

Quinault Tribal Electronic Fish Ticket System (TEFTS) Tablet App User Manual

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This manual describes usage of the TEFTS Android App.

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Quick Start Guide

“Dealer” refers to the person within a TEFTS Dealer Organization that has Dealer Admin permissions. This means they can access the TEFTS Portal, Admin Backend, and make changes there as well as being able to access and use the tablet application. “Buyer” refers to a person in a Dealer Organization that can access the tablet application and enter fish tickets but may not have permission to utilize the TEFTS Portal online. Dealer and Buyer MAY BE the same person for a Dealer Organization.

Dealer Quick Start Instructions

These steps guide a dealer in installing the TEFTS app on the Android device and accessing data from the Quinault TEFTS portal.

Step 1 - Download the TEFTS app on the Android device (See [How to Download the TEFTS App](#))

Step 2 - [Register each Android device](#) by entering their account information provided by your TEFTS Administrator.

Step 3 - Provide each Buyer with a registered device for their use in entering fish ticket information.

Step 4 - After fish tickets have been entered and transmitted, log into the TEFTS portal at <https://tefts.quinault.org/accounts/signin/>

Step 5 - Download fish tickets as a CSV file or PDF file (See [How to Download Fish Tickets](#))

Buyer Quick Start Instructions

These are the steps the buyer follows to use the device in recording fish ticket data. This assumes the device has already been registered.

Step 1 - Launch the TEFTS App.

Step 2 - Click the Log In button

Step 3 - Enter your initials and click the Login button.

Step 4 - Enter a Fish Ticket by clicking on the type of Ticket that you want to create. (See [Enter a Fish Ticket](#))

Detailed Instructions

Android Device

This section describes all features of the Android device for the Tribal Electronic Fish Ticket System (TEFTS app).

“Dealer” refers to the person within a TEFTS Dealer Organization that has Dealer Admin permissions. This means they can access the TEFTS Portal, Admin Backend, and make changes there as well as being able to access and use the tablet application. “Buyer” refers to a person in a Dealer Organization that can access the tablet application and enter fish tickets but may not have permission to utilize the TEFTS Portal online. Dealer and Buyer MAY BE the same person for a Dealer Organization.

Dealer Instructions

Downloading the TEFTS app for the first time

The TEFTS app is downloaded at Google PlayStore. You must be in a WiFi enabled area, and have the tablet connected to WiFi.

1. Using the tablet on which you want to install Quinault TEFTS, sign in to a Google account for which you can perform all the authentications Google will require. You do not need to sync all of your Google settings if you are using a personal Google account; you can skip through those prompts.
2. Open Google PlayStore, and sign in if needed.
3. Search for Quinault TEFTS. There may be an application called TEFTS that belongs to NWIFC – take care to choose the Quinault TEFTS application.



Install TEFTS

In Google PlayStore, after you've selected Quinault TEFTS, click the Install button and wait for the download/installation to occur. Then click the Open button.

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Dealer registering a new device for the first time

(This must be done in a WiFi enabled area, and you must have a Dealer Admin username and password that exists on the TEFTS Portal.)

1. Open the TEFTS app either immediately after installing from Google PlayStore or at another time by clicking the app icon on the tablet.
2. Launch the TEFTS app and enter a valid username, password, and device name and click the **Register** button. The device name can be any text of your choosing, such as "Darin Merrill's TEFTS Device". The username and password must be for an Administrator account associated with the Dealer for which the device will be used to enter tickets. Each of Jolly Rogers and Quinault have separate Administrator accounts.
3. The Android device syncs with the online portal and makes any updates. This may take a few minutes.

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How to uninstall the TEFTS app

You may need to uninstall the TEFTS app when a new version becomes available.

