

# IERS eLogbook Instructions

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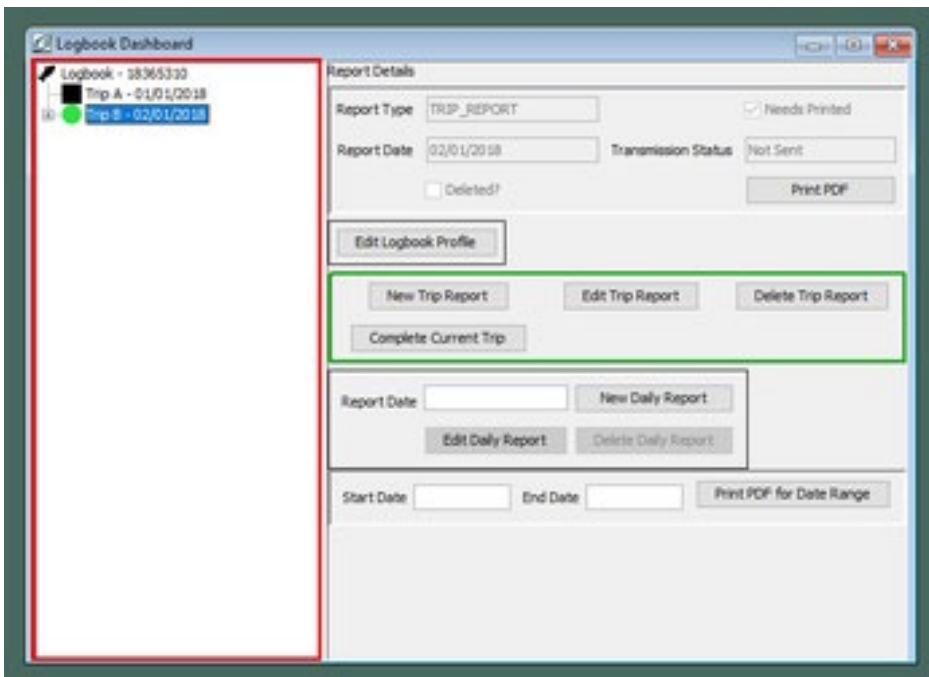
## Navigating the Logbook Dashboard

The main Logbook Dashboard screen is your command center! Continue reading for more instructions and hints on how best to Navigate your Logbook Dashboard.

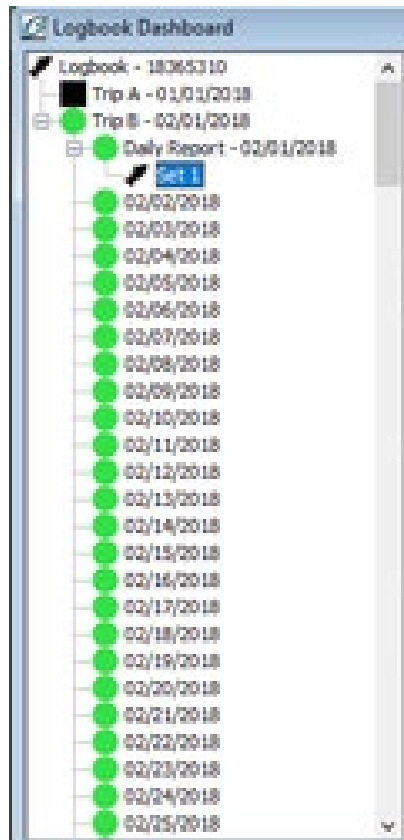
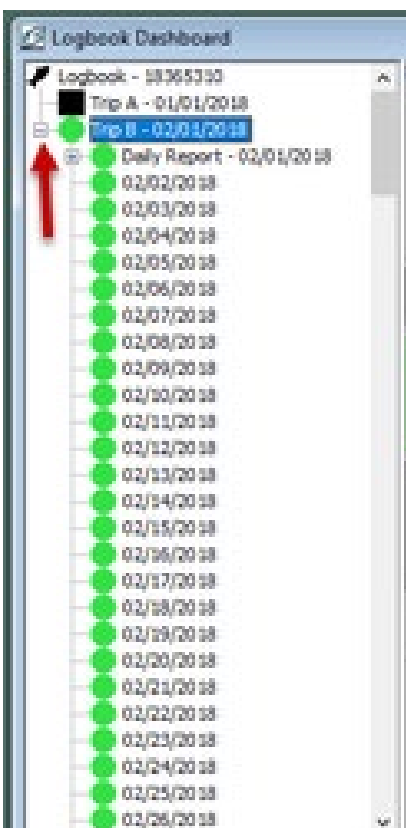
### Basic Navigation

Similar to your Legacy Logbook, the Daily Report Logbook Dashboard is controlled through left and right hand panes of the Logbook Dashboard Window.

The left hand side allows you to navigate through the logbook's trips, dates, deliveries, and sets/hauls.

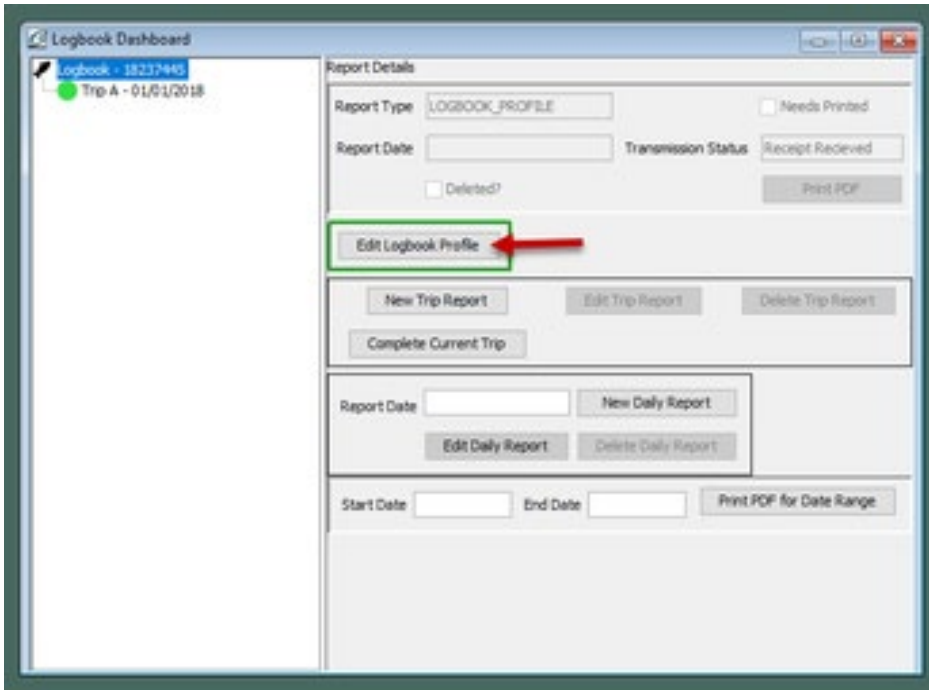


By clicking on the small white "+" icon next to trips or days, you can expand the trip to see days, or expand the days to see sets and hauls.

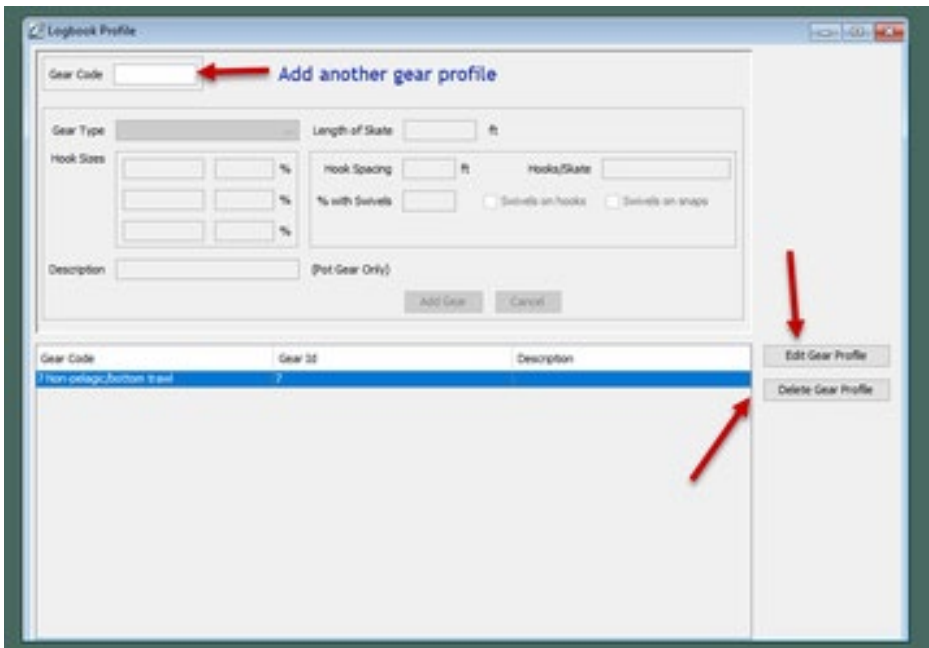


## Logbook Profile

If you need to editor view your logbook profile, select the Logbook ID at the top of the left hand pane, and click "Edit Logbook Profile."



The Logbook Profile Window will open and you can add, view, delete and edit the gear profiles as needed.



