Overview of eTRIPS Mobile2
for Windows

eTRIPS/mobile2 is a mobile application from the ACCSP available on Apple iOS, Android tablets and Windows 10 computers. Captains can use it for the submission of vessel trip reports (VTR). The eTRIPS mobile2 app will put Commercial and For-Hire fisherman in compliance with mandatory reporting.

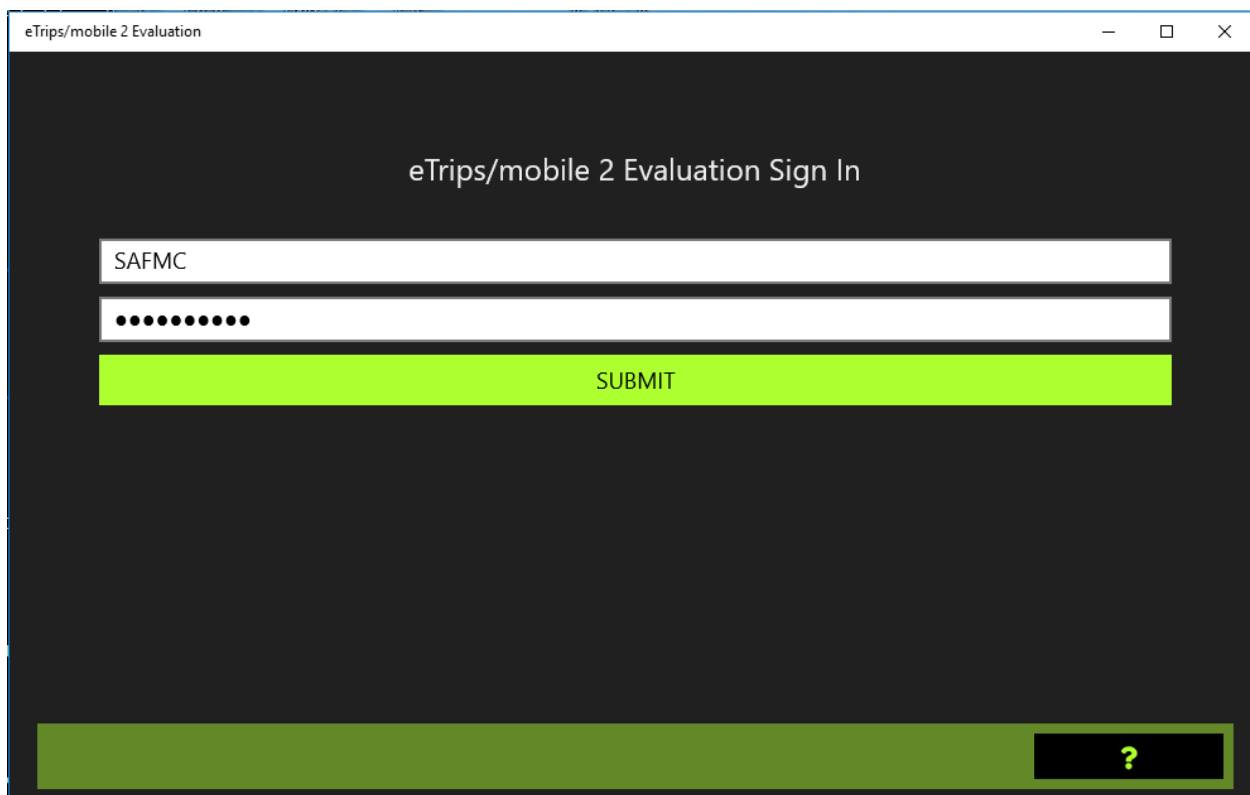Step 1: Login using your SAFIS Username and Password

Note: If you do not know or have forgotten your username and password, please email us at:

support@harborlightsoftware.com

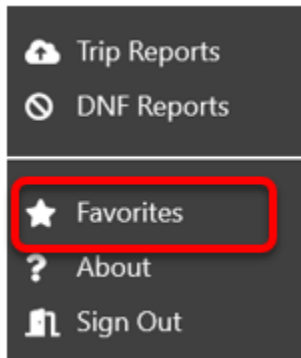or call the

Helpdesk at

800-984-0810

Below is the first screen you will see once you are logged in.

