

Elog-It

NMFS Longline E-Reporting Application
Version 1.03

User Guide

April 9, 2019

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INTRODUCTION

This user guide will instruct you on how to use **Elog-It**, the NMFS eReporting application (referred to as “the App” for rest of this guide). You can use the App to complete your federally required longline logs on a tablet and send them to NMFS.

Completing an e-log is similar to filling in a paper log. E-log data should be entered after each stage of a fishing operation. The App can be as fast if not faster than completing a paper log.

Data are encrypted as it is saved and transmitted. The information you enter and transmit fulfills your logbook data submission obligation.

Only authorized users such as captains, vessel owners, and NMFS staff can access the data entered.

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.

The tablet connects exclusively to your vessel's VMS unit by Bluetooth. This connection will 1) allow the application to autofill dates, times, and GPS locations, and 2) transmit your data.

You could lose the connection if you take the tablet outside of the wheelhouse. The tablet should reconnect to your VMS unit when it is returned to the wheelhouse.

Turning On

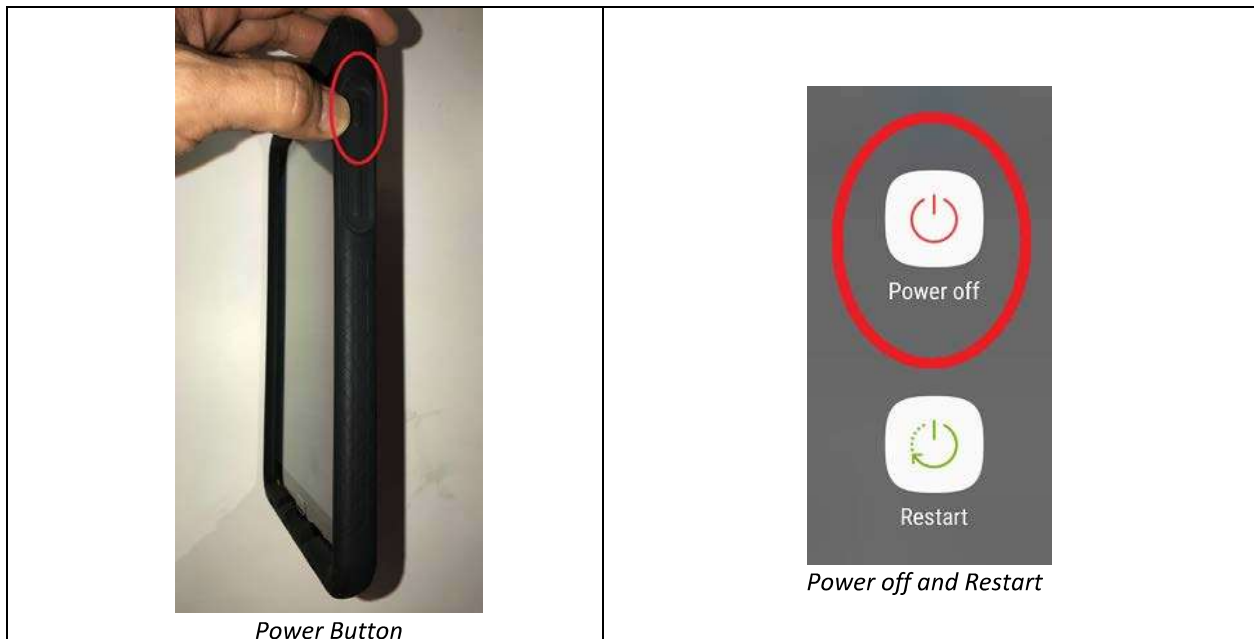
Note: Your tablet should already be ON when it is set up on the vessel.

Hold down the **Power Button** to turn on tablet. The button is typically on the upper right side of the tablet, but its location can vary.

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 instead (see section: LOGGING OFF)

1. Hold down the Power Button until **Power off** and **Restart** appear on screen.
2. Tap on **Power off** and confirm you want to turn off the tablet.



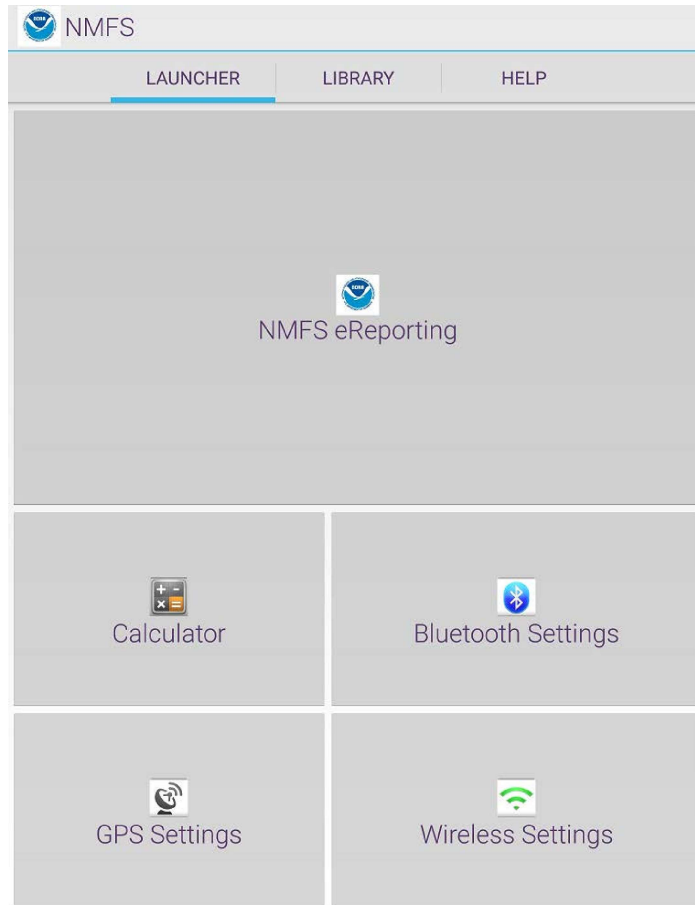
Tablet Buttons



Launcher and Back buttons

LAUNCHER BUTTON- Takes you to the **NMFS Launcher**. Here you can start the App and access various settings and documentation. Pressing it will also illuminate the screen if it is off.

BACK BUTTON – Press to go back one screen or page. Pressing it from any form will take you back to the **Home screen** (the App’s main screen). Pressing it from the Home screen will close the App.



NMFS Launcher

Charging

The charging port is typically found on the bottom of the tablet. All tablets are deployed with their own charging cable and wall charger. Please use the appropriate USB cable for charging.

Keep the tablet plugged in to its charger in the wheelhouse. When unplugged, it can run on battery for about a day with regular usage.

If a tablet's battery is completely drained (e.g., you can't turn it on after it shuts itself off), charge the tablet for at least **30 minutes** before turning on again.

When Not in Use

After returning to port and completing a fishing trip, you may not be going back to sea for several days. In this case, turn off the tablet, unplug it, and store it in a secure location.

If a relief captain will be fishing and will NOT be using the tablet, you should: 1) turn off the tablet and keep it in a secure location on the vessel, or 2) return the tablet to the NMFS Pier 38 office or give it to NMFS dockside monitoring personnel.

If you return the tablet, you may request it when you are ready to fish again.

