NC Trip Ticket System Manual

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Chapter 1
Introduction to the Trip Ticket Program

The Trip Ticket Program automates the process of collecting and reporting information on seafood species as required by North Carolina Division of Marine Fisheries. The program also fulfills the requirements for electronic reporting of federally managed species reporting to the National Marine Fisheries Service (NMFS) Northeast Region. 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:

- Completely replaces the paper ticket system.
- Collects all information required by the state.
- Collects all information required by the NMFS NE Region.
- Sends information to the state and NMFS electronically.
- Tracks all monies owed and paid to fisherman
- Tracks deductions
- Generates various reports/receipts
- Allows default data to be entered automatically

Chapter 2
Getting Started

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.

To install the program, click start and select Run from the menu list. Browse to locate D:\setup.exe, double click and install with default settings.

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 (Figure 2.2.1). Logins are added from the main screen Edit/Users menu item. See Chapter 4 for more information on adding users.

Figure 2.2.1

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 automatically appear the first time the program is started.

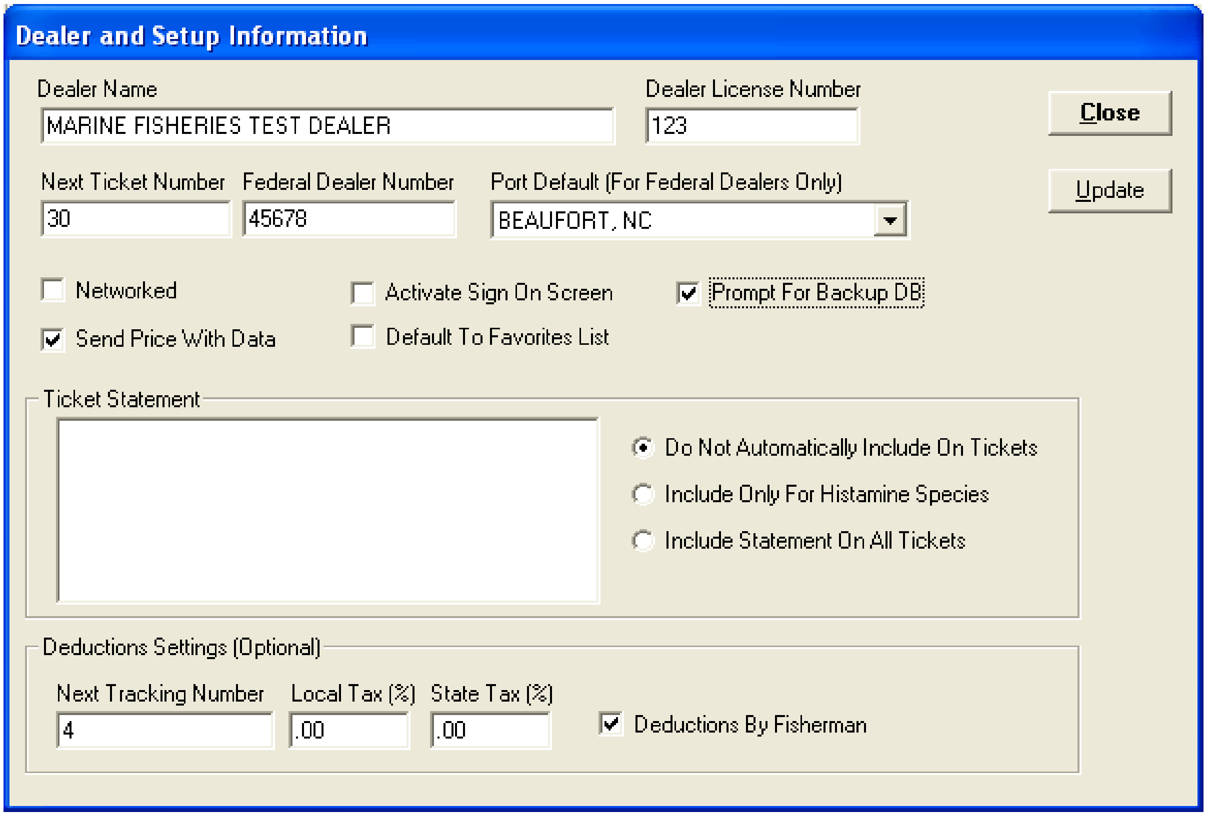


Figure 2.3.1

Enter the dealer name and the NC DMF dealer's license number. The dealer license number is numeric; **do not enter a 'D' before the number.**

The Next Ticket Number field is important because it sets the initial ticket number that will be put on a ticket if that ticket number is generated automatically. The Next Ticket Number can be any number between 1 and 9999999. Next Ticket Number is used by the program whenever the user wants the program to automatically generate the next ticket number. There must be a number in this field.

Port Default is used to set the default state on the ticket screen.

The Next Tracking Number and the Local and State Tax fields are used by the Deductions screen.

The Federal Dealer Number box should be completed if the user is permitted by the NMFS, NE Region. Completing this field invokes additional reporting fields required by NMFS but not required by the state. Federal dealer numbers must be five digits. Preceding zeroes may be used to lengthy dealer numbers less than five digits (ie. 00123).

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 Fisherman determines if deductions are applied to a fisherman versus being applied to a boat.

Activate Sign On Screen is an option that, if checked, will cause a login screen to appear each time the program is started. Create a User first before selecting this option. See Chapter 4 on Adding Users.

The program will collect price information for each transaction. Checking Send Price With Data will cause the price data to be included in the data file received by the state. If this option is not checked, then a price of $0.00 will be sent for each transaction**. The NMFS requires that prices are sent with each file.**

Check Default To Favorites List if you wish to control the contents of the species list on the ticket screen. If left unchecked, all species will appear in the species list.

The Prompt for DB backup check box is used if you want to be reminded to back up your database. If this is checked, then each time you submit your reports you will be prompted to backup your database. The backup is transmitted to the software developer's computer and will be available for restoration in the event of a computer malfunction.

The Ticket Statement is a blank text box that can be used to print information on the paper trip tickets. This box may be used to fulfill some HACCP reporting requirements or place any text information the dealer wishes to be printed on his trip tickets. If the dealer intends this box to be used to meet HACCP requirements, the dealer should consult his Food and Drug Administration HACCP inspector to ensure compliance.

Click on the Update button after entering the dealer information to save the changes. Click the Close button to Exit the window.

Chapter 3
Menu Items

The menu items (File, Edit, Utilities, Reports, Deductions, and Species) 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. The remaining sections of this chapter will provide a list of the sub items that are contained in each main menu item and the chapter that discusses each item.

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
- Archive Database
- Backup Database
- Create Data File
- Deactivate All Fishermen
- Change Database
- Review Archive
- Use Current Database

3.4 Reports Menu

- Active Fishermen
- Summary By Fisherman
- Summary By Species
- Summary By Boat
- Quota Monitoring Report

3.5 Deductions

This menu item calls up the Deductions screen. See Section 4.6 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 data will automatically fill into the ticket transaction screen when a species is selected. See Chapter 6 for a description of this function.

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)

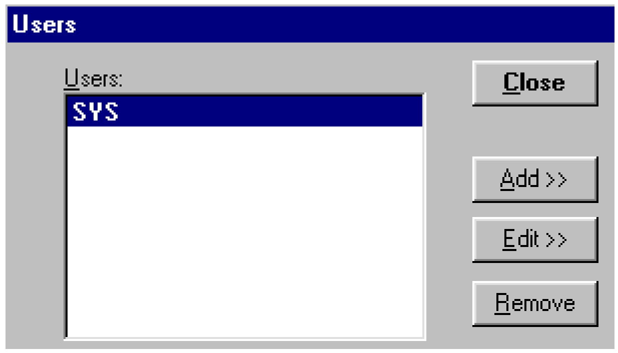


Figure 4.1.1

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).

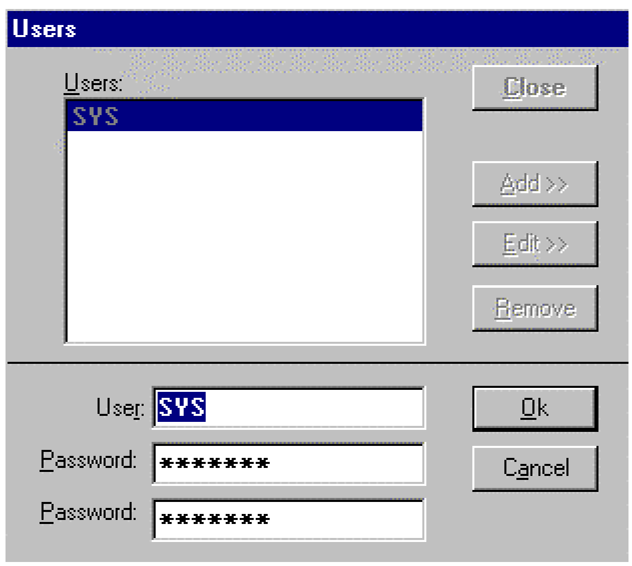


Figure 4.1.2

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. Click the Close button to exit the window.

Note: There must always be at least one user name and password when the sign on screen is invoked.

4.2 Entering the Fisherman/Vessel Information

Before a fisherman is linked to a Trip Ticket, they must first be added to the fisherman/vessel screen (Figure 4.2.1). To reach this screen, click on the Fishermen Info icon on the main screen.

