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# [Trawl Catcher Processor eLogbook Instructions for eLandings](#)

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- Created by Unknown User (shall), last modified by [Suja Hall](#) on [Nov 13, 2014](#)

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## eLogbook

Currently the electronic logbook (eLogbook) in eLandings is available for trawl catcher/processor's (C/P's) and freezer longline catcher/processor's (C/P's). The eLogbook replaces the paper DCPL and is required for trawl C/P's in the AFA fleet or trawl C/P's that are fishing CDQ pollock in the Bering Sea in addition to catcher processors participating in the rockfish fishery. Daily logbook entries are submitted to NMFS just like daily production and landing reports.

In the event of an internet outage, online logbook forms can be downloaded from this page:

<http://alaskafisheries.noaa.gov/rr/log.htm>

- Please note that it is not a replacement for your eLogbook entry, just a placeholder until you can submit your logbook information in eLandings.
- We advise you download the PDF form and save it to your computer.

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## Registering your logbook

### Step One

- Login to eLandings at <https://elandings.alaska.gov/>
- On the *Reports Menu* page:
  1. Select your *Operation*
  2. Click on the *Register Logbook* button



## Step Two

- You will be directed to the *Register Logbook* page, enter the following:
  - *Year*
  - *Weight Units*
  - *Depth Units*
- Once you've made your selections, click on *Register Logbook*



- You will be re-directed to the *Reports Menu* page
  - Select your Operation
  - Click on the *Current Year Logbook* button



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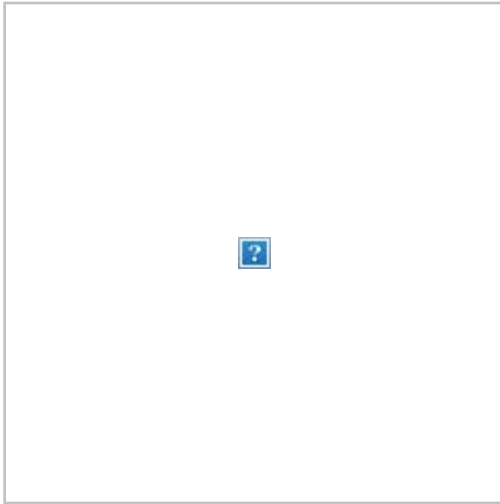
## Start a New Voyage

You will not be able to make any haul entries in your logbook until three things are accomplished:

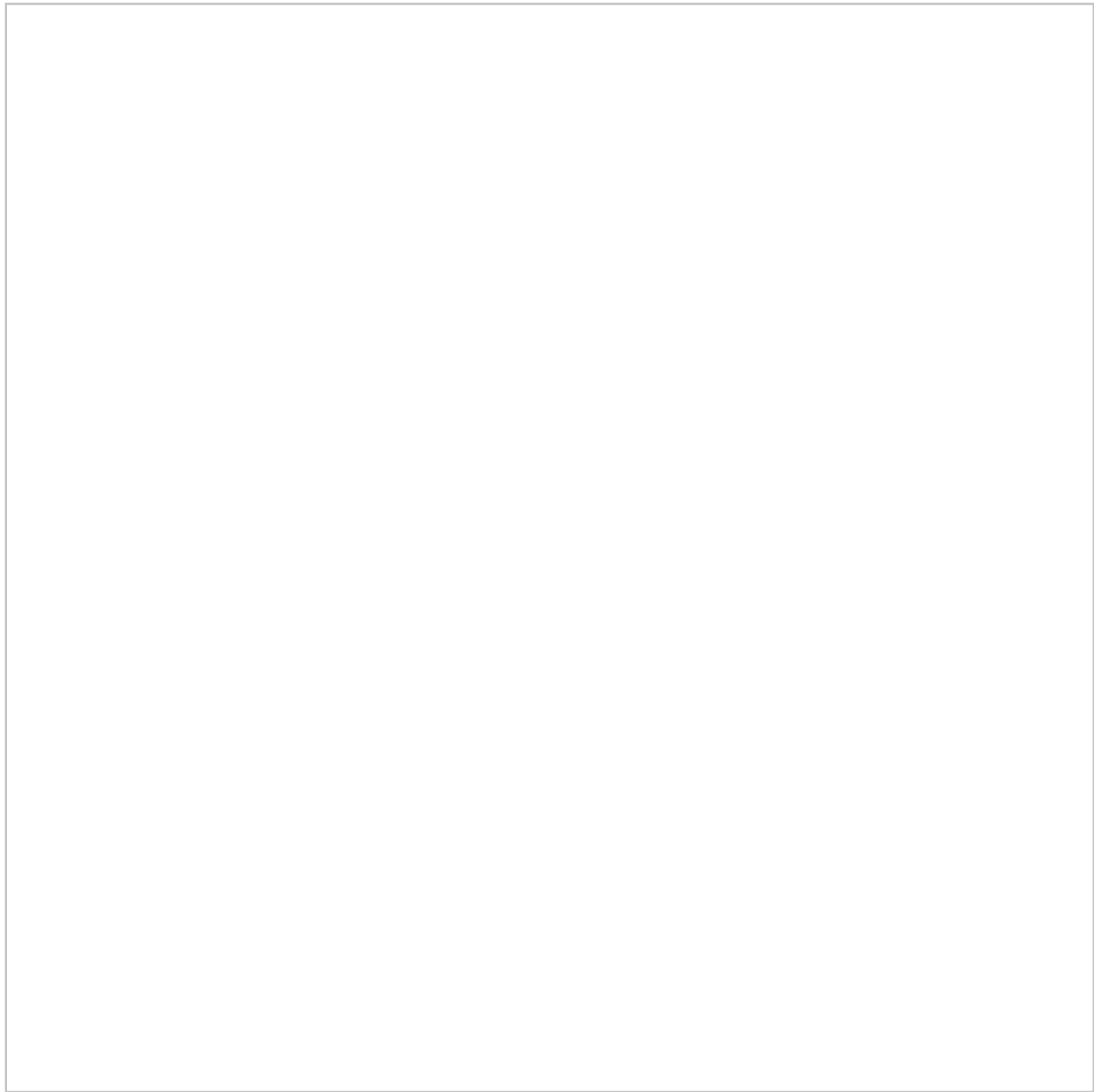
1. *Add a New Voyage*
2. *Add Gear*
3. *Go Active*

