **D** **Number Observed (est.)*** – Enter how many you observed.
- **E** **Unit of Measurement*** – Select appropriate units for the species (e.g. FT vs. IN).
- **F** **Observation Size*** – Enter estimated size in selected units. Species specific.
- **G** **Observation Description* –** information as needed.
- **H** **Attachment? –** Click box to add images/files, and **Attach an image/a file** buttons will appear.
  - To add images: **1)** use your cell phone to take pictures, **2)** email the pics to yourself, **3)** access your email through the tablet and download the attachments to a folder, **4** *tap* Attach an image within the ODESS Dredging App, **5** Select the desired pictures and *tap* Done. 6) The selected pictures will be shown.
  - To add files: 1) *tap* Attach a file within the ODESS Dredging App, 2) Select the desired files and *tap* Done. 3) The selected files will be shown.

  ***Note:*** * *indicates required fields.*
- **I** *Tap* Next .
- **J** Enter species-specific information (features, behaviors, patterns, etc.) & *tap* Next.
- **K** Review entered data on the **Review** page and *tap* Save .

# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Submit Records

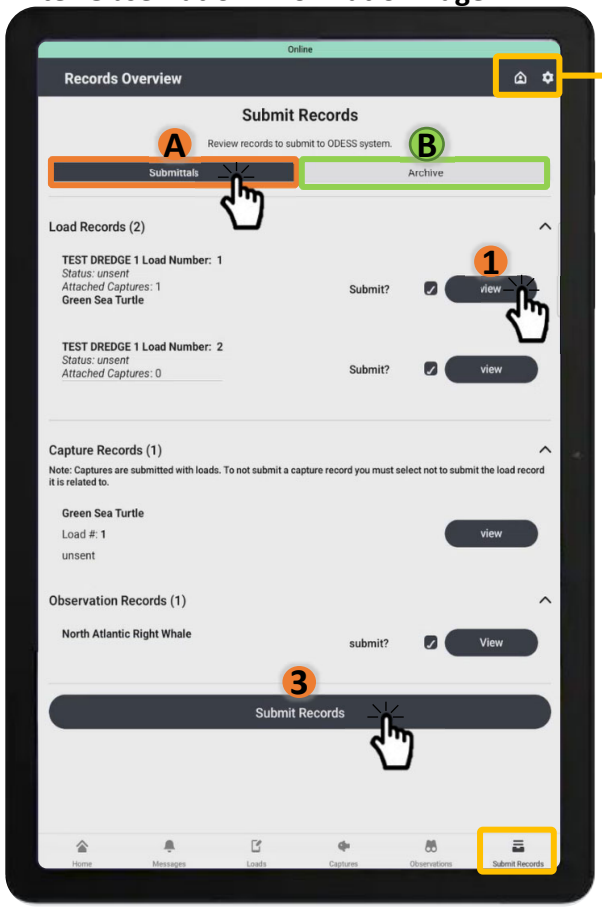
Please contact ODESS@usace.army.mil for any support needed.

June 2025

**Submit Records**. Submit all completed **Loads**, **Captures** and **Observations.**

***Note**:* Also under **Submit Records**: the **Archive** of submitted records & under Archive, the **Purge Device Data** button.

