

2014 Guide book to  
Recreational Electronic Logbook Program

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\*\* This document has been created for reference purposes in relation to the 2014 Recreational Elog Program and associated equipment. All examples used in this guide are fictional and any similarity to actual businesses or individuals is incidental. \*\*

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## **INTRODUCTION**

Welcome to the Recreational Electronic Logbook (rec-elog) program Tablet edition. This program is a catch reporting system designed specifically for fishing lodges.

The Recreational Elog Device has a two type feature. The device is a portable laptop where the screen can be swiveled and folded down to pose as a tablet. The screen itself is a touch screen which can be used on the laptop and tablet mode.

The device is intended to be used on the dock and aimed to collect data from client's catch as they dock.

## **SOFTWARE**

The Rec-elog system is composed of two parts of the program:

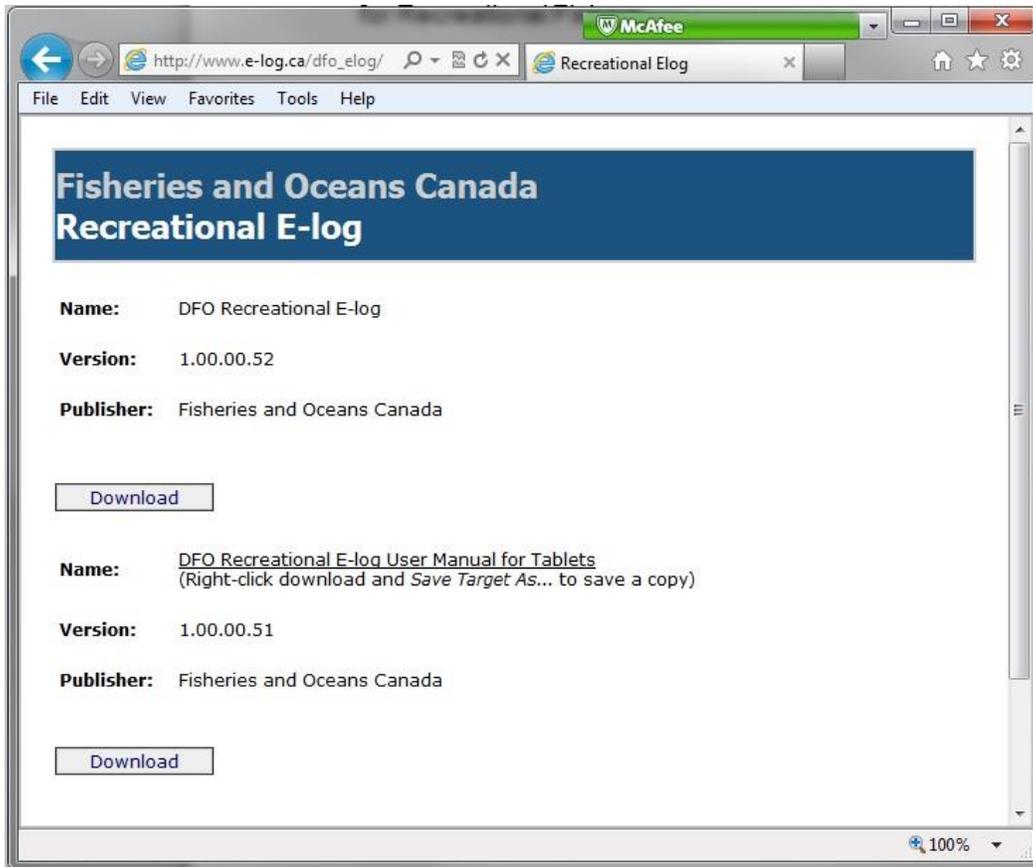
The Tablet Recreational ELog program  
The Desktop Recreational ELog program

A Fisheries and Oceans representative will install the program on the device before it is distributed. The current version (May 16, 2014) is 1.00.00.54.