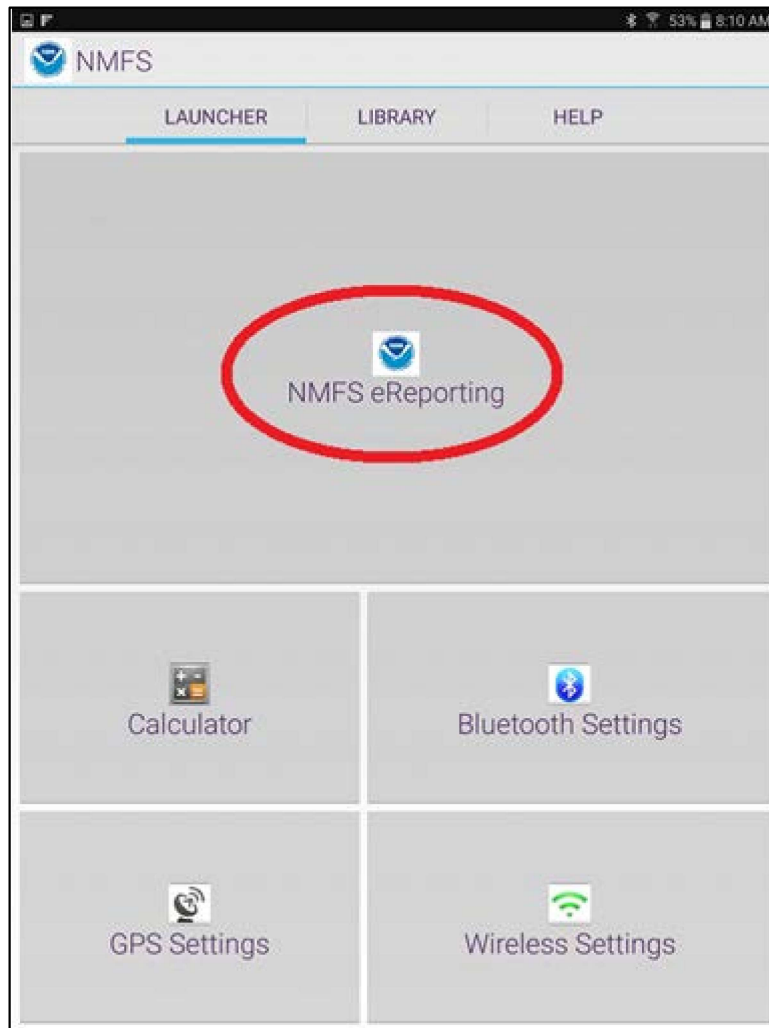
Accounts

NMFS will assign a tablet to an individual vessel where the owner approves of using e-logs and the captain expresses interest. NMFS will create a user account for each vessel's captains/operators as necessary.

LOGGING IN

Your login information can be found on the **Deployment sheet** that came with your tablet. Keep it secure when not using for reference.

1. Press the **Launcher** button if the screen is dimmed. Then swipe across the screen.
2. Select **NMFS eReporting**.



NMFS Launcher

3. Enter your **Commercial Marine License** number (**CML**).
4. Enter your **Password**.
5. Tap on **Login**.



CML: _____

Password: _____

Login

Set Up CML

Edit Settings

Vessels Activated on this tablet:

Backup

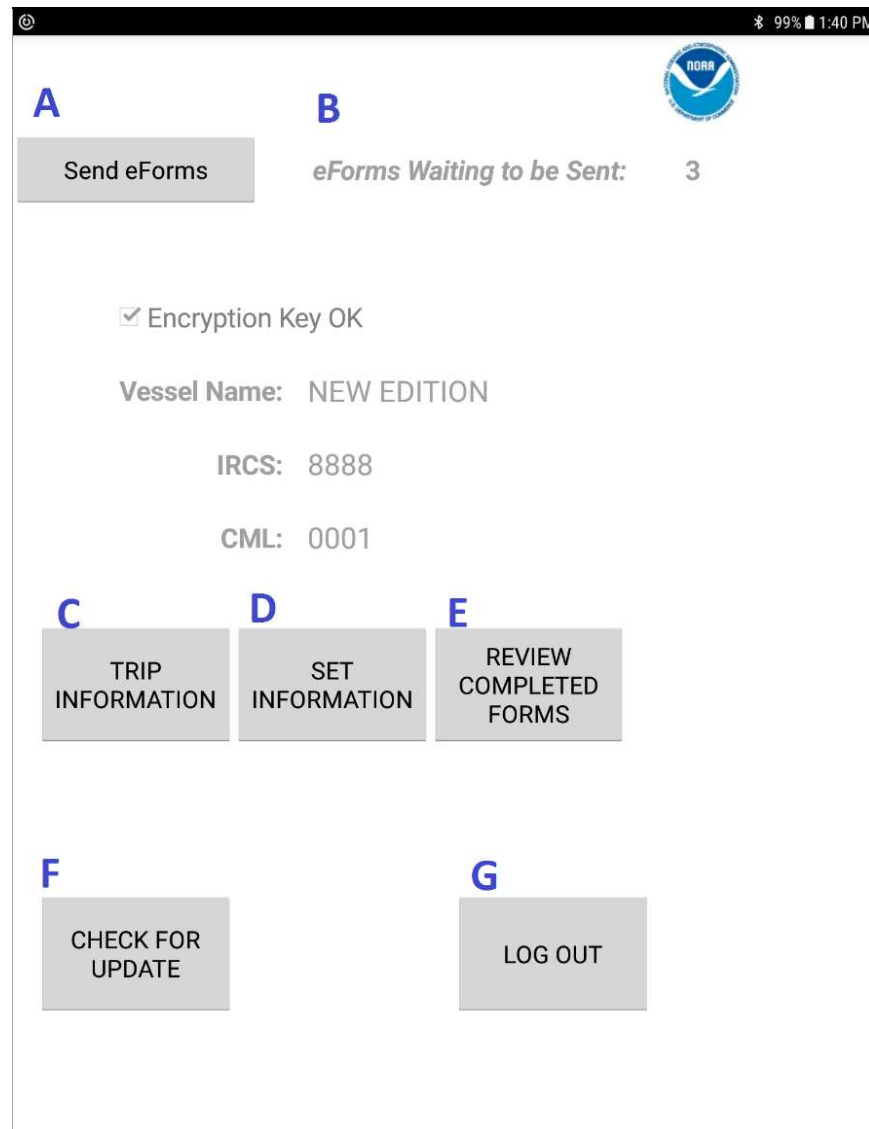
Restore

App log in screen

Note: the Backup and Restore buttons are for NMFS use only.

HOME SCREEN

All the main functions of the App are on the **Home screen**.



Home screen

Here is a brief description of what you can do:

- A. Send eForms** – Transmit eForms that are completed and in the queue.
- B. eForms Waiting to be Sent** – Tap to display the queue list. Also shows the number of eForms in the queue.
- C. Trip Information** – 1) Start a trip, or 2) End a trip.

- D. Set Information** – 1) Start and end a set, 2) Start and end a haul, 3) Record catch and protected species interactions, 4) Acknowledge information entered on your e-log is correct, and 5) save and submit e-log.

- E. Review Completed Forms** – 1) Display e-log sets on the current trip or e-log sets from previous trips, 2) Display catch summaries on the current trip or summaries from previous trips.

- F. Check for Update** – Check for newest version of e-log app (**currently for NMFS use only**).

- G. Log Out** – Exit the App and return to the NMFS Launcher.

LOGGING OUT

Tap on the **Log Out** button to exit the App and prevent unauthorized access to your data.

Your will need to enter your CML and password to log back in.



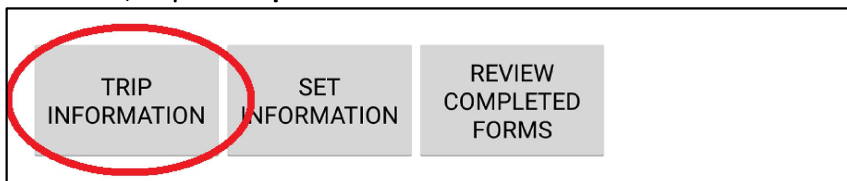
Log Out button

START A TRIP

You must start a trip before starting a set.

