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.
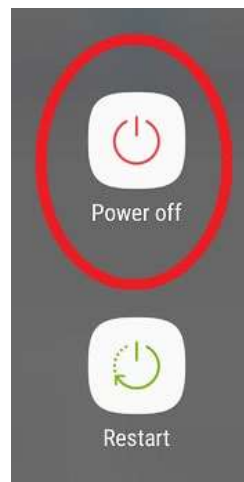
Turning Off

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.

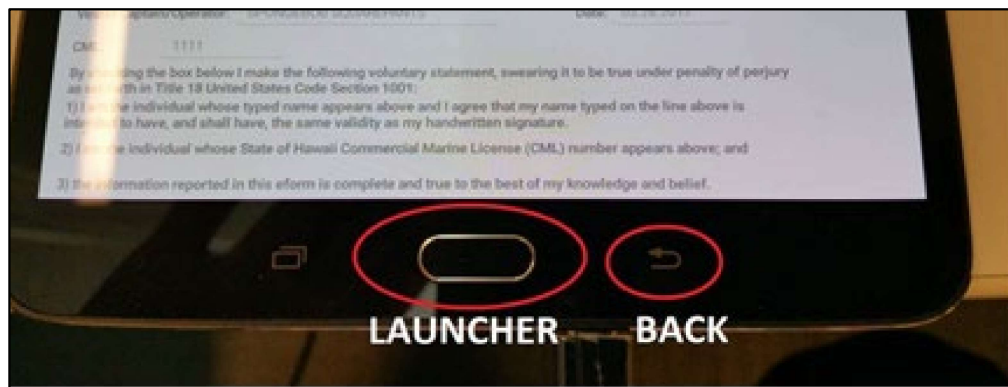2. Tap on **Power off** to turn off the tablet.

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:
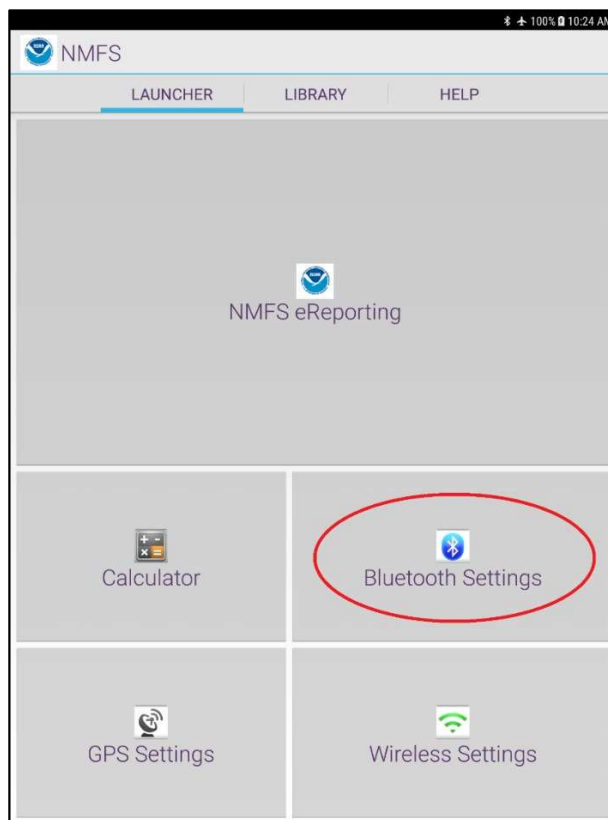**EMAIL: pifsc.elogsupport@noaa.gov**
PHONE: 808-725-5604

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**.
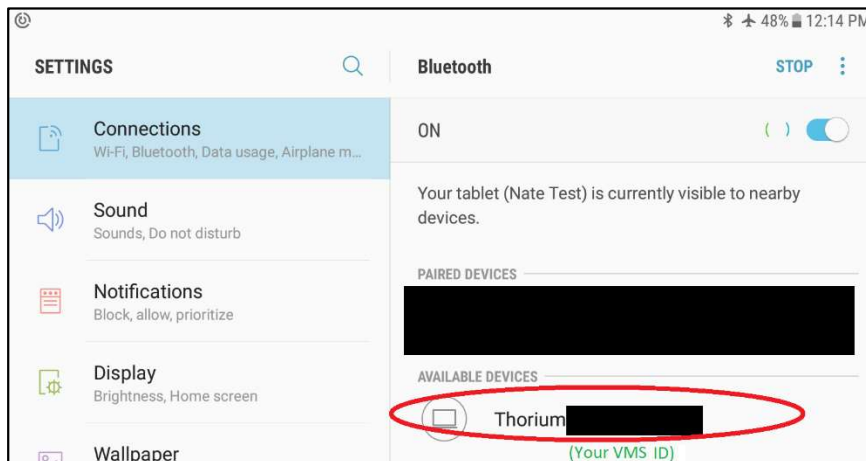
Press **SCAN** for **Available Devices**.

