



FLDRS (Fisheries Logbook and Data Recording Software)

Quick Reference Card (v3.0)

Start FLDRS and log in

1. Double-click the FLDRS icon.
2. Click the **Login** button.
3. Enter your FLDRS username and password, and click **Login**.
 - a. If you have forgotten your username or password, please contact your FLDRS technician (e.g., GMRI Technician and/or your sector manager).

Start a new trip

1. On the FLDRS window, click the **Start New Trip** button (if it says **Edit Trip**, you have a partially completed trip you **must** complete prior to starting a new trip).
2. On the Trip tab, check the trip defaults to make sure they are correct (e.g., operator, port).

For each statistical area, gear or mesh size fished

Record your fishing effort

1. Click the Effort tab.
2. Click the **New Effort** button, and check the gear details (e.g., mesh size, gear size, gear quantity). If they are wrong, either select a different gear configuration from the drop down list or make changes to the existing gear details.
3. Enter the latitude and longitude associated with the location where the majority of your fishing occurred. If FLDRS is connected to a GPS, click the Haul – Start button when you are in the vicinity of where you anticipate doing the majority of your fishing.
 - a. *Note: If you plan to fish in multiple statistical areas or use multiple gears or mesh sizes, you will need to enter a new fishing effort anytime one of these changes.*
4. Enter the depth fished (not the water depth), and check the Stat Area field.
 - a. *Note: If FLDRS is connected to the vessel's depth sounder, the depth information will be automatically populated when you click the **New Effort** button.*
5. Enter in the number of hauls you made in the statistical area with the selected gear type and mesh size.

Record your catch

1. Click the Catch tab.
2. Make sure that all the species you caught appear in your lists. Your retained catch is listed on the left hand side and discarded catch is listed on the right.
 - a. *Note: FLDRS allows users to select the specific grade code (e.g., gutted, round) for most species caught. Be sure you have selected the grade code that best describes the catch.*
 - b. If you do not catch a species listed on your shortlist, you do not need to delete it. FLDRS will automatically delete it from the final report.

3. Click the **Add Species** button if you need to add species to the list.
4. For each species/grade you caught, enter the appropriate amount of retained (kept) and discarded fish.
 - a. Note: FLDRS supports multiple units of measure. Make sure you've entered the amount that corresponds with the entered unit of measure.

Landings

1. Click the Landings tab.
2. Click the **New Landing** button. Click 'Yes' if this is the end port for the trip.
3. Review the landing details, and change any details that are incorrect.
4. If you landed fish in more than one port, repeat steps 3 and 4.

Allocate your landings to a port and dealer

Unless you sold all your fish to your default dealer on the date you created the report:

1. Highlight the species name, click the Dealer Name field, and choose the dealer.
2. Highlight the species name, click the Date Sold field, and choose the date.
3. If you split up the catch to sell to different dealers:
 - a. Highlight the species name, and click **Split Species**.
 - b. Highlight the new entry for the species.
 - c. Click the Dealer Name field, and choose the dealer.
 - d. Enter the amount sold to that dealer.

You must account for all poundage landed.

Finishing Up

1. Enter any trip notes by clicking the Trip Notes tab and typing them in.
2. Click on the Transmit tab, and click the **Check Trip** button. Fix any errors.
3. You may view the trip in a VTR-like format by clicking **Preview**.
4. Click the **Export Trip** button to complete the trip report.
5. You will be prompted to perform an Operator Validation signing ceremony. This will apply your digital signature to the eVTR report.
 - a. Enter your eVTR operator password. You must enter this password twice correctly. If you have forgotten your password, please contact Alison Verry at 978-281-9209 or Alison.Verry@noaa.gov.
 - b. Once you've digitally signed your eVTR, FLDRS will prepare the file for export and inform you when the trip file has been successfully completed.
 - i. Once completed, select 'OK' and then press the 'Exit and Save' button in the lower right hand corner. This will take you back to the FLDRS home screen.
6. Now that the trip has been completed you will need to submit the encrypted, digitally signed .gpg trip data file to NMFS. This file can typically be found in the following directory: C:\NEFSC\FLDRS3_0\Local_Backup.
 - a. There are two ways to transmit this file to NMFS: (1) uploading it using the VERS web portal (<https://fish.nefsc.noaa.gov/cgi-bin/vers/main.pl>), or (2) using your vessel's VMS system.