2014 Guide book to

Recreational Electronic Logbook Program



** 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

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Name:	DFO Recreational E-log		
Version:	1.00.00.52		
Publisher:	Fisheries and Oceans Canada		
Downloa	d		
Name:	<u>DFO Recreational E-log User Manual for Tablets</u> (Right-click download and <i>Save Target As</i> to save a copy)		
Version:	1.00.00.51		
Publisher:	Fisheries and Oceans Canada		
Downloa	d		
		100%	•

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/

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Name:	DFO Rec	reational E-log				
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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



🔛 DFO Rec ELo	g					
File Tools	Settings	Preferences	About			
Reports		Device T	ype	•	Handheld	
- Keports		_			Tablet	
					Rec Halibut	EL og 10
				_	Paper Logbook	LEUG I.U
	1000		A COLUMN TWO IS NOT	_	Mammal	
	1000			1		

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"

			Manage Lodge/Char	ter
Save Lodge/Charter				
Lodge Name/Charter Billy Castle	Contact Name Bill Bass	Phone Number ((250) 714-5566	Sample	
Comments				

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"

🔡 DFO Rec ELog		_ 6
File Tools Settings Preferences About		
Reports 🗽 Export Dockside Data 🚄 Tablet		🔞 He
	Manage Guides	~
💩 Open Guide 💾 Save Guide		
Guide Name Phone Number		
Bill Bass (250) 714-5566		
Comments	- Sample	
	Sample	
ļ		

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.

File	Tools	Settings Preferences Abou	ut				
	Real	Species Weight Setup Species Acronyms	2				
		Email Settings		DFO Rec	c ELog 1.0		
	1	Software Update Settings					
		Track Catch					
						1	4
			source -	A- NO			
		100	and the second s			California and a sub-	

-8-

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.

File Tools Settings Preferences About	V Help
Reports 🗽 Export Dockside Data 👍 Tablet	Help
DFO Rec ELog 1.0	IX
Manage Species	
Available Species On Screen Species	
Species Name Unit	
Abalone Pieces	
Albacore Tuna Chum Pieces	3
Any Crab Ary Urab	-
Attantic salmon Pink Pieces	-
Bivalve Molluscs (Clams & Mussels) Sockeye Pieces	-
Blue Rockfish Black Pieces	3
Blue Shark Blue Shark Blue Shark	-
Box Crab Box Crab	-
Brown Irish Lord	-
Brown Trout O Lanary Pieces	-
Bull Head China Pieces	
Butter Sole Copper Pieces	
Cabazon Dogfish Pieces	
Clams (Butter)	5
Clams (Lineineck)	ī
Cohord (greater than 30cm)	1
Coho undersized (less than 30cm)	-
Cuthroat Trout Lingcod Pieces	-
Dungeness crab Mackerel Pieces	
English sole Octopus Pieces	
Plattishes Opah Pieces	-

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 of length for each Halibut.

DFO Rec ELog	Proferences About		
Reports Report	t Dockside Data Tablet	ec El og 10	"X" Closes, saves automatically
Manage 5	ipecies		
Available S	Species	On Screen Species	
Species Na	ame	Species Name	Unit
Abalone		Chinook	Pieces
Albacore T	Tuna	Chum	Pieces
Any Crab	Elounder	Coho	Pieces
Atlantic sal	mon	Pink	Pieces
Bivalve Mo	olluscs (Clams & Mussels)	Sockeye	Pieces
Blue Rockf	ish	Black	Pieces
Bocaccio		Bocaccio Rockfish	Pieces
Box Crab		Cabezon	Pieces
Brown Irish	Lord	Canary	Pieces
Brown I rou Bull Head	ıt	China	Pieces
Butter Sole		Copper	Pieces
Cabazon		Dogfish	Pieces
Clams (But	ter) Note Hallbut, you	I must	Pieces
Clams (Ma	nila) cnoose "Incnes	S" Or Halibut	Pounds 🚽
Coho (grea	ater than 30cm "Pounds" from	i the	Pieces
Coho unde	rsized (less ti arop down	Lingcod	Pieces
Cutthroat I	rout	Mackerel	Pieces
English sol	e	Octopus	Pieces
Flatfishes		Opah	Pieces



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, subarea and location name. Make sure to save your location. You can then add it under "Manage Tablet Locations".



🖶 DFO Rec ELog			
File Tools	Settings Preferences Abc	iut	
	Export Dockside Data	🖉 Tablet	Point Point
	Mana	ge Location	ns
Dpen Loca	ation 💾 Save Location 🏼 🆽 Ma	anage Tablet Locations	s 1
Stat Area	Sub Area Location Na	me	
8	8-2 🗾 Hakai Pass		
🔛 Manage Loc	ations		
3K 3K 3K 3K 3K 3K 3K 3K 3K 3K 3K	Boston Island Boston Rocks Elliot Point Emma Passage Haystack Hogan Island Indian Joe Khutzeymateen Inlet Portland Inlet Somerville Island Steamer Passage Tracy Island	2 3	10A Cape Caution You can select several areas in sequence by selecting the first, holding "Shift" and clicking the last. You can select multiple areas by keeping "Ctrl"
3K 3K 3K 3K 3K 3K 3K 8-2	Wales Island Wall Whales Passage Work Channel York Island Zayas Zayas Islands Hakai Pass	<u>O</u>	held down and clicking each area you want to add. Click the right arrow to add them to the locations that you will see when entering catch.