Features can be accessed through the Menu in the upper left corner.
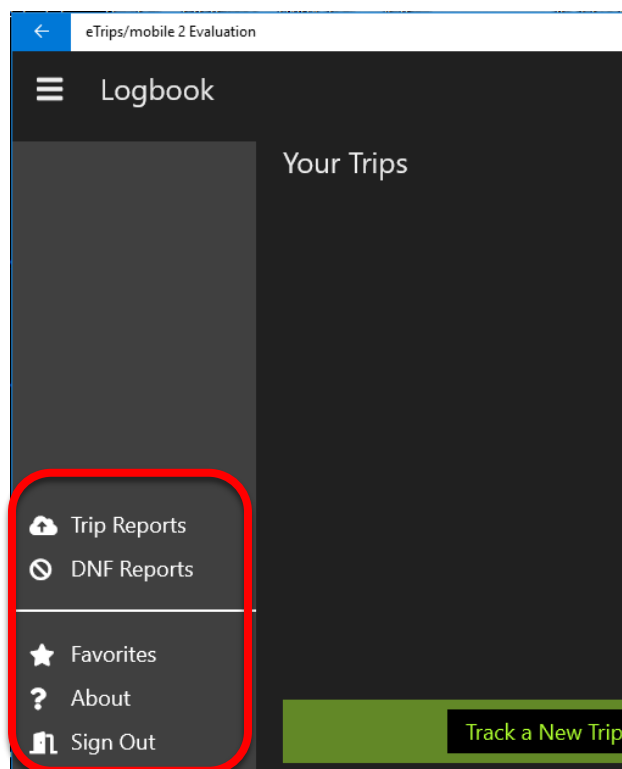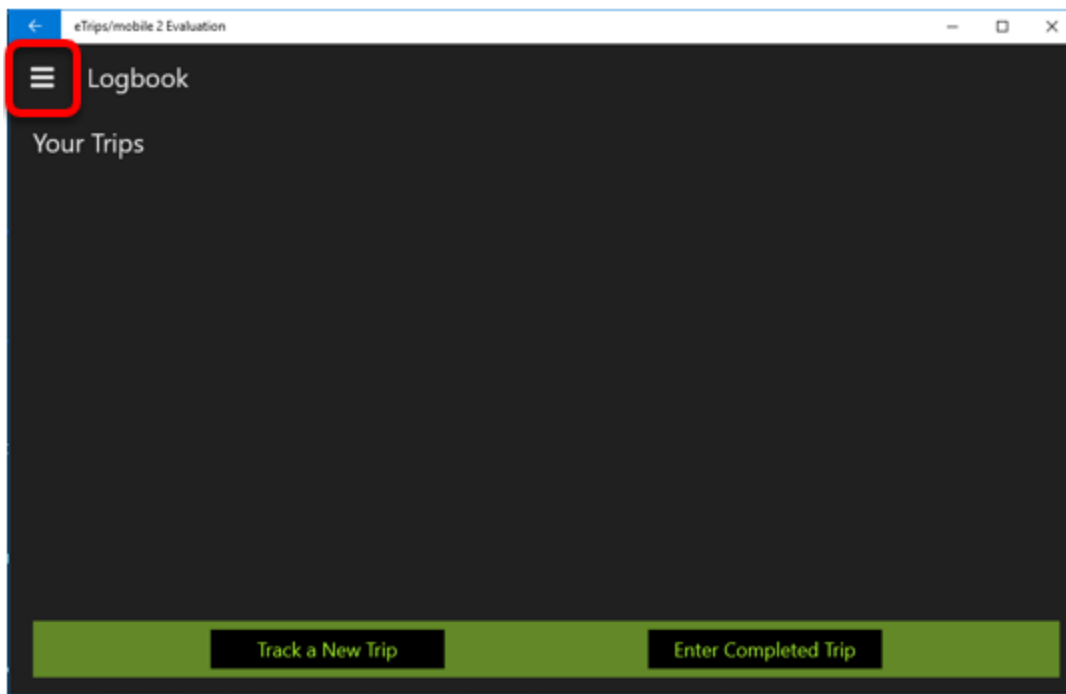
Step 2: Taking the time to set **Favorites** will allow you to enter and send trip reports quickly.

<u>You must set **Favorites** for each permit you have</u>

In the top middle of the screen, you will see a button that says **Permit**. Click on this and make sure that all your permits are visible within the app.

Note: _If you believe that you are missing a permit please contact our support team at 800-984-0810_
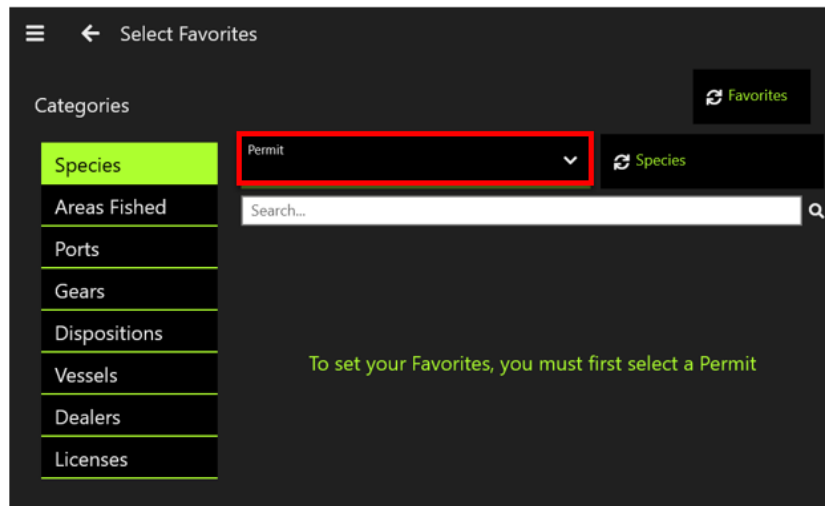
After you have selected your permit you are now ready to begin setting up your **Favorites**. First select **Species**.