1. Launch the TEFTS app.
2. Go to settings (tap on the settings item under the vertical ellipsis button (:)) in the upper right corner of the screen).
3. Tap "**Deregister device**".
4. Confirm "**Deregister Device**".
5. Exit the TEFTS app.
6. Go to Settings for the Android device.
7. Find the **Application Manager** or **Applications**.
8. Tap on **TEFTS**.
9. Tap **Uninstall** and confirm by tapping **OK**.
10. On some Android devices you can uninstall an app by long pressing and dragging the icon for the TEFTS app to the trash can.

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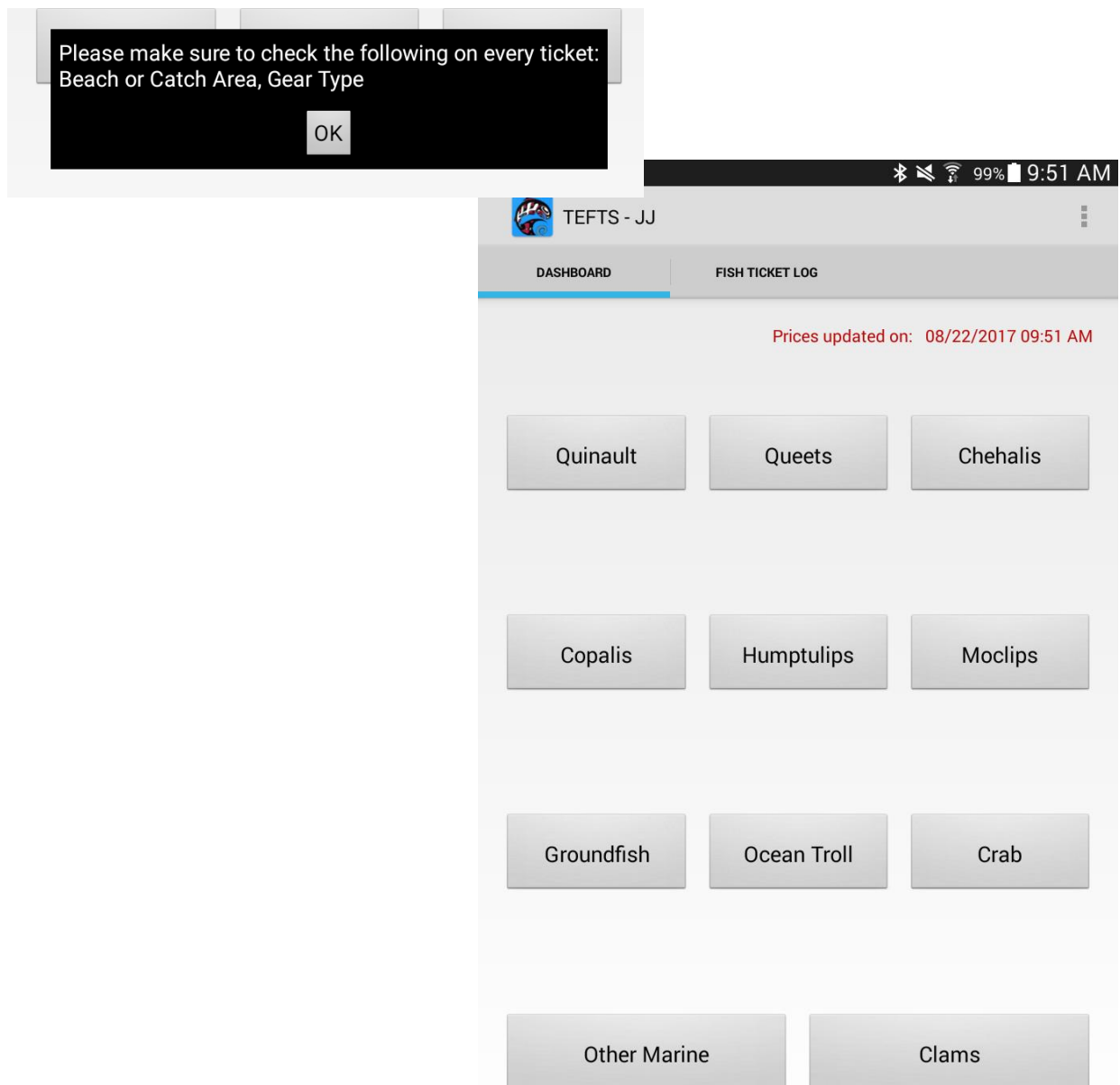
How to change the data syncing timer

