Federal Dealers Trip Ticket

Quick Start

1. Insert the program CD and the Setup routine will start automatically. Be sure to read the entire manual to learn about all of the time-saving features that are available. The program's vendor is Southwest Computer Bureau (SCBI). The program comes with a default dealer license number 123456. Call Claude Petersen at SCBI technical support (225-647-5375) to obtain a file with your Federal Dealer Number.

2. Fill out Dealer Information.
    a. Enter Dealer Name and State.
    b. Click on the Update button to save your edits.

3. Add A License/Permit
    a. Click on the License/Vessel Info button on the main screen.
    b. Search for a valid license by entering the Issuing Agency and Name or License Number. Click on the appropriate search button and look to the yellow Search Results field for results. The yellow search results field may contain more than one result. Select the appropriate fishing license and click on the Primary Lic button.
    c. If the Issuing Agency is FED, the program will lookup the related vessel information and make an entry into the vessel section automatically.
    d. If the Issuing Agency is a state, then you must link a vessel to the fishing license. A vessel search function is provided to help validate vessel hull numbers.
    e. If the fisherman has more than one fishing license number, then a separate record must be made for each license.
    f. If the vessel is not given a name, the program will create the name of N/A.

4. Create A Ticket.
    a. Click on the New Ticket (Auto) button on the main screen to create a ticket.
    b. Hitting the TAB key on the keyboard will take you from field to field in the order the program expects the data to be entered.
    c. Enter the ticket header information, then click on the Save button in the middle of the screen.
    d. Enter at least one species record at the bottom of the screen, then hit the Save button in the Catch area of the screen.
    e. Print a ticket from the menu or by hitting Ctrl-P.
    f. Create a new ticket by hitting Ctrl-N.

5. Send Data
    a. Connect to the Internet as you normally connect.
    b. Click on the Send Data button on the main screen.
    c. Enter the date range of the data to be sent. Date Range buttons are added for convenience.
    d. Click on the Send To NMFS button.
    e. Wait for a message to inform you that the data was sent successfully.
    f. The program will tell you if the data was not sent successfully.

Note 1: There are data fields and features in the program at the request of dealers. The program only sends data that is currently collected on the official paper tickets.

Note 2: Defaults, favorites, and species codes have been setup throughout the program for convenience and speed in filling out a ticket. You are not required to use the defaults or favorites.

Note 3: Tickets can be entered very rapidly if you Tab and Type, use Defaults, use Favorites, and use your own unique species codes. Refer to the manual for more details.

Federal Dealer
Trip Ticket Manual

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Chapter 1
Introduction to the Federal Dealer Trip Ticket Program

The Trip Ticket Program automates the process of collecting and reporting commercial landings as required by federal regulations. Trip Ticket is a Microsoft Windows database program using Microsoft Access as the database. It can be run on a single Windows machine or the database can be networked, if desired.

The Trip Ticket program accomplishes the following:

- Provides an alternative to entering ticket via the SAFIS system
- Collects all information required by NMFS
- Sends information to NMFS electronically
- Tracks all monies owed and paid
- Tracks deductions
- Generates various reports/receipts
- Allows default data to be entered automatically
- Allows bulk price updates
- Allows users to designate their own, unique species codes to speed data entry
- Allows Favorites customization
- Validates fishing license and hull numbers

Time Saving / Speedy Ticket Entry Tips

Trip tickets can be entered in a matter of seconds. The more you customize the program to your needs and the more you use the keyboard, the faster your ticket creation will be.

Tab and Type

Push the mouse aside. Use the Tab key to take you from field to field. Type in your data, even in the drop-down lists which have a type-ahead feature.

Click On A Button With The Enter Key

If a button that you need to click becomes highlighted (because you tabbed to it), hit the Enter key. Hitting Enter when the button is highlighted is the same as clicking on the button with the mouse.

Favorites

Your code lists may be tailored to your specific location. Reduce your code lists from many items to only the few that you use. See the Favorites section of the manual for more information.

Customized Species Codes

Create species codes that have meaning to you. Then use your species code on the ticket screen to quickly select the correct species and bypass data elements. This feature will save many keystrokes. See the Species Screen section and the section on entering tickets for more information.

Chapter 2
Getting Started

Note: The Trip Ticket program installs with a test dealer number of 123456. You must call technical support to activate the program and receive your federal dealer number.

2.1 Installing the Software

Because the Trip Ticket database can be networked, there are two different installations provided on the installation CD. The main folder on the CD contains a Setup.Exe file that will install the entire Trip Ticket program, database, and supporting files on a computer. The NetSetup folder contains a Setup.Exe file that will only install necessary support files to run the program from a networked computer that does not have the database residing on it.

2.1.1 Normal Installation For A Single Computer

The default setup when you insert the CD. This process will create a folder with the path C:\Program Files\FedTripticket on the computer. It will also create two icons on the computer's desktop. One icon will be named Trip Ticket. Use this icon to start the program. The other icon will be named Update Trip Ticket. Use this icon to download the latest program files when you are notified that an update is available.

2.1.2 Network Installation (two or more computers that are networked)

If more than one computer will be used to input ticket data into the database, then proceed as follows:

1) Designate one computer as the server.
2) Use the normal installation procedure to install the program on the server.
3) Ensure a drive is mapped from the client computer to the server.
4) On the client computer, run the Setup.Exe file in the installation CD's Netsetup folder.
5) Create a shortcut on the client computer to the TripFeds.Exe file located on the server in the C:\Program Files\FedTripticket folder.

2.1.3 More Than One Dealer Number On The Same Computer

1) Install the program normally for one dealer. This installs all program files in the C:\Program Files\FedTripTicket folder.
2) Create a new folder and copy all program files from the original folder to the new one.
3) Manually create shortcuts to two files in the new folder: TripFeds.Exe and Update.Exe.

Note: Call Technical Support if wish to run the Trip Ticket program on a computer setup that is different than those described above.

2.2 User IDs and Passwords

The program provides an optional sign-on screen. It can be activated by setting the "Activate Sign On Screen" flag on the dealer information setup screen. Logins are added from the main screen Edit/Users menu item. See Chapter 4 for more information on adding users.

2.3 Setting up Dealer Information

Dealer information must be set up before the program can be used to enter trip tickets. This screen (Figure 2.3.1) will appear automatically the first time the program is started.

Dealer Name
ACME FISH COMPANY
Close
Update
Federal Dealer Number 123456
Next Ticket Number 440
State MA
Deduction Tracking # 1
Local Tax (%) .00
State Tax (%) .00
Species Favorites
Area Favorites
Port Favorites
Gear Favorites
Prompt For DB Backup
Networked
Deductions By Vessel
Activate Sign On Screen
Default Purchase Date To Last Used
Currency To 3 Decimal Places
Automatically Update Vessel List
Ticket Statement
Do Not Automatically Include On Tickets
Include Statement On All Tickets

Figure 2.3.1

Enter the dealer name. The dealer's license number is enabled by the program's vendor.

The Next Ticket Number field is used by the program.

Next Tracking Number, local and state tax are optional fields used by the Deductions screen.

Prompt For Database Backup, if checked, will cause the program to prompt you to send a copy of your entire trip ticket database to SCBI for storage every time a data file is sent. This is an optional feature that will save your database to a location other than your computer.

The Favorites options allow you to control the contents of various lists on the ticket screen. If left unchecked, all codes will appear in the respective list. If checked, only those codes in the respective favorites list will appear. See Chapter 7 – Favorites for more details.

The Networked check box should be checked if Trip Ticket is installed and used on networked computers. This maintains the next available ticket number current on all networked computers.

Deductions By Vessel determines if deductions are applied to a vessel versus being applied to a fishing license.

Activate Sign On Screen, if checked, will cause a login screen to appear each time the program starts. If you activate this, be sure to create a User login before leaving the program.