Your primary navigation screen will be the *eLogbook* screen

- Locate and click on the *New Voyage* button



- The **Voyage Entry** screen will come up
- Enter the following information:
  - *Voyage Start Date* (should be January 1st of whatever year we are in)
  - *Crew Size* (Include all persons on the vessel minus the Observers)
  - *Operator Name*
  - *Observer 1* (If you do not have Observers on board when you enter your initial Voyage, you can leave this field blank)
    - Cruise Number (If unknown, enter any number and go back and edit later)
  - *Observer 2* (If you do not have Observers on board when you enter your initial Voyage, you can leave this field blank)
    - Cruise Number (If unknown, enter any number and go back and edit later)
- You do not need to enter any IFQ/CDQ permits
- Click on *Save*



**NOTE:** A change in captain, crew members, or Observers triggers the need for a New Voyage. You have the option Edit Voyage as well but that changes the existing voyage data for all haul info prior to the day the changes were made .

## Enter Gear

- Before you can make haul entries into your logbook, you need to add your gear
  - You will also need to follow these instructions to add more than one gear type, there is no other place within the eLogbook to change your gear code.
- On the *eLogbook* screen, locate and click on the *Add Gear* button



- On the *Gear Entry* screen, enter your *Gear Code* and click on *Save*
  - You do not need to add any information in the fields within the dark blue outline, those are specific to longline/pot gear vessels.
  - If you want to add another trawl gear code, use the Add Gear button on the *eLogbook* page





## Go Active

- You will be taken back to the *eLogbook* screen
  - If you are actually engaged in fishing activity you can click on the *Go Active* button.
  - If you are not actually fishing yet, just registering your logbook, you can skip this until you are ready to *Go Active*.



- Enter the date which indicates the beginning of your fishing activity
- Click on *Save*



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## Entering Flow Scale Test

You will be required to submit your daily *Flow Scale Test* results electronically (on paper as well regulations say otherwise)

- On the main eLogbook page, find the date you want to enter your *Flow Scale Test* and click on the date in blue text.