Bluetooth is ON; Scan for VMS

3.—SELECT YOUR UNIT
Select the Available Device that matches the VMS ID on your Tablet Information Sheet.

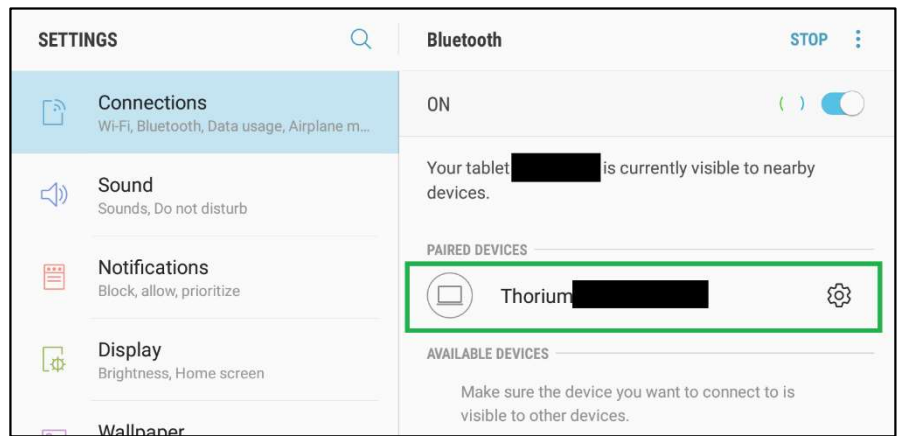EX. If your VMS ID is 123456, then your VMS unit will be *Thorium123456* or *Triton123456*.

Select your VMS unit

4.—ENTER PAIRING NUMBER

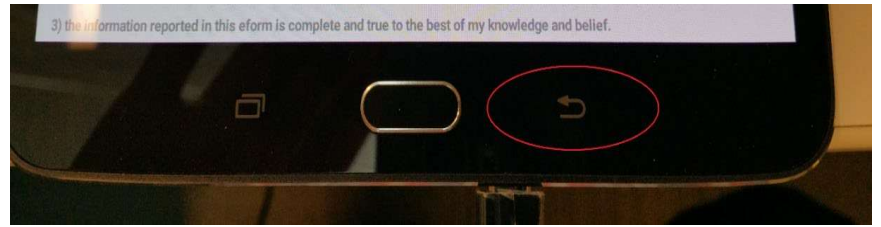Enter the VMS Password/Passkey from the Tablet Information Sheet.

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
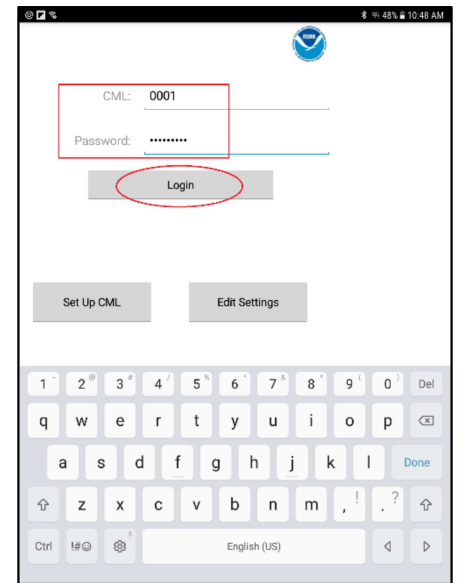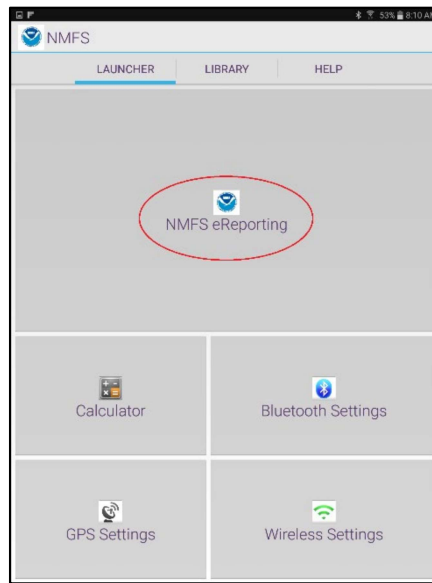
1.—GETTING STARTED

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

Swipe to unlock the tablet.