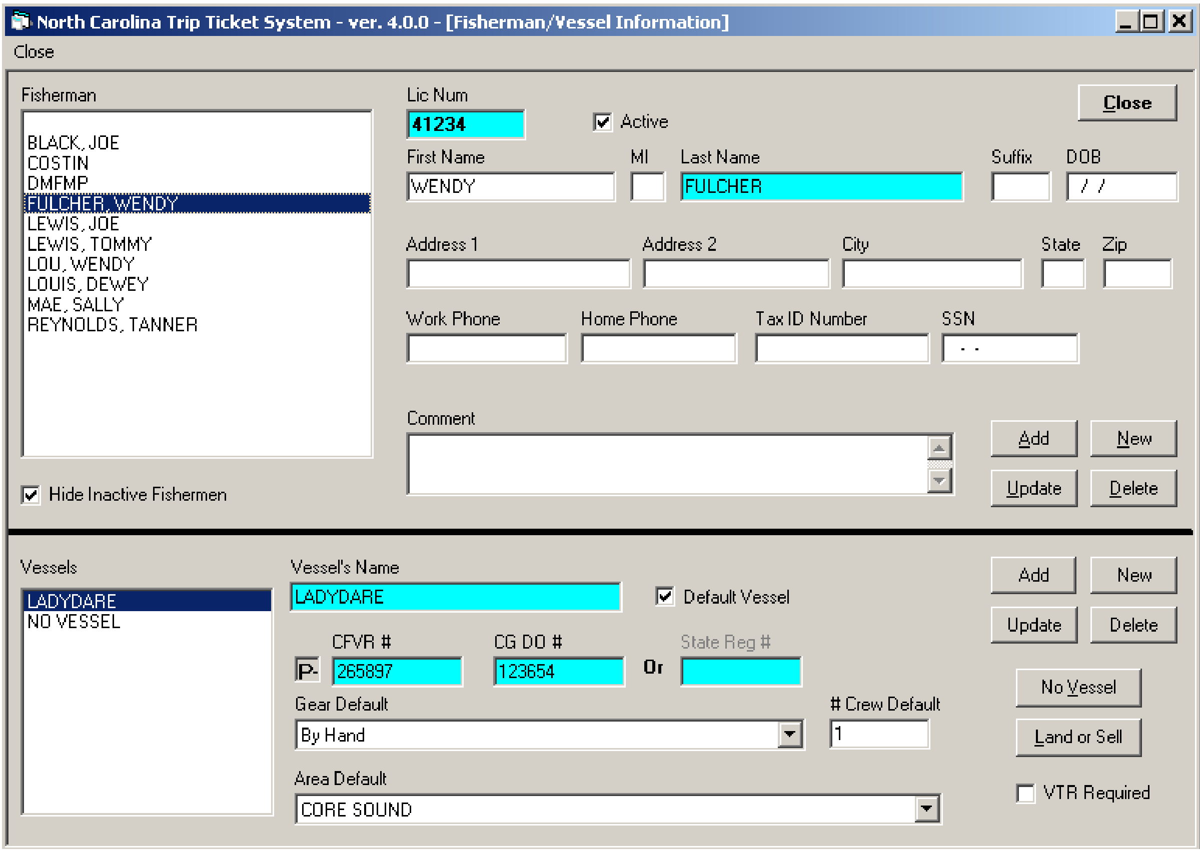


Figure 4.2.1

Notice that this screen is divided into two sections. The top section concerns the fisherman and the bottom half is for the vessel or vessels that the fisherman uses. As a minimum, the license number and last name fields must be entered in the fisherman section. Each fisherman must have a vessel, No Vessel, or Land or Sell designated.

To add a new fisherman, first click on the top of the fisherman's list on the left side of the screen or click on the New button. This clears all fields and prepares the program to accept a new fisherman. Start by entering the fisherman's Standard Commercial Fishing License Number. Next enter the fisherman's first and last names. Also, make sure the Active check box is checked. If a fisherman is not active he will not appear in any of the program's lists.

After all desired fisherman information is entered, click the Add button. The Fisherman's name will appear in the box on the left side of the screen.

Fill in the fisherman's vessel information. Always link a vessel to a fisherman even if the fisherman does not have a vessel. To link a vessel to a fisherman, first enter a vessel name. If the vessel does not have a name, then leave it blank. The program will enter N/A as vessel name if that field is left blank. The No Vessel button is for fishermen that did not use a vessel to catch the seafood that they sell. The program will automatically

insert six zeroes in place of the CFVR and USCG# and fill in the Vessel's Name box with "No Vessel". Click Add after the No Vessel box is selected.
Enter the required CFVR number. Enter gear, number of crew, and area defaults if you want those values to enter automatically on the ticket screen when the related fisherman is selected. The VTR Required box is selected if the vessel is required to complete a federal Vessel Trip Report.

The Land or Sell button should be used if the fisherman has a Land or Sell license. Land or Sell licenses allow out of state vessels to land catch taken from federal waters in North Carolina. Individuals with a Land or Sell license may or may not have a CFVR. Selecting the Land or Sell button inserts six dashes for the CFVR and "Land or Sell" in the Vessel Name box. Both of these defaults can be edited. For instance, if the vessel has a state CFVR then the six dashes can be replaced with the CFVR #. It is recommended that the Vessel Name be edited to the actual name of the vessel used to harvest the catch. Click Add after the defaults are edited.

When all the information is entered, click on the vessel section Add button. This will add the vessel to the vessel list and link the vessel to the fisherman.

To update an existing fisherman's record, click on the fisherman in the list and all of that fisherman's information will appear. Edit the desired fields, then click on the Update button to save the changed information. Be sure to hit the Update button to save any edits to an existing fisherman's record.

Tournament licenses allow fishing tournaments to sell the harvested fish from the tournament as charitable contributions. Tournament licenses function similarly to the No Vessel option because although vessels may have been used to catch the fish, but they are not commercial vessels and have no CFVR. Therefore, for tournament sales, enter the name of the tournament and license number of that tournament on the fisherman information screen, then select No Vessel on the vessel information screen. Click Add after selecting No Vessel.

Click the Close button to exit Fishermen/Vessel information.

4.3 Entering Trip Tickets

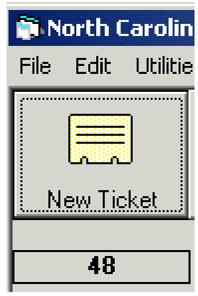


Figure 4.3.1

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).

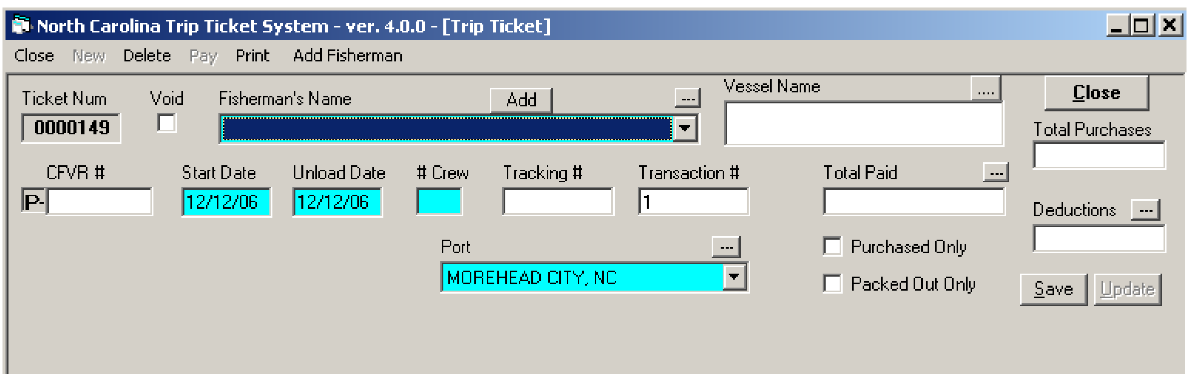


Figure 4.3.2

The focus is initially set to the Fisherman's Name field. Select the fisherman by typing in the first few letters of his last name or by using the mouse to scroll down the list. Hit the Tab key to go from field to field. Start Date and Unload Date will default to the current date. Edit the Start Date as necessary, then hit the Tab key to set the focus to the Unload Date. Edit the Unload Date, then hit the Tab key. Enter the number of crew for the trip. If defaults were setup for this fisherman, the defaulted value will automatically fill in when the fisherman is selected. Enter a transaction number if different from the default value of '1'. As with all defaults, the values may be changed on the ticket screen. If a VTR report is required of the vessel then enter the VTR number in the Tracking Number box.

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

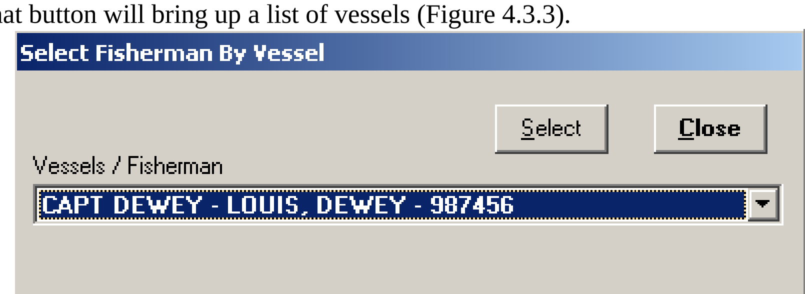


Figure 4.3.3

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

The Port box appears for federally permitted dealers. Enter the first few letters of the Port Name or use the mouse to scroll down the box to select the port of landing. The small box located just above the Port drop down box can be selected to list all east coast ports, otherwise it may default to only NC and VA ports.

The Packed Out Only button should be selected if the dealer is only packing out the fish for a federally permitted dealer. The Purchased Only button is selected if the fish is purchased and reported by a federally permitted dealer. Normally, neither button is selected.

Click on the Save button to save the ticket header information. This will also make visible the Catch section of the ticket screen (Figure 4.3.4).