- You will be taken to the *eLogbook* Entries page where you can click on the *Add Flow Scale Test* button



- You will need to enter the following information:
  - Time of Test
  - Flow Scale Weight
  - Platform Scale Weight
  - Comment Text (if applicable)
- The elandings system will calculate the Error and % Error and display those results on the eLogbook Entries page as well as on the PDF printout of the logbook



- If you need to edit the *Flow Scale Test* information, you can click on the *Flow Scale Entry* in blue text on the *eLogbook Entries* page
  - Edited fields will have a strike-through line on the PDF printout
  - Add a comment explaining why you made edits



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## Entering Hauls

- On the main *eLogbook* screen, click on the day you want to enter your first haul



- You will be directed to the *eLogbook Entries* screen
  - Locate and click on the *Add Haul* button





**On the Haul Deploy Entry screen enter the following information:**

- *Haul Number*
- *Management program* - select from the drop down list.
  - *Management Program ID* - only enter the ID if you selected AFA, CDQ, or RPP as the management program.  
The management program ID values for AFA and CDQ id's are:

<b>Management Program</b>	<b>Management Program ID</b>	<b>Description</b>
---------------------------	------------------------------	--------------------

AFA	200	AFA catcher/processors
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
CDQ	56	Yukon Delta Fisheries Development Association
RPP	401	RP Entry Level
RPP	402	CGOA RP CV Limited Access
RPP	403	CGOA RP Limited Access
RPP	404	OPTed Out
RPP	405	Trident Offshore Rockfish Cooperative Association
RPP	406	FCA Cooperative
RPP	407	I.S.A. Cooperative
RPP	408	North Pacific Rockfish Cooperative
RPP	409	OBSI Rockfish Cooperative
RPP	410	Western Alaska Fisheries Rockfish Cooperative
RPP	411	Star of Kodiak Rockfish Cooperative

RPP	412	Gulf of Alaska Best Use Cooperative
RPP	413	Cascade Unimak Rockfish Cooperative
RPP	414	USS Rockfish Cooperative

### Helpful Hint!

Management Program codes and Management Program ID's can be found by clicking on the Codes link

- *Gear Deploy Time:*
  - Time needs to be entered in military format with or without a colon (for example, 3:00 am can be entered as 0300 or 03:00).
    - this is the time when your gear hits the water)
- *Begin Latitude and longitude*
  - Below is a table that lists acceptable lat/long formats, make sure you have a single space between degrees and minutes (where dd = degrees, mm = minutes, ss = seconds, N S E W = direction, +/- )

#### **Latitude    Longitude**

dd mm ss N ddd mm ss W

dd mm.m N ddd mm.m W

N dd mm ss W ddd mm ss

dd mm.m    +ddd mm.m

dd.dddd N    ddd.dddd W

N dd.dddd    W ddd.dddd

+dd.dddd    +ddd.dddd

dd mm        -ddd mm

- Enter the target species code
- Click save when you've completed your entries



- You will be returned to the *Haul Deploy Entry* page.
  - In order to enter your haul retrieval information you'll need to locate and click on the Haul # text highlighted in blue on the left side of your screen.



- You will be taken to the *Haul Deploy Data* page, you will need to click on the *Add Retrieval* button



**On the Haul Retrieval Entry screen enter the following:**

- *Gear Retrieval Time*: the time when retrieval of trawl gear cable begins (i.e. when gear comes off the bottom or starts from fishing depth); must be entered in military format.
- *End Latitude and Longitude*
- *Federal Reporting Area* - the program will autofill the federal reporting area based on your gear deployment latitude & longitude
  - You are **required** to enter the federal reporting area where the gear was retrieved
  - If your gear retrieval was in a different area, you can override the federal reporting area by editing that field
- *Special Reporting Area* - Use the drop-down list to choose either COBLZ, RKCSA (if applicable)
- *Average Sea Depth and Gear Depth*
- *Hail weight*: enter the estimated hail weight of the haul within 2 hours of retrieving your gear
- Click *Save* when you've completed your entries



### **How to enter hauls that cross days**

- If you deploy your gear on 1 day and retrieve it on a different day, you need to capture that information following a specific format
  - In the following scenario you've completed your Haul 3 deploy entry and now you want to enter your haul retrieval which occurred on the following day.
  - Locate Haul 3 on the *eLogbook Entries* page and click on it



- Click on the *Add Retrieval* button





- You can see that the *Gear Deploy Time* field says '01/21 16:00'
- In the *Gear Retrieval Time* field enter the month/day (mm/dd) of retrieval, hit the space bar once and then enter the time (for example: 01/22 0035)
- Continue by entering information in the remaining fields then click on the Save button.



