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Introduction

The Great Lakes Electronic Fish Harvest Reporting System (EFHRS) has been developed in response to recommendations made by the Commercial Fishing Task Force to the Natural Resources Board.

This system will record and report all elements of the commercial catch, replace the current biweekly reporting system, reduce paperwork and improve the timeliness and accuracy of reports. The EFHRS discussed in this manual is a web-based application allowing the user to enter fishing data using the internet. Before accessing EFHRS, a Web Access Management User ID (WAMS ID) must first be created allowing individuals to access secure State of Wisconsin internet applications. Without a valid WAMS ID, access to EFHRS is prevented.

This document contains two separate manuals:
• Step-By-Step Instructions On How To Create A WAMS ID
• Step-By-Step Instructions On How To Enter Fishing Information Into EFHRS

If you have any questions about the WAMS ID OR EFHRS instruction manual, please contact:

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WAMS ID FACTS
• WAMS stands for Web Access Management System.
• Each fisher who enters, submits or reviews their commercial fishing information in EFHRS must have a WAMS ID account in their name.
• The WAMS ID provides a personal and private EFHRS access pathway and should always be treated as such.
• Users should not share or give their WAMS credentials to anyone because of the confidentiality of the commercial fishing reports.

EFHRS FACTS
The second manual provides the user with directions for accessing and using the EFHRS program. Containing detailed instructions and photos, this manual should allow any EFHRS user the ability to easily and accurately enter and submit the required daily fishing activity information using the internet.

This manual was written for the beginning computer user. We assumed that a wide range of computer expertise exists in our user group, so we decided to be very detailed in our instructions.

Important tips throughout the manual will be colored red.
Creating a Web Access Management User ID (WAMS ID)

**IMPORTANT:** You must have a valid email address or you will need to create one before moving on to the steps below.

1. Open your web-browser; Chrome, Internet Explorer, Safari (Chrome is preferred).
2. Navigate to your browser’s address bar and type: [https://on.wisconsin.gov/WAMS/home](https://on.wisconsin.gov/WAMS/home) and hit the enter key.
3. You will be brought to this page:
4. Select the Self-Registration link:

![Web Access Management System (WAMS)](image)

5. You will be brought to this page:

![User Acceptance Agreement](image)

This page contains the User Acceptance Agreement. Please scroll down to the bottom of the page and select the Accept button at the bottom of the page.
6. You will be brought to this page:

You will need to fill all the required fields which are designated with an *

**PROFILE INFORMATION**
- First Name*
- Last Name*
- E-Mail* (enter your existing email address)

If you don’t have a valid email address, you must create one before completing this step.

**ACCOUNT INFORMATION***
- **User ID:** Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers.
- **Password:** Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User Passwords are case sensitive.
  - Re-enter Password

**ACCOUNT RECOVERY***
Compose a question and answer used for account recovery purposes. After completing all the required entries, select the Submit button.
7. You will be brought to a page that looks like this:

8. Open your personal email program (Yahoo, Gmail, etc.) and log in to your email
9. You should receive an email containing a Web Link from Wisconsin.gov. This may take time depending on your email provider and internet speed.
10. Select that Web Link and you will be brought to this page:
11. Enter your User ID and Password you created earlier and select the Login button. You will be brought to this page:

![Login Page](image)

12. Congratulations you have created and activated your WAMS ID and now will have access to the EFHRS program.

**Once you’ve successfully created your WAMS ID you will need to send your WAMS username (not password) to: Allen.Blizel@wisconsin.gov.**

Providing your WAMS ID username to the DNR is needed so that we can setup your account within the EFHRS system. Since the DNR will not have access to your password, no one, except for you, will be able to enter information on your behalf. Your WAMS ID confidentially identifies who you are while providing an extra layer of EFHRS security protocols.

If you have any questions or concerns, please email Al Blizel at [Allen.Blizel@wisconsin.gov](mailto:Allen.Blizel@wisconsin.gov).
GETTING STARTED
Follow the steps below to login to the EFHRS program.

STEP 1
Go To Your Internet Browser

Navigate to your computer's browser's (ex. Chrome, Internet Explorer, Safari) (Google Chrome is recommended) address bar and type https://app.wi.gov/fishharvest and push the enter key. This will bring you to the EFHRS Login page.
STEP 2
Enter WAMS ID and Password
Select the WAMS ID field and type in your personal WAMS ID. Select the Password field and type in your secure personal WAMS password.

