

1. Quickguide – Elog-It: Tablet Basics

Usage

Use your tablet from the vessel wheelhouse. Keep your tablet plugged in so it will be adequately charged to enter, send, and review data.

Turning On

Hold down the **Power Button** to turn on tablet. The button is located on the upper right side.

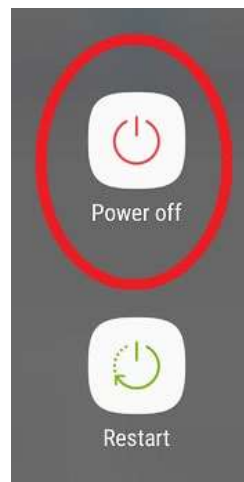
Turning Off

Note: During a fishing trip, it is best to leave your tablet ON. To prevent unauthorized access to your e-log data, LOG OFF.

1. Hold down the Power Button.
2. Tap on **Power off** to turn off the tablet.

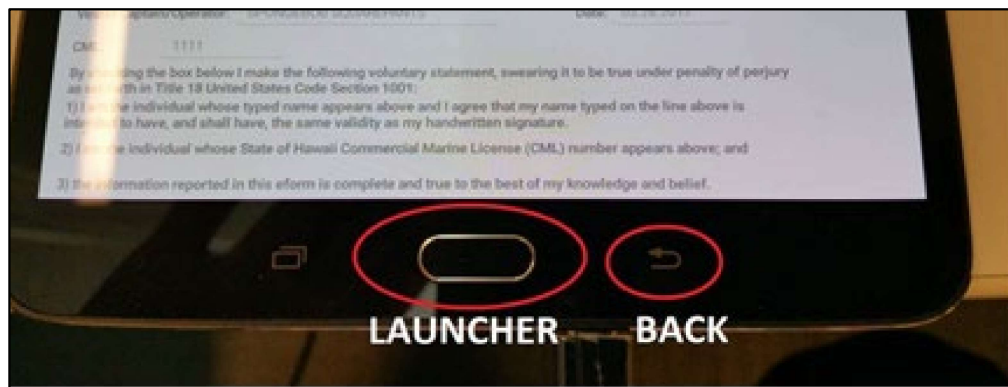


Power Button – turn tablet on and off



Power off and Restart

Tablet Buttons



Launcher and Back buttons

LAUNCHER BUTTON- Takes you to the **NMFS Launcher**, where you tap on NMFS eReporting to login.

BACK BUTTON – Go back one screen or page. Pressing it from any e-form will take you back to the **Home screen** (the App's main screen). Pressing it from the Home screen will close the App.

CONTACT INFORMATION:

EMAIL: pifsc.elogsupport@noaa.gov

PHONE: 808-725-5604

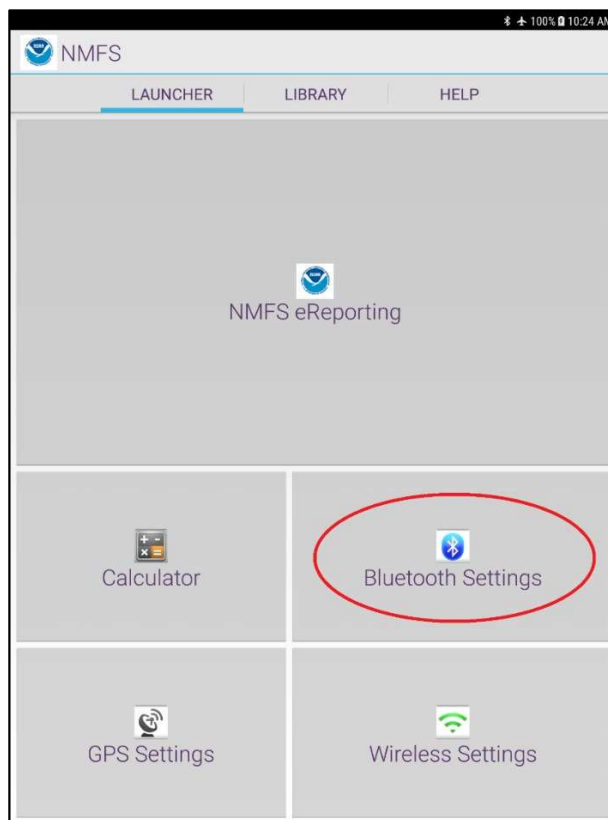
2. Quickguide – Elog-It: Pair to Vessel VMS (WHG/CLS units only)

* When you receive your tablet, it should already be connected to your VMS. This information is for your reference.

* If you have a SM1600, contact the ER Team for assistance.

1.—BLUETOOTH SETTINGS

On the Launcher screen, tap on **Bluetooth Settings**.



NMFS Launcher

2.—SCAN FOR UNIT

Turn Bluetooth **ON**.