- Haul 3 is displayed on the *eLogbook Entries* page
  - You can see that it was deployed and retrieved on different days



**NOTE:** If you are unable to save haul or catch data in the appropriate fields, document that information in the Comment field for that specific fishing date.

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## **Adding IR/IU Species & Salmon Prohibited Species Catch (PSC)**

### **How to add catch items**

- On the *eLogbook Entries* page locate the haul number that you need to enter IR/IU (pacific cod and/or pollock) or PSC (salmon only) catch to
  - Click on the Haul text highlighted in blue



- You will be taken to the *Haul Deploy Entry* page
  - Click on the *Add Catch* button at the bottom of the page



- Now you should be on the *Catch Entry* page
- Scroll down the page until you see the catch line item fields
- If applicable, enter the species code of IR/IU species and estimated total round weight. You also need to enter a disposition code (e.g. 60 for sold).
- If you are an AFA catcher/processor or any catcher/processor harvesting CDQ pollock
  - You must record prohibited species catch (PSC) and discard disposition of all salmon species in each haul.
  - Record salmon PSC in number of animals.
  - All other discards should be recorded on your daily production report.
- Once you've completed entries for all your catch lines, click on *Save*



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## Salmon Bycatch Movement

- If vessel movement is based on *Chinook salmon bycatch*, users must indicate this by:
  - Adding the salmon PSC count in the Catch Entry table associated with the applicable Haul #(s)
  - Select the canned comment *Moved To Avoid Salmon* and enter the time the user determined they would change location.
- While you are on the haul date that you moved the vessel, select the *Add Comment* button.



- On the *Comment Entry* page, use the drop down arrow to select option 2, *Moved To Avoid Salmon*.
  - You can also enter your own comment in the *Comment Text* box
  - In the *Comment Time* field, enter the time when you decided to move the vessel based on salmon bycatch.
- Click on the Save button.



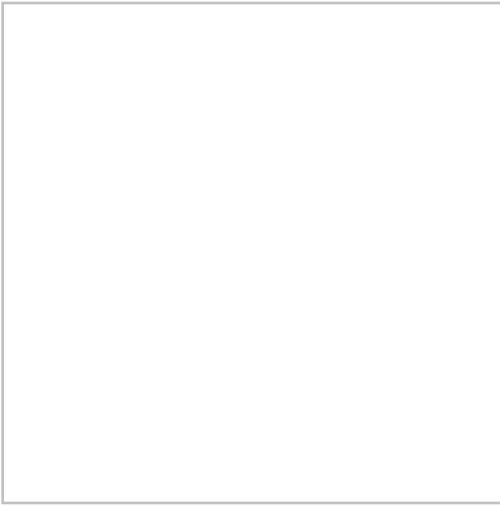
## Adding Comments

- You can add comments to a particular day by going to the main *eLogbook* page and clicking on the date highlighted in blue text

