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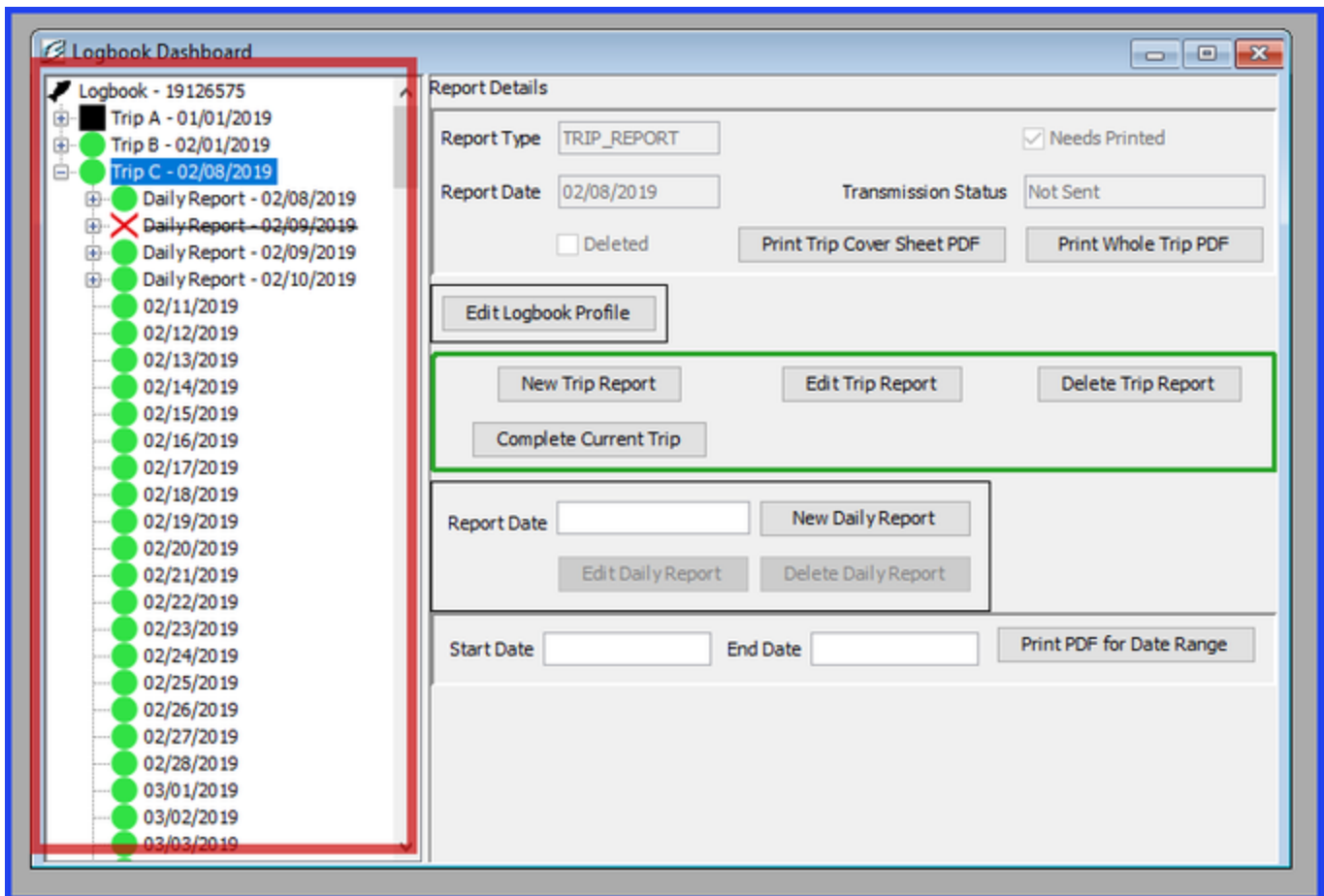

Entering a Haul

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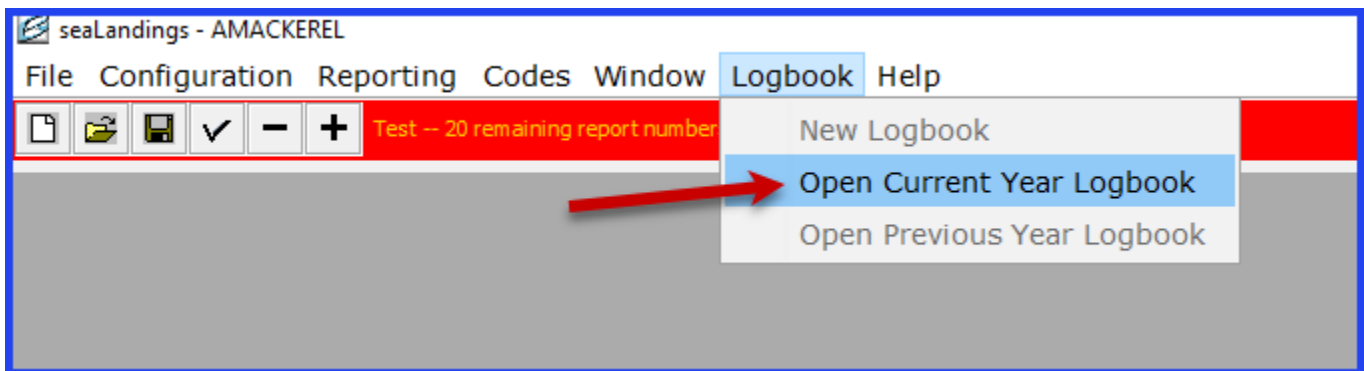
- Once your logbook dashboard is open, click on the trip report in the left hand pane that you wish to add a daily report to.