Press **SCAN** for Available Devices.

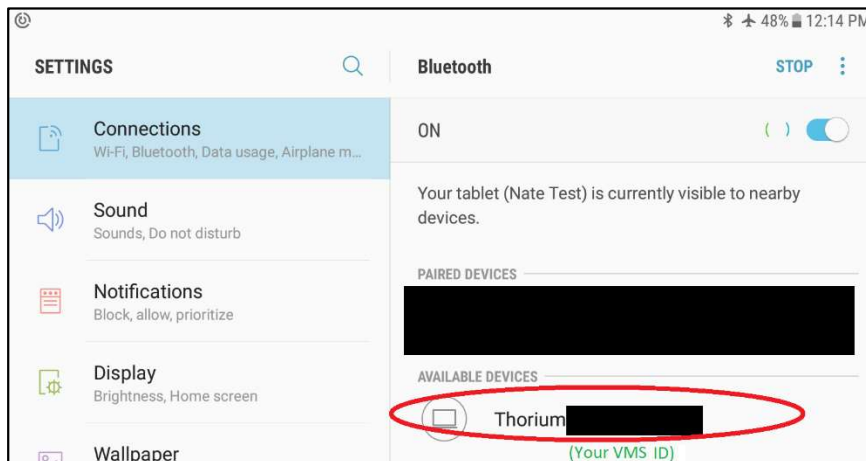


Bluetooth is ON; Scan for VMS

3.—SELECT YOUR UNIT

Select the Available Device that matches the VMS ID on your Tablet Information Sheet.

EX. If your VMS ID is 123456, then your VMS unit will be *Thorium123456* or *Triton123456*.

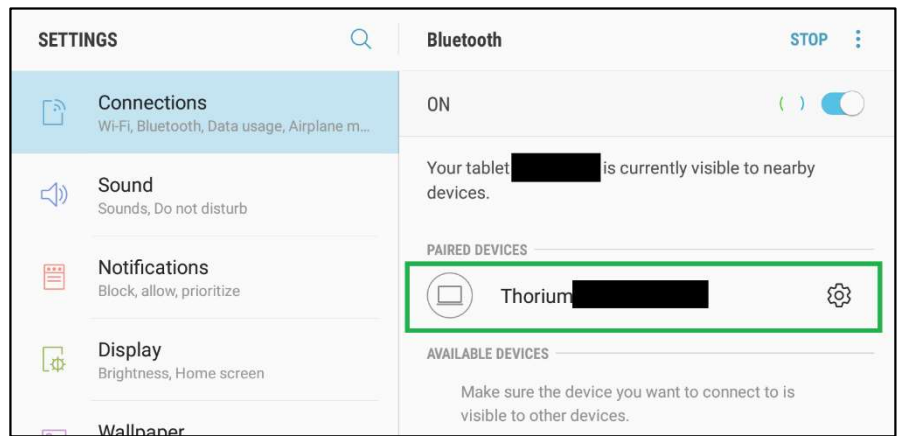


Select your VMS unit

4.—ENTER PAIRING NUMBER

Enter the VMS Password/Passkey from the Tablet Information Sheet.

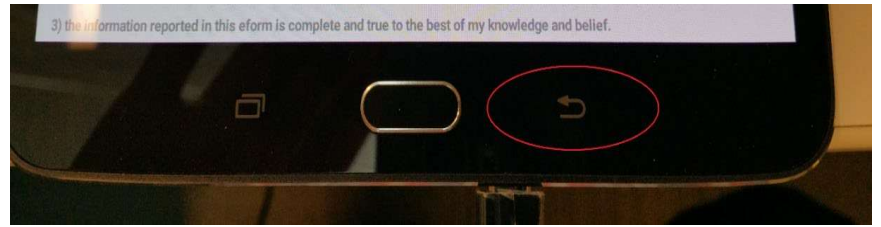
The VMS ID should now show up under **PAIRED DEVICES**.



Tablet is paired to VMS

5.—PRESS TABLET “BACK” BUTTON TO RETURN TO LAUNCHER

You should now be able to transmit e-log forms and auto-populate your VMS GPS positions.



BACK button

If you cannot pair, contact us for assistance.

If still unable to pair, you may need to transmit by Wi-Fi.