Tap **NMFS eReporting.**

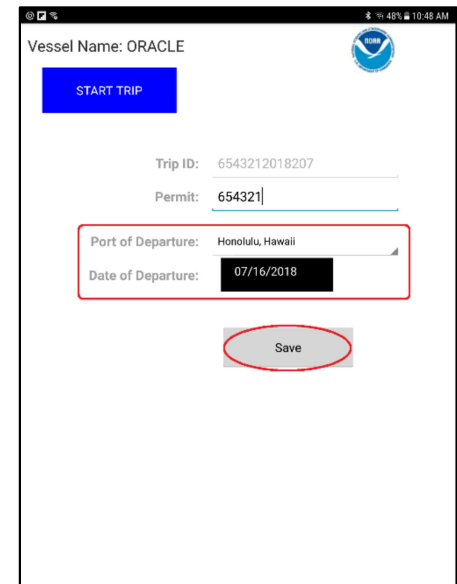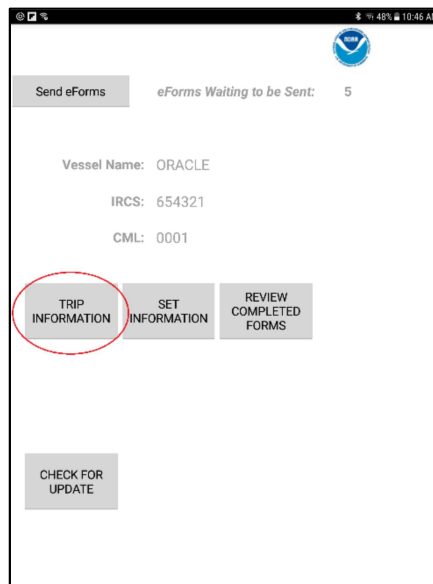Enter your **CML** and **Password**.

Tap **Login**.

2.— BEGIN TRIP:

Select **TRIP INFORMATION.**

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

Tap **Save**.

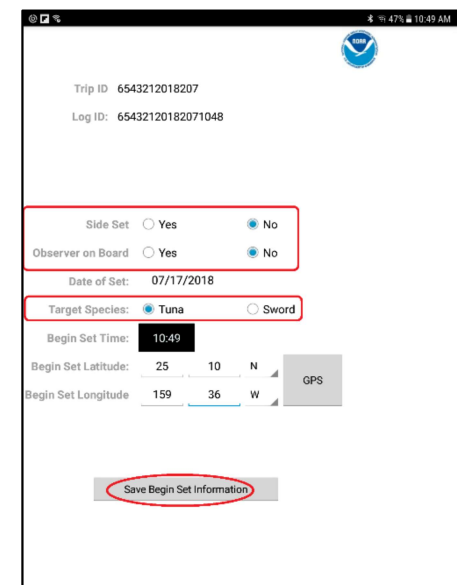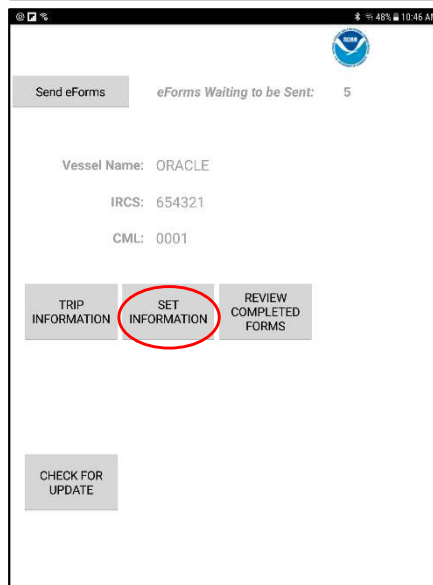## 3. — FISHING ACTIVITY:

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**.

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.