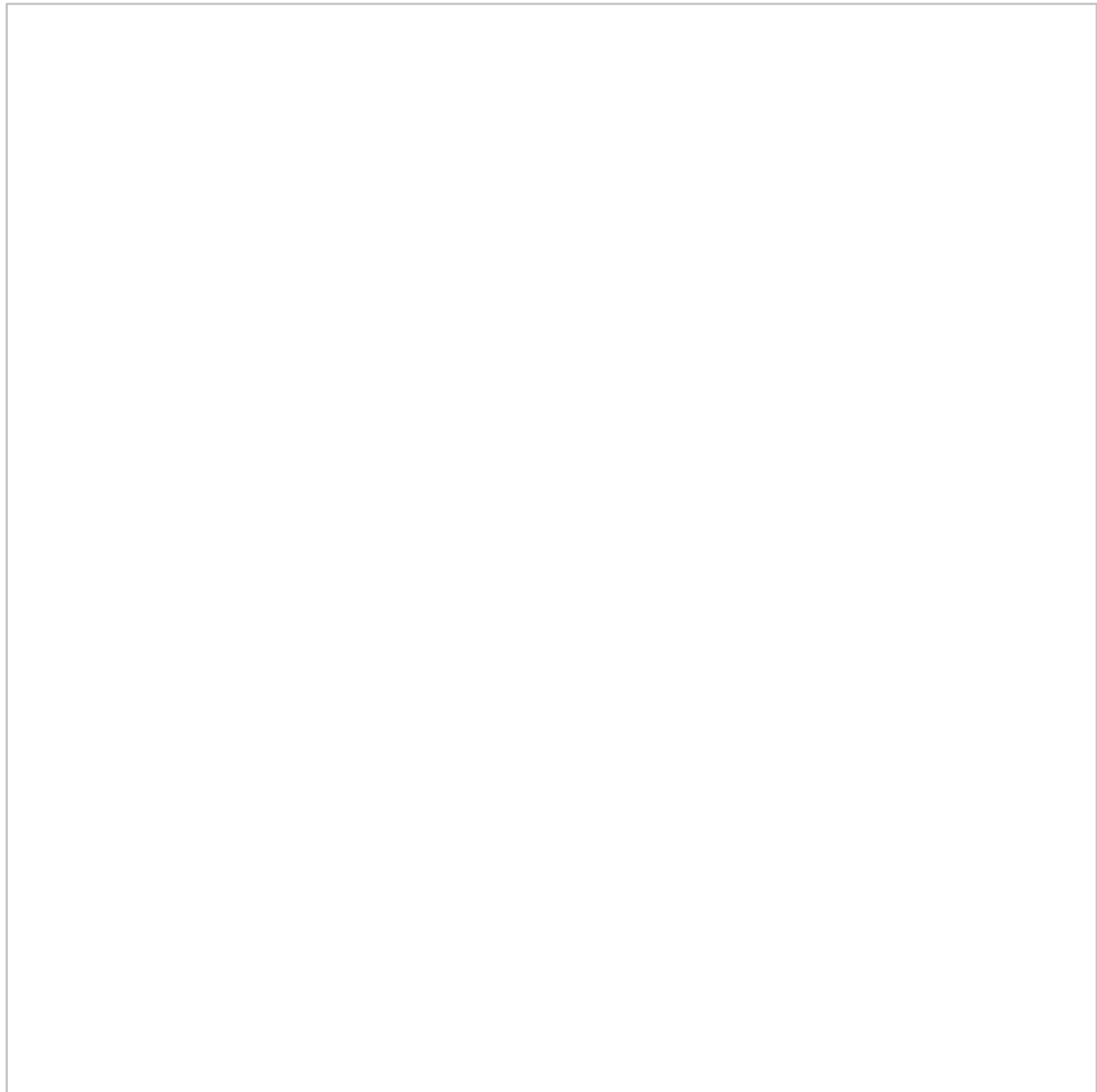




- Locate and click on the *Add Comment* button near the bottom of the screen



- You should now be on the *Comment Entry* page
  - Leave the default *Coded Comment (1 General Comment)*
  - Enter your text in the *Comment Text* box and click *Save*



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## How to Print your Logbook Pages

- You are required to print out daily copies of your logbook entries by 12:00 pm the following day.
  - Print out two copies, one for the vessel and one for the Observers.
    - Make sure the vessel operator signs and dates all eLogbook pages.
    - If edits are made to hauls, you will need to print and sign a new copy and give it to the Observer

Once you have completed your logbook entries for the day, locate the *Display PDF* button at the bottom of the page and click on it



- You will get a page that looks similar to the one below



- If you have made edits to any of your daily logbook entries you can reprint the PDF page from the main *eLogbook* screen.
- Scroll down to the bottom of the main screen and you will see "From Date" and "To Date" fields, fill them in and click on the *Display PDF* button.