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3. Quickguide – Elog-It: Logging a Trip

1.—GETTING STARTED

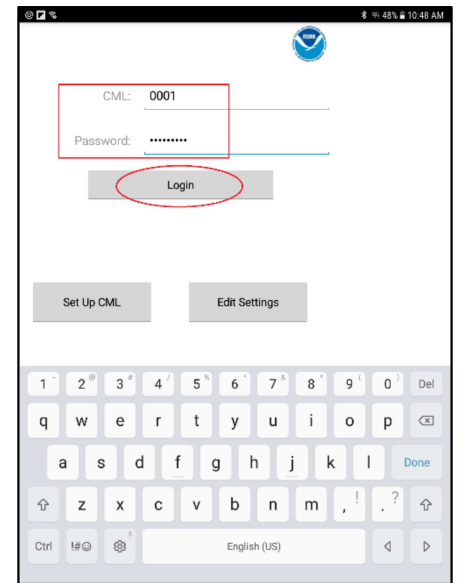
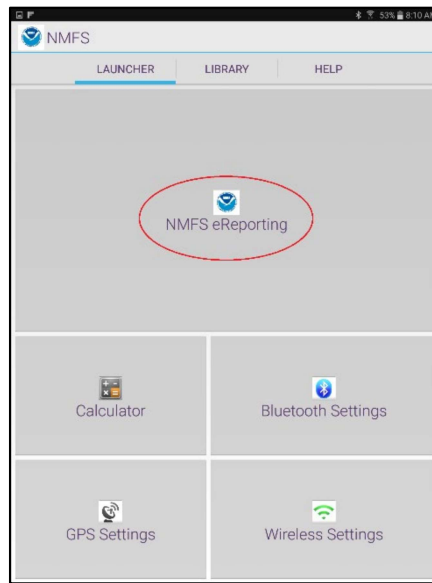
Press the **Power button** on the upper-right side of tablet.

Swipe to unlock the tablet.

Tap **NMFS eReporting**.

Enter your **CML** and **Password**.

Tap **Login**.

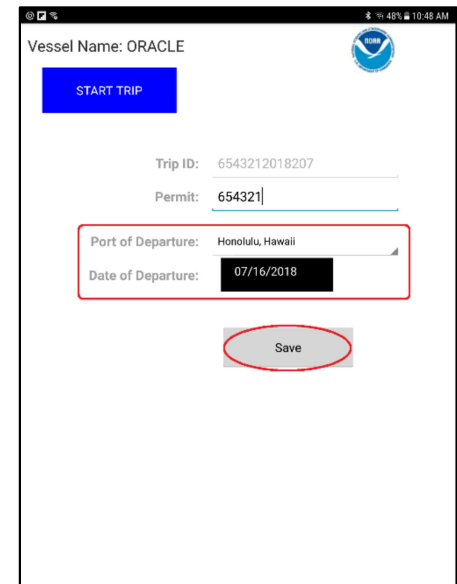
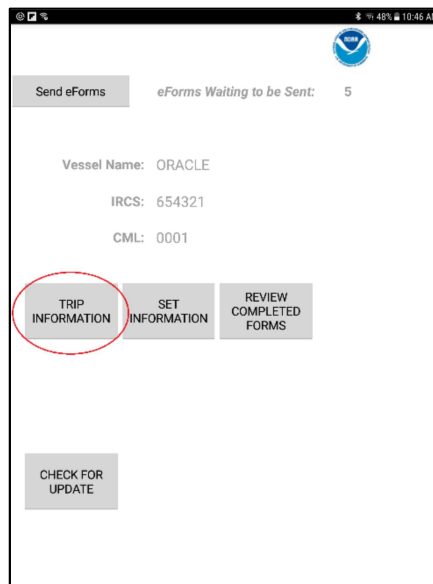


2.— BEGIN TRIP:

Select **TRIP INFORMATION**.

Enter **Port** and **Date of Departure**.

Tap **Save**.



3.— FISHING ACTIVITY:

Tap **SET INFORMATION**.

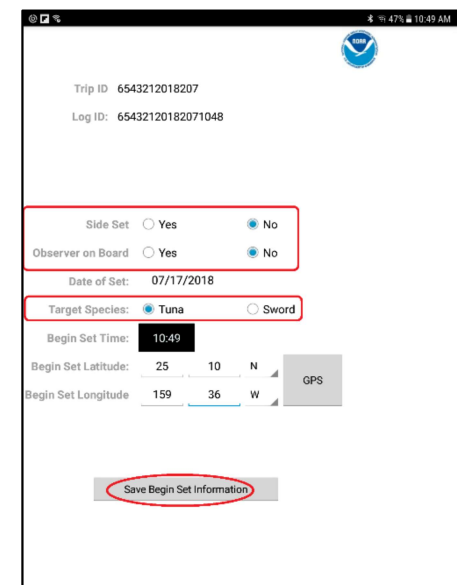
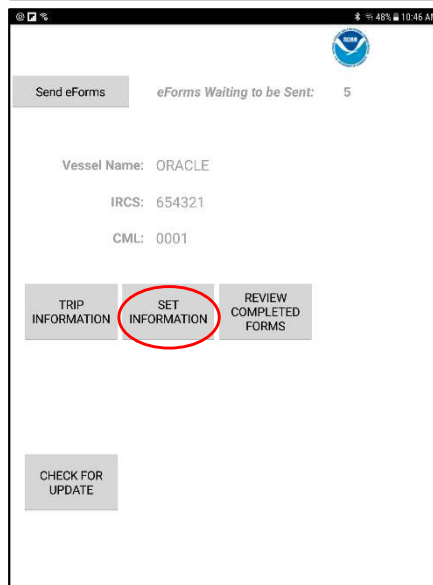
Complete the **Begin Set** form.