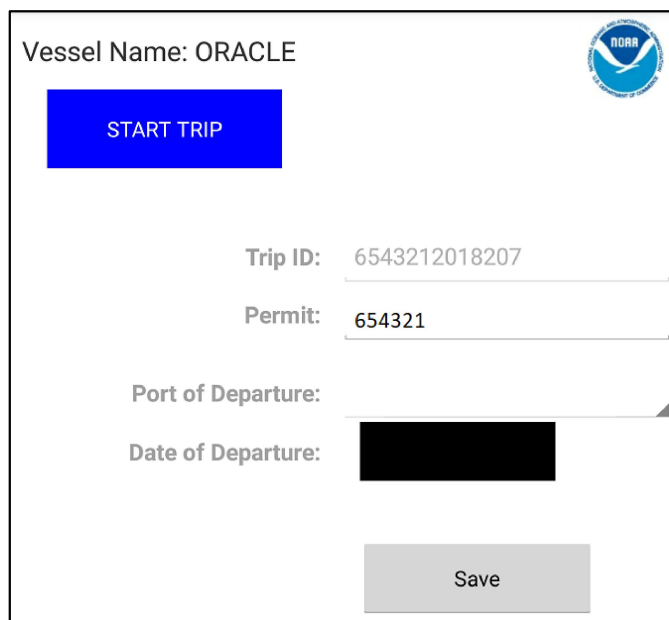
*Note: If the **End Trip** e-form comes up when you tap on **Trip Information**, a trip has already been started. Please check if you need to close a previous trip.*

1. On the Home Screen, Tap on **Trip Information**.



select Trip Information

2. Complete the **Start Trip** form.
 - a. Your **Permit Number** is auto filled.
 - b. Select your **Port of Departure** from the drop-down list.
 - c. Enter the **Date of Departure** (the default date is the current day).
 - d. **Review your form; it cannot be changed after saving.**

A screenshot of the "Start Trip" form. At the top, it says "Vessel Name: ORACLE" and has the NOAA logo. Below that is a blue button labeled "START TRIP". The form contains several fields: "Trip ID: 6543212018207", "Permit: 654321", "Port of Departure:" followed by a dropdown arrow, and "Date of Departure:" followed by a blacked-out box. At the bottom is a grey button labeled "Save".

Start Trip Form

- e. Tap on **Save** when done.

PROGRESS WHILE ENTERING SET INFORMATION

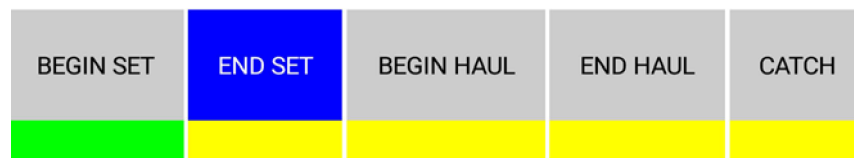
The App uses colors to let you know your progress in completing Set Information.

Your current form is highlighted in blue (END SET in the screenshot).

A completed form will have a green bar underneath it (BEGIN SET in the screenshot).

Forms that have not been completed have a yellow bar underneath them (END SET, BEGIN HAUL, END HAUL, and CATCH in the screenshot).

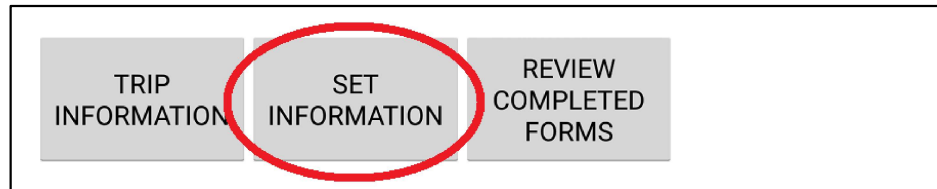
The only exception is with the CATCH form. If that form has been partially completed, but not signed and acknowledged, it will have a green bar underneath it.



E-Log progress Screenshot

BEGIN A SET

1. On the Home screen, tap on **Set Information** to access the **Begin Set** form.



select Set Information

2. Complete the form.

A screenshot of the 'Begin Set' form. At the top, it displays 'Trip ID 6543212018207' and 'Log ID: 6543212018071048'. Below this is a horizontal menu with five options: 'BEGIN SET' (highlighted in blue), 'END SET', 'BEGIN HAUL', 'END HAUL', and 'CATCH'. The form contains several fields: 'Side Set' with radio buttons for 'Yes' and 'No' (selected); 'Observer on Board' with radio buttons for 'Yes' and 'No' (selected); 'Date of Set' with the value '07/17/2018'; 'Target Species' with radio buttons for 'Tuna' (selected) and 'Sword'; 'Begin Set Time' with a time picker showing '10:49'; 'Begin Set Latitude' with input fields for '25', '10', and 'N'; 'Begin Set Longitude' with input fields for '159', '36', and 'W'. A 'GPS' button is located to the right of the latitude and longitude fields. At the bottom is a 'Save Begin Set Information' button.

Begin Set Form

- a. Select Yes or No for **Side Set**.
- b. Select Yes or No for **Observer on Board**.
- c. Enter **Date of Set** (the default date is current day).

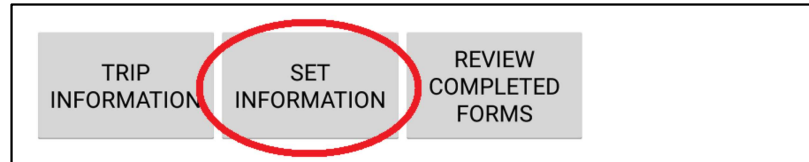
- d. Select **Target Species**.
- e. Enter **Begin Set Time** (default time is current time)
- f. Tap on the **GPS** button to autofill with current position.

Manually enter your date, time, and position if you are completing the form at a later time.

3. **Make sure all the information you entered is correct. This form cannot be changed after saving.**
4. Tap on **Save Begin Set Information**.

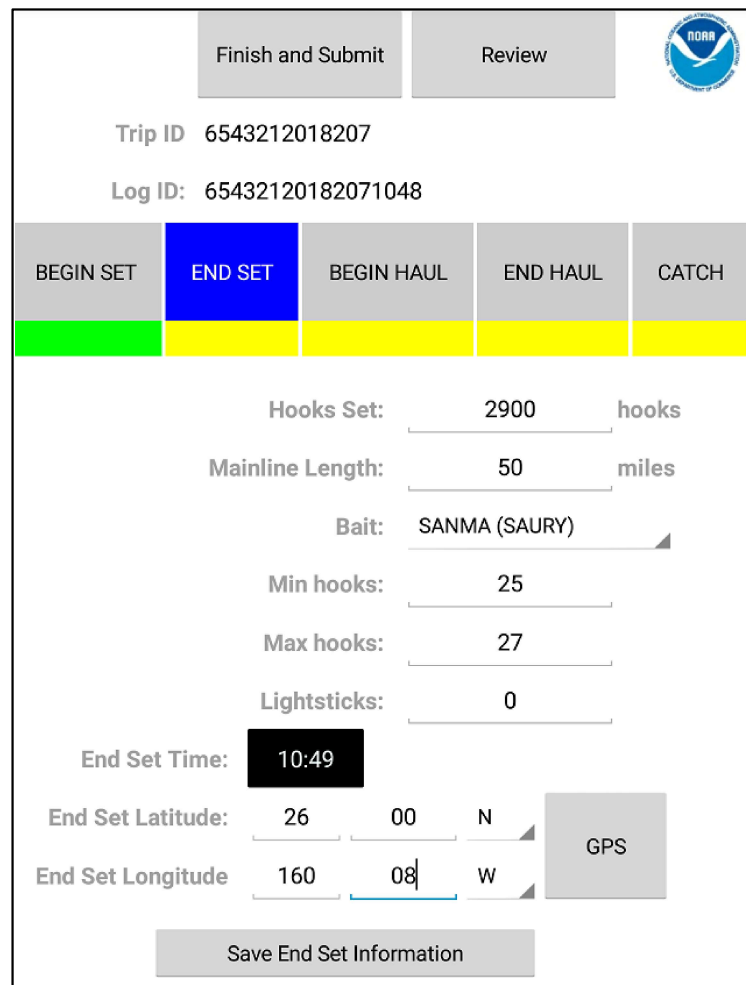
END A SET

1. If you are on the Home screen, tap on **Set Information**. Then tap on **End Set**. Set Information should have advanced to End Set if you completed and saved the Begin Set form.