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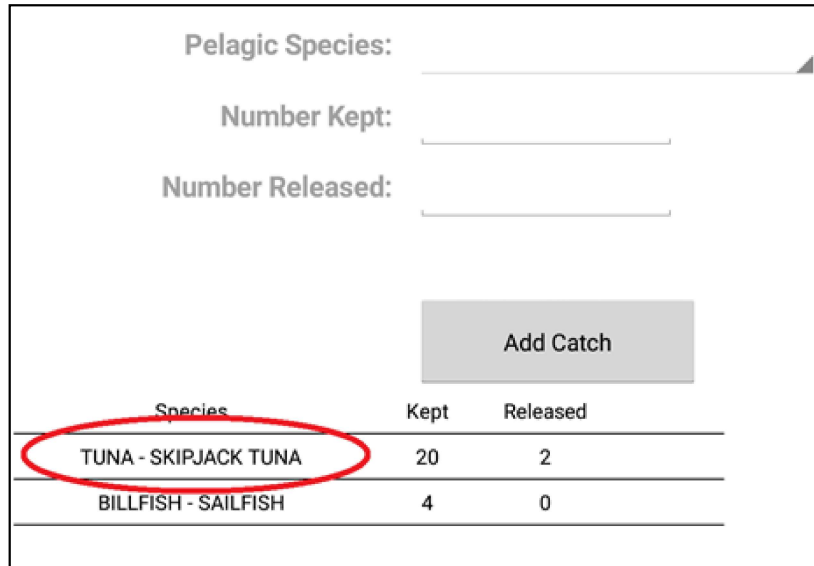
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3a. Quickguide – Elog-It: Edit a Catch E-Form

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.**

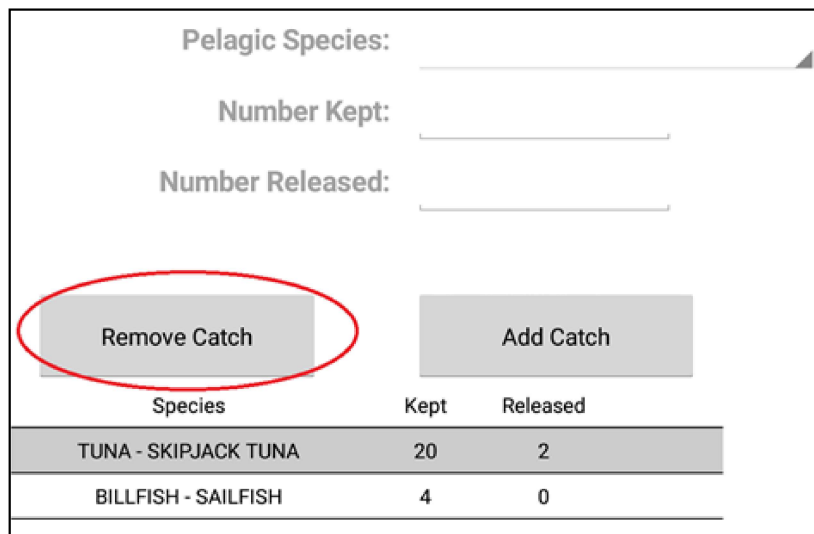1. Select the record from the list you want removed.

Select species for deletion

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

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.

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

Review Sets: Current Trip

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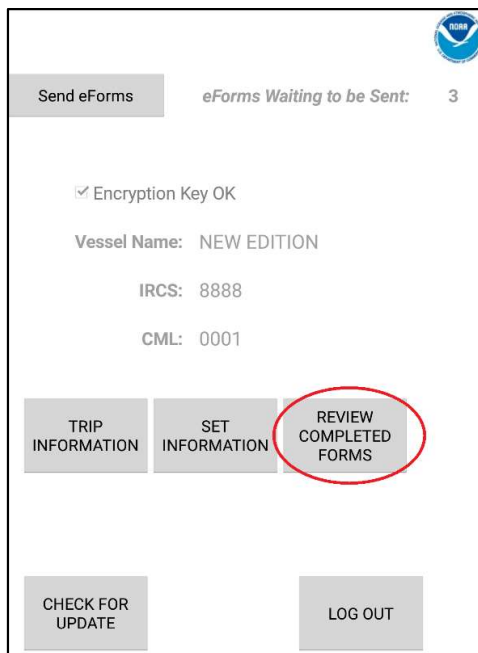
Home Screen

2. Tap **Set Information**.

3. Tap **Current Trip**.
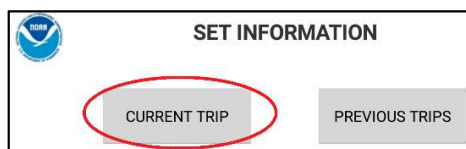
4. Tap a set to review. Selection will turn grey.

5. Tap **Open**.

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

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.