1. Launch the TEFTS app.
2. Select the **Settings** item under the vertical ellipsis icon (:)) in the upper right corner of the screen.
3. Click **Sync Tickets and Lookup Tables**.
4. Select the desired sync timer. [Back to Dealer Quick Start](#)

Buyer Instructions

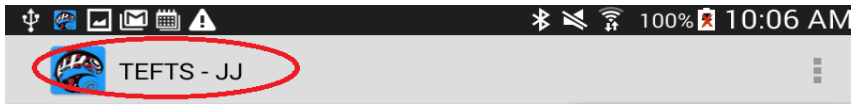
Buyer Login to the TEFTS App

1. Buyer launches the TEFTS App
 - a. If this is a first-time login or the previous user has logged out, click the **Log In** button.
 - i. Enter your Buyer's initials on the login screen and click the Login button.
 - ii. The Dealer Dashboard will be displayed
 - b. If you were logged in last time, the Dealer Dashboard will be displayed.
2. The Dealer Dashboard is preceded each time of opening the application by a warning dialog reminding you to check the Catch Area and Gear Type for the ticket(s) you are planning to enter. Take this advice to heart, then click OK to proceed to the Dashboard.

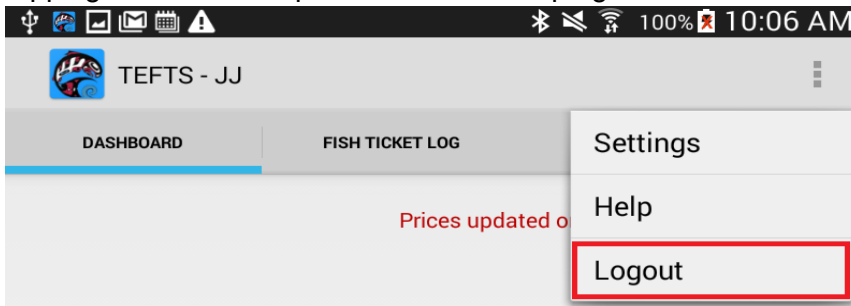


Buyer Logout from the TEFTS App

1. The TEFTS app will remember the last Buyer logged in each time the app is started. The currently logged-in Buyer can be confirmed by checking the Buyer's initials at the top left of the dashboard.



2. If another Buyer will be using the tablet, first log the current Buyer out from the tablet by tapping the vertical ellipsis button at the top right of the screen and choosing Logout.



Dealer Dashboard

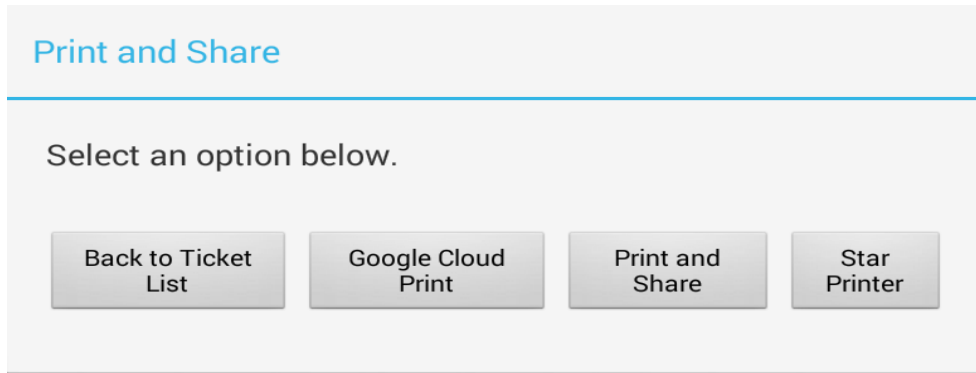
1. The Dealer Dashboard includes buttons for 11 different customized workflows for entering tickets. The process for entering a fish ticket is essentially the same for each workflow, but the available Catch Areas, Species, and Grades are customized for each workflow.
2. Lookup tables, including daily price information will be downloaded to the tablet automatically when the tablet is connected to Wifi. The last download time for price information will be displayed at the top of the Dashboard page.
3. See the [Quinalt TEFTS Admin Manual](#) for detailed instructions on customizing the Catch Areas, Species, Grades, and Prices for each workflow.