Default Purchase Date To Last Used, if checked will default to the purchase date of the last saved ticket.

Currency To 3 Decimal Places, if checked, will allow the entry and display of currency values to three decimal places. If unchecked, entry, display, and rounding of currency values are to two decimal places.

I Have High Speed Internet Service, if checked, will allow some automatic downloading of updates related to the program. The program will inform you whenever updates are downloaded.

A statement may be added to every printed ticket by entering the statement here on the dealer screen and selecting the appropriate print option.

Click on the Update button to save the changes.

Chapter 3
Overview

The menu items (File, Edit, Utilities, Reports, Deductions, Species, and Favorites) in Figure 3.1.1 represent the majority of the functions that the program provides. Icons have been provided for the most commonly used menu items.

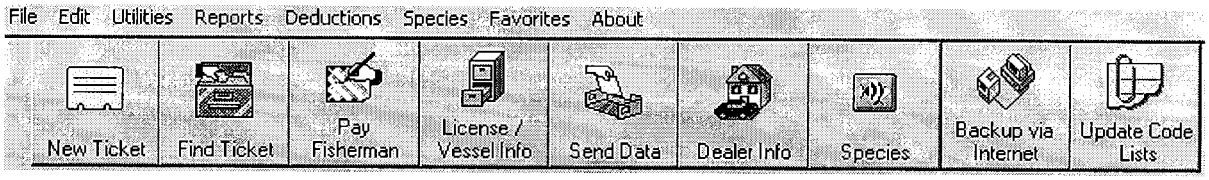

Figure 3.1.1

The first four main menu items contain sub menus.

3.1 File Menu

The sub items under the File menu include:

- New Ticket (Automatic)
- New Ticket (Manual)
- Find Ticket
- Pay Fisherman
- Send Data
- Printer Setup
- Exit

3.2 Edit Menu

The sub items under the Edit menu include:

- Dealer Info
- Fisherman/Vessels
- Users

3.3 Utilities Menu

The sub items under the Utilities menu include:

- Compact Database
- Backup Database
- Create Data File
- Deactivate All Licenses

3.4 Reports Menu

- Active Licenses
- Summary By Fishing License
- Summary By Species
- Summary By Boat

3.5 Deductions

This menu item calls up the Deductions screen. See Section 4 for a description of this function.

3.6 Species

This menu item calls up the list of all available species. It is here that default values may be selected so that default data will automatically fill into the ticket transaction screen when a species is selected. You can also set your own unique species codes on this screen. See the Species Screen chapter for a description of this function.

3.7 Favorites

This menu item calls up the Favorites setup screen. This is used to shorten various code lists that appear on the ticket screen. See the Favorites chapter for a description of this function.

3.8 Update Code Lists

The Update Code Lists button on the main screen may be used to download the latest changes to the code tables.

Chapter 4

Using the Trip Ticket Program

4.1 Adding Users

If the optional sign on screen is used, then user logins need to be established. To add users select the Users menu item under the Edit menu. This will open the User Screen (Figure 4.1.1)

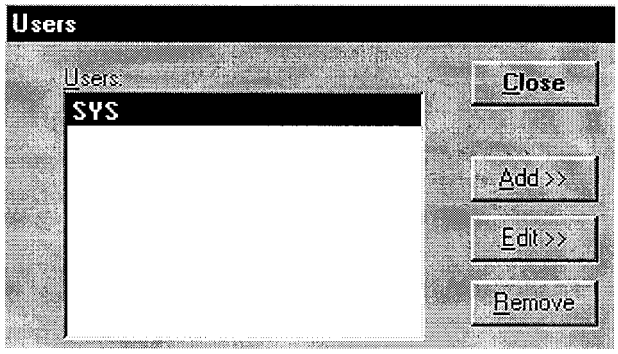

Figure 4.1.1

Select the Add button to add a new username and password. This opens the second part of the screen that has space provided for the username and password (Figure 4.1.2).

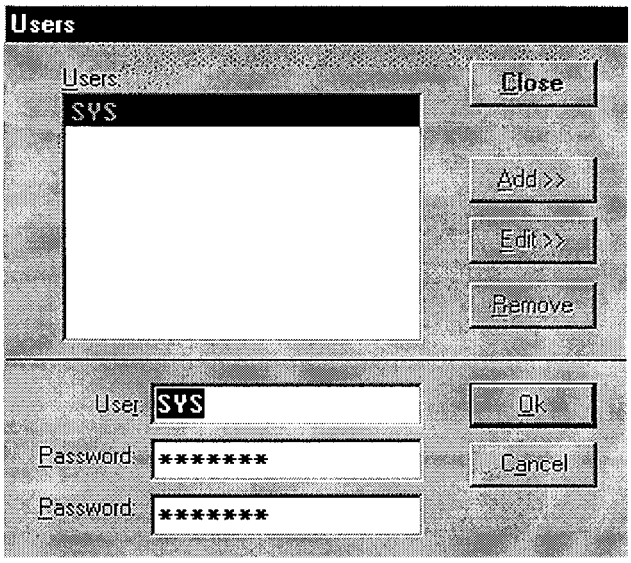

Figure 4.1.2

Enter the username. The user name can be up to 15 characters. Next, type in a password for that user. The password can also be up to 15 characters long. Type the password a second time.

Click on the OK button to finish adding the user. This will add the username to the list in the top portion of the screen. To cancel the operation, click on the Cancel button.

Note: There must always be at least one user name in the list.

4.2 Entering the Fishing License/Vessel Information

Fishing licenses must be added to the License/Vessel screen before that license can be linked to a Trip Ticket (Figure 4.2.1).

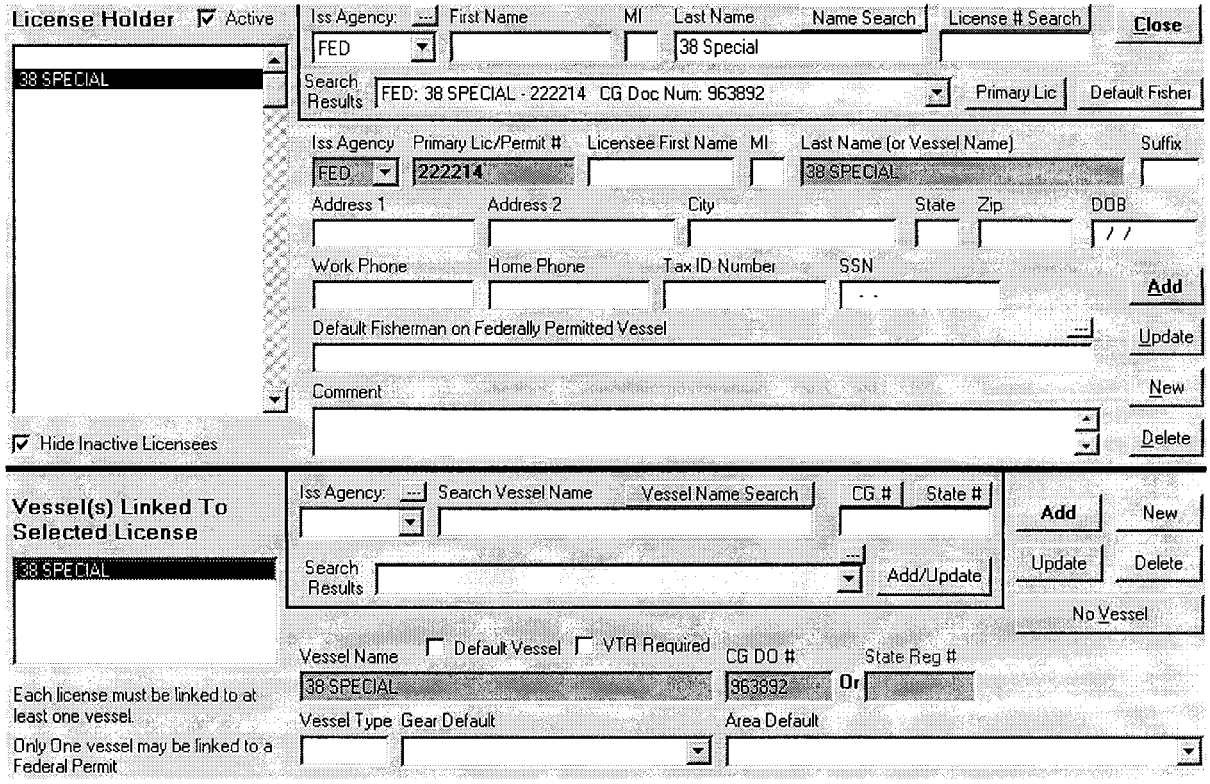

Figure 4.2.1

Notice that this screen is divided into two sections. The top section concerns the fishing license. The bottom half is for the vessel or vessels that the licensed entity uses. This screen will handle either the case where the fishing vessel is licensed or the case where the fisherman is licensed. The required fields have a light blue background.