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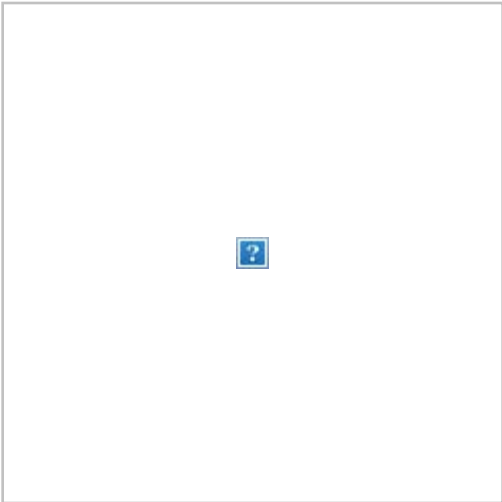
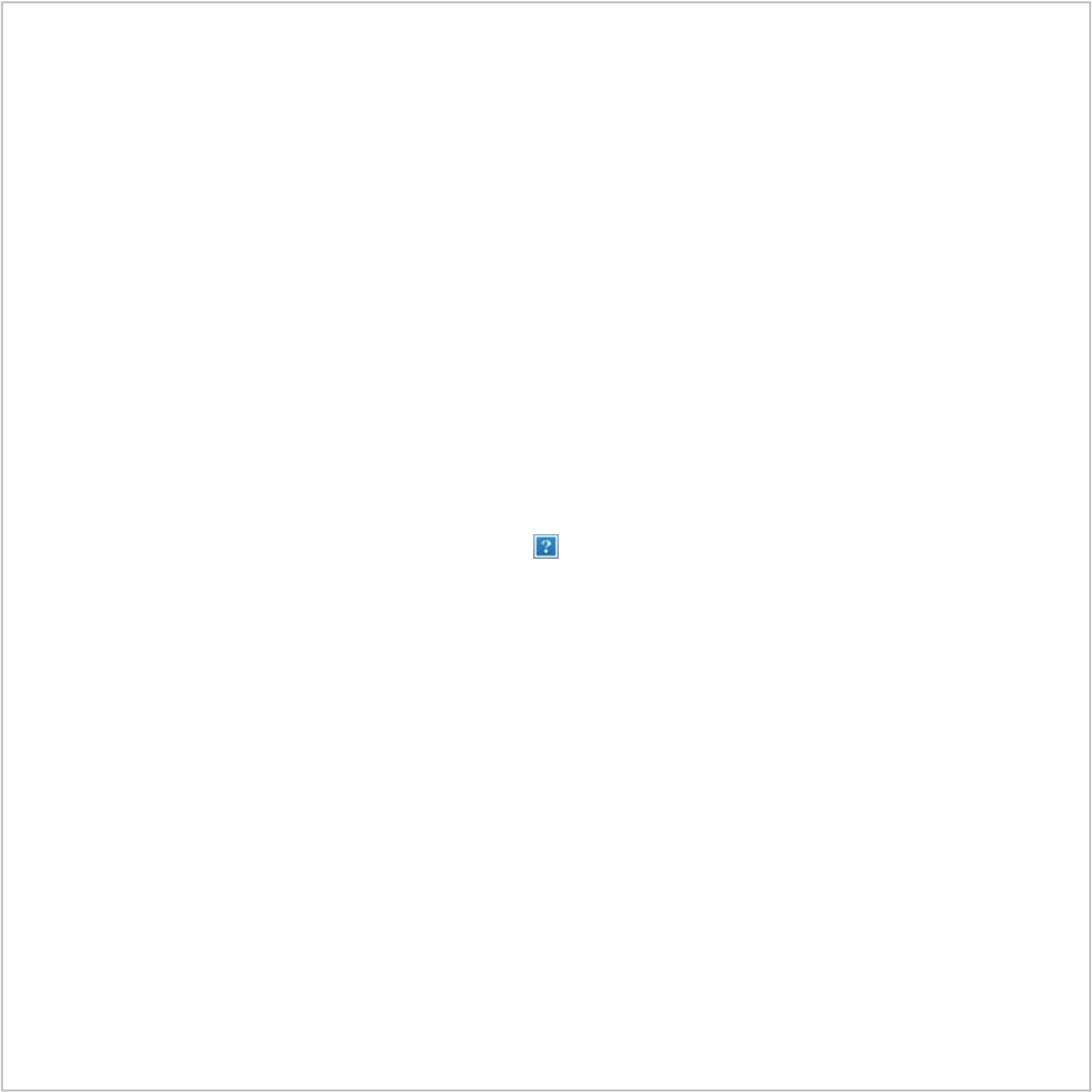
## Making Edits

- In the event you realize you made a mistake while performing data entry in the logbook pages you can can easily go back to the specific entry and make edits.
  - You can account for the mistaken entry by adding a comment on the haul date explaining what happened

- For haul deployment edits simply locate the haul number on the main eLogbook page and click on the text highlighted in blue
- Any fields that allow you to change the data are editable



- In order to edit your retrieval data you will need to be on the actual Haul Deploy Entry screen and click on the Edit Retrieval button
- The same is true if you want to Edit Catch



- To edit voyage data you need to be on the main eLogbook screen
- Find the Edit Voyage button and click on it to make changes
- Note that as you save each page, the logbook data is saved in the NMFS database, so when you make changes you'll see the edits on the PDF printout of your logbook pages as strike-throughs.



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If you have any questions, please contact [suja.hall@noaa.gov](mailto:suja.hall@noaa.gov) or call 907-586-7462

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