# INTRODUCTION

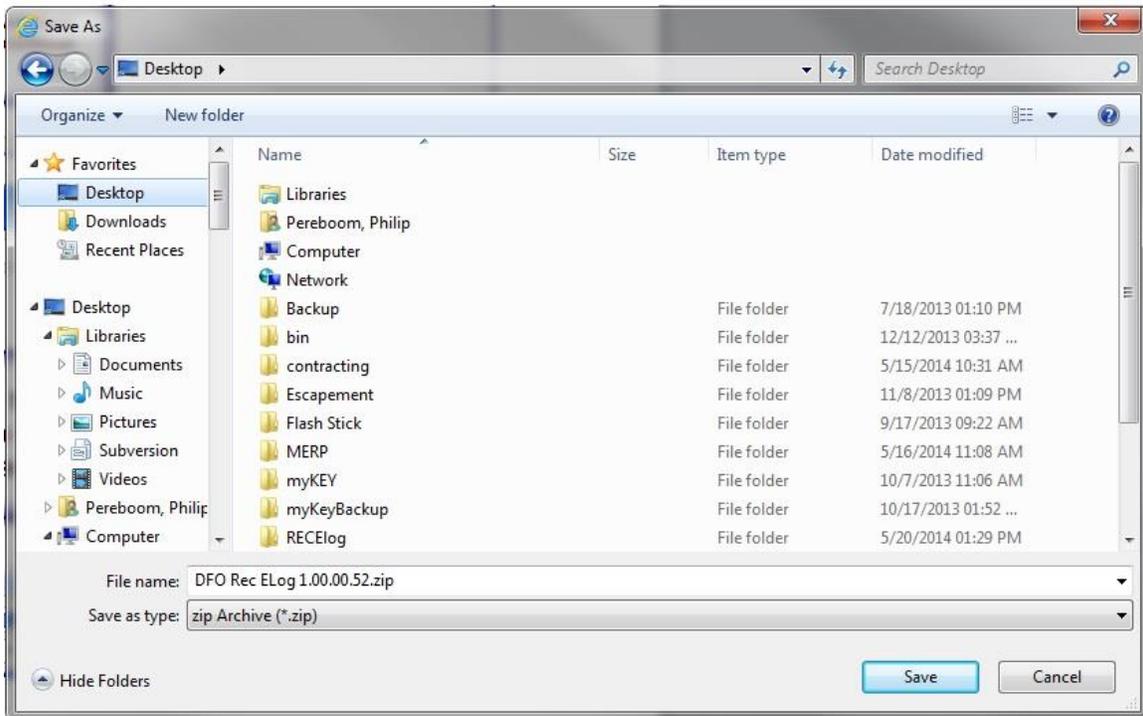
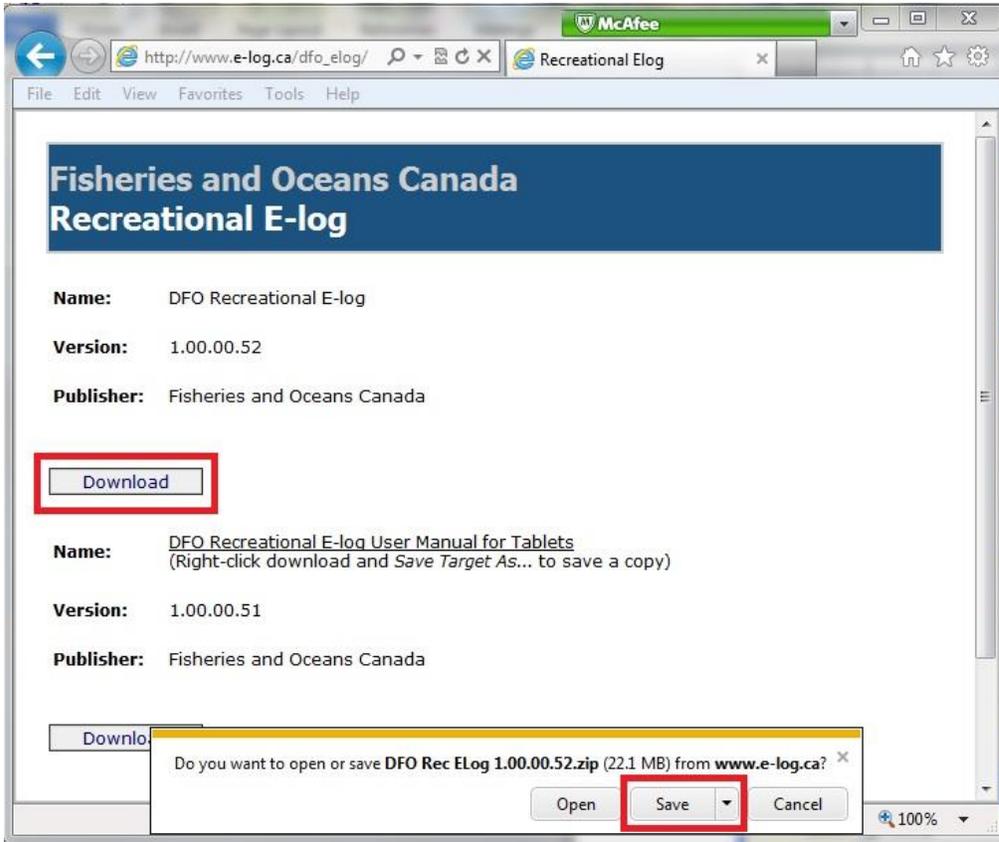
Welcome to the Recreational Logbook (Rec-Elog) program. This program is a catch reporting system designed specifically for Recreational Fishers.

# INSTALLATION



It is suggested that you periodically look for Software Updates. They can be found by clicking Tools->Check for Software Updates. This will update your version automatically with the newest changes.

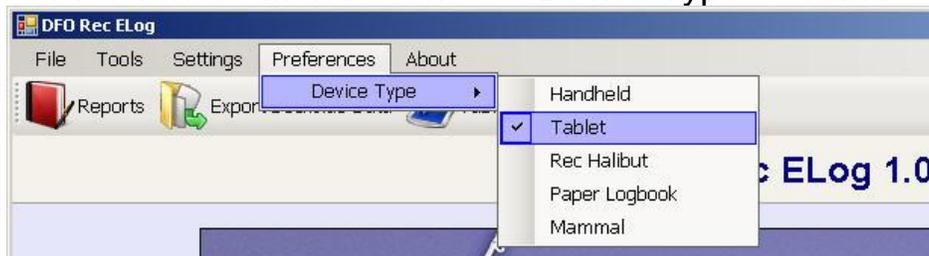
You can find the latest version of the program at [http://www.e-log.ca/dfo\\_Elog/](http://www.e-log.ca/dfo_Elog/)



## INSTALLING THE SOFTWARE

Double click on the downloaded file to open the zip archive. Inside will be a folder, double click to open that folder. You should be presented with two files: setup.exe and Setup.msi. Double click either file to begin the installation of the software. The installer will ask questions about location (default location is fine) and who to install the software for (recommended to install it for everyone).

When completed, an icon like this should appear on the desktop. Double click the icon to start the program. The first time the program starts, you will need to go to the Preferences Menu-> Choose Device Type -> Tablet



## SETTING UP YOUR PROFILE

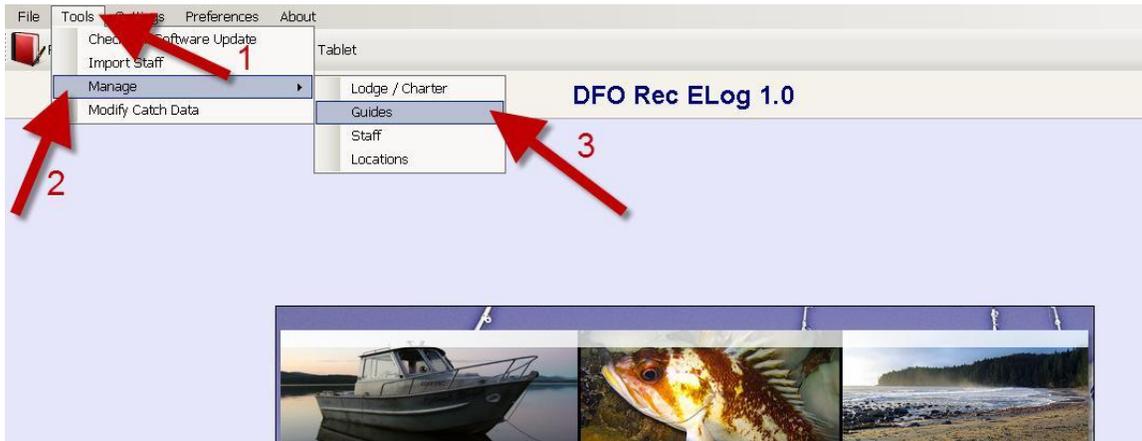
There are two ways to manage your data. It can either be managed by "Lodge" or "Guides". The setup is the same for each application. To set up a lodge click the "Tool" button then click "Lodge"