It is important to enter valid license information. This program will access official state and federal license lists when you search for a license on this screen. No Internet connection is required while searching for valid license numbers because the lists are installed with the program on your computer.

The license section of this screen has a search function at the top with a yellow search results drop-down list. When searching for a license, first enter the issuing agency, then enter either the name or license number to search for. The name search function will search for partial names. The license search will only look for an exact match.

If the licensed entity is a federally permitted vessel, then enter the vessel name in the Last Name field of the search function. Click on the Name Search button to return the search results. The program will search for partial names.

A search may result in more than one fishing license. Click on the small down-arrow to the right of the search results box to view multiple listings for the search. After the correct fishing license has been selected from the search results, click on the Primary Lic button. This will insert the license information into the required fields and save the record.

The Active check box should be checked in the license section. If a fishing license is not active, it will not appear in any of the program's lists. The license holder's name will appear in the list on the left side of the screen.

If a federally licensed vessel is saved in the license section, it will be added automatically to the vessel section after you click on the Primary Lic button. If the license added is state-issued, then the related vessel must be added manually.

If the fisherman does not have a vessel, then click on the No Vessel button. The No Vessel button will enter some default vessel information. Then click on the Add button.

A search function is provided in the vessel section to validate vessel hull numbers. An issuing agency may, but is not, required to be entered in the vessel search function. To search by a vessel name, enter a partial or full name, then click on the Vessel Name Search button. To search by hull number, enter either the state-issued number or Coast Guard Document number in the box under the CG # and State # boxes and click on the appropriate button. The CG # button will conduct an exact match search. The State # box will perform a "Like" search and return multiple results for partial matches.

Either search method will place the search results in the yellow box in the vessels section. Click on the small down-arrow to the right of the yellow box to view multiple search results. When the correct vessel is selected, click on the Add/Update button to add a new vessel or update the selected vessel.

Enter gear and area defaults if you want those values to enter automatically on the ticket screen when the related fishing license is selected.

To update an existing fishing license record, click on the licensee in the license list. This will display the fishing license and related vessel information. If fields in the License section are edited, then click on the Update button in the License section to save the edits. If edits are made in the Vessel section, then click on the Update button in the Vessel section to save the edits.

The VTR Required option is used by the Find Ticket screen. If checked for a vessel and the vessel is attached to a ticket and the VTR number for the ticket is blank, then the ticket will appear in the Find Screen search list when the No VTR Number button is used.

The Vessel Type field is optional. Use this field to filter reports in the Summary By Boat section of the reports screen.

Default Fisherman on Federally Permitted Vessel

You are required to enter a fisherman's license for federally permitted vessel tickets. To speed data entry on the ticket screen, you may designated a default fisherman for the federal permits on the license screen. First, select a default fisherman via the license search function, then click on the Default Fisher button to add the default fisherman to the license record.

Updating License Lists

The search functions on the license screen access passworded files on your computer. You may download the latest updates to these file via the menu item "Download License Lists" on the license screen.

Entering License Information Without Searching

License numbers and hull numbers may be entered manually into the required fields without using the search function. If entered this way, be sure to use the appropriate Add and Update buttons to save the information.

4.3 Entering Trip Tickets

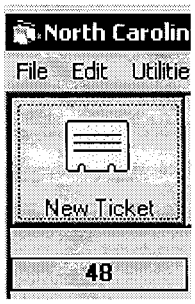

Figure 4.3.1

Click on the New Ticket button on the main screen to create a new ticket. The number below the New Ticket button shows the next available ticket number. Clicking on the New Ticket button will open the Trip Ticket Screen (Figure 4.3.2).

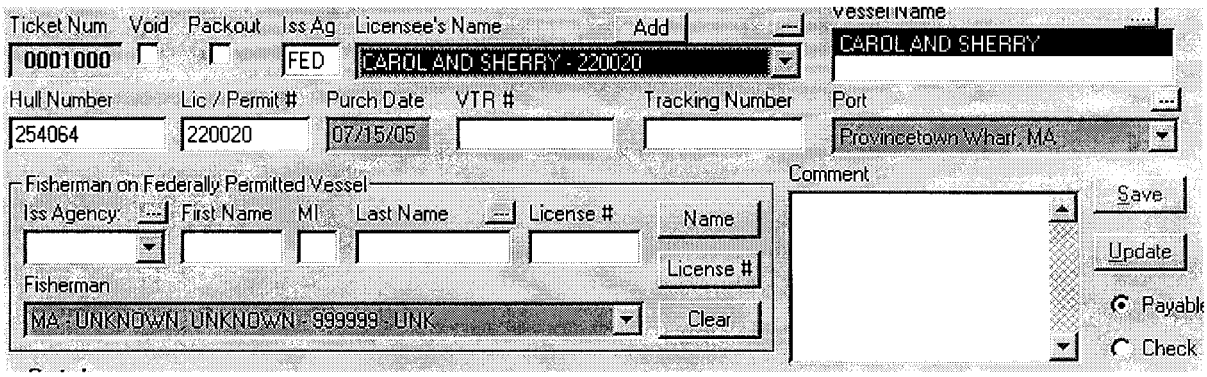

Figure 4.3.2

The focus is initially set to the Licensee's field. Select the fishing license by typing in the first few letters of the licensee's name or by using the mouse to scroll down the list. Hit the Tab key to go from field to field. Edit the Purchase Date, then hit the Tab key. Enter the VTR number, if it is known. The tracking number field is optional and can be used to relate a number to the trip ticket number on the Find Ticket screen. Designate the port of the offload.

If the licensee is a federally permitted vessel, then a fisherman must be designated. Enter the issuing agency and search for the fisherman by either their name or state-issued license number. If the fisherman is not in the list or if the fisherman is unknown, then click on the button above the Last Name box to insert the Unknown Fisherman for the selected issuing agency. This fisherman may be defaulted on the License/Vessel Info screen.

Enter a comment, if desired, then click on the Save button to save the header information.

Use the Add button above the licensee's name field if you have created a ticket, but then discover that the license is not in the list. The Add button will bring up the Fishing License/Vessel Info screen.

If you wish to select a fishing license by vessel name, then click on the small button directly above the licensee's name list box. That button will bring up a list of vessels (Figure 4.3.3).

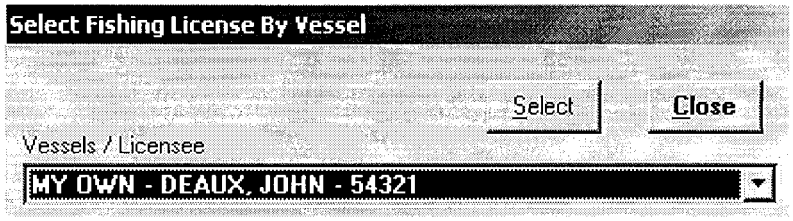

Figure 4.3.3

Choose the desired vessel – licensee name, then click on the Select button. This will fill in the licensee's name on the ticket screen.