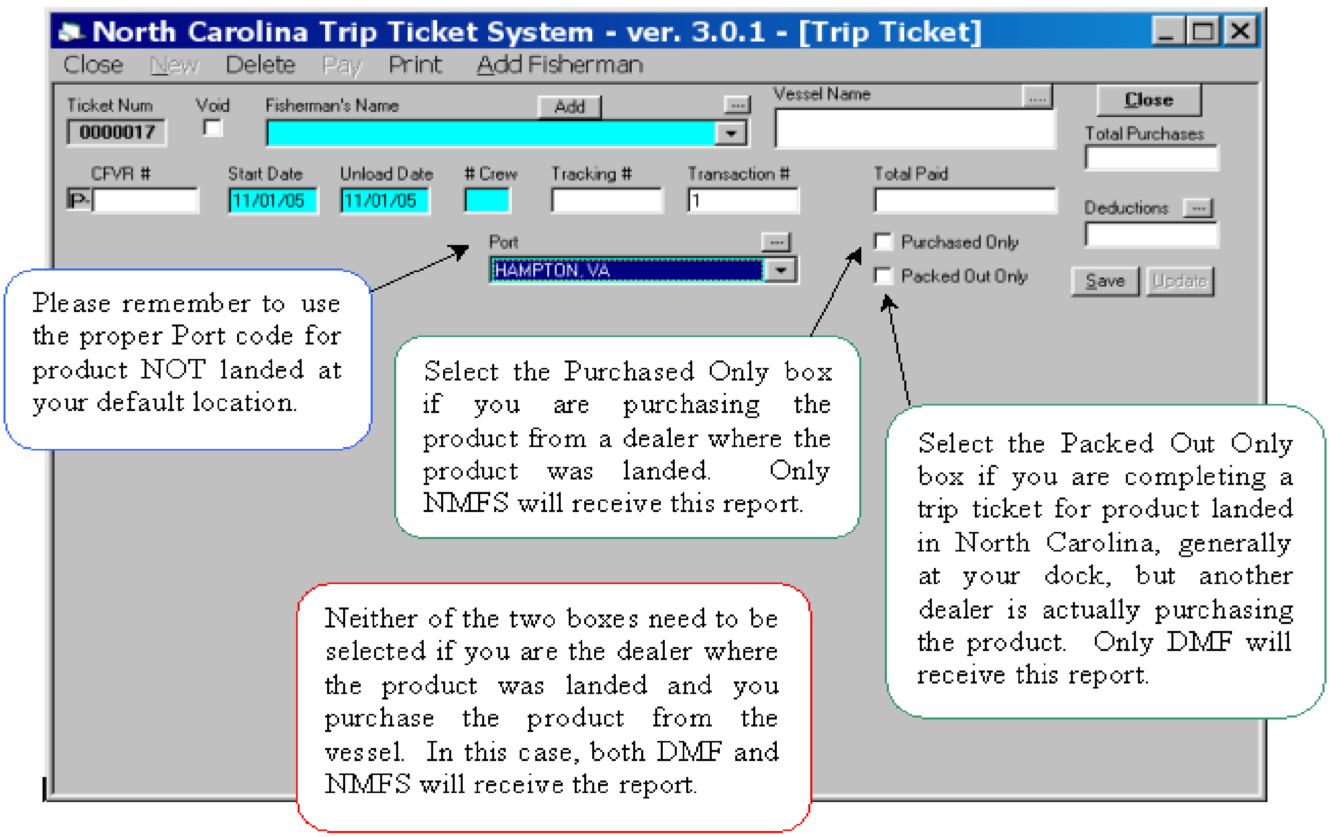


Figure 4.3.4

Select the gear used by either typing in the name of the gear or by using the mouse to select the gear from the list. If Crab Pots is selected as the gear, then a # Pots box will appear. Enter the number of crab pots fished for that trip.

Enter the area in which the species was caught then hit the tab key. The state field defaults to North Carolina but can be changed to any east coast state depending on where the harvest occurred.

Species may be selected one of three ways: 1) If you know the species code, then enter it, hit Tab, and the focus will go to the quantity box, bypassing species description, condition, count/size, and unit, 2) If the species code is not known, then select the species description and hit Tab, then enter the Condition, Count / Size, Unit, Quantity and Price. All selections may be chosen by typing the first few letters of the value and 3) Use the Species Screen and apply a custom character code to a species as follows:

- Click on the Species menu on the main screen
- select a species/size/grade combination by clicking on either the four digit code or the name
- insert a character code into the character code box (for example, SF may be used for small flounder). Character codes may be up to five characters long.
- click Update then OK. (The code will not appear on the screen until the Refresh button is selected).

Character codes can then be typed into the Spec Code (species code) box on the catch screen and it will function just like inserting a numeric code. See Chapter 6 for more details on how to use the Species Screen.

Click on the Save button 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).

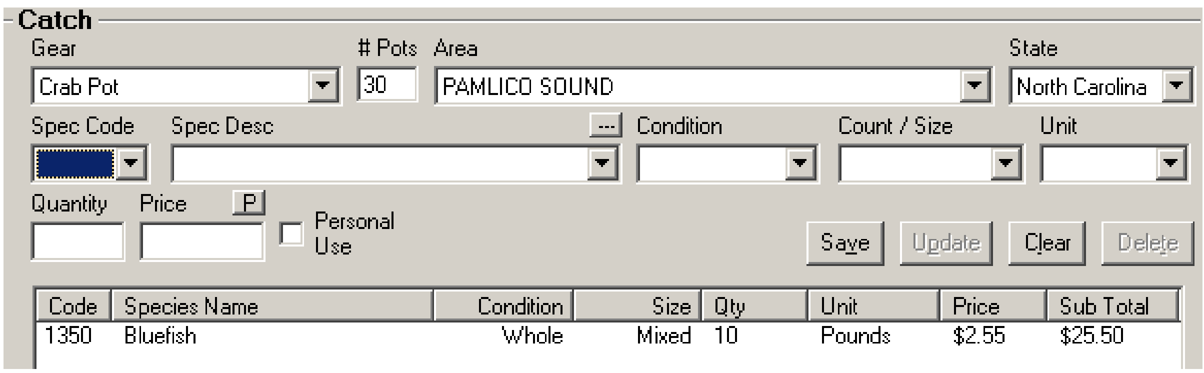


Figure 4.3.5

After a species code, quantity and price 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.

The price field requires a positive value or a zero. Federal dealers must update all zero prices prior to submitting. See pg. 16 for updating prices.

To edit a transaction, first click on the record in the bottom 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 text boxes so that a new entry can be made.

After entering the transactions, notice that the total dollar value of the transactions are displayed 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.

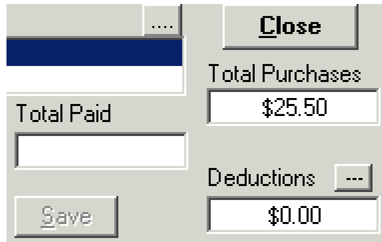


Figure 4.3.6

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 Tracking Number field is an optional field that may be used to enter a tracking number of your choice. It may be used relate a number to a ticket number or to insert the VTR for federally permitted vessels and dealers.

The transaction # field should be used when appropriate.

TIME SAVING TIP!

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 menu.

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

4.4 Paying 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).

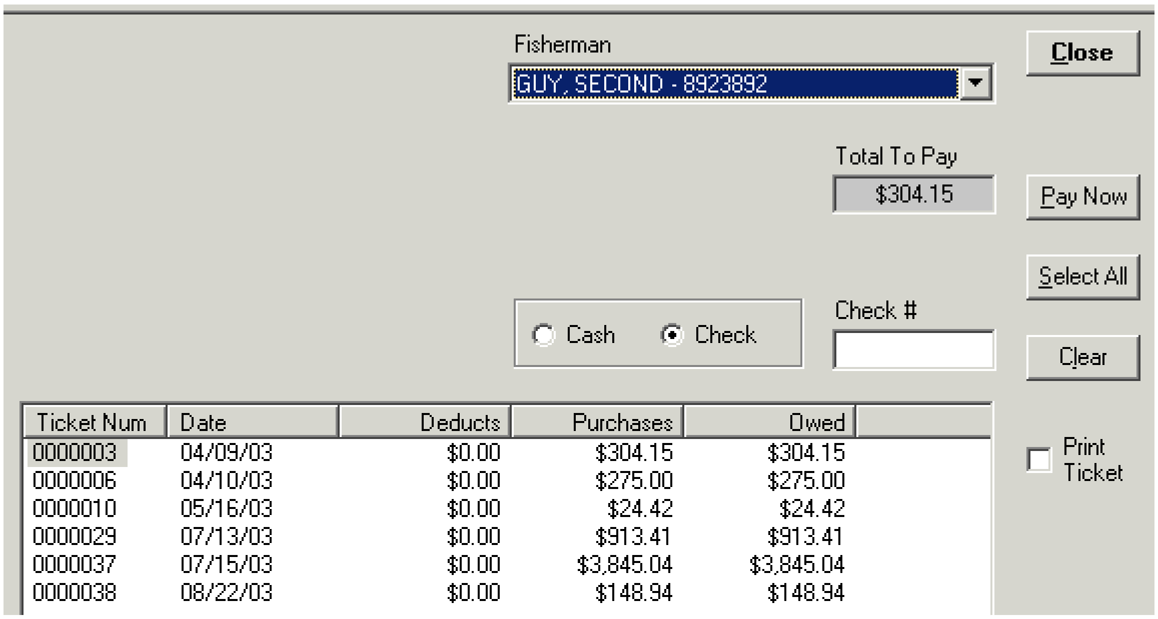


Figure 4.4.1

This screen provides a list of all active fishermen. As each fisherman is selected, the tickets which 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.