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.



Elle Tools Settings	Preferences About	_					
	t Dockside Data 🦾 Tablet					3	Help
Dockside							×
Recreational ELog						1	1
Fishing Location	Date Fished	Start Time Stop Time	Hrs If nothing is caught,	7	8	a	
Hakai Pass 🗾	May 08, 2012 🗾	07:00 14:00	7 pushed.		0	9	
	Target Species						i
Manage Areas	Halibut	No Catch	Enter Bio Data	4	5	6	
Lodgo	Cuide	# of Anglera # of Poots					
Phil's Big C Charters	Dhilip Dorohoom	a li	data, if it is collected.	1	2	3	
I III's big o citaters							
Halibut #1 Halibut #2	Halibut #3 Halibut #4	If Halibut is caught, you	must enter either weight or length.				
22.3 lbs 34.5 lbs	18.2 lbs 26.0 lbs	You can choose which to	enter from "Species Weight Setup".	BS	0	•	
					1.455		1
Salmon Catch	Kept (P) Kept (A) P	el (P) Rel (A) Rel (U)	Groundfish / Shellfish / Other Species	Kept	Rel		
Chinook			Halibut	– 4	2		
Chum				-			
Coho			Groundfish/Shellfish/Others are	chosen fro	om the dr	op	
Pink	Salmon Speci	es are entered	down boxes. Each time you add	a new spe	cies, and	other	
	on the left side	e. P is Adipose	row will be ad	ided.		_	
Sieemeau	Absent, U	is Unknown					
L							
Save	New Trip	Open Trip					
÷	· · · ·						
Main Menu	Exit						

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.

🖶 DFO Rec ELog						
Dockside						
Recreational ELog- Fishing Location	Date Fished May 11, 2012	Start Time Stop Time	Hrs	7	8	9
Manage Areas	Target Species	No Catch	Enter Bio Data	4	5	6
Lodge Phil's Big C Charters	# of Anglers # of Bo	ats # of Guides 🔀 There is	an error with the required fields.	1	2	3
			Send Error OK	BS	0	•
Salmon Catch	Kept (P) Kept (A)	Rel (P) Rel (A) Rel (U)	Groundfish / Shellfish / Other Species	Kept	t Re	
Chinook				-		5
Chum						
Coho						
Pink						
	32					
Joieemeau						
Save	New Trip	Open Trip				
Main Menu	Exit					

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.

Dockside								
Recreational ELo	Cannot enter fut	ture dates	Time uses	24 hour clock				
Fishing Location	Date Fished		Start Time	Stop Time	Hrs	7	8	9
Hakai Pass 🗾	May 11, 2012	-	06:00	15:00	9			
Manage Areas	Target Species Chinook	s T	No	Catch	Enter Bio Data	4	5	6
Lodge Phil's Big C Charters	Guide Philip Pereboo	om 💌	# of Anglers 3	# of Boats		1	2	3
Halibut#1 Halibut#2 18 Ibs 22.7 Ibs	Halibut#3 42.6 Ibs	-	Hali	but will make yo weight or leng	bu input th	BS	0	
Salmon Catch	Kept (P)	Kept (A)	Rel (P) Rel (A) Bel (U)	Groundfish / Shellfish / Other Species	Кер	t Rel	l.
Chinook	2	1	4		Halibut	- 3	2	
Chum					Lingcod	• 3		
Coho		1	2		Tuna	▼ 1		
Pink			6			-		
Steelhead Be sure	to Save when s complete!							
Save	New	Trip	Ope	n Trip				
Main Menu	Exi	it	Allows	editing of a trip thing was wrong				

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".

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
			-	
			-	

EXPORT DATA

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

Reports	Export Dockside D	ata 🛵 Tablet					
-							
		. 1		Exp	port T	rip Data	
🔶 Uninad to	DEO Email DEO	Export for DEO	Email Head Office	Export for He	ad Office		
				S-4			
Dock Side	e Trip Daz			🗖 Selec	t All		
Lodge	e Name		Trip Date	Exported			
Stepha	anie 🥠		24/05/2011	False			
Steph	anie 🖌 🖌		26/05/2011	False		1 Export	
Steph	anie		29/05/2011	False		Destablishe Date	
Steph	anie		31/05/2011	False		Dockside Data	
Steph	anie		01/06/2011	False		Button	
Steph	anie		06/06/2011	False			
Steph	anie		07/06/2011	False			
Steph	anie		12/06/2011	False			
Steph	anie		14/06/2011	False			
Steph	anie		15/06/2011	False		2. Email DFO	
Steph	anie		16/06/2011	False		(option 1)	
Steph	anie		19/06/2011	False		(option I)	
Steph	anie		19/06/2011	False			
Steph	anie		18/06/2011	False			
Steph	anie		16/06/2011	False	-		