select Set Information

2. Complete the End Set form.

A screenshot of the 'End Set Form' in a mobile application. At the top, there are two buttons: 'Finish and Submit' and 'Review', along with the NOAA logo. Below these are the 'Trip ID: 6543212018207' and 'Log ID: 65432120182071048'. A horizontal bar contains five buttons: 'BEGIN SET', 'END SET', 'BEGIN HAUL', 'END HAUL', and 'CATCH'. The 'END SET' button is highlighted in blue. Below this bar are several input fields: 'Hooks Set: 2900 hooks', 'Mainline Length: 50 miles', 'Bait: SANMA (SAURY)', 'Min hooks: 25', 'Max hooks: 27', and 'Lightsticks: 0'. The 'End Set Time' is displayed as '10:49'. Below that are 'End Set Latitude: 26 00 N' and 'End Set Longitude: 160 08 W', with a 'GPS' button to the right. At the bottom is a 'Save End Set Information' button.

End Set Form

- a. Enter **Number of Hooks Set**.
- b. Enter **Mainline Length**.

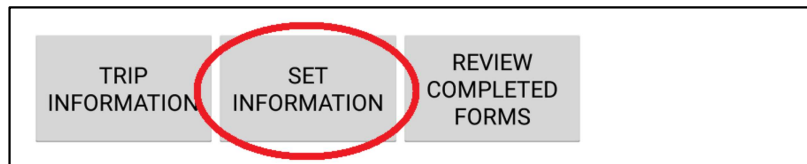
- c. Select **Bait** by tapping anywhere on the bait field.
- d. Enter **Minimum Hooks Set**.
- e. Enter **Maximum Hooks Set**.
- f. Enter **Number of Lightsticks Used**.
- g. Enter **End Set Time** (default is current time).
- h. Tap on **GPS** to autofill with current position.

Manually enter your date, time, and position if you are completing the form at a later time.

3. **Make sure all the information you entered is correct. This form cannot be changed after saving.**
4. Tap on **Save End Set Information**.

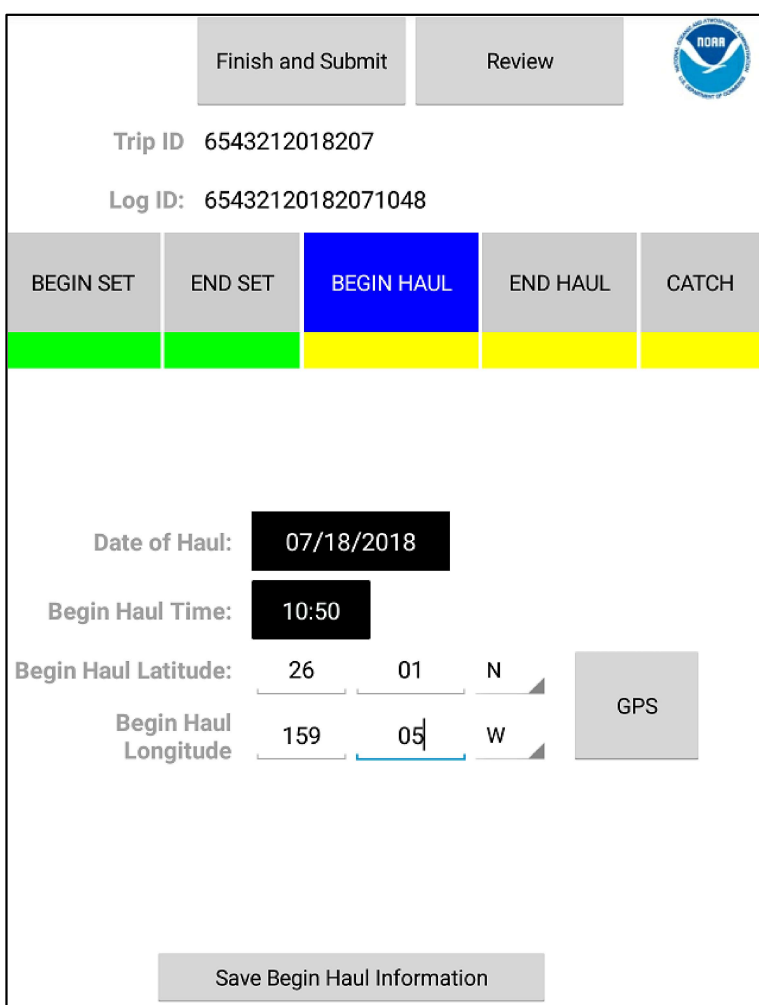
BEGIN A HAUL

1. If you are on the Home screen, tap on **Set Information**. Then tap on **Begin Haul**. Set Information should have advanced to Begin Haul if you completed and saved the End Set form.



Select Set Information

2. Enter **Begin Haul** information.

A screenshot of the 'Begin Haul' form. At the top, there are buttons for 'Finish and Submit' and 'Review', and a NOAA logo. Below these are the 'Trip ID' (6543212018207) and 'Log ID' (65432120182071048). A progress bar shows five stages: 'BEGIN SET' (green), 'END SET' (green), 'BEGIN HAUL' (blue), 'END HAUL' (yellow), and 'CATCH' (yellow). The 'BEGIN HAUL' stage is currently active. Below the progress bar, there are input fields for 'Date of Haul' (07/18/2018), 'Begin Haul Time' (10:50), 'Begin Haul Latitude' (26 01 N), and 'Begin Haul Longitude' (159 05 W). A 'GPS' button is located to the right of the latitude and longitude fields. At the bottom, there is a 'Save Begin Haul Information' button.

Begin Haul Form

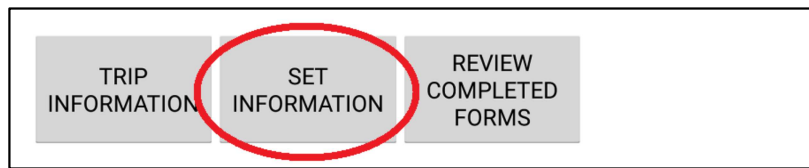
- a. Enter **Date of Haul** (default is current date).
- b. Enter **Begin Haul Time** (default is current time).
- c. Tap on **GPS** to autofill with current position.

Manually enter your date, time, and position if you are completing the form at a later time.

