

Chapter

6

How to Use the Search Function

The Search Function is available to users to search the APPS database for permit information. Currently the only available data are those for permits and authorizations that may be applied for online. More data will become accessible as APPS is expanded. At this time, the search function will work best if you use Internet Explorer.

Note: Information in APPS has been pulled from multiple databases, which did not all collect the same information. Thus, some data may be missing or incomplete.

The screenshot shows the 'Search' page of the APPS database. On the left is a navigation menu with links: Home, Online Application, Instructions, Pre-Application Guide, Permit Types, Laws and Regulations, Species Lists, Search Database, Records Open for Public Comment, When To Apply, and Contact Us. Below the menu are two paragraphs of text: 'Let us know what you think about our site.' and 'If you're having trouble or have questions, please email us.' The main content area is titled 'Search' and contains a 'Quick Search' section with a 'Submit' and 'Reset' button. Below this are sections for 'Who' (Applicant/Holder), 'What' (Which records?, Permit Type, Locations to display, Species, and Endangered/threatened populations), 'When' (Project year(s)), and 'Where' (Region and State). The 'Where' section has two dropdown menus: 'Ocean Basin' (All Areas, Atlantic Ocean, Pacific Ocean, Indian Ocean) and 'State' (All States, Alaska, Alabama, American Samoa). A note at the bottom of the 'When' section states: 'Please note: If you have chosen to search for permits, permits for projects that took place during the year(s) you have selected will be displayed. If you have chosen to search for reports, only reports that cover the year(s) you selected will be displayed.'

Searching the APPS Database

The search screen displays a list of fields (described below). Simply select those search parameters that you would like to use and click the **Submit** button. You do not have to select something for each field.

Note: Holding down the CTRL key will allow you to select more than one option within a drop down menu.

Description of Fields

Quick Search

- **Individual File Number:** If you know the file number (i.e., authorization or permit number) you are looking for, simply enter the number. You can also enter a partial number and APPS will return those applications/permits that match your criteria.

Who

- **Applicant/Holder:** If you are looking for applications, permits, and/or reports associated with a particular individual, institution, or agency, you may enter their full or partial name here.

What

- **Which records?:** This field lets you select which types of records you would like to view. Applications are not accessible until they have been submitted, reviewed, and considered complete by the appropriate office.

Note: The default for this field is “Issued permits (Active and Expired).” If your initial search does not get the results you were expecting, you should check that the appropriate option is selected for this field.

Menu options are:

- Issued permits(Active and Expired)
- Active Permits
- Expired Permits
- Approved reports

- **Permit Type:** This field lets you select the permit type you’d like to search for.

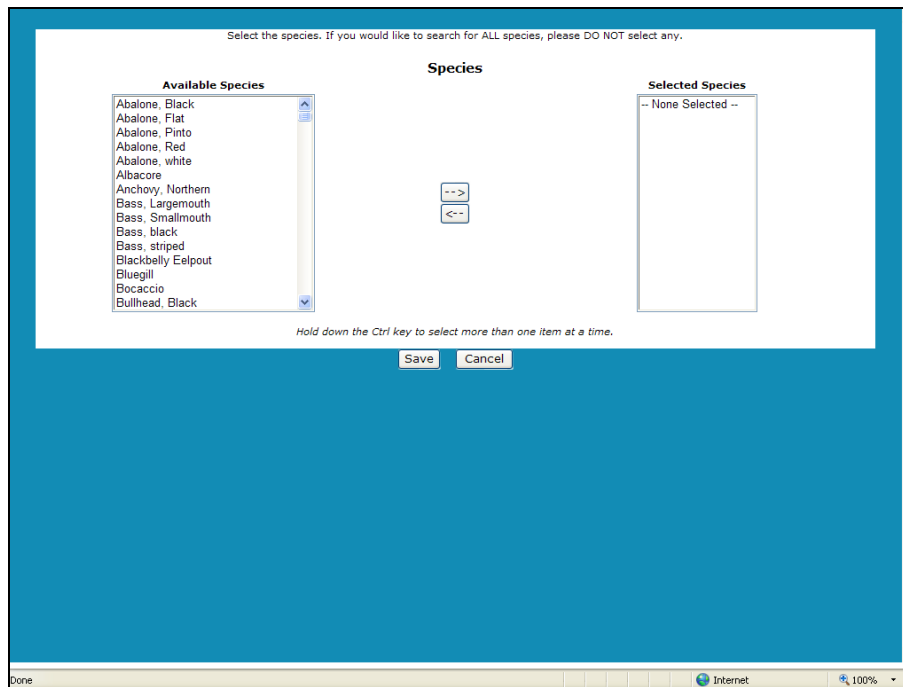
Menu options are:

