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# seaLandings User Manual

The seaLandings User's Guide contains chapters that explain how to transmit catch data using the stand-alone client, also called seaLandings. This software is used by crews who do not have internet capabilities on their vessels and who transmit their data via email. The ability to email and receive attachments is necessary to use seaLandings.

Chapters in the seaLandings User's Guide explain how to create production reports, consolidated reports and landing reports; how to archive reports; how to obtain more report numbers; how to transmit reports and process return receipts; how to install seaLandings; and how to obtain more report numbers and fish ticket numbers.

If you need to refresher on Federal Recordkeeping and Reporting Requirements go here: <u>http://alaskafisheries.noaa</u>.<u>.gov/regs/679a5.pdf</u>

- Installing seaLandings software
  - Installing seaLandings on Windows 7 Machines
  - Installing seaLandings Versions Older than 2013
  - Installing training version of seaLandings
  - Changing your password in seaLandings
- Daily Production Reports
  - Maximum Retainable Amount Worksheet
- <u>Catcher-Processor Consolidated Report Tool</u>
- <u>Catcher-Processor IFQ Landing Report</u>
  - Creating a Catcher-Processor IFQ Report using the 'Consolidated Report' Option
  - <u>Creating a Catcher-Processor IFQ Report using the 'Groundfish Landing Report' Option</u>
- Mothership Landing Reports
- <u>Crab Landing Reports</u>
- <u>Transmitting a Report in seaLandings</u>
- Processing Return Receipts
- How to Get More Report Numbers
- <u>Archiving Reports in seaLandings</u>
- seaLandings Frequently Asked Questions
- Longline Catcher Processor eLogbook Instructions
- Trawl Catcher Processor eLogbook Instructions

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Comment

5<u>stant/1792</u>d20052011.pdf

# Installing seaLandings software

# How to Install seaLandings Software on Your PC

• Due to differences in computer Operating Systems, we have created two separate sets of seaLandings installation instructions.

 For Windows 7 installation instructions, click on the following link: <u>https://elandings.atlassian.net/wiki/display/d</u> oc/seaLandings+Install+on+Windows+7+Machines

#### Windows XP Installation Instructions

CD installation -

- Place the installation CD in your CD drive.
- Click on the Start menu and go to My Computer.
- Double click on the CD drive which will then display the contents of the installation CD.
- Double click on the file named install.bat.

🚞 jre
🚞 R4.40
🐻 install.bat <del>&lt;</del>
Shortcut.exe

#### Thumb Drive Installation -

- Insert the installation thumb drive into your computer's USB port.
- Click on the Start Menu and go to My Computer.
- Double click on the thumb drive which will then display the contents of the installation folder.

ATOM (F:)

- Double click on the install.bat file.
- If you receive a Security Warning, click the Run button.

A black dos window will pop up and needs to remain open until the software is finished installing.



A Sealandings Installer dialog box will open, make note of the change in where the software program files are stored.

- Select the Transmit type
  - File method creates a zip file of your report which is saved in your transmissions folder and then attached to an email addressed to elecrep@noaa.gov, requires processing of return receipt.
  - Direct method transmits and processes your report via the internet behind the scenes. No email transmission is required!

- Enter User ID this is the ID entered when the operation was originally created.
- Enter Password/Confirm Password this is the password used in conjunction with the User ID that was entered when the operation was created.
- Type of Installation Production is the selection you want to go with.
- Software if you are not using the sealandings reporting system but wish to use only the logbook you can make this selection here.

🛓 Sealandings Inst	taller	0		
Install Directory Data Directory Transmit Type User Id	C:\Program Files (x86 C:\ProgramData\seal File wkyd ••••••• Production	andings You can choo	Browse Browse os e File (emains mit via the i it Type	Your report and transmission files will now be stored in the ProgramData folder located in your C drive. Il attachment)
				Install Cancel

If your installation was successful you will see the green screen below. Click on the Finish button to complete this process.



You should now see a seaLandings icon on your desktop:



Double-click on the seaLandings icon to begin. Enter the same User ID and Password you entered when you installed the software.

If the User ID and password doesn't match the one you entered upon installation or the one you registered with, you will not be able to login.

🧭 Login	(X)
Relea	se 4.50 Build 7495
User ID:	wkyd
Password:	•••••
ОК	Cancel

You'll notice you are now logged in.

#### **Request Report Numbers**

If you have a fairly current version of seaLandings (November 2011) you have two different transmission options, **Fil e** or **Direct**.

- **File** transmission requires attaching a zipped report transmission file to an email addressed to elecrep@noaa.gov, saving the receipt email attachment, and processing it in seaLandings.
- **Direct** transmission requires that the user create a report transmit file but bypasses the email process by transmitting and processing the report behind the scenes via the internet.

#### File Transmission Method

• Go to: Reporting...Transmit Reports.

	Reporting Codes Window Logbook Help	
3 😅 日 🗸 -	Archive Reports	
	Transmit Reports 🔶 🚽	
	Process Return Receipts	
	Open Reports Directory	
	Open Transmission File Directory	
8.0		

• The Transmit Reports dialog box will open. Click on the Transmit button.

🧭 Transm	nit Reports						
	Send To:	ertest@noaa.go	w				
File		Туре	Date	Errors	Last Modified	Sent	State
	seaLandin	INFO 1805: Trans INFO 1805: You	imission file C:\Program vill have to attach it to a user authentication v	an email and send		20121105_135504.zip created	
	Check All	without Erroi	s	Open	Transmit		

- A message will pop-up telling you to attach the transmission file to an email.
- Open your email client and create a new email addressed to <u>elecrep@noaa.gov</u>.

#### NOTE: You may leave the Subject line blank.

- Click on Attachment and go to C:/ProgramData/sealandings/transmissions. Select the correct transmission file which will have the date and time stamp of when you created the zip file.
  - The date format will be yyyy/mm/dd. Send the email.
- Wait up to 20 minutes for your receipt.
  - Right click on your receipt attachment and select 'save link as' in the following directory C:\ProgramD ata\seaLandings\transmissions.
- Open your seaLandings program and go to **Reporting...Process Return Receipt**.
  - Your new receipt should appear in the receipt window.
  - Double-click that receipt and when the Process window pops up click on Process.
  - If you followed that process correctly, you should no longer see any messages about report numbers under the toolbar of your seaLandings screen.
- Now you're ready to start creating reports!

#### User Not Authorized to Report Error

- If you forgot to transmit and process your very first transmission file you will receive this message if you try to create a new report.
- Go to Reporting...Transmit Reports and click on the Transmit Report button.
  - Then email the transmission file to <u>elecrep@noaa.gov</u>.
  - Your transmission file is located in C:\program files\seaLandings\transmissions.



If you still get an error message telling you that you aren't authorized to make reports, please contact Suja Hall.

Questions? Please call (907)586-7462 or email suja.hall@noaa.gov for assistance with installing the software.

- Installing seaLandings on Windows 7 Machines
- Installing seaLandings Versions Older than 2013
- Installing training version of seaLandings

# Installing seaLandings on Windows 7 Machines

#### Installing seaLandings on a Windows 7 Operating System

If you are installing seaLandings on a computer workstation with Windows 7, we recommend you take the following steps to ensure a seamless installation.

Step 1.

Insert the cd or thumb drive into your computer. The program will not be brought up automatically, you will need to go to your Computer and locate the cd or thumb drive in the directory and then double click on it.

#### Step 2.

Now you will want to right click on the install.bat file and select **Run as administrator** from the pop-up menu.

Organize 🔻 🛅 Open 🛛 Print Burn	New folder						
🔆 Favorites	Na	me	*	Dat	e modified	Туре	Size
	13	jre		5/9/	/2012 3:53 AM	File folder	
😝 Libraries		R4.4	5	5/9	/2012 3:54 AM	File folder	
Documents	0.	·			(2012 3:54 AM	Windows Batch File	1 KB
👌 Music	<b>.</b>		Open		(2012 3:53 AM	Application	56 KB
E Pictures			Edit				
📑 Videos			Print				
			Run as administrator		-		
🜉 Computer			Troubleshoot compatibility				
🚢 Local Disk (C:)		12	Convert to Adobe PDF				
🖙 software (\\akr-j04) (E:)		8	Convert to Adobe PDF and EMail				
CRUZER (F:)			SecureZIP	•			
🚽 sf (\\akr-j04) (G:)			Scan for threats				
🕎 shall (\\akr-j04\sf) (H:)		v	Scan for threats				
🕎 records (\\akr-j04) (J:)			Send to	•			
🚍 GIS (\\akr-j06) (N:)			Cut				
🕎 fakrapps (\\akr-j14) (P:)			Сору				
🕎 archives (\\akr-j04) (R:)			Paste				
🕎 FMGROUP (\\akr-j04\sf) (S:)							
🚽 emailIf-prod (\\Akr-j09\fakrapps) (T:)			Create shortcut				
🚽 fakrapps (\\Akr-j09) (U:)			Delete				
			Rename				
🗣 Network			Properties				

A black dos window will pop up and then the **Sealandings Installer** dialog box will pop up and request specific information as shown below.

Step 3.

- Select the Transmit type
  - File method creates a zip file of your report which is saved in your transmissions folder and then attached to an email addressed to <u>elecrep@noaa.gov</u>, requires processing of return receipt.
  - **Direct** method transmits and processes your report via the internet behind the scenes. No email transmission is required!
- Enter User ID this is the ID entered when the operation was originally created.
- Enter **Password/Confirm Password** this is the password used in conjunction with the User ID that was entered when the operation was created.
- Type of Installation **Production** is the selection you want to go with.
- **Software** if you are not using the sealandings reporting system but wish to use only the logbook you can make this selection here.

🛓 Sealandings Inst	aller	Construction of the local division of the lo	-	
Install Directory	C:\Program Files (x86	i)\seaLandings	Browse	Your report and transmission files will now be stored in the ProgramData folder located in
Data Directory	C: \ProgramData \seal	andings.	Browse	your C drive.
Transmit Type	File 🗸	You can choo	e e Eile (emai	l attachmont)
User Id	wkyd	or Direct (tran	smit via the i	
Password	•••••	your Transmi	t Type	
Confirm Password	•••••			
Type of Installation	Production 👻			
Software	SeaLandings	Cogbook Only		
				Install Cancel

• Click on the Install button.



- If you see a green screen like the one above that means you successfully installed the software. Click on Finish to complete the process.
- A sealandings Icon should have been created on your desktop, this is your shortcut to opening the seaLandings program.

#### Step 4.

- Double click on this icon and login into seaLandings.
- Go to Reporting...Transmit.... to request your report numbers.



💋 Transmit Repor	ts						X
Send To:	eLandings Serve	r via direct Internet connec	tion				
						Test	
File	Туре	Date	Errors	Last Modified	Sent	State	Transmit?
		sea	INFO 1694: 2 INFO 1695: 2 INFO 1805: 1	Jser File WKYD.xml saved 20 report numbers receiv 20 fish ticket numbers More report numbers we More fish ticket numbers	ed ceived re requested		
Chec	k All without Errors	Ор	en	Transmit			Cancel

- You should see a message similar to the one in the screen shot letting you know report and fish ticket numbers were received.
- NOTE You will no longer see how many report numbers you have under the seaLandings toolbar unless you are down to less than 10 of either type.
- Now you're ready to create reports!

# Installing seaLandings Versions Older than 2013

#### **Installation Problems?**

Sometimes, the standard installation process fails on Windows 7 machines due to some security issues. Usually this happens because seaLandings requires that the installing user have permission to modify files and folders in the C :\Program Files\sealandings directory.

If you tried logging into seaLandings and got an error message related to the user not having rights to the system or you tried to get report numbers and received authorization errors try the steps below before re-installing the program.

- Navigate to C:\Program Files\sealandings\users
- Right click on the file that has your username with a .xml extension.



- A Properties dialog box will pop-up, click on the "Security" tab
- Select the group called "Users" in the "Group or User Name" table

seaLandings Pi	roperties				×
General Sharing	Security	Previous	Versions	Customize	
Object name: (	C:\Program	Files\seaL	andings		
Group or user nar	nes:				
& Administrator	(19.199)	SSEL 7\Ar	ministrator	2)	
Users (ISD-0			init listratory	5)	
TrustedInsta		,			
a la					21
To change permis	ssions, click	Edit.		Edit	
			-	200	
Permissions for U	sers		Allow	Deny	
Full control			~		<b>-</b>
Modify			~		
Read & execut	e		~		
List folder cont	ents		~		
Read			~		
Write			~		•
For special permis click Advanced.				Advanced	
				Advanced	

- Verify that the Permissions for this user allow Full Control.
- If the permissions do not allow Full Control, click Edit.
- From the Edit dialog select *Users*, then check all the boxes in the *Allow* column.

🕌 Permissions for seaLandings				X
Security				
Object name: C:\Program Files	seaLan	dings		
Group or user names:				
SCREATOR OWNER				
SYSTEM				
Administrators (ISD-GGISSEL & Users (ISD-GGISSEL7\Users		histrators	5)	
Rest and the staller	;)			
and induced installer				
	_			-81
	Ad	d	Remove	
Permissions for Users		Allow	Deny	
Full control				
Modify				
Read & execute				
List folder contents				-11
Read				
- B				- 1
Learn about access control and pe	ermissior	<u>15</u>		
ОК		Cancel	Apply	

- Click Apply, then Ok.
- Close the properties dialog box.
- Make sure you close your seaLandings program and log into it again before trying to get report numbers.
- If you still have issues with logging into seaLandings contact suja.hall@noaa.gov or call 907-586-7462

# Installing training version of seaLandings

Navigate to the following website, http://elandings.alaska.gov/seaLandings/.

Click on the file titled seaLandings-pws-4.40-6000-installer.zip.

# Darent Directory elandings WsClient.jar elandings Xml.jar seaLandings 4.15 Build 2965-installer.zip sealandings-pws-4.25-4155-installer.zip sealandings-pws-4.38-5908-installer.zip sealandings-pws-4.39-5916-installer.zip sealandings-pws-4.40-6000-emailif.zip sealandings-pws-4.40-6000-installer.zip

Click on the Save button.

Opening sealandin	ngs-pws-4.25-4155-installer.zip	×
You have chosen to o	open	
100	pws-4.25-4155-installer.zip	
which is a: Wir from: http://el	nZip File andings.alaska.gov	
What should Firefox		
O Open with	WinZip (default)	
⊙ <u>S</u> ave File		·
🗌 Do this <u>a</u> uto	matically for files like this from now on.	
2		
		_

Save the .zip file to C:\program files. The .zip file will take a few minutes to download on your computer. After the .zip file is finished downloading, find the file in C:\program files.

Program Files			_ 🗆 🗙
File Edit View Favorites	Tools Help		At
🔇 Back 🕘 🐇 🏂 🔎 S	Search 🜔 Folders		
Address 🗅 C: \Program Files	5		👻 🛃 Go
System Tasks	Name     SeaLandings	s 4.15 Build 2965-installer.zip	Type Date Modifi ^ Compr 2/5/2009 2: ~
File and Folder Tasks		11	>

Right-click on the .zip file and choose Extract All. If the Extraction Wizard opens, click on the Next button and wait for the file to be extracted.

The extraction may take a few minutes. If you're using the Extraction Wizard, make sure the box Show Extracted Files is

checked and click on the Finish button.

Extract to:	C:\Program Files		No. 10
Desktop My Documents	Program Files     Acronis     Acronis     Adobe     Adobe     Adobe     Analog Device     ArcGIS     ArcGIS     Common Files     ComPlus Appli     Dell	is jies	
My Computer	Files Selected files/folders All files/folders in current folder All files/folders in archive Files in Archive:	Open Explorer window Overwrite existing files Skip older files Use folder names	Extract Cancel Help

A Microsoft explorer window will open. Double-click on the file called install.bat to start installing seaLandings.

If you receive a security warning, disregard and click on the Run button.