After you click on the header Save button, the Catch section will become visible (Figure 4.3.4).

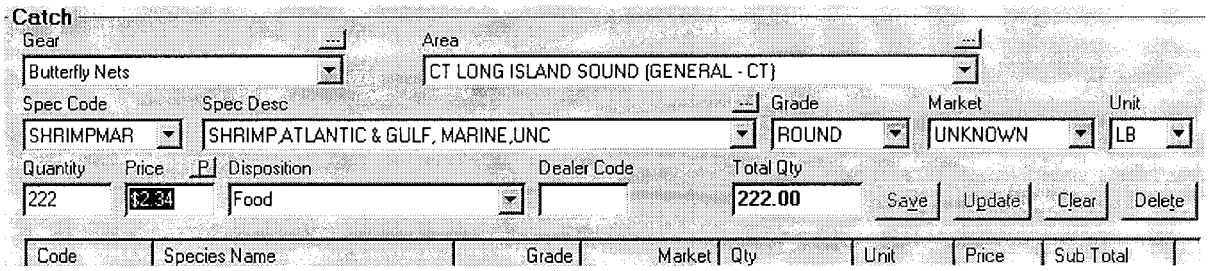

Figure 4.3.4

NMFS prefers that the Gear and Area fields are entered, but they are optional. Select the gear used and area by either typing in the name of the gear or by using the mouse to select the gear from the list.

Species may be selected one of two ways. If you know the species code, then enter it and hit Tab. The focus will go to the quantity box, bypassing species description, condition, count/size, and unit. If the species code is not known, then select the species description and hit Tab. Enter the Grade, Market, and Unit values. Then enter Quantity, Price, and Disposition. Dealer Code is an optional field used to classify transactions.

Click on the Save button down in the Catch area to save the catch information. A summary of the catch record will appear in the list at the bottom of the screen (Figure 4.3.5).

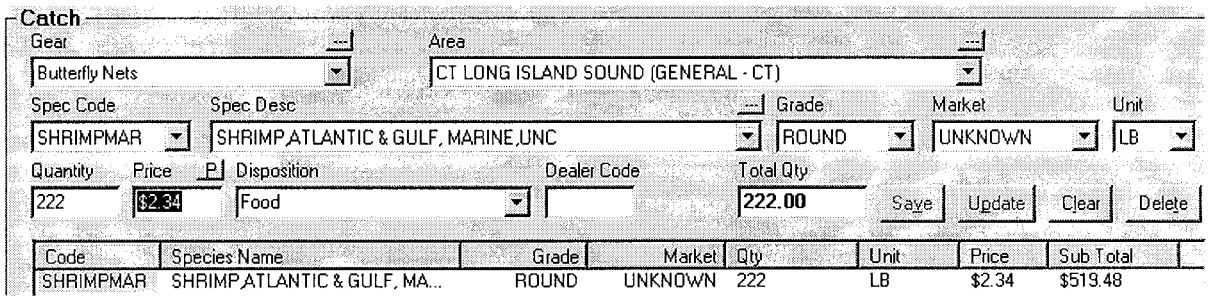

Figure 4.3.5

Note: The species codes provided with the program are arbitrary and can be changed by the dealer to suit your needs. NMFS did not develop the list of species codes. They have been provided with the program to speed data entry and their use is optional. See Chapter 6, Species Screen, for further details regarding species code editing and use by dealers.

After a species is entered and saved, the focus will return to the species code box in anticipation of another species entry. Select the appropriate gear and area for each species record, as necessary.

To edit a transaction, first click on it in the list. The information will fill the boxes. Once the desired changes are made, click on the Update button to save them. The new information appears in the list at the bottom of the screen.

To delete a transaction, select it by clicking on it in the list, then click on the Delete button to permanently remove that transaction.

To clear the transaction boxes, click on the Clear button. Clear does not delete any data. It simply clears the data element boxes.

After entering the transactions, notice that the total of the transactions displays in the Total Purchases box located in the upper right hand section of the screen (Figure 4.3.6). Total purchases, deductions, and Total Paid may not be edited directly. Total paid is the difference between total purchases and deductions. A value will appear in the Total Paid box only after the ticket is marked paid either by check or cash.

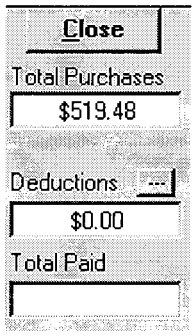

Figure 4.3.6

To void the ticket number click on the box next to the "Void" caption. This will void that ticket number and close the Trip Ticket screen. A ticket is voided automatically anytime a new ticket is selected but not completed before exiting the ticket screen.

The VTR Number field is used to record the identification number of the form used by the fisherman.

The Packout option in the upper left-hand section of the screen is provided to indicate that the catch was offloaded but not purchased. In this case, the purchaser should submit the trip ticket. Any ticket marked as Packout will not be sent to NMFS.

If you are ready to enter another trip ticket, you need not leave the ticket screen. Instead, hold down the Ctrl button and hit the N key. This is a hot key sequence that can also be accessed from the ticket screen New menu item.

The hot key sequence Ctrl-P will print a ticket.

To leave the Trip Ticket screen, click on the Close button or select the Close menu.

4.4 Pay Fisherman

Pay Fisherman is an optional part of the program used to track payments to fishermen. A ticket can be marked as paid on the ticket screen or on the Pay Fisherman screen (Figure 4.4.1).

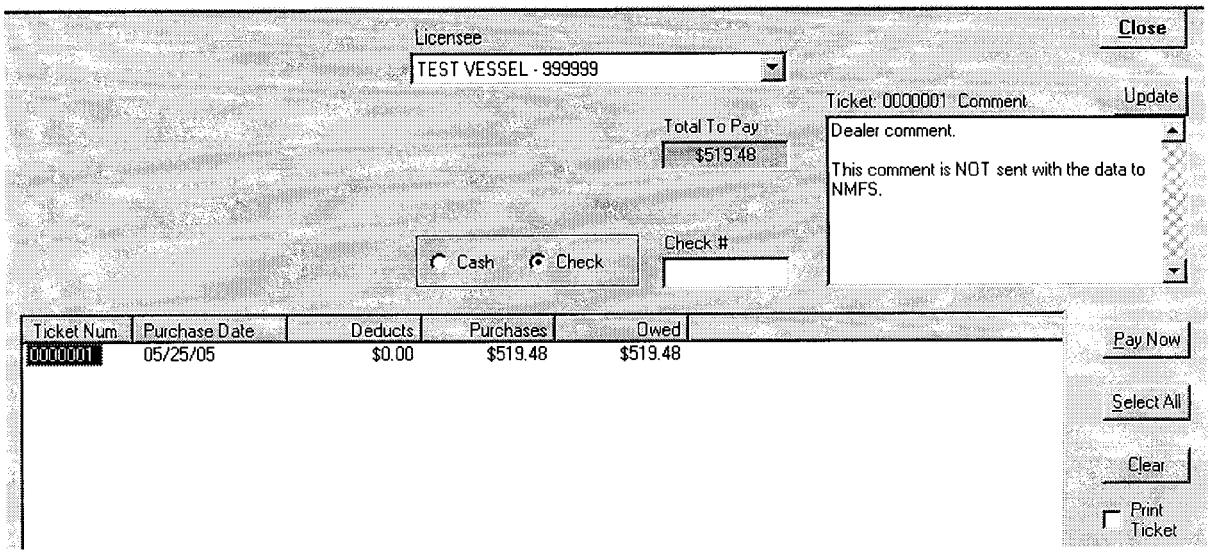

Figure 4.4.1

This screen provides a list of all active fishing licenses. As each licensee is selected, the tickets that are not marked as paid display in the list as shown above. The Select All button selects all tickets from the list and displays the total in the box under the Total Paid caption. To select a single ticket, click on that ticket in the list and only the total from that ticket displays in the Total To Pay box. Multiple tickets may be selected by holding down the Ctrl key while clicking on the ticket number.

