

IWC SC National Progress Report Database

HOW TO ADD DATA, APPROVE, SUBMIT, & DOWNLOAD

User Management – Three levels

- **User level**
 - Can only add, save and view progress reports in an Organization
- **Organization admin level**
 - Can add, view, approve, review, report
 - Manage users: Add user, activate and deactivate user within the Organization
- **Country admin level**
 - Can add, view, approve, review, correct and submit final report
 - Manage user: Add user, activate and deactivate any user within the Country
 - <https://portal.iwc.int/progressreports/users>
 - Assigned by Secretariat

Adding users to Progress Reports

The screenshot shows the 'Progress Reports' management page in the IWC portal. The left sidebar contains navigation options: Dashboard, Ship Strikes, Progress Reports (with sub-options: View Public Reports, Add Data to Report, Review & Submit Report, Submit Correction, and Manage Users), Meetings & Events, Research/Data Requests, Document Archive, and Journal Submission (JCRM). The main content area is titled 'Progress Reports' and includes a warning: 'For users to be able to add data on your behalf, you must add them here.' Below this, it explains the three user levels: Country Admin (CA), Organisation Admin (OA), and User (U). A table titled 'Users' lists two existing users with their details and 'Deactivate' buttons. A copyright notice is at the bottom of the page.

INTERNATIONAL WHALING COMMISSION

YourName OrganisationLevel

Progress Reports

For users to be able to add data on your behalf, you must add them here.

There are 3 levels of user: Country Admin (CA), Organisation Admin (OA) and User (U).
CA's are responsible for submitting the final report and can add OA's. OA's can add users and check their data. U's can only add data.
e.g. CA = Country Representative, OA = Leader at a university, U = Staff at a university.

Users

id	Name	Email	Country	Organisation	Type	Add User
PR/U/5016	YourName OrganisationLevel	training2@iwc.int	IWC training Country	PR/O/279 IWC Training Organisation	Organisation Admin	Deactivate
PR/U/5025	YourName UserLevel	training1@iwc.int	IWC training Country	PR/O/279 IWC Training Organisation	User	Deactivate

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portal.lon-k8s.01

Need help with this page ?

My Account

The user must have an active account on the IWC portal

Adding users to Progress Reports – continued...

- The user must be registered on portal.iwc.int
- Click on “Add user”
- Search the user by the email’s address

Add User

Email

User found! YourName UserLevel

User Group

Close Add user+

Activate/Deactivate users

- Reports are linked to users
- Visit Progress Reports -> Manager users (<https://portal.iwc.int/progressreports/users>)
- Deactivate - to prevent the user from entering data
- Activate – to allow the user to enter data