Opening seaLandi	ngs 4.15 Build 2965-installer.zip	×
You have chosen to (	ppen	
획 seaLandings	4.15 Build 2965-installer.zip	
which is a: Wil from: bttp://e	nZip File andings.alaska.gov	
What should Firefox		ň
O Open with	WinZip (default)	
💿 <u>S</u> ave File		
📃 Do this <u>a</u> uto	matically for files like this from now on.	
	/	
	OK Cancel	

A black DOS screen will open in the background. Please leave the black screen open during the installation process or the installation will stop.



A seaLandings installer window will open within a few minutes. Click on the Next button.

📓 SeaLandings Installer - Version 4.15 Build 2965	_ 🗆 🗙
<u>seaLandings</u>	
The seaLandings Processor Workstation provides a disconnected desktop client for us the eLandings Interagency Electronic Reporting System.	e with
This software is intended to be used where a reliable Internet connection is not available can be sent. If your computer is connected to the Internet consider using the web based eLandings system at http://elandings.alaska.gov/	
Next	Cancel

A Directories dialog box will open. Click on the Next button again.

🛓 Directori	es	_ 🗆 🗙
Please enter the director	y where the software will be installed.	
C:\Program Files\seaLar	dings	
		Browse
Current Time:	Thursday, February 5, 2009 2:35:51 PM AK	ST
Timezone:	Alaska Standard Time	
Timezone ID:	America/Anchorage	
Timezone Offset:	-32400000	
Daylight Savings:	False	
	Drosy	Novt Cancol

Click Yes when the program asks if you wish to create a new directory called seaLandings.



Fill out the next screen exactly as shown below. Please make sure you select Training as Type of Installation. Click Next.

🖢 Installation Info	ormation _ 🗆 🗙
Vessel ADF&G#:	69038
Proc Code:	
Location of workstation on vessel:	in the wheelhouse
Installer's eLandings Userid:	amackerel
Installation Date:	02/05/2009
Operating System:	Windows XP
Operating System Version:	5.1
Type of installation:	Training
	Drov Novt Cancol

Fill out the Communications Information dialog box as shown below. Please use the following password: A\_mackerel

Click on the Next button.

Initial User ID:amackerelPassword:**********Phone System:Fleet 77Email System:Fleet 77Max Xmit File Size (K):1024Email Cliene:Amos MailTransmit Type:FileSMTP Server:Image: SmtP Server:From Email Address:Image: SmtP Server:	×
Phone System: Fleet 77   Email System: Fleet 77   Max Xmit File Size (K): 1024   Email Client: Amos Mail   Transmit Type: File   SMTP Server:	
Email System: Fleet 77   Max Xmit File Size (K): 1024   Email Client: Amos Mail   Transmit Type: File   SMTP Server:	
Max Xmit File Size (K): 1024 Email Client: Amos Mail Transmit Type: File SMTP Server:	
Email Client:     Amos Mail       Transmit Type:     File       SMTP Server:	
Transmit Type: File  SMTP Server:	
SMTP Server:	
From Email Address:	
Copy Email Address:	

Click on the Finish button. It may take a few minutes for the correct files and directories to be copies onto your C:\ drive.

🖢 Install Software	
click finish to install	07/
	0%
	Drov Finish Cancel

When the green installation screen opens, click on the Done button.



Go to your desktop and click on the seaLandings icon.

• When the login screen appears enter the following:

User ID: amackerel Password: A\_mackerel

- Click OK.
- Go to the Reporting option at the top of your screen, and select Transmit Reports.

seaLandings Processor Workstation - AMACKEREL logged in
File Configuration Reporting Codes Window Help
🕴 🗅 😅 🖬 🗸 🚻 🛛 0 Report Numbers remaining, 0 Fish Ticket Numbers remaining

• Click on the Transmit button. Click OK.

ØT	ransmit Repo	orts		×
To: From: Copy:	C:\Program Files\seaLa	ndinas\transmissions\transm	it 20090205 145054.zip	] Training
File	Type Date	e Er Last Modified	Sent State	Tran
Chec	ck All without Er	Open Transmit	Cancel	

Open your email and address a new message to er.training@noaa.gov.

- Attach your transmission file to that email, which is located in C:\program files\seaLandings\transmissions.
- You may leave the subject line blank. Send the email.
- Within 1-5 minutes, you should receive an email with a receipt attached.
- Open the email, right-click on the attachment, and save it in C:\program files\seaLandings\transmissions.

Save Attac	chment	? ×
Save in:	🔁 transmissions 💽 🕑 😰 🖽 🕶	
My Recent Documents	<sup>1</sup> transmit_20090205_145054.zip	
My Documents		
My Computer		
My Network Places		ave

Open your seaLandings program and go to Reporting and choose Process Return Receipts.

seaLandings Processor Workstation - AMACKEREL logged in
File Configuration Reporting Codes Window Help
📔 😅 🖬 🗸 👖 🛛 Report Numbers remaining, 0 Fish Ticket Numbers remaining

• Open the receipt you just saved by highlighting the file and click on the Open button, or double-click on the file.

SeaLandings Processor Wor	kstatio	n - AMA	CKEREL logged in		
File Configuration Reporting Codes Wind	low Help				
🕴 🗋 🚅 🖬 🗸 🚻 🛛 0 Report Numbers remaining, 0 Fi	sh Ticket Num	bers remaining			
	Øpen	1			×
	Look in:	ne transmissio	ons	~	¢ 🕫 🔲 🔲
	Q	re72881_	transmit_20090205_145054_reply.zip		
	My Recent				
	Documents				
	Desktop				
	(A)				
	My				
	Documents				
	My Computer				
		File name:	e72881_transmit_20090205_145054_reply.zip		Open
	Network	Files of type:	Reply Files (*_reply.zip)		✓ Cancel

- Click on the Process File button.
- Click on the OK button.
- You may now begin using the training environment of seaLandings to create mock reports.

# Changing your password in seaLandings

#### Do not reset your password without first asking NMFS staff to change it on their end

If you forget your password in seaLandings, please contact NMFS staff first so they can reset it for you. Otherwise, there will be a mismatch and your new password will not be recognized by the system. Once you've contacted a NMFS staff person you can take the following steps to reset it from your end.

Double-click on the seaLandings icon. When the user ID and password screen appears, click Cancel.

🖉 Login	×
seaLandings Processor Workstation R4	.14
User ID:	
Password:	
OK Cancel	

Go to Configuration...Users.



Highlight the user and click Open.

Click on the Reset Password button.

Enter your new password and click OK. Enter the same password again and click OK.



Go to File...Save to save the changes. Close your user dialog box.

Go back to File...Login. Enter your user ID and new password. Then create a transmission file by going to Reporting...Transmit Reports, click on the Transmit button, and attach that transmission file to an email and send to the elecrep email account. Once you receive and process the receipt, you will be able to determine if the change was recognized.

# **Daily Production Reports**

#### **Creating a Vessel Production Report**

- Open seaLandings by double clicking on the 'seaLandings' icon on your desktop.
- Enter your UserID and Password and click on Ok. (Please contact your home office or NMFS staff if you have forgotten your user ID or password.)
- Click on File...New
- Verify that your vessel is listed as the Operation and choose **Production** as the Type of Report from the drop down list.
- Click OK.

🛿 New F	Report	:		×
Operation:	Trinity		۷	
Type of Repo	rt:	Production	×	
		ОК	Cancel	

• The Production Report data entry screen will open.

🔄 Production Report 173601 💦 💷 🖂 🖂
Vessel/Location Production & Discards
Vessel Information         Report Date:         10/30/2006         Federal Permit Num         1111 Trinity         M           ADF8/G Vessel Nu         8300         At-sea Port Co         FCP Catcher/broce W           Gear Code:         7         Non-peladic/bottom trawil         Grew Size (include skipper, don't include o         42           Federal Reporting         509         Special Area:         W         Trip Event:         W
Management Progr OA Mgmt Progra Another Re
Stat Area         Fed Area         IPHC A         Percent           635431509         0.         60         60
Remove
Production Report PDF MRA

#### **Vessel/Location Information**

#### **Report Date**

- Production reports are required on a daily basis, so the report date is the date when the fish were processed.
- Production reports should be submitted daily, which means weekly reports no longer need to be transmitted.
- Submitting weekly reports in addition to daily reports will duplicate catch in NMFS' catch accounting system.

#### Federal Permit Number and ADFG Vessel Number

- These values automatically fill in using values you supplied when you registered.
- If these numbers are incorrect, please contact NMFS staff <u>suja.hall@noaa.gov</u> to change the values in your operation settings.
- Do not change these values in your report. If you do change the vessel ID, you will receive a warning message.

#### At-Sea Port Code

- This value will auto-fill based on the information you provided when you registered your operation.
- FCP is the correct code for catcher processors.
- FLD is the correct code for motherships.

#### Gear

- Enter the 1-2 digit number code for the gear type.
- A list of all the gear codes can be found in Codes menu at the top of the seaLandings screen.
- The gear codes you are mostly likely to use are:

Gear Code	Gear Description
7	Non-pelagic / bottom trawl
47	Pelagic / mid-water trawl
61	Longline/Hook-and-Line
91	Pot

#### **Crew Size**

- Enter the number of crew on the vessel.
- This number should include the skipper, but not observers on board.

#### Federal Reporting Area

• Enter the 3-digit federal reporting area (such as 610, 543).

#### **Special Area**

- If you are a vessel using trawl gear in the COBLZ (C. opilio bycatch limitation zone) or the RCKSA (Red king crab savings area) in the Bering Sea, use the drop-down list to pick the appropriate code.
- Choose the AISWW special area if you are fishing in the state-managed Aleutian Islands Pacific cod fishery, unless your catch is coming off a CDQ quota or unless you are fishing in a cod parallel fishery (inside 3 miles while a cod Federal fishery is open).

• Otherwise, leave this field blank.

#### **Management Program**

• Choose a management program using the drop down list.

Management Program Code	Description
A80	Amendment 80 cooperatives, Amendment 80 limited access
AFA	American Fisheries Act Pollock
AIP	Aleutian Island Pollock
CDQ	Community Development Quota
EXP	Experimental
IFQ	Individual Fishing Quota
OA	Open Access (includes parallel fisheries)
RES	Research
RPP	Rockfish Pilot Program
SMO	State-managed other groundfish (Federal fisheries for that species closed)
SMPC	State-managed Pacific cod (Federal fisheries for cod closed)
SMS	State-managed sablefish (Federal fisheries for sablefish closed)
STB	Salmon troll bycatch
TEST	Test fishery

#### Here is further information on some of management programs and when they should be used:

**AFA**: Any AFA-listed vessel that targets pollock and uses pelagic trawl gear in the Bering Sea should mark AFA as the management program.

**A80**: Vessels that participate in the Amendment 80 limited access or Amendment 80 cooperative fisheries should mark A80 as management program. A mothership that process fish from an Amendment 80 limited access vessel or an Amendment 80 coop should also mark A80 as management program. A mothership that processes fish from an

open-access or CDQ vessel should mark OA or CDQ, respectively. If a vessel always fishes off an Amendment 80 quota, they should still mark A80 even when they fish in the Gulf of Alaska. An Amendment 80 vessel also should mark A80 whenever their bycatch comes off an Amendment 80 quota.

**RPP**: Vessels that fish off a Rockfish Pilot Program quota should mark RPP. When their catch is not coming off a Rockfish Program quota, they should choose OA or another management program. Please <u>do not</u> mark RPP when fishing in the Bering Sea.

SMPC: If a vessel fishes for cod in state waters, the crew should choose SMPC as management program.

- One exception is when their catch is coming off their CDQ quota, in which case they should mark CDQ as management program.
- SMPC should *not* be marked when a vessel is participating in the parallel fishery, even if that vessel is in state waters.
- SMPC should only be marked when Federal fisheries are closed.
  - An example is when a vessel is fishing for state cod in the Aleutian Islands or Gulf of Alaska.

Note: You should report AISWW as Special Area when your vessel is fishing in the Aleutian Islands state waters for cod when the Federal fisheries are closed. AISWW should not be marked when fishing in parallel waters.

**OA**: When a vessel is fishing open access or in the parallel fishery, even if they are in state waters while participating in parallel fisheries. Parallel fishing is inside 3 miles under a Federal opening. A mothership that processes fish from an open-access vessel should mark OA.

#### **Management Program ID**

• You should only enter a management program ID if you selected AFA, CDQ, or RPP as the management program; otherwise, leave this field blank.

The values for AFA, CDQ, and RPP management program IDs are listed in the table below.

Management Program	Management Program ID	Description
AFA	200	AFA Catcher/processors
AFA	300	AFA Motherships
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation

CDQ	56	Yukon Delta Fisheries Development Association
RPP	401*	RPP Entry Level
RPP	402	CGOA RPP CV Limited Access
RPP	403*	CGOA RPP CP Limited Access
RPP	404*	Opted Out
RPP	405	Trident Offshore Rockfish Cooperative Association
RPP	406*	FCA Cooperative
RPP	407	I.S.A. Rockfish Cooperative
RPP	408	North Pacific Rockfish Cooperative
RPP	409	OBSI Rockfish Cooperative
RPP	410	Western Alaska Fisheries Rockfish Coop
RPP	411	Star of Kodiak Rockfish Cooperative
RPP	412	Best Use Cooperative

• Rockfish Pilot Program Descriptions are applicable for 2010, and are subject to change in future years.

#### **Trip Event**

- The Trip Event field allows crews to designate if this report is the first of a new trip for Maximum Retainable Amount calculations.
- Below are the different Trip Events that crews can designate for their report.
- Enter SSL Protection Area: A new fishing trip is triggered for any fishing after entering a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel at 679.22(a)(7); (a)(7)(v), (a)(7)(v), (a)(8)
   (a)(8)(iv) and (a)(8)(v).
- Leave SSL Protection Area: A new fishing trip is triggered for any fishing after departing a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel at 679.22(a)(7); (a)(7)(v), (a)(7)(vi), (a)(8)
   (a)(8)(iv) and (a)(8)(v).
- **Directed Fishing Closure**: A new fishing trip is triggered for any fishing in an area following a change in the directed fishing status for any species retained aboard the vessel.
- Offload Product: A new fishing trip is triggered for any fishing following the offload of fish or fish products.

Crews can create MRA spreadsheets for their reports but only after reports have been transmitted and receipts have

been processed.

There are a few Trip Events that are automatically assigned to reports, including New Week and Gear Change.

- The Trip Event called **New Week** is assigned to all reports that fall on a Sunday, even if the user designates a different Trip Event for that report. **New Week** also is assigned to reports with a report date of December 31 and January 1.
- The Trip Event called **Gear Change** is assigned to a report if gear type changes from the previous report, even if the user designates a different Trip Event for that report. The user does not manually select the Trip Event of **New Week** and **Gear Change**; instead, these Trip Events are automatically assigned by seaLandings.

#### **Statistical Area**

- A six digit State statistical area is a required entry on production reports, except if you are submitting "No Production" reports.
- Statistical areas can be found in the Codes link at the top of your seaLandings program.
- Place your cursor in an open field under the Stat Area heading, and enter a 6-digit statistical area.
- Tab past the next two fields, which will automatically fill in for you.
- Enter a percent for the amount of your catch that was hauled in this area.
- If you wish to delete one of the rows you've entered, highlight any field in that row and click on the Remove button.

ſ	Area Inform	ation				
	Stat Area	Fed Area	IPHC A	Percent		
	645931 645900	514 514	4E 4E	50	^	
						/
					v	Remove

- If the State statistical area(s) you enter is not located in the Federal reporting area you listed earlier in the report, you will receive an error message when you try to save it.
- If you fished in a different statistical area within a different Federal reporting area, you'll need to create a separate report.
- You will receive an error message upon saving your report if you do not enter at least one state statistical area. An exception is if you are submitting a "No Production" report, in which case statistical area is not a required field.