4.5 Using the Find Ticket Screen

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

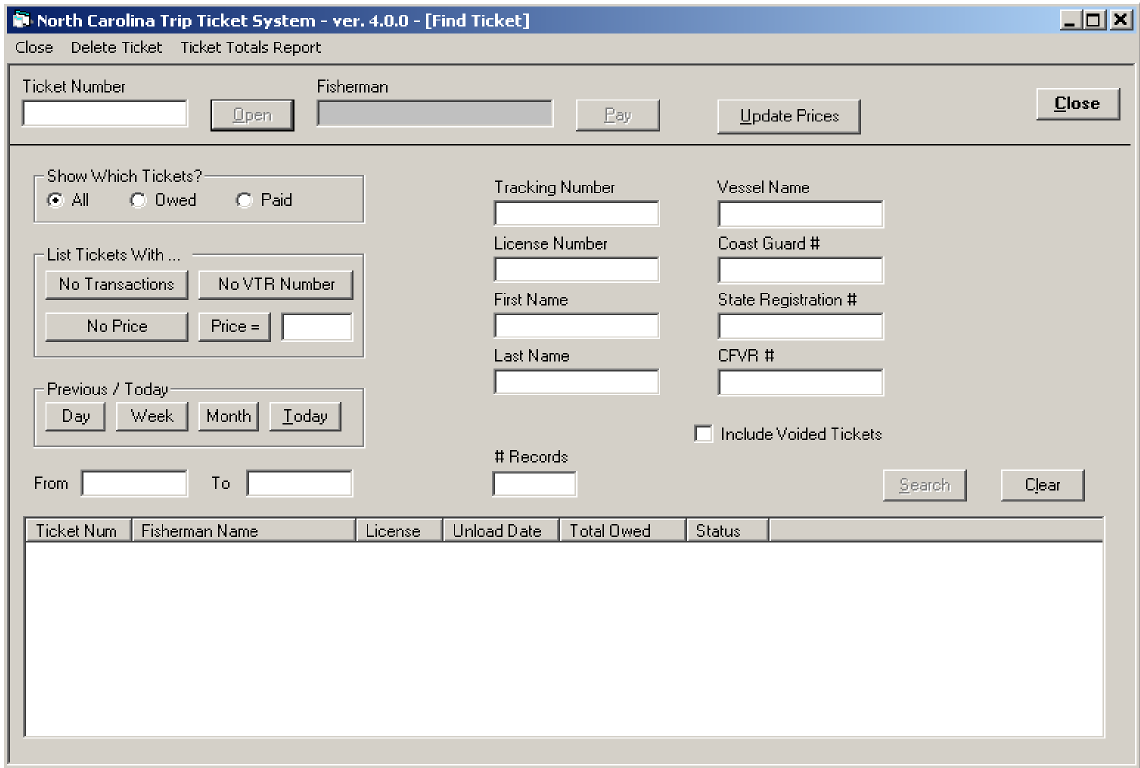


Figure 4.5.1

This screen allows you to search on 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.

Features especially useful to federally permitted dealers are the search criteria for No VTR Number or No Price.

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

Unlocked tickets may be deleted with this screen by entering the ticket number in the box to the left of the Open button and clicking on the Delete Ticket menu item. Tickets are unlocked until they are sent to DMF or NMFS at which time they are locked. Locked tickets cannot be deleted.

Updating Prices

The Find Ticket Screen can also be used to update prices (Figure 4.5.2) on current or previous trip tickets. While in the Find Ticket Screen select the date ranges that you need to update prices. The desired dates will display in the From and To box, click the Search button to locate the tickets. The tickets that match will be displayed. Click the Update Prices button to display the Update Prices window. Click the Select All button or select individual tickets from the Tickets From Search List. Click the right arrow button to move the tickets to the Tickets To Update box. Next you must select the Species Description by using the drop down box. Click the desired Species and enter the price in the Price box. Click the Update Prices button to update prices for selected tickets. Click Close to exit window.

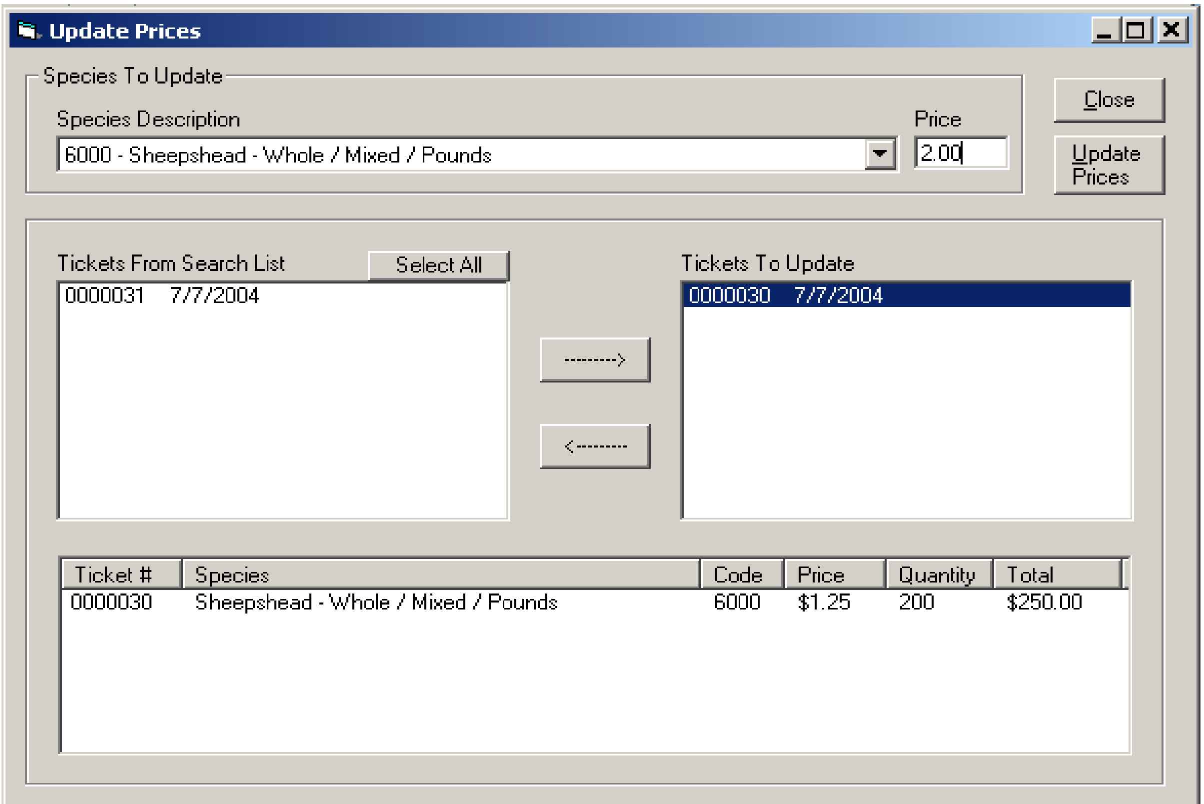


Figure 4.5.2

4.6 Deductions

Deductions are 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.

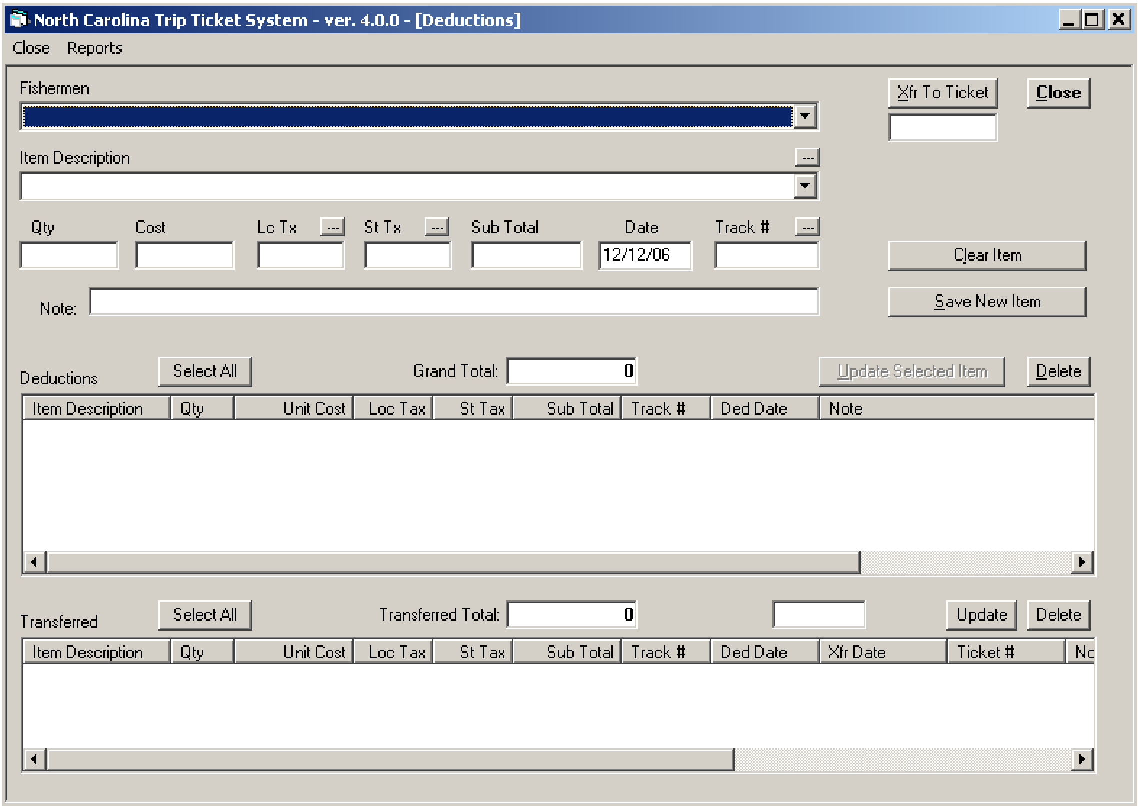


Figure 4.6.1

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 tied to a vessel or a fisherman. The vessel or fisherman list is built according to the setup on the Dealer screen. That is, the list will be built for either vessels or fishermen, not a mix of both.