If the Check option is chosen, the user can enter a check number in the box provided. To mark the ticket as paid, click the Pay Now button. This will mark the ticket as paid and it will be removed from the Pay Ticket screen.

To clear the screen, click on the Clear button. To close the screen, click on the Close button.

Comments may be related to tickets. This is the same comment that is available on the ticket and search screens.

There is an optional check printing feature available with the program. Contact SCBI for more information regarding the Trip Ticket program printing checks. There is a small fee associated with this feature.

4.5 Using the Find Ticket Screen

The Find Ticket screen (Figure 4.5.1) is designed to locate a specific trip ticket. There are a number of different ways to use this screen.

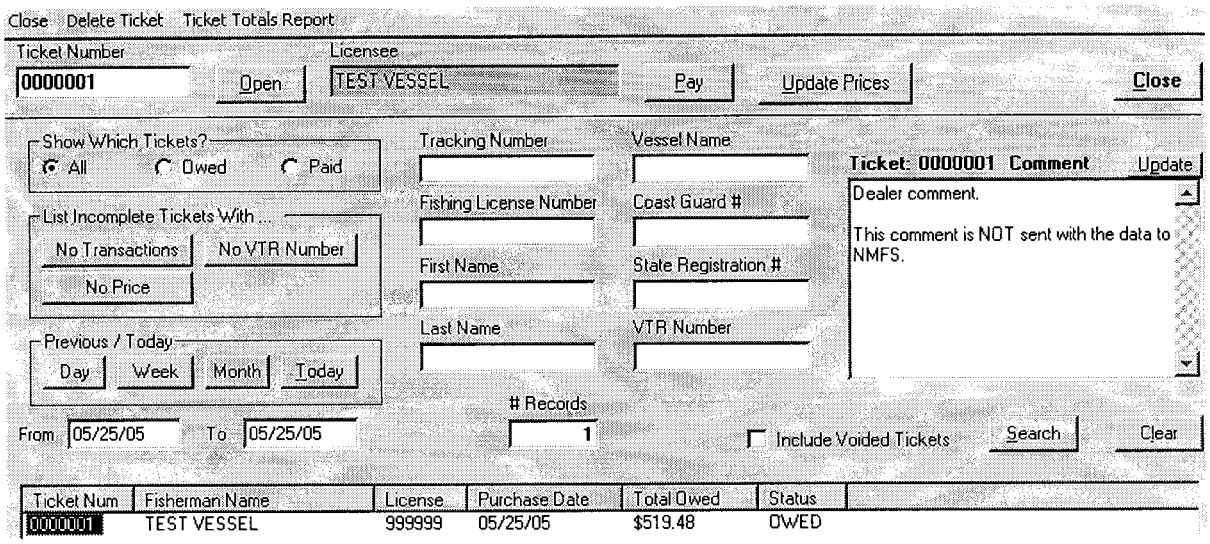

Figure 4.5.1

The Find screen allows you to search for tickets using one or multiple criteria. For example, the user can enter a last name, or a last name and a date range or just a date range. The possibilities for searches are many. The previous Day, Week, Month, and the Today buttons are used to automatically fill in the desired date range.

To perform a search, first enter the desired criteria and then click on the Search button. After clicking the Search button, the list fills with the tickets that match the search criteria or the user is informed that no tickets meet that criteria.

To open a ticket, click on the ticket number in the list and then click on the Open button. Notice that the licensee's name also appears next to the Pay button. The user may also open the Pay Fisherman screen at this point to pay the licensee listed.

This screen is also used if the user knows the ticket number. Simply enter the ticket number in the box to the left of the Open button and click on the Open button. This will open the ticket on the Trip Ticket screen. **Leading zeros are not necessary when entering the ticket number manually.**

The List Incomplete Tickets With... section provides three buttons to quickly bring up tickets that may be incomplete. The No Transactions button will list tickets that have the header information entered, but no transaction data. The No Price button will list tickets that have a price of zero. The No VTR Number button will list tickets that have a missing VTR number only if the vessel on the ticket was designated as requiring a VTR number. A vessel can be designated as requiring a VTR number on the Fishing License / Vessel Info screen. The List Incomplete Tickets With... buttons ignore all other search criteria.

Comments related to a particular ticket may be entered here or they may be entered on the ticket or pay screens.

4.5.1 Update Prices

Many seafood dealers do not know the price of the catch at the time of unloading and ticket creation. The Update Prices feature may be use when the price is known some time after the ticket is created. First create a list of tickets using the Find Ticket search function. Then click on the Update Prices button to bring up the Update Prices screen (Fig. 4.5.2).

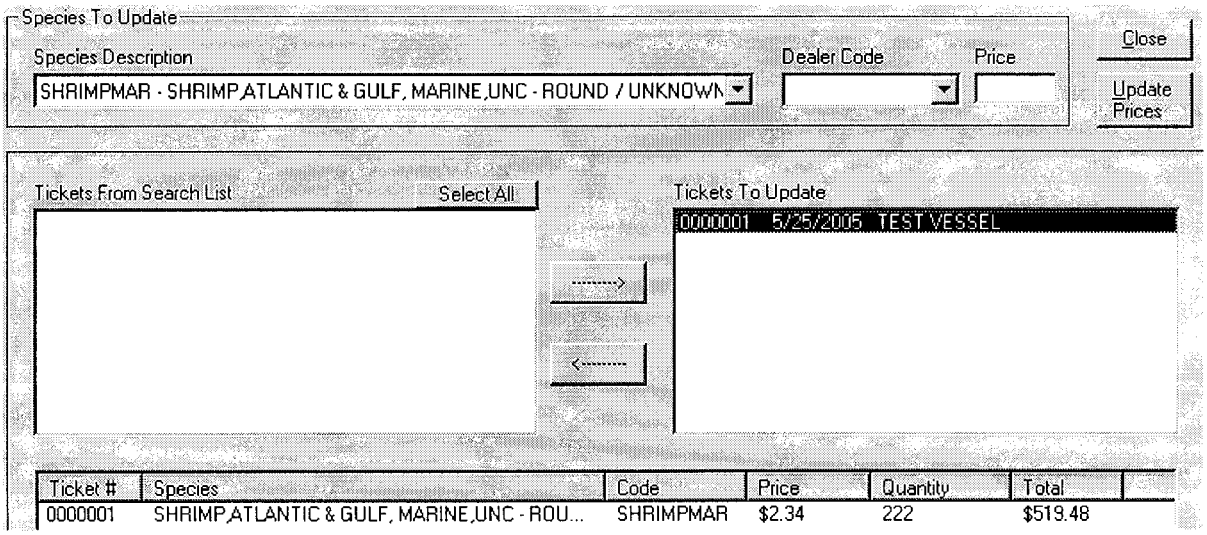

Fig. 4.5.2

Select the ticket(s) from the first list, then click on the arrow button pointing to the right to indicate which tickets to update. The tickets that will be affected by the update will appear in the second list.

If desired, click on tickets in the second list to show a list of species related to that ticket. The species description list will be populated only by those species related to those tickets in the first list.

To update the price of a species, first select the species in the Species Description list, select a dealer code if appropriate, enter a price, then click on the Update Prices button.