#### **Entering Production Data**

Once you have completed entering information on the Vessel/Location tab, you can move on to the Production & Discards tab.

esel/Locatio	n Production &	Discards						
roduction	No Production							
11 11 27 12	Species Na IOP. cod IOP. cod VOPollock MDover sole SRex sole	Product Type A P P	07 35 08 07	Headed Stomad Headed Headed	t Descri 1 and Gut hs. Anci and Gut and Gut and Gut		t) 10.972 1.963 0.927 0.927 0.301	^
			Remove		Total:	14.481		~
Species	Species Name	Discard Dispositi	io Descript	ion	Weight (mt)	) Count		
93	1 Bairdi 2 Snow crab 3 Tanner, groo		98Disc atse 98Disc atse 98Disc atse	8	12.5	578 573	86 151	^
					otal: 13.151	-	1	~
			Remove		MRA			
		Produc	tion Report PI	<i>x</i>				

#### Species

- Enter a 3-digit species code. The Species Name will fill in automatically.
- Hit the tab or return key to move to the next field.

#### Product Type (P/A)

- Enter **P** for primary products and **A** for ancillary products.
- You may leave the P/A field blank and tab past this field because the field will automatically fill in when you tab to the next row.
- However, for ambiguous product codes that can be assigned as either P or A (such as fish meal), you are required to fill in the P or A code as it will not auto-fill when you tab to the next row.\_

#### **Product Code/ Delivery Condition**

- Enter a 1-2 digit product code. Product codes can be found in the codes menu at the top of the seaLandings screen. Product Description will auto-fill.
- If you enter product code **97** you will need to add a comment describing what type of product was derived from the fish.
- As soon as you enter code 97, a Comment button will appear below the product table lines. Click on the comment button and then enter your description in the text box.
   NOTE If you have a version of seaLandings older than 2011 you will not have this option. Due to this error, your production reports will not make it into our database.

#### Weight (mt)

• All weights must be entered in metric tons to the nearest thousandth of a metric ton (such as 0.124 metric tons).

#### "No Production" Reports

- If you had no production for any day when you are checked in, then click on the "No Production" check box.
- Products will not be saved if the "No Production" box is checked.
- Only fill out a "No Production" report when you are (in theory) checked in.
- If you are (in theory) checked out you should **not** fill out a daily production report.
- If you are offloading, you should be filling out a landing report.

Produc	tion Rep	oort 1864	46				-	
/essel/Location	Production 8.	Discards						
Production	No Production							
Species C	Species Na	Product Type	Produ	ot	Prod	uct Descri	Weight (mt)	^
								-
								~
			Rem	ove	)	Tota	l:	
Discards								
Species	Species Name	Discard Disposit	io D	escrip	tion	Weight (m	it) Count	_
								^
								~
			Rem	ove	) .	Total:		

#### **Entering Discard Data**

• Click into the first field of the discard section of the report.

#### Species

• Enter a 3-digit code for discarded species. The Species Name will auto-fill.

#### Disposition

• Enter a 2-digit disposition code. Disposition codes can be found in the Codes menu at the top of the seaLandings screen. Disposition Description will auto-fill.

#### **Metric Tons & Number**

- You may enter Metric Tons and/or Number for discards.
- Metric tons should be reported to the nearest thousandth (such as 0.123).

#### Save and Check for errors

- Save the production report by going to File...Save or by clicking on the disk icon,  $\blacksquare$  .
- To check for errors click on the icon, V or go to File...Check.
- If there are any errors, a message screen will appear and list the errors that have occurred. You will not be able to transmit your report until all errors have been fixed.

# Special Feature: A user can copy and paste data from Excel into the products and discard tables in seaLandings.

A user may enter their data in an Excel spreadsheet first and then copy and paste their data directly into the product and discard tables.

Below is an example of an Excel table of products that could be pasted into the product tables in seaLandings.

#### DO NOT COPY AND PASTE THE HEADER ROW.

Species Code	Product Type (P/A)	Product Code	Weight (mt)
110	Р	8	9.346

270	Р	7	2.612
110	Α	35	0.102
124	Р	7	0.105

Below is an example of an Excel table of discards that could be pasted into seaLandings.

Species Code	Discard Disposition	Weight (mt)
127	98	.0087
191	98	.0025
159	98	.0057

- After you highlight the data in the excel spreadsheet, right click with your mouse and select Copy.
- Next, put your cursor in the first field of a new row of the product table and paste the data by holding down the Ctrl key with one finger while holding down the letter V with another finger.
- You will be able to see immediate results if done properly.

#### Deletions

- To delete a row, click once on any field in that row. This should select the entire row.
- Then click on the **Remove** button.
- You will get a message asking if you really want to delete that row. Click Yes.

#### **Another Report**

If you are reporting multiple areas, management programs, or management program IDs for the same day, you may click on the **Another Report** button to generate a duplicate report that will contain the same header information for the same week ending date (same date, permits, port code, gear code, crew size).

#### You must save your initial report before generating Another Report!

🕹 Production Report 186441	×
Vessel/Location Production & Discards	^
Vessel Information         Report Date:       11/11/2008         Federal Permit Num       1111 Trinity         ADF&G Vessel Nu       8360         Gear Code:       07         Non-pelagic/bottom trawl       Crew Size (include skipper, don't include o         Ederal Reporting       509         Special Area:       Trip Event:         Offloaded Product       Management Progr         CDO       Mgmt Progra         Special Information       CDO	-
Stat Area       Fed Area       IPHC A       Percent         645502509       CL       50         645501509       CL       50	

- When you click on the **Another Report** button, a second screen will open with the same date, permit numbers, crew size, gear code, and port code.
- You may change any of these fields, but you will likely receive a warning asking if you are sure about the change.
  - Your initial report will remain open in the background.
- Enter the new Federal reporting area, special area, management program, management program ID (applicable only for CDQ, AFA, RPP), and State statistical area(s).
- Enter production and discard data and save your report.
  - This can be done as many times as needed but keep in mind that production reports are to be submitted on a daily basis not all at the end of a trip.

#### **Checking for Duplicate Reports**

- If a production report already exists for the same day, gear type, port code, area, special area, management program, and management program ID, you will receive a warning message indicating that another report exists for that day with the same header information.
- This warning message is designed to discourage users from entering duplicate reports with duplicate catch data.
- You may still create duplicate reports with the same header information, but you will receive a warning before doing so.

Production Report 186447	. 🗆 🗙	Production Report 186448
Vessel Location Productor & Disords	~	Vessel/Location Production & Discards
Vessel Information     Poport Date: 11/11/000    Federal Permit Hum. 1111 Tomp     Poport Date: 11/11/000    Federal Permit Hum. 1111 Tomp     Poport Date: 11/1000    Poport Date: 11/1000    Poport     Ger Cole: 01    Resealable/Dattorn table     Poderal Reporting	s[124] w	Vessel Information BaportDale: (J.) 11.0000 Pederal Permit Nam 11111 Treaty BaportDale: (J.) 11.0000 Pederal Permit Nam 11111 Treaty Berland Status Be
Sat Area Fed Area PHCA. Parant 64520(200 CL 200)	186448	
		t 186447 already exists for the same header information abort save OK Cancel
Aarove		V Decos

#### **Voiding/Deleting Duplicate Reports**

- To delete reports that have already been submitted, please contact NMFS staff <u>suja.hall@noaa.gov</u> with a list of report IDs that need to be deleted out of NMFS' database and justification for their deletion.
- Then you will need to delete the report on the user's end by going to C:\program files\seaLandings\reports, right-clicking on the duplicate report, and deleting it.
- It is the user's responsibility to check seaLandings for duplicate reports.
  - Duplicate reports can mean doubling the catch in NMFS' catch accounting system.
     Deleting a report on the user's end will not delete in on NMFS' end! You must contact NMFS staff suja.hall@noaa.gov to remove the report from the database.

#### **Editing Existing Reports**

- Reports that have already been submitted may be edited at any time. However, all return receipts that correspond to that report first must be processed.
- The seaLandings system will not allow the user to edit a report for which a receipt has not yet been processed, and will display an error message.



- If you continue to try to make changes to the report without first processing the receipt, you'll receive an error
  message that states that "A report that has been sent by email cannot be updated until the return receipt has
  been processed."
- Click OK and close out of that report without saving changes.
- Then process the most recent receipt for that report.

#### To edit an existing report

- Go to File...Open.
- Double-click on the report that you wish to edit, or highlight it and click on the Open button.
- Make and save changes to that report.
- Then go to Reporting...Transmit Reports to transmit that report.
- Please email the transmission file to <u>elecrep@noaa.gov</u>.
  - Remember, transmission files start with the word 'transmit' and are saved in the directory C:\program files\seaLandings\transmissions.

Submitting a report more than once does *not* duplicate data in NMFS' database. Instead, the edited version simply overwrites the existing version. The only way to duplicate catch in NMFS' database is to create the same report more than once and to transmit more than one report with the same catch data.

#### **Print the Production Report**

- Once you have processed your return receipt, open your report by going to File...Open or click on the folder icon
- At the bottom of the production report screen, click on the **Production Report PDF** button.

🔄 Production Report 186441	×
Vessel/Location Production & Discards	^
Vessel Information         Report Date:       11/11/2008       Federal Permit Num       1111 Trinity       Image: Control of	
Federal Reporting       509       Special Area: <ul> <li>Trip Event: Offloaded Product</li> <li>Management Progr</li> <li>CDO</li> <li>Mgmt Progra</li> <li>55</li> <li>Another Re</li> </ul>	
Area Information	
Stat Area         Fed Area         IPHC A         Percent           645502/509         CL         50         •           645501/509         CL         50         •	
Remove	
Production Report PDF MRA	~

- A dialog box will appear showing you that a .pdf file (named something like PR47805.PDF) is being saved in the seaLandings directory, C:\Program Files\seaLandings\pdf.
  - Click Save.

The Adobe Reader window should automatically open the PDF so that you can print it.

- If Adobe does not open, use Windows Explorer and navigate to C:\Program Files\seaLandings\pdf.
- Open the production report and print.

Please be advised, regulations require you print and file paper copies of production reports and keep them on board the vessel for 3 years, including the current year.

Vessel Pro	Printed	d on: 11/12/2		Sustainable F P.O. Box 2160 Juneau, Alask Phone: 907-5 Fax: 907-586	(a 99802-1668 (86-7228 -7131		
Original Submit Date: 11/12	2/2008 14:2	23:41		Last Edit Date: 11/12/2008 14:32:20			
Report ID: 186441				TRINITY			
Representative	Phone	e		Fax		E-Mail	
Andy Mackerel	(206)	555-1212		(206) 122-45	545	Jennifer.Hogan	@noaa.gov
Report Date: 11/11/2008		Federal P	Permit Num	nber: 1111			
ADF&G Vessel Number:	12345	Gear Cod	<b>de:</b> 07		Crew Size: 12	4 At-sea Port	Code: FCP
Federal Reporting Area:	509 <b>S</b> r	pecial Area	1:	Manageme	ent Program: CD	O Mgmt Prog	ram ID: 55
Statistical Area Works	sheet						
Statistical Area	Feder	al Reportin	ig Area	IPHC Regula	atory Area(s)	Percent	
645502	509			CL		50	
645501	509			CL		50	
Products							
Species		Product	Product				
Code Name		Type (P/A	() Code	Description			Weight (mt)
110 P. cod		P	08	Est cut			51.000
124 Doversole		P	07	Wst cut			100.000
		P	08	Est cut			50.000
125 Rex sole						Total:	201.00
						Total.	
						i otali.	
125 Rex sole Discard	-	Discard				Totul.	
125 Rex sole Discard Species	D	Disposition					
125 Rex sole Discard Species Code Name	D	Disposition	Descriptio			Weight (mt)	Count
125 Rex sole Discard Species Code Name 931 Name	D	Disposition Code 98	Disc atsea	1		Weight (mt)	21
125 Rex sole Discard Species <u>Code</u> Name 931 Bairdi 932 Snow crab	D	Disposition Code 98 98	Disc atsea Disc atsea	3		Weight (mt) 21.000	21
125 Rex sole Discard Species Code Name 931 Name	D	Disposition Code 98	Disc atsea	3		Weight (mt)	Count 21 21

# **Maximum Retainable Amount Worksheet**

This page explains how to use the Trip Event field and access the Maximum Retainable Amount (MRA) Worksheet.

#### **Trip Event Field**

In order to assist crews in tabulating catch for a given week and enable MRAs to be calculated, the MRA worksheet and the Trip Event field has been added to seaLandings. Products for reports occurring in the same week (Sunday through Saturday midnight) are automatically grouped together in an MRA worksheet. This worksheet can be saved as a .csv file by clicking on the MRA worksheet button at the bottom of each report screen and opening the file in Excel. The MRA worksheet button only works when the report has been transmitted and the receipt has been processed for that report. Reports with different management programs will be listed on the same MRA worksheet for the same week. You can designate whether a report is a new trip by selecting a Trip Event using the drop-down box on the report screen. The following Trip Events can be designated:

Enter SSL Protection Area: A new fishing trip is triggered for any fishing after entering a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7); (a)(7)(v), (a)(7)(v), (a)(8)() (a)(8)() (a)(8)(v)).

Leave SSL Protection Area: A new fishing trip is triggered for any fishing after departing a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7); (a)(7)(v), (a)(7)(v), (a)(7)(v), (a)(8)(i)) and (a)(8)(v)).

Directed Fishing Closure: A new fishing trip is triggered for any fishing in an area following a change in the directed fishing status for any species retained aboard the vessel.

Offlood Droduct: A	h now fiching trip	h in triggorod for only	, fighing following the	offlood of fich or fich producto
Ullioau Flouuci. P	<u>A Hew IISHING (Hi</u>	) is thoughed for any	/ וואווווע וטווטשווע נוופ	e offload of fish or fish products.

👙 Production Repo	rt 380769					
Vessel/Location Production & Dis	scards					
-Vessel Information						
Report Date:	08/16/2009	Feder	ral Permit Number:	5325 GLACIER	BAY	~
ADF&G Vessel Number:	48360 KAREN L	ï	At-	sea Port Code:	FCP Catcher/processor	~
Gear Code: 61	Longline (hook and lin	e)	Crew Siz	e (include skipp	er, don't include observers):	12
Federal Reporting Area:	521 5	pecial Area:	🗸 Trip E	vent:		~
	OA 💌	Mgmt Program ID:		L	Another Repor	
					L	
-Area Information						
Stat Area Fed Area	IPHC Area	Percent	7			
735800 521	4D	100				
		~	Remove			
L		C		-		
		Production F	leport PDF			

There are a few Trip Events that are automatically assigned to reports, including New Week and Gear Change. The Trip Event called New Week is assigned to all reports that fall on a Sunday, even if the user designates a different Trip Event for that report. New Week also is assigned to reports with a report date of December 31 and January 1.

The Trip Event called Gear Change is assigned to a report if gear type changes from the previous report, even if the user designates a different Trip Event for that report. The user does not manually select the Trip Event of New Week and Gear Change; instead, these Trip Events are automatically assigned by seaLandings.

#### **MRA Spreadsheet**

The MRA spreadsheet can be accessed only after the return receipt has been processed for a given report. Creating an MRA spreadsheet for any report will include all other reports within that given week (Sunday through Saturday, except on Jan.1). The MRA spreadsheet will include all reports for that week, even if you've selected an MRA trip event for any of the reports during that week. In addition, the spreadsheet will add up all the round weights for species-product code combinations for that week, even if you've selected an MRA trip event for any of the
reports during that week. The MRA spreadsheet is not meant to calculate MRAs outright for crews; it provides a first step at tabulating round weight equivalents for given species and product code combinations, whereby crews can cut, paste, and add up desired columns together.

After you've processed a receipt for your report, open the report for which you wish to create an MRA spreadsheet by going to File...Open. Select the report and open it.