STEP 3
Login To The EFHRS
Select the Login button to login to the EFHRS.
EFHRS DASHBOARD

Your personal Dashboard (homepage) will display and look similar to this:

The Dashboard (homepage) displays three components: Main Menu, Flipcards and Quotas

1. **MENU**
   - **Home:** Returns the user back to the Dashboard from any other page
   - **Recent Entries:** Takes the user to the recent entry page to view entered information
   - **Trap Nets:** Takes the user to the trap net page to enter trap net information
   - **Add New Entry:** Takes the user to the new entry page to enter new information

2. **FLIPCARDS**

3. **QUOTAS**
   - **Quotas**
     - Michigan - Zone 1 - Lake Whitefish
     - Michigan - Zone 1 - Yellow Perch
     - Michigan - Zone 2 - Lake Whitefish
2. **FLIPCARDS**
   - **Crew:** Displays the number and name(s) of all crew members approved to access EFHRS on behalf of the licensed captain for the purpose of entering and submitting certain harvest data.
   - **Boats:** Displays the number and names of the boats currently registered under your fishing license.
   - **Contract/Permit:** Will display a 0 if you do not possess a valid Rough Fish Contract or Restricted Area Permit; display a 1 if you possess either a valid Rough Fish Contract or Restricted Area Permit; and displays a 2 if you possess both a valid Rough Fish Contract and Restricted Area Permit.

   **If you move the cursor over any flipcard, specific details of your crew, boats and contracts/permits will be displayed.**

3. **QUOTAS**
   Displays all issued quotas, total harvest to-date and percent caught to-date by zone and species.

**EFHRS DATA ENTRY**
To enter the required daily fishing activity information, select Add New Entry.
You will be taken to the Add New Entry page which will look similar to this:

ADD NEW ENTRY FIELDS

**DATE FISHED** (Required)
The current date will appear in the Date Fished field. If you need to enter a date other than today’s date, select the calendar icon and choose the date you want. You can only add information that is less than two weeks old.

**FISHING TYPE** (Required)
Select between the options of Open Water or Ice Fishing. By default, Open Water is selected (indicated by the black dot in the white circle to the left of Open Fish Port). If you are reporting ice fishing, select the Ice Fishing white circle.

**LICENSE NUMBER** (Required)
If you have one license for your name, select that license:
If you have multiple licenses in your name, select the license number that you are reporting fishing activity for from the pull-down list.

**License Number**  
*Required*  
Choose A License  

**Choose A License**  
LM-6  
LS-1111  
LM-6006  
LM-738

**BOAT**  
(Required)  
*Single Boat On A License*: The boat field is populated automatically with your boat name and cannot be changed.  
*Multiple Boats On One License Or Fleet Reporting*: Select the boat name from the pull-down list used for this fishing trip:

**Boat**  
*Required*  
Choose A Boat  

**Choose A Boat**  
Carolyn  
Faith II

Back To Top
**PORT** (Required)
Select the port from the pull-down list to select the port where you landed your catch:

**GEAR TYPE** (Required)
Select the gear type you fished from the pull-down list:

The gear type you select will determine which data screen will appear next because not all gear types require the same effort information.
EXAMPLES DATA ENTRY SCREENS
The following are examples of the different data entry screens representing the different types of gear:

**GILL NET**
Bottom and Gill Net Floated

**GILL NET**
Day Set

**ENTRAPMENT GEAR**
Trap Net
**DAILY REPORTING SCENARIOS**

To complete a daily fishing record regardless of gear type, the EFHRS requires that all required fields be filled with data. However, there is an EFHRS exception allowing you to skip entering the actual weight value until some future time the same day after the official weight is known.

Also, if you try to save the record but forget to enter any required data, the EFHRS will notify you by displaying a reminder (error) message.

We’ve identified six data entry scenarios and their respective solutions.

**Complete Daily Reporting Scenarios** (Entering Both Estimated And Actual Weights Of Fish):

1. **Reporting One Fishing Effort And The Harvest Of Only One Species**
2. **Reporting One Fishing Effort And Harvesting More Than One Species**
3. **Reporting More Than One Fishing Effort An A Day**

**Incomplete Daily Reporting Scenarios** (Entering Just The Estimated Weight):

4. **Reporting All Fishing Efforts Except You’re Missing One Actual Weight**
5. **Reporting All Fishing Efforts Except You’re Missing More Than One Actual Weight**
6. **Trying To Save A Record With Missing Data**
SCENARIO 1
Reporting One Fishing Effort And Species

After selecting the Save button, which will save and submit your data to the DNR, you will be brought to a page that displays a confirmation message that your entry was saved successfully.
SCENARIO 2
Reporting One Fishing Effort And Harvesting More Than One Species

OPTION 1
After entering all the fishing information for your first species, select the **Add Species** button and choose your second species and fill in the other required data as shown in **Scenario 1**.

After selecting the **Save** button, which will save and submit your data to the DNR, you will be brought to a page that displays a confirmation message that your entry was saved successfully.
**SCENARIO 3**

**Reporting More Than One Fishing Effort In A Single Day**

You will need to complete the effort screens shown in the examples above for each change in gear type, grids or boats. This is similar to the current paper reporting procedure. If you, on any day, lift more than one gear type in different grids or on different boats, you must complete a new line on the report.