  - In this case, we selected Trip C.

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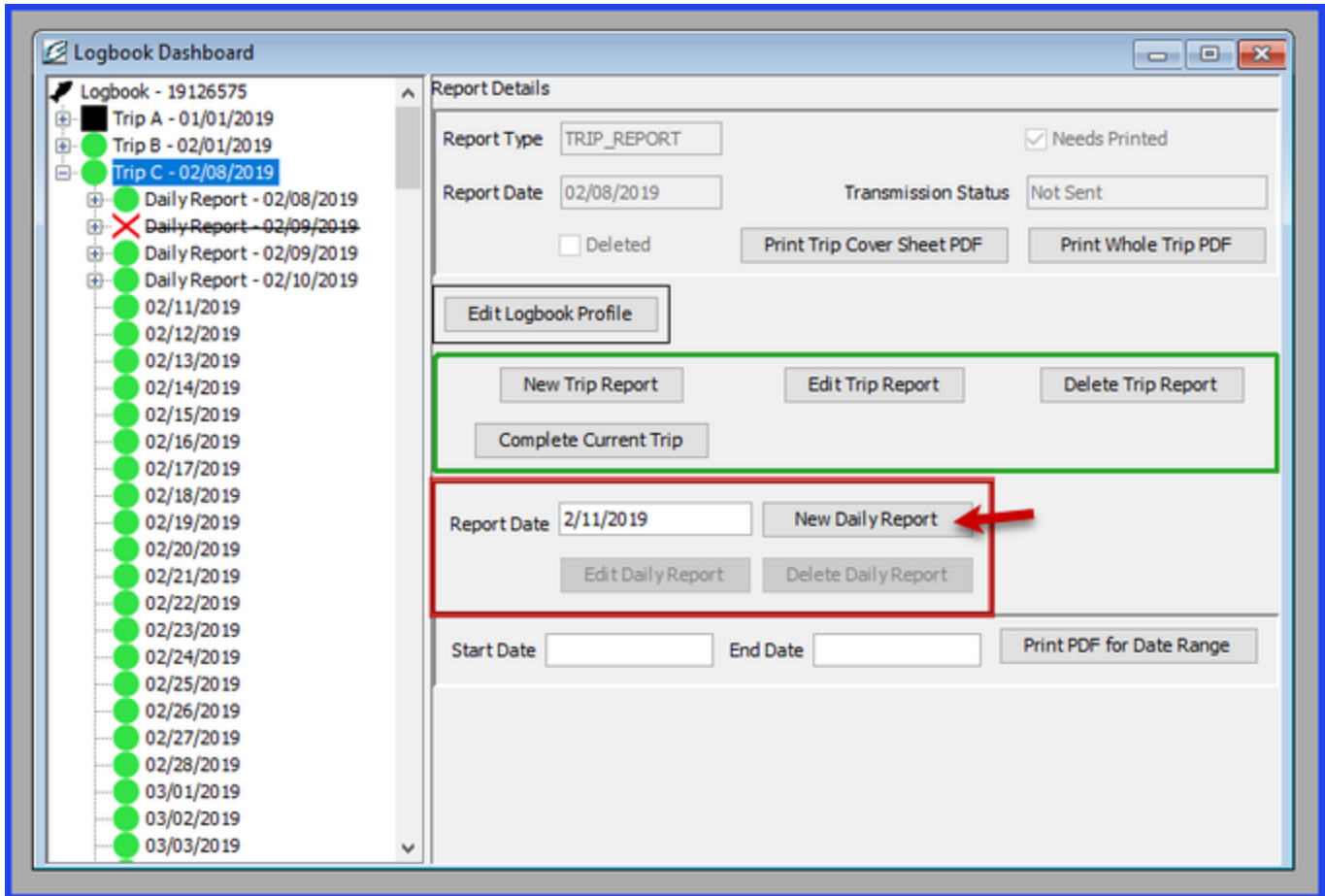
- The Hauls window will open.