3. **Make sure all the information you entered is correct. This form cannot be changed after it has been saved.**
4. Tap on **Save Begin Haul Information.**

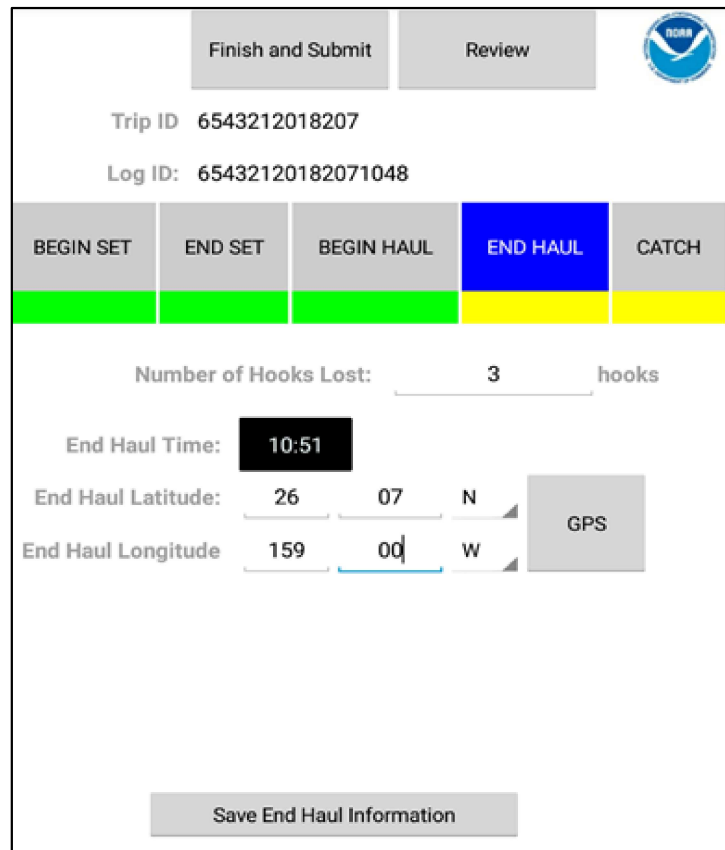
END A HAUL

1. If you are on the Home screen, tap on **Set Information.** Then tap on **End Haul.** Set Information should have advanced to the End Haul form if you completed and saved the Begin Haul form.



Select Set Information

2. Enter **End Haul** information.

A screenshot of the 'End Haul' form in a mobile application. At the top, there are two buttons: 'Finish and Submit' and 'Review', and a NOAA logo. Below these are the fields 'Trip ID: 6543212018207' and 'Log ID: 65432120182071048'. A horizontal bar contains five buttons: 'BEGIN SET', 'END SET', 'BEGIN HAUL', 'END HAUL', and 'CATCH'. The 'END HAUL' button is highlighted in blue. Below this bar, there is a field for 'Number of Hooks Lost' with the value '3' and the unit 'hooks'. The 'End Haul Time' is set to '10:51'. The 'End Haul Latitude' is '26 07 N' and the 'End Haul Longitude' is '159 00 W'. A 'GPS' button is located to the right of the longitude field. At the bottom of the form is a 'Save End Haul Information' button.

End Haul Form

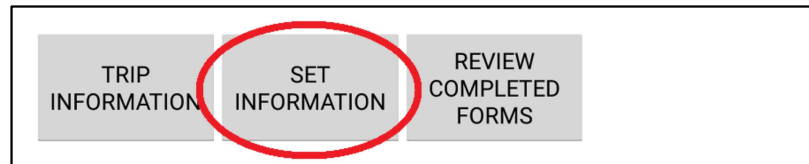
- a. Enter **Number of Hooks** lost.
- b. Enter **End Haul Time** (default is current time).
- c. Tap on **GPS** to autofill with current position.

You must manually enter the End Haul Time and positions if you complete this form at a later time.

3. **Make sure all the information you entered is correct. This form cannot be changed after it has been saved.**
4. Tap on **Save End Haul Information.**

RECORD CATCH

1. If you are on the Home screen, tap on **Set Information**. Then tap on **Catch**. Set Information should have advanced to the Catch form if you completed and saved the End Haul form.



Select Set Information

2. Select individual species on the Pelagic Species pulldown and then record number kept and/or released.
3. Tap on **Add Catch** to save the entry to a running list.
4. Continue adding species until you record all your catch.

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:

Number Released:

Add Catch

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


Catch Form; notice running list of catch is on the bottom

RECORD PROTECTED SPECIES INTERACTION(S)

1. Tap on **Change to Protected Species** to toggle from pelagic species to protected species.

BEGIN SET	END SET	BEGIN HAUL	END HAUL	CATCH
				Change to Protected Species

2. Select a species on the Protected Species pulldown and then record how many were released uninjured, injured, or dead.
3. Tap on **Add Interaction** to save the entry to a running list.
4. Continue until all interactions are recorded.
5. Tap on **Change to Pelagic Species** to go back to recording catch.

Finish and Submit
Review


Trip ID 6543212018207

Log ID: 65432120182071048

BEGIN SET	END SET	BEGIN HAUL	END HAUL	CATCH

Change to Pelagic Species

Protected Species: ALBATROSS

Number Released Uninjured:

Number Release Injured:

Number Released Dead:

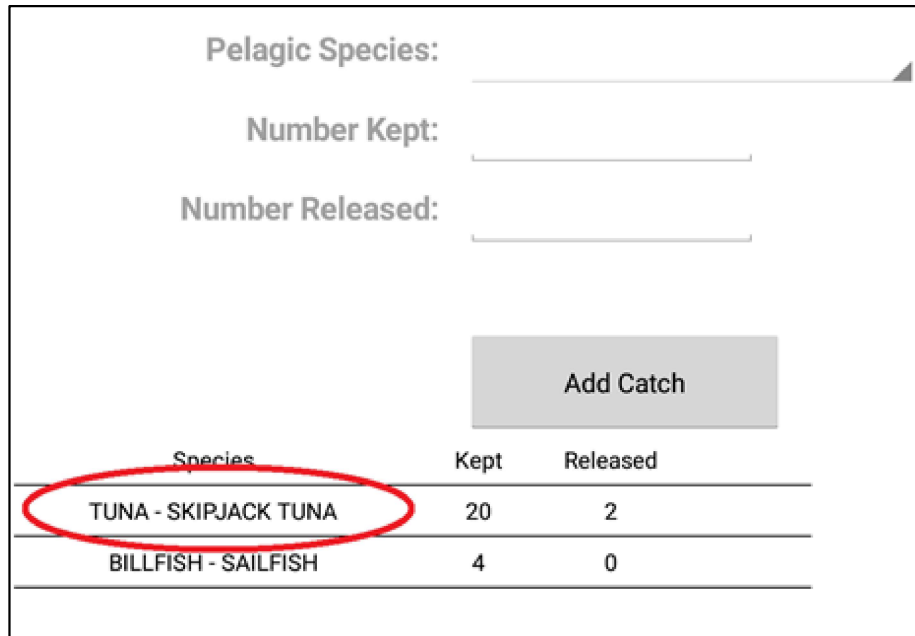
Add Interaction

Species	Uninjured	Injured	Dead

Catch form – Protected Species

DELETE CATCH

1. If you need to delete a catch record, tap the species record to highlight it grey. Here, we are selecting Tuna - Skipjack Tuna.

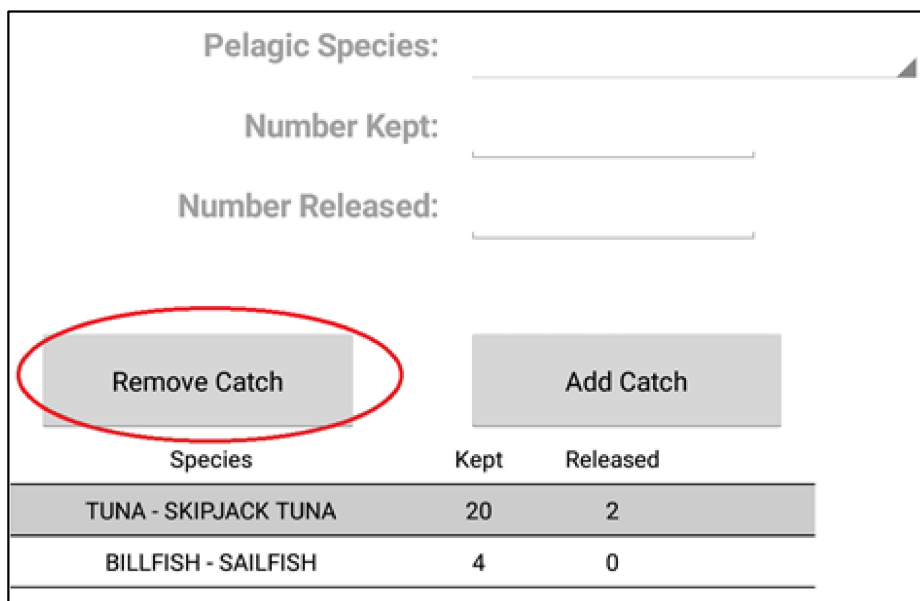


The screenshot shows a form titled "Pelagic Species:" with three input fields: "Number Kept:", "Number Released:", and "Add Catch". Below these is a table with three columns: "Species", "Kept", and "Released". The table contains two rows: "TUNA - SKIPJACK TUNA" with values 20 and 2, and "BILLFISH - SAILFISH" with values 4 and 0. The "TUNA - SKIPJACK TUNA" row is highlighted in grey and circled in red.