Tap **GPS** to auto-populate location. Tap again to cancel.

Or, manually enter your location.

Tap **Save Begin Set Information**.

Complete the **END SET**, **BEGIN HAUL**, and **END HAUL** forms. The green bar indicates Which forms you have completed.



4. — CATCH:

Enter CATCH for each species.

A) Tap **Pelagic Species** and select individual fish species from the drop down menu.

B) Enter the **Number Kept** and **Number Released**.

C) Tap **Add Catch** to save catch of each species. Catch is displayed in a list below.

Tap **Change to Protected Species** to enter interactions.

Enter **CML**, **Name**, and **Date** and tap **Finish and Submit**.

Finish and Submit Review

Trip ID: 6543212018207
Log ID: 65432120182071048

BEGIN SET END SET BEGIN HAUL END HAUL CATCH

Change to Protected Species

Pelagic Species: TUNA - BIGEYE TUNA
Number Kept: 6
Number Released: 0

Add Catch

Species	Kept	Released
BILLFISH - STRIPED MARLIN	3	0

CML: _____
Vessel Captain/Operator: _____
Signature Date: _____

Finish and Submit Review

Trip ID: 6543212018207
Log ID: 65432120182071048

BEGIN SET END SET BEGIN HAUL END HAUL CATCH

Change to Protected Species

Pelagic Species: TUNA - SKIPJACK TUNA
Number Kept: 3
Number Released: 0

Add Catch

Species	Kept	Released
BILLFISH - STRIPED MARLIN	3	0
TUNA - BIGEYE TUNA	6	0
MISC - MAHIMAH	2	1

CML: _____
Vessel Captain/Operator: _____
Signature Date: _____

5. — ACKNOWLEDGEMENT:

Check the **ACKNOWLEDGE** box and tap **YES** to complete the set and return to the home page.

Repeat the above process to enter another set.

Or, end the trip.

Finish and Submit Review

Trip ID: 6543212018207
Log ID: 65432120182071157

BEGIN SET END SET BEGIN HAUL END HAUL CATCH

Change to Protected Species

Pelagic Species: _____
Number Kept: _____
Number Released: _____

Add Catch

Species	Kept	Released
BILLFISH - STRIPED MARLIN	3	0
TUNA - BIGEYE TUNA	6	0
MISC - MAHIMAH	2	1

CML: 0001
Vessel Captain/Operator: CAPTAIN JACK
Signature Date: 07/21/2018

Are you sure?

Have you checked that All Information is True and Correct

By checking the box below I make the following voluntary statement, swearing it to be true under penalty of perjury as set forth in Title 18 United States Code Section 1001:

- 1) I am the individual whose typed name appears above and I agree that my name typed on the line above is intended to have, and shall have, the same validity as my handwritten signature.
- 2) I am the individual whose State of Hawaii Commercial Marine License (CML) number appears above; and
- 3) the information reported in this form is complete and true to the best of my knowledge and belief.

ACKNOWLEDGE

Yes No

CML: 0001
Vessel Captain/Operator: CAPTAIN JACK
Signature Date: 07/18/2018

6. — END TRIP:

** Please end your trip promptly after returning to port **

Tap **TRIP INFORMATION**.

Select **Port of Return** from the drop down menu and **Date of Return**.

Tap **Finish and Close Trip** to complete the trip.

Tap **Send eForms**.

If you see a number next to **eForms Waiting to be Sent** after sending eforms, contact us.

Vessel Name: ORACLE

END TRIP

Port of Return: Honolulu, Hawaii
Date of Return: 07/19/2018

Finish and Close Trip

Send eForms eForms Waiting to be Sent: 9

Vessel Name: ORACLE
IRCS: 654321
CML: 0001

TRIP INFORMATION SET INFORMATION REVIEW COMPLETED FORMS

CHECK FOR UPDATE

CONTACT INFORMATION:

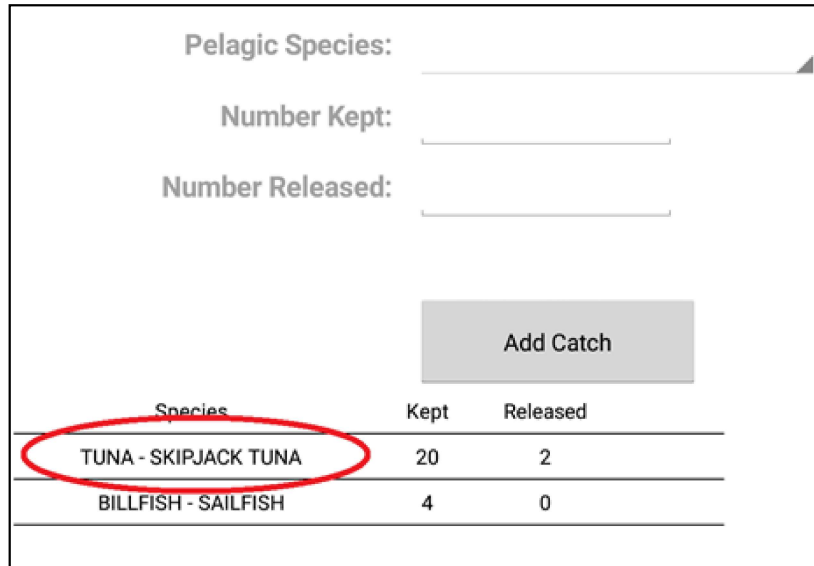
EMAIL: pifsc.elogsupport@noaa.gov

PHONE: 808-725-5604

3a. Quickguide – Elog-It: Edit a Catch E-Form

You can edit catch by 1) removing the catch in error from the list, and then 2) re-entering the correct catch. **Editing your catch must be done before sending your set.**

1. Select the record from the list you want removed.



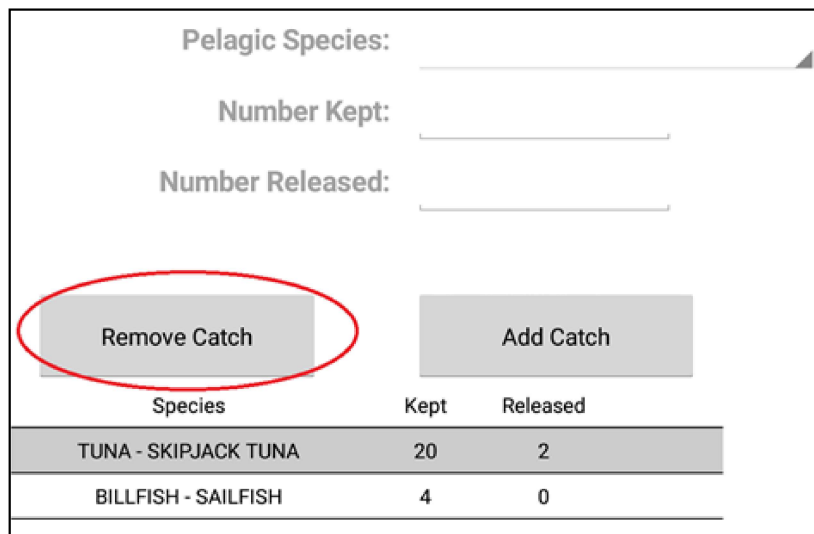
The screenshot shows the Elog-It form with the following fields: Pelagic Species, Number Kept, and Number Released. Below these fields is an 'Add Catch' button. A table lists the catch records:

Species	Kept	Released
TUNA - SKIPJACK TUNA	20	2
BILLFISH - SAILFISH	4	0

The 'TUNA - SKIPJACK TUNA' row is circled in red. A 'Remove Catch' button is highlighted in red above the table.

Select species for deletion

2. **Remove Catch** will appear above the catch records.
3. Tap **Remove Catch** to delete the entry.



The screenshot shows the Elog-It form with the following fields: Pelagic Species, Number Kept, and Number Released. Below these fields are 'Remove Catch' and 'Add Catch' buttons. A table lists the catch records:

Species	Kept	Released
TUNA - SKIPJACK TUNA	20	2
BILLFISH - SAILFISH	4	0

The 'Remove Catch' button is circled in red. The 'TUNA - SKIPJACK TUNA' row in the table is highlighted in grey.

Tap on Remove Catch to delete the highlighted species

The species will reappear on the Pelagic Species list for you to re-enter the correct catch number. The above process is the same for editing Protected Species Interactions.