Next, select an item description. The means has been provided for each user to build their own 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.

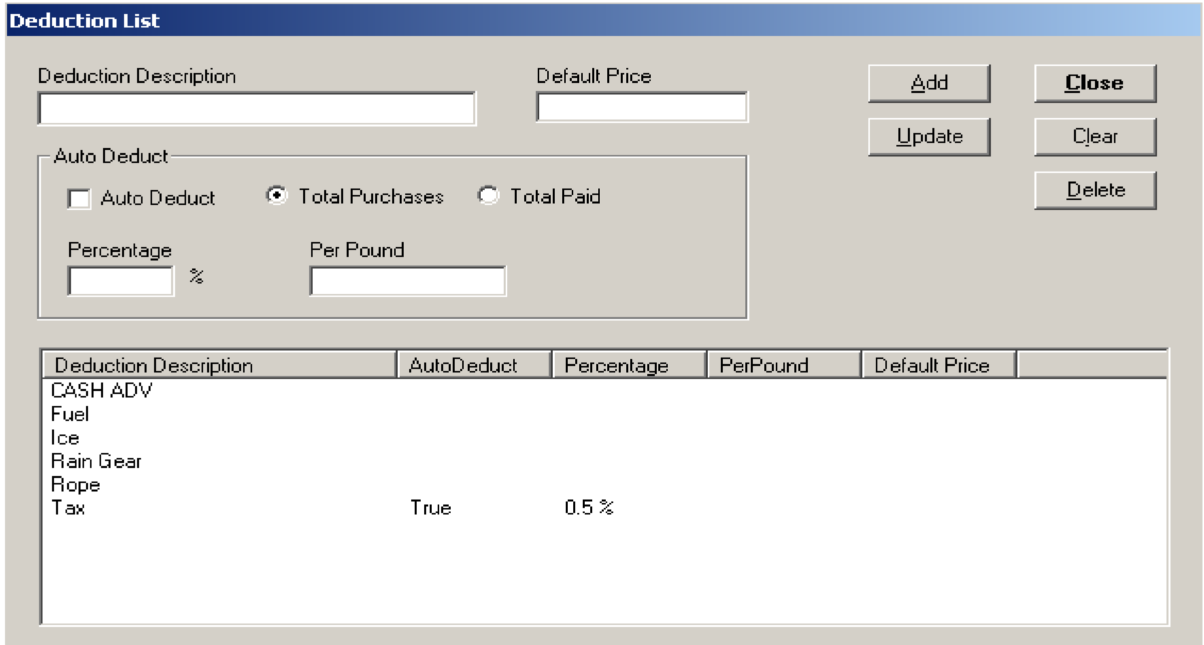


Figure 4.6.2

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. Today's date is entered 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 click 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 fisherman 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 directly by the fisherman. 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.

Clicking on the Reports button may generate deduction reports. There are basically two different deductions reports: 1) An itemized list of deductions for each Vessel/Fisherman 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 vessel/fisherman or for all vessels/fishermen.

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

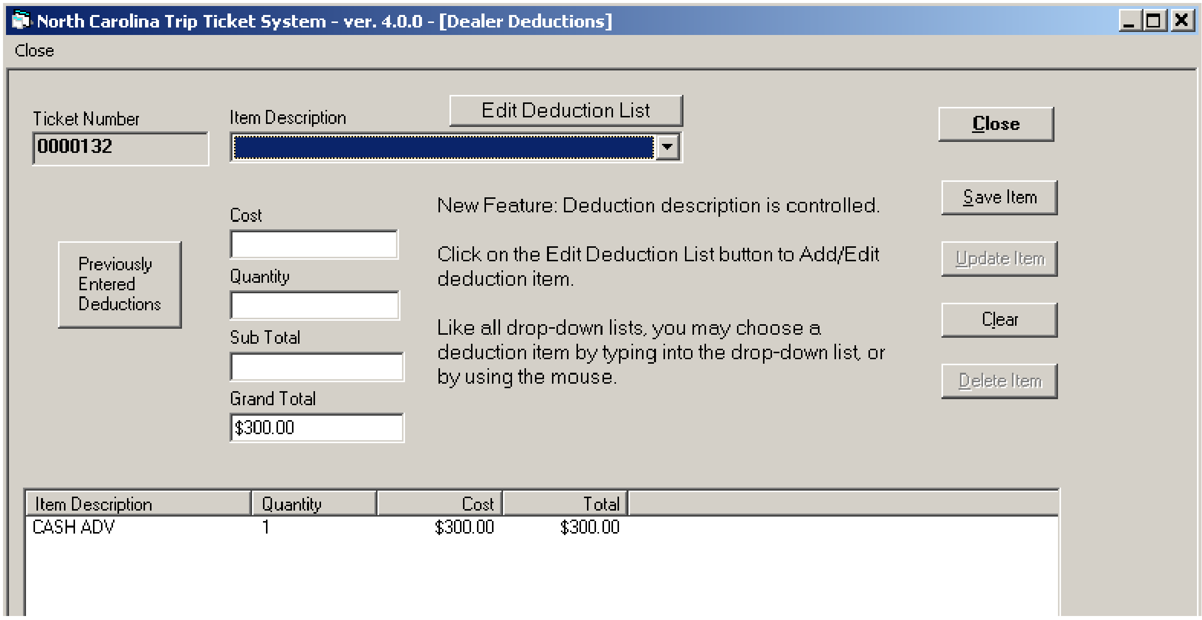


Figure 4.6.3

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. In the center of the screen is a list of tickets that have not yet been locked or sent. Once a ticket is sent via this screen, it becomes locked. A locked ticket is one that cannot be edited or deleted, but it is still available to view and is available for reports.

To send ticket information, first enter the date range of the tickets to be sent. A previous month, day, and week buttons have been provided to automatically fill in the date range. Any tickets with Unload dates that fall in this date range are put into the file that will be sent. Both date fields can be entered manually.

Click on the Send to DMF or Send to NMFS buttons 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 and the records will not be locked. In this case, the file must be sent again until the file sent successfully message appears.

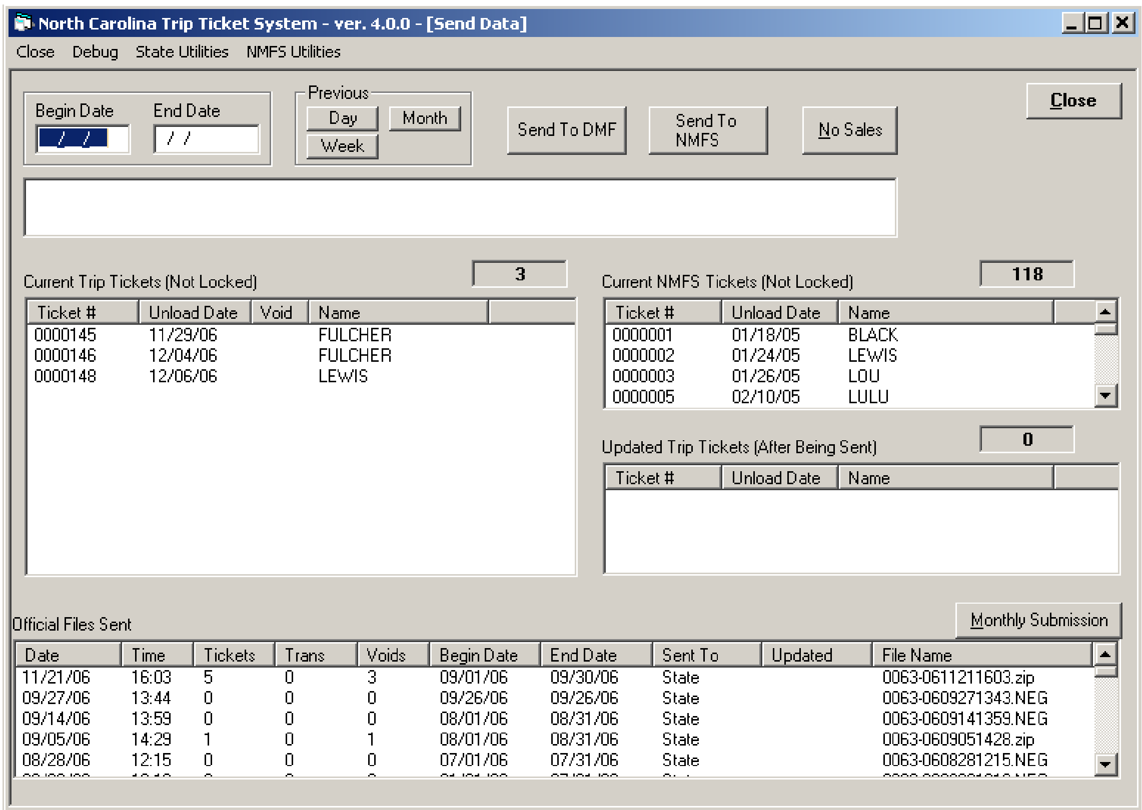


Figure 4.7.1

If the file is sent successfully, an entry is made in the Official Files Sent list at the bottom of the screen. A Monthly Submission sheet also appears automatically on the screen in the print preview mode. Click on the printer icon of this screen to send the submission sheet to the printer.