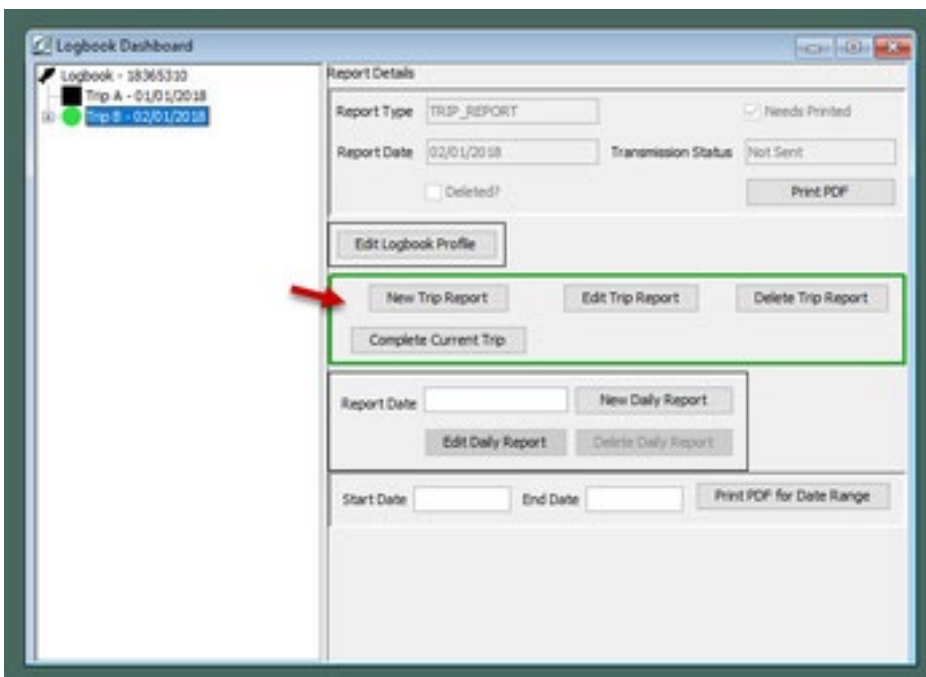
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## Trip Report Associated Actions

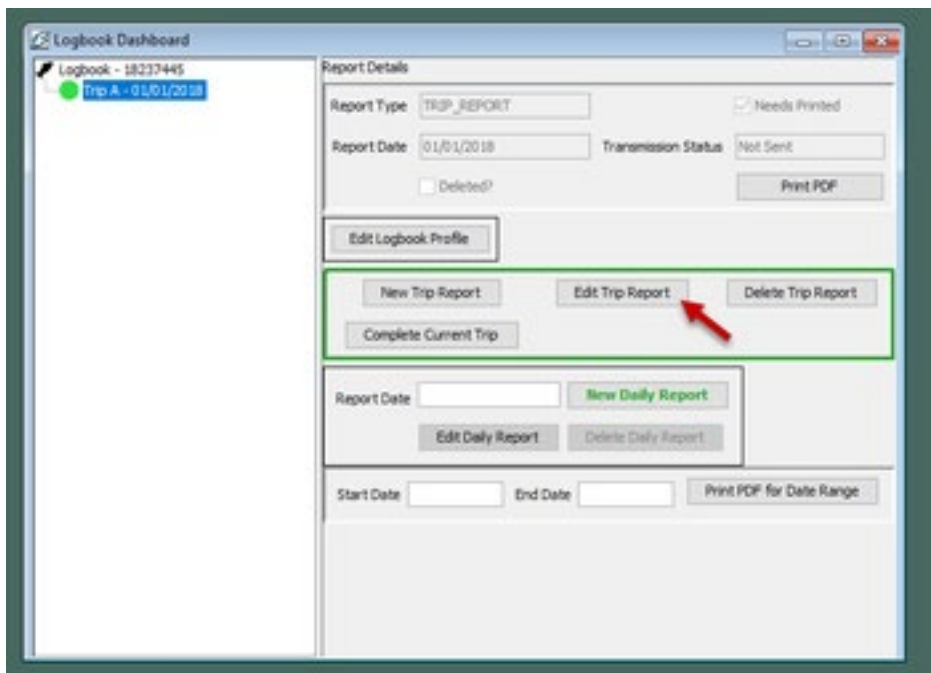
The right hand side of the window is where you choose different actions, like adding a new daily report, creating a new trip, or editing your logbook profile. Depending on what is highlighted in the left hand pane of the window, different options might be available in the right hand side.

In the example, you can see when I have highlighted Trip B, so in the right hand pane, the most likely actions are highlighted with the green box. Those actions are:

- New Trip Report - Choosing this option would begin the creation of a Trip C for the logbook
- Edit Trip Report - Choosing this option would allow you to edit details from the trip, like the Observer's name, the Captain's name, or to go change the status to inactive or active.
- Delete Trip Report - This option would delete the trip and all the hauls/sets, comments and flow scale tests associated with that trip. If you delete a trip, there will be a strike-through that appears through the trip and the subsequent sets or hauls entered.
- Complete Current Trip Report - Completes the trip report you have highlighted in the left hand pane, would be used at the end of the trip when the vessel will be going inactive.

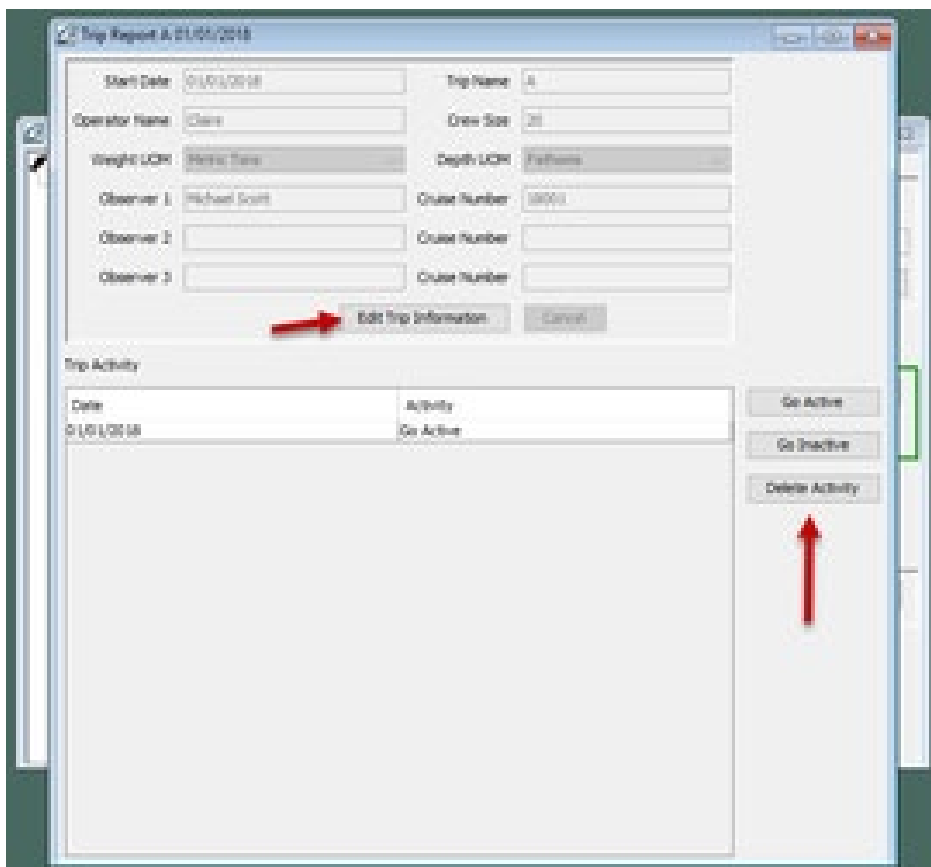


If you wanted to Edit the trip Report, you would click on and highlight the trip you want to edit in the left hand pane, then click "Edit Trip."



The Trip Report Window will open for you to make edits to.

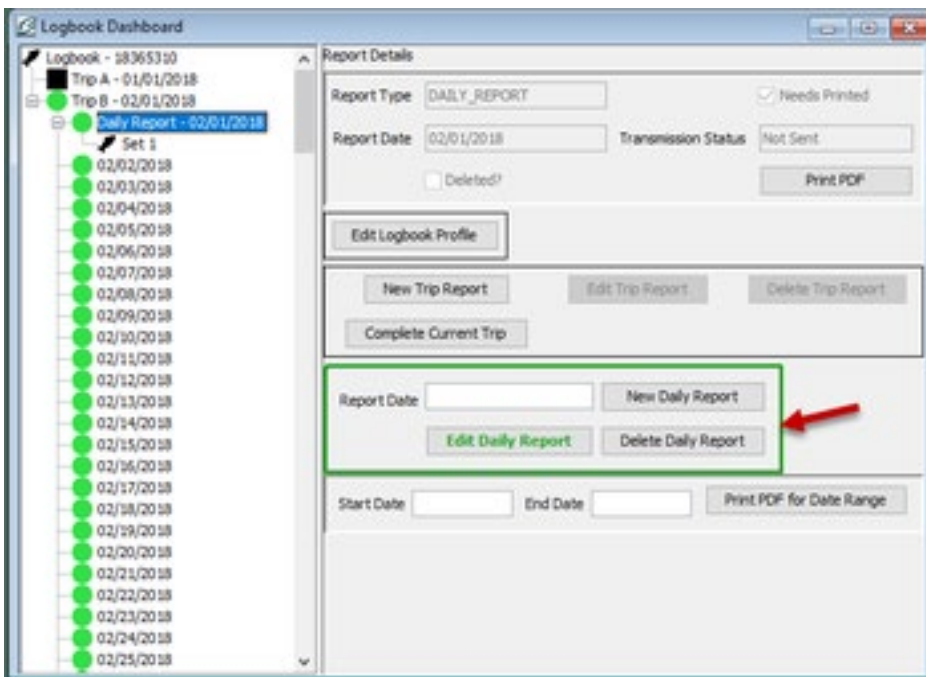
You can Edit most of the Header information, like Operator name, crew size, Weight and Depth UOM, Observer and Cruise Number, or you can add vessel activity, like "Go Inactive."



