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# ELECTRONIC CHARTER BOAT REPORTING FOR LAKE MICHIGAN

## Instruction Manual

July 2024

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# Getting Started

The Illinois Department of Natural Resources (ILDNR) designed an electronic harvest reporting form for Lake Michigan Charter Boat operators as an easier alternative to existing paper reporting. This reporting form is powered by ESRI's ArcGIS Survey123 application and can be accessed via your web browser or the Survey123 field App on your personal computer and mobile device.

Access via Survey123 App, first download and install the free ArcGIS Survey123 Field App from your app store.



Google: <https://play.google.com/store/apps/details?id=com.esri.survey123>



Apple: <https://apps.apple.com/us/app/arcgis-survey123/id993015031>



Microsoft: <https://apps.microsoft.com/detail/9NBLGGH5WMRR?rtc=1&hl=en-us&gl=US>

Once the Survey123 app is loaded on your device, exit out of the app and either 'Ctrl' + Click on the link below or use your device's camera to scan the QR code to connect to our reporting system:

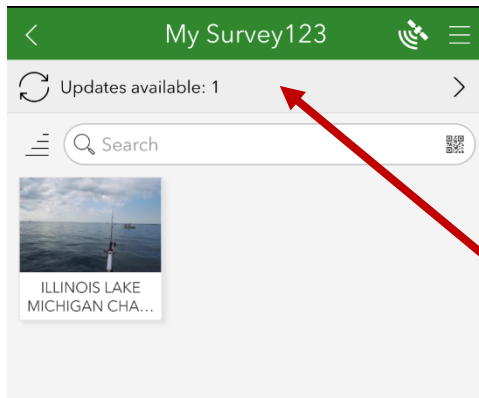
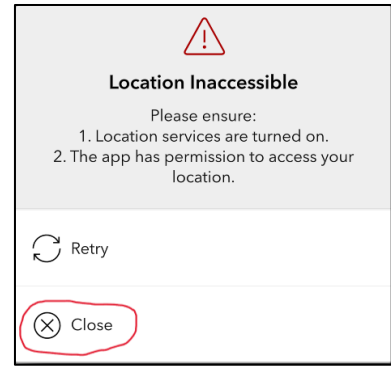
<https://arcg.is/qvDrP>



Next, select "Open in the Survey123 field app". Once it opens you will then see the startup screen to the right. Tap "Continue without signing in".

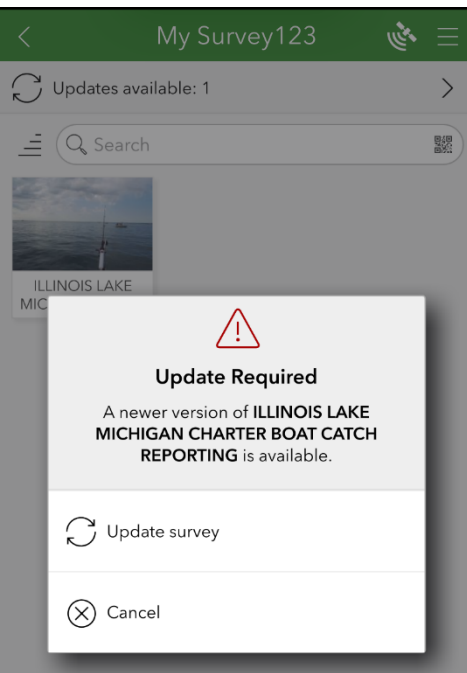


Then, you'll be asked "Allow Survey123 to access this device's location?" Choose "Don't allow" and then "Close" because we're not collecting your personal location with this app.