It is recommended to print a Transaction/Submittal sheet for each submittal for your files. The submission form can be faxed or sent via mail to the NCDMF trip ticket program if supplies are needed or the dealer wishes to indicate the months when their business is expected to be closed. The submission form does not need to be sent unless the dealer is reporting zero landings for a given month.

Negative Reports

A Transaction/Submittal sheet must be sent to NCDMF Trip Ticket Program if there are no transactions for a given month (negative report). The Transaction/Submittal sheet can be either the green form supplied by NCDMF or printed from the software. To print one from the software, click the No Sales button on the Send Data screen and then click the Monthly Submission button. The dealer must indicate zero trip tickets on the form, complete the other required fields, sign and date the form. The form should be faxed to (252) 726-3903 or sent via regular mail to the NCDMF Trip Ticket Program. As with paper trip tickets, DMF will supply the necessary envelopes and postage.

Negative Reports may be sent to the NMFS (Figure 4.7.2). First select the date range and click the Send To NMFS button. This will display a window saying that the file was created and if there are species data to send. If there are no landings for the date range it will ask to send a negative report. Click yes to send the file.

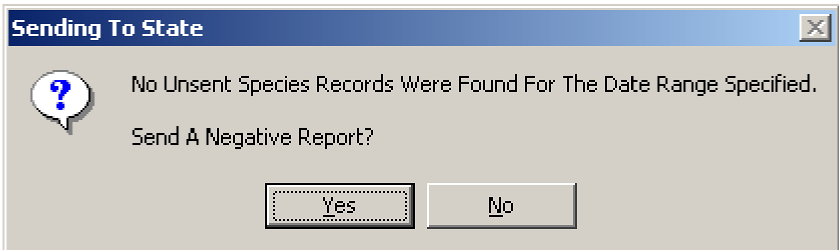


Figure 4.7.2

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 Archiving the Database

Archiving the database lets the user remove old information from the database and store it in a separate database. Doing this will periodically will increase the efficiency of the program by not allowing the database to grow too large. How often this function is performed is entirely up to the user. Once a year is sufficient. Remember, though, that this function actually removes data from the working database and places it in an archive database, thus making it unavailable when using the primary database.

To archive the database, select Archive Database from the Utilities menu. Once selected, the Archive Database screen appears (Figure 5.2.1).

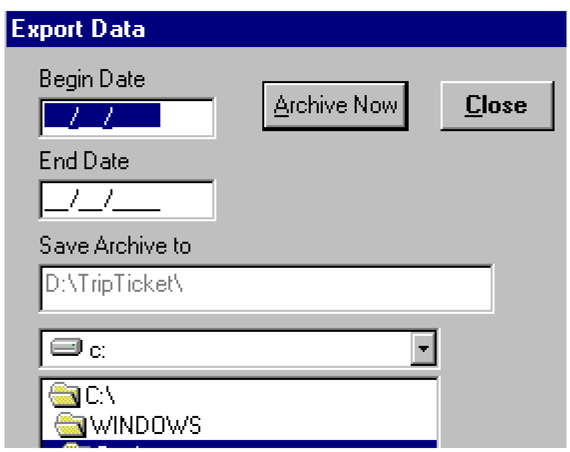


Figure 5.2.1

Enter the date range. Tickets in the database that fall between the Begin Date and the End Date are removed from the current database and placed in the archive database. Notice the box under the Save Archive to label. This indicates where the archived database will be stored. It is best to accept the default location for the database if the user is unfamiliar with designating the location for a file. To archive the database, click on the Archive Now button.

Note: The program will automatically name the archived database: Tarc****.mdb where **** represent the month and year of the selected End Date specified for the archiving process.

To access the archived database, use the Utilities menu item Change Database (Figure 5.2.2) and select Review Archive. This will close the connection to the current database and link to the Archive Database. Whenever linked to an Archive Database, the background color of the main screen will be yellow.

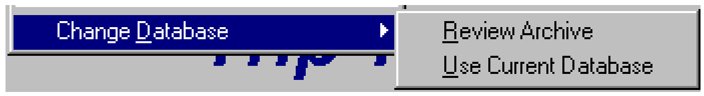


Figure 5.2.2

5.3 Backing Up the Database

It is highly recommended that users backup their database and there are a number of ways to accomplish this. 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.

1. The backup feature can be found by clicking under Utilities on the main screen or selecting the Backup Locally icon on the main screen. Select the backup location if you do want the backup file saved in the default location. 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. The backup file TripBak.mdb can be saved to a memory stick or burned to a CD.

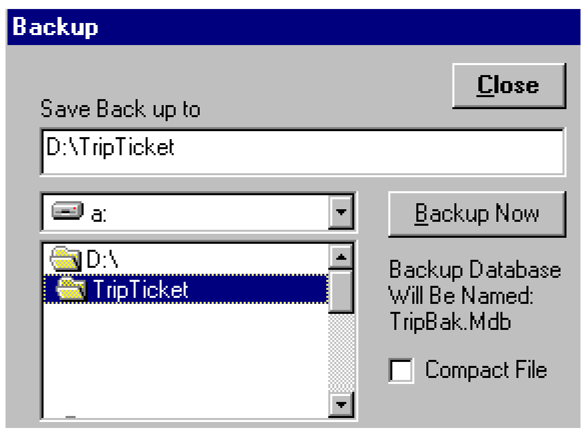


Figure 5.4.1

2. Select the Backup via Internet icon on the main screen . You must be connected to the internet to use this feature since it will send a copy of your database to a server maintained by the software developer. This is a free service that's easy to use and invaluable in the event of a computer malfunction. Remember that there is a selection box on the Dealer Info screen which if selected will prompt the user to backup via the internet each time a submittal is made.

5.3a Restoring the Database

To restore the backup copy you must copy the file TripBak.Mdb to the Trip Ticket directory. Select yes if you are asked to replace to existing file. The existing TripTick.Mdb file located in Program Files\Trip Ticket must be renamed to TripTick1.Mdb. The TripBak.Mdb needs to be renamed to TripTick.Mdb. This should give you the current backup copy of the database. To confirm, open the trip ticket software to verify the ticket count and data.

5.4 Create Data File

Create Data File (Figure 5.4.1) 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.

Each time a data file is created it will overwrite the previous data file. You must rename the data file to prevent overwriting.

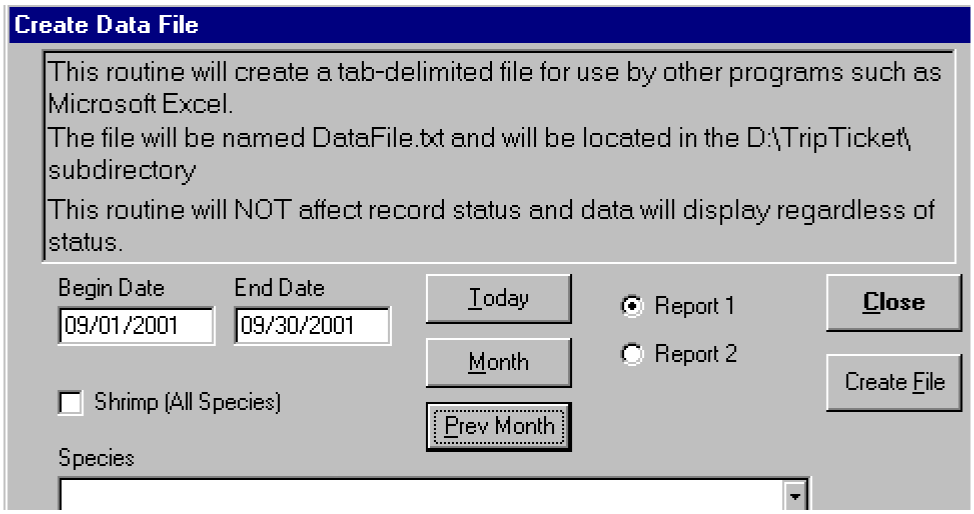


Figure 5.4.1

5.5 Deactivate All Fisherman

This menu item takes all active fishermen and deactivates them. Perform this procedure with extreme caution because once the fishermen 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 fisherman, go to the Fisherman Info screen, check the Active option and hit the Update button.

When the Deactivate All Fisherman item is selected, a message box appears to prompt the user to continue (Figure 5.5.1). To continue deactivating all fishermen, click on the Yes button. To cancel the operation, click on the No Button.

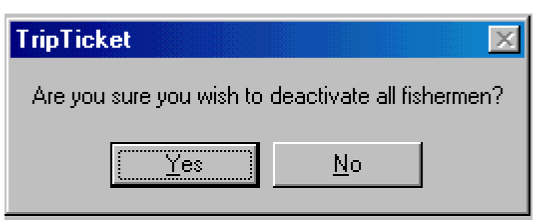


Figure 5.5.1

5.5 Changing the Database

This utility gives the user the ability to view archived databases as well the current database. To view an archived database, select Change Database from the Utilities menu. This will bring up two more options. The first option is to Review an Archived Database and the second option is to select the Current Database.

To view the archived database, select Review Archive, which will open the Dialog box (Figure 5.5.1).