- To enter a new haul, click "Add Haul."

- You will then be directed to a page where you can enter your Haul information.
- Required information includes:
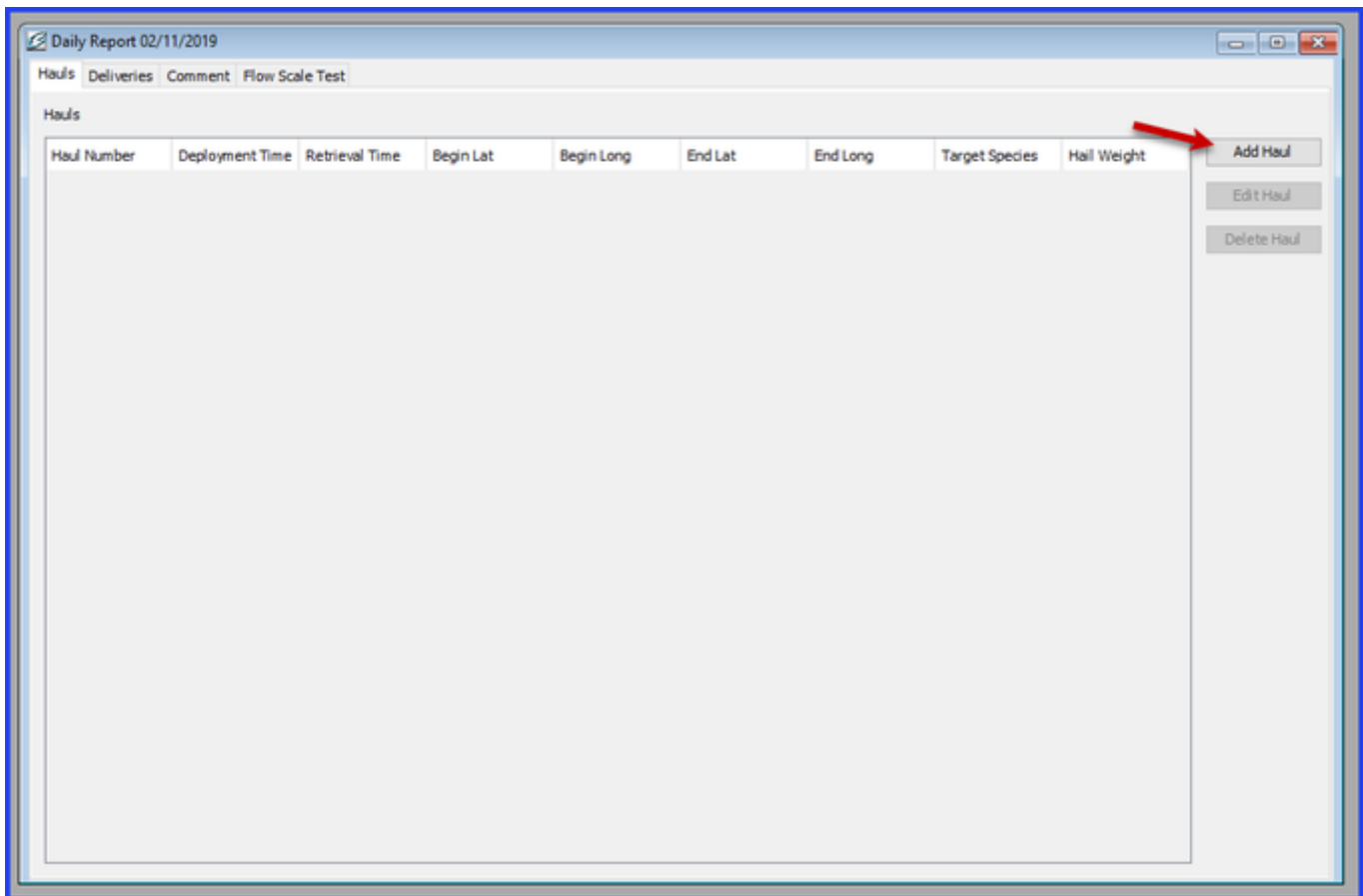   - Haul # - *An automatically assigned number that identifies the haul. It can be adjusted manually by entering in a new number into the field*
    - Deploy Time - *The time that the gear first entered the water, recorded in military format*
    - Deploy Lat - *The beginning position of latitude, (recorded 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 the Decksorting EFP*
- Once the required information is entered, click "Save Retrieval."