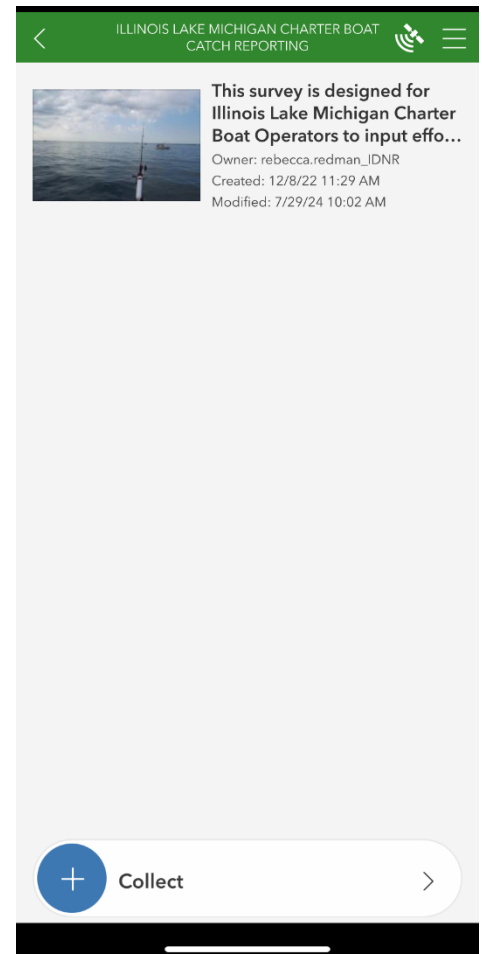
The reporting form icon (image on left) will automatically load onto your Survey123 screen.

If there's an update available, you are required to click on it and choose "Update Survey" before you can submit your next report.



Required updates generally only take a few seconds to load and ensure all users are accessing the most current version.

Once the survey is loaded (image to right) click on "Collect" to begin entering a trip report. Continue to [Page 5](#) to read the Report Entry Instructions.

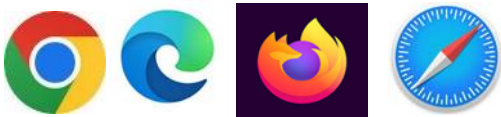


Access via Web Browser: Press 'Ctrl' + Click on the link below, cut and paste it into your web browser or scan the QR code.

<https://arcg.is/qvDrP>



Supported browsers include **Gogle Chrome, Microsoft Edge, Firefox, and Safari.**



Then, Select "Open in browser". Once the survey loads, the screen to the right should appear.

Continue on [Page 5](#) to read the Report Entry Instructions.

**Tip:** For easier access next time you need to submit a report try Bookmarking the provided web address on your device or Adding it to the Home Screen on your mobile device.

## IL Lake Michigan Charter Boat Operator Catch Reporting Form

A report must be submitted for each charter fishing trip that occurs during the season and must be received on or before the 15th day of the following month. If multiple trips occur on the same day, you must enter a separate report for each trip.

If no charter fishing trips occurred during a reporting month, then click "No" fishing occurred (Question 5 below), select the reporting month, sign and submit your report. If done fishing for the season, then click "No More Fishing for the Current Year", select the reporting month and this signed and submitted report will serve as your final report for the season (i.e., reports do NOT have to be submitted for subsequent months).

**Note:** Once you click Submit your responses are final, so check your answers before submitting. In the event an incorrect report is submitted, please submit a second report for that trip with the correct information and label it "CORRECTED REPORT" in the comment box near the end of the form.



# Charter Report Entry Instructions



Survey123 App

This Callout Box will appear to highlight format differences in the reporting form when viewed in the SURVEY123 App as opposed to the web browser.

## Operator Information

1. First, you will see an auto populated date and time. You don't need to enter anything here.

2. Enter your pin number.

3. Next, enter your first name.

4. Then enter your last name.

5. **Be sure to enter your current ILDNR charter boat operator permit number; it can be found on the Charter Boat Permit letter ILDNR provided for the current season.**

6. Answer the question, "Did Charter Fishing Occur this Month?"

**Pin Number\***

**First Name\***

**Last Name\***

**Illinois Charter Boat Operator Permit Number\***  
Enter your Illinois operator permit number for the current season. It can be found on your Charter Boat Permit letter provided by ILDNR.

**Did Charter Fishing Occur this Month?\***  
When no more fishing will occur for the season, one final report must be submitted stating "NO MORE FISHING FOR THE CURRENT YEAR" and reports will NOT have to be submitted for subsequent months.

YES     NO     NO MORE FISHING FOR THE CURRENT YEAR

- If you answered **YES**, continue to **CHARTER FISHING REPORT** on [Page 6](#).

- If no fishing occurred, then continue to **DID NOT FISH THIS MONTH** on the next page.

# DID NOT FISH THIS MONTH

1. If no fishing occurred, but you plan to fish in subsequent months, select **“NO”** and continue to Step 3 below.
2. If you answered, **“No more fishing for the current year”** this report can serve as your final report for the season as long as you complete Steps 3 – 6 below.
3. Select the reporting month in the drop-down menu.
4. Enter comments, if any.
5. Sign in box provided and click Submit. The Thank You screen below signifies your response was accepted.