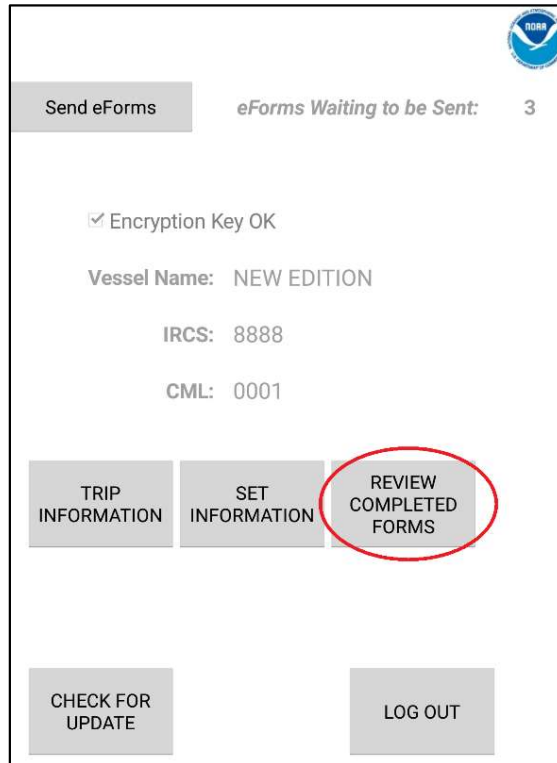## Catch Summary: Current Trip

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**.
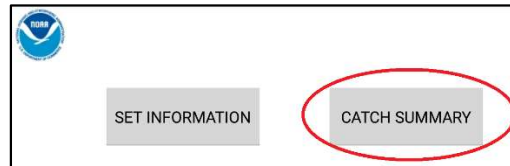
3. Tap **Current Trip**.
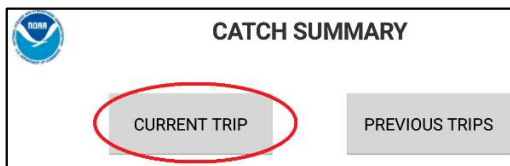
4. Press tablet **Back** button to get back to Home screen.

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.

Wi-Fi is on and connected to a network
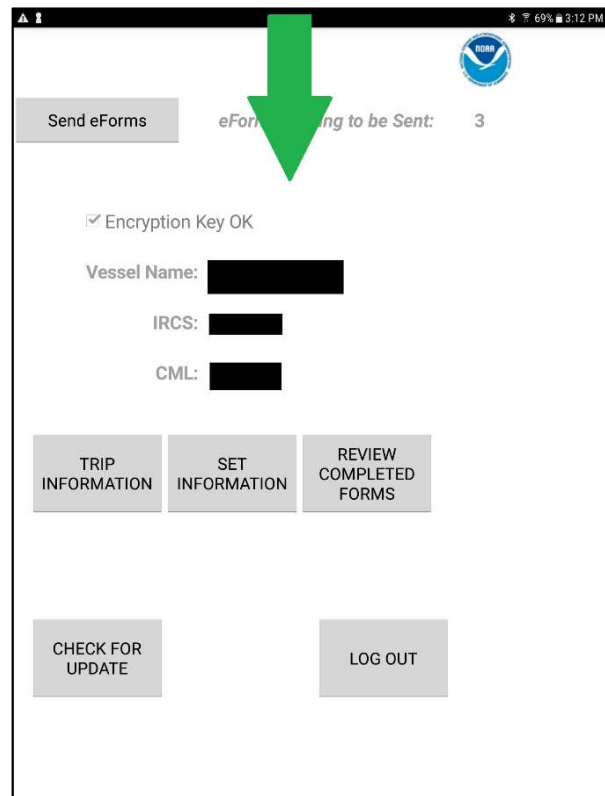
2. Check if tablet Wi-Fi is turned **ON** and connected to a network.

   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**.