Enter a Fish Ticket

1. Launch the Quinalt TEFTS app and log in using the Buyer's initials.
2. Click the button for the desired type of ticket (Quinalt, Queets, Chehalis, Copalis, Humptulips, Moclips, Groundfish, Ocean Troll, Crab, Other Marine, or Clams)
3. Manually enter the Fisherman's Enrollment Number for the Fisher ID. The enrollment numbers for all Quinalt tribal members are pre-loaded into the system and will be displayed in an auto-completing drop-down menu. See the [Quinalt TEFTS Admin Manual](#) for instructions on adding or deactivating a tribal member.
4. The Tribe will always default to QUINALT. If the ticket will be for a fisherman that is not a Quinalt tribal member, or the fisherman's enrollment number does NOT appear in the drop-down menu, type in the full name of the fisherman in the Fisher ID field. If the fisherman is also the Grounds Owner or Grounds Owner is not applicable for the ticket type, be sure to check "Is Grounds Owner" before clicking Enter.

Note that a fish ticket with an unknown fisherman can be transmitted to the host, but cannot be imported into QuickBooks until a valid Fisher is associated with the fish ticket in the Admin Backend. See the [Quinault TEFTS Admin Manual](#) for details on updating the Fisher for a ticket.

5. Click the Enter button to begin entering ticket details.
6. At the top of the ticket form, enter the header data which consists of: Catch Area, Gear Type, and, if applicable, Grounds Owner.
7. The Grounds Owner drop-down list will default to the Fisherman entered on the first screen. Only change this value if the Grounds Owner is different from the Fisherman.
8. Enter the catch data which consists of: Species, Disposition, No. of Fish, Pounds, Grade, Price Per Pound, Unit Type, and Buyer Notes/Comments. The labels of the required fields will be highlighted in red. The average weight per fish will be calculated and a warning will be displayed if it is less or more than the typical average weight for the species. See the [Quinault TEFTS Admin Manual](#) for instructions on customizing the lower and upper bounds for the average weight validation by species.
9. Tap **“Save & New Row”** to add more catch information or **“Save & View Summary”** to preview the ticket summary and close out the ticket.
10. To resume editing a ticket, tap the pencil icon in the upper righthand corner (to go to the first row) or tap any row to go directly to that row to make changes.
11. To enter an amount Taken Home, enter a new row, choose the Species, choose **“TKHM TAKEN HOME”** for Disposition, then enter the amount and 0 for Price.
12. Under **“Print and submit”**, choose the appropriate option. If a Star bluetooth receipt printer is connected via Bluetooth, you can choose the **“Star Printer”** option to print a receipt from the receipt printer. If the Star Printer option is chosen, an initial receipt will print, then you will be prompted to print another copy for the Fisher Receipt. Sign both copies of the Fish Ticket transaction receipt and file one for your records.
13. Otherwise tap the **“Wifi and Internet”** button to transmit the ticket data and access other printer options. A pop-up box will say “Uploading ticket” “Once your ticket is uploaded you’ll be able to print or email a pdf of the receipt” and offer you the options: **“Back to Ticket List”**; **“Google Cloud Print”**; **“Print and Share”**; and **“Star Printer”**.