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

Hold finger on species to select for deletion; here we are selecting Skipjack Tuna

2. Tap on **Remove Catch** to delete the entry. Here, the Tuna – Skipjack Tuna record will be deleted.



The screenshot shows the same form as above, but the "Remove Catch" button is now highlighted in grey and circled in red. The table below it remains the same, with "TUNA - SKIPJACK TUNA" highlighted in grey.

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

Tap on Remove Catch to delete the highlighted species

EDIT CATCH

1. If you need to correct a Catch entry, delete it (see previous section, Delete Catch).
2. Any species that was deleted will be available again in the Pelagic Species pulldown.
3. Reselect the species and re-enter the catch with the correct information.

DELETE A PROTECTED SPECIES INTERACTION

1. To delete an interaction, tap on the record to highlight it grey. Here, we are selecting the only entry - Loggerhead Turtle.

Species	Uninjured	Injured	Dead
LOGGERHEAD TURTLE	2	0	0

2. Tap on **Remove Interaction** to delete the entry. Here, the Loggerhead interaction will be deleted.

Species	Uninjured	Injured	Dead
LOGGERHEAD TURTLE	2	0	0

EDIT A PROTECTED SPECIES INTERACTION

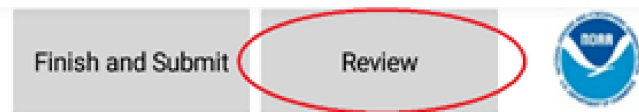
1. If you need to correct a Protected Species interaction, delete it (see previous section: Delete a Protected Species Interaction).
2. The species that was removed will be available again in the Protected Species dropdown list.
3. Reselect the species and re-enter the interaction with the correct information.

REVIEW, SIGN, AND ACKNOWLEDGE

Review

Each time you complete a set, you have the option to review it before sending it. You can also review a set that is partially completed.

1. If you are on the Home screen, tap on **Set Information** first.
2. Tap on **Review**.



Review Button

NMFS WESTERN PACIFIC LONGLINE FISHING LOG

Vessel Name: **Permit:**

Date of Departure: **Port:**

Date of Return: **Port:**

SET INFORMATION Side Set Observer on Board

Date of Set: **Target Species:** Tuna Sword

Hooks Set: hooks **Mainline Length:** miles **Bait:**

Min hooks: **Max hooks:** **Lightsticks:**

Begin Set Time: **Position:**

End Set Time: **Position:**

HAUL INFORMATION

Date of Haul:

Begin Haul Time: **Position:**

End Haul Time: **Position:**

Number of Hooks Lost: hooks

Species	Kept	Released	Species	Uninjured	Injured	Dead
BILLFISH - BLUE MARLIN	3	0	FALSE KILLER WHALE	0	1	0
SHARK - BLUE SHARK	0	10	OTHER BIRDS	3	0	0
MISC - WAHOO (ONO)	2	0				
TUNA - YELLOWFIN TUNA	10	1				
OTHER - POMFRET	4	1				
TUNA - SKIPJACK TUNA	2	0				

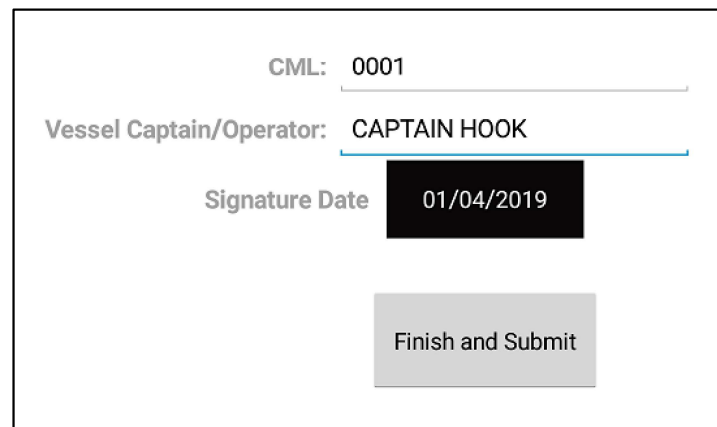
Example Set Review - since this trip is ongoing, Date of Return and Return Port are blank

3. Press the **BACK** button on tablet to leave the review screen.
4. Tap on **Catch** to return to the catch form.

Sign

1. Enter your **CML, Name**, and the current **Date** to sign your e-log.
2. Tap on **Finish and Submit**. This will take you to the acknowledgement.

Another Finish and Submit button can be found next to the Review button. Both buttons do the same thing.)



The screenshot shows a form with the following fields and buttons:

- CML: 0001
- Vessel Captain/Operator: CAPTAIN HOOK
- Signature Date: 01/04/2019
- Finish and Submit button

Sign; then Finish and Submit

Acknowledge

Tap on the **Acknowledge** checkbox to confirm all that you have entered is true. Then tap:

YES – to send e-log

NO – to go back to reviewing your e-log

Catch information CANNOT be changed after tapping on YES.

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 eform is complete and true to the best of my knowledge and belief.

ACKNOWLEDGE

Yes

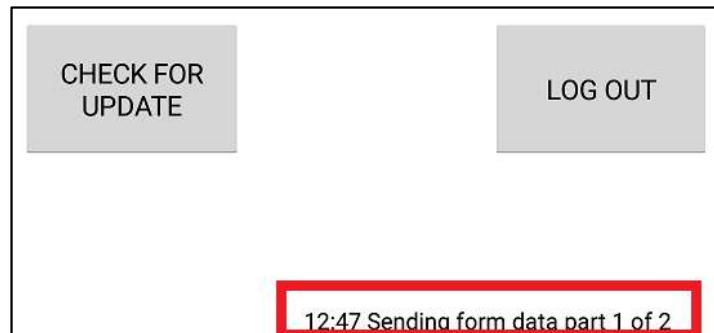
No

Acknowledgement

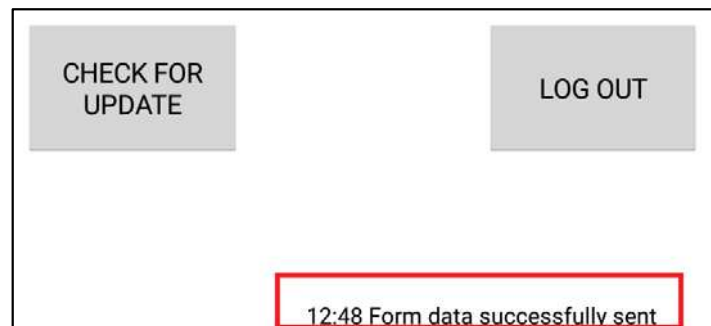
E-LOG TRANSMISSION

After the acknowledgement, the App adds your set to the transmission queue and automatically sends it if the tablet is within range of the VMS.