Scroll through the list and select the species you commonly catch when fishing under **THAT SELECTED PERMIT**. You can use the **Search Bar** to find specific species. Click on each species that you wish to add to your favorites list. A "star" will appear to show they are selected (clicking again will unselect).
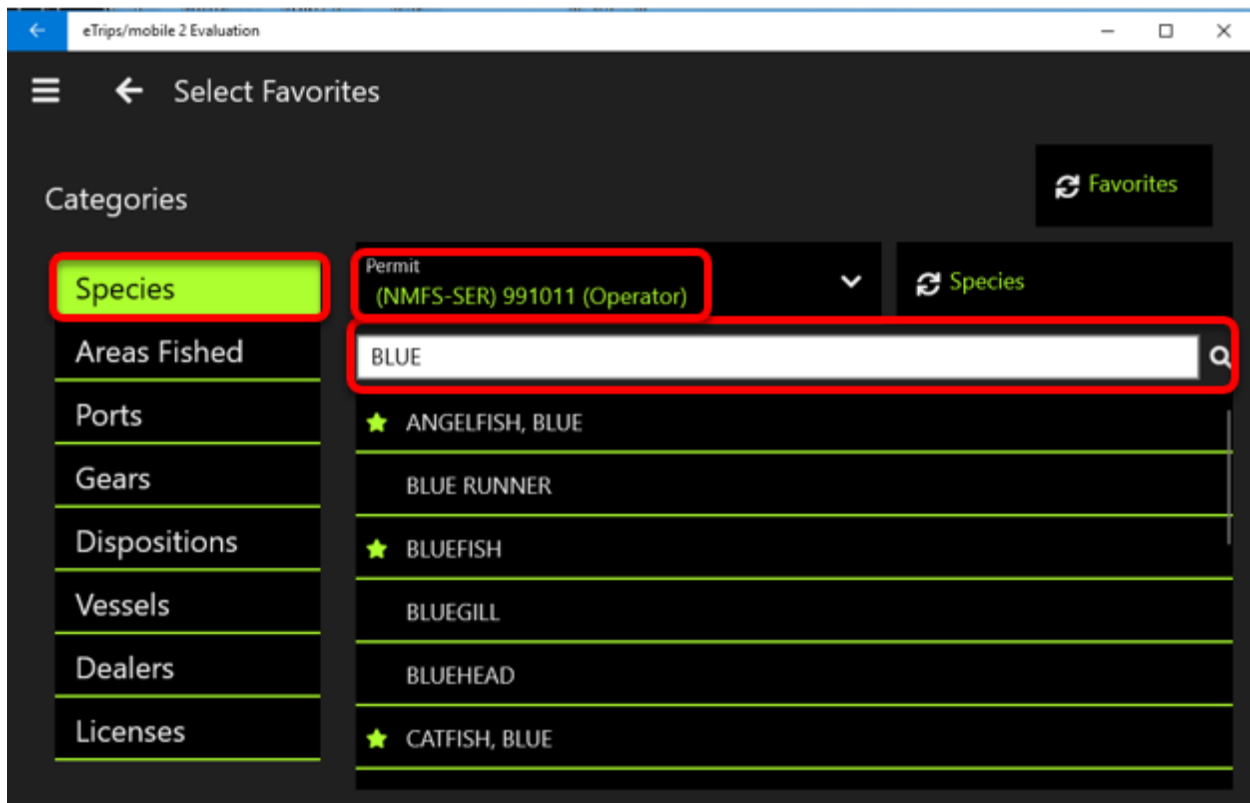
Next you will set up Areas Fished and Ports.

Areas Fished has a toggle "Filter" for either <u>State</u> or <u>Federal.</u>
<u>NOTE: Depending upon your license, you may not have areas/waters</u>
<u>fished.</u>

You can search areas fished by the two digit state code, or by the corresponding numerical number that many fishermen have come to know. ex: RI 539

Ports has a "Sort by" toggle to search by ⬤ Name or ⬤ Proximity . If the location feature is activated on your device, you can sort by proximity.
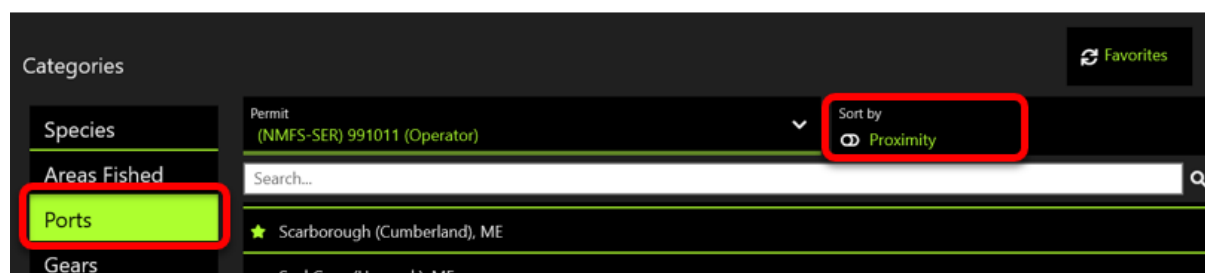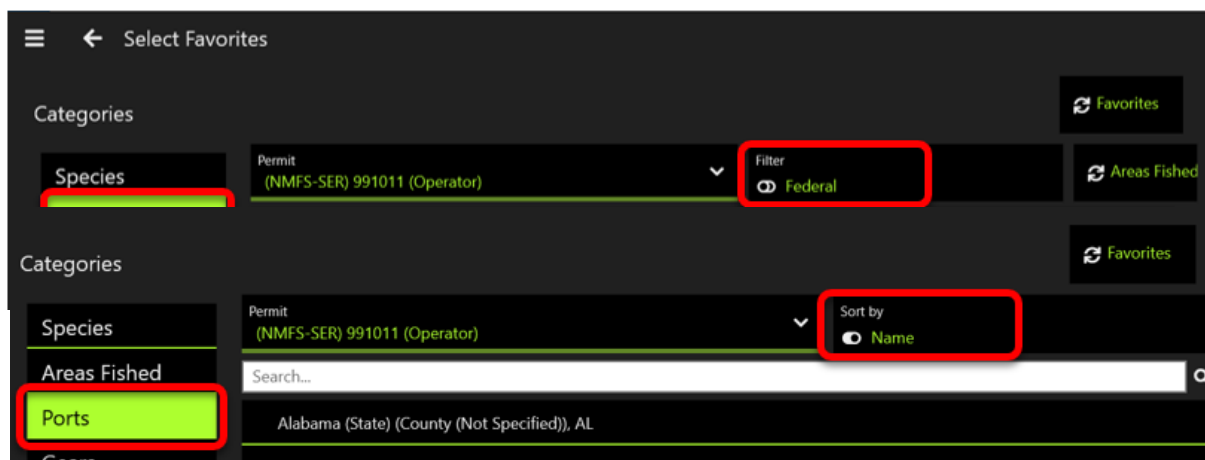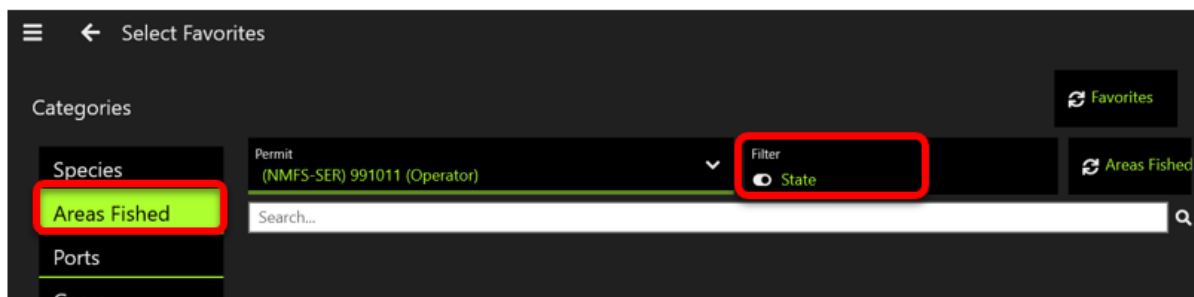
Next, you will set up your **Gear** and **Dispositions Favorites.** You will notice a "Filter by" toggle button next to your selected permit. This button will allow you to switch between ⬤ Commercial or ⬤ For Hire Gears **or** Dispositions.

Adding in your Vessels. If you have a **State Vessel,** you'd like to add in you can manually enter your state Vessel information. If you have a **Federal Vessel** you'd like to add, you can search for your vessel within the eTrips database.

The next step in setting up your Favorites is entering your dealer information if you are selling your catch. You can do this by selecting the **Dealer** tab and entering the required dealer information.

Note: When Adding in a dealer, you need to get the Dealer Permit number along with the issuing agency of the dealer permit. A STATE permitted dealer will have been issued their permit from the state. A FEDERAL dealer will have their permit issued by a federal agency.

Example: a federally permitted dealer in Georgia would have their permit issued through the NMFS Southeast.

IF YOU DON'T KNOW THE ISSUING AGENCY, PLEASE CALL US AT 800-984-0810.

The last Favorite you want to set is your License, so that the license(s) you use are available.

Your licenses will download from the ACCSP when you first login. You want to set favorites on each license you will use. Use your NMFS license when fishing on a Federal Vessel.

In the example below I am using a login for testing, therefore it shows a variety of licenses for testing purposes.

Step 3: Now that all your Favorites are set You are ready to begin entering in a trip.

Notice there are two options:

 or

Tracking a New Trip will be covered later in the manual, for now we will look at Entering a Completed Trip

Click **Enter Completed Trip** and this is the screen you will see:

Step 4: Enter the **Trip Setup** and **Trip Details** Information:
- Selecting the **Trip Type** button will allow you to toggle between **For Hire** and **Commercial** trips.
- Select your Vessel
- Select the Permit which you will be reporting under

Once you have entered all **Trip Setup** information you can now enter **Trip Details**

You can give your trip a name to help you identify it

The application will automatically populate your **VTR #**

You must enter the **Crew Count** and **Port.** – As shown by the ! in the red circle

There is also a section where you can enter **Notes** about your trip, such as: weather conditions or information about customers. These notes are for your eyes only and do not get sent in with your trip data.

NOTE: Depending upon which fishing permit you use, you may have additional, optional fields that you can fill out. You may need to scroll down the page to see these fields. For Instance: If you are fishing under a South Atlantic permit you may have economic fields to fill in. Captains must enter in data such as Fuel Price, Fuel Used, and Charter Fee. These data fields will be sent to the ACCSP data warehouse.

Now that Trip Setup and Trip Details are filled in the **Effort Details** section is available to fill in.

Step 5: The next step is entering your **Effort Details**. You will be able to select from your preselected favorites to fill out questions such as **Waters Fished** and **Gear Type.** The last part of Effort Details is selecting a **Location**. Select the location button and a map will appear if you have a GPS chip built in or are connected to wi-fi.

You can also select ➔ and enter the location.

Now that the Effort Details are filled in you are ready to **Start Your Trip**

Step 6: The app offers you two options **Auto Track This Trip** or **Do Not Track This Trip.** We are going to walk through **Do Not Track This Trip,** so make sure that option is highlighted.

Enter the Trip Start Date and Time

Enter the Trip End Date and Time

Enter the Hours fished in the first Effort

Press Continue to begin entering your Catches
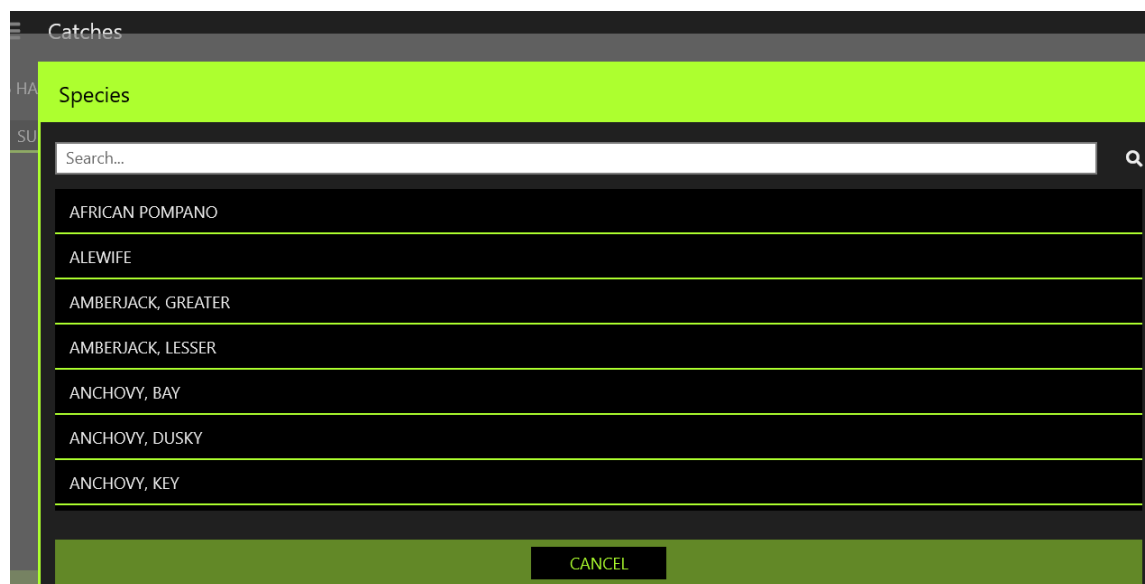
Step 7: Now you can begin **entering and editing a Catch**. Notice that all the species you selected as **Favorites** appear in **Species**. If you want to enter a species all you need to do is select the desired species. If you want to enter a Species that is not in list of Favorites you can search through the data base using the **Search feature**.
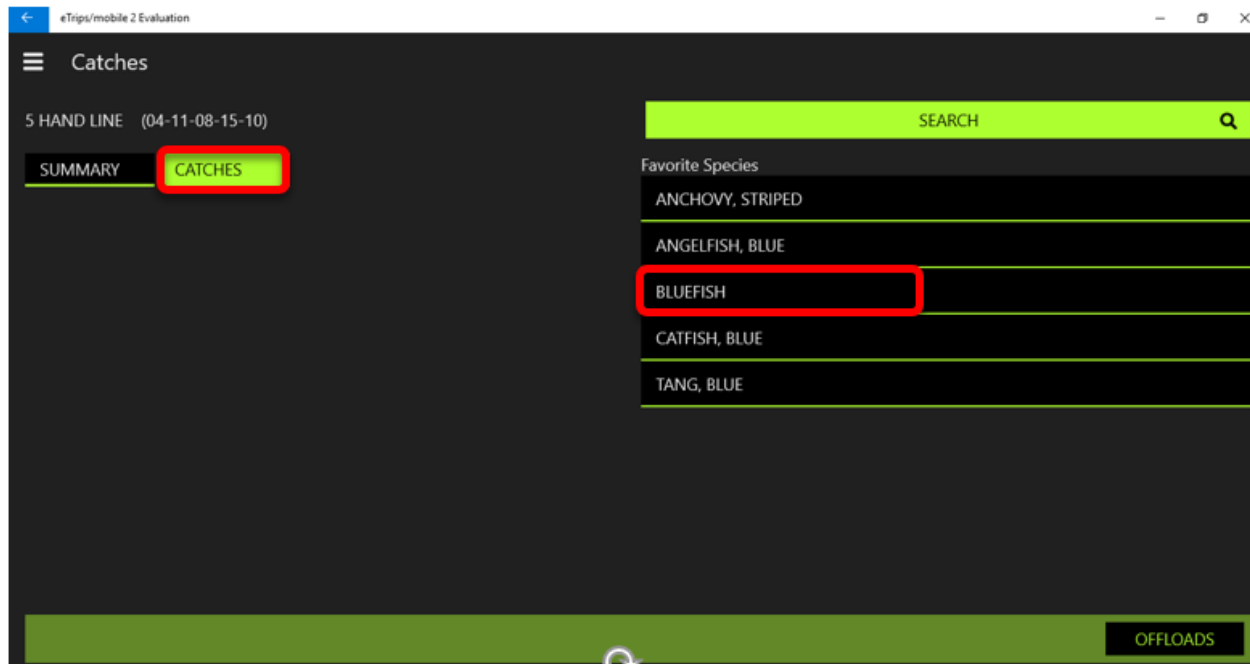
Clicking Search

Step 8: After clicking a species, you can enter detail for that Catch. Since this trip is **Commercial** the unit of measure is in Pounds, if this was a **For Hire** trip the unit of measurement would be quantity.

If you click on Dispositions you will see the dispositions you selected in Favorites, and if you need to you can use the Search to look for others.

If you click on Catch Source, you will see a list of possible sources.

After entering all information click the Save button

Here is the Catches Page with some Catches entered:

While in the Catches View you can click on any Catch to edit it or to delete the catch.

If you click on the Summary Tab this is the view:

Step 9: Entering Offloads. On the Catches page the Offloads button is on the bottom right corner.

Begin to enter your offloads by pressing the New button.

NOTE: In our example the disposition for Blue Tang was "Discard due to Regs: Closed Season", so it does not show in our Offloads.

If you are offloading all your Catches in the same manner you can Click **Select All** before entering the details

You can split a Catch by select the catch and pressing the Edit button

In edit you can enter an amount that will be offloaded differently

Now you can enter the **Date**, the **Port**, and the **Disposition** of the Offload(s). Let's look at Dispositions by clicking on the down arrow by Dispositions.

You can select from a list of possible dispositions. For the 30 pounds of Carp that are checked I'm selecting "Placed in Car". Be sure to click the Save Button after making your selection.

The remaining catches are being "Sold to Dealer". The Dealer information was entered when setting up Favorites.

click

When all the Offloads have been entered you can check to see if they were entered correctly. If you need to make any changes you can click on the Offload and you will be able to edit the Offload.

Step 10: Now you can submit your trip. In the bottom right corner click the Trip Report button.
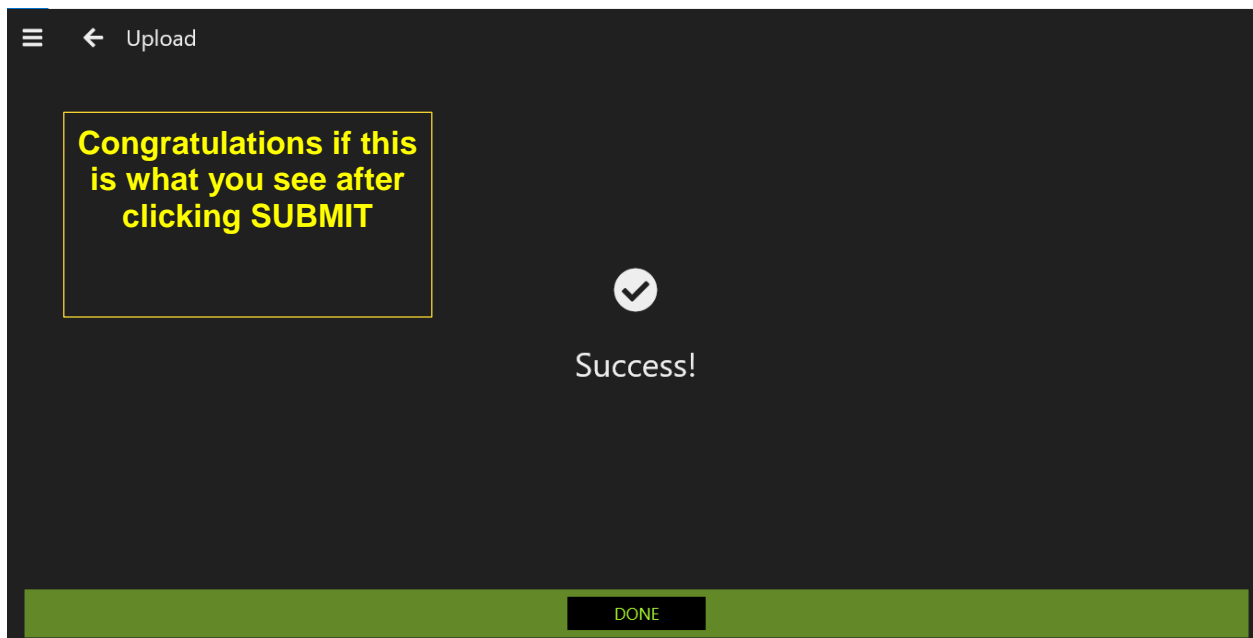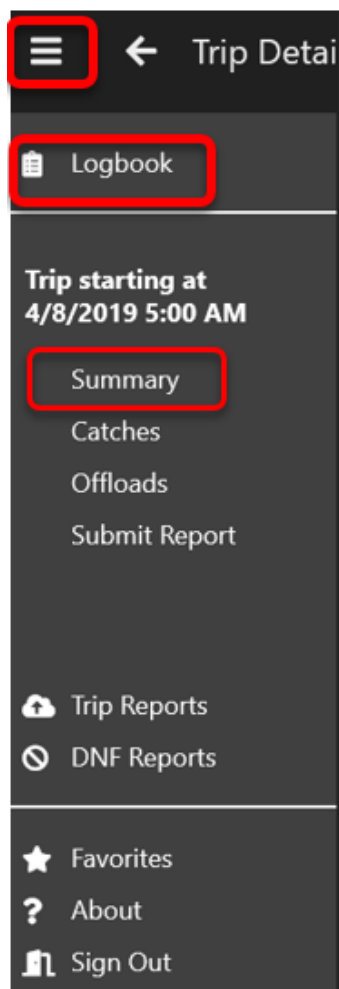

Select any unreported trip(s).

Read and check the certifying statement in the lower right and then click the Submit button

Congratulations if this is what you see after clicking SUBMIT

✓

Success!

DONE

Click the menu button in the upper left corner and select **Logbook** you will see your trip(s)

Successfully submitted trips show a cloud with up arrow icon

≡   ← Trip Detai

📋 Logbook

Trip starting at 4/8/2019 5:00 AM

Summary
Catches
Offloads
Submit Report

☁ Trip Reports
🚫 DNF Reports

★ Favorites
? About
🔒 Sign Out

≡   Logbook

Your Trips

Trip starting at 4/8/2019 5:00 AM   Commercial   Mon 4/8/2019   ☁   CATCHES
(NMFS-SER) 991011 (Operator)   Trip ID: 63434   12119041108
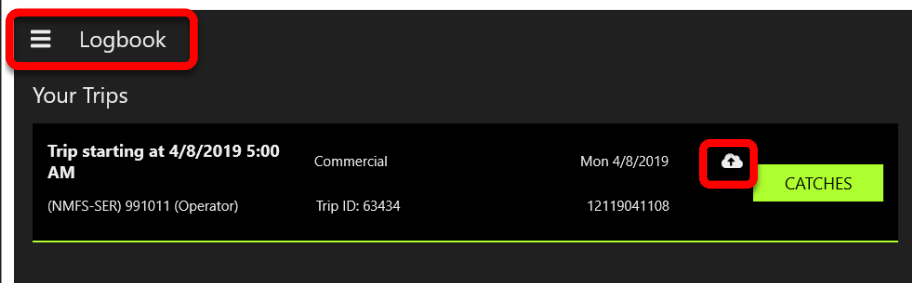
The next thing you want to look at is the Trip Summary. This can be accessed a few different ways. You can see it listed in the menu on the left of this page or you can click on the Trip when you see it in the Logbook.

In Windows the Trip Summary page shows 3 columns. Each column can be scrolled down to see more information.

If there is some part that needs to be edited, click on the **Edit** Tab.

If an Effort needs to be edited or you want to enter more than one Effort, you can click on the Edit button for the trip or you can click on the Effort – both will bring you to Trip Details (see below).

To enter a new Effort, click the New Button →

When you click the NEW button the Efforts Detail view changes. The Effort is identified by the Gear used, and the Date you entered the Effort.

Here is the view *before* clicking the NEW button:

Here is the view *after* clicking the NEW button:

Entering details of the 2ⁿᵈ effort:

You can switch between efforts by clicking the selected Effort box.

After entering the effort details, you need to enter the Catches for that effort. To access the Catches for this Effort, click on the Menu in the upper left and select Catches.

On the Catches Page you can switch between various Efforts you may have in the trip:
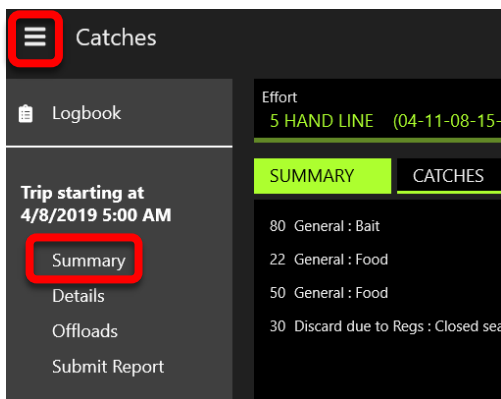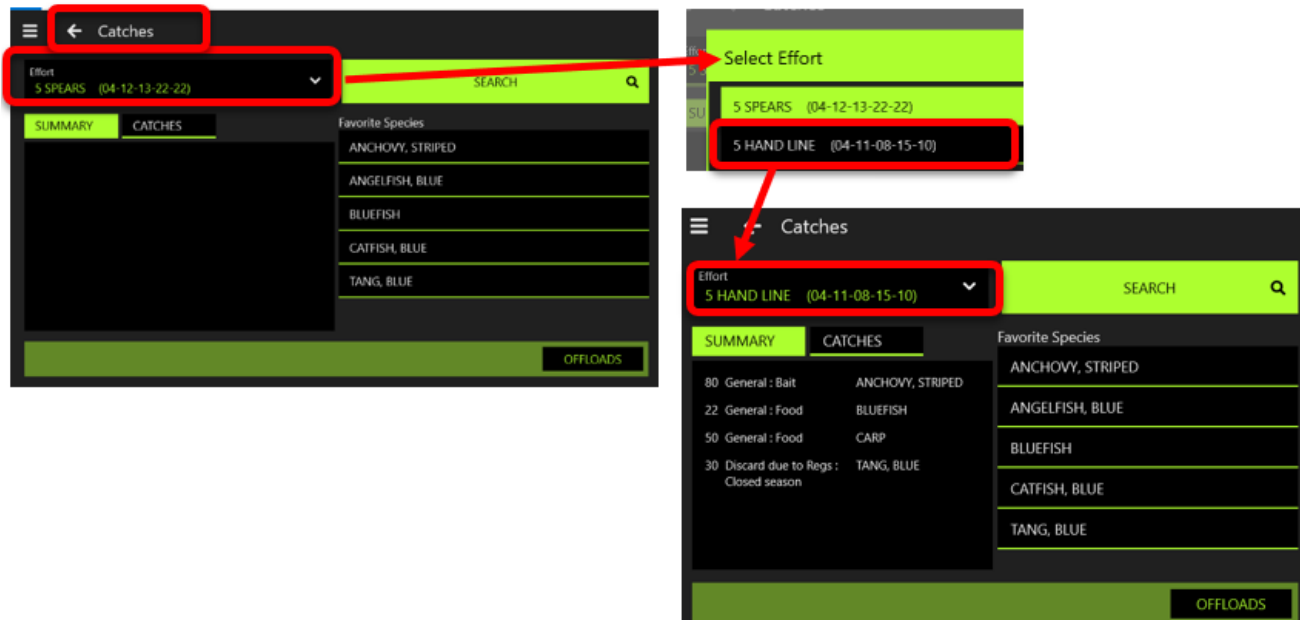
By Clicking on the Menu and selecting Summary you come back to an overall view of your trip.

To Access details of your Efforts, you can click on either of the 2 circled areas shown:

The Trip Edit button → to Trip Details

The Effort details in the 1st column →to Trip Details

To Delete an effort be on the Trip Details page be sure you are on the Efforts Tab and you have the correct effort selected and then press the delete button.

You will be asked to confirm the deletion.

Using Auto Track to track your trip.

This feature will track the Start and End Times of your Trip along with the Location of each recorded catch. **(THIS LOCATION DATA IS FOR YOUR EYES ONLY. IT WILL NOT BE SENT TO THE ACCSP.)** You have the option to Start your Trip now or at a later point, along with the Effort. Your first view after selecting Track a New Trip is similar to what you saw when entering a completed trip.

Once you fill in the Trip Setup information many fields will self-populate based on information you entered in the previous trip.


Be sure to scroll down in each area to see if there are fields that need to be filled-in.

There will be some needed fields, such as the ones shown in the Effort Details here

When all the required fields are entered you can access the Start Your Trip section.


Notice that the Trip Tracking button is a toggle – so you can change to Do Not Track (the same as entering a Completed Trip)

You can Manually start the trip and Effort later or now.
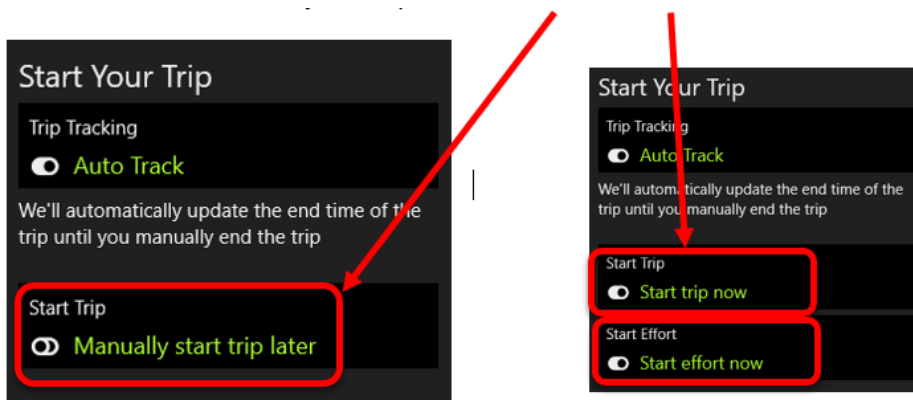
If you want to start now you can click the Continue button.

Once you begin your Trip and Effort you start entering your Catches you will see buttons at the bottom to End your Trip or to End your Current Effort.
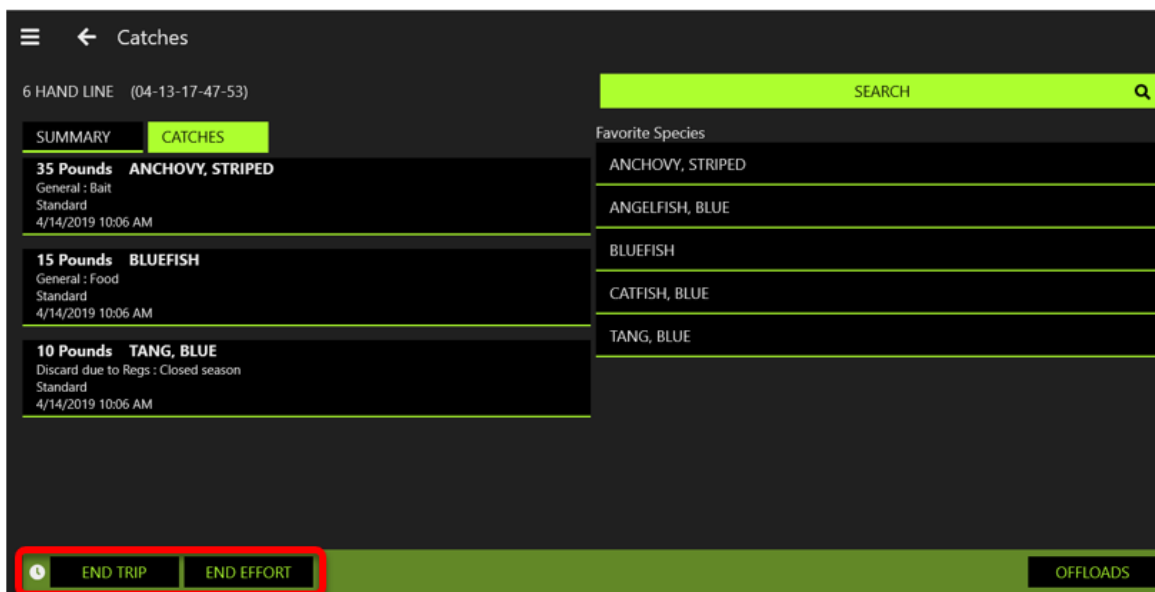
If you click End Effort the button will change to →

RESTART EFFORT

If you click End Trip the button will change to →

RESTART TRIP

Here is the Trip Summary with the Effort Stopped and no Offloads Entered:

NOTE: The Summary alerts you to enter the Offloads

If you try to send a Trip Report without all the information entered, you will be alerted:

Click on the menu in the upper left and navigate to the area you need – In this case I am going to Offloads to record all the offloads.
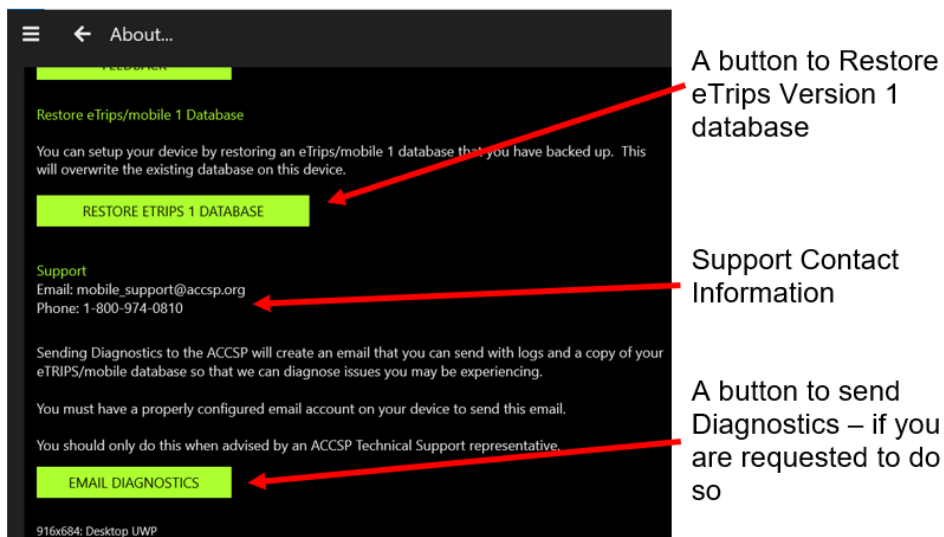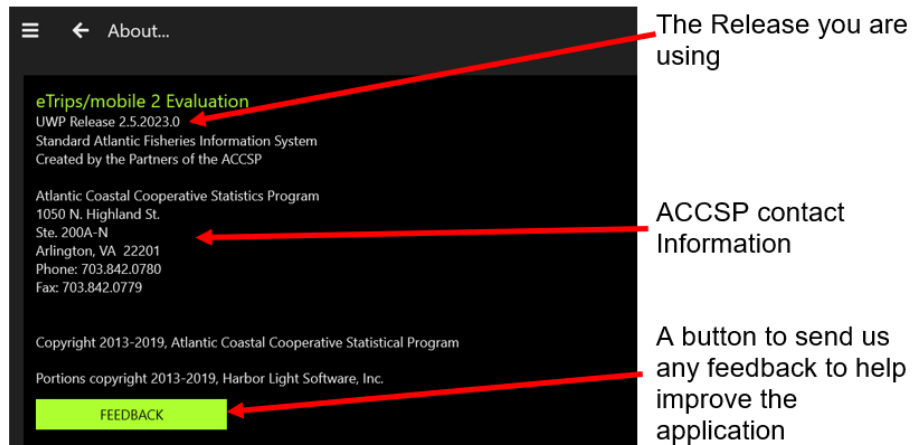
After recording the Offloads and resubmitting the trip when you navigating to the Logbook you can see the trip has been successfully reported.

From the Menu you can access **About** where you will find additional information that will be helpful.

The Release you are using

ACCSP contact Information

A button to send us any feedback to help improve the application

A button to Restore eTrips Version 1 database

Support Contact Information

A button to send Diagnostics – if you are requested to do so

Technical Support

If you receive an error upon uploading your trip to the ACCSP, the error may give you some idea of the problem. If you are unable to fix the error and resend the report successfully, please contact the HELPDESK:

24x7 phone support: **1-800-984-0810**
Email: **mobile_support@accsp.org**