If you have installed a print driver for a desktop printer available over Wifi, tap the **“Print and Share”** button and a popup will be displayed that will include an icon for your printer. Likewise, if Google Cloud Printing has been configured, click **“Google Cloud Print”** to connect to Google and see available printer options.

16. Note that **“Google Cloud Print”** will not work unless you have an enabled printer or have set it up for your network.
17. **“Print and Share”** will open a list of options that will differ by device. If you have set up a Gmail account and linked your Android device to it, that is the recommended option.
18. Select **“GMail”** and the program will take you to the mail program. Fill in the destination email address, subject header, and **“Send”**.
19. You will receive a PDF file of the fish ticket attached to an email at that destination address. You can print two copies of this, sign both and have the fisher sign both. The buyer and fisher each keep a copy

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Finish an incomplete Fish Ticket

1. An incomplete ticket is one that has never been printed or transmitted to the host. Incomplete tickets can still be edited until they are transmitted.
2. Go to the Quinault TEFTS dashboard and either click the **Fish Ticket Log** tab or swipe the screen to the left.
3. Select the incomplete fish ticket that you want to complete.
4. Edit the ticket by tapping a catch row or click the **“edit”** pencil icon in the upper righthand corner of the screen.
5. Make edits to the catch information and click **“Save & New Row”** or **“Save & View Summary”**
6. Review ticket and click the desired option under **“Print & submit”**.

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Delete an incomplete Fish Ticket

1. Incomplete tickets cannot be voided, they should be deleted instead.
2. To delete an incomplete ticket, go to the Quinault TEFTS dashboard and either click the **Fish Ticket Log** tab or swipe the screen to the left.
3. Tap the red **“X”** under **“Void/Delete”** on the row for the fish ticket that you want to delete.

4. Confirm by tapping **“Delete”** fish ticket.

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Void a submitted Fish Ticket

1. Completed tickets cannot be deleted, but they can be voided.
2. Go to the TEFTS dashboard and either tap the **Fish Ticket Log** tab or swipe the screen to the left.
3. Tap the red **“X”** under **“Void/Delete”** on the row for the fish ticket that you want to void.
4. Confirm by tapping **“Void”**.

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Reprint a Fish Ticket

1. Go to the TEFTS dashboard and either tap the **Fish Ticket Log** tab or swipe the screen to the left.
2. Tap the **“Print”** button for the ticket that you need to reprint.
3. Choose the desired print option from the options presented.
4. If the Star printer was selected, tap **“OK”** to print the Fisher’s receipt.

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Make a correction to a submitted Fish Ticket

1. You cannot edit a submitted (Complete) fish ticket. You must instead first Void the original ticket and re-enter the correct information on a new ticket.
2. Go to the TEFTS dashboard and either tap the **Fish Ticket Log** tab or swipe the screen to the left.
3. Tap the red **“X”** under **“Void/Delete”** on the row for the fish ticket that you want to void.
4. Return to the Dashboard tab by tapping on the tab or swipe the screen to the right.
5. Tap the appropriate button to begin a new ticket and re-enter the correct information.

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Android Settings

How to check for the Android Quinault TEFTS App version number

To find the App version in Android:

1. On the Android device (outside of the TEFTS application) go to Settings → Applications, and find the item for TEFTS.
2. Tap the TEFTS icon to see the details about the application.
3. The app version number will be displayed under the App Name.

If you are authorized to view the Settings within the app, you can also find the version number on the Settings page:

1. Go to the Dashboard
2. Tap the vertical ellipsis button in the upper righthand corner and choose Settings.

3. Enter a valid username and password for a user with Administrator rights.
4. The app version number will be displayed at the bottom of the page, as well as the URL for the server that the app is configured to transmit to.

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How to change Remove Uploaded Tickets timer

This deletes completed tickets from the device after a selected number of days so the device's memory does not max out.