## Daily Report Associated Actions

If you have the left hand side expanded, and a day selected you will see different options highlighted with green.

- New Daily Report - Opens the Daily Report window where you can enter your sets/hauls, as well as flow scale tests, deliveries, and comments. Enter the date, then click "New Daily Report," or double click on the date in the left hand pane to open the Daily Report window and begin.
- Edit Daily Report - Opens the Daily Report window for you to edit hauls/sets, comments, deliveries and flow scale tests.
- Delete Daily Report - Deletes the Daily Report that you have highlighted in the left hand pane. If the information has already been transmitted, the deleted information will show a strike-through.

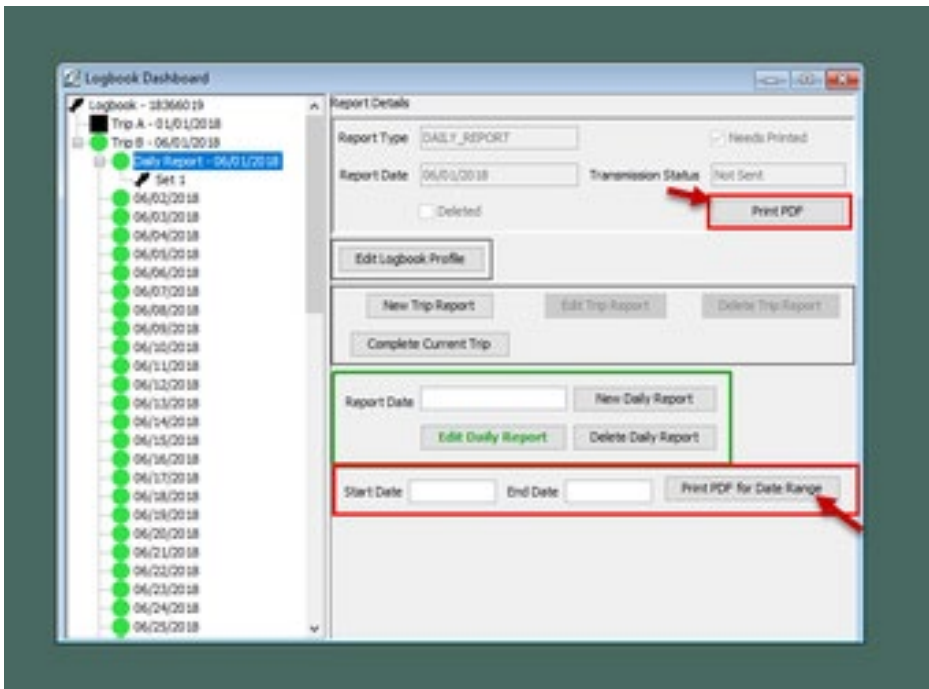


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## Printing a Daily Report Logbook

There are two print functions that you can make use of.

You can use the "Print PDF" button at the top of the screen to print the whole logbook, or the date range option at the bottom of the window to print just a selected date range.

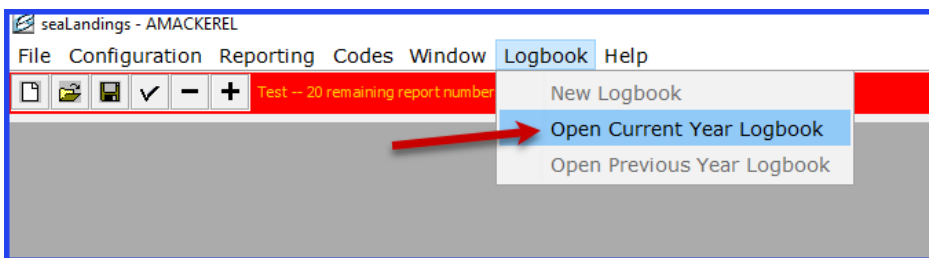


## Trawl CP & Mothership - Entering Hauls, Comments, Flow Scale Tests, and Deliveries

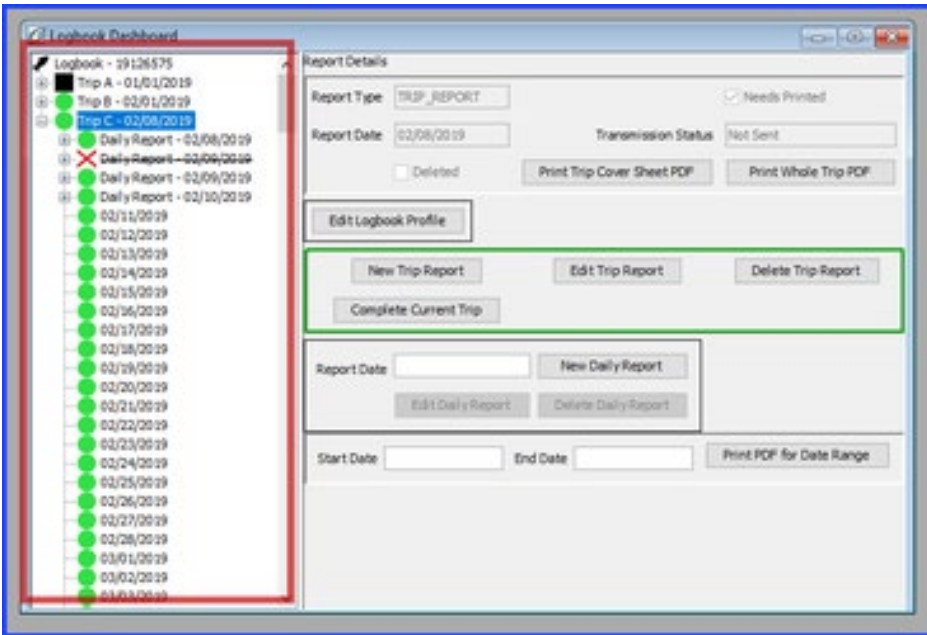
### Entering a Haul

To enter hauls, comments, flow scale tests, and deliveries:

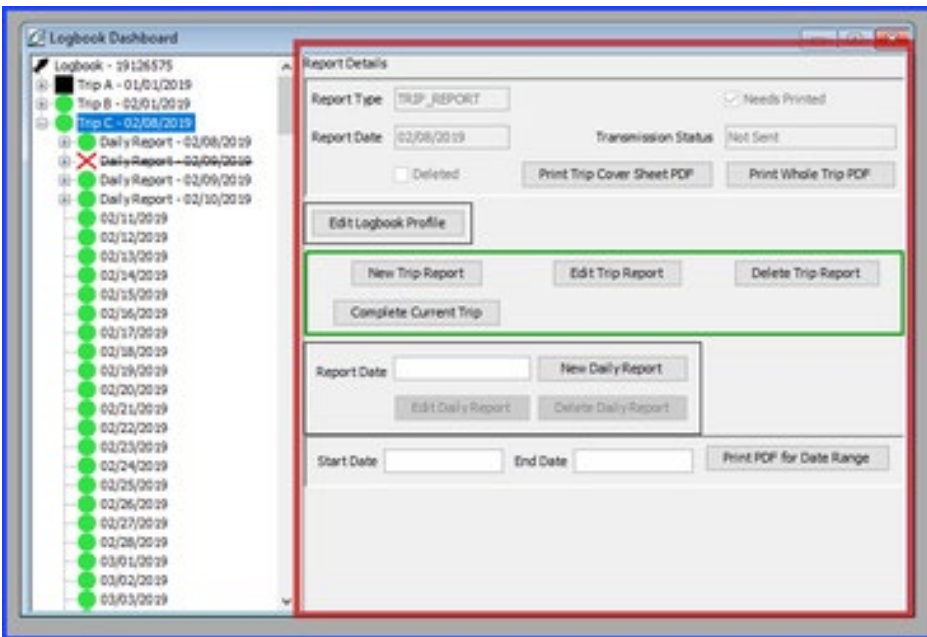
- Open up your Logbook Dashboard.
- If it is not already open, you can pull up the window by going to Logbook > Open Current Year Logbook



- Once your logbook dashboard is open, click on the trip report in the left hand pane that you wish to add a daily report to.
  - In this case, we selected Trip C.

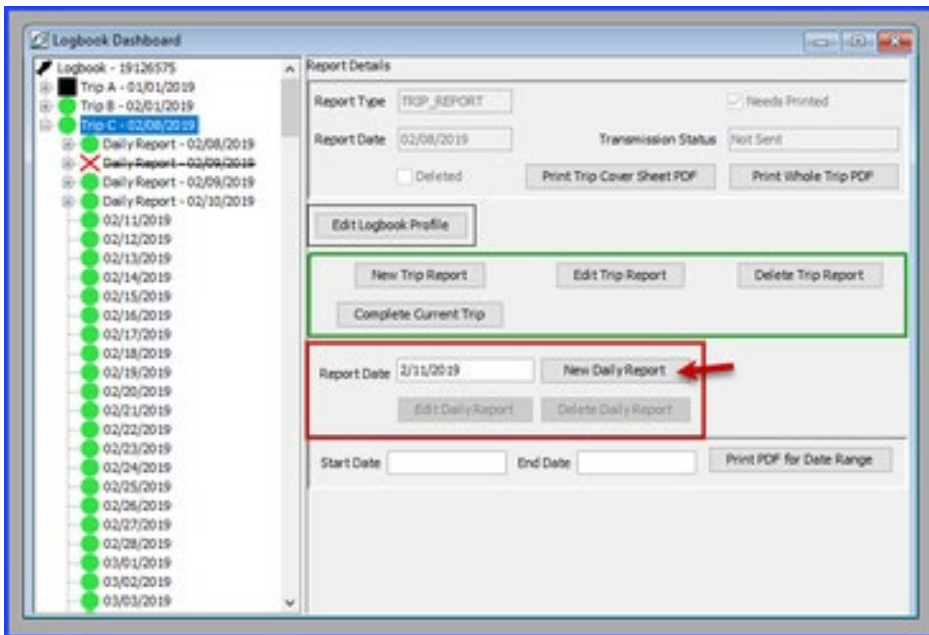


- In the right hand pane of the window, the most likely actions are highlighted in green. We want to add a New Daily Report.