**Did Charter Fishing Occur this Month?\***

When no more fishing will occur for the season, one final report must be submitted stating "NO MORE FISHING FOR THE CURRENT YEAR" and reports will NOT have to be submitted for subsequent months.

YES  NO  NO MORE FISHING FOR THE CURRENT YEAR

**Select Reporting Month\***

-Please select-

**Comments**

Enter any additional comments related to the trip (e.g., see lamprey wounds) or note if this is being submitted as a Corrected Report for Trip Date: mm/dd/yyyy.


**Signature\***  
Submitter must sign in the space provided.

Please sign above the line

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. Under penalty of perjury, I hereby declare and affirm that the above-mentioned electronic signature is, true and correct.

Submit



 **Survey123 App**

*Signature: Click on the pen icon and sign in the box provided. Then, click the checkmark in the lower right corner.*

*You can either submit the trip report by selecting Send Now or Save it in your Outbox for later. Any unsent surveys will appear in your Outbox and any submitted surveys in your Sent box.*

Signature \*

Submitter must sign in the space provided.

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Survey Completed

Your device is online.

Send now

Continue this survey

Save in Outbox

# Charter Fishing Report

1. Select the date of your trip using the calendar feature. If you led multiple trips in one day, you must enter separate reports for each trip.
2. Be sure to use the drop down menu to select your Departure Port.
3. Be sure to use the **drop down mean to select the grid in which most fishing occurred.**

**Date of Trip\***  
Enter Trip Date.

**Port\***  
Use the drop down menu to select the port of your departure for this trip. If you departed from an out-of-state port, please select the appropriate state.

**Location by Grid Number\***  
Use the drop down menu to select the Grid in which most fishing occurred. If needed, refer to the lake chart above.

4. Enter the number of **Illinois resident** anglers in your fishing party, including captain and crew if they fished.
5. Enter the number of **non-resident** anglers in your fishing party, including captain and crew if they fished.
6. Enter the number of lines fished during this trip.
7. Enter the number of hours in which the party engaged in fishing. Do Not include running time.
8. Answer Yes or No to the question, Were fish harvested?

**Number of Resident Anglers\***  
Enter the number of Illinois resident anglers in the fishing party, including crew members if they fished.

**Number of Nonresident Anglers\***  
Enter the number of non-resident anglers in the fishing party, including crew members if they fished.

**Number of Lines Fished\***  
Enter the number of lines that were fished from the boat.

**Total Hours Fished\***  
Enter the number of hours in which the party engaged in fishing. Do Not include running time.

**Were Fish Harvested?\***

Yes  No

# Charter Fishing Report continued

9. Enter the total number of  
Lake Trout,  
Coho Salmon,  
Brown Trout,  
Rainbow Trout,  
Chinook Salmon,  
Pink Salmon,  
and Atlantic Salmon harvested.

**Note:** *entry fields for all the targeted species are not shown here but will appear in the survey.*

**Number of Lake Trout Harvested**  
Enter the number kept during this trip.

**Number of Coho Salmon Harvested**  
Enter the number kept during this trip.

**Number of Brown Trout Harvested**  
Enter the number kept during this trip.

**Number of Rainbow Trout Harvested**  
Enter the number kept during this trip.

10. Enter the number of Yellow Perch harvested, if any.

11. Answer the question, “Were any additional species harvested?”

12. If you answered **Yes**, type in the number and name of other fish species harvested.

**Number of Yellow Perch Harvested\***  
Enter the number kept during this trip.

**Were Any Additional Species Harvested During This Trip?**  
Examples include: Brook Trout, Channel Catfish, Freshwater Drum, etc.

YES  NO

**Other Species Harvested**  
Enter the Number and Name of additional species kept during the trip (e.g., 1 Freshwater Drum, 1 Brook Trout, 1 Channel Catfish, or 1 Catfish if unknown species)

# Charter Fishing Report continued

13. Enter color and/or number on any tags observed on fish, if any.

14. Enter any comments about your trip. Character limit 255. If you're submitting a corrected report note that here.


15. Sign in the box provided and hit the Submit button. This section and Step 16 below will look a bit different if using the App; refer to [Page 5](#) for details.

16. When you see this screen, you are done with the trip report and can either close the survey or submit another one.

**Tag Numbers**  
Enter the color and number on any tags observed on fish caught during this trip.

**Comments**  
Enter any additional comments related to the trip (e.g., sea lamprey wounds) or note if this is being submitted as a Corrected Report for Trip Date: mm/dd/yyyy.