CONTACT INFORMATION:

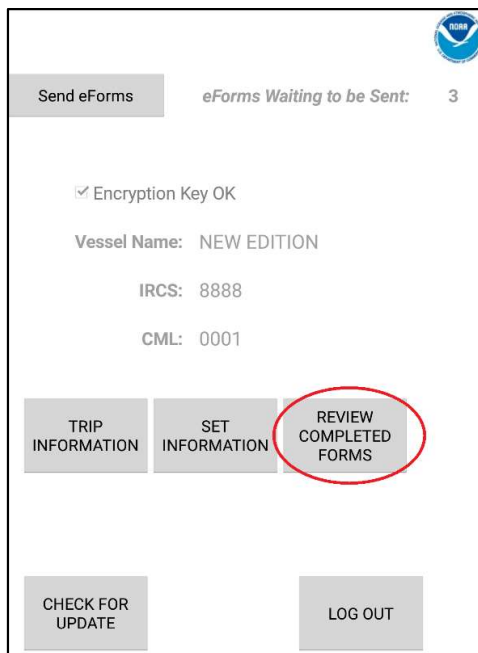
EMAIL: pifsc.elogsupport@noaa.gov

PHONE: 808-725-5604

3b. Quickguide – Elog-It: Review Sets; Catch Summary

Review Sets: Current Trip

1. On Home screen, tap **Review Completed Forms**.

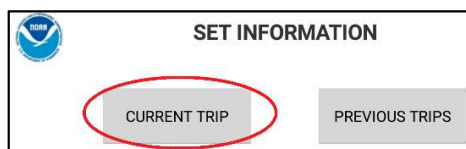


Home Screen

2. Tap **Set Information**.



3. Tap **Current Trip**.



4. Tap a set to review.
Selection will turn grey.

5. Tap **Open**.

6. Press tablet **Back** button to get back to Home screen.

Trip ID	Log ID	Date of Set	Total Pelagic	Total Protected	Sent
6543212018248	65432120182481546	2018.07.31	8	0	
6543212018248	65432120182481551	2018.08.04	11	0	

Select set to review

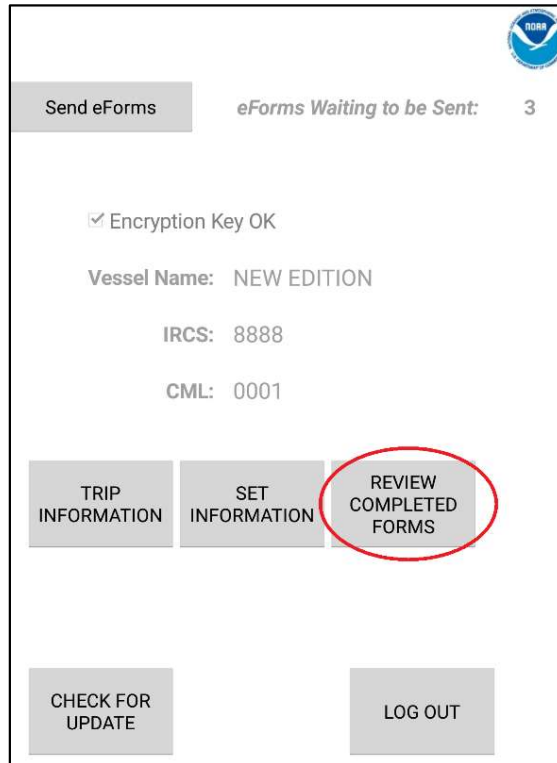
Review Sets: Previous Trip

1. On Home screen, tap **Review Completed Forms**.
2. Tap **Set Information**.
3. Tap **Previous Trips**.
4. Tap a trip to review. Selection will turn grey. Tap **Open**.
5. Tap a set to review. Selection will turn grey. Tap **Open**.
6. Press tablet **Back** button to get back to Home screen.

Catch Summary: Current Trip

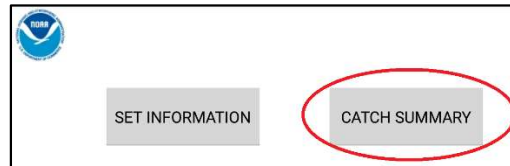
Trip summaries provide a running tally of the number of fish caught on a trip, listed by species.

1. On Home screen, tap **Review Completed Forms**.

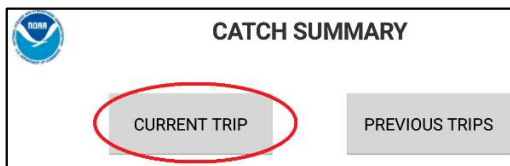


Home Screen

2. Tap **Catch Summary**.



3. Tap **Current Trip**.



4. Press tablet **Back** button to get back to Home screen.

The screenshot shows a table titled "Summary of Catch". The table has three columns: "Species", "Kept", and "Released". The data is as follows:

Species	Kept	Released
BILLFISH - SAILFISH	4	0
TUNA - ALBACORE TUNA	20	0
TUNA - YELLOWFIN TUNA	50	0
TUNA - SKIPJACK TUNA	20	2

Sample Catch Summary

Catch Summary: Previous Trips

1. On Home screen, tap **Review Completed Forms**.
2. Tap **Catch Summary**.
3. Tap **Previous Trips**.
4. Tap a trip. Selection will turn grey. Then tap **Open**.
5. Press tablet **Back** button to get back to Home screen.