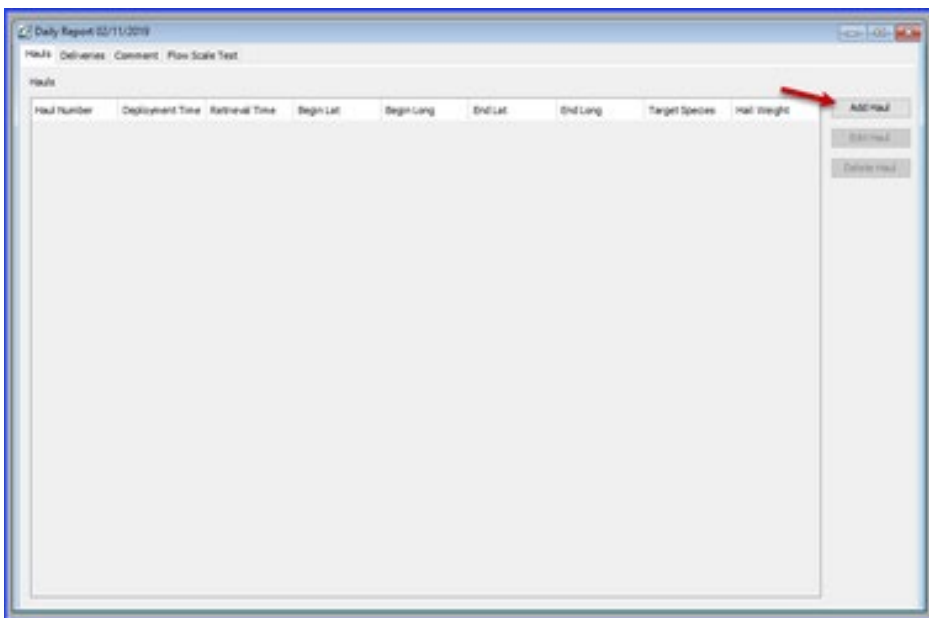


- To add a New Daily Report, enter the date of the report, in the "Report Date" field, then click "New Daily Report."





- The Hauls window will open.
- To enter a new haul, click "Add Haul."



- You will then be directed to a page where you can enter your Haul information.
- Required information includes:
  - Haul # - An automatically assigned number that identifies the haul. It can be adjusted manually by entering in a new number into the field
  - Deploy Time - The time that the gear first entered the water, recorded in military format
  - Deploy Lat - The beginning position of latitude, (recorded to the nearest minute and denoted with a N or S) when the gear first enters the water
  - Deploy Long - The beginning position of longitude, (recorded to the nearest minute and denoted with an E or W) when the gear first enters the water
  - Gear ID - The numerical identifier of the type of fishing gear used. Defaults to the gear profile entered in the logbook profile.

- Target Species - *The species code of the intended species to be harvested. Enter only one target species code.*
- Enter the deployment stats, then click "Save Haul."

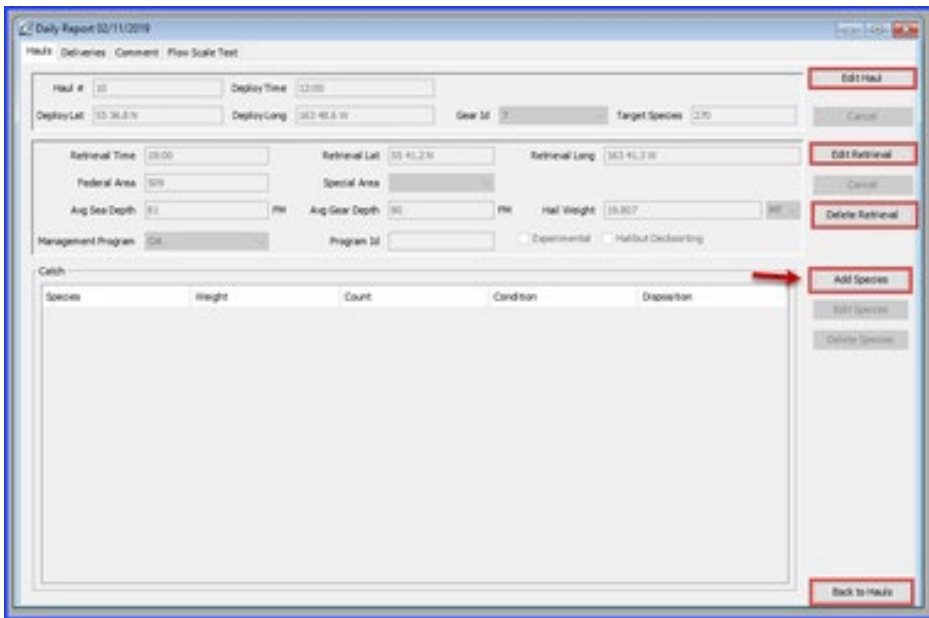
- Once you have saved the Haul information, you will have multiple choices for your next action.
  - You can edit the Haul information you entered
  - You can add a retrieval
  - Or you can return back to the mail Haul page.
- In this scenario, we will enter the retrieval information.

- Enter the retrieval information. Required fields include
  - Retrieval time - *The time that the end of the trawl gear leaves the water.*
  - Retrieval Lat - *The ending position of latitude, (recorded to the nearest minute and denoted with a N or S) where the last piece of gear leaves the water*

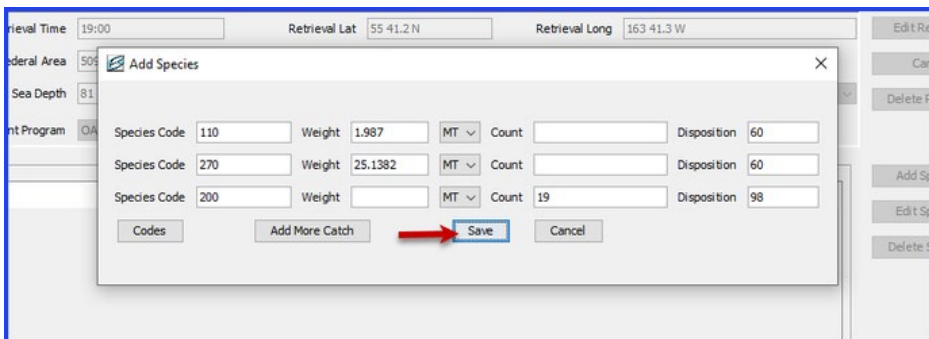
- Retrieval Long - *The ending position of longitude, (recorded to the nearest minute and denoted with an E or W) where the last piece of gear leaves the water*
- Federal Area - *Automatically populates based on Lat and Long coordinates. The three digit federal area where fishing occurred.*
- Special Area - *Automatically populates based on Lat and Long coordinates. Designates when fishing occurs in the COBLZ, RKSCA, or AISWW areas.*
- Avg Sea Depth - *Average depth of sea floor*
- Avg Gear Depth - *Average depth of gear*
- Hail Weight - *hail weight of catch*
- Management Program - *The alphanumeric abbreviation for the fisheries management program that the fishing is occurring under. Use the Drop down to select the program.*
- Program ID - *Depending on the Management Program, an additional Management Program ID might be required. If so, enter that here.*
- Halibut Decksorting - *Check box if participating in Halibut Decksorting*
- Once the required information is entered, click "Save Retrieval."

The screenshot shows a software window titled "Daily Report 02/11/2019". The interface includes several input fields and buttons. A red rectangular box highlights the "Retrieval" section, which contains fields for "Retrieval Time" (2900), "Retrieval Lat" (55 43.2 N), "Retrieval Long" (152 43.3 W), "Federal Area" (329), "Special Area" (dropdown), "Avg Sea Depth" (80 FM), "Avg Gear Depth" (81 FM), "Hail Weight" (29.807 MT), "Management Program" (OA), and "Program ID". To the right of these fields are "Save Retrieval" and "Cancel" buttons. A red arrow points to the "Save Retrieval" button. Below the retrieval fields is a "CATCH" section with a table header: "Species", "Weight", "Count", "Condition", and "Disposition".

- Once you have saved the retrieval, there are multiple options to move forward.
  - You can always edit hauls or retrievals
  - You can delete the retrievals
  - Or you can add the species catch information.
- In this scenario we will add the species catch information.



- When you click "Add Species," a new window will open and allow you to enter the itemized catch for the haul.
- Only IR/IU species, pollock, and Pacific Cod are required to be entered in the catch data. (Full accounting of the catch is required in the Production Reports.)
- Enter the species code, weight and disposition.
- IR/IU species require the count to be entered instead of the weight.
- You can add more lines if necessary by clicking “Add More Catch.”
- If you do not need more lines and have entered your species catch data, finish by clicking “Save.”



- Once you have saved the catch information, you will be returned to the Haul screen, where you will have multiple options on how to proceed.
- The right hand side of the window will give you multiple options
  - Edit haul
  - Delete species,
  - Go back to Hauls.
- If you wanted to add another haul, you would simply click Back to Hauls to return to the Haul screen
- You can also use the tabs at the top left of the window to add other information, like deliveries, comments, or flow scale tests.

