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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)*


2. Tap on **Power off** and confirm you want to turn off the tablet.
Tablet 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.
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](image)

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

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.

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.

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

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.

   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.
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.

   ![Begin Set Form]

   - Select Yes or No for **Side Set**.
   - Select Yes or No for **Observer on Board**.
   - 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.

2. Complete the 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.

2. Enter Begin Haul information.

   - Enter Date of Haul (default is current date).
   - Enter Begin Haul Time (default is current time).
   - 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.

2. Enter End Haul information.
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.

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.

*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.

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.
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.

   ![Diagram of species record highlighting Skipjack Tuna]

   *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.

   ![Diagram of species record with Remove Catch selected]

   *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.

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

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.

```
CML: 0001
Vessel Captain/Operator: CAPTAIN HOOK
Signature Date: 01/04/2019

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.
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.

   ![End Trip Form]

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

   Finish and Close Trip

   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](image)

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 table]

<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 - SKIPJACK TUNA</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

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.it@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.
   b. Tap on Bluetooth Settings.
   c. Make sure Bluetooth is ON. Slide the switch over to the right if it is not.
   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.
App says your password is incorrect.

1. Passwords are case sensitive. **Make sure CAPS LOCK is OFF.**
   
   a. **SHIFT** button should be **plain grey** and 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.
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.

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](image)

**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.