The following screenshots show the transmission dialogue at the bottom of the **Home** screen when transmission is in progress and when it is complete.



Transmission in progress

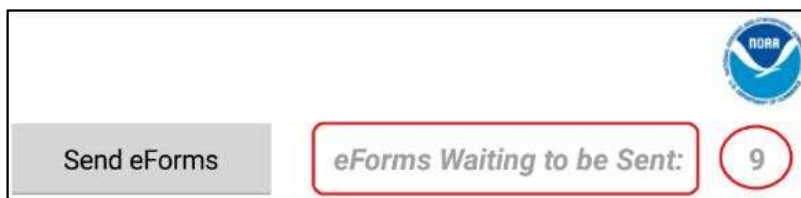


Transmission is complete

Check on Queue

The number next to “**eForms waiting to be Sent:**” is the e-form queue count. It should slowly go down to 0 as the App transmits data.

Tap on “**eForms Waiting to be Sent**” to check on what is in your queue.



the eForm queue

Manual Sending

The App should automatically send e-logs.

If you notice that your queue is growing or there are error messages in the transmission dialogue, make sure you are using the tablet in the wheelhouse. Then tap on **Send eForms** on the Home screen.

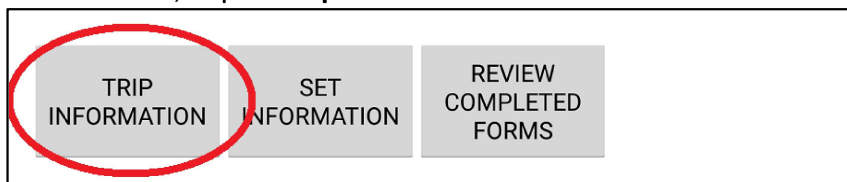


If you continue to receive transmission dialogue errors, please use paper logs and turn in your tablet to NMFS for troubleshooting at the end of your trip.

END A TRIP

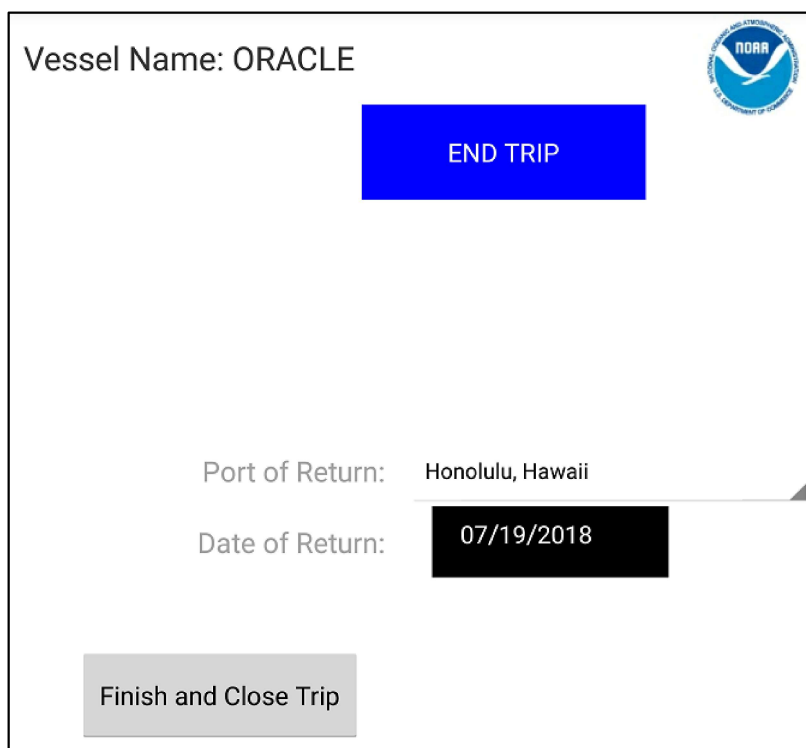
End your trip after returning to port.

1. On the Home Screen, Tap on **Trip Information**.



Select Trip Information

2. Complete the **End Trip** form.
 - a. Select your **Port of Return** from the drop-down list.
 - b. Enter the **Date of Return** (the default date is the current day).
 - c. **Review your entries on the form; the information cannot be changed after saving.**

A screenshot of the 'End Trip Form' in a mobile application. At the top left, it says 'Vessel Name: ORACLE'. In the top right corner is the NOAA logo. Below the vessel name is a large blue button labeled 'END TRIP'. Underneath that, there are two input fields: 'Port of Return:' with a dropdown menu showing 'Honolulu, Hawaii', and 'Date of Return:' with a black dropdown menu showing '07/19/2018'. At the bottom left of the form is a grey button labeled 'Finish and Close Trip'.

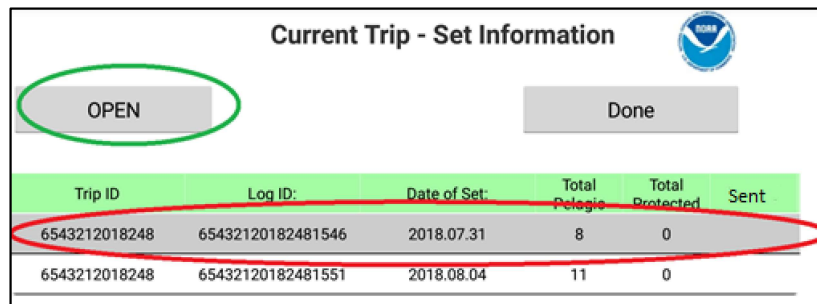
End Trip Form

- d. Tap on **Finish and Close Trip** when done.

REVIEWING E-LOGS

Current Trip

1. On Home screen, tap on **Review Completed Forms**.
2. Tap on **Set Information**.
3. Tap on **Current Trip** to review sets from current trip.
4. Tap on a set to review (selection will turn grey).
5. Tap on **Open**.
6. Press tablet Back button to get back to Home screen.



Current Trip - Set Information

OPEN Done

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

Previous Trip

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


The Sent Column

When looking at sets from a current trip or previous trips, an “X” in the **Sent** column indicates that a set was successfully sent by the App. If there is no X, the set is still in the queue.

REVIEWING TRIP SUMMARIES

Current Trip

1. On Home screen, tap on **Review Completed Forms**.
2. Tap on **Catch Summary**.
3. Tap on **Current Trip**.
4. Press tablet Back button to get back to Home screen.

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

Previous Trip

1. On Home screen, tap on **Review Completed Forms**.
2. Tap on **Catch Summary**.
3. Tap on **Previous Trips**.
4. Tap on a trip. Then tap on **Open** to display its catch summary.
5. Press tablet Back button to get back to Home screen.

MAKING CORRECTIONS

Corrections or edits cannot be made to an e-log after it has been saved.

To ensure the accuracy of your logbook information, write down what logbook information needs to be corrected. Compile these corrections and contact NMFS staff with these corrections either by e-mail or telephone:

EMAIL: pifsc.elogsupport@noaa.gov and russell.ito@noaa.gov

PHONE: 808-725-5324

Another way to inform NMFS of a correction is to fill out a paper log with the correct information and submit it to NMFS. Please identify the paper log as a correction and let NMFS Electronic Reporting / Fish Monitoring staff know to expect it.

RETURNING TABLETS

Return your tablet to NMFS if you will no longer be fishing on your current vessel and the relief captain will not be using it.

NMFS can assign you a new tablet on your next vessel (with owner consent) or add you as a user if the vessel already has a tablet.

You may also return your tablet to NMFS when you are experiencing problems with the App.

WHEN TO USE PAPER LOGS

Use paper logs if the App malfunctions and troubleshooting (see next section) does not fix the problem.