LR380762.xml         Landing Report         08/20/2009         48360         Not Submitted         F6937         5325         08/21/2009 11:48:37           PR380764.xml         Production Report         08/20/2009         Final Report Sub         F6415         7061         08/24/2009 12:46:00           PR380761.xml         Production Report         08/19/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380766.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380767.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380763.xml         Production Report         08/17/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380763.xml         Production Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380763.xml         Landing Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           LR380763.xml         Landing Report         08/10/2009         41444         Not	File	Туре	Date	Vessel	Status	Proc Code	FPP	Last Modified	
PR380764.xml         Production Report         08/20/2009         Final Report Sub         F6415         7061         08/24/2009 12:46:00           PR380761.xml         Production Report         08/19/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380766.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380766.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380766.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380766.xml         Production Report         08/17/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           PR380769.xml         Production Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00	.R380762.xml	Landing Report	08/20/2009	48360	Not Submitted	F6937	5325	08/21/2009 11:48:37	
R380766.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380767.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380766.xml         Production Report         08/17/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380769.xml         Production Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00	R380764.xml	Production Report	08/20/2009		Final Report Sub	F6415	7061	08/24/2009 12:46:00	
R380767.xml         Production Report         08/18/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380768.xml         Production Report         08/17/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380769.xml         Production Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00	R380761.xml	Production Report	08/19/2009	48360 KAREN L	Final Report Sub		5325	08/24/2009 12:46:00	
R380768.xml         Production Report         08/17/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00           R380769.xml         Production Report         08/16/2009         48360 KAREN L         Final Report Sub         5325         08/24/2009 12:46:00	R380766.xml	Production Report	08/18/2009	48360 KAREN L	Final Report Sub		5325	08/24/2009 12:46:00	
R380769.xml Production Report 08/16/2009 48360 KAREN L Final Report Sub 5325 08/24/2009 12:46:00	R380767.xml	Production Report	08/18/2009	48360 KAREN L	Final Report Sub		5325	08/24/2009 12:46:00	
	R380768.xml	Production Report	08/17/2009	48360 KAREN L	Final Report Sub		5325	08/24/2009 12:46:00	
R380763.xml Landing Report 08/10/2009 41444 Not Submitted F6415 7061 08/21/2009 11:52:33	R380769.xml	Production Report	08/16/2009	48360 KAREN L	Final Report Sub		5325	08/24/2009 12:46:00	
	R380763.xml	Landing Report	08/10/2009	41444	Not Submitted	ECANE	704		_
						F0415	/061	08/21/2009 11:52:33	

Navigate to the bottom of your report menu and click on the MRA Spreadsheet button.

Production Repo	rt 380768
Vessel/Location Production & Di	iscards
Vessel Information Report Date: ADF&G Vessel Number: Gear Code: 61 Federal Reporting Area: Management Program:	
Area Information Stat Area Fed Area 735500 523	IPHC Area Percent
	Remove
	Production Report PDF MRA

A new dialog box will open. Click on the Save button. The MRA spreadsheet is saved in C:\program files\seaLandings\pdf.

<b>Ø</b> Save					×
Save in:	🚞 pdf		 <b>~</b> [	🖃 🛄 🍤	
My Recent Documents					
Desktop					
My Documents					
My Computer					
S	File name:	MRA380768.CSV			Save
My Network Places	Files of type:	All Files			lancel

Your Excel program will open with the MRA spreadsheet saved as a .csv file.

	A B		С	D	E	F	G	
1	FFP:	5325	KAREN L					
2			REPORT DATE:	8/17/2009	8/18/2009	8/19/2009	8/20/2009	
3			TRIP EVENT:					
4			MGMT PGM:	A80	A80	OA	AFA	
5			MGMT PGM ID:		N=180310		200	
6	SPECIES	PRODUCT	TOTAL ROUND W	PR380768	PR380766	PR380767	PR380761	
7	110	7	3.1456	0.2175	1.3228	0.4807	1.1246	
8	110	8	54.734	12.9872	16.2702	10.8596	14.617	
9	270	7	1.3615	0.4415	0.38	0.54		
10	270	8	0.7446				0.7446	
11	700	8	1.0031		1.0031			
12	700	13	2.0906	0.9406		0.2	0.95	

Notice that every report is saved in its own column. If any products are completely missing from a given report, that means that you've entered a "No Production" report for that day.

The MRA worksheet is often used by Coast Guard when conducting boardings and determining crew's MRAs for a given week.

# **Catcher-Processor Consolidated Report Tool**

atcher processors can use their daily production reports to create and populate landing reports and fish tickets. NOTE: Please note that the consolidated report option should only be used by catcher processors, not motherships. 1. After production reports have been created, go to File....New and choose Consolidated as Type of Report. Click OK.

🧾 New Report	
Operation	The Trinity
Type of Report:	Consolidated 🔹
	OK Cancel

2. Choose a date range for which you would like to create a consolidated landing report, based on your production report entries. This could be done weekly, or for a whole trip. Click OK.

Generate Consolidated Report	×					
Enter a date range to generate a consolidated landing report						
from daily product	ion reports					
From Date: 08/01/2012	To Date: 08/06/2012					
	OK Cancel					

3. Enter the crew size of the fishing crew for this date range, which includes the skipper but not observer or the production crew. You'll notice all of the management programs for the data range you entered are listed as separate rows. Highlight one row at a time and click on the *Enter CFEC Permit* button to enter permit information for that management program.

🦉 Generate Consolidated Re	eport		<b>×</b>						
Crew Size: 3 Fishing crew including skipper,									
	not ir	ncluding production cr	ew.						
Observers onbo	ard: 0								
Mgmt Pgm	Mgmt Pgm Number	CFEC Permit	Permit Holder						
IFQ(Halibut)		B61B00103F 1201R							
IFQ(Sablefish)									
Enter CFEC Permit  OK Cancel									

4. A Permits dialog box will open with an illustration of a CFEC permit card.

The Mag Stripe field is to be used if you have a magnetized CFEC card and a card swiper.

• If you do not have a magnetized card and swiper, leave the Mag Stripe field blank. Click OK.

#### The CFEC permit has three parts:

- 1. Fishery: for example B61B
- 2. Permit: 5-digit number with a check digit (letter); for example, 00103F
- 3. Year Sequence: 4 numbers plus a check letter, for example 1201R.
  - The first 2 digits of this sequence are the year that the permit is issued.
  - The next two digits are the card number (ex: the fisherman lost his first card so it may say 02)

Enter permit information in the fields supplied.

🖉 Permits		×
Commercial Fisheries Entry Commission PERMIT CARD 2009 R COMMANDER SALHON SEINS CT MATHEW SOCKETE SØ1H12341N 34951 Ø9Ø10 Ø00037 36	Mag Stripe: Fishery: Permit: Year Seq: Serial#	B61B 00103F 1201R
		ок Cancel

- 5. Highlight the next row of a different management program and click on the Enter CFEC Permit button again.
  - Repeat step #4 again. You'll need to repeat these steps again until you have entered permit information for all management programs listed for the specified date range.
  - When you are finished entering permit information for all management programs listed for the specified data range, click on the OK button.

🥖 Generate Consolidated Re	eport		
Crew	Size: 3 Fishir	ng crew including skipp	ber,
	not ir	ncluding production cr	ew.
Observers onbo	ard: o		
Mgmt Pgm	Mgmt Pgm Number	CFEC Permit	Permit Holder
IFQ(Halibut)		B61B00103F 1201R	
IFQ(Sablefish)		C61B00108R 120	
Enter CFEC Perm	it	_	OK Cancel

A landing report will be created that has separate fish tickets for each management program and for each gear type listed. The screen shot below shows the landing report created.

#### Vessel/Location/Status Tab

- Verify the header information that has been filled out based on your production report entries for that date range, gear type, and management program.
- Verify that the date fishing began is the first day that you processed fish for that date range of interest, and the date of landing is the last day that you processed fish for that date range of interest.
- ADF&G processing code (purchaser/owner): is preloaded from your selected operation. If you want to change it, then choose the appropriate code from the drop down.
- ADF&G Processor Code (custom processor): If you are doing custom processing then you will need your processing code here and the F-code of the company you are processing for as the purchaser/owner.
- Port of Landing: catcher processors use: FCP.

🛃 Landing Report 15655022	
Vessel: 73311 Date of Landing: 08/04/2012	
Vessel/Location/Status Permits & Pounds IFQ Reports Summary	
Status       Not Submitted       Transmit Status:         Transmit Date:       Receipt Date:         Number of Messages:       Number of Errors:       Number of Warnings:	
Vessel ADF&G#: 73311 Crew Size (Including Skipper): 3 Partial Delivery Gear: 61 Longline (hook and line) Discard Report: Date Fishing Began: 08/01/2012 Date of Landing: 08/04/2012 Days Fished: 4	E
Processor Code (Owner): Z2603 Alaska Spirit F/V  Processor Code (Custom Processor): Registered Buyer Number: 980003 IFQ TEST BUYER36 Federal Processor Number: 3242 ENDEAVOR Port of Landing: FCP Catcher/processor	
< [	

#### **Permits & Pounds**

- Click on the Permits & Pounds tab.
- Verify the CFEC permit information is correct. If you must make changes to the CFEC permits entered, highlight a row and click on the Open button.
- This will also be necessary if you fished under an IFQ management program so that you can enter the NMFS ID and IFQ permits and species.

8	Landing Report 15655022															
	Vessel: 73311 Date of Landing: 08/04/2012															
	Vessel/Location/Status Permits & Pounds IFQ Reports Summary															
	Permits Statistical Areas															
	Fis	sh Ticket	CFEC Permit		Permit Holder		Mgmt Pgm	Pgm	ID Pe	rcent						
		2 225366	B61B00103F 12	01R			IFQ					Stat	Area	Fed Area	IPHC Area	Percent
	E12	2 225367	C61B00108R 12	010			IFQ									
											-	-				
		New	Open	R	emove	Fis	h Ticket		Allocate	2						
	NM	MFS ID	IFQ Permit	Species			Ar	ea M	ax out pou	unds						
											*				1	
											-					Remove
	Iten	nized Catch														
	#	Fish Tick	et Stat Are	a Spe	ecies	Cond	dition		Weight			N	umber	Disposit	tion	
	1	E12 2253	66 565501	200	Halibut	05 H	+ G		-		2	,253		60 Sold		
	2	E12 2253	66 565431	200	Halibut	05 H	+ G				1	,294		60 Sold		
	3	E12 2253			Halibut	05 H	+ G					,660		60 Sold		
	4	E12 2253			Sablefish	08 Es			3,208				60 Sold			
	5	E12 2253			Sablefish	08 Es			571							
	6	E12 2253			Sablefish			736								
	7	E12 2253	66 565501	127	Yellowfin sole	101 W	noie					10		198 Disc a	atséa	
		New	Open		Remove											
											_					
	So	d Condition			P/A	Size/Grade					1	Sold	Price	Amo	ount	
I I																•
	111 T															

• A Permits dialog box will open where you can make changes to your entries or add permit information as highlighted in yellow below. Click OK.

Permits				×				
Commercial Fisl Entry Commis PERMIT CAN R COMMANDER SALMON SELMS CT MATHEW SOCK SØ1010000003	sion         2009         FI           RD         2009         PI           EYE         YI         SI           04951         SI	Mag Stripe: Ishery: B6 1B ermit: 00 10 3F ear Seq: 120 1R erial Number	Managment Program: Percen NMFS ID					
IFQ Permit 980005	Species 200	Species Name Halibut	Area	Max out pounds				
Remove OK Cancel								

#### Itemized Catch

- Make sure your itemized catch is correctly assigned to your permits, and verify all the catch you expect for that date range is included on your consolidated report.
- If you wish to edit the weight or number of animals assigned to a permit, highlight a line of itemized catch and click on the Open button.

#	Fish Ticket	Stat Area	Species	Condition	Weight	Number	Disposition
1	E12 225366	565501	200 Halibut	05 H + G	2,253	ĺ	60 Sold
2	E12 225366	565431	200 Halibut	05 H + G	1,294		60 Sold
3	E12 225366	565402	200 Halibut	05 H + G	1,660		60 Sold
	E12 225367	565501	710 Sablefish	08 Est cut	3,208		60 Sold
5	E12 225367	565431	710 Sablefish	08 Est cut	571		60 Sold
6	E12 225367	565402	710 Sablefish	08 Est cut	736		60 Sold
7	E12 225366	565501	127 Yellowfin sole	01 Whole	10		98 Disc atsea
	New	0pen	Remove	01 Whole	10		198 Disc atsea
	d Condition		P/A	Size/Grade	Sold .	Price	Amount

- An Itemized Catch dialog box will open and you can edit weight or number of animals reported, or you may add grading and pricing information. Grading and pricing is not required on these reports.
- When you are finished entering information for the line item, click on the OK button to accept changes.
- The Cancel button cancels the change and the Remove button removes grading and pricing information for that line item when the row is highlighted.

Itemized Cate		✓ Stat	t Area: 565501	Species:	710 0	Condition: 08	×
Weight: 3	,208	•	nt Modifier:			lumber:	
Disposition:	60						
Cond	Sold Condition	P/A	Size/Grade	Sold Weight	Price	Amount	
							^
							_
		Remove	]		-	Cancel	•

**NOTE:** Do not make changes to the weights or numbers of animals without also making the same changes to your production reports off of which your landing report is based. Changing your landing report does not automatically make the same changes to your production report.

Statistical Areas

- You can leave the Statistical Areas worksheet blank since you've already entered this information on your production reports.
- The statistical areas are shown as a field in your itemized catch lines.

Statistical Area	s		
Stat Area	Fed Area	IPHC Area	Percent
$\frown$			
<u> </u>			
			Remove

## **IFQ Reports Tab**

If you fished for any IFQ species you will need to generate an IFQ Report.

- Go to the IFQ Reports tab.
- Locate and click on the Generate IFQ Report button.

🛃 Landing Report 15655022			
Vessel: 73311		Date of Landing:	08/04/2012
Vessel/Location/Status Permits & Pounds IF	Q Reports Summary		
Status Tran Number	Fish Tkt NMFS ID	IFQ Permit Species	Manual IFQ Report Done Generate IFQ Reports Clear IFQ Reports IFQ Review Receipts Tran Date/Time: Net IFQ weight:
Stat Area IPHC Area Condition	Sold I/S Retained	Return Msg:	• • • • • • • • • • • • • • • • • • •
		Cardholder: New Report Remove Report	New Item Open Remove Item

- By highlighting each line, you will see the stat areas and pounds caught in each area.
- Verify that the pounds and areas they were caught in are accurate.

Vessel:	73311						Date	of Landing:	08/04/20	12	
essel/Location	n/Status Permit	ts & Pounds	FQ Reports Su	mmary							
Status	Tran N	lumber	Fish Tkt	NMFS ID	I	Q Permi	t s	pecies			
Not Submittee	d		E12 225366	980038	98	0005	20	00		Manual IFQ Re	eport Done
Not Submittee	d		E12 225367	980041	98	0005	7.	10		Generate IF	Q Reports
										Clear IFQ	Reports
										IFQ Re	eview
										Rece	ipts
										Tran Date/Time:	
										Net IFQ weight:	
										·	
Stat Area	IPHC Area	Condition	Sold	I/S	Retained				1	·	
565501	CG	08	3,208	NO	Retained				1	·	
565501 565431	CG CG	08 08	3,208 571	NO	Retained				1	·	
565501 565431	CG	08	3,208	NO	Retained	-	Return Msg: [		1	·	
	CG CG	08 08	3,208 571	NO	Retained	-	Return Msg: [ Permit Holder:		1	·	
565501 565431	CG CG	08 08	3,208 571	NO	Retained				1	·	
565501 565431	CG CG	08 08	3,208 571	NO	Retained		Permit Holder:	 Report		·	
565501 565431	CG CG	08 08	3,208 571	NO	Retained		Permit Holder: Cardholder:			Net IFQ weight:	

#### Save and Transmit

- Prior to saving your report, go tot he header section of seaLandings and click on the checkmark icon located there.
- If there are any error in your report you will get notification of what it is.



- Now you can save your report by clicking on the floppy disk icon or by going to File...Save...
- The report must be closed before you can transmit it.