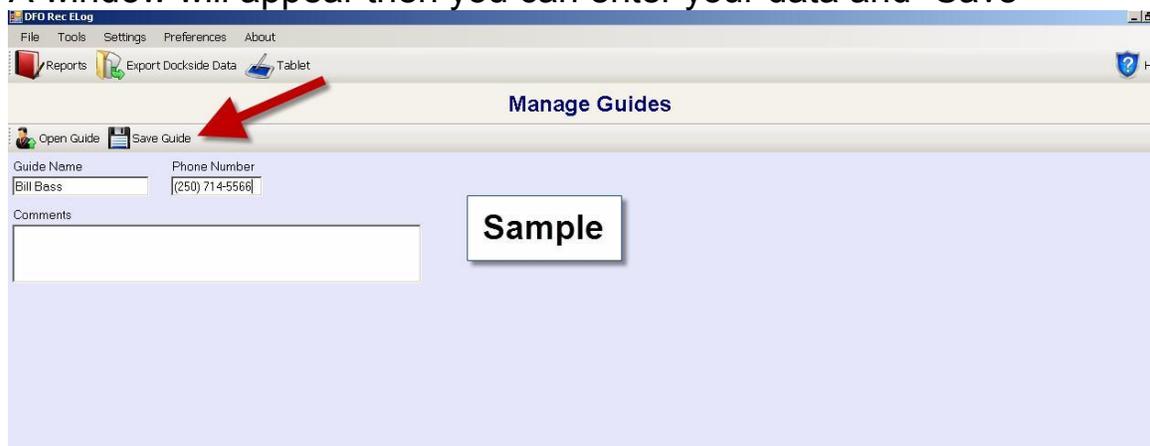
A window will appear then you can enter your data and "Save"



If you choose to manage your data by Guide click on Tools->Manage->Guide



A window will appear then you can enter your data and “Save”



It is easier to manage “Guides” by using the default options which are “C/O Guided”, “C/O Unguided”, “Guided” and “Unguided” but you are welcome to manage your guides by name. (Please note that C/O=Change Over.)

# ENTERING YOUR SETTING DEFAULTS

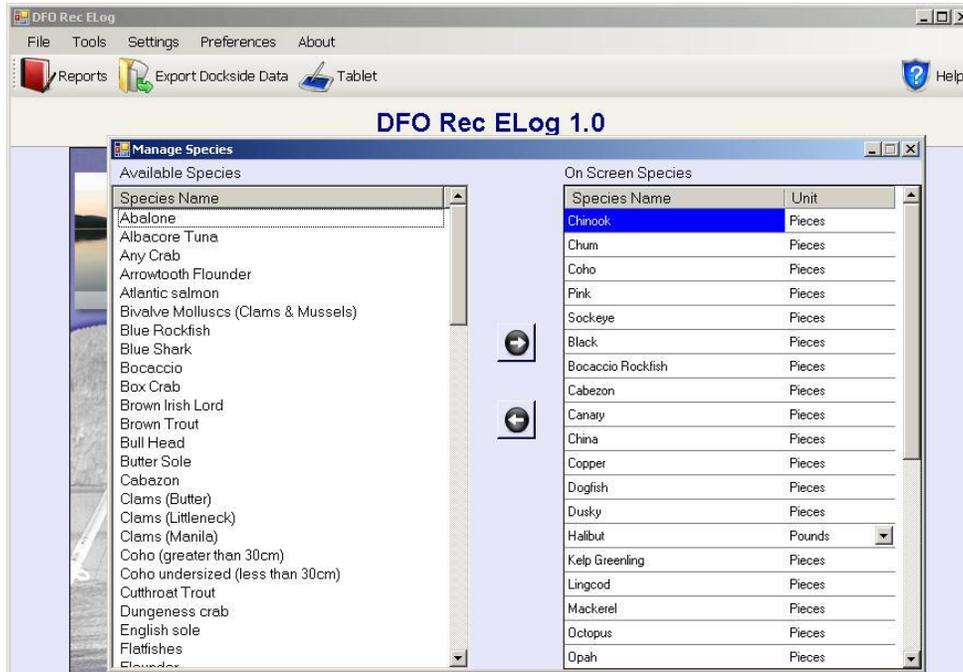
Once your lodge or guides are saved you must set the program to manage in that mode. Go to Settings -> Track Catch -> By Lodge (or "By Guide" if you are doing that)



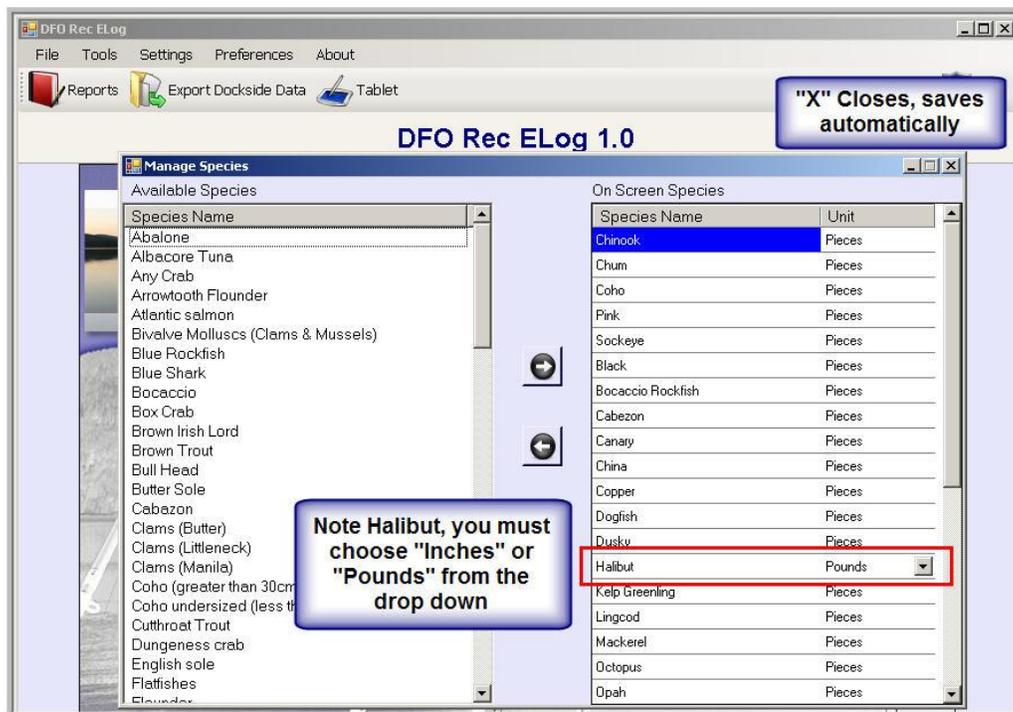
The next step is to go to settings and enter your setting defaults. Click the "Species Weight Setup" button.