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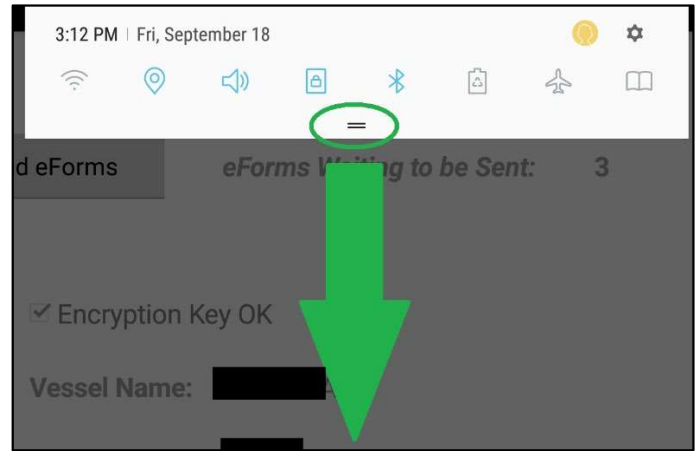
c. Tap the **Wi-Fi Quick Setting** to turn it on.
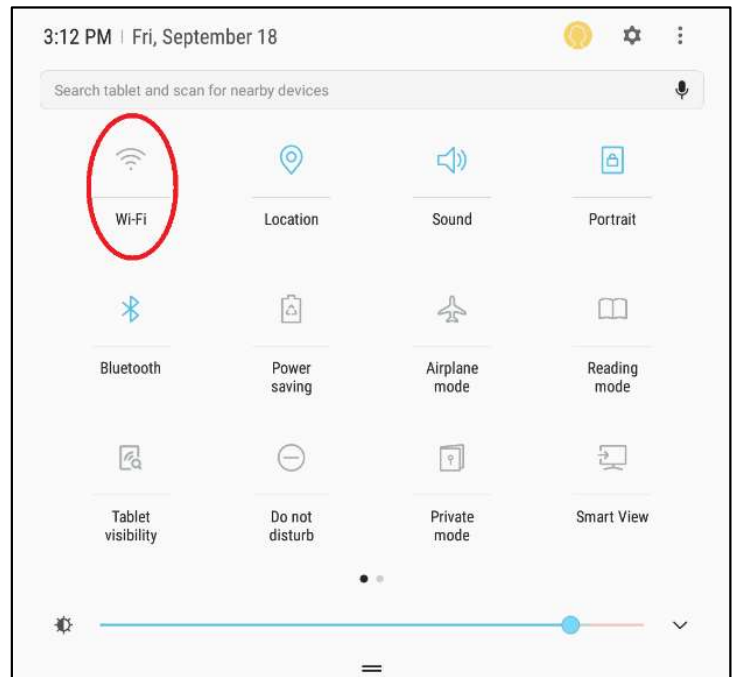
d. If a Wi-Fi network appears underneath the Wi-Fi Quick Setting, you can **move on to Step 5.**

Wi-Fi Quick Setting

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
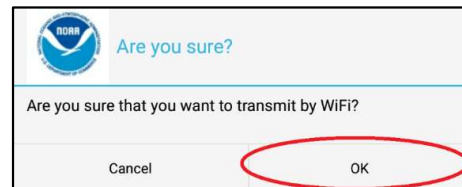
Select OK

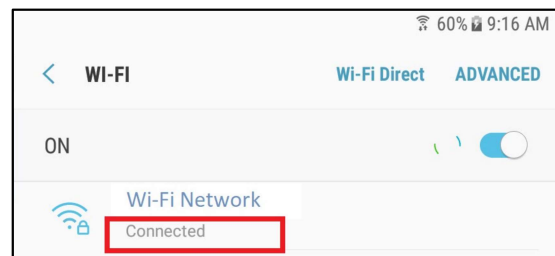A transmission dialogue will begin and finish on the bottom of the screen.

Your queue should empty and go to 0.
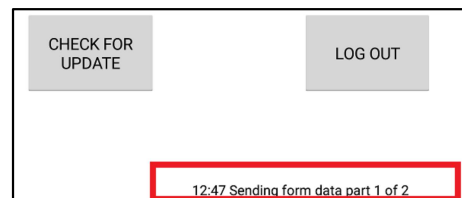
Transmission begins

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

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

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

Transmission finishes

Queue is empty

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

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

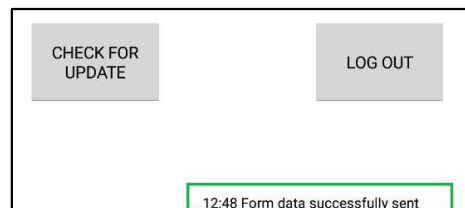*Also, please contact the ER Team when ready to add the new account. New accounts require phone support and an activation code.*

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

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.**

6. 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**.

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

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

8. Tap **Activate Now**.

9. Enter the **NMFS Activation code**.

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

10. Tap **Activate Now**.

11. Logout and restart the tablet.

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

A new user account has been created.

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