TROUBLESHOOTING

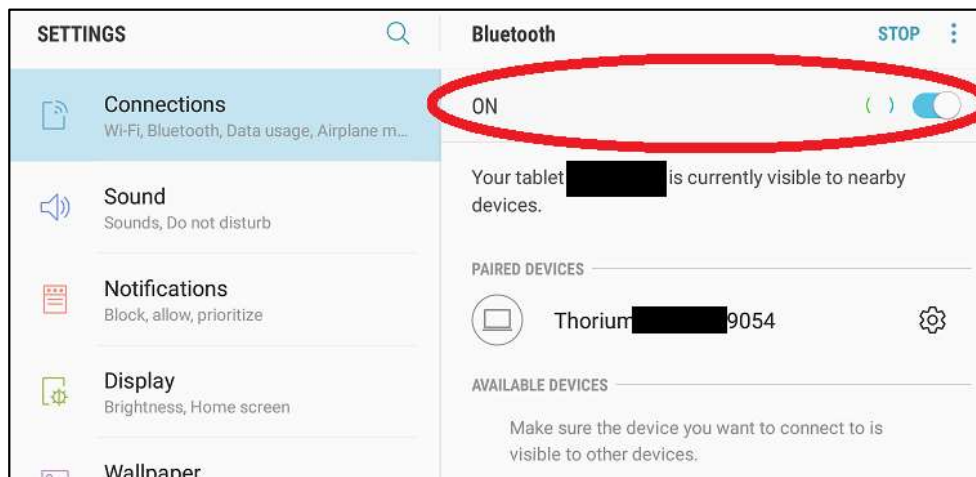
If the App or your tablet malfunctions and troubleshooting does not help, please use paper logs and return the tablet to NMFS for inspection at the end of trip.

Transmission Error Messages

1. The App should automatically send e-logs as they are completed. If you notice that your queue is growing and there are error messages in the transmission dialogue, make sure you are using the tablet in the wheelhouse.
2. Then tap on **Send eForms** on the Home screen.



3. If that does not work, make sure the tablet's Bluetooth is on.
 - a. **Log Out** of the App.
 - b. Tap on **Bluetooth Settings**.
 - c. Make sure Bluetooth is **ON**. Slide the switch over to the right if it is not.



Bluetooth settings

- d. Press the tablet **Back** button to exit Settings.
- e. Tap on **NMFS eReporting** and log back in.
- f. Tap on **Send eForms** to attempt transmission again.

If you continue to experience transmission errors, please use paper logs and return the tablet to NMFS for inspection at the end of trip.

Tablet is off and will not turn on.

Keep tablet connected to charger. If tablet is disconnected and runs out of power,

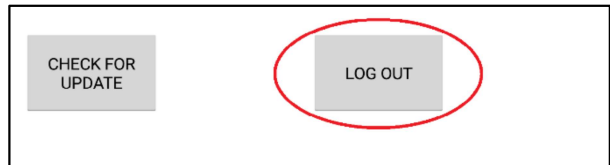
1. connect tablet to charger for at least **30 minutes**.
2. turn back on by holding down the power button.
3. Keep the tablet connected to charger.



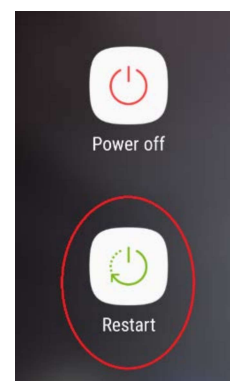
Power Button – typically on upper-right hand side of tablet; location can vary

App gets stuck. Cannot fill out e-logs.

1. **Log Out** of app.
2. Tap on NMFS eReporting, log back in, and try again.
3. **Restart the tablet** if you cannot log out or App is still stuck.
 - a. Hold down the power button until the on-screen “Power off” and “Restart” buttons appear.
 - b. Tap on “Restart.”
 - c. Log in to app again.

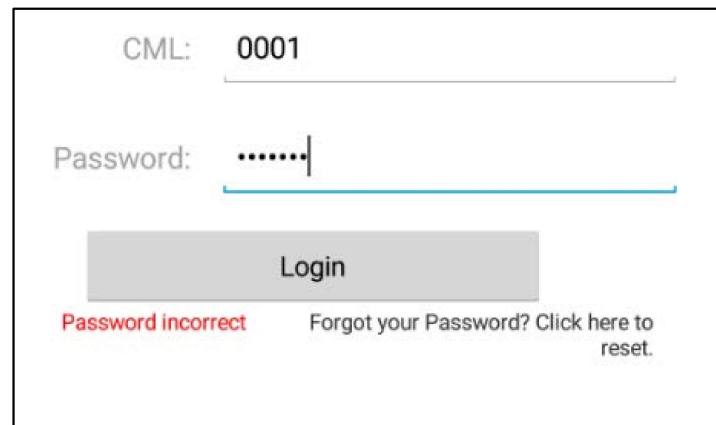


Log out



Restart

App says your password is incorrect.



The screenshot shows a login interface with the following elements:

- CML: 0001
- Password: [masked with dots]
- Login button
- Red text: Password incorrect
- Link: Forgot your Password? Click here to reset.

1. Passwords are case sensitive. **Make sure CAPS LOCK is OFF.**
 - a. SHIFT button should be **plain grey** and NOT blue.



SHIFT button should be grey, not blue

2. Reenter you CML and password to ensure you did not type it in wrong.
3. If you are still unable to log in, use the **Forgot your Password** feature. You will need NMFS staff to either be on hand or in contact by phone.
 - a) Enter CML, leave password blank, and tap on **Login**.
 - b) Then tap on **“Forgot your Password? Click here to reset”** and you will be given a code.

Reset Password - Enter CML and leave password blank; tap on Login

Provide NMFS with code in this pop-up (code is blacked out in this screenshot); then enter the code NMFS gives you

- c) Provide this code to NMFS staff in person or by **telephone** (Russell Ito - 808- 725-5324).
- d) NMFS staff will then provide you with another code to enter into “Enter Support Response Here.” You can then reset your password.
- e) If possible, please reuse the password on your deployment sheet. If using something different, please write it down on your deployment sheet. Keep it in a safe place.

App says your CML could not be found.

App says the CML you entered does not exist

1. Please make you are entering your CML, not your Permit Number.

2. Make sure your CML was entered correctly and try logging in again.
3. If you continue to receive this message, the App requires attention by NMFS staff.

Where am I in Set Information?

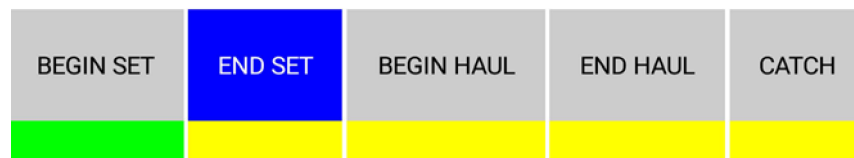
The App uses colors to let you know your progress in completing Set Information.

Your current form is highlighted in blue (END SET in the screenshot).

A completed form will have a green bar underneath it (BEGIN SET in the screenshot).

Forms that have not been completed have a yellow bar underneath them (END SET, BEGIN HAUL, END HAUL, and CATCH in the screenshot).

The only exception is with the CATCH form. If that form has been partially completed, but not signed and acknowledged, it will have a green bar underneath it.



E-Log Progress Screenshot

Screen times out and you're not sure where you left off.

The tablet will turn off the screen after 10 minutes of inactivity. If you start filling out information on any form but do not save it, the timeout will erase some of the information you entered.

1. Press the Power button or Launcher button to bring back up the screen.
2. Swipe with your finger across the screen in any direction to go back to the App. You should be back to where you left off.
3. If you were filling out Set Information, you need to reselect the form you were working on. That form will be the first form with a yellow bar underneath it.
 - a. If all the forms have green bars underneath them, you left off at the **Catch** form.