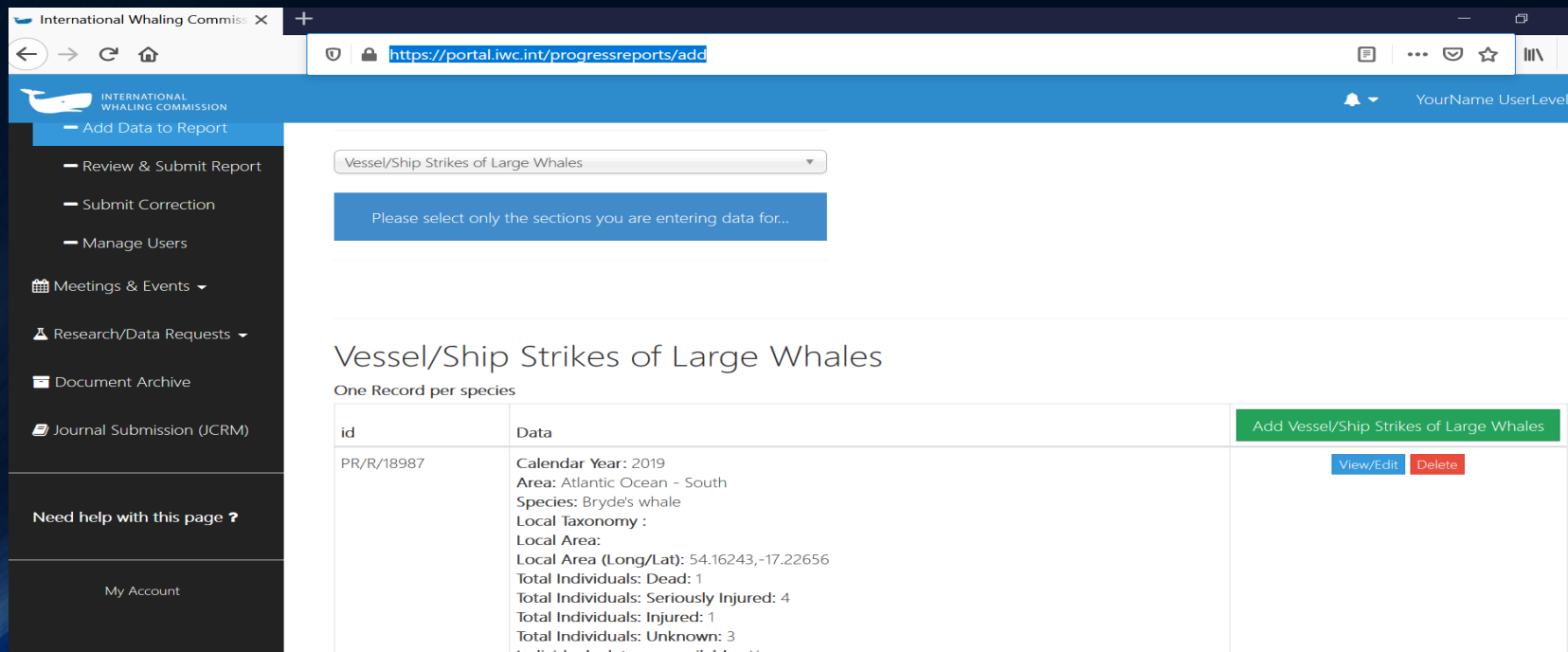
Users						
id	Name	Email	Country	Organisation	Type	Add User
PR/U/5016	YourName OrganisationLevel	training2@iwc.int	IWC training Country	PR/O/279 IWC Training Organisation	Organisation Admin	Deactivate
PR/U/5025	YourName UserLevel	training1@iwc.int	IWC training Country	PR/O/279 IWC Training Organisation	User	Deactivate
PR/U/5040	YourName UserLevel	training11@iwc.int	IWC training Country	PR/O/279 IWC Training Organisation	User	Activate

Adding Progress Reports

- Visit <https://portal.iwc.int/progressreports/add>
- Please select only the sections you are entering data for...
- List of sections:
 1. Vessel/Ship Strikes of Large Whales
 2. Fishery Bycatch of Large Whales
 3. Direct Catches of Small Cetaceans
 4. Vessel/Ship Strikes of Small Cetaceans
 5. Fishery Bycatch of Small Cetaceans
 6. Strandings
 7. Systematic Surveys information
 8. Cetacean Databases, Datasets and Archives
 9. International Organisations

Example: Adding Vessel/Ship Strikes of Large Whales

- On <https://portal.iwc.int/progressreports/add>, select the Section: **Vessel/Ship Strikes of Large Whales**
- and click on green button “add Vessel/Ship Strikes of Large Whales”



The screenshot shows the International Whaling Commission (IWC) portal. The browser address bar displays <https://portal.iwc.int/progressreports/add>. The page header includes the IWC logo and the text "INTERNATIONAL WHALING COMMISSION". A navigation menu on the left lists options such as "Add Data to Report", "Review & Submit Report", "Submit Correction", "Manage Users", "Meetings & Events", "Research/Data Requests", "Document Archive", "Journal Submission (JCRM)", "Need help with this page?", and "My Account". The main content area features a dropdown menu set to "Vessel/Ship Strikes of Large Whales" and a blue button with the text "Please select only the sections you are entering data for...". Below this, the section title "Vessel/Ship Strikes of Large Whales" is displayed, followed by the instruction "One Record per species". A table with one row is shown, containing the following data:

id	Data	
PR/R/18987	Calendar Year: 2019 Area: Atlantic Ocean - South Species: Bryde's whale Local Taxonomy : Local Area: Local Area (Long/Lat): 54.16243,-17.22656 Total Individuals: Dead: 1 Total Individuals: Seriously Injured: 4 Total Individuals: Injured: 1 Total Individuals: Unknown: 3 Individuals data are available : Yes	Add Vessel/Ship Strikes of Large Whales View/Edit Delete

Bulk import from CSV: Adding Vessel/Ship Strikes of Large Whales

- On <https://portal.iwc.int/progressreports/importFromCsv> , select the Section: **Vessel/Ship Strikes of Large Whales**
- and click on *Click here to download the Vessel/Ship Strikes of Large Whales CSV import template.*

Upload Progress reports - Import

Please select the section.

[Click here to download the Vessel/Ship Strikes of Large Whales CSV import template.](#)

Note: Please download the sample file - you can edit it as an Excel file (xlsx), but please remember to save it as a CSV file before uploading. (for more details contact it.support@iwc.int).

Country.

Year submitting

Please choose a file (CSV only) No file selected.

Bulk import from CSV: Add the data to CSV

- Do not delete the first row on the CSV – these are field names
- Add your data from Row 2.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Large Area	Species	Local Area	Local Taxc	Local Area	Total Indi	Total Indi	Total Indi	Total Indi	Individual	Submitted	Submitted	Contacts	Reference	Explanation				
2	Southern (southern	Fowlers Bay (PO), 6.531 56 39 S				1				Yes	No	Yes	Catherine, Kemper Si	28 August 2019. Found dead. Collected for post-morter					
3	Pacific Oce	Humpbacl	Fraser Island		-24.78794					2	No	No	No	Natalie, Kastner, Natalie.Kastner@des.qld.gov.au					
4	Southern (Pygmy rigl	Port Lincoln (PO), 7.334 46 35 S				1				Yes	No	Yes	Catherine, Kemper,C	27 Mar 2019. Found floating in bay. Collected for post-r					
5																			
6																			

- *After finishing entering your data, go back to portal - Please choose the file and click on "Upload document" to import*

Save each section

One Record per species

id	Data	Add Direct Catches of Small Cetaceans
PR/R/19314	Calendar Year: 2017 Area: Atlantic Ocean - North Species: Antarctic minke whale Local Taxonomy : Local Area: Females: 1 Males: 3 Unknown: 3 Local Area (Long/Lat): 55.57834,-13.00781 Struck and Lost: 3 Individual data are available from the contact below: Yes Contacts: Car, References: Mr, Explanation: Added by the user	View/Edit Delete


Save Direct Catches of Small Cetaceans data

IMPORTANT: Once you have saved data you will be unable to make any changes to those records!

After the section is saved, only a user with higher level of permission can modify it

'Approve' Progress Reports Only by Organization admin

<https://portal.iwc.int/progressreports/review>

 INTERNATIONAL WHALING COMMISSION 🔔 YourName OrganisationLevel ▼

Progress Reports

Note: This database has been designed to meet the changes agreed by the Scientific Committee, as laid out in Annex P of IWC/62/Rep1. Some sections may have been changed or are no longer required for creation of useful data summaries. If you require any more information on these changes, please contact greg.donovan@iwc.int

[Mark all data as approved](#)

IMPORTANT: If you do not mark data as approved, the country admin may delete or choose not to submit your data!
Once you have approved data, you will no longer be able to change or delete it.


You are entering data for the 2020 report

Vessel/Ship Strikes of Large Whales

id	Data	Submitted By	
PR/R/18987	Year: 2019 Area: Atlantic Ocean - South Species: Bryde's whale	PR/U/5025 YourName UserLevel PR/O/279 IWC Training Organisation (IWC training Country)	View Delete
PR/R/18993	Year: 2019 Area: Atlantic Ocean - North Species: Bowhead whale	PR/U/5025 YourName UserLevel PR/O/279 IWC Training Organisation (IWC training Country)	View Delete

- Dashboard
- Ship Strikes ▼
- Progress Reports ▼
 - View Public Reports
 - Add Data to Report
 - Review & Submit Report**
 - Submit Correction
 - Manage Users
- Meetings & Events ▼
- Research/Data Requests ▼
- Document Archive

'Submit' Progress Reports Only Country admin Click "Review & Submit Report"

 INTERNATIONAL WHALING COMMISSION 🔔 YourName CountryAdminLevel

- Dashboard
- Ship Strikes
- Progress Reports
 - View Public Reports
 - Add Data to Report
 - Review & Submit Report**
 - Submit Correction
 - Manage Users
- Meetings & Events
- Research/Data Requests
- Document Archive

Progress Reports

You **MUST** submit this report to the IWC for it to be available at the Scientific Committee meeting!

If you do not submit this report by the deadline set by the Secretariat, it will not be available for review at the next Scientific Committee meeting.

Note: This database has been designed to meet the changes agreed by the Scientific Committee, as laid out in Annex P of IWC/62/Rep1. Some sections may have been changed or are no longer required for creation of useful data summaries. If you require any more information on these changes, please contact greg.donovan@iwc.int

[Submit 2020 report to IWC](#)

IMPORTANT: Once you have submitted report you will be unable to add additional data or make any changes!

You are entering data for the 2020 report

Vessel/Ship Strikes of Large Whales

id	Data	Submitted By	
PR/R/18987	Year: 2019 Area: Atlantic Ocean - South	PR/U/5025 YourName UserLevel PR/O/279 IWC Training Organisation (IWC training Country)	View Delete

Public Access – Progress reports

Active portal users

Click "View Public Reports"

The screenshot displays the International Whaling Commission (IWC) portal interface. On the left is a dark sidebar with the IWC logo and navigation menu. The main content area is titled 'Generate Report' and features a form for report generation. The form includes a text input field with the text: 'I would like to view the report that was submitted in the year 2013, for all available countries'. Below the form is a blue 'Launch Report!' button. A note below the form states: 'Note: Click the underlined words to change your selection. Some year specific details may not appear in 'data relating to' output e.g. which sections a country has opted out of for a specific year.'

INTERNATIONAL WHALING COMMISSION

Please select a level:
User Staff Admin

- Dashboard
- Ship Strikes
- Progress Reports
 - View Public Reports**
 - Add Data to Report
 - Review & Submit Report
 - Submit Correction
 - Manage Users
- Meetings & Events
- Research/Data Requests
- Document Archive
- Journal Submission (JCRM)

Need help with this page ?

My Account

Generate Report

I would like to view the report that was submitted in the year 2013, for all available countries

Note: Click the underlined words to change your selection. Some year specific details may not appear in 'data relating to' output e.g. which sections a country has opted out of for a specific year.

Launch Report!

Need help with this page?

The screenshot displays the International Whaling Commission (IWC) website interface. At the top left is the IWC logo and name. The top right shows a notification bell and the user name 'Moussa Ki Sow'. A dark sidebar on the left contains navigation links: 'Progress Reports' (with a sub-menu including 'View Public Reports', 'Add Data to Report', 'Review & Submit Report', 'Submit Correction', and 'Manage Users'), 'Meetings & Events', 'Research/Data Requests', 'Document Archive', and 'Journal Submission (JCRM)'. At the bottom of the sidebar is a link 'Need help with this page?'. The main content area features two blue informational boxes: 'Country Admin: Once data has been saved by all users, please [click here](#) to review & submit the report to the IWC.' and 'Organisation Admin: Once data has been saved by all users in your organisation, please [click here](#) to review & approve the data.' Below these is a note: 'Note: This database has been designed to meet the changes agreed by the Scientific Committee, as laid out in Annex P of IWC/62/Rep1. Some sections may have been changed or are no longer required for creation of useful data summaries. If you require any more information on these changes, please contact greg.donovan@iwc.int'. The 'Demo Section' contains a dropdown menu with 'Cetacean Databases, Datasets and Archives' selected, and a blue button that says 'Please select only the sections you are entering data for..'. A 'Get Help' tour overlay is positioned over the button, containing the text: 'Select one section at a time. Please select only the sections you are entering data for..'. The overlay includes navigation buttons: '« Prev', 'Next »', and 'End tour'.

Thank you

For more information, please contact
it.support@iwc.int