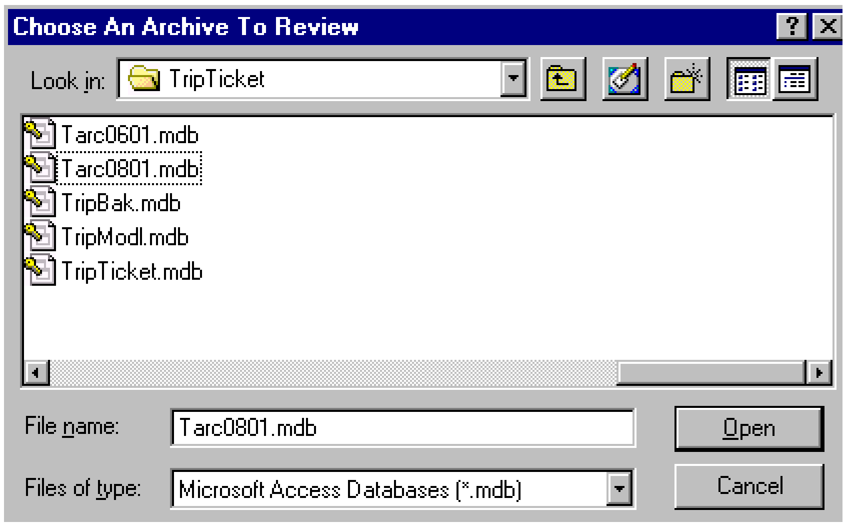


Figure 5.5.1

To select a database, click on the name of the database and then click on the Open button or double click on the name of the database. To cancel this operation, click on the Cancel button on the bottom of the screen or click on the X in the upper right hand corner.

The restore the current database use the second menu option. Select Use Current Database and the program will automatically connect to the current database.

Chapter 6
Species Screen

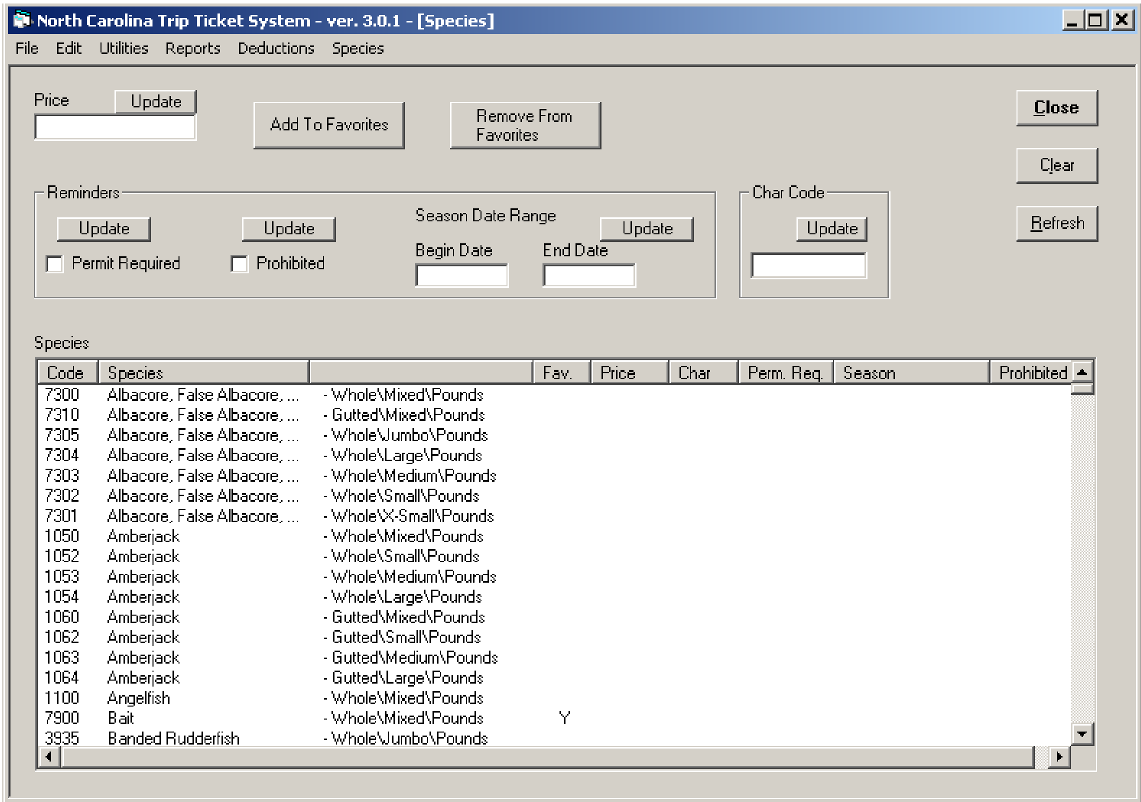


Figure 6.1.1

Establishing the Species Favorites List and Character Codes

The Species screen is accessed from the main menu. This screen is used to set default price, favorites, character code, and permit or season reminders. The use of this feature is entirely optional.

If used, first select one or more species. Enter the default price, click on the desired Favorites button, and/or set the desired reminder. Be sure to click on the appropriate update button for the price or reminders. The species favorite list is compiled by species only, not separately by size and condition.

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. Prices can be set according to the species, size and condition. As with all defaults, the default value may be overwritten on the ticket screen. A default price of zero is allowable.

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. To remove a species from the Favorites list, select it on this screen and click on the Remove From Favorites button.

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

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

The Char Code (Character Code) option is used to set specific letter codes for the desired species. This will enable you to type the character code in place of the four digit DMF species codes on the ticket screen. An example would be MF for medium flounder, SF for small flounder, alm for Almaco Jacks, etc. **This feature makes entering ticket information faster and easier.**

1. Select **Species** from opening screen.
2. Select species of interest from **Species** list, click on numeric Code, ie. 1930 Jack, Almaco
3. Click in green box labeled **All Species Code**
4. Enter character code, ie. alm. (you can use up to six characters or numbers)
5. click **Update**
6. click OK when the box tells you the Char Code was Updated
7. click **Refresh** and scroll down to verify the code has been updated.

You can use upper or lower case characters, numbers or other characters up to six digits.

Using a similar methodology you can set a default price, a reminder that a permit is required, a seasonal date range reminder or a reminder that the species is prohibited.

Chapter 7
Reports

The reports provided by the program are accessed from different locations. There are five reports available from the main menu (Figure 7.1.1).

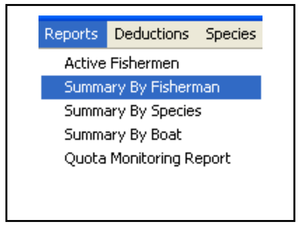


Figure 7.1.1

Active Fishermen provides a list of all active fishermen in the database. **Summary By Fisherman** provides a list of transactions for one or all fisherman 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 7.1.2).

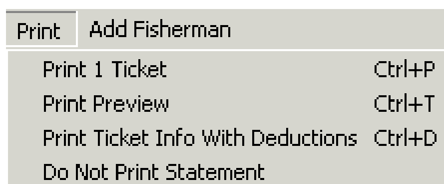


Figure 7.1.2

Select the **Print 1 Ticket** option from the menu to print one ticket. **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.

TIME SAVING TIP!

A faster way to print a trip ticket is to hold down the Ctrl button and hit the P key while on the New Ticket screen. This is a hot key sequence used to print one ticket without having to select from the menu.

The Do Not Print Statement menu item in Figure 7.1.2 is a flag that can be set to indicate whether or not the Text Box statement on the dealer setup screen will appear on the ticket.

The Summary By Fisherman option (Figure 7.1.3) enables you to run multiple reports for all transactions and deductions on a daily, weekly or monthly basis. This option allows you to print to screen or directly to the printer. The insert page break should be used when you select PRINT ALL FISHERMAN. This will display each fisherman on individual pages figure (7.1.4).