1. Launch the TEFTS app.
2. Click the **"Settings"** icon (:) in the upper right hand corner of the screen and click **"Settings"**.
3. Enter a valid username and password for a user with Administrator rights.
4. Click the **"Clean Up Completed Tickets"** button.
5. Select the one of the options ("After 1 day"; "After 7 days"; "After 1 month") for how long you want to save completed tickets on the device.

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How to change Sync Tickets and Lookup Tables timer

This sets how often the Android device will automatically check for updates and transmit completed tickets.

1. Launch the TEFTS app.
2. Click the **"Settings"** icon (:) in the upper right hand corner of the screen and click **"Settings"**.
3. Enter a valid username and password for a user with Administrator rights.
4. Click the **"Sync Tickets and Lookup Tables"** button.
5. Select one of the options ("Every minute"; "Every 2 minutes"; "Every 5 minutes"; "Every 15 minutes"; "Every hour") for how often the device looks for updates and transfers data to the portal.

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How to change Frequently Used List Choices options

This sets the user's most frequently used choices from the lookup tables and puts them at the top of the lists.

1. Launch the TEFTS app.
2. Click the **"Settings"** icon (:) in the upper right hand corner of the screen and click **"Settings"**.
3. Enter a valid username and password for a user with Administrator rights.
4. Click the **"Frequently Used List Choices"** button.
5. Select one of the options ("Show Top 3"; "Show Top 5"; "Show Top 10") for how many will be displayed at the top of each list.

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How to clear all ticket data from an Android device

This will permanently delete all fish ticket information that is saved on the Android device.

NOTE: Any untransferred completed tickets could be lost.

1. Launch the TEFTS app
2. Tap the “**Settings**” icon (:) in the upper right hand corner of the screen and click “**Settings**”
3. Enter a valid username and password for a user with Administrator rights.
4. Tap the “**Clear Ticket Data**” button
5. Confirm that you want to clear all tickets by clicking the “**Delete**” button

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How to clear list usage history from an Android device

This will clear the history of the user’s most frequently selected list items that are displayed at the top of each list.

1. Launch the TEFTS app
2. Tap the “**Settings**” icon (:) in the upper right hand corner of the screen and choose “**Settings**”
3. Enter a valid username and password for a user with Administrator rights.
4. Tap the “**Clear List Usage History**” button
5. Confirm by tapping the “**Delete**” button

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How to deregister the Android device

This will deregister the Android device from the Dealer organization that is associated with it. The buyer would not be able to create any more tickets until the Dealer has re-entered their user information.

To be performed by the Dealer or Buyer:

1. Launch the TEFTS app
2. Tap the “**Settings**” icon (:) in the upper right hand corner of the screen and click “**Settings**”
3. Enter a valid username and password for a user with Administrator rights.
4. Tap the “**Deregister Device**” button
5. Confirm by clicking the “**Deregister Device**” button. A message box will appear indicating that data will not be able to be entered until the device is re-registered. No data will be deleted that is on the device, but the device will no longer be able to talk to the server until it is re-registered.

To deregister a tablet using the portal:

6. Login to the TEFTS portal as a user with Administrator rights.
7. Go to **Admin Links** (left sidebar) and select **Admin Backend**.
8. Select **Devices**
9. Select the device to be deregistered and press the red delete button (bottom left)
10. It will press a screen asking if you are sure. Press **Yes, I’m sure**. The device will then be

removed from the server.

Notes: De-registering does not delete the data from the device, but prevents the device from uploading data to the server until it is re-registered. Once re-registered, any pending data will be uploaded to the server.

If a device is deleted in the backend, all data that has already been transferred to the server will remain and the device will not be able to write to the server any longer. Pending data on the device will remain there, but it will not be written to the device (unless the device is re-registered).

In either case, if data is left on a de-registered device that is to be de-registered, it should be cleared out so that it is not inadvertently uploaded when the device is re-registered. For example, if a dealer deregisters the data from one buyer to give it to another, the dealer should delete the data from the device first.