**Enter Observation Information Page**




**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.

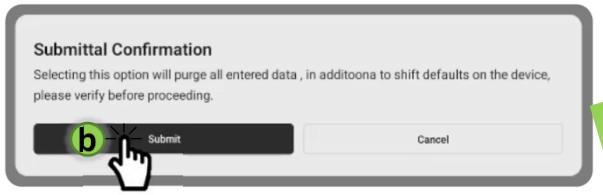
**A Left Tab:** Submittals

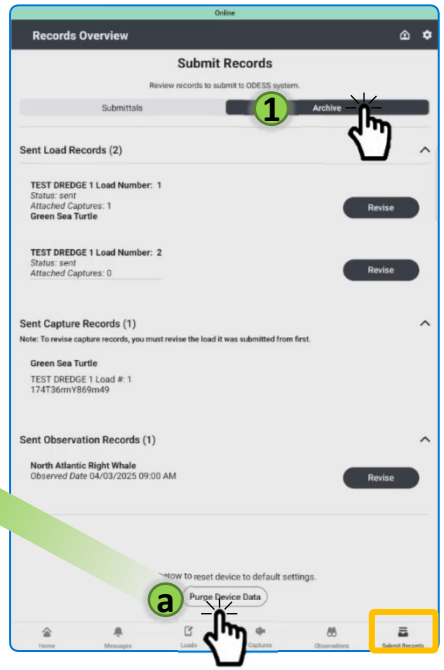
The Submit Records page summarizes all entered data for Loads, Captures, and Observations.

1. If needed, review entered data by tapping View next to the record of interest.
2. Edit records as needed before submitting.
3. When all records are ready, *tap* Submit Records.

**B Right Tab:** Archive

1. To access archived submittals, *tap* Archive.
2. If you need to purge data from the device:
   - a. *Tap* Purge Device Data at *the bottom of the page.*
   - b. A window will appear asking you to confirm that you would like to purge the data. *Tap* Submit.



# Operations and Dredging Endangered Species System

## ODESS Dredge App User QUICK GUIDE: Sending and Receiving Messages

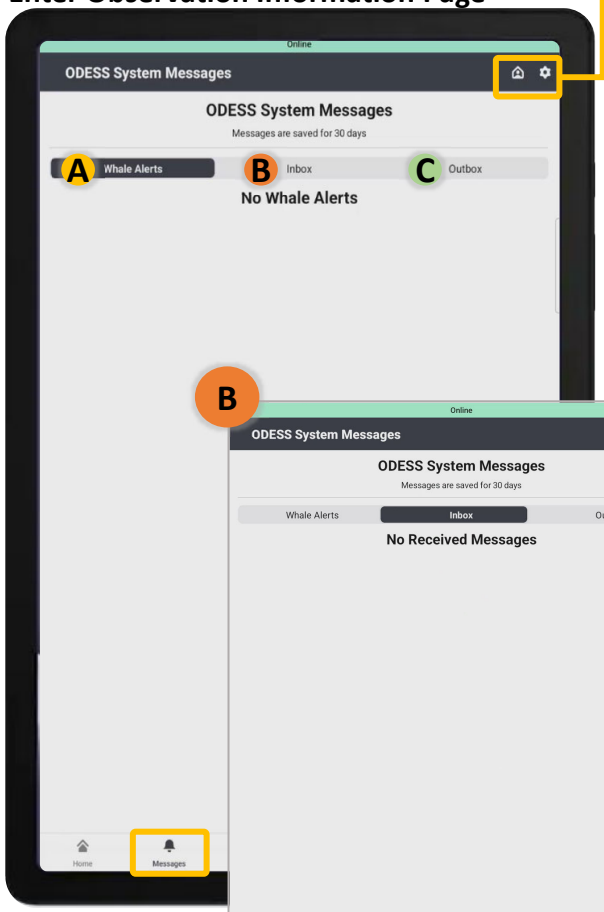
Please contact ODESS@usace.army.mil for any support needed.

June 2025

**Messages**. Check for Whale Alerts, send and receive messages.

**Enter Observation Information Page**

**Home.** Return to **Home** screen. **Shift Defaults.** Shortcut to review/edit Shift Defaults.




**A** *Tap* Whale Alerts to check for whale alerts in the area. Check for alerts regularly throughout the day. Each alert must be acknowledged by the observer during the shift.

**B** *Tap* Inbox to check the Inbox for messages and updates from ODESS admin.

**C** *Tap* Outbox to see **Sent Messages** or to **Send a Message** to ODESS

To send a message to ODESS, *tap* + Send Msg at the bottom right of the page. A message page will open. Enter the Subject and Message and *tap* Send.