Daily Report 02/15/2018

Hauls | Deliveries | Comment | Flow Scale Test

Haul # 10 Deploy Time 12:00  
 Deploy Lat 33 36.8 N Deploy Long 152 48.6 W Gear ID 2 Target Species 270

Retrieval Time 09:00 Retrieval Lat 33 41.2 N Retrieval Long 152 45.2 W  
 Federal Area 009 Special Area  
 Avg Sea Depth 81 Fm Avg Gear Depth 80 Fm Haul Weight 18.807 WT  
 Management Program 0A Program ID  Experimental  Haulout/Deckloading

Species	Weight	Count	Condition	Disposition
132 P. cod	1.9670 WT			Not Sold
270 Pollock	36.2382 WT			Not Sold
200 Halibut		28		Not On Ice

Buttons: Edit Haul, Cancel, Edit Retrieval, Cancel, Delete Retrieval, Add Species, Edit Species, Delete Species, Back to Hauls

## Entering a Delivery

- To add a delivery, click the Deliveries tab.
- The deliveries window will open, and you can continue by clicking "Add Delivery."

Daily Report 02/15/2018

Hauls | Deliveries | Comment | Flow Scale Test

Fish Ticket #	Receipt Time	Receipt Lat	Receipt Long	Haul Weight

Buttons: Add Delivery, Edit Delivery, Delete Delivery

- To add a delivery, enter information into the open fields. A fish ticket number is not required at time of entry, but before transmitting you will need to enter it.
- Once the information is filled in, click "Save Delivery."
- You will then be able to add species information for the delivery. Click Save to continue.

The screenshot shows the 'Daily Report 02/11/2019' window with the 'Deliveries' tab selected. The form includes the following fields and controls:

- Fish Ticket:** Text input field.
- Catcher Vessel ADFG #:** Text input field with value '56789'.
- Gear Code:** Text input field with value '7'.
- Management Program:** Dropdown menu with 'OK' selected.
- Management Program Id:** Text input field.
- Receipt Latitude:** Text input field.
- Receipt Longitude:** Text input field.
- Species Table:** A table with columns: Species, Weight, Count, Condition, Disposition.

Buttons on the right side include 'Save Delivery', 'Cancel Delivery/Edit', and 'Back to Deliveries'.

## Entering a Comment

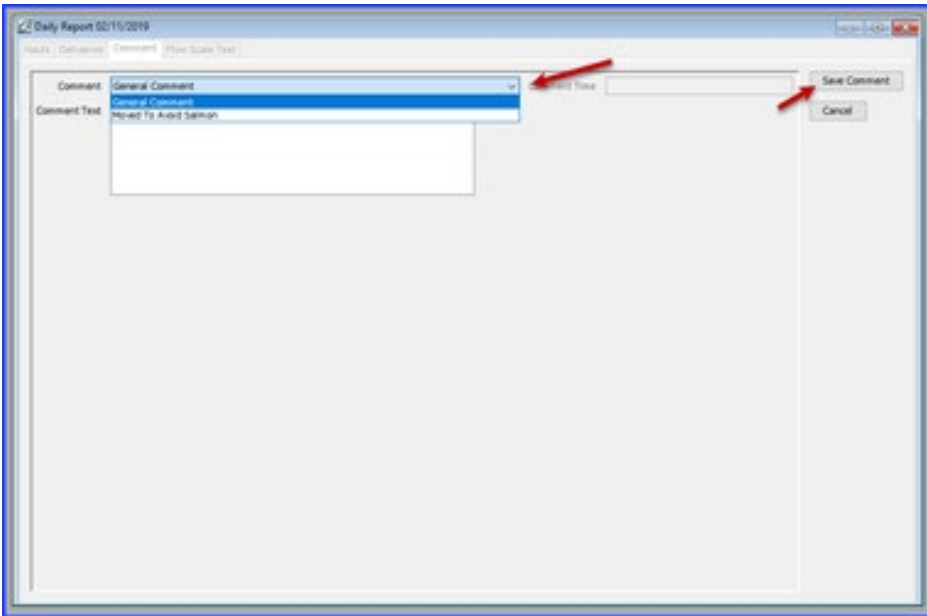
- To add a comment, navigate to the comment tab in the Daily Report window
- Then click "Add Comment"

The screenshot shows the 'Daily Report 02/11/2019' window with the 'Comment' tab selected. The interface includes:

- Table:** A table with columns: Type, Time, Comment.
- Buttons:** 'Add Comment', 'Edit Comment', and 'Delete Comment' buttons are located on the right side.

A red arrow points to the 'Add Comment' button.

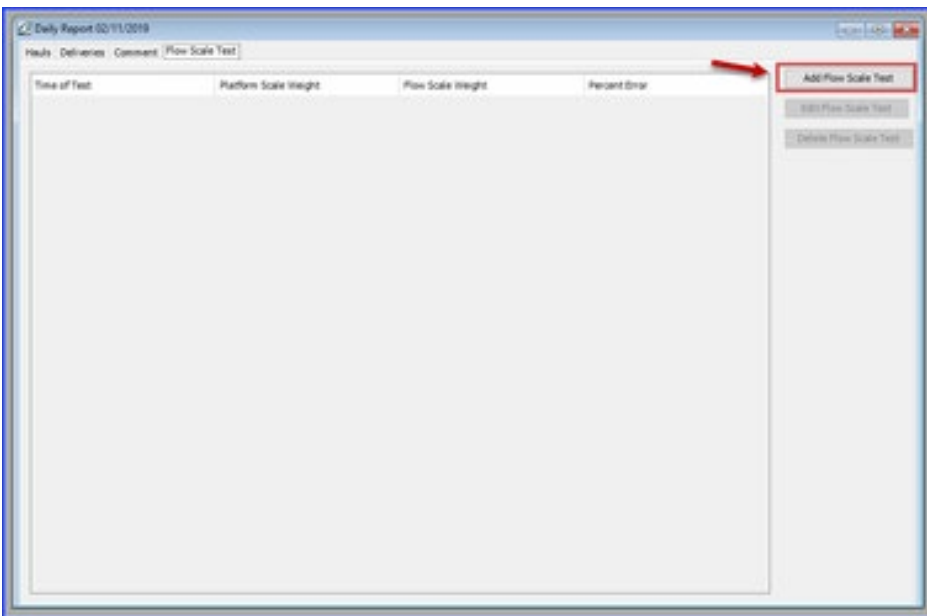
- Using the Comment drop down menu, you can choose from two different types of comment.
  - A General comment allows you to enter comment text.
  - The Moved to Avoid Salmon comment type will note the time of comment, but not allow you to enter text.
- Comment text is limited to 140 characters, so long commentaries may require multiple comments.
- Once you have entered your comment, click "Save Comment" to continue.



- Saving the comment will return you to the Comment tab in the Daily Report Screen, from there you can add additional comments, as well as edit or delete existing comments.

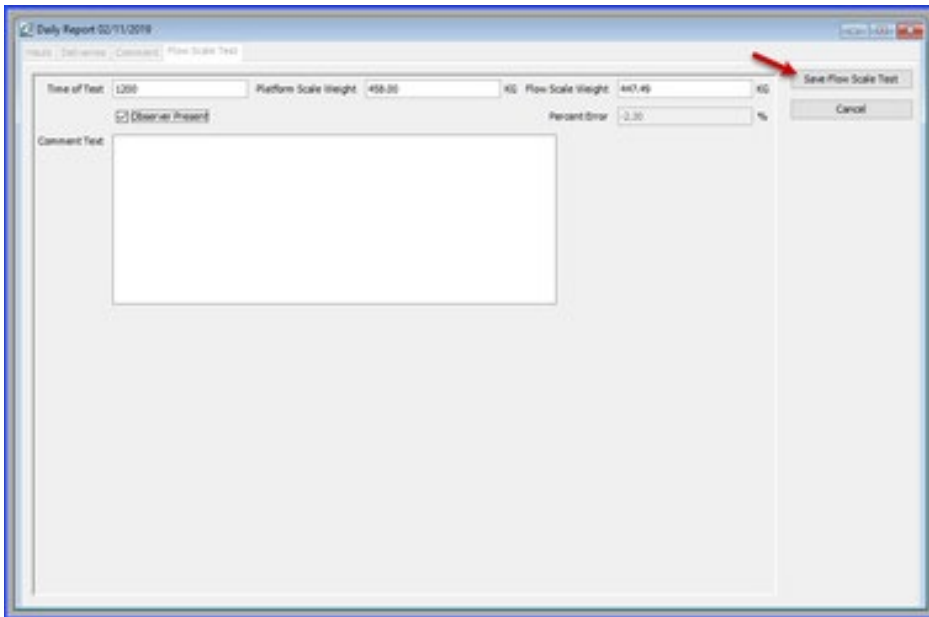
## Adding a Flow Scale Test

- To add a flow scale test, use the tabs at the top left of the Daily Report screen to navigate to the Flow Scale Tab
- Click "Add Flow Scale Test."