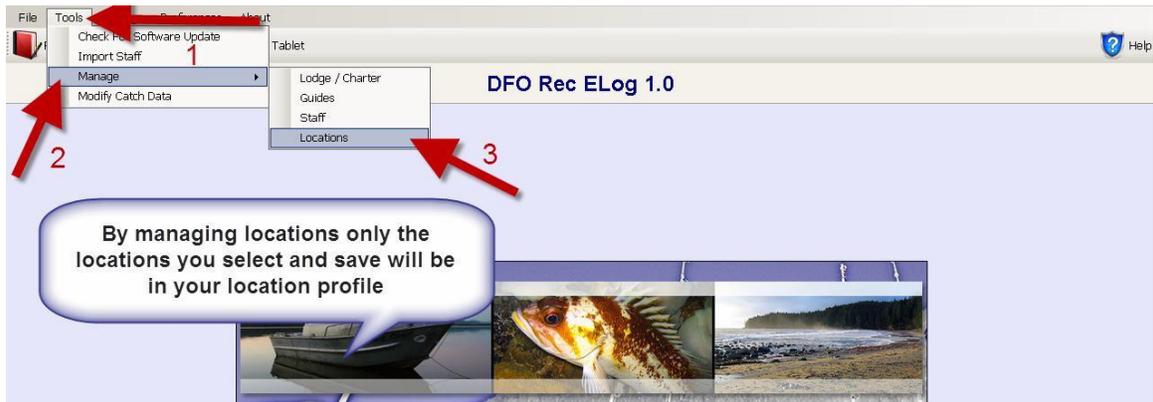
A window will populate for data entry. In this table you will be able to select which species appears on screen. Choosing the species you are catching will help make it easier to enter.



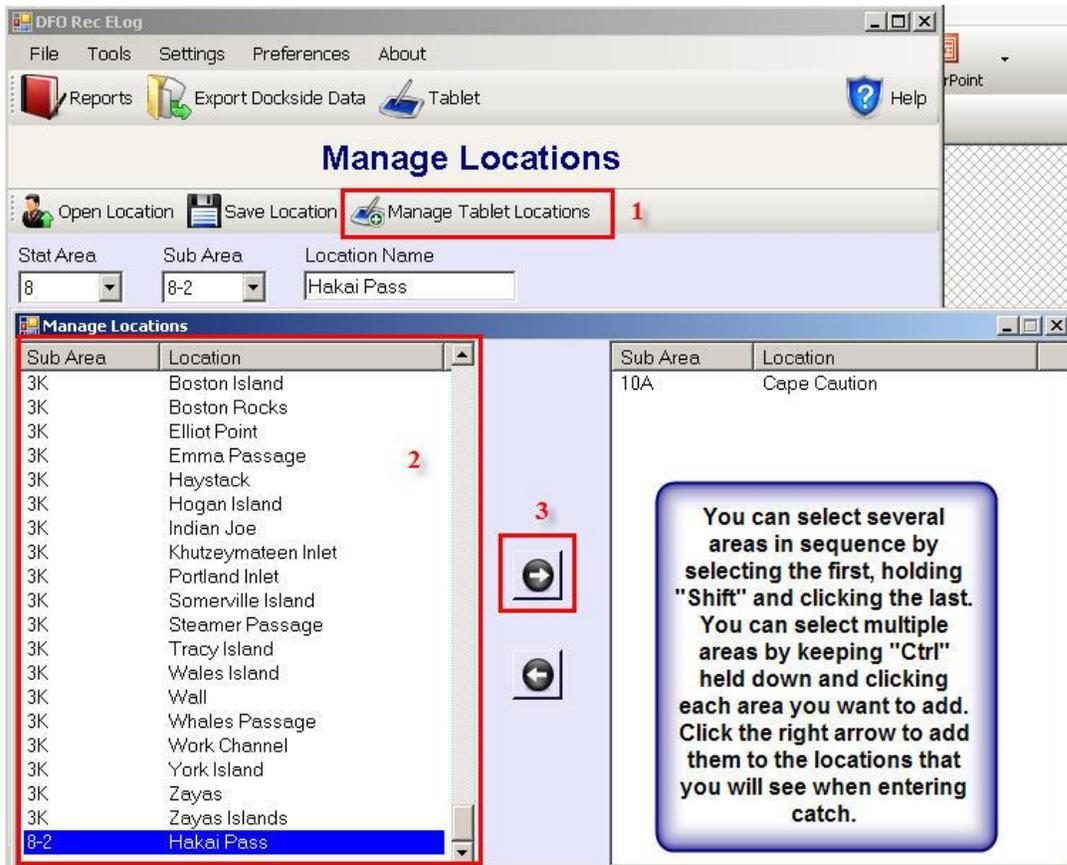
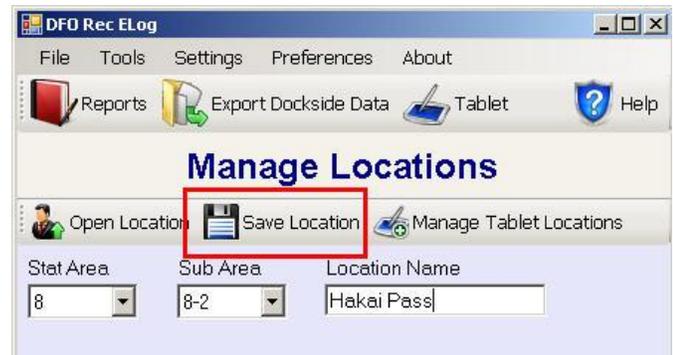
NOTE: That Halibut is entered as pieces. You need to select Pounds centimeters or Inches from the drop down beside Halibut. You must enter either the weight or length for each Halibut.