#### Transmit

- Once you have saved your consolidated report, go to Reporting....Transmit Reports to transmit that report.
- Make sure you email the transmission file to elecrep@noaa.
  - Remember, transmission files start with the word 'transmit' and are saved in the directory C:\program files\seaLandings\transmissions.
- Wait 3-5 minutes for your receipt.
- Save the receipt in C:\program files\seaLandings\transmissions.
- Process that receipt by going to Reporting....Process Return Receipts.

#### Print Your Fish Ticket

- After you've transmitted the report AND processed your receipt, you can save and print the fish ticket by highlighting one of CFEC lines and clicking on the Fish Ticket button.
- A fish ticket will be saved in your directory C:\Program Files\seaLandings\pdf.

8	Landir	ng Report 1	5655022												×
	Ves	sel: 733	11						Dat	e of Lar	nding: 08/04	/2012			
	Vessel	/Location/St	tatus Permits 8	& Pounds	IFQ Reports Summ	hary									
	Permit	ts									Statistical Area	is			
	Fish	Ticket	CFEC Permit		Permit Holder		Mgmt Pgm	Pgm ID	Percent						_
			B61B00103F12				IFQ				Stat Area	Fed Area	IPHC Area	Percent	
	E12 2	225367	C61B00108R 12	010		1	IFQ								- ^
										-					-
										<b>•</b>					-
		New	Open	Re	emove	Fish	Ticket 🚽	Al	locate						
				, <u> </u>											-
	NMF	S ID I	FQ Permit	Species			Area	Max ou	ut pounds						-
	9800	38 98	80005	200 Halibu	ıt										-
										-			6	Remove	
										· ·			U		
	Itemiz	ed Catch													
															_
	#	Fish Ticke			ecies	Condi		We	ight		Number	Disposit	tion		
	1	E12 22536			Halibut	05 H H	-				253	60 Sold			*
	2	E12 22536			Halibut	05 H H	-				294	60 Sold			_
	3	E12 22536 E12 22536			Halibut Sablefish	05 H + 08 Est					660	60 Sold			=
	4	E12 22536 E12 22536			Sablefish	08 Est					208 571	60 Sold			-
	6	E12 22536			Sablefish	08 Est					736	60 Sold			-Ш
	7	E12 22536			Yellowfin sole	01 Wh					10	98 Disc a	atsea		-
		New	Open		Remove	1 111		1			1				

					GROUNDFI	FISH & GAMI SH TICKET	E	DO N	OT WRITE	EIN THIS SPAC
								1	E08 1	33772
						Statistical Ar	ea Wo	kShee	t	
					Stat. Area	%		Stat. A	rea	%
Vessel				Crew S	Size 102	Mgmt Pgm	CDQ		of Landing ation type	or off-shore
ADF&G NO.	48360			Observ		ID :	55			
Permit	K91TC 304015 0401M		onboar	rd .			FCP Catcher Type of Gear us		CORP. I	
	□ Mag S	tripe Read								sea
		2						91	Pot	
Owner:	F693	37		Date F	ishing Began	11/11/2008			ELIVERY	Y:
Custom Processor:					in Water) anded	11/12/2008	OL	ast La	Delivery nding for IFQ Per	
SPECIES	STAT	DEL. COND	SCALE WEIGHT	NUM	DISP.	SIZE & GRADE		LD GHT	PRICE	AMOUNT
110 P. cod	645502	08 Ret cut	56,218		60 Sold					
110 F. cod	645501	08 Est cut			60 Sold		-			
124 Dover sole		07 Wst cut			60 Sold	10/30	1	10,231	1.45	159,834.
124 Dover sole		07 Wst cut	100-00-00-00-00-00		60 Sold	á	2	-		
125 Rex sole 125 Rex sole	645502 645501	08 Est cut 08 Est cut			60 Sold 60 Sold			-		8
932 Snow grab	645501	01 Whole	23,149		89 Decomposed					)
932 Enow grab	645502	01 Whole	23,149		89 Decomposed	-	-			Č.
					Discards	0.5 ) San an				
931 Bairdi	645501	01 Whole		10	98 Disc atsea					
931 Bairdi	645502	01 Whole		11	98 Disc atsea					č
932 Snow crab	645501	01 Whole	21,045	10	98 Disc atsea		-	- de		2
932 Snow crab	645502	01 Whole	24,251	11	98 Disc atsea					
I HEREBY ATTE	ST THAT	THESE FISH	WERE CAUGHT IN		Total IANCE WITH AD		110,23 NS A	DF&G		\$159,834
Permit Holder's	Signature						Int	erview		
Esh Dessioned h	25				<b>5</b> .44		1	server		
Fish Received b	Y				Date		LC	gbook		

NOTE: Do not make changes to the management program or management program ID without also making the same changes to your production reports off of which your landing report is based. Changing your landing report does not automatically make the same changes to your production report.

# **Catcher-Processor IFQ Landing Report**

There are two ways that you can create an IFQ landing report: you can either use the Consolidated Report option or you can create a new landing report from scratch. The Consolidated option uses the production report data to populate your consolidated report, whereas the Groundfish Landing option creates a brand new landing report and you enter all the data. The consolidated landing report option reduces duplicate data entry, however if you are only doing a landing report with IFQ species (sablefish, for example) simply starting from scratch with a groundfish landing report can sometimes be easier.

- <u>Creating a Catcher-Processor IFQ Report using the 'Consolidated Report' Option</u>
- <u>Creating a Catcher-Processor IFQ Report using the 'Groundfish Landing Report' Option</u>

# Creating a Catcher-Processor IFQ Report using the 'Consolidated Report' Option

Please note that the consolidated report option should only be used by catcher processors, not motherships. Make sure you've reported IFQ as management program in your production reports where you've fished for IFQ sablefish so that the consolidated report contains the correct management program.

If you're choosing to use the Consolidated Report feature for halibut, please make sure you've documented all your halibut products on your production reports before using this option. If you have not reported your halibut products on your production reports, please use the Groundfish Landing Report option instead of the Consolidated Report option. The Consolidated Report option assumes that your production reports document all your IFQ catch.

To create a consolidated report, go to File...New and choose Consolidated as Type of Report. Click OK.

New Report		X
On another a	The Chum Bucket	
Type of Report:		
	ОК Cancel	

Type in a date range and click on OK.

Generate Consolidated Report	X
Enter a date range to generate a consolidated landing report from daily production reports	
From Date: 11/19/2010 To Date: 11/22/2010	
OK Cancel	

Enter the fishing crew size and number of observers onboard. Highlight the first row of management programs listed and click on the Enter CFEC Permit button.

( Observers	not	ning crew including : including producti	
Mgmt Pgm FQ(Halibut) FO(Sablefish)	Mgmt Pgm Number	CFEC Permit	Permit Holder
FQ(Sablefish)	Ť.		

Enter your permit information and click OK.

🖉 Permits		×
Commercial Fisheries Entry Commission PERMIT CARD 2009 R CONNANDER SALNON SELUC CT MATHEW SOCKETE SØ1H12341M 34951 Ø9Ø10 000037 36	Mag Stripe: Fishery: Permit: Year Seq: Serial#	B61B 00104W 1001F OK Cancel

Click on OK to generate a consolidated report.

<mark>∑ Generate Consolio</mark> Cr Observers o	rew Size: 13 Fisl	hing crew including skipp t including production cre	
Mgmt Pgm	Mgmt Pgm Number	CFEC Permit	Permit Holder
IFQ(Halibut)		B61B00104W 10	
IFQ(Sablefish)		C61B00110B 1001U	
Enter CFEC F	Permit		→ OK Cancel

Make sure the Vessel/Location/Status tab contains the correct vessel and date information, including your Registered Buyer number. Click on the Permits & Pounds tab. Verify that the date fishing began is the first day that you processed fish for that date range and the date of landing is the last day that you processed fish for that date range. Enter the number of days fished for that date range.

anding Report 15381959				
Vessel: 46937		Date of Landing:	11/22/2010	
ssel/Location/Status Permits & Pounds IFQ Rep	orts Summary			
Status				
Report Status: Not Submitted		30		18
Transmit Date:	Transmit Status:			
	Receipt Date:			1
Number of Messages: Number	of Errors: Number of Warnings:		View Messages	
Vessel				
ADF8(G#: 46937	Crew Size (Including S	kipper): 13	artial Delivery	
Gear: 61 Longine (hook and ine		rs Onboard:		
Tender ADF8G#:	·			
	CONS.	Report:	×	
Date Fishing Began: 11/20/2010	Date of Landing: 11/22/2010	Days Fished: 3		
Processor				
	F5522 Bering Sea Processors	~		
Processor Code (Custom Processor):				
Registered Buyer Number:	ADDADD THE THEFT IN HERD OF			
	980002 IFQ TEST BUYER35	<b>~</b>		
	1234 LESLIE LEE	*		
Federal Processor Number: Port of Landing:	FCP Catcher/processor			

Highlight your permit and click Open, or double-click in any field in the permit row.

937					_	Da	te
itatus F	Permits & Pounds	IFQ Reports	Summary				
CFEC	Permit	Permit Holde	r	Mgmt Pgm	Pgm ID	Percent	1
B61B00	104W 1001F			IFQ			1
C61800	110B 1001U			IFQ		N	
N 26		544					-
	tatus CFEC B61B00		tatus Permits & Pounds IFQ Reports CFEC Permit Permit Holde B61B00104W 1001F	CFEC Permits & Pounds IFQ Reports Summary CFEC Permit Permit Holder B61B00104W 1001F	tatus Permits & Pounds IFQ Reports Summary CFEC Permit Permit Holder Mgmt Pgm B61B00104W 1001F IFQ	CFEC Permit Permit Holder Mgmt Pgm ID B61B00104W 1001F	tatus Permits & Pounds IFQ Reports Summary CFEC Permit Permit Holder Mgmt Pgm ID Percent B61B00104W 1001F IFQ IFQ

Enter your NMFS ID, IFQ permit, and species code. Click OK.

2 Permits							×
Commercial F Entry Comm PERMIT CA R COMMANDER SALNON SELING C MATHEW SOC SØ1 P12341N Ø9 Ø1 O Ø8 Ø8	ARD 2009 IRD 2009 I KETE 94951	Mag Fishery: Permit: Year Seq: Serial Numi	Stripe: C61B 00110B 1001U ber	Managment Program	ID: cent:	IFQ 960038	•
IFQ Permit	Species	Species	Name	Area	Ma	x out pounds	10
9800	14	710 Sablefish					
		Remove	h	$\rightarrow$	ок	Cancel	]

Review your line items for accuracy. If you need to edit any line items, double-click on any field in that row or highlight that row and click Open.

Please note that any change you make to line items does not make that same change on your production reports! If you make changes to line items in your consolidated report, you need to make the same changes to your production reports.

Lastly, make sure all the catch you expect to appear for this date range is included in your itemized catch section.

#	Fish Ticket	Stat Area	Species	Condition	Weight	Number	Disposition	
	E10 148560	575401	200 Halibut	04 Gutted	5,236		60 Sold	
	E10 148560	575332	200 Halibut	04 Gutted	7,822		60 Sold	
	E10 148560	565431	200 Halibut	04 Gutted	3,499		60 Sold	
	E10 148561	575401	710 Sablefish	08 Est cut	3,587		60 Sold	
	E10 148561	565431	710 Sablefish	08 Est cut	4,749		60 Sold	
	E10 148560	575401	132 Sand sole	01 Whole	121		98 Disc atsea	
	E10 148560	575332	110 P. cod	08 Est cut	2,745		60 Sold	
Sole	New d Condition	Open	Remove P/A	Size/Grade	Sold	Price	Amount	

After you review your line items, click on the IFQ Reports tab.

Vessel:	46937					Da	te o
			1			-	
essel/Locatio	n/Status Per	mits & Pounds	IFQ Reports Summar	У			
Permits							
Fish Ticket	CFEC Pe	rmit	Permit Holder	Mgmt Pgm	Pgm ID	Percent	16
E10 148560	B61B00104W 1001F		1	IFQ	1	1	1
E10 148561	C61B0011	0B 1001U		IFQ		Ť.	
							1
	Оре	n F	emove	Fish Ticket	A	locate	
New							
New							
New NMF5 ID	IFQ Permit	: Species		Area	Max ou	it pounds	10

- To generate your IFQ reports, click on the Generate IFQ Reports button.
- Only **primary products** will appear on the IFQ report.
- IFQ report generation and submission is required for all IFQ products and IFQ/CDQ halibut.

🔀 Landing Report 1	5381959							
Vessel: 46937						Date of Landing:	11/22/2	2010
Vessel/Location/Status	Permits & Pounds	IFQ Reports	Summary					
Status	Tran Number	Fish Tkt		NMFS ID	IFQ Permit	Species	^	Generate IFQ Report Done

- The program may take a few moments to generate your IFQ report.
- You can highlight any field in the IFQ report row and make sure that only primary products are included.
- You can click on the IFQ Review button to view your IFQ report but the report must be saved before you are allowed to preview it.

Go to File...Save. Now you should be able to click on the IFQ Review button to see your IFQ report.

Make sure you click on the check mark icon or go to File...Check to see if there are any errors in your report before you transmit it.

Transmit your report by going to Reporting....Transmit Reports.

- Click on the Transmit Reports button.
- Attach the transmission file located in C:\program files\seaLandings\transmissions to an email addressed to <u>el</u> <u>ecrep@noaa.gov</u> and send.
- Wait 3-5 minutes for your receipt. Save the receipt in C:\ProgramData\seaLandings\transmissions.
- Open the seaLandings program and process your receipt by going to Reporting....Process Return Receipts.

You may also create landing reports (which generate fish tickets) from scratch by choosing Groundfish Landing Report rather than Consolidated.

Remember, the Consolidated report option uses production report data to populate your consolidated report, whereas the Groundfish Landing Report option creates a landing report from scratch.

## Printing your Fish Ticket & Landing Receipt

- After you process your receipt, you'll need to print your fish ticket and landing receipt.
  - Open your report and go tot he Permits & Pounds tab, highlight the CFEC permit you want to get the fish ticket for.
  - Once a permit row is highlighted, the Fish Ticket button will be selectable.
  - A window will open prompting you to save the ticket. Click Save.
  - The fish ticket will be generated as an Adobe PDF. Print the fish ticket.
- Print your landing receipt by going to the IFQ Reports tab.
  - On the lower right hand side you will see the button called Print Receipt.
  - Click on it and then print.

Your return receipt will notify you if you have red-lined. If that happens it is likely due to a discrepancy with your PNOL.

If this happens contact NMFS Enforcement Data Clerks at 1-<u>800-304-4846</u>, option #1. Checking your IFQ report for errors after you process receipts is an important part of the transmission process.

# Creating a Catcher-Processor IFQ Report using the 'Groundfish Landing Report' Option

If you do not wish to use the Consolidated Report option to report your IFQ catch, you could use the Groundfish Landing Report.

For example, if your offload weight differed substantially from production report weights and you find you have to spend a lot of time editing your consolidated report.

• Go to File...New and choose Groundfish Landing Report as type of report. Click OK.

🙆 New Report		×
Operation:	Glacier Bay	
Type of Rep	port: Groundfish Landing	
	OK Cancel	

#### Vessel/Location/Status Information

- Enter your Gear type, Crew size, Observers, and Fishing Dates
- Make sure the Registered Buyer Number field is filled out if you are reporting IFQ catch.
  - If the Registered Buyer Number field is blank, contact NMFS staff immediately (suja.hall@noaa.gov) so she can plug that permit into your operation.
  - You will not be able to create an IFQ report without a Registered Buyer Number.
- If you are a Floating Catcher Processor, make sure your port code is FCP.
- Do not change your port code to the physical location you are offloading at.