- 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.

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"
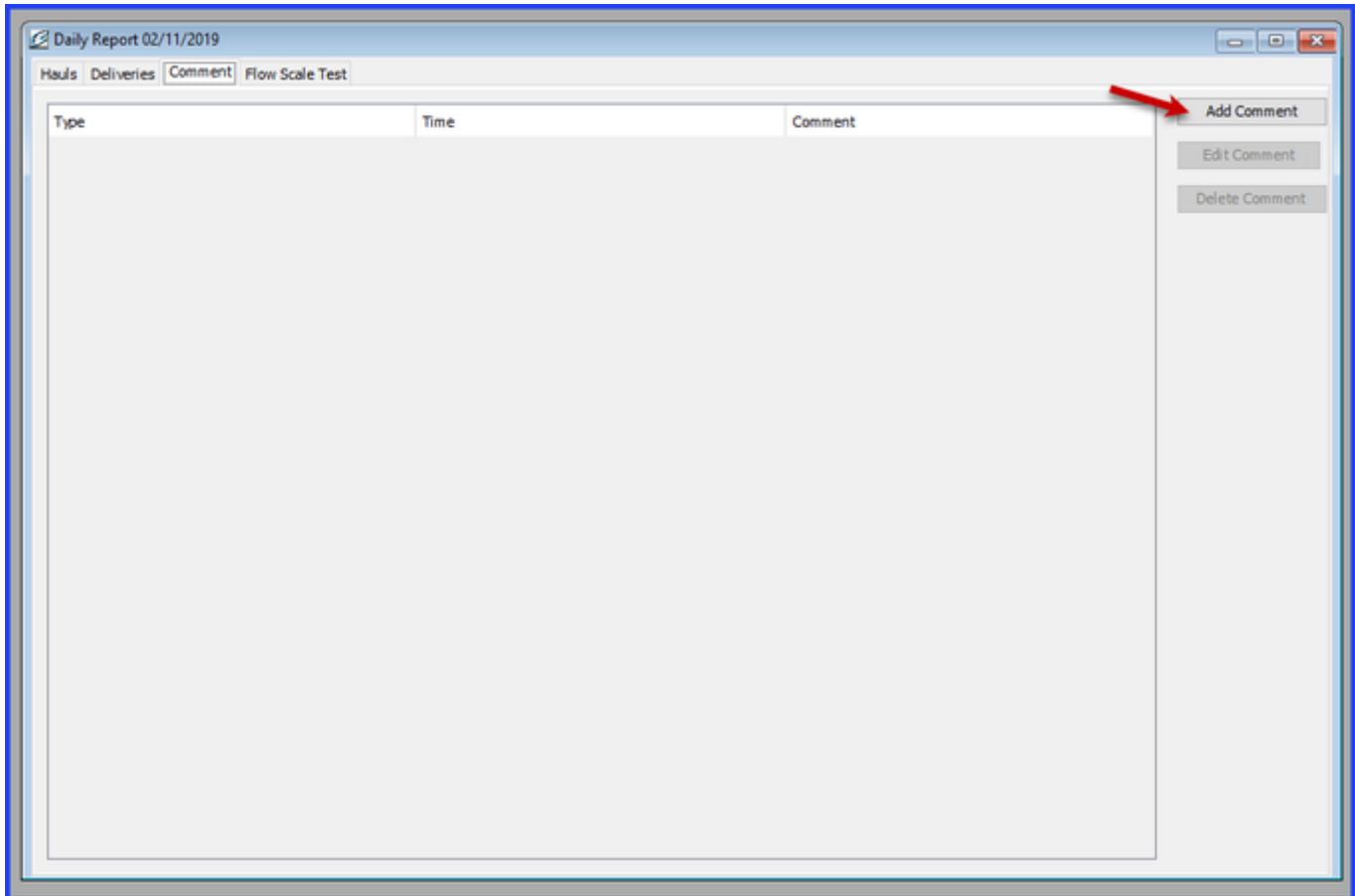
- Using the Comment drop down menu, you can choose from two different types of comment.