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	1		
Send With	Outlook	🔽 Send With Thunderbird	
Lodge Email I	nformation		
Name		Email Address	
Outgoing Mai	You may be rec reports to a Fish Make sure the Ma filled out if necess the "Send With button is checked when con	uired to send hery Manager. anager email is sary. Make sure Thunderbird" I. Save settings hpleted.	
			100
Export Email A DFO Email Ad rec_elog@e-l	Addresses Idress og.ca	Head Office Email Address	
Fishery Manager Fishery Manager Fishery Manager Fisher Manager Fisher Fi	ger Email Address 9dfo¦mpo.gc.ca		
Send DFO	Exports to Head Offi	ce	

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".



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.

File	Tools	Settings	Prefer	ences	About			
	Reports	R Exp	ort Docksi	de Data	Tablet			
			2				Modify Catch Data	
							Wouldy Calcin Data	
🗿 Up	odate Trip							
Lodge	Name	Trip Dat	e Perio	od Lo	cation			
Stepha	anie	30/06/20	011 AM	Er	nglefield			
Stepha	anie	30/06/20	011 AM	Er	nglefield			
Stepha	anie	29/06/20	011 PM	Er	nglefield 💦 📝	1		
Stepha	anie	19/06/20	011 AM	Er	nglefield			
Stepha	anie	19/06/20	011 PM	Er	nglefield			
Stepha	anie	18/06/20	011 AM	Er	nglefield			
Stepha	anie	16/06/20	11 All D	ay Er	nglefield			
Stepha	anie	16/06/20	011 All D	ay Er	nglefield			
Stepha	anie	15/06/20	011 PM	Er	nglefield			
Stepha	anie	14/06/20	011 AM	Er	nglefield			
Stepha	anie	12/06/20	11 AILD	ay Er	nglefield			
Stepha	anie	07/06/20	011 Mid I	Day Er	nglefield			
Stepha	anie	06/06/20	011 PM	Er	nglefield			
Stepha	anie	01/06/20	011 AM	Er	nqlefield			
O Up	odate Cat	ch						
-								
Speci	ies Name	∋ Kept	Marked	Weigh	it Location Nan	18		
Chino	ook	True	Marked	4	Engletield			
Halibi	ut	True		35	Engletield			
Halibi	ut	True		29	Engletield			
Halibi	ut	True		76	Engletield			
Halibi	ut	True		41	Englefield			
Dial	ut	True		57	Engletield			
Pink		True		0	Engletield			
SOCKE	еуе	i rue		2	Engletield			

						M		h Dat	2	
						19	Iounv care	LUai	a	
🗿 Update Trip)								5 20 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
odqe Name	Trip Date	Period	Locatio	on			Change	Infor	mation with	ר ו
Stephanie	19/06/2011	AM	Englef	ield			the di	op d	own box	
Stephanie	19/06/2011	PM	Englef	ield		-				
Stephanie	18/06/2011	AM	Englef	ield			options	then	click "Save	
Stephanie	16/06/2011	All Day	Englef	ield						
Stephanie	16/06/2011	All Day	Englef	ield						
Stephanie	15/06/2011	PM	Englef	ield	Indate					
Stephanie	14/06/2011	AM	Englef	ield	: 10110					
Stephanie	12/06/2011	All Day	Englef	ield	: Save					
Stephanie	07/06/2011	Mid Day	Englef	ield						
Stephanie	06/06/2011	PM	Englef	ield	Lodge Name		Date Entered			
Stephanie	01/06/2011	AM	Englef	ield	Stephanie		Jun 28 2011	-		
Stephanie	31/05/2011	AM	Englef	ield	Terreferences		100, 2011			
Stephanie	29/05/2011	AM	Englef	ield	Trip Date		Period			
Stephanie	26/05/2011	Mid Day	Englef	ield	lun 19 2011	-	AM V			
					10011 13, 2011					
					Recorded By		Location 1		Location 2	
Undate Cat	ch						En al effected			
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Update trip information 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.

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Stephanie	15/06/2011	PM	Englefi	eld						
Stephanie	14/06/2011	AM	Englefi	eld						
Stephanie	12/06/2011	All Day	Englefi	eld						
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Halibut	True		73	Englefield						
Pink	True		6	Englefield						
Sockeye	True		2	Englefield						

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Update Catch information then click "Save"

TECHNICAL SUPPORT

You can contact us electronically or by phone. The technical service provider is Philip Pereboom, (250)756-3371, philip.pereboom@dfo-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.

