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
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.

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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.

2. **SCAN FOR UNIT**
Turn Bluetooth ON.

Press SCAN for Available Devices.

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.
4.—ENTER PAIRING NUMBER
Enter the VMS Password/Passkey from the Tablet Information Sheet.

The VMS ID should now show up under PAIRED DEVICES.

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.

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](image)

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](image)

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.

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.

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**

<table>
<thead>
<tr>
<th>Species</th>
<th>Kept</th>
<th>Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>BILLFISH - SAILFISH</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>TUNA - ALBACORE TUNA</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>TUNA - YELLOWFIN TUNA</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>TUNA - SKIFJACK TUNA</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

**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**.

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.

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

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

   a. Select **OK**.

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

   Your queue should empty and go to 0.

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.*

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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.

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.**

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

8. Tap **Activate Now**.

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

10. Tap **Activate Now**.

11. Logout and restart the tablet.

A new user account has been created.

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