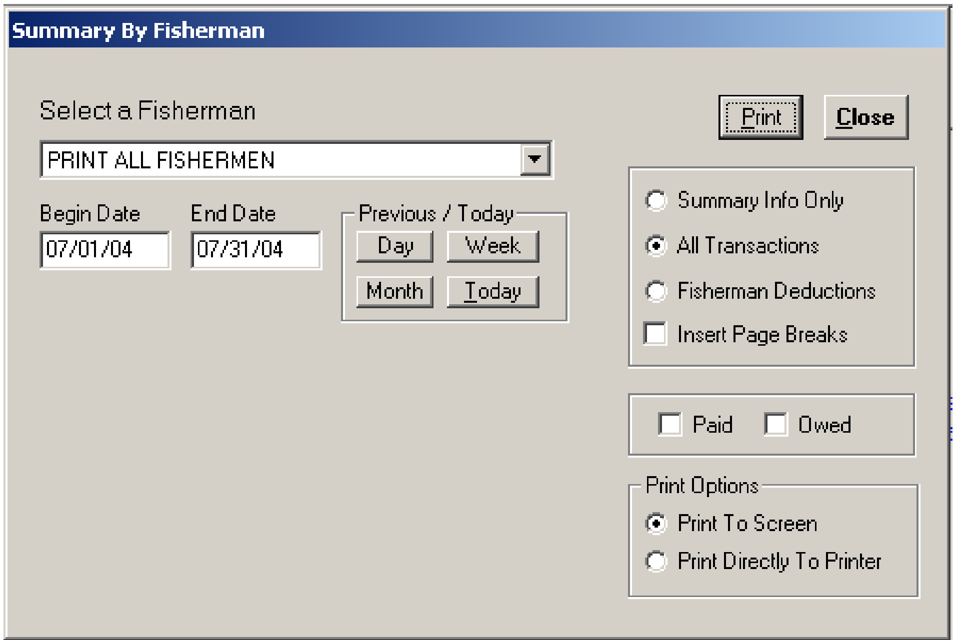
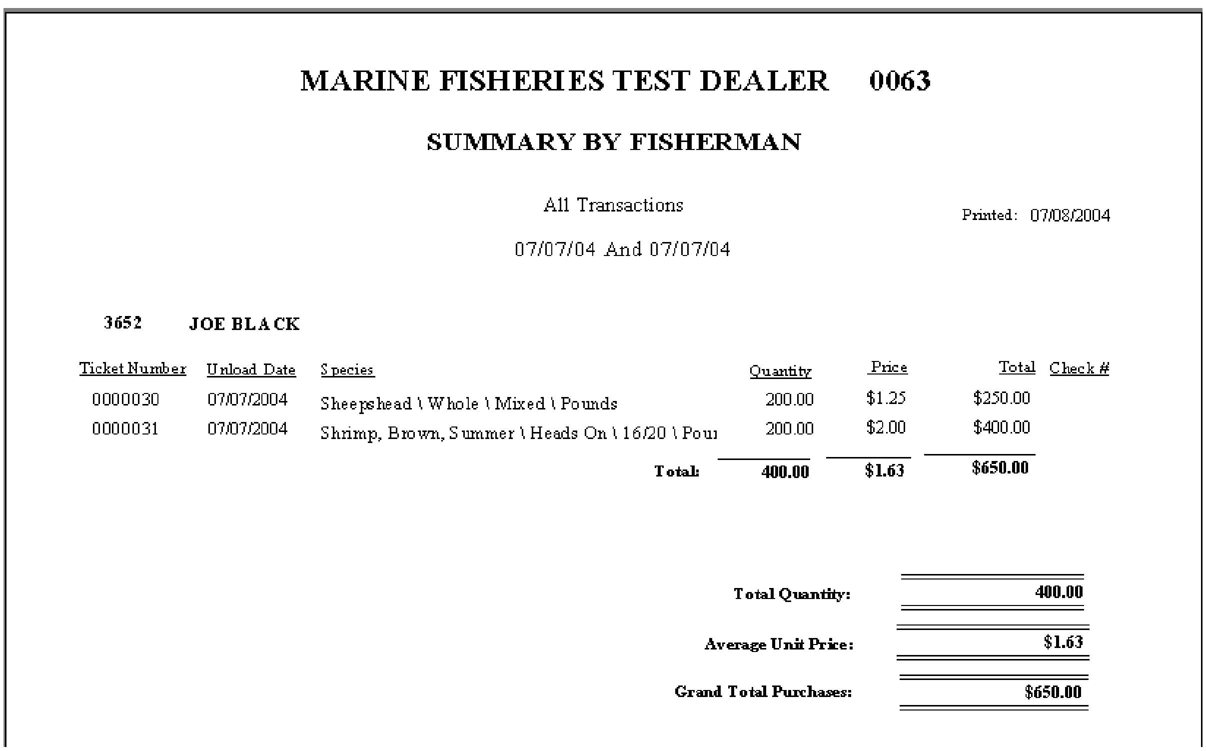


Figure 7.1.3



MARINE FISHERIES TEST DEALER 0063

SUMMARY BY FISHERMAN

All Transactions

Printed: 07/08/2004

07/07/04 And 07/07/04

3652 JOE BLACK

Ticket Number	Unload Date	Species	Quantity	Price	Total	Check #
0000030	07/07/2004	Sheepshead \ Whole \ Mixed \ Pounds	200.00	$1.25	$250.00	
0000031	07/07/2004	Shrimp, Brown, Summer \ Heads On \ 16/20 \ Pou	200.00	$2.00	$400.00	
		Total:	**400.00**	**$1.63**	**$650.00**	

Total Quantity: **400.00**

Average Unit Price: **$1.63**

Grand Total Purchases: **$650.00**

Figure 7.1.4

7.2 Quota Monitoring Report

In order to further reduce the need for manual completion of paper reports, we recently updated the trip ticket software to produce the Quota Monitoring Daily Reporting Form (Log) from landings information entered into the trip ticket software. If you have permits for striped bass, summer flounder, black sea bass, spiny dogfish or river herring you are familiar with this form. By selecting a new report entitled *Quota Monitoring Report* from the reports drop down menu on the main screen (Figure 7.2.1), a report is compiled containing all the same information that is required on the daily form (Figure 7.2.2). In fact, the report will look almost identical. The dealer may then print, sign and fax or e-mail the log to the Division. The instructions below will help you to use this new
Feature.

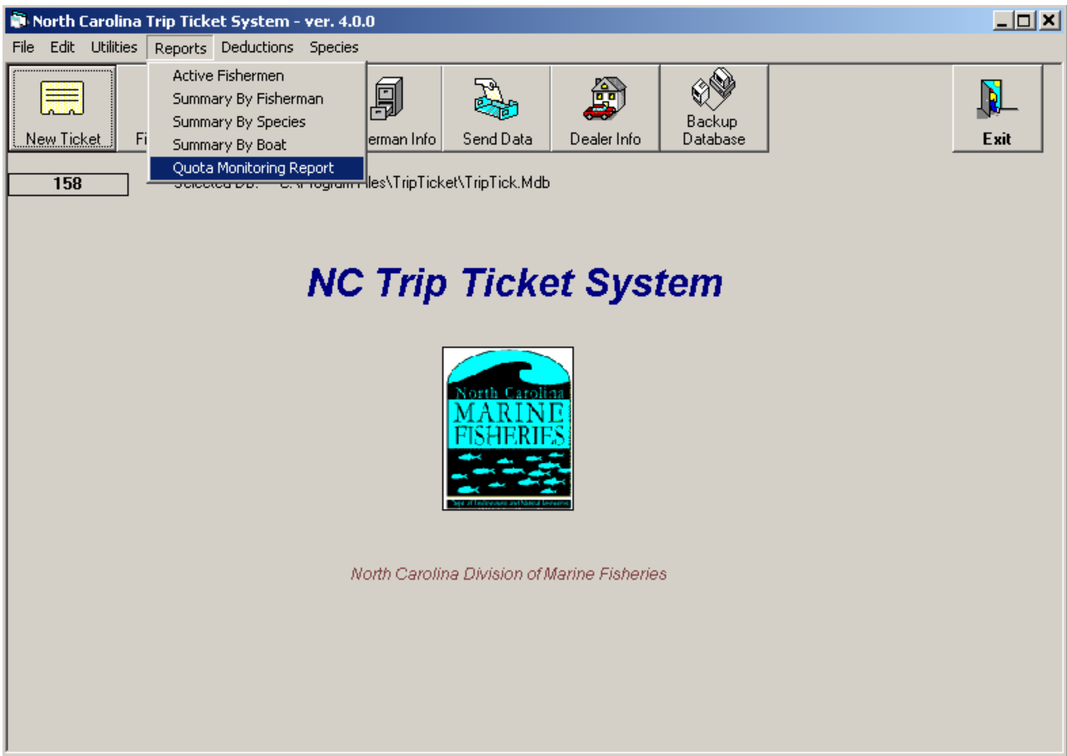


Figure 7.2.1

7.2a Printing a Quota Monitoring Report

1) When you wish to print a Report, select Quota Monitoring Report from the Reports menu on the main screen.
2) The program will ask you for a date. The date defaults to today's date but can be changed by backspacing over the date and entering the correct date. Once you have entered the correct date then click OK. The report compiles data based on unload date and as you remember, permitted dealers are required to report landings by the following day at noon.
3) The program will compile the landings and produce the report on the screen. At this point you can either print the form or export the form.

7.2b Submitting the Form

By Fax

1) Print the form by selecting the printer icon on the report screen. Sign, date and fax this to the Division at **(252) 264-3723** or **(252) 726-3903**. Keep a copy for your records.

By E-mail

1) The form may also be e-mailed to the Division by selecting the export icon (the envelope with red downward arrow) on the report screen, select Acrobat Format (PDF) with a destination of Disk File. Click OK.
2) You will then be queried for page range, select All. Click OK.
3) You will then be queried for the folder for the destination. We suggest you make a folder on your C:\ drive and name it Quota Reports. Save the export file to this folder. The name QuotaMon can remain the same or you can rename it.
4) You can then send the file as an attachment to an e-mail to **DENR.FLOUNDER.DMF@ncmail.net**

All reporting requirements otherwise remain the same. All permitted dealers must still submit daily regardless if they had landings or not. The form will check the No Landings boxes if there are no landings for a particular species, gear or location.

You will notice a couple of new features: 1) after entering striped bass you will be queried for the number of tags and 2) the Pamlico Sound water body is now divided up into three sub-areas consistent with the Quota Monitoring Reporting Form. Please select the appropriate water body and number of tags. These items are important to the proper management of the striped bass fishery.

You will not have to enter your permit numbers, we will take care of that on our end.

Chapter 8
Technical Support

If questions or problems arise, call your respective Port Agent first:

Dare, Hyde (Ocracoke only) and Tyrrell Counties
Marty Brill Office (252) 473-2158 Cell (252) 473-7657

Camden, Currituck or Pasquotank Counties
Joey Roberts Office (252) 264-3911 or (800) 338-7805 Cell (252) 312-5287

Beaufort, Bertie, Chowan, Craven, Davidson, Davie, Duplin,Franklin, Halifax, Hertford, Hyde, Jones, Lenoir Martin, Nash, Onslow, Perquimans Pitt, Wayne Counties
Jon Anglemyer Office (252) 948-3881 or (800) 338-7804 Cell (252) 974-4828

Carteret or Pamlico Counties
Chuck Davis Office (252) 726-7021 or (800) 682-2632 Cell (252) 808-7935

Brunswick, New Hanover or Pender Counties
Jack Holland Office (910) 796-7227 or (800) 248-4536 Cell (910) 620-9469

If you are unable to reach a Port Agent and need immediate assistance, call the Morehead City headquarters for DMF and ask for:

Don Hesselman (252) 808-8099 or (800) 682-2632 X8099
or the DMF Help Desk (800) 682-2632 X8111