**Daily**

1. Access e-mail/FTP and download data
2. If data not already in Access database, import into Access to maintain local database
   1. Skip this step if boat provides data already in Access db
3. Visually error check data and ensure consistency between catch summary and specimen tables
4. Add tanner crab count data to CatchSummary from SAMPLE\_VALUES file.
5. For red king crab only, calculate sampling factor based on number of crab sampled and number tossed as per the haul SAMPLE\_VALUES file.
   1. =COUNT(Sampled + tossed)/COUNT(sampled)
   2. Use *GitRepos\WinterSurvey\Excel\_tables\ Sampling\_factor\_and\_catch\_by\_pot.xlsx.* This spreadsheet will also function to record catch by pot to compare against the catch summary in Oracle
6. Calculate soak times for pots using *GitRepos\WinterSurvey\Excel\_tables\ProcessingSoakTimeCalculator.xlsx*
7. These will match to specimen table by pot lift instead of hauljoin/station/haul, although potlift will be listed under haul, to facilitate use of Crab App.

**Monday-Wednesday-Friday**

1. Export most recent data from Access database into CSV format
2. Import catch summary and specimen data into Oracle
3. Will need to maintain log tracking data exported and imported into Oracle to prevent duplication.
4. Track by dat, potlift and row number in database.
5. Import potlift data into Oracles
6. Run *editcrab\_nohaul\_Tablet.*sql to check specimen table
7. Run *check\_crab\_table\_numbers\_tablet.sql* to cross check RKC entries ONLY
8. Once data is error checked, and found acceptable, run *rkc\_wintersurvey\_running\_cpue.sql.*
9. Export CPUE table and plot using R script.

**Conclusion of Survey**

1. Repeat steps above for final dataset
2. Run *rkc\_wintersurvey\_final\_cpue.sql.*
3. Provide data to stockholders (get email list)