To customize your locations go to “Tools->Manage”-> “Locations”

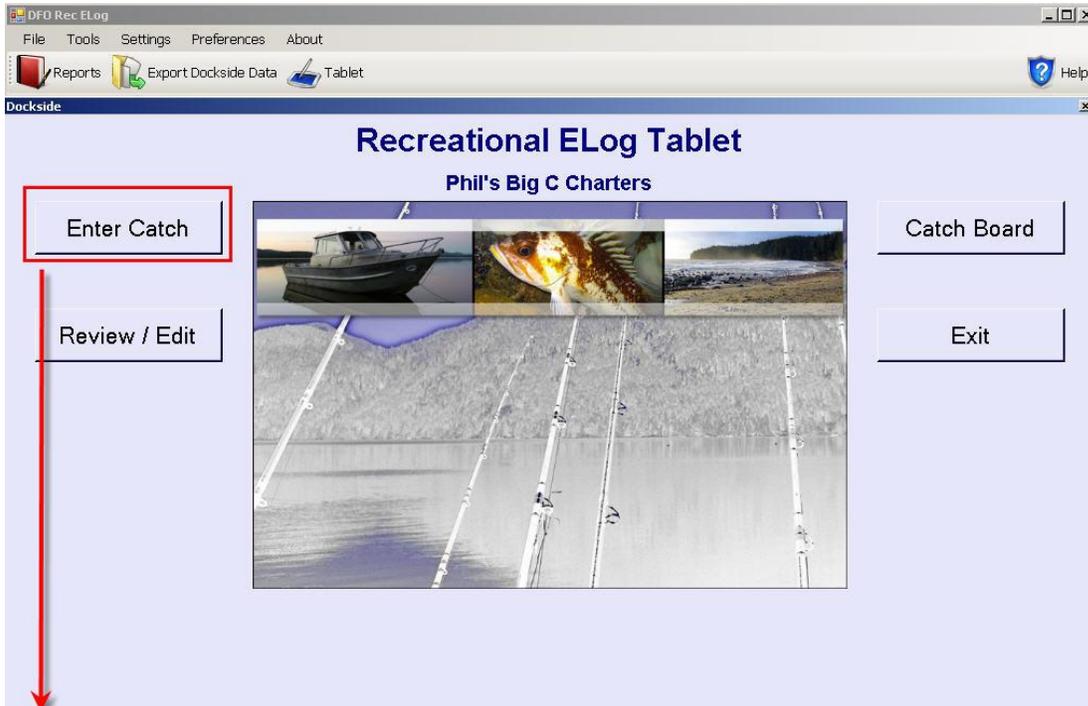


If you click on “Manage Tablet Locations”, you can select the areas that appear when you are entering catch. Many areas are defined, but you can add locations by selecting area, sub-area and location name. Make sure to save your location. You can then add it under “Manage Tablet Locations”.



# ENTERING YOUR CATCH

Click on the “Tablet” button on the homepage to view the “Main Menu”. Click on “Enter Catch”. The Lodge name is filled in and greyed out. Hours fished will be based on start and end time, based on a 24 hour clock. Using the “Period” button will define some pre-set times.



**Recreational ELog**

Fishing Location:  Date Fished:  Start Time:  Stop Time:  Hrs:

Target Species:

Lodge:  Guide:  # of Anglers:  # of Boats:

Halibut #1:  lbs Halibut #2:  lbs Halibut #3:  lbs Halibut #4:  lbs

Salmon Catch	Kept (P)	Kept (A)	Rel (P)	Rel (A)	Rel (U)
Chinook					
Chum					
Coho					
Pink					
Sockeye					
Steelhead					

Groundfish / Shellfish / Other Species	Kept	Rel
Halibut	4	2

DFO Rec ELog

File Tools Settings Preferences About

Reports Export Dockside Data Tablet Help

### Dockside

### Recreational ELog

Fishing Location: Hakai Pass

Date Fished: May 08, 2012

Start Time: 07:00

Stop Time: 14:00

Hrs: 7

Target Species: Halibut

Lodge: Phil's Big C Charters

Guide: Philip Pereboom

# of Anglers: 3

# of Boats: 1

Halibut #1: 22.3 lbs

Halibut #2: 34.5 lbs

Halibut #3: 18.2 lbs

Halibut #4: 26.0 lbs

Salmon Catch:

	Kept (P)	Kept (A)	Rel (P)	Rel (A)	Rel (U)
Chinook					
Chum					
Coho					
Pink					
Sockeye					
Steelhead					

Groundfish / Shellfish / Other Species:

	Kept	Rel
Halibut	4	2

Buttons: Manage Areas, No Catch, Enter Bio Data, Save, New Trip, Open Trip, Main Menu, Exit