- 4 (d)
- Marine Mammal General Authorization
- Marine Mammal Parts

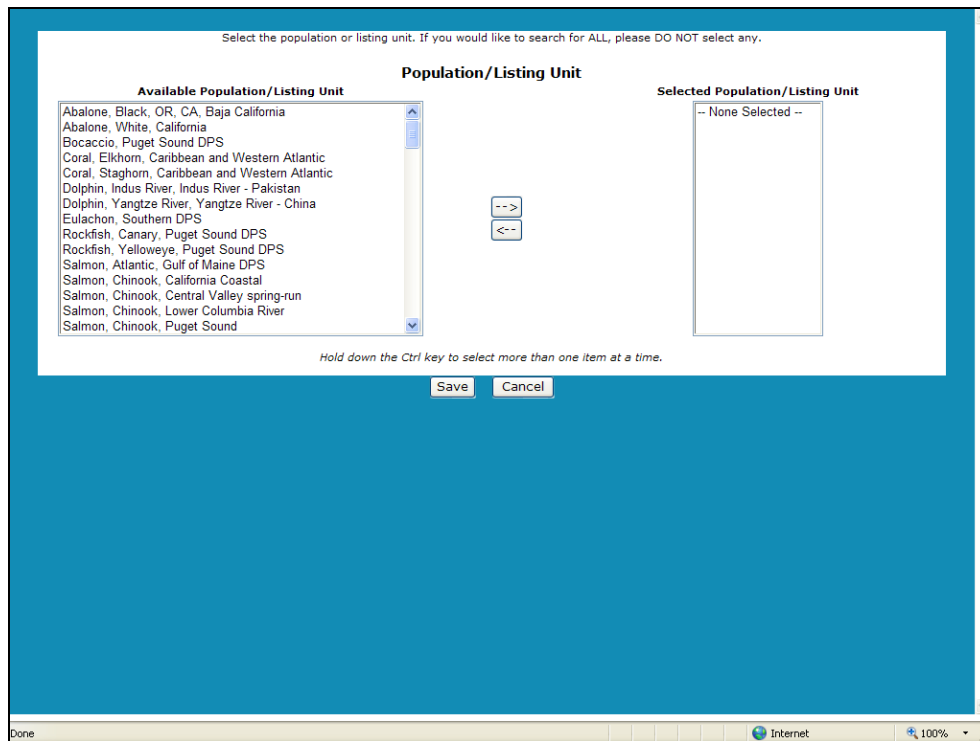
- Marine Mammal Scientific Research/Enhancement
 - Oregon Scientific Take
 - Salmon Research
 - Turtle/Sturgeon/Abalone Research
- **Locations to display:** Some applications/permits/reports have multiple locations associated with them. This field asks whether you want all locations for a project displayed or only those matching the specific criteria you have entered.

Menu options are:

- Project locations matching exact criteria
 - All project locations
- **Species:** This field displays a list of species protected by NOAA Fisheries and/or the State of Oregon. The default is all species. To select a species click the Select Species button and choose species from the list at the left.



- **Endangered/Threatened populations:** This field displays a list of populations protected under the ESA. The default is all populations. To select a population click the Select Populations button and choose a population from the list at the left.



When

- **Project Years:** If you are interested in data from a particular year, you can specify that here.

Menu options are:

- All years
- Single years listed from 1974 to 2020

Where

- **Region:** This field allows you to limit your search to particular geographic locations based on state and ocean basin.
- **Pacific and Marine Anadromous Fish Basins:** This field only pertains to salmonid and Oregon Scientific Take Permits. Based on the region you have selected in the previous field, you will see a list of basins from which you can choose.

Menu options are:

- All basins
- Individual basins listed (dependent on what was selected in the region field)

When you've finished selecting your search parameters, click the **Submit** button.

The results screen(s) will display the authorizations/permits/reports that meet your search criteria. Click on a permit number to view the file. There are also options to start a new search or to revise your current search.