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Troubleshooting

Printing a Fish Ticket transaction receipt and the Bluetooth printer runs out of paper halfway through

1. Reload the printer with more paper.
2. Go to the TEFTS Dashboard and either tap the **Fish Ticket Log** tab or swipe the screen to the left.
3. Tap "**Print**" for the ticket that you need to reprint.
4. You now have the options of: "**Star Printer**" for using the Star bluetooth receipt printer to print the transaction receipt; or "**Wifi and Internet**".
5. If you click "**Star Printer**", the screen prompts to print a second copy for the Fisher.
6. Sign both copies of the Fish Ticket transaction receipt and file one for your records.
7. Or tap "**Wifi and Internet**". See detailed instruction for other printing options under [Enter a Fish Ticket](#) above.

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Star bluetooth receipt printer battery is dead

1. Recharge the printer, use a backup battery, use a backup printer or alternate printing option, or use a paper ticket.
2. Once the printer is recharged, and if a backup printer wasn't used, turn the printer back on.
3. Go to the TEFTS dashboard and either tap the **Fish Ticket Log** tab or swipe the screen to the left.
4. You now have the options of: "**Star Printer**" for using the Star bluetooth receipt printer to

print the transaction receipt; or “**Wifi and Internet**”.

5. If you click “**Star Printer**”, the screen prompts to print a second copy for the Fisher.
6. Sign both copies of the Fish Ticket transaction receipt and file one for your records.
7. Or tap “**Wifi and Internet**”. See detailed instruction for other printing options under [Enter a Fish Ticket](#) above.

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Tablet runs out of power during fish ticket entry

1. Recharge the Android device, use a backup Android device, or use a paper ticket.
2. If a backup Android device is used to re-enter and submit the ticket, be sure to [Delete the incomplete Fish Ticket](#) on the original device once it is recharged.
3. After the original tablet is recharged, if a backup device was not used to re-enter the ticket, resume editing [Finish the incomplete Fish Ticket](#) on the original tablet.

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TEFTS Portal

General Instructions

How to download Latest Fish Tickets

1. Log in to the TEFTS portal at <https://tefts.quinault.org>.
2. On the Ticket Download page displayed, click either **Get Latest Tickets CSV** or **Get Latest Tickets PDF**.
3. Either option will download all tickets entered or updated in the system (Modified Date) since the last time the user clicked either one of the Get Latest Tickets buttons. The CSV option will download a CSV file containing a row for every fish ticket detail record. The PDF option will download a single PDF file containing every fish ticket in its 8 ½ x 11 print format.
4. Alternatively, to download a specific set of fish tickets, use the controls below the green buttons to specify the following:
 - a. Date Range for the tickets to download
 - b. Date Type to apply the range to (Entered Date, Landing Date, Harvest Date, Modified Date)
 - c. Catch Area
 - d. Fisher
5. Click **Download CSV** or **Download PDF** (files are saved to the computer’s Downloads folder).

More detailed instructions for customizing the TEFTS system using the Admin Backend of the TEFTS Portal can be found in the [Quinault TEFTS Admin Manual](#)

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Technical Notes

How does Syncing work?

The Android device defaults to synchronize with the TEFTS portal every 2 minutes. The device will sync ticket data when the Android enters a network connected area. During a sync, ticket data is transferred to the TEFTS portal and the device checks for any updates.

Frequently Asked Questions

Q. I received an activation email, but when I click the link, it says “Sorry, it appears that the activation key is invalid or expired.” What do I do?

A. The activation link can be used only once and is valid for only seven (7) days from when it is issued. First check to make sure you are in the seven day window. If it is past seven days, perhaps you have already created an account. Verify this by going to the login page (<https://tefts.quinault.org/accounts/signin/>) and logging in.

Contact the Quinault IT Dept. or Resource Data, Inc. for assistance.

General support requests can be emailed to tefts-support@quinault.org