4. Quickguide – Elog-It: Transmit by Wi-Fi

This transmission method is only for vessels that cannot transmit from the wheelhouse.

** Please end your trip before sending e-logs by Wi-Fi. **

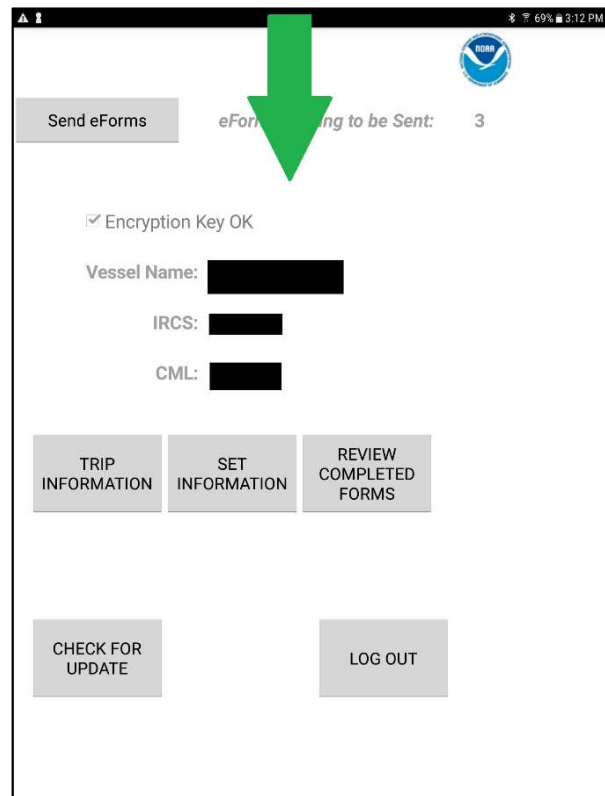
1. Log in to App.
2. Check if tablet Wi-Fi is turned **ON** and connected to a network.
 - a. Look for the Wi-Fi indicator in the upper-right hand corner.

If it is already **ON** and connected as in the first screenshot, **go to Step 5.**



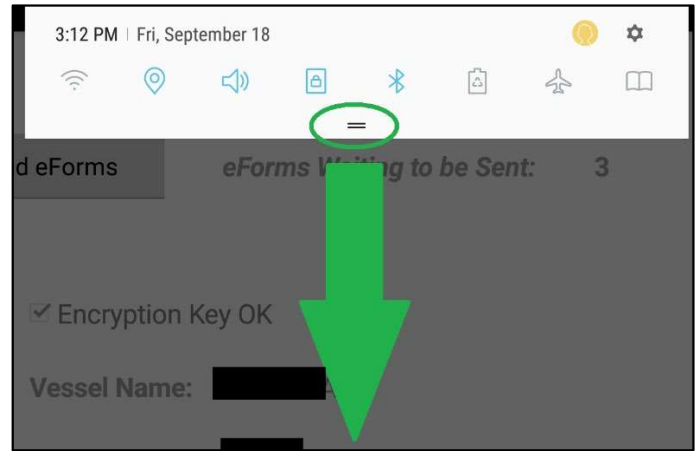
Wi-Fi is on and connected to a network

3. Turn on Wi-Fi.
 - a. Swipe down from the top of the screen.

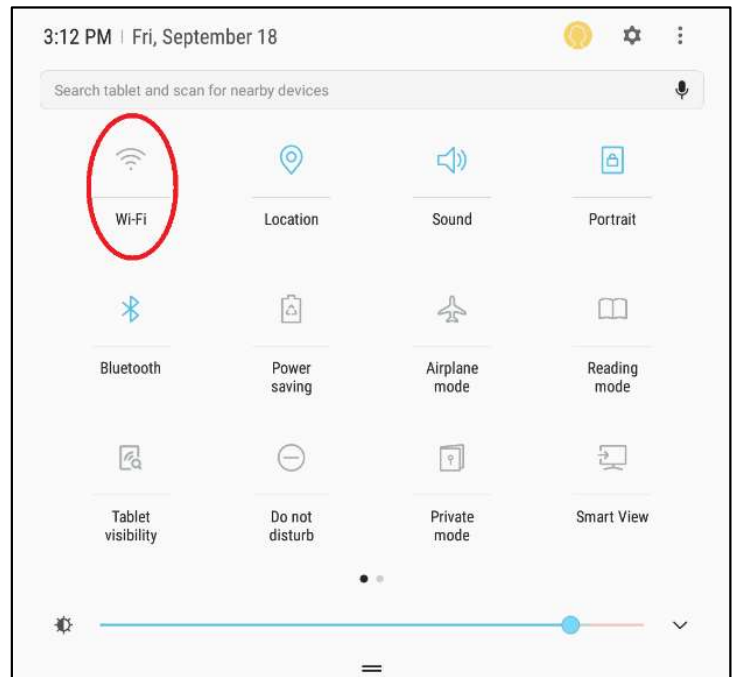


Swipe down from top of the screen

b. Swipe down on the equal sign.



c. Tap the **Wi-Fi Quick Setting** to turn it on.