- The following fields are required in order to save the test

- time of the test
- platform scale weight
- flow scale weight
- You can add any necessary comments
- Check the box if an observer was present at the time of the test
- The percent error of the test is calculated automatically based on the platform scale weight and flow scale weight entered.
- Click "Save Flow Scale Test" to save and continue




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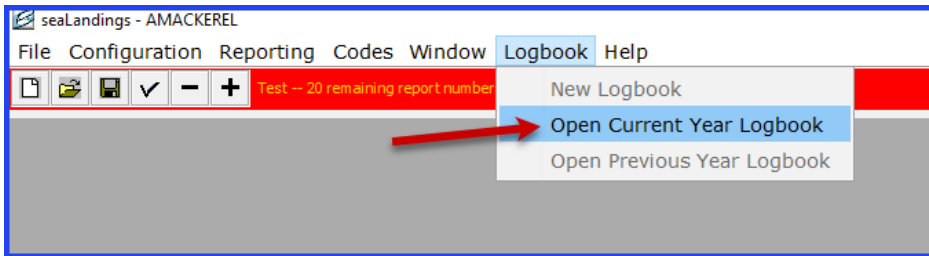
## Trawl CP & Mothership - Entering Hauls, Comments, Flow Scale Tests, and Deliveries

### Entering a Haul

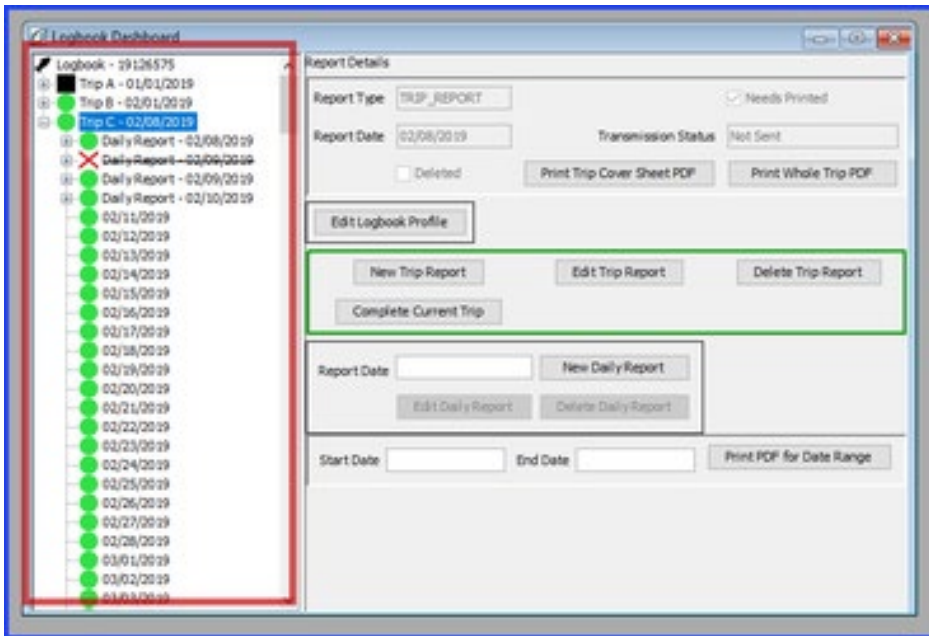
To enter hauls, comments, flow scale tests, and deliveries:

- Open up your Logbook Dashboard.
- If it is not already open, you can pull up the window by going to Logbook > Open Current Year Logbook

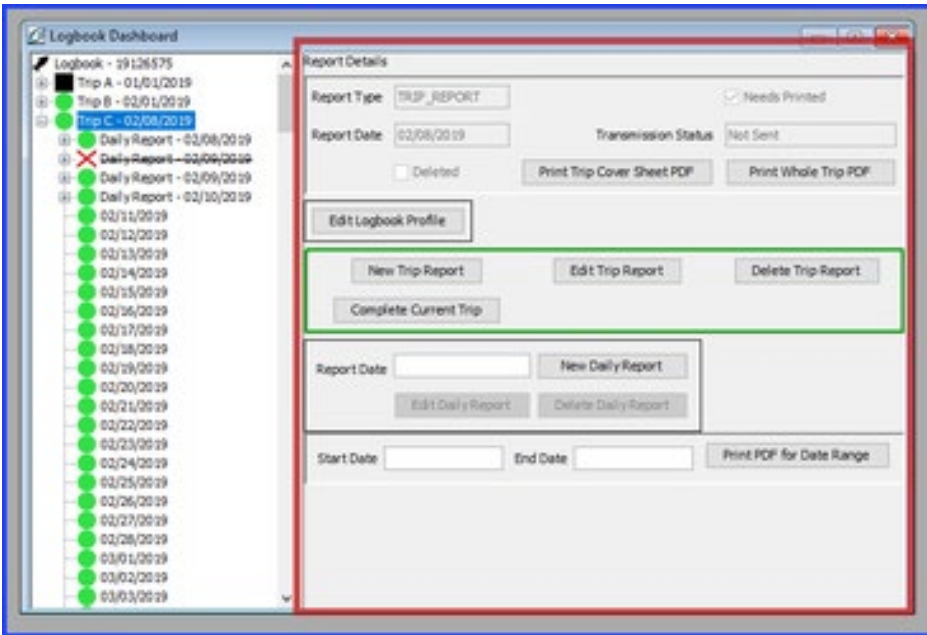




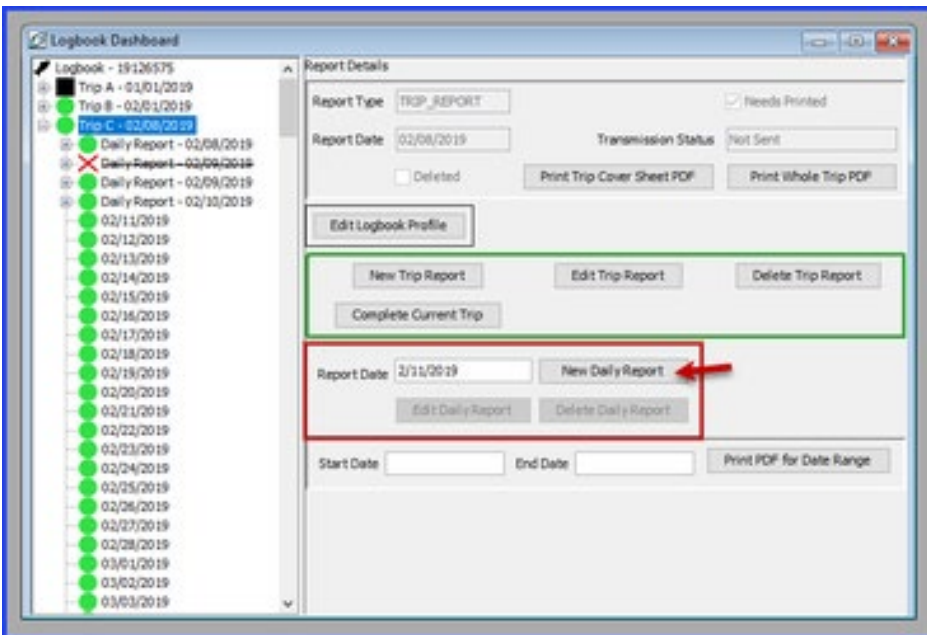
- Once your logbook dashboard is open, click on the trip report in the left hand pane that you wish to add a daily report to.
  - In this case, we selected Trip C.



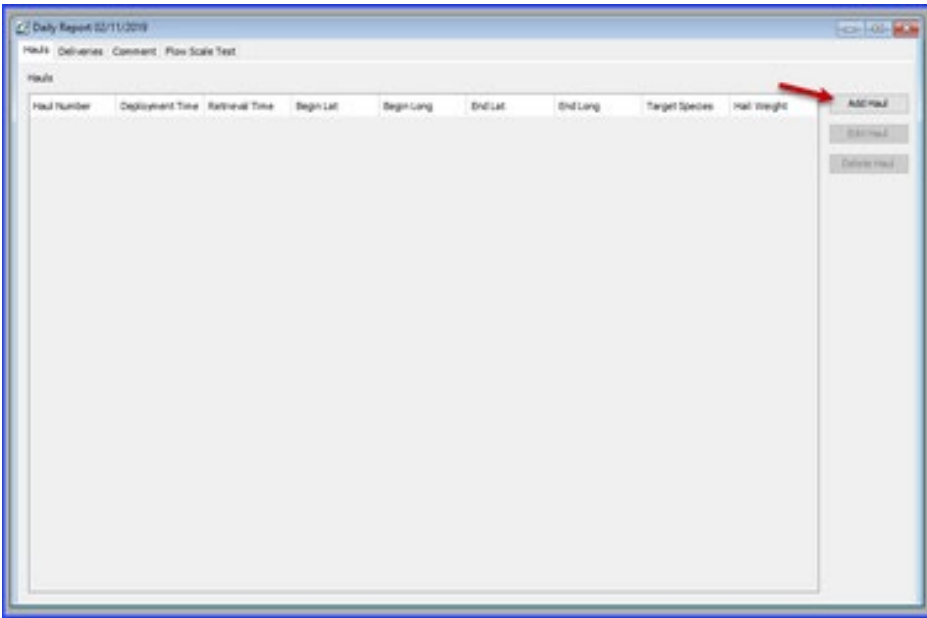
- In the right hand pane of the window, the most likely actions are highlighted in green. We want to add a New Daily Report.



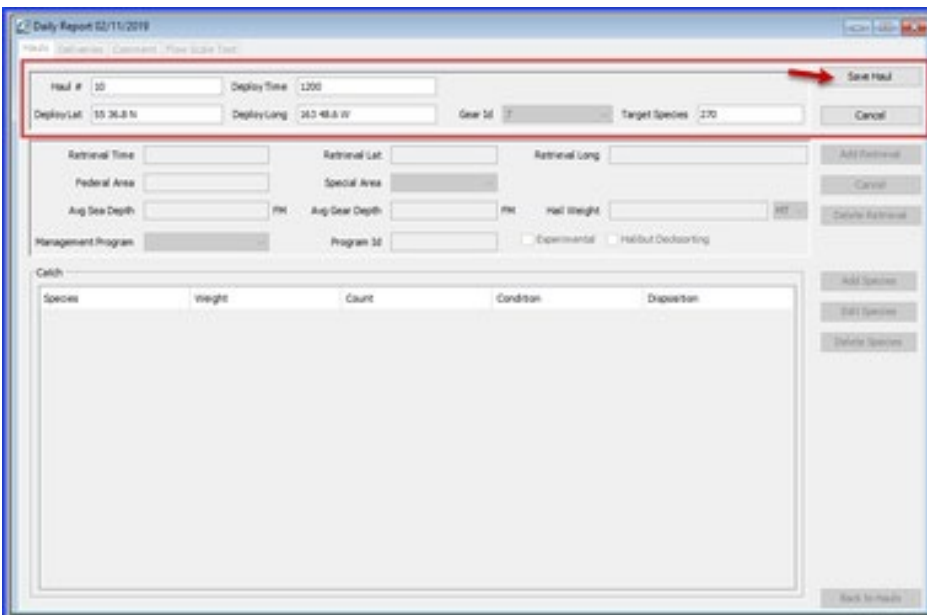
- To add a New Daily Report, enter the date of the report, in the "Report Date" field, then click "New Daily Report."