  - A General comment allows you to enter comment text.
  - The Moved to Avoid Salmon comment type will note the time of comment, but not allow you to enter text.
- Comment text is limited to 140 characters, so long commentaries may require multiple comments.
- Once you have entered your comment, click "Save Comment" to continue.
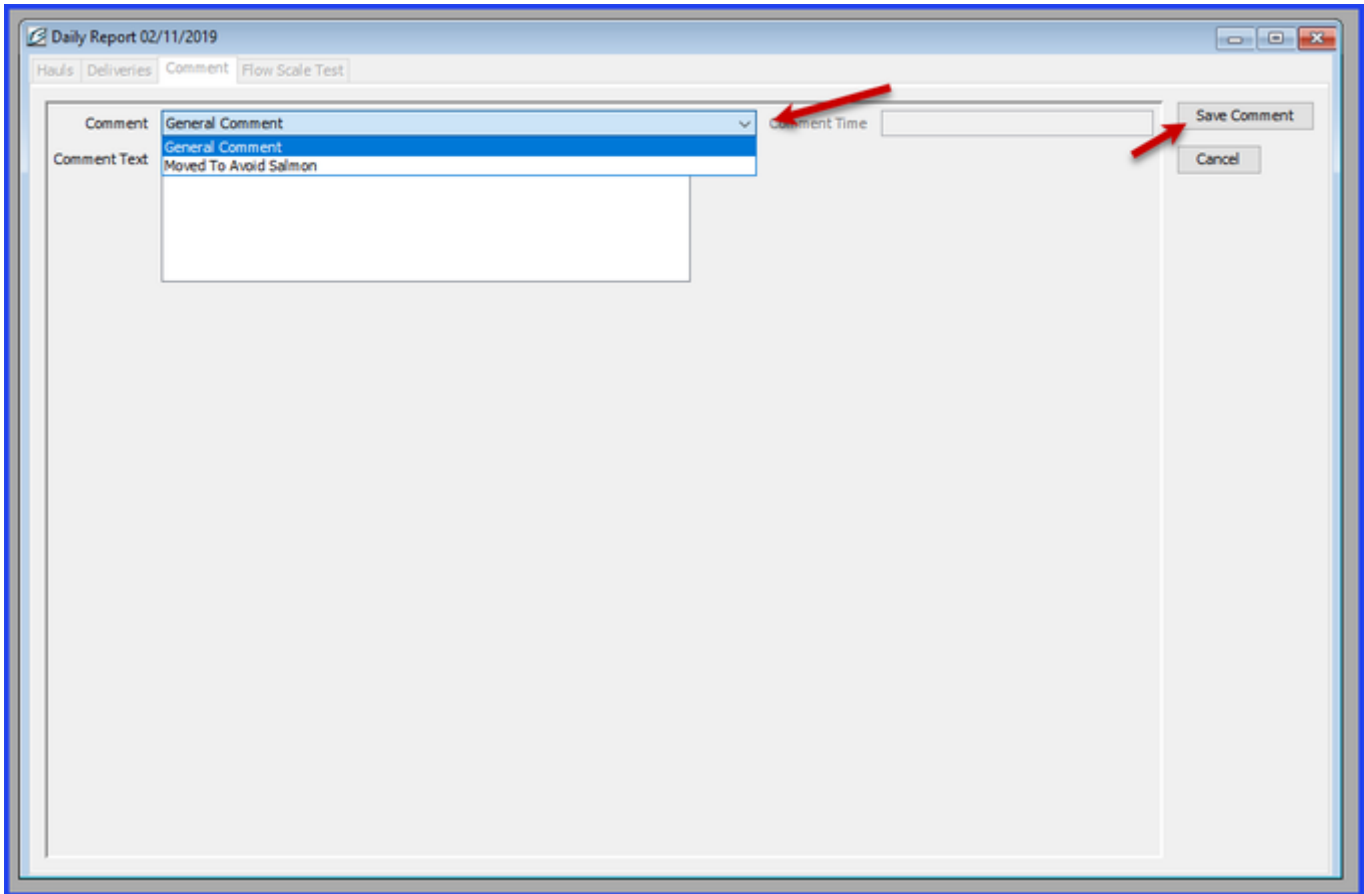
- Saving the comment will return you to the Comment tab in the Daily Report Screen, from there you can add additional comments, as well as edit or delete existing comments.