Wi-Fi Quick Setting

d. If a Wi-Fi network appears underneath the Wi-Fi Quick Setting, you can **move on to Step 5**.

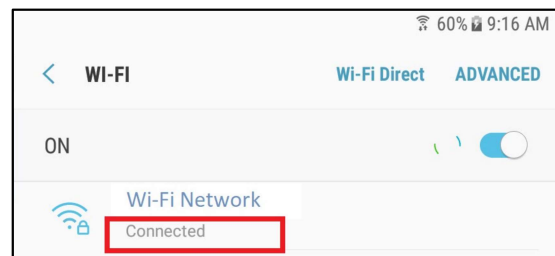
4. Connect to a Wi-Fi network.

- a. Tap **Wi-Fi**
- b. Select your Wi-Fi network.
- c. Enter Wi-Fi password.



Note: you can connect to any secure Wi-Fi network, including your own personal Wi-Fi or the Wi-Fi at the Pier 38 NOAA office.

d. If successful, the network should display as “Connected”



Connected to a Wi-Fi network

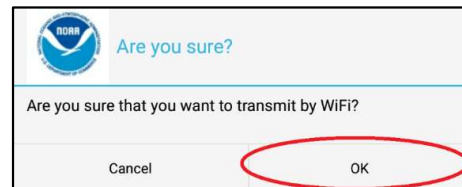
e. Press **tablet Back button** to return to App.

5. Tap and hold **eForms Waiting to be Sent**.

a. Select **OK**.



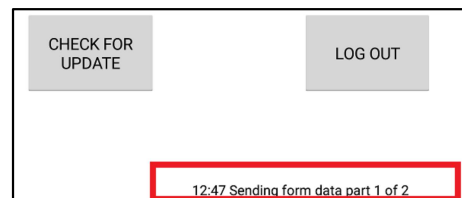
hold here to send



Select OK

A transmission dialogue will begin and finish on the bottom of the screen.

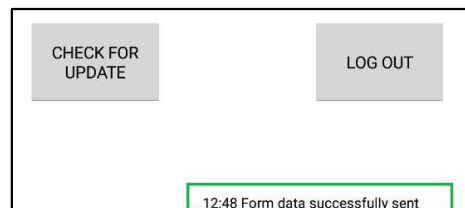
Your queue should empty and go to 0.



Transmission begins

6. Turn off Wi-Fi to conserve battery power.

a. Go to the **Wi-Fi Quick Setting** and tap to turn off.



Transmission finishes

Note: If using smartphone hotspot tethering, remember to turn off your hotspot after use.



Queue is empty

CONTACT INFORMATION:

EMAIL: pifsc.elogsupport@noaa.gov

PHONE: 808-725-5604

5. Quickguide – Elog-It: Add a New User Account

Please contact the ER Team (808-725-5604) before adding a new user account. Tablet Information Sheets need to be created for new users.

Also, please contact the ER Team when ready to add the new account. New accounts require phone support and an activation code.

1. Start **NMFS eReporting**.
2. Leave CML and Password blank.
3. Tap **Set Up CML**.

CML: _____
Password: _____
Login
Set Up CML Edit Settings

4. Using the Tablet Information Sheet, enter:
 - a. **Vessel Permit Number** (may already be prefilled)
 - b. the new user's **CML (Commercial Marine License)**
 - c. the new user's **Password**

5. Tap **Setup Settings**.

Vessel Permit Number 654321
The Vessel Authorisation Permit Number entered above must be obtained from the Administrator. Each Vessel requires a Unique Permit Number.
CML 0003
Password
Retype Password
Setup Settings

- The next screen should be mostly prefilled except for **Vessel Captain/Operator**.

If the screen is not prefilled, STOP and notify the ER Team.

For **Vessel Captain/Operator**, enter the new user's **FULL NAME** as it appears on the Tablet Information Sheet. **Use all CAPS.**

- Tap on **Save Settings** and **OK**.

- Tap **Activate Now**.

- Enter the **NMFS Activation code**.

- Tap **Activate Now**.

- Logout and restart the tablet.

Vessel Name: STORMY SEAS
IRCS: 8888
Flag Registration: USA
Vessel Captain/Operator: JOHN HUGHS
CML: 0003
Vessel Permit Number: 654321
Choose eLodge Method
CLS eReporting
CLS Device Selected: Leo / Thorium
Save Settings
Activate Now

Activation
Please enter Activation Code for Access.
Enter Activation Code Here
Activate Now

Activation
Please enter Activation Code for Access.
...
Activate Now

A new user account has been created.

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