- The Hauls window will open.
- To enter a new haul, click "Add Haul."



- You will then be directed to a page where you can enter your Haul information.
- Required information includes:
  - Haul # - An automatically assigned number that identifies the haul. It can be adjusted manually by entering in a new number into the field
  - Deploy Time - The time that the gear first entered the water, recorded in military format
  - Deploy Lat - The beginning position of latitude, (recorded to the nearest minute and denoted with a N or S) when the gear first enters the water
  - Deploy Long - The beginning position of longitude, (recorded to the nearest minute and denoted with an E or W) when the gear first enters the water
  - Gear ID - The numerical identifier of the type of fishing gear used. Defaults to the gear profile entered in the logbook profile.
  - Target Species - The species code of the intended species to be harvested. Enter only one target species code.
- Enter the deployment stats, then click "Save Haul."



- Once you have saved the Haul information, you will have multiple choices for your next action.
  - You can edit the Haul information you entered
  - You can add a retrieval
  - Or you can return back to the mail Haul page.
- In this scenario, we will enter the retrieval information.

- Enter the retrieval information. Required fields include
  - Retrieval time - *The time that the end of the trawl gear leaves the water.*
  - Retrieval Lat - *The ending position of latitude, (recorded to the nearest minute and denoted with a N or S) where the last piece of gear leaves the water*
  - Retrieval Long - *The ending position of longitude, (recorded to the nearest minute and denoted with an E or W) where the last piece of gear leaves the water*
  - Federal Area - *Automatically populates based on Lat and Long coordinates. The three digit federal area where fishing occurred.*
  - Special Area - *Automatically populates based on Lat and Long coordinates. Designates when fishing occurs in the COBLZ, RKSCA, or AISWW areas.*
  - Avg Sea Depth - *Average depth of sea floor*
  - Avg Gear Depth - *Average depth of gear*
  - Hail Weight - *hail weight of catch*
  - Management Program - *The alphanumeric abbreviation for the fisheries management program that the fishing is occurring under. Use the Drop down to select the program.*
  - Program ID - *Depending on the Management Program, an additional Management Program ID might be required. If so, enter that here.*
  - Halibut Decksorting - *Check box if participating in Halibut Decksorting*
- Once the required information is entered, click "Save Retrieval."

Daily Report 02/11/2019

Haul # 00 Deploy Time 12:00

Deploy Lat 33 30.8 N Deploy Long 163 48.6 W Gear ID 3 Target Species 270

Retrieval Time 2900 Retrieval Lat 33 41.2 N Retrieval Long 163 41.3 W

Federal Area 309 Special Area

Avg Sea Depth 80 FM Avg Gear Depth 81 FM Haul Weight 19.807

Management Program OA Program ID  Experimental  Haulout Deckloading

Catch

Species	Weight	Count	Condition	Disposition

- Once you have saved the retrieval, there are multiple options to move forward.
  - You can always edit hauls or retrievals
  - You can delete the retrievals
  - Or you can add the species catch information.
- In this scenario we will add the species catch information.

Daily Report 02/11/2019

Haul # 00 Deploy Time 12:00

Deploy Lat 33 30.8 N Deploy Long 163 48.6 W Gear ID 3 Target Species 270

Retrieval Time 2900 Retrieval Lat 33 41.2 N Retrieval Long 163 41.3 W

Federal Area 309 Special Area

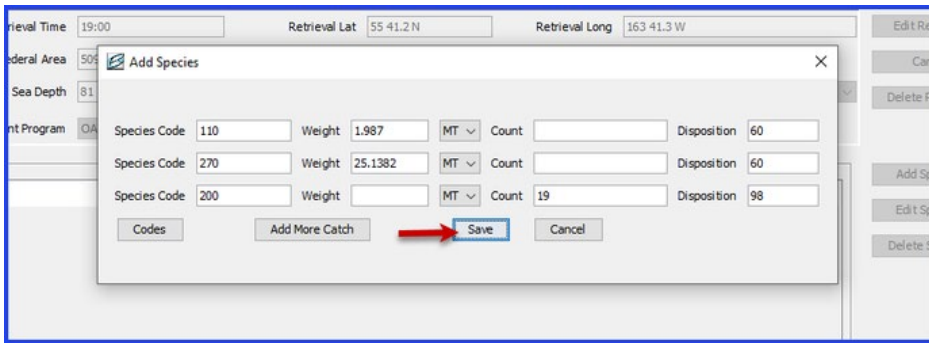
Avg Sea Depth 80 FM Avg Gear Depth 81 FM Haul Weight 19.807

Management Program OA Program ID  Experimental  Haulout Deckloading

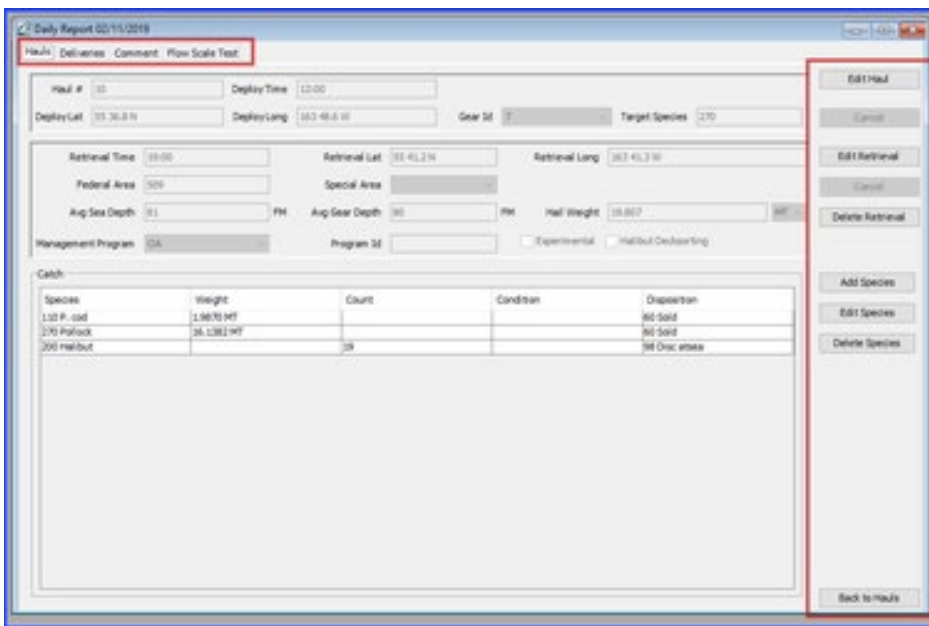
Catch

Species	Weight	Count	Condition	Disposition

- When you click "Add Species," a new window will open and allow you to enter the itemized catch for the haul.
- Only IR/IU species, pollock, and Pacific Cod are required to be entered in the catch data. (Full accounting of the catch is required in the Production Reports.)
- Enter the species code, weight and disposition.
- IR/IU species require the count to be entered instead of the weight.
- You can add more lines if necessary by clicking "Add More Catch."
- If you do not need more lines and have entered your species catch data, finish by clicking "Save."

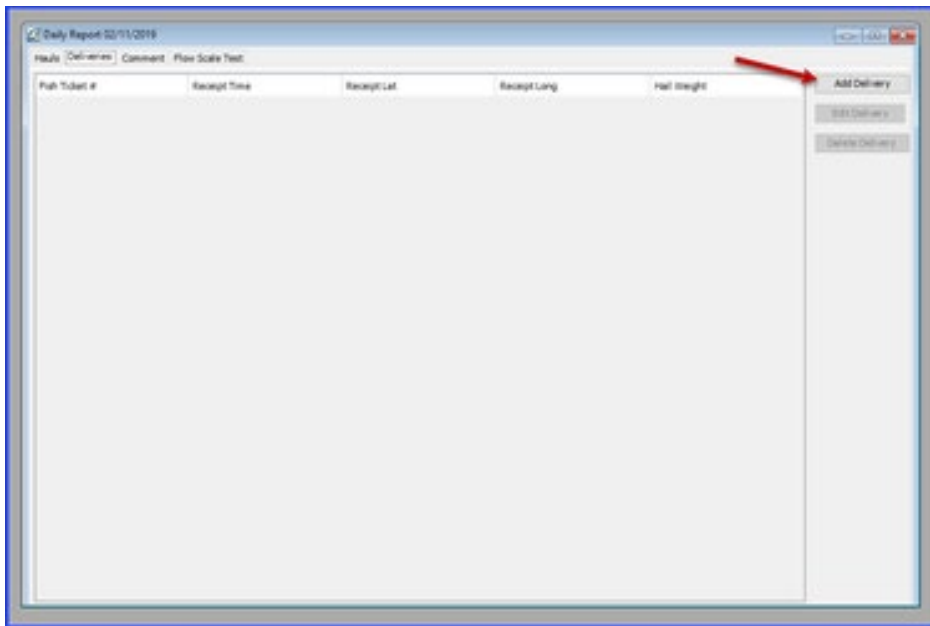


- Once you have saved the catch information, you will be returned to the Haul screen, where you will have multiple options on how to proceed.
- The right hand side of the window will give you multiple options
  - Edit haul
  - Delete species,
  - Go back to Hauls.
- If you wanted to add another haul, you would simply click Back to Hauls to return to the Haul screen
- You can also use the tabs at the top left of the window to add other information, like deliveries, comments, or flow scale tests.