👙 Landing Report 292912	
Vessel/Location/Status Permits & Pounds IFQ Reports	Summary
/ Status	
Report Status; Not Submitted	Transmit Status:
Transmit Date:	Receipt Date:
Number of Messages:	Number of Errors:         Number of Warnings:         View Messages
Vessel	
ADF&G#: 41444	Crew Size (including skipper): 12 Partial Delivery
Gear: 91 Pot	Observers Onboard: 1 Discard Report:
	Tender ADF&G#:
Date Fishing Began: 04152009	Date of Landing: 04212009 Days Fished: 7
Processor	
Processor Code (Owner):	F6937 Glacier Bay F/V
Processor Code (Custom Processor):	×
Registered Buyer Number:	980000 IFQ TEST BUYER33
Federal Processor Number:	5325 GLACIER BAY
r odrar rocessor Humber.	
Port of Landing:	FCP Catcher/processor

Permits & Pounds

• Click on the New button on the Permits & Pounds tab in the Permits section to enter your first CFEC permit

card.

Vessel:				Ger	nerate Report Summar
essel/Location/Sta	tus Permits & Pounds IF	Q Reports Summary			
Permits Fish Ticket	CFEC Permit	Permit Holder	Mgmt Pgm	Pgm ID	Percent
					~

- Enter the permits listed on the CFEC card.
- Select a management program (IFQ for halibut/sablefish; does not require an ID).
- If you are landing IFQ catch, please enter an **individual's** NMFS ID and IFQ Permit number, plus the species code (710 for sablefish; 200 for halibut).
- Please leave the Area and Max out pounds fields blank unless you have more than one IFQ permit and you want to allocate specific pound to one or the other.

Permits					×
Constant Property in	And States	Mag Stripe:			
Commercial F Entry Comm PERMIT C		Fishery: c61b	Manageme	nt Program: IFQ	~
GUS O GEN (K91T03040		Permit: 67734m Year Seg: 0501g	Percent	ID:	
0401M 012		Year Seq: 0501g	NMFS ID:	980002	
IFQ Permit	Species	Species Name	Area	Max out pounds	1.1
980004	710	Sablefish			^
			<u>.</u>	2	
			2	2	THE REAL
			<u>a</u>	2	
			1		~
	Remove		ок	Cancel	

• You can enter more than one IFQ permit for that CFEC card holder by starting a new row underneath the IFQ Permit field.

#### Itemized Catch

• Click on the New button underneath the Itemized Catch section.

Permits	CEEC Down		Burnhalden	March Dave	Daw ID	Devent		Statistical Area	
Fish Ticket E09 160400	CFEC Permit C61B67734M		Permit Holder	Mgmt Pgm IFQ	Pgm ID	Percent 100	~	Stat Area	Fed
980002	980004	710 Sable					~		
Itemized Catch Fish Ticket	Stat Area	Species		Condition	Weig	Jht		Number	Disposi

- Select your Fish Ticket Number and enter your first line of itemized catch.
- If you choose to use the Stat Area Worksheet (upper right hand corner of the Permits & Pounds tab), leave the Stat Area fields blank in the Itemized Catch section.
- Weight is recorded in pounds, as the processed weight of the fish as it is delivered.
- Disposition code 60 is to be used for sold weight.
- Weight modifier is selected only if you've weighed the IFQ catch with ice and slime.
- Estimated weights are only allowed on non-IFQ species and must be changed to non-estimated weights within 72 hours.
- Click OK.

💆 Itemized C	atch						×
Fish Tick	ket Number: E09 16	0400 💌	Stat A	rea:	] Sp	ecies: 710	
Condition	n: 8 We	ight: 1635		Weight Modifier:		~	
Ni	umber:	Dien	osition: 60	-			
				1	1.00.000		
Cond	Sold Condition	P/A	Size/Grade	Sold Weight	Price	Amount	~
		2					
		1			Ť.	- <u>0</u> -	~
F	Remove				🔺 ок	Cancel	]
						· · · · · · · · · · · · · · · · · · ·	

• Click on the New button so you can add your second line of itemized catch.

namg kepar	t 292914												(
Vessel:						Ger	nerate Report	Summa	ry Dat	e of Landing	:		
sel/Location/Sta	itus Permits & F	ounds IFQ F	Reports Summary										
Permits									Statistical Are	ac			
Fish Ticket	CFEC Permi	t	Permit Holder	Mgmt F	Pam	Pgm ID	Percent		N		IPHC	Percent	_
E09 160400	C61B67734M			IFQ			100	~	Stat Area	Fed	IPHC	Percent	
								~				2	-
New	Open	F	Remove	Fish Tick	et 🚽		Allocate						
NMFS ID	IFQ Permit	Species			Area	Max ou	it pounds				C.		١.
and a set of the set o		710 Sablef	fish					~	<u> ()</u>				
980002	980004	710 505101										100	
980002	980004	710 545/6									L	Remove	8
	980004	710 5456						•			L	Remove	1
	980004	710 5000			1			<b>•</b>			L	Remove	
980002 temized Catch Fish Ticket	Stat Area	Species		Condition	1	Weig	jht	•	Number	Disposition	ـــــــــــــــــــــــــــــــــــــ	Remove	1

- Enter your second line of itemized catch.
- Please make sure to enter all your discards as separate itemized catch lines.
- Discarded prohibited species must be reported as number of animals.
- Click OK.

Notice you have the option of selecting "Estimated" or "With Ice/Slime" in the Weight Modifier field.

- The "Estimated" option may be selected for 72 hours for non-IFQ species and product code combinations if you are not sure of the exact weight or if you are not sure of the species.
- However, you must remove the weight modifier and resubmit the report within 72 hours.

- You may not select "Estimated" for any primary IFQ species products because that will prevent you from generating IFQ reports for that catch.
- IFQ reports are required for IFQ sablefish and IFQ/CDQ halibut.
- "With Ice/Slime" option allows you to report the weight of halibut or sablefish with ice and slime.
- "With Ice/Slime" option is not allowable for non-IFQ species and product code combinations.

🛃 Itemized	Catch						X
Fish Ti	icket Number: E09 16	0400 💌	Stat 4	Area:	]	Species: 700	
Conditi	on: 13 We	eight: 550		Weight Modifier:		~	
	Number:	Di	sposition: 98				
Cond	Sold Condition	P/A	Size/Grade	Sold Weight	Price	Amount	
							_
				2 2			
	Remove				ок	Cancel	]

- Enter your stat areas in your stat area worksheet (if you did not enter them in the Itemized Catch section) and percentages of harvest in each State stat area.
- Click on the IFQ Reports tab if you're reporting IFQ catch (halibut, sablefish).

Landing Report	292914											
Vessel:					Ger	nerate Report	Summar	y Da	ite of Lar	iding:		
'essel/Location/Sta	tus Permits & P	ounds IFQ Reports Sum	mary									
Permits								Statistical Ar	eas			l
Fish Ticket	CFEC Permit	Permit Hold	er Mgml	Pgm	Pgm ID	Percent		Stat Area	i len.	IPHC A	Percent	
E09 160400	C61B67734M	0501G	IFQ			100	~	and the second s	30 521.			50
								735	00 521	. 4D		Î
New NMFS ID	Open IFQ Permit	Remove	Fish Ti	:ket Area	<u></u>	Allocate			-			
980002	980004	710 Sablefish		1.00	l lak ou	ic pourido	~	_				
	1						~			(	Remove	
Itemized Catch												
Fish Ticket	Stat Area	Species	Condition		Weig	iht		Number	Dispo			
E09 160400		710 Sablefish	08 Est cut				1,635		60 Solo			
E09 160400		700 Skate	13 Wings				550		98 Disc	atcea		

• Click on the Generate IFQ Reports button, which will create an IFQ report.

292914					
				Generate Report Sur	mmary Date of Landing:
IS Permits & Pounds	IFQ Reports Sur	nmary			
Tran Number	Fish Tkt	NMES ID	IFQ Permit	Species	Manual IFQ Report Done
					Generate IFQ Reports
					Clear IFQ Reports
	is Permits & Pounds	is Permits & Pounds IFQ Reports Sur	is Permits & Pounds IFQ Reports Summary	is Permits & Pounds IFQ Reports Summary	Generate Report Su

Once you have completed entering your permit information and itemized catch, save your report and check for any errors.

• If you don't get any errors you can close out your report and transmit it.

Save your return receipt and process it.

- Now you can print out your landing receipt and fish ticket
- To print out your fish ticket, go to the Permits & Pounds tab, highlight the CFEC permit you want to print the fish ticket for.
- Click on the Fish Ticket button.
  - You'll need to save your report before fish ticket is brought up.

Please note that you will be unable to generate IFQ reports if you have assigned an "estimated" weight to any primary IFQ products.

You can assign "estimated" weights to products by selecting "estimated" in the Weight Modifier field in the Itemized Catch section on your Permits and Pounds tab.

Only primary products will appear on the IFQ report, not ancillary IFQ products.

In addition, ambiguous primary products (such as 97, 32) will also not appear on IFQ reports.

Landing Report	272714			Ge	nerate Report Sur
/essel/Location/Stat	us Permits & Pounds IF	Q Reports Summary			
Fish Ticket	CFEC Permit	Permit Holder	Mgmt Pgm	Pgm ID	Percent
E09 160400	C61B67734M 0501G		IFQ		100 🔨
					~
New	Open	Remove	Fish Ticket		Allocate

*NOTE*: If you must edit any itemized catch lines after you've generated IFQ reports, you should delete your IFQ reports, then make edits to your Itemized Catch section, and regenerate IFQ reports.

- If you've already submitted your IFQ reports and find they need to be edited, you must call the Data Clerks (1-800-304-4846, option #1) to make the change.
- After you call the Data Clerks, then edit your Itemized Catch section so your line items match the manual changes made by the Data Clerks.
- You cannot edit IFQ reports after they have been submitted to NMFS, except by calling the Data Clerks to do

S0.

- After you process your receipts for your IFQ reports, please open that landing report and go to the IFQ Reports tab to make sure you haven't "red-lined" on your IFQ reports.
- If you have a message on that IFQ Reports tab that states "Contact NMFS Enf", there is a problem with your IFQ report(s) and you should call the Enforcement Data Clerks at 1-800-304-4846, option #1.
- Checking your IFQ reports for errors after you process receipts is part of the transmission process.

	Processor Wo			gged in				
	Reporting Co							
THE WAY OF	35 Repo	rt Numbers re	maining, 17 Fis	in Ticket Numbe	ers remaining			
anding Repo	rt 296915							
Vessel: 444	41						Generate Report Sum	mary Date of Landing: 04/01/2009
essel/Location/S	itatus Permits	& Pounds IF	Q Reports S	ummary				
Status Contact NMFS			Fish Tkt 09 162801	NMFS ID 980038	IFQ Permit 960001	Species 200 Halibut	£	Manual IFQ Report Done
<u> </u>	_							Generate IFQ Reports
								Clear IFQ Reports
								IFQ Preview
								Receipts
								Tran Date/Time: 28-APR-2009 15:02:10
								Net IFQ weight: 1076
Stat Area	IPHC Area	Condition	Sold	I/S	Retained		Return Msg;	Contact NMFS Enforcement
785830	4D	04 Gutted	1,000	NO		~	Recorning:	
785900	4D	04 Gutted	200	YES			Permit Holder:	INDIVIDUALO, TEST
							Cardholder:	SKIPPER38, TEST

# **Mothership Landing Reports**

As of January 2009, motherships are required to submit a landing report.

And subsequently, the 'fish ticket' that is created in the landings report for each *catcher vessel* delivery as stated at <u>h</u> ttp://alaskafisheries.noaa.gov/regs/679a5.pdf.

Catcher processors can use the consolidated landing report option, but motherships must create a groundfish landing report using the method described below.

#### To create a groundfish landing report, choose Groundfish Landing as Type of Report.

×		rt	Repo	New
		Fest Dutch Harbor Plant	NMES T	Operation:
	~	Groundfish Landina	ort:	Type of Rep
	Cancel	<u> </u>	ort:	Type of Rep

Enter header information for your groundfish landing report on the Vessel/Location/Status tab.

-	36450
/essel:	Generate Report Su Jite of Landing:
essel,Location/Status Permits & Po	unds IFQ Reports Summary
Status Report Status: Not Subn Transmit Date:	nitted Transmit Status: Receipt Date: Number of Err Number of Warnin View Messages
ADF8/G#: 1444 Gear: 7 Non-pelag Date Fishing Beg 1110200	Crew Size (including skip 24 Partial Delivery Diserver's Onboard: 1 Discard Report: • Tender ADF8.G#: 8 Date of Landing: 11122008 Days Fished: 2
Processor	
	and the second
Processor Code (Owner):	F6415 Snopac Innovator
Processor Code (Owner): Processor Code (Dustom Proces	
Processor Code (Custom Proces	
Processor Code (Custom Proces	980002 IFO TEST BUYER 35
Processor Code (Custom Proces Registered Buyer Number:	980002 IFO TEST BUIYER35 M 2061 TONKA SEAFOODS, INC M

#### ADF&G No.

- This is the five digit number permanently assigned by the Commercial Fishery Entry Commission (CFEC).
- For motherships, enter the ADF&G number for the catcher vessel that delivers the catch to your vessel.

#### Gear

- This is the two digit numeric code used to identify the gear used to harvest the catch.
- Gear codes can be viewed by clicking on the Gear Codes link on the tool bar in your seaLandings program.
- For motherships, enter the gear type for the catcher vessel that delivers the catch to your vessel.

#### Crew Size

- The number of licensed fishing crew on board the vessel, including skipper.
- For motherships, enter the crew size of the catcher vessel that delivers the catch to your vessel.

#### Partial Delivery

• Not applicable for motherships; leave unchecked.

#### **Observers Onboard**

- The number can range from zero 0 to 5, and references the number of state of Alaska certified crab or NMFS certified groundfish observers on board the vessel for that fishing trip.
- For motherships, enter the number of observers on-board the catcher vessel that delivers the catch to your vessel.

#### **Discard Report**

• Choose Not Received for motherships.

#### Tender ADF&G#

- The five digit number permanently assigned by CFEC for the tender vessel involved in this landing.
- Leave blank if not applicable.

#### Date Fishing Began

• The date when gear was deployed in the water to begin fishing (MMDDYYYY).

#### Date of Landing

• The date when the landing was completed.

#### Days Fished

- The number of days when the gear was used to fish.
- This number does not include traveling to and from the fishing grounds, or weather delays (MMDDYYYY).

#### Port of Landing

• Mark FLD if your vessel is a mothership.

#### Processor Code (Owner)

- The owner of the product that has just been purchased the purchaser.
- This value is auto-filled based on information entered during your User Agreement registration.
- Processor Code (Custom Processor)\*
- Applicable only if the product is being received or processed by a third party not the purchaser.
- Leave blank if not applicable.

When you are finished entering vessel and location information, click on the Permits & Pounds tab.

Landing Report 186450					-	
Vessel:		Generate Report	Su Jate c	of Landing:		^
Vessel/Location/Status Permits & Pounds IFQ	Reports Summar	γ				
Permits			Statistic	al Areas		
Fish Ti OFEC Permit Permit Hold	er Mgmt	Pg   Per	Stat	. Fe 1	P   Per	
						^
New Cpen Rem	Fish Ticke					
NMF5 IFQ Per Species	An	1		-		~
		×		A. R.	Rem	
Itemized Catch						
Fish Tic Stat A Species	Condition	Weight	Number	Dispositio	n	
						^
						¥
	Comment	1				
Sold Condition P/A Size	e/Grade	501.	Price	Amoun	t	<b>^</b>
						•

The CFEC permit must be valid for that calendar year and valid for that fishery (species, gear, management area). Anyone fishing and selling product under a CDQ allocation requires a separate CFEC permit.

To enter permit information, click on the New button in the Permits section of the report.

Permit	s				×
		Mag Stripe:			
Commercia Entry Con PERMIT ITST DAV GUS_0 GI (K91TC504 (0401M_0	CARD 2008	Fishery: k91t Permit: 3040 Year 0401	)1s Do	nent Progr AFA ID: 300 rcent: 100	~
IFQ Permit	Species	Species Name	Area	Max out poun	^
	Rem			OK Cancel	

A Permits dialog box will open where you enter CFEC permit information in the various fields, as displayed by the illustration below of the CFEC card.