**Signature\***  
Submitter must sign in the space provided.

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Please sign above the line

Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. Under penalty of perjury, I hereby declare and affirm that the above-mentioned electronic signature is, true and correct.

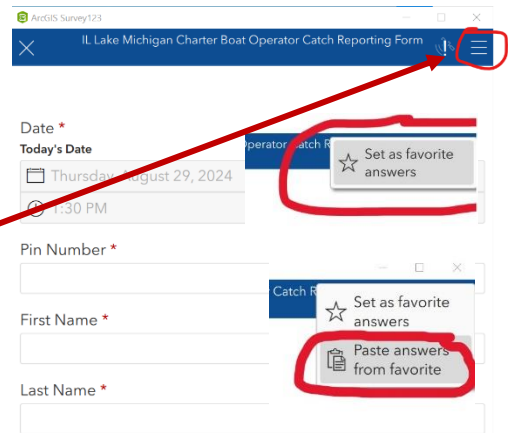
[Submit](#)



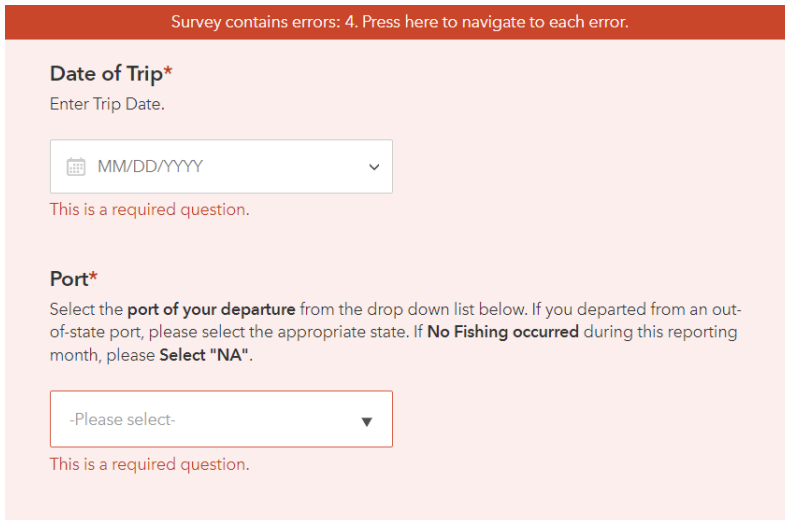
# Frequently Asked Questions

## 1. Can I avoid typing in my pin # and name every time I submit a report in the App?

**ANSWER:** Yes. Enter your pin #, first and last name, then click the hamburger icon in the upper right corner and select “Set as favorite answers”. To call up your favorites on the next report submission, simply click the hamburger icon again and select “Paste answers from favorite”.



## 2. I submitted my trip report and got an error message. How do I fix it?



**ANSWER:** If you submit an incomplete report, Survey123 will prompt you with an error message and the missing required field(s) will be highlighted in **RED** so you can quickly navigate back and fill in the appropriate response(s). Be sure to hit the “Submit” button once you have completed all the missing fields.

## 3. I accidentally submitted a report with incorrect information. How do I fix it?

**ANSWER:** Your responses are recorded as soon as you see the “Your response was submitted successfully” screen, so first try avoiding this scenario by checking your answers before Submission. If you realize there are errors after submission, then you’ll need to enter a second electronic report for that trip with the correct information AND type “Corrected Report” in the Comments Box provided. **Do NOT use the Edit and Resend feature in the Survey123 App** as it leads to data errors and in some cases lost reports.

## 4. My web browser timed out. Do I have to start all over on the report I was entering?

**ANSWER:** The electronic reporting form is programmed to save your progress during data entry, so if your web browser times out or you need to refresh your browser while entering a trip report you shouldn’t have to start all over. Survey123 will repopulate responses that had already been entered.

**4. Is Dark Mode available for Survey123?**

**ANSWER:** Unfortunately, there is no Dark Mode available for the Survey123 App at this time. Users must adjust screen brightness within their phone or mobile device settings.

**5. Can I pinch in and out to zoom the screen when using Survey123 on a mobile device?**

**ANSWER:** When accessing the reporting form via web browser you can pinch in and out to zoom and shrink the screen, but this option is not available in the Survey123 App.