The dealer code is optional and need not be entered. This is the same dealer code that may be entered on the ticket screen at the transaction level. It is generally used to distinguish quality between two identical species entries. For example, the dealer may purchase 10,000 pounds of SQUID, UNC. 2,000 pounds is considered low quality and 8,000 pounds is a higher quality. Two entries are made on the ticket screen for SQUID, UNC; one for 2,000 at a low price and 8,000 pounds at a higher price. The dealer may separate the two entries for pricing purposes by entering a dealer code for the low quality squid as LOW and the dealer code for the higher quality squid as HIGH. The dealer may make up their own codes. Dealer code is used on the Price Update screen and the reports summary screen.

4.6 Deductions

Deductions is an optional part of the program that can be entered two different ways on two different screens. From the main screen, the Deductions menu item calls up the deduction screen in Figure 4.6.1.

Figure 4.6.1

This screen is used if you wish to enter deductions before you know the ticket number to which the deduction will be tied. The deduction must first be to related to a vessel or a fishing license. The vessel or fishing license list is built according to the setup on the Dealer screen. That is, the list will be built for either vessels or fishing licenses, not a mix of both.

Next, select an item description. The means has been provided for each user to build a unique list of deductions by clicking on the small button above the item description list. This small button brings up a screen (Figure 4.6.2) that allows the user to build their list of deductions.

Figure 4.6.2

After the deduction item is selected, enter the quantity and cost of the deducted item. The user may optionally enter the sales tax for the deducted item. The small buttons above the local and state sales tax boxes provide for automatic calculation of the sales taxes. The sales tax rates are entered in the Dealer screen.

The program will automatically calculate the subtotal of the deducted item. This subtotal may not be edited directly. The current date is defaulted in the date field. The user may edit this date, if necessary.

An optional tracking number may be tied to a deduction. This can be an invoice number or any number the user wishes. Deduction reports by tracking number may be generated. An optional note may be added for each deduction.

Click on the Save New Item button to save the deduction into the non-transferred deduction list. It is from this list that a deduction can be selected and transferred to a ticket. It is also possible to update a non-transferred deduction by first clicking on the item in the list. Edit the item, then hit the Update Selected Item button.

At this point or some time later, the deduction may be transferred to a specific ticket by inserting the ticket number underneath the Transfer button, then by clicking on the Transfer button. The following conditions must be met before a deduction will actually link to a ticket: 1) The vessel or fishing license must match the one on the ticket, and 2) the total deductions may not be greater than the ticket total.

Non-transferred deductions may be paid without attaching it to a ticket. In this case, enter PAID where the ticket number is normally entered below the Transfer button, then hit the Transfer button. This will cause the deduction item to be transferred without becoming attached to a ticket.

Deduction reports are generated by clicking on the Reports button. There are basically two different deductions reports: 1) An itemized list of deductions for each fishing license/vessel within a given date range, or 2) a deductions summary report that provides totals for each deduction for a given date range. The itemized list can be generated for a single fishing license/vessel or for all fishing licenses/vessels.

The other deduction screen (Figure 4.6.3) is accessed from the ticket screen.

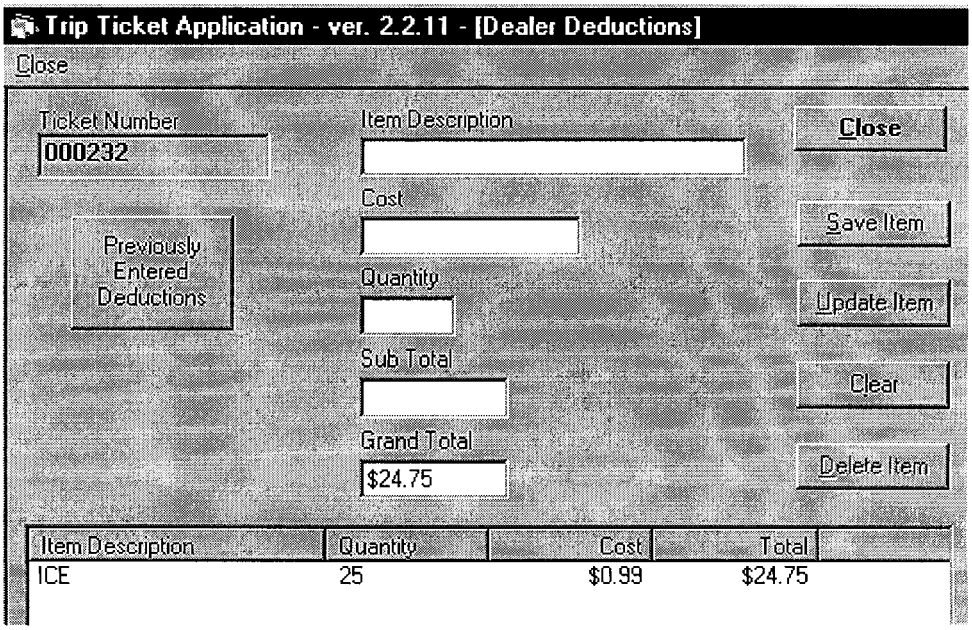

Figure 4.6.3

All deductions tied to a specific ticket show up on this screen. Deductions may be entered directly on this screen or the user may go to the other deduction screen by clicking on the Previously Entered Deductions button.

To add an item, first enter the description, and then add the cost and quantity. The program automatically calculates the sub total and the grand total. To add the deduction to the list, click on the Save Item button. This will add the information to the list at the bottom of the screen and allow you to enter another item.

To edit an item, click on the item in the list and the information fills the boxes at the top of the screen and enables the Update Item button. Make the necessary changes and click on the Update button to save those changes.

To delete an item, click on it in the list, then click on the Delete button to remove it permanently. The Close button closes this screen and brings the program back to the trip ticket screen.

4.7 Send Data

Send Data (Figure 4.7.1) is used to send in trip ticket data. The center of the screen has two lists of tickets. The one on the left is a list of tickets that have not yet been sent to NMFS. The list on the right contains tickets that have been sent at least once and have been updated since the last send.

To send ticket information, first enter the date range of the tickets to be sent. Previous month, day, and week buttons have been provided to automatically fill in the date range when clicked. Any tickets with Purchase Dates that fall in this date range are put into the file that will be sent.

Click on the Send To NMFS button to start the process. A few dialog boxes will appear to ensure that this is the desired action to take. After the file is sent, a message box will appear informing the user that the file was sent successfully. If for some reason the file was not sent successfully, the user will be informed of this. In this case, the file must be sent again until the file sent successfully message appears.

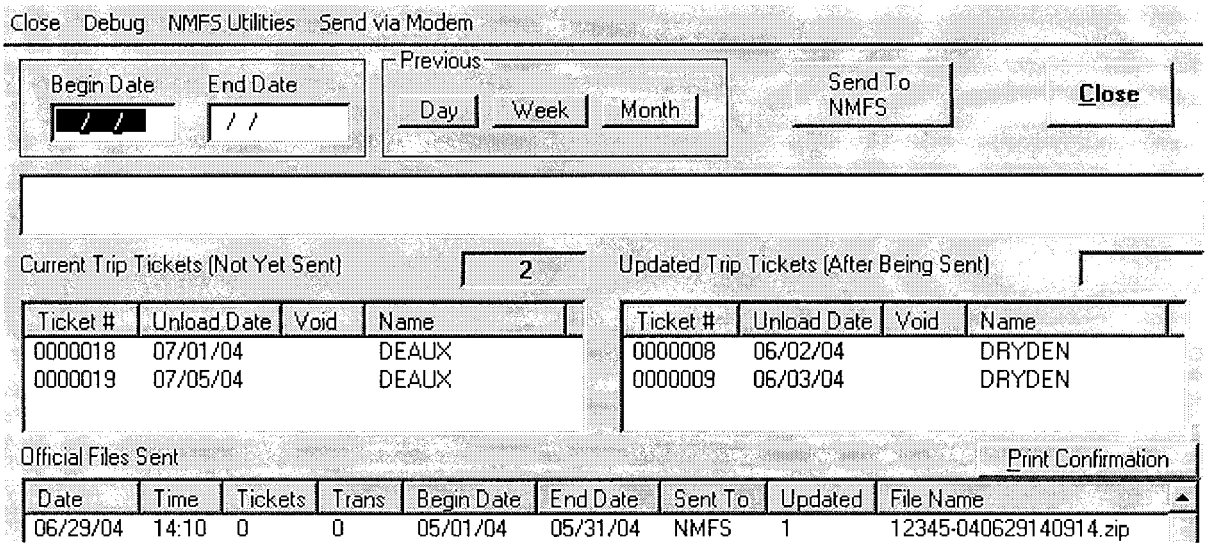

Figure 4.7.1

After the file is sent successfully, an entry is made in the Official Files Sent list at the bottom of the screen. A confirmation may be printed by clicking on the Print Confirmation button.