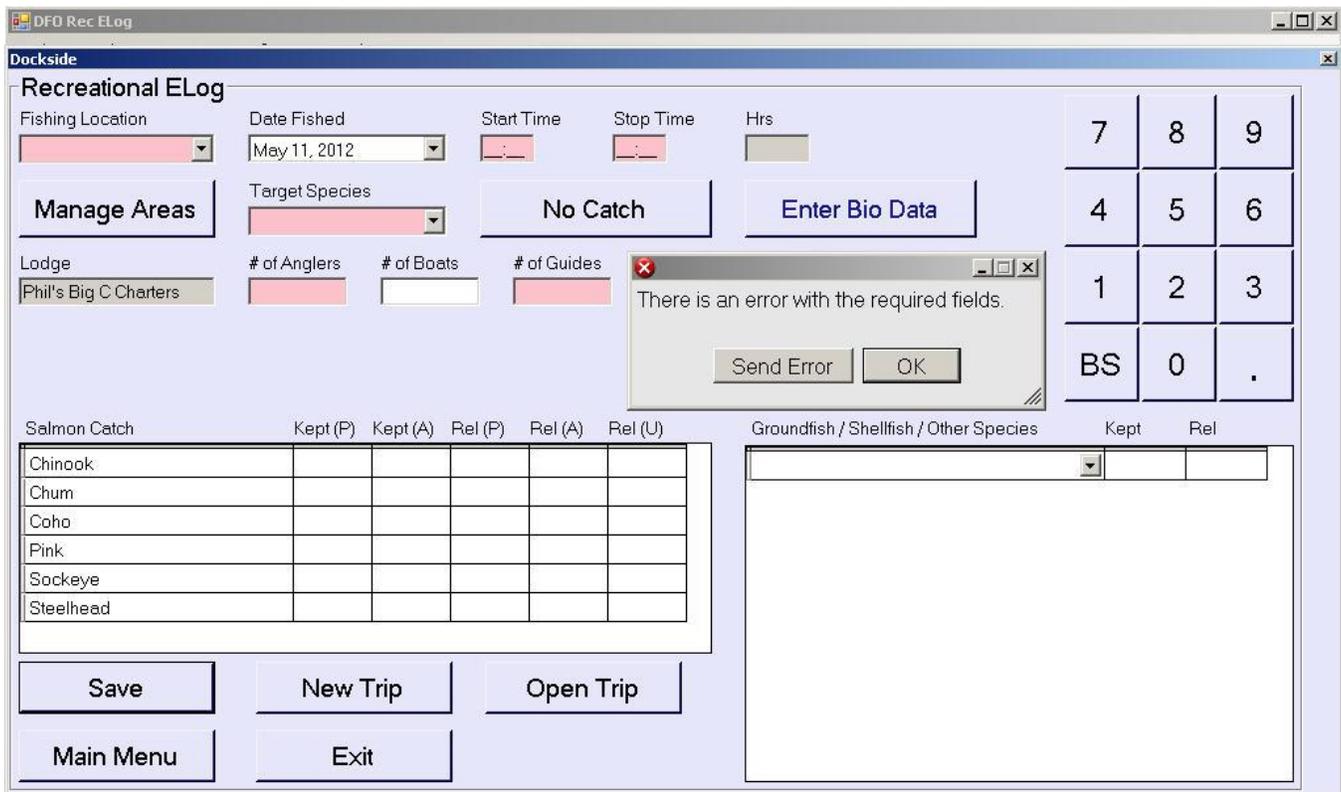
Callouts:

- If nothing is caught, ensure this button is pushed. (points to No Catch)
- Option to enter biological data, if it is collected. (points to Enter Bio Data)
- If Halibut is caught, you must enter either weight or length. You can choose which to enter from "Species Weight Setup". (points to Halibut #1-4)
- Salmon Species are entered on the left side. P is Adipose Present, A is Adipose Absent, U is Unknown (points to Salmon Catch table)
- Groundfish/Shellfish/Others are chosen from the drop down boxes. Each time you add a new species, another row will be added. (points to Groundfish table)

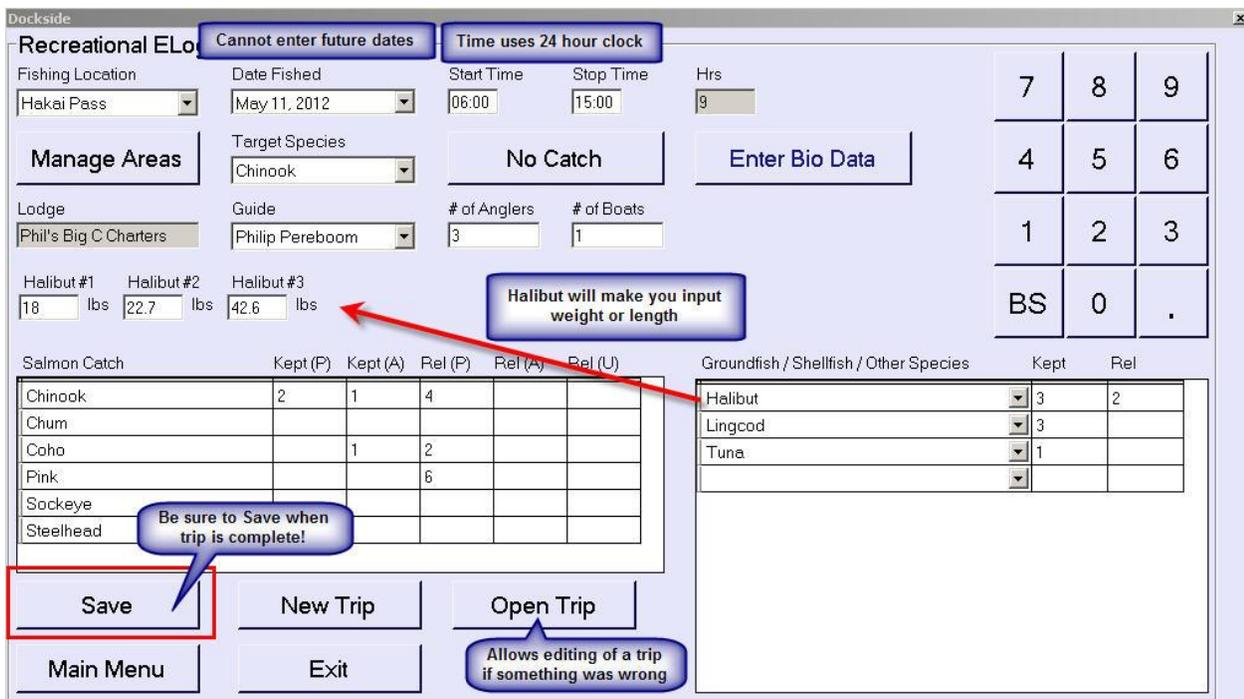
**NOTE:** If tracking catch by Guides for each Guide type (i.e. C/O Guided or Guided) you need a new trip each day. For example if you have a Guided trip and C/O unguided trip you need two trips for that day. You must create a daily trip even if nothing is caught. Simply ensure the No Catch Button is clicked and Save.

Remember to click save before clicking on "Main Menu".

**NOTE:** If you have Halibut Quota to enter, you switch to Rec Halibut module by going to Preference-> Device Type-> Rec Halibut.



Fill in the “Fishing Location”, “Start Time”, “Stop Time” (24 hour clock), “Target Species”, “# of Anglers”, “# of Guides” and “# of Boats”. The species name will be filled in when a species is selected. Example of a filled in screen is below.



Fill in the catch information for what you have caught. If there was nothing caught please click on “No Catch”.

You can review and edit your data by clicking the Review/Edit button, and it opens up to your current trip (screen shot below). If you want to review by Date, click on the button under Trip Date. Use the Location drop down box to filter by location. Click “Edit” opens a trip. Once you have edited your data click “Save”.