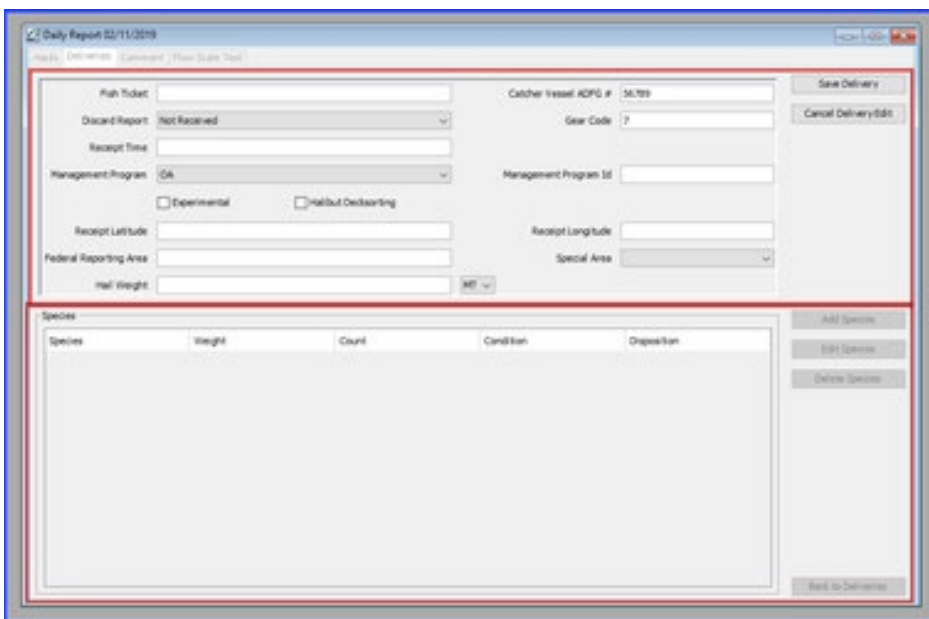


## Entering a Delivery

- To add a delivery, click the Delivery tab.
- The deliveries window will open, and you can continue by clicking "Add Delivery."

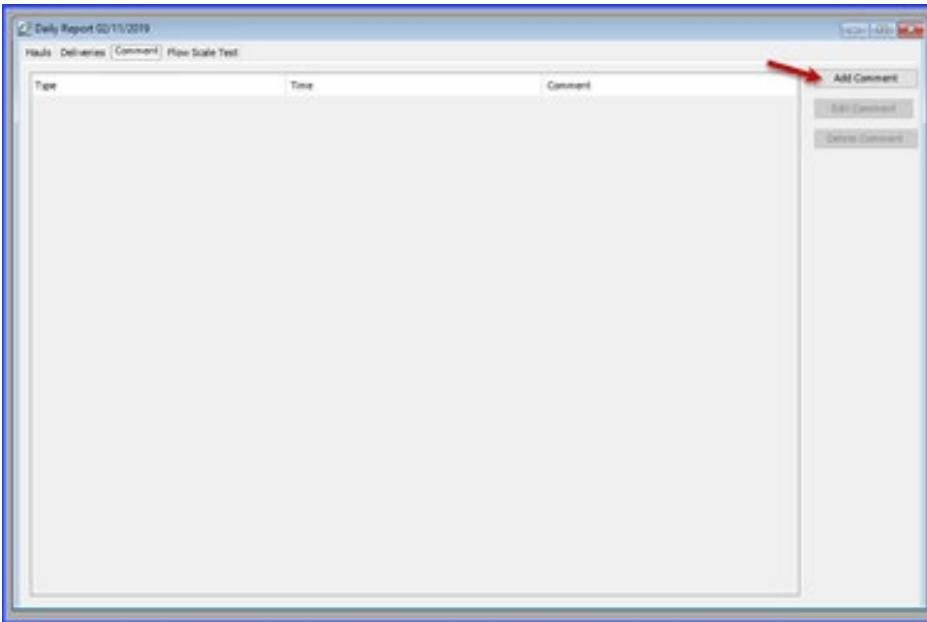


- To add a delivery, enter information into the open fields. A fish ticket number is not required at time of entry, but before transmitting you will need to enter it.
- Once the information is filled in, click "Save Delivery."
- You will then be able to add species information for the delivery. Click Save to continue.

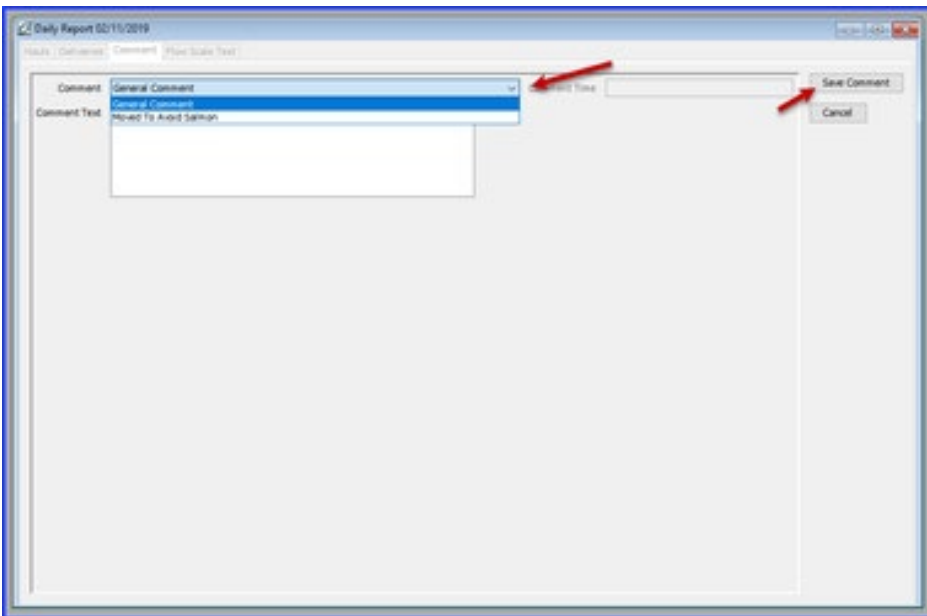


## Entering a Comment

- To add a comment, navigate to the comment tab in the Daily Report window
- Then click "Add Comment"



- Using the Comment drop down menu, you can choose from two different types of comment.
  - A General comment allows you to enter comment text.
  - The Moved to Avoid Salmon comment type will note the time of comment, but not allow you to enter text.
- Comment text is limited to 140 characters, so long commentaries may require multiple comments.
- Once you have entered your comment, click "Save Comment" to continue.

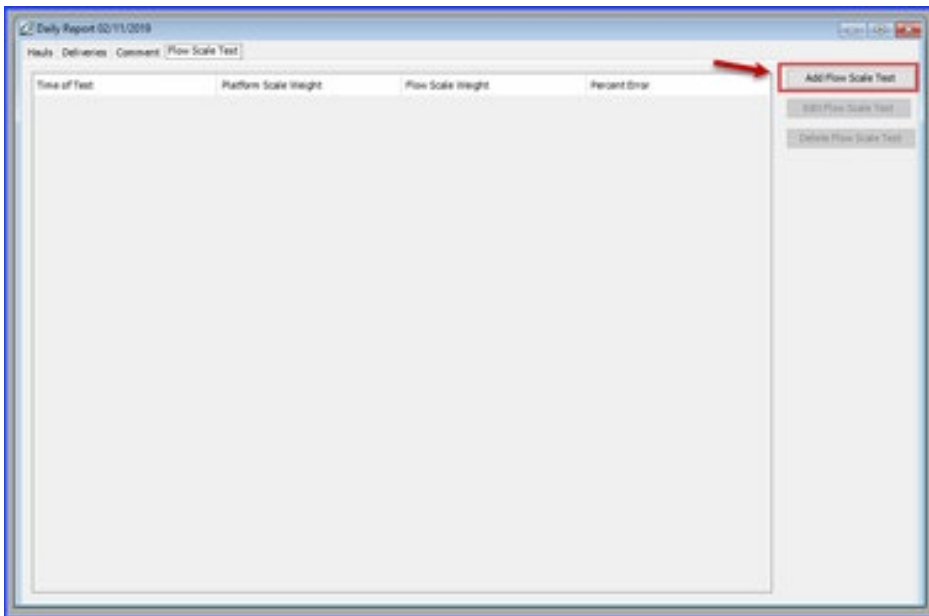


- Saving the comment will return you to the Comment tab in the Daily Report Screen, from there you can add additional comments, as well as edit or delete existing comments.



## Adding a Flow Scale Test

- To add a flow scale test, use the tabs at the top left of the Daily Report screen to navigate to the Flow Scale Tab
- Click "Add Flow Scale Test."



- The following fields are required in order to save the test
  - time of the test
  - platform scale weight
  - flow scale weight
- You can add any necessary comments
- Check the box if an observer was present at the time of the test
- The percent error of the test is calculated automatically based on the platform scale weight and flow scale weight entered.
- Click "Save Flow Scale Test" to save and continue

Daily Report 02/11/2018

Home | Settings | Comments | Flow Scale Test

Time of Test: 1200 Platform Scale Weight: 458.20 KG Flow Scale Weight: 447.45 KG Save Flow Scale Test

Discrete Pressed Percent Error: -2.30 % Cancel

Comment Text