The CFEC permit card contains the name of the individual, the specific fishery, the Permit, e.g. K91T12345Z, and a Permit Sequence, e.g. 0501H.

- Fishery: In this example would be K91TC. Since the permit is valid for a CDQ fishery, the CFEC fishery contains an extra letter. Another example is K91TA. Each CDQ group CFEC permit contains this extra letter that corresponds to each group A through F.
- Permit: five digits that follow the CFEC fishery. In the above example the permit number is 30401S.
- Year Sequence: to the right of the CFEC permit number. The permit sequence provides information on the valid year of the permit, the sequence of issue of the permit, followed by a letter, e.g.,0401M. This Permit Sequence example indicates that the permit is valid for 2004 the "04" and the sequence indicates that this is the first permit issued for this permit holder 01. The M assists in creating a unique permit. If the permit card was lost and a second card issued, the sequence would be 02.
- Management Program: The management programs are selectable from the drop-down arrow to the right of the management program field. Provide an ID for CDQ, RPP, and AFA programs only.

#### **Statistical Area Worksheet**

Record the six-digit ADF&G statistical area denoting the area where the catch was hauled with the percent of catch that occurred in this stat area. Click on the New button on the Statistical Area section of your report.

🕹 Landing Report 186450	
Vessel:	Generate Report Su Jate of Landing:
Vessel/Location/Status Permits & Pounds JFQ Reports Summary	
Permits	Statistical Areas
Fish Ti CFEC Permit Permit Holder Mgmt E08 133 K91TC30401S AFA	Pg Per Stat Fe IP Per
New Open Rem Fish Ticket	Allocate
NMFS   JFQ Per   Species Area	Max out p
	• Rem
Itemized Catch	

Enter a six-digit statistical area and a percent of the catch that was hauled from that area.

If you wish to delete a row entered, click on any field in that row and click on the Remove button.

# **Entering Itemized Catch**

To enter itemized catch for the permit you entered, click on the New button in the Itemized Catch section.

ssel:			Generate R	eport 9.	)ate ol	f Landing:		
sel/Location/Status Pern	its & Pounds	IFO Reports   Summa	ry					
Vermits					- Statistica	il Areas		
Fish Ti   CFEC Permi					Stat		P Per	
E08 133 K91TC30401	S	AFA	300  100	~				^
				*				
New Open	Rem	Fish Tick			1			
NMFS JFQ Per S	pecies	A	rea   Max out p	~	17			Y
				*			Rem	
temized Catch								
Fish Tic Stat A Sp	ecies	Condition	Weight		Number	Disposition	1 U.	
								~
								~
New Open	Rem	Comment					-	~
New Open	Rem	Comment Size/Grade		Sol	Price	Amount		~

An Itemized Catch dialog box will appear. Select a fish ticket from the drop-down box, then enter the following

codes:

- Stat Area: enter only if the Stat Area Worksheet is not used, or if this portion of the catch was harvested in a unique or non-proportional area(s).
- Species: three digit code
- Condition: delivery condition of fish; how the fish were delivered to you
- Weight: in pounds. Record the landed or scale weight of the catch, the weight of the catch and the delivery condition of the fish at the point the catch is weighed. **Do not calculate the itemized catch to round pounds!** Record the poundage of the catch and the corresponding delivery condition at the point that it is weighed.
- Weight Modifier: Leave blank or choose with ice and slime or estimated. You may record "with ice and slime" for IFQ halibut and sablefish (including state managed sablefish programs) if the vessel qualifies for this modification in weight. If "With Ice/Slime" is selected, a two (2) percent reduction in the recorded scale weight is automatically recorded.
- Number: required for crab and prohibited species discarded at sea with no scales to weigh product.
- Disposition: the intended use or disposal of the product.

You may also enter grading and pricing information in the table underneath these required fields, as shown below. Grading and pricing information is not required and you may leave the table blank. Click OK when you are finished.

Øltem	ized Ca	atch					×
Fish Ticket	Num E08	133775 🕶	Stat Are	ea:	Spec	ies: 270	
Condition:	01 Wei	aht: 10,500	Weiç	aht Modifi		~	
Numl	ber:	Disposi	tion: 60				
Cond	Sold Co	P/A	Size/Gra	Sold We		Amount	
	/Wst.cut Est.cut	P P	10/20 20/30	10,000		<u>14,500.00</u> 750.00	~
			·				<b>V</b>
R	em					Capcel	

Enter the products and discards that the vessel landed to you.

Highlight one line of the Itemized Catch screen. Notice that the New button near the Size/Grade section is no longer greyed out. Click on the New button.

## **Printing your Fish Ticket**

To print your fish ticket, highlight any field in the CFEC permit section on the Permits & Pounds tab. With that row highlighted, click on the Fish Ticket button. A window will open prompting you to save the ticket. Click Save. The fish ticket will appear in a new window. Print the fish ticket.

🖢 Landing Report 40092	
Vessel: 48360	Generate Report Su at
Vessel/Location/Status Permits & Pounds IFQ Reports Summar	у
Permits	Statis
Fish Ti       CFEC Permit       Permit Holder       Mgmt         E09 037       Y06A23773S 0       IOA	Pg Per Sta
	<b>~</b>
New Open Rem Fish Ticket	Allocate
NMFS IFQ Per Species Are	ea Max out p
	· · ·

# **Generating Report Summary**

You may click on the Summary tab to view a summary of the data you entered.

/essel: 41444		~		Generate Repo	<u>t Su</u> ∋te of Landir	ng: 11/12/2008	3
essel/Location/ FishTicket #	Status Permits &	Pounds IFQ Report	s Summary	Amount	Round Pounds	IFQ Pounds	10.00
08 133775	270 Pollock		10,500.0000	22,000.00	10,500.0000	1	~

Then go to Reporting....Transmit Reports to transmit that report. Please email the transmission file to <u>elecrep@noaa</u>.<u>.gov</u>. Remember, transmission files start with the word 'transmit' and are saved in the directory C:\program files\seaLandings\transmissions.

Don't forget to process your return receipt!

# **Crab Landing Reports**

To create a crab landing report, go to File...New and choose Crab Landing Report as Type of Report.

New	Repoi	t	X
Operation:	NMFS Te	est Dutch Harbor Plant	~
Type of Report:		Crab Landing	~
		OK	Cancel

Enter header information for your crab landing report on the Vessel/Location/Status tab.

Landing Report 18	36452 📃 🗆 🔀
Vessel:	Generate Report Su ate of Landing:
Vessel/Location/Status Permits & Po	ounds IFQ Reports Summary
Status Report Status: Not Subr Transmit Date: Number of Messages:	nitted Transmit Status: Receipt Date: Number of Err Number of Warnin View Messages
Vessel ADF&G#: 1444 Gear: 91 Pot Date Fishing Beg 10102008	Crew Size (including skip 75 Partial Delivery Observers Onboard: 2 Date of Landing: 10122008 Days Fished: 2
Processor	
Processor Code (Owner):	F6415 Shopac Innovator
Processor Code (Custom Proces	
Registered Crab Receiver N	990010 TEST PROCESSOR7
Federal Processor Number:	7061 TONKA SEAFOODS, INC
Port of Landing:	DUT Dutch Harbor/ Unalaska

#### ADF&G No.

• This is the five digit number permanently assigned by the Commercial Fishery Entry Commission (CFEC).

#### Gear

- This is the two digit numeric code used to identify the gear used to harvest the catch.
- Gear codes can be found in the seaLandings program tool bar by clicking on the Gear Codes link.

#### **Crew Size**

• The number of licensed fishing crew on board the vessel, including skipper.

#### **Partial Delivery**

• Partial delivery of a trip; not all the catch was delivered and reported in this landing.

#### Last Delivery

- Last delivery of a trip.
- The Partial Delivery or the Last Delivery box should be check-marked for rationalized crab fisheries.

#### **Delivery Port or Region**

• Operations that have an IFP port code (stationary floating processors) are able to report where they delivered their crab catch.

#### **Observers Onboard**

• The number can range from zero 0 to 5, and references the number of state of Alaska certified crab or NMFS certified groundfish observers on board the vessel for that fishing trip.

#### **Date Fishing Began**

• Date when the gear was deployed in the water to begin fishing (MMDDYYYY).

#### **Date of Landing**

• Date when the landing was completed.

#### **Days Fished**

- Dates when the gear was in the water for fishing.
- This number does not include traveling to and from the fishing grounds, or weather delays (MMDDYYYY).

#### **Processor Code (Owner)**

• The owner of the product that has just been purchased - the purchaser. This value is auto-filled from data entered during your User Agreement registration.

#### Processor Code (Custom Processor)

- Applicable only if the product is being received or processed by a third party not the purchaser.
- Leave blank if not applicable.

#### **Registered Crab Receiver**

• Automatically filled in.

#### **Federal Processor Number**

• Automatically filled in.

#### Port of Landing

 Please mark FLD if your vessel is a mothership, FCP for catcher processors, or IFP for stationary floating processors.

When you are finished entering vessel and location information, click on the Permits & Pounds tab.

Click on the New button in the Permits section.

essel:			Report S	u)ate of	Landin	g:		
ssel/Location/Status Permits & Pounds	IFQ Reports Summar	2						
(				Statistical				
Fish Ti CFEC Permit Permit H	o   Mgmt   Pgm II	D Perc		Stat	F	Per	Pot	^
New Open Rem	Fish Ticket	Alloca	te					
NMFS ID IFQ Permit Species	IPQ Permit   Fishery	Max out .	*				Rem.	×
temized Catch								
Fish Tic Stat A Species	Condition	Weight	Number	Pot Li	Disp	osition		

Enter your CFEC permit information.

The CFEC permit card contains the name of the individual, the specific fishery, the Permit, e.g. K91T12345Z, and a Permit Sequence, e.g. 0501H.

- Fishery: In this example would be K91TC. Since the permit is valid for a CDQ fishery, the CFEC fishery contains an extra letter. Another example is K91TA. Each CDQ group CFEC permit contains this extra letter that corresponds to each group A through F.
- Permit: five digits that follow the CFEC fishery. In the above example the permit number is 30401S.
- Year Sequence: to the right of the CFEC permit number. The permit sequence provides information on the valid year of the permit, the sequence of issue of the permit, followed by a letter, e.g.,0401M. This Permit Sequence example indicates that the permit is valid for 2004 the "04" and the sequence indicates that this is the first permit issued for this permit holder 01. The M assists in creating a unique permit. If the permit card was lost and a second card issued, the sequence would be 02.
- Management Program: the management programs are selectable from the down arrow to the right of the management program field.

Management Program	Description
IFQ	Rationalized Tanner and King Crab of the Bering Sea and Aleutian Islands
CDQ	Community Development Quota Crab program of the Bering Sea and Aleutian Islands
LE	Limited Entry (CFEC) crab
OA	Open Access (State or Federal)
CPF	Commissioner's Permit Fishery
RES	Research
TEST	Cost Recovery Test Fishery (State)

• ID:Provide an ID for the CDQ management program only.

ADAK

- Percent: Allocation of catch by percentage among the CFEC Permit Holders is an optional function. If the landing consists of only one CFEC Permit Holder, put 100n will be 100% to the one CFEC Permit Holder. If the landing consists of more than one CFEC Permit Holder, and each permit holder want an equal allocation among the holders, leave the Percent field blank. If the landing consists of more than one CFEC Permit Holder, and each permit holder wants a specific percent of the total catch, live/sold and deadloss, to be allocated to specific percentages, list the percentages as whole numbers.
- NMFS ID: Each individual CFEC permit holder identified in the landing report must have a corresponding NMFS ID. All Hired Masters must have a NMFS ID. This permit number identifies an individual, not a cooperative or a CDQ group. Enter the NMFS ID for each individual fishing and selling product. If the CFEC permit holder/IFQ shareholder or cooperative Hired Master representative does not have a NMFS ID, contact NMFS - RAM Division immediately, M-F business hours, or the IFQ Data Clerks after hours, for instruction on how to complete the landing report.
- IFQ Permit: An unlimited number of IFQ permits and the species associated with the IFQ permit(s) can be entered for each corresponding NMFS ID. If no IFQ permits were used to collect your catch, leave this field blank.
- Species: Enter the three-digit species code that is associated with the IFQ permit.
- IPQ Permit: Individual processing quota which puts a cap on the allowed A-shares a company may receive. If you are a catcher processor fishing C or U shares, then leave IPQ blank.
- Lbs. to Max-Out Permit: max our (zero out) either the IFQ account for the corresponding species entered using this field. As quota share permit balances for the IFQ shareholder move close to exhaustion, the Lbs. to Max-Out Permit feature can be a helpful tool to zero out the permit account. The permit holder should check the balance on the specific permit prior to using this feature, as it will zero out the account balance within one pound. This feature may be used only when more than one IFQ permit is associated with the landing report. The IFQ permit may be for the same CFEC/NMFS ID individual or for more than one CFEC/NMFS ID persons. To max out an IFQ account, enter all the CFEC and IFQ Permit Worksheet information. Select the permit that you want to max out and enter the poundage that will zero out that account. The poundage recorded in this field will be debited from the identified IFQ account, proportionally from the live/sold and the deadloss recorded for the entire off-load.

Below is an example of permit information entered for IFQ crab catch.

@Permit	s					×
Entry Co	d Fisheries munistion F-CARD 21 Definition 50 ENN 50	Permit	/: K91TC : 30401S	Management F Percent:	ID:	<b>&gt;</b>
IFQ Permit		74 Year Species Na	IPO Permit	NMFS ID: 9	90033 Max out p	1
990014 990039	932	Snow crab	990028			
	Rem	)		OK	) Cance	•

# **Entering Statistical Areas**

Put your cursor in the Stat Area field and enter a 6-digit statistical area, the percent of catch that was hauled in this

area, and the number of pot lifts that were done in this area. If you wish to remove any of the areas you entered, highlight any field in that row and click on the Remove button.

sel:				1	Generate F	Report S	J]ate of	Landing		
sel/Locatio	n/Status Permi	ts & Pounds	FQ Reports S	Summary						
ermits							Statistical	Areas		
	CFEC Permit K91TC30401S		IFQ	Pgm ID	Perc 10	•	Stat 53593 53593 53593	I 3A 2 3A	Per 10 50 40	Pot 100 155 140
New	Open	Rem	Fis	h Ticket	Allocate					
NMFS ID 990033 990033	IFQ Permit 990014 990039	Species 932 Snow 932 Snow	IPQ Permit 990028	Fishery	Max out					Rem
emized Ca	teb					(1999) (1				

# **Entering Itemized Catch**

In the Itemized Catch section, click on the New button to start entering itemized catch.

issel:					Generate	Report S	iu]ate of L	anding:			
ssel/Location,	/Status Permi	its & Pounds	IFQ Reports	Summary							
Permits							Statistical /	Areas			
	CFEC Permit 91TC30401S	Permit H	io Mgmt IFQ	Pgm ID	Perc	 		535931 535932 535933	3A 3A	10 10 50 15 40 140	~
New	Open	Rem	Fi	sh Ticket	Alloca	te				_	
NMFS ID 990033 990033	IFQ Permit 990014 990039	Species 932 Snow 932 Snow	IPQ Permit . 990028	Fishery	Max out	····				Rem	····
L temized Catc	h										
Fish Tic	Stat A Spe	ecies	Condition	N	eight	Number	Pot Li	Dispos	ition		^
New	Open	Rem	Comment								~

Enter your catch in the Itemized Catch dialog box that opens.
Øltei	miz	ed Cato	:h				>
Conditi	on: [(	um E08 133 01 Weight: -: 5,000			ot Lif	Spec 332	
Cond		Sold Cond Whole Whole	Size/Grade 10/20 5/10	Sold Weight 6,000 4,000		Amount 15,000.00 9,800.00	~
ſ	Rem					Capcel	~

Enter the following codes:

- Species
- Condition (Delivery Condition)
- Pounds enter the raw pounds of crab
- Number number of animals caught; a required field. The program calculates an average weight for each species and will give an error message if the number of animals is unreasonable.
- Pot Lifts if you used the statistical area worksheet, leave this field blank.
- Disposition the intended use or disposal of the product; if you are a catcher processor, enter sold for human consumption (60) or deadloss (79).
- Statistical Area if you used the statistical area worksheet, leave this field blank.
- Grading and pricing is optional. Click OK when you are finished.