Tickets become locked after sending them to NMFS. The program does allow for unlimited editing of a ticket within 3 business days of sending a ticket. After the 3 business day time-frame, only Price and/or VTR number may be edited. If a ticket is edited after it is sent to NMFS, it will appear in the list on the right labeled "Updated Trip Tickets (After Being Sent)".

Sending original tickets and updated tickets occur in the same way and possibly at the same time. All tickets that appear in both lists and fall within the given date range will be sent on to NMFS.

NMFS must be notified of any tickets that are sent in, then deleted within the 3 business day time-frame.

Negative Reports

Send a negative report just as you would live data. Put in a date range and click on the Send To NMFS button. If there is no data found to send for the date range, the program will inform you of this and ask if you wish to send a negative report for the date range. If you answer Yes, then a special negative report file will be sent and the file will be logged in the Official Files Sent section of the screen.

Chapter 5
Utilities

The utilities menu is accessed from the main screen.

5.1 Compacting the Database

This operation removes all unnecessary space from the database. This will also increase the speed of the program and increase data integrity. The program will periodically perform this action automatically. This menu item allows the user to perform the operation manually.

To compact the database, select Compact Database from the Utilities menu. The program informs the user when the operation is completed.

5.2 Backing up the Database

There are two methods for backing up the database. The Backup via Internet button on the main screen will send a copy of the Trip Ticket database to SCBI for safe-keeping. Nothing is done with the database. It is simply stored in case your active database becomes unusable, for whatever reason.

The program will create a backup copy of the Trip Ticket database once a day. The backup database is named TripBak.Mdb and it is stored in the Trip Ticket subdirectory.

The database may be backed up locally at the dealer's site by clicking on the Utilities menu item from the main screen and selecting Backup Database. Select the backup location if you do want the backup file saved in the default location., then click on the Backup Now button. If you wish to save the backup file compacted, then check the Compact File option. The Compact File option may have to be used when saving a backup file to a floppy disk. It is not recommended to Compact File unless necessary.

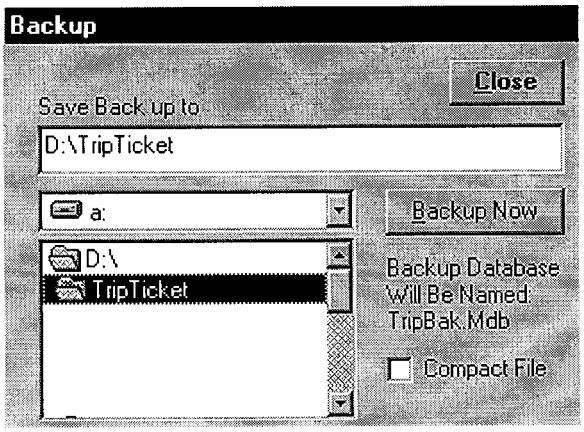

Figure 5.2.1

5.3 Create Data File

Create Data File (Figure 5.3.1) is a utility designed to allow the user to export data from the trip ticket database into a tab-delimited file format. In other words, it allows the user to export data in a format that can be read by a spread-sheet program, such as Microsoft Excel. The content of the report can be narrowed down by species and an All Shrimp Species option is available. Report 1 and Report 2 are two versions of the same report with slightly different formatting and data content.

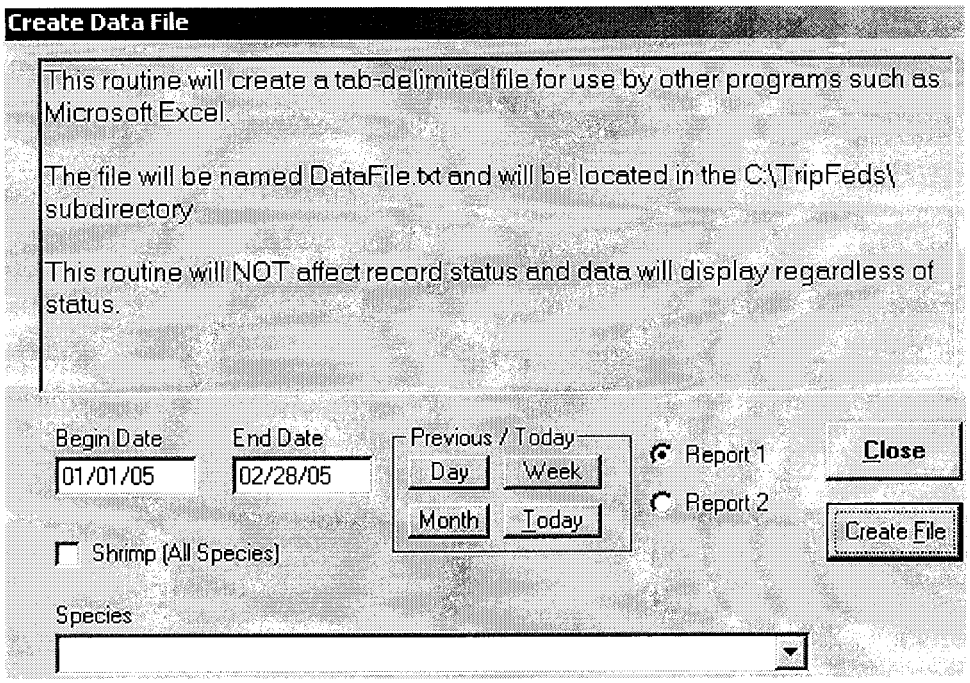

Figure 5.3.1

5.4 Deactivate All Fishing Licenses

This menu item takes all active fishing licenses and sets them to Inactive. Perform this procedure with caution because once the fishing licenses are deactivated they will no longer appear in the list for trip tickets. And they will have to be activated again, manually one by one. To activate an existing fishing license, go to the Fisherman / Vessel Info screen, select the fishing license, check the Active option and hit the Update button.

When the Deactivate All Fishing Licenses item is selected, a message box appears to prompt the user to continue (Figure 5.4.1). To continue deactivating all fishing licenses, click on the Yes button. To cancel the operation, click on the No Button.

