FLDRS 2.1

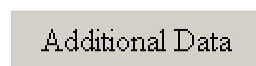
Quick Reference Card - Otter Trawl

Start FLDRS 2.1 and log in

1. Double-click on the FLDRS 2.1 icon on the desktop.
2. Click the **LOGIN** button.
3. Enter your name and password, and click **Login.**

Start a new trip

1. Click the **START TRIP** button (If there is an **EDIT TRIP** button in place of the start Trip button, you have a partially completed trip you will need to finish and export before you start another).
2. Verify that the program selected for the current trip is 'NEFSC Study Fleet – Biological Research' (unless instructed otherwise by SF staff) and click the **OK** button.
3. On the **Trip** tab look over the default details and change any that are incorrect.
4. Click on the 'Additional Data' button and fill in the appropriate fields. The fields can be changed during any time of the trip but must be addressed before the trip can be exported (button located in upper right corner of screen.), Including:



    a. VTR Serial #
    b. Target species
    c. If an observer is on board

For each fishing effort (haul)

Start a new effort

1. Click on the **Effort** tab.
2. Check over Gear default details and change any that are incorrect.
3. Click on the **New Effort** button.
4. Record the date, time and location for each haul event.
    a. When the gear is set (winch lock), click the **Set - End** button.
    b. When you begin to haul back, click the **Haul - Start** button.
5. Verify that the **Avg. Depth** and **Stat Area** fields are correct.
    a. Depth will automatically be generated if a depth sounder is integrated.
    b. Statistical area automatically generated at the press of the Haul – Start button.
6. Click on the 'Additional Data' button and fill in the required fields. Fill in non-required fields if applicable (button located in mid-lower right side of screen), including:
    a. How many Mid-tow turns were conducted?
    b. Gear modifications used during the effort

Record Catch

1. Click on the **Catch** tab.
2. Make sure that all the species you caught retained (left side of screen) and discarded (right side of screen) are listed.

3. To add a species you caught to either list click on the **Add Species** button, click on the species you want to add and click on either:
    a. **Add To Retained** button- to add specie only to the Retained list
    b. **Add To Discarded** button- to add species only to the Discarded list
    c. **Add To Both** button- to add species to both Retained and Discarded list
4. Click on the **Exit** button.
5. For each species caught, enter the amount retained and/or discarded.
6. Record catch 'Additional Data' elements (only upon request) including:
    a. Record Sex- enter count of males and enter count of females
    b. Record length frequency- count of fish per length bin

    (Button located above 'Retained Catch' short list and above 'Discard Catch' short list. If data required from species the button will become active when species is selected)

Landings and Allocation

1. Click on the **Landings** tab.
2. Click on the **New Landing** button (Middle-Left side of screen).
    a. Click **Yes** in the pop-up window if this is the end port for the trip (the Study Fleet Program defines the end of the trip as the point when all catch has been offloaded).
    b. Click **No** if you are not landing all retained fish in one port.
3. Review the landing details, and change any that are incorrect. Quantities listed should match the dealer weight-out slip when possible; do not adjust the individual effort hail weights to reflect actual amount landed.
    a. If you splitting the catch of one species to sell to more than one dealer click on the species you want to split, and click **Split Species** button.
    b. To change the Dealer name or Date Sold, double click on the field, click on the correct dealer or date in the pop-up window and click the **OK** button.
    c. To further define the disposition of a landed species, double click on the disposition field, click on the species, click on the correct disposition from the list on the right of the pop-up window and click on the **Set Disposition** button.
4. If you landed fish in more than one port for a single trip, repeat steps 2 and 3 for each port.
5. Click on the 'Additional Data' button and record any complications you may have had during the trip involving the FLDRS Program, including any GPS troubles (Button located in upper right corner of the screen)

Finishing and Sending Trip Report

1. Click on the **Trip Notes** tab and enter any notes relative to the trip.
2. Click on the **Transmit** tab, and click on the **Check Trip** button. Fix any errors. (If you need assistance in fixing any errors press on the **Help** button in the lower right).
3. View the trip in an FVTR-like format by clicking the **Preview** button.
4. If transmitting trip through VMS, open Skymate or Boatracs WBUI software program, and click the **Export Trip** button to send the trip report to NMFS. If uploading trip manually through the web portal, do not open Skymate or Boatracs WBUI software.