Dockside

### Recreational ELog Tablet

Trip Date:  Location:

Trip Date	Species Name	Pieces/Size	Location	Kept/Rel
5/11/2012	Chinook	3 pcs	Hakai Pass	Kept
5/11/2012	Chinook	10 pcs	Hakai Pass	Kept
5/11/2012	Chinook	1 pcs	Hakai Pass	Released
5/11/2012	Chinook	6 pcs	Hakai Pass	Released

Main Menu   Edit   Delete   Select All

## EXPORT DATA

You have more than one option to export your data. The first being email. Simply follow the directions below:

**Export Trip Data**

Upload to DFO   Email DFO   Export for DFO   Email Head Office   Export for Head Office

Dock Side Trip Data    Select All

Lodge Name	Trip Date	Exported
Stephanie	24/05/2011	False
Stephanie	26/05/2011	False
Stephanie	29/05/2011	False
Stephanie	31/05/2011	False
Stephanie	01/06/2011	False
Stephanie	06/06/2011	False
Stephanie	07/06/2011	False
Stephanie	12/06/2011	False
Stephanie	14/06/2011	False
Stephanie	15/06/2011	False
Stephanie	16/06/2011	False
Stephanie	19/06/2011	False
Stephanie	19/06/2011	False
Stephanie	18/06/2011	False
Stephanie	16/06/2011	False

**1. Export Dockside Data Button**

**2. Email DFO (option 1)**

If you would like to export the data directly through e-mail (You must have Outlook or Outlook Express or Thunderbird) click on the "Settings" button and scroll down to Email settings.

**Email Settings**

Save

Send With Outlook  Send With Thunderbird

Lodge Email Information

Name	Email Address

Outgoing Mail

Outbound

Login

Export Email Addresses

DFO Email Address	Head Office Email Address
rec_elog@e-log.ca	
<b>Fishery Manager Email Address</b> kristen.wong@dfompo.gc.ca	

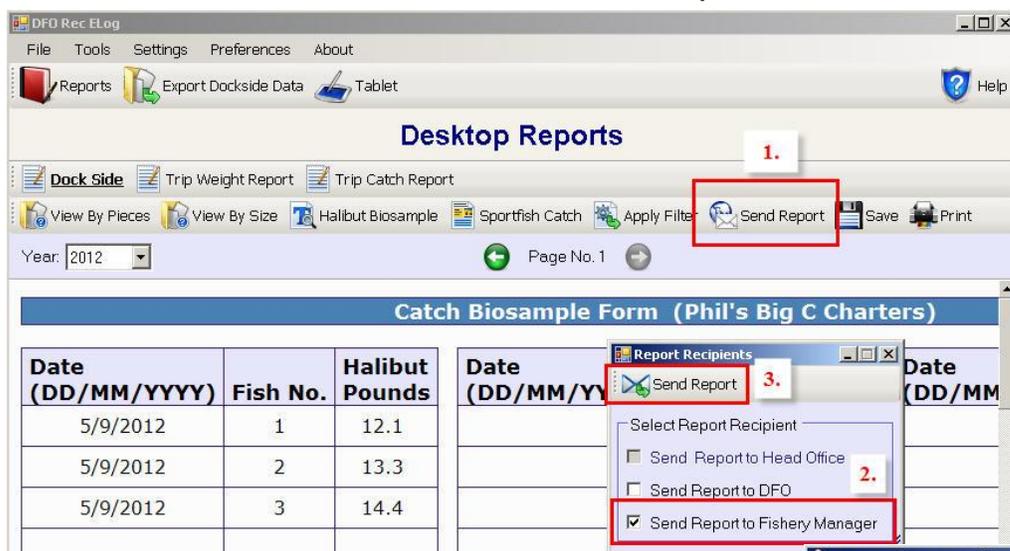
Send DFO Exports to Head Office

# SENDING REPORTS

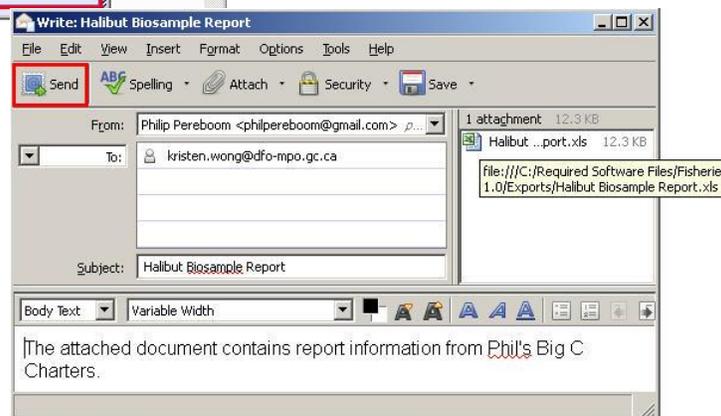
To email “Halibut Biosample” Reports or “Sportfish Catch” Reports to a manager click on the Reports button, then on the “Halibut Biosample” or “Sportfish Catch” Report Buttons.



Once the Report is open, click the “Send Report” button. A small window will pop up titled “Report Recipients”. Make sure “Send Report to Fishery Manager” is checked, then press the “Send Report” button above the checkboxes. It will ask for confirmation to send the Report. Click “Yes”.



An email will open addressed to the manager, with the email attached. Make sure to hit send.