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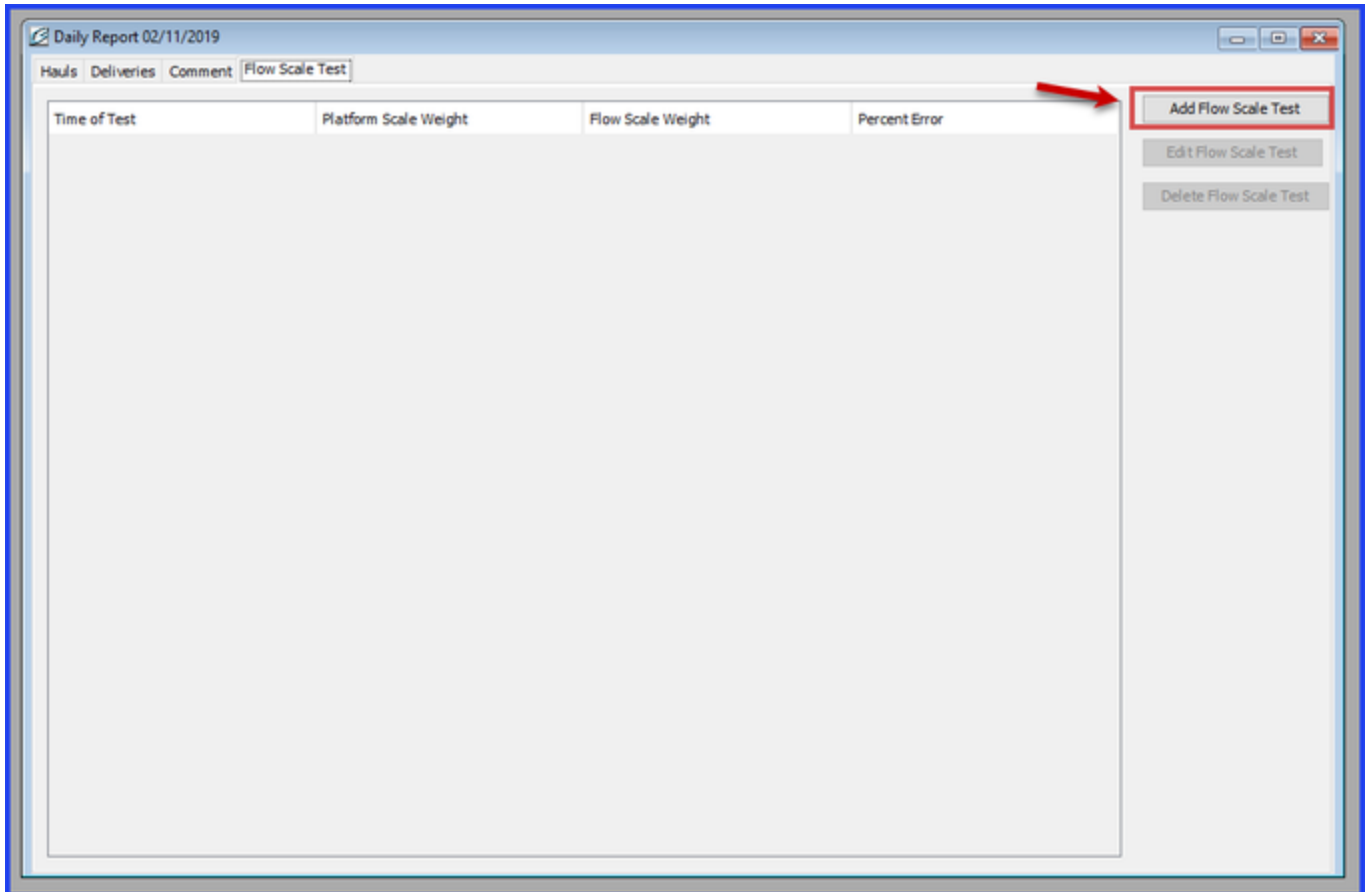
- The following fields are required in order to save the test
  - time of the test
  - platform scale weight
  - flow scale weight
- You can add any necessary comments
- Check the box if an observer was present at the time of the test
- The percent error of the test is calculated automatically based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

To download a copy of these instruction, click on the following link:

Trawl+-+Entering+Hauls,+Comments,+Flow+Scale+Tests,+and+Deliveries.doc