After entering all required fishing information for your first effort, select the **Save And Add Another Effort** button.
After selecting the **Save And Add Another Effort** button, you will be brought to a page that displays a confirmation message that your first entry for the day was saved successfully, which allows you to add different effort information for that same day.

At this point you can:

- Select the **Save** button and return to your Recent Entries page
- Select the **Save And Add Another Effort** button and repeat the process as shown above
- Select the **Cancel** button and delete the harvest information on this page and return to the Recent Entries page
SCENARIO 4
Reporting All Fishing Efforts Except You’re Missing One Actual Weight

SCENARIO 5
Reporting All Fishing Efforts Except You’re Missing More Than One Actual Weight
To complete your entry for Scenario 5 and Scenario 6, you will need to provide data for all required fields as seen in Scenario 1 above.

For Scenarios 4 and 5, the following message box will appear at the top of your dashboard (homepage) anytime you are missing one or more actual weights for one or more days of fishing.

After selecting Enter Actual Weight Now, you will be brought a page that will look similar to this:

In our example, license LM-6006 & LM-738 have been issued to Allen Blizel.

As indicated, LM-6006 has two and LM-738 one missing actual weight. To enter the missing actual weights, select Add under the Actions column heading.
A screen similar to this will be shown:

Select one of the missing Act. Weight fields and enter the actual weight amount in pounds.
Select the other missing Act. Weight field and enter that actual weight amount in pounds.

Select the ☑️ Save button to save and submit your data to the DNR.
You will receive a confirmation notification that your actual weights have been saved.

You can then select either the button to print this record or the button which will bring you to your Recent Entries page.

**SCENARIO 6**

**Trying To Save A Record With Missing Data**

For Scenario 6, all locations where you are missing data will be highlighted in red.

To complete your entry for Scenario 6, you will need to provide data for all required fields as seen in **Scenario 1 above**.
REPORTING TRAP NET FISHING LOCATIONS

To add a new trap net fishing location, select **Trap Nets** from the menu bar.

Fill in the Grid, Name, Inside and Outside Buoy coordinates, Depth and Start Date (i.e., the date the trap was set). Enter coordinates in DD MM SS format.

Please note that the Trap Net Name cannot be duplicated during a calendar year.

Then click Add.

Under the blue line, you will find your previously entered nets (listed from newest to oldest).
When a net is moved, relaced or re-cast, you should enter the Set End Date for that net. By doing this, that net will become inactive.

Enter the new net's information as a new entry.

To look at your inactive nets, click on the inactive button on the top right corner.
**RECENT ENTRIES**
Select any one of the recent entries to display the details of that record.

The record will display like this:

![Record Display Example](image-url)
SORT YOUR DATA ENTRIES
You can sort your recent entries by selecting any one of the column headings:

By default, you see all your recent entries in ascending date order for the current year. However, you can filter your recent entries to see data from just this month, this week or today.

To do this, select the corresponding button to view your data only for the selected window of time. In this example, only the entries from the current week were selected.

![Sorted Recent Entries]

**Recent Entries**

<table>
<thead>
<tr>
<th>Effort ID</th>
<th>Catch Date</th>
<th>Captain</th>
<th>License</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1167686477</td>
<td>05/06/2017</td>
<td>Blize, Allen</td>
<td>LM-736</td>
<td>Blize, Allen</td>
</tr>
<tr>
<td>1078718863</td>
<td>05/08/2017</td>
<td>Blize, Allen</td>
<td>LM-738</td>
<td>Blize, Allen</td>
</tr>
<tr>
<td>407591433</td>
<td>06/05/2017</td>
<td>Blize, Allen</td>
<td>LM-738</td>
<td>Blize, Allen</td>
</tr>
</tbody>
</table>
EDITING DATA
The edit button is only available for selection up to 11:59 p.m. for the date of entry after you save the data on the Effort page.

If you select the edit button within this day, you can make any necessary changes to your data and re-save with those changes.
DELETING DATA
The delete button is only available up to 11:59 p.m. after you save the data on the Effort page.

If you select the delete button within this time frame, you will see this:

Select the OK button and this record will be deleted or the select the Cancel button to not delete this record.
EXPORTING DATA
You may export your recent entries from the Recent Entries page into an Excel spreadsheet.

If you'd like to export data from specific time periods, you may do so by selecting your preferred time period (previous year, this year, this month, this week or today). Once you have selected the time period, click the Export Data button.
PRINTING DATA
Selecting the button on your Recent Entries page for example, allows you to print a copy of your fishing harvest data for your records. This button is found on more than just the Recent Entries page, but it functions the same regardless of the page you select it from.

After selecting the button, you will be brought to a page that looks similar to this (if you are using Chrome as your internet browser):

Select the print button on this page and your document will be sent to your printer.

If you are using a different internet browser than Chrome, you will be prompted to print the document to your printer without a preview.

EXITING THE EFHRS PROGRAM
You can exit the EFHRS by selecting Logout from the menu bar.