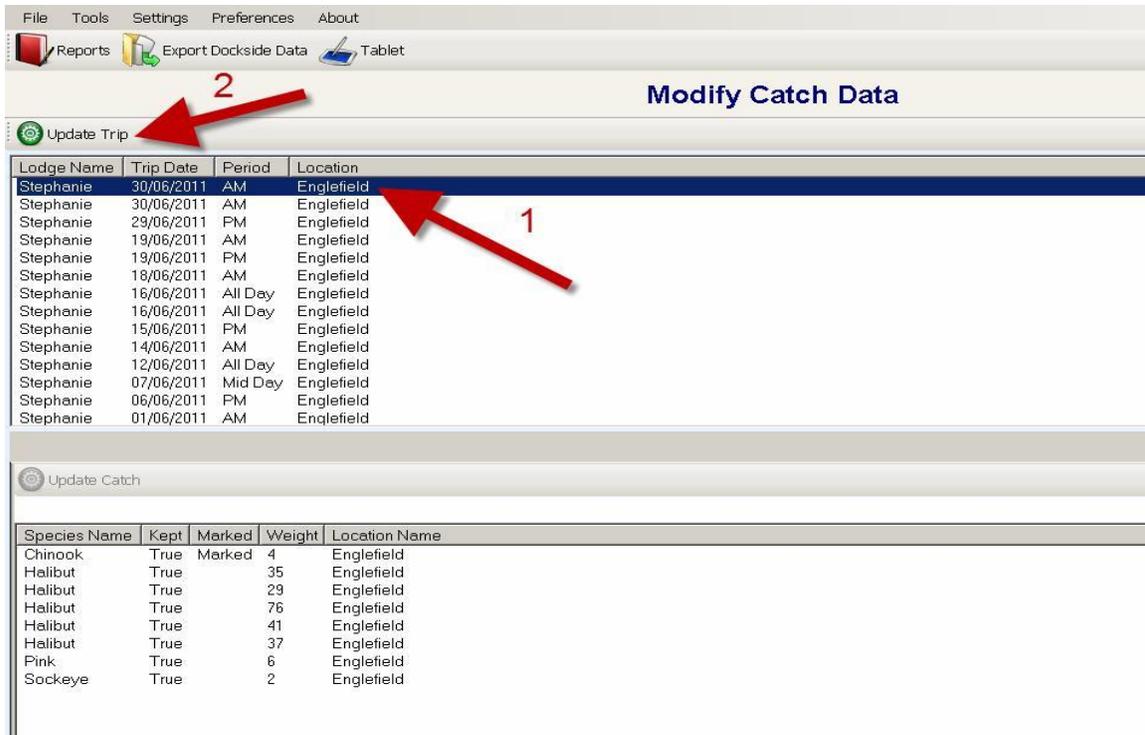


# MODIFYING SENT DATA

To modify your sent data go to “Tools”->”Modify Catch Data”



To modify your trip information click on the trip to select it, and then click on “Update Trip” to modify the trip.



Update trip information then click "Save"

File Tools Settings Preferences About

Reports Export Dockside Data Tablet

### Modify Catch Data

Update Trip

Lodge Name	Trip Date	Period	Location
Stephanie	19/06/2011	AM	Englefield
Stephanie	19/06/2011	PM	Englefield
Stephanie	18/06/2011	AM	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	15/06/2011	PM	Englefield
Stephanie	14/06/2011	AM	Englefield
Stephanie	12/06/2011	All Day	Englefield
Stephanie	07/06/2011	Mid Day	Englefield
Stephanie	06/06/2011	PM	Englefield
Stephanie	01/06/2011	AM	Englefield
Stephanie	31/05/2011	AM	Englefield
Stephanie	29/05/2011	AM	Englefield
Stephanie	26/05/2011	Mid Day	Englefield

Update Catch

Species Name	Kept	Marked	Weight	Location Name
Chinook	True	Marked	5	Englefield
Coho	True	Unmarked	5	Englefield
Sockeye	True		5	Englefield
Halibut	True		25	Englefield
Halibut	True		36	Englefield
Halibut	True		42	Englefield
Halibut	True		85	Englefield
Halibut	True		36	Englefield
Halibut	True		34	Englefield
Halibut	True		29	Englefield
Halibut	True		41	Englefield
Halibut	True		40	Englefield

Update

Lodge Name:  Date Entered:

Trip Date:  Period:

Recorded By:  Location 1:  Location 2:

Location 3:  Total # Fishers:  Total # Guides:

Total # Boats:

Comments:

Change Information with the drop down box options then click "Save"

To modify your catch information click on the species name to select it, and then click on "Update Catch" to modify the catch.

File Tools Settings Preferences About

Reports Export Dockside Data Tablet

### Modify Catch Data

Update Trip

Lodge Name	Trip Date	Period	Location
Stephanie	30/06/2011	AM	Englefield
Stephanie	30/06/2011	AM	Englefield
Stephanie	29/06/2011	PM	Englefield
Stephanie	19/06/2011	AM	Englefield
Stephanie	19/06/2011	PM	Englefield
Stephanie	18/06/2011	AM	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	15/06/2011	PM	Englefield
Stephanie	14/06/2011	AM	Englefield
Stephanie	12/06/2011	All Day	Englefield
Stephanie	07/06/2011	Mid Day	Englefield
Stephanie	06/06/2011	PM	Englefield
Stephanie	01/06/2011	AM	Englefield

Update Catch

Species Name	Kept	Marked	Weight	Location Name
Chinook	True	Unmarked	5	Englefield
Halibut	True		29	Englefield
Halibut	True		35	Englefield
Halibut	True		37	Englefield
Halibut	True		41	Englefield
Halibut	True		73	Englefield
Pink	True		6	Englefield
Sockeye	True		2	Englefield

1

2

## Update Catch information then click "Save"

Use the drop box options to modify your catch information then click "Save"

Lodge Name	Trip Date	Period	Location
Stephanie	30/06/2011	AM	Englefield
Stephanie	30/06/2011	AM	Englefield
Stephanie	29/06/2011	PM	Englefield
Stephanie	19/06/2011	AM	Englefield
Stephanie	19/06/2011	PM	Englefield
Stephanie	18/06/2011	AM	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	16/06/2011	All Day	Englefield
Stephanie	15/06/2011	PM	Englefield
Stephanie	14/06/2011	AM	Englefield
Stephanie	12/06/2011	All Day	Englefield
Stephanie	07/06/2011	Mid Day	Englefield
Stephanie	06/06/2011	PM	Englefield
Stephanie	01/06/2011	AM	Englefield

Species Name	Kept	Marked	Weight	Location N
Chinook	True	Unmarked	5	Englefield
Halibut	True		29	Englefield
Halibut	True		35	Englefield
Halibut	True		37	Englefield
Halibut	True		41	Englefield
Halibut	True		73	Englefield
Pink	True		6	Englefield
Sockeye	True		2	Englefield

## TECHNICAL SUPPORT

You can contact us electronically or by phone. The technical service provider is Philip Pereboom, (250)756-3371, [philip.pereboom@dfm-mpo.gc.ca](mailto:philip.pereboom@dfm-mpo.gc.ca) . McWright and Associates may become the help contact; you can find information for contacting them by clicking on the "Help" icon. Phone and email support options are available there.

DFO Rec ELog 1.0

Support Request

Support Request Information (Please Configure The Email Settings)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Contact Us By Phone

If you do not have access to the internet you can still get ahold of our support team by calling either of the following numbers:

(250) 753-1055  
(250) 591-1056