Daily Trip Report Logbook Frequently Asked Questions

How do I create my Daily Trip Report logbook?

- If you are installing seaLandings prior to January 1st of 2023, you will be prompted to create a new logbook
  - Disregard the prompts to Create a new daily trip report logbook and wait until January 1st
  - Then you will want to go to the header section of sealandings and click on *Logbook > New Logbook*
  - Select your operation and click OK
    - The logbook wizard will prompt you through entering information in the Profile and Trip dialog boxes.
    - Trip Report A will automatically populate with start date of January 1st for the current year.
      - When you *Add Trip information*, you will be asked if you want to *Go Active or Go Inactive*.
- If you are installing seaLandings on or after January 1st of 2023, you will be prompted to create a new logbook.
  - You will be asked to select the operation you want to create a daily trip report logbook for and the logbook wizard will guide you through the Profile and Trip dialog boxes.
  - If you are creating your daily trip report logbook and steaming up to Alaska, you can select *Go Inactive, not currently fishing*.
  - Once you begin fishing activity you will need to go to *Logbook > Open Current Year Logbook* and create a new Trip Report.

What if I don't have an Observer on board until a few weeks after my first Trip?

- You don't need to enter Observer information until you have one on board the vessel. When an Observer begins their cruise with your vessel, create a new Trip to document the change.

What is the difference between editing a Trip and creating a new Trip?

- Editing a Trip is used when there was some kind of data entry error made such as a misspelled name or incorrect number of crew. It is also used to document your Go Inactive and Go Active dates.
- New Trips are triggered by a change in any of the following:
  - New vessel operator
  - Change in Observers
  - Loss or addition of crew members
  - Change in weight UOM

When should I Go Inactive?

- If you are not engaged in fishing activity (gear in the water) or processing activity, you should Go Inactive (ex. steaming to port for offload).
  - However, if you are offloading in port and plan on turning around the same day and going back out to the fishing grounds, DO NOT GO INACTIVE
- To *Go Inactive* during a *Trip* you can either click on the *Complete Current Trip* button on the logbook dashboard or click on the *Trip* in the left hand navigation pane, and then click the *Edit Trip Report* button.
- **NOTE - Inactive periods in the logbook are 24 hour increments so you cannot have more than one *Go Active* and one *Go Inactive* entry in a 24 hour period**

I forgot to enter a set/haul on a previous day and have already entered sets to the following day, what can I do?

If you missed adding a set/haul entry and have already added sets on the following day, you can Edit your Daily Report for that day, and add an additional set/haul.

How do I enter retrieval of a set/haul that is picked up on a different day than it was deployed?

- Sets/hauls that cross days can be accounted for by entering the retrieval date in mm/dd format with a space in between it and the Retrieval time.

If I only have a small amount of pcod, does it still have to be weighed on the flow scale?

- All Pcod must go over the flow scale no matter how small the amount.

How often do I have to conduct flow scale tests? Do I have to record all of my flow scale tests?

- A daily flow scale test must be conducted at least once each calendar day, not to exceed 24 hours.
- You must record all flow scale tests electronically and on paper - including failed ones.

I made a mistake on my set/haul entry, how do I make edits? What if I haven't transmitted yet?

- You have to highlight the date of the set/haul number in the left-hand navigation pane and then double click on it to open the sets/hauls tab.
  - You can click on the Edit Set make any corrections and then click Save Set
  - You can click on the Edit Retrieval button, make your changes and then click Save Retrieval.
  - To edit catch entries first click on the row of catch you want to edit, once it is highlighted, you click the Edit Species button. A window will pop open showing that row of catch data. After you make your edits click the Save button.

What if I enter a set/haul on the wrong day?

- You will not be able to move your set/haul to the correct day but you can delete what you have entered by going into the Daily Report and make sure you're under the Sets/Hauls tab.
  - Click on the set/haul to highlight the one you want to delete, then click on the Delete Set/Haul button.

When do I have to submit my daily trip report logbook?

- By 12:00 midnight the following day.

How do I save my daily trip report entry and submit it?

- Your set/haul entries are automatically saved. It is not considered a report in the same sense as production or landings so all you do to submit it is go to *Reporting > Transmit Reports* and click on the *Transmit* button.
  - If you are using *Direct* transmit, then your logbook will be submitted behind the scenes via the internet.
  - If you are using *File* transmit then you will attach the zip file to an email and send it to elecrep@noaa.gov and then process the receipt when you receive it, as normal.

What do I need to give to the Observer?

- You will need to provide a signed PDF copy of your logbook entries for each day to the Observer assigned to your vessel. If you have made edits to your logbook entries you will need to provide the Observer with those edited PDFs.

What if I am unable to transmit my eLogbook?

- You need to contact elandings and inseason management staff and let them know your situation.
- If you're unable to report for longer than 2 days, you will need to contact the home office and have them report for you. If this is not possible, you will need to return to port and remedy the problem.

Which species do I record as catch in my logbook?

- IR/IU species and PSC need to be recorded as catch in your logbook

If you have any questions or concerns please contact support staff by emailing elandings@alaska.gov

How do I edit catch for a mother ship delivery after I have transmitted the report?

- Go to the daily report and select the delivery you want to edit and click Edit Delivery
- After you have confirmed you header information is correct and made any changes click Save Delivery.
- If there were no changes to the header information just click Save Changes
- Now you can click the Add Species button and enter any IR/IU species information.

To download a copy of the FAQs, please select the link below.

DTR_FAQs 2022.pdf