When you are done entering your itemized catch, click on the IFQ Reports tab.

essel:		~			Generate	Report Su.		anding:			
ssel/Location/Stat	us Permit	ts & Pounds	FQ Reports !	Summary							
Permits							Statistical	Areas			
Fish Ti CFEC E08 133 K91T0			Mgmt IFQ	Pgm ID	Perc 1	 	Stat Area	a 535931 535932 535933	3A 1 3A 5		~
	pen	Rem		ih Ticket	Alloca	te					
990033  990	2 Permit 014 039	Species 932 Snow 932 Snow	IPQ Permit 990028	Fishery	Max out	 				Rem	
Itemized Catch				-							
Fish Tic Stat	A Spe	cies	Condition	ſ	Weight	Number	Pot Li	Dispos	sition	14	٦
E08 1337 E08 1337		Bairdi Snow crab	01 Whole 01 Whole		10,000 50	5,000		60 Sold 98 Disc		1	•
New	)pen	Rem	Comment								•
Sold Condition	Prod	Туре	Size/Grade	So	ld Weight	Price		Amou	nt		٦
Sold Condition							2.50			00.00	

## **Generate IFQ Reports**

Click on the Generate IFQ Reports button on the IFQ Reports tab.

essel:					1	Generate Repo	rt Su.	
	on/Status Pe	rmits & Pou	inds IFQ R	eports Summ	lary			
Status	Tran N	Fish Tkt	NMFS ID	IFQ Per	Specie	s IPQ Per	< >	Manual IFQ Report Done Generate IFQ Record Clear IFQ Reports IFQ Preview Receipts Tran Date/Time: Net IFQ weight:
Stat F	ish   Con	Price	Sold R	eta Dea	^	Return Msg: Permit Holder: Cardholder	:	New Report

Your IFQ reports are now visible.

If you wish to preview your IFQ reports, click on the IFQ Review button. You first will need to save your report and

#### correct any errors.

ssel:			Generate Report	t Su ate of Landing:
sel/Location/Status	Permits & Pounds IFQ Report	Summary		
Status Tran N kot Sub kot Sub	E08 1337/990033 990	2 Per Species 014 932 039 932	IPQ Per 990028	Manual IFQ Report Done Generate IFQ Re Clear IFQ Reports IFQ Preview Receipts Tran Date/Time: Net IFQ weight:

You can delete your IFQ reports by clicking on the Clear IFQ Reports button. There are a few scenarios when you might need to remove an unsubmitted IFQ Report:

- If you generated the IFQ report, but then ended up doing a manual landing via the Data Clerks.
  - In this case, you should not transmit your landing report until you delete the unsubmitted IFQ repots.
- You need to edit the itemized catch or stat area worksheet on your landing report.
  - In this case you need to clear the IFQ report, make your edits, and then re-generate the IFQ report for the second time.

## **Viewing Your Report**

You can view a summary of your landing report by clicking on the Summary tab.

/essel:				Generate Repo	t Su )ate of Landi	ng:	
	/Status Permits & P						
FishTicket # 508 133777	Species 1932 Snow crab	Landed Pounds	Sold Pounds 10,000.0000	Amount 24,800.00	Round Pounds 10.000.0000	IFQ Pounds 10,000.0000	~
							- 74

Then go to Reporting....Transmit Reports to transmit that report. Please email the transmission file to elecrep@noaa.gov. Remember, transmission files start with the word 'transmit' and are saved in the directory C:\program files\seaLandings\transmissions.

After you process your receipt, you can view your fish ticket by clicking on the Permits & Pounds tab, highlighting a permit, and clicking on the Fish Ticket button.

/essel:		Generate	Report Su.		
essel/Location/Status Permits & Poun	ds IFQ Reports Summ	nary			
Permits				Statistical Areas	
Fish Ti CFEC Permit Perm E08 133 K91TC30401S	It Ho   Mgmt   Pgr IFQ	m ID Perc		Stat Area 535931 535932 535933	3A 50 155
New Open Rem NMFS ID IFQ Permit Species					~
990033 990014 932 Sho 990033 990039 932 Sho	v 990028		~		Rem
Itemized Catch					
Fish Tic   Stat A   Species	Condition		Number	Pot Li Dispos	and the second
E08 1337 932 Bairdi E08 1337 932 Snow cra	01 Whole	10,000	5,000		

After you click on the Fish Ticket button, you will be directed to save the fish ticket in C:\Program Files\seaLandings\pdf. After you save the file, the saved fish ticket will open in a new window for you to review and print.

## **Transmitting a Report in seaLandings**

## File Transmission or Direct Transmission

## **File Transmission**

- Save your report by going to File....Save or by clicking on the Save icon |
- Close the report by going to **File....Close** or by clicking the red **x** located in the upper right-hand corner of the report window.
- Go to **Reporting...Transmit Reports.** The Transmit Reports dialog box will open.
- Check to be sure that the report you want to transmit has a green check mark in the "Transmit?" column.
- Click on the **Transmit** button at the bottom of the dialog box.

🗵 Transmit Repor	ts							×
To: C:\Program From: Copy:	n Files\seaLandings4,40\tra	nsmissions\transmit_	20111110_1227	38.2p			Test	
File	Туре	Date	Errors	Last Modified	Sent	State	Transmit?	
PR15540854.xml	Production Report	11/08/2011	1	11/09/2011 08:49:15	11/09/2011 08:49:12	Receipt Received		
LR15540858.xml	Landing Report	11/05/2011		11/10/2011 12:27:34				
PR15540857.xml	Production Report	11/03/2011		11/10/2011 12:16:25	11/10/2011 12:16:21	Receipt Received		
PR15540856.xml	Production Report	11/02/2011		11/10/2011 12:16:25	11/10/2011 12:16:21	Receipt Received		
PR15540855.xml	Production Report	11/01/2011		11/10/2011 12:16:26	11/10/2011 12:16:21	Receipt Received		
								2
Check All	without Errors	Open		Transmit		0	Cancel	

A Transmit Reports dialog box will open, click OK.



**NOTE:** If no reports are checked, only a user authentication file will be created. If you get a receipt that has a user file but no reports attached in the zip file, it's because you forgot to check the Transmit box on that report. You will need to go back into seaLandings and check the box for the report you want to transmit and go through the process again.

## **Transmitting Reports**

- When you click on the **Transmit** button, if you configured the software to transmit via File, your transmission file will be saved in C:\Program Files\seaLandings\transmissions.
- The name of the transmission file reflects the date and time it was created, in the following format: transmit\_ YearMonthDay\_HoursMinutesSeconds.zip.
   A file named transmit\_20081031\_100848.zip tells you the file was created on October 31, 2008 at 10:08:48.
   Please be sure you attach the correct transmission file to your email, otherwise NMFS will not receive the data you intended to send, and you will have gaps in daily production in the database.
- 1. Open your email program.
- 2. Create an email addressed to elecrep@noaa.gov and attach the .zip file that you just created.
  - No subject text is required on the email.
- 3. Send the email to elecrep@noaa.gov.

### **Direct Transmission**

- 4. Save your report by going to File....Save or by clicking on the Save icon |
- 5. Close the report by going to **File....Close** or by clicking the red **x** located in the upper right-hand corner of the report window.
- 6. Go to **Reporting...Transmit Reports.** The Transmit Reports dialog box will open.
- 7. Check to be sure that the report you want to transmit has a green check mark in the "Transmit?" column.
- 8. Click on the Transmit button at the bottom of the dialog box.

🖻 Transmit Repor	ts							
To: eLandings From: Copy:	server via the Internet	)					Test	
File	Туре	Date	Errors	Last Modified	Sent	State	Transmit?	
PR15540854.xml	Production Report	11/08/2011		11/09/2011 08:49:15	11/09/2011 08:49:12	Receipt Received		~
PR15540857.xml	Production Report	11/03/2011	-	11/10/2011 12:12:07	11/05/2011 00:45:12	Receiptivecented		6.0
PR15540856.xml	Production Report	11/02/2011		11/10/2011 12:11:05		-		
PR15540855.xml	Production Report	11/01/2011		11/10/2011 12:08:07				
								K
Check All	without Errors	Open		Transmit			Cancel	

- A dialog box will pop up telling you that your reports were submitted to the server.
- Once you click Ok, the Transmit Reports window will close.

Transn	nit Reports 🛛 💽	
<b></b>	INFO 1805: User File WKYD.xml saved on the workstation. INFO 1805: Production Report 15540857 submitted to server. INFO 1805: Production Report 15540856 submitted to server. INFO 1805: Production Report 15540855 submitted to server. INFO 1805: 3 report submissions were requested	

- When you open the Transmit Reports window again you will see the State of your reports as Receipt Received.
- Your transmission files will still be written to your seaLandings program files in the event you run into an issue and need to use the email transmission method. Otherwise, if you use the direct transmit method you will no longer have to process receipts.

	12400						2	ę.	D
);	eLandings	server via the Internet							
om:							1	Test	
opy:	-							1	
λþγ;									
File		Туре	Date	Errors	Last Modified	Sent	State	Transmit?	1
R15540	1854.xml	Production Report	11/08/2011		11/09/2011 08:49:15	11/09/2011 08:49:12	Receipt Received		-
	1857.xml	Production Report	11/03/2011		11/10/2011 12:16:25	11/10/2011 12:16:21	Receipt Received		
	1856.xml	Production Report	11/02/2011		11/10/2011 12:16:25	11/10/2011 12:16:21	Receipt Received		
15540	1855.xml	Production Report	11/01/2011		11/10/2011 12:16:26	11/10/2011 12:16:21	Receipt Received		
							$\smile$		

**NOTE:** You may send multiple reports at once. The "Transmit?" check box needs to be checked for all the reports you want to transmit.

A check mark will automatically appear next to reports that have not been transmitted at all. A check mark will not automatically appear next to reports that have already been transmitted if changes have not been made. A single transmission .zip file can be created that contains multiple reports.

## **Processing Return Receipts**

## **Processing your Return Receipt**

1. Generally, you should receive a return receipt within 5 minutes after emailing your transmission file. However, it may take hours to receive receipts if the mail processor is not working efficiently. If you still have not received a receipt by the end of the day, please contact NMFS staff.

2. After 5-10 minutes have passed, you should have received an email with an attachment, subject eLandings Report Return Receipt.

- Right click the attachment, it should look something like e76480\_transmit\_20120515\_100848\_reply.zip
- Select Save Link As and navigate to the C:\ProgramData\seaLandings\transmissions directory
- 3. Open seaLandings and log in.
- 4. Select Reporting...Process Return Receipt.
- 5. A dialog box will open to your transmission folder.

Open				
Look in:	transmission	21	*	🤌 📁 🗔
My Recent Documents Desktop		answit_20060713_115757_reply.zjp		
	File name:	1		Open
My Network				

6. Highlight the zip file you just saved and select Open. Select Process File...Click Done.

Alternative Method for Saving and Processing Return Receipt

If you find it too difficult to navigate to C:\ProgramData\seaLandings\transmissions, you can always save the attachment to your desktop.

- Open seaLandings, go to Reporting...Process Return Receipt...
- When the window pops up, right click on the attachment on your desktop and click Copy
- Then put your cursor in the window, right click, and select Paste
- Highlight the file and it will appear in the File Name filed, click Open and then the Processing Return Receipt dialog box in seaLandings will open
- Click Process Return Receipt

#### Making edits to a production report

1. You must process return receipts before you make any changes to your reports.

2. If changes need to be made to your report after you've already transmitted them to <u>elecrep@noaa.gov</u>, process your return receipt first.

- Once that step has occurred, reopen your report and make your needed changes.
- Save the changes and follow the same steps as you did before. Create another email and attach the second file to <u>elecrep@noaa.gov</u>.
- If you try to process the same receipt more than once, seaLandings will give you an error message that states that "This receipt has already been processed..."

If you have any questions about your data, email <u>elandings@alaska</u> or <u>suja.hall@noaa.gov</u> instead of elecrep@noaa.gov.

Elecrep email is not monitored by staff for non-eLandings files.

Questions? Contact suja.hall@noaa.gov or direct after-hours to the Data Clerks at 1-800-304-4846, option #1.

## How to Get More Report Numbers

When the seaLandings application gets low on report numbers, the system will automatically detect this need and will include more report numbers when a transmission file is sent to <u>elecrep@noaa.gov</u>.

If the system is not operating at optimal levels it may not realize a user needs more report numbers. If the user runs out of report numbers and does not receive more report numbers after they process their return receipt, please contact NMFS staff <u>elandings@alaska.gov</u> and we can manually generate a receipt that contains more report numbers for you.

## Archiving Reports in seaLandings

### How to Archive your Reports in seaLandings

Archiving reports means that those reports will no longer be viewable when you choose File...Open or Reporting...Transmit Reports.

The reports do not disappear forever, they are moved to the *c:\program files\seaLandings\archive* folder. This feature allows the user to clean up the reports view and/or shorten their list of visible reports.

To archive your production and/or landing reports:

- 1. Go to Reporting....Archive Reports
  - A window will open asking you to enter a report archive date.
  - Enter date in MM/DD/YYYY format. All reports created and modified before the date you entered will be moved to c:\program files\seaLandings\archive



If you archived a report accidentally, you can move that report back into your seaLandings view by:

- 1. Go to *c:\program files\seaLandings\archive* (either through Windows Explorer or My Computer, Program Files, seaLandings)
- 2. Open the archive folder.
  - Highlight the reports you want to see in the seaLandings application, right click, and select Cut.
  - Now open the Reports folder, right click, and select Paste.
- 3. You should now be able to view your previously archived reports in the seaLandings application by going to File...Open.

## seaLandings Frequently Asked Questions

#### Why haven't I received a return receipt yet?

Sometimes our server goes down momentarily and receipts are not immediately sent out. If you haven't received a receipt by the end of the day and you've attempted one re-send of your transmission file, please contact NMFS staff <u>suja.hall@noaa.gov</u> or <u>907-586-7462</u>; <u>larry.talley@noaa.gov</u> or <u>907-586-7512</u> and notify them that receipts are not being sent. Our programmers monitor the mail processor regularly.

# What does it mean when my receipt says the report I submitted is already in the database as a submitted report?

If a user submits a single report more than once, the receipt will notify users that the report is already in the database as a submitted report. No further action is needed on the user's end; this message is only meant to notify the user that the report has already been submitted in case they meant to send a different report. In the latest version, this error message will not occur to reduce confusion among the fleet.

#### How do I know if my seaLandings version is the most current?

If you open your seaLandings program and go to Help...About - it should show Release 4.40 Build 6000

#### How do I delete duplicate reports?

Please email <u>suja.hall@noaa.gov</u> if you've transmitted the same data in more than one report. If you've already contacted Suja and told her about the duplicate report, you should delete that report from C:\program files\sealandings\reports. In the reports folder, right-click on the duplicate report and delete it. That report will no longer be visible when you navigate to File...Open in seaLandings.

**NOTE:** Deleting reports on your end does *not* delete it on NMFS' end. It takes a NMFS staff member to back the data out of the eLandings database.

#### Which management program should I use?

Management program is a required field when reporting daily reports. A list of programs with explanations of when they should be listed can be found below.

**AFA**: Any AFA vessel that targets pollock and uses pelagic trawl gear in the Bering Sea should mark AFA as the management program. Management program ID is required for AFA vessels: list 200 for CPs and 300 for motherships.

**A80**: Vessels that participate in the Amendment 80 limited access or Amendment 80 cooperative fisheries should select A80 as management program.

- 1. A mothership that processes fish from an Amendment 80 