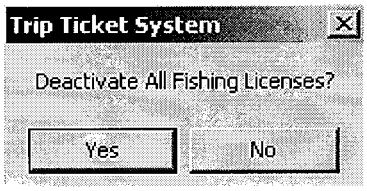

Figure 5.4.1

Chapter 6
Species Screen

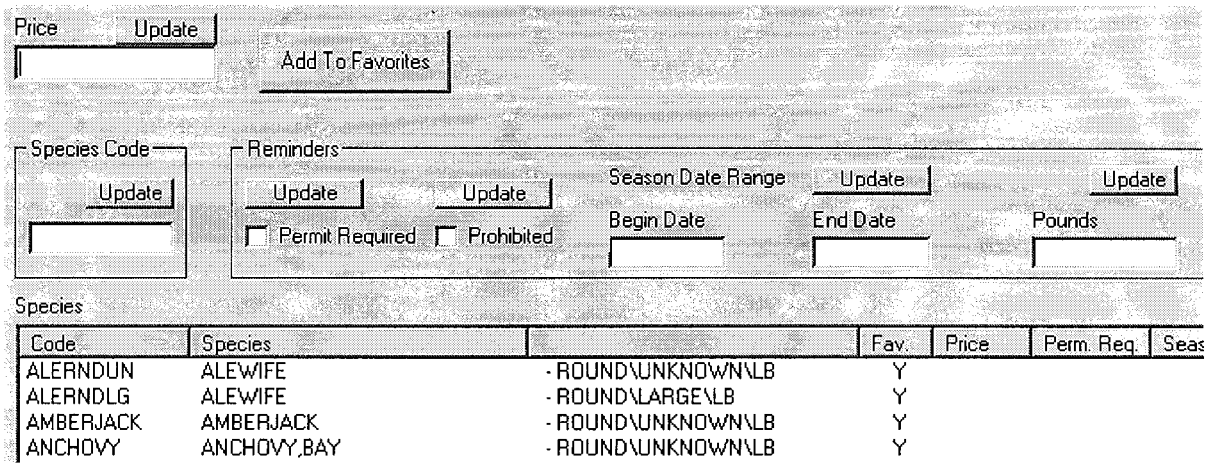

Figure 6.1.1

The Species screen is accessed from the main menu. This screen is used to set default price, favorites, reminders, and unique species codes. The use of this screen is optional.

Default Price

If a species has a default price attached to it, then that price will fill in automatically on the ticket screen when that species is selected. As with all defaults, the default value may be overwritten on the ticket screen. To attach a default price to a species, first select the species by clicking on it, enter the price in the price box, then hit the Update button above the price box. Multiple species may be selected for this function.

Favorites

There are over 600 species in the species list on the ticket screen. You may narrow down this list to only those species handled by the dealer. The Favorites option is selected or de-selected from the Dealer Info screen.

If Favorites is selected, then the species list on the ticket screen will be limited only to those species desired by the user. A species is added to the Favorites list via the species screen by selecting the species and clicking on the Add To Favorites button. A species is also added to the Favorites list automatically by simply selecting it for a ticket on the ticket screen. Multiple species may be selected for this function.

Dealer Assigned Species Codes

The species codes that come with the Trip Ticket program have been assigned arbitrarily. There is no official use for them. The codes do not get sent to NMFS. They are included in the program to provide a means of rapidly selecting a species and its characteristics with just a few keystrokes. The use of species codes is optional. If used, they can reduce data entry time and increase accuracy.

Dealers may edit the species codes for their own use. There are two rules for species codes. Every species must have one assigned and each code must be unique. To edit a species code, select the individual species, enter the code in the species code box, then hit the Update button above the species code box.

Reminders

Dealers have asked for this feature to provide them with a means of reminding themselves of a certain condition related to species selection on the ticket screen. The dealer may be reminded, 1) if a particular species requires a permit, 2) that a particular species is prohibited, 3) whether or not a species is in season, and/or 4) If a quantity has exceeded a certain value.

Assign a reminder to a species by first selecting the species, entering the condition, then hitting the Update button for that condition. Multiple species may be selected for this function.

If a species has a reminder attached to it, the reminder will appear on the ticket screen whenever the species is selected.

Refresh The Species List

The species list will not refresh with the updated values until the Refresh button is used. All selected species are de-selected when the list is refreshed.

Chapter 7
Favorites Screen

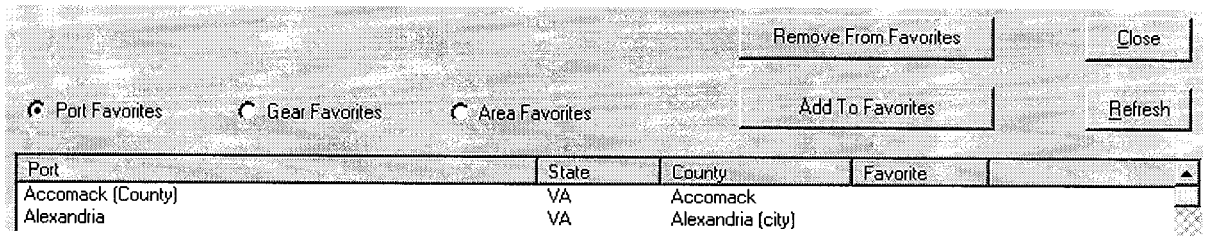

Figure 7.1.1

The Favorites screen is accessed from the main menu. This screen is used to shorten the code lists used on the ticket screen. The use of this screen and the favorites functionality is optional.

The program contains code lists that apply to entire eastern seaboard. Many of these codes do not apply to each individual seafood dealer. Options on the dealer screen are used to toggle the favorites functions on and off for each code list. This screen is used to mark which codes you wish to show up in the favorites list.

For example, you wish to only show a handful of ports in the ports list on the ticket screen. Click Port Favorites button on this screen. Select the port(s) in the list that you want to appear in the ports favorites list. Click on the Add To Favorites button.

Go to the Dealer Info screen and ensure that the Port Favorites is checked. Now when you go to the ticket screen, the ports list will only show those few ports that you have designated as favorites.

If, on the ticket screen, you wish to expand the list to include all port codes, all you have to do is click on the small button above the ports list. This will re-populate the ports list with all available codes. If you do re-populate the list, leaving then re-entering the ticket screen will automatically just show the port favorites.

Gear and area favorites work the same way as the port favorites.

An item in the list may be removed from Favorites by selecting it, then click on the Remove From Favorites button.

Chapter 8
Reports

The reports provided by the program are accessed from different locations. There are four reports available from the main menu (Figure 8.1.1).

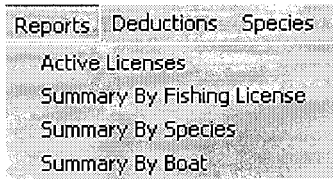

Figure 8.1.1

Active Licenses provides a list of all active fishing licenses in the database. **Summary By Fishing License** provides a list of transactions for fishing licenses for a given date range. **Summary By Species** provides a list of transactions for one or all species for a given date range. **Summary By Boat** provides a list of transactions for one or all boats for a given date range.

A trip ticket summary can be printed from the Trip Ticket screen (Figure 8.1.2).

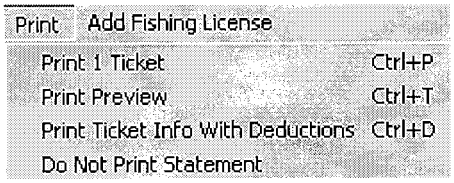

Figure 8.1.2

Select the **Print 1 Ticket** option from the menu or hit the Control and P keys simultaneously while looking at the trip ticket screen. **Print Preview** (Ctrl-T) will print the ticket to the screen first where it can be viewed before sending it to the printer. **Print Ticket Info With Deductions** (Ctrl-D) will generate a report with a detailed listing of deductions for that specific ticket.

The Do Not Print Statement menu item in Figure 8.1.2 is a flag that can be set to indicate whether or not the Histamine statement will appear on the ticket.

Ticket Totals from the Find Ticket screen (Figure 8.1.3). This is used to display a report based upon the Find screen search criteria. If no criteria is given, then a report of every ticket in the database will be presented.

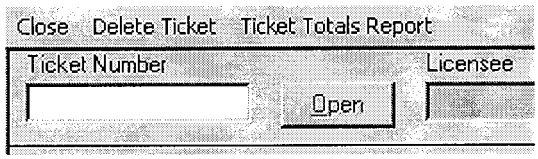

Figure 8.1.3

Chapter 9
Technical Support

If questions or problems arise regarding the use of the Trip Ticket computer program, call Southwest Computer Bureau at 225-647-5375. Support personnel are available from 8 am to 4pm, CST.

You may also submit questions or comments to claude@scbi.com.

Questions or issues regarding NMFS policy should be directed to NMFS personnel.