From ASSIST v4.1 To ICEWATCH

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After recording observations and returning to port, please upload ASSIST observations from your local computer to your cruise entry in the web-based Ice Watch Archive.

Step 1 - Export ASSIST data at completion of cruise
1. Launch ASSIST from your local computer, following the instructions in the Installation Section.
2. Click on "All Observations" or "Selected Observations" under the "Export without photos" tab on the left side of the page.
3. A zip file will be created and downloaded in your browser's Downloads directory.
4. Unzip the file. This zip file contains content you will upload into the web-based Ice Watch Archive.
    a. METADATA: Text file contains metadata for cruise
    b. CSV file (cruise_name-start_date-end_date.csv): Contains cruise observations in csv format
    c. JSON file (cruise_name-start_date-end_date.json): Contains cruise observations and metadata in json format.

Step 2 – Upload to Ice Watch archive
1. Open web browser and navigate to: http://icewatch.gina.alaska.edu and login.
2. Have you registered your cruise?
    a. NO? Click on "Register Cruise" on the left-hand side, upper menu if you have not already registered your cruise. Fill in Cruise meta-data (this meta-data should match the ASSIST meta-data, but that is not a strict requirement). The meta-

data you entered in ASSIST will be in the METADATA text file you just downloaded in the METADATA text file.

    b. YES? Click on your cruise name in the left-hand side of your browser window

3. Upload Observation CSV
    a. Click on Upload Observation CSV under the Manage tab
    b. Select the "CSV" file from the zip file you downloaded from ASSIST.
4. Do you have photos to upload?
    a. For each observation you have now uploaded into Icewatch, you can submit photos.
    b. Edit the individual observation, add photos.
        i. Suggestion: Name your photos appropriately, i.e. (cruise name, observation time, view angle) CruiseName_ObserverFamilyName_20180713_1200 _port.jpg
    c. "Save" after you've completed the photo upload.
5. You can also modify the observations that were imported when you registered your cruise.
6. Note: ASSIST and the Ice Watch website run the same quality control on the data, so if it is clean in ASSIST it will upload smoothly.
7. You can "Approve Cruise" from a link on the left menu. If this button does not appear, you do not have permission to approve the cruise. In this case contact an admin at icewatch@gina.alaska.edu who can approve the cruise for you.
8. You can "Approve Valid Observations" from a link on the left menu.
    a. **WARNING**: Once you approve an observation, it can no longer be edited and deleted (individually).

Step 3 – Uploading supplemental photos to Ice Watch

Photos can be uploaded that are not associated with a particular observation. Perform this step AFTER you've uploaded your Observations CSV file.

1. Create a zip file of the photos you want to upload.
    a. NOTE: Make sure the only items contained in the zip file are your photos; do not have hidden files within the zip file.
2. Click on "Upload Cruise Photos" in left-hand side bar.
3. Choose zip file for upload.
4. Photos will appear in the Photos tab in Ice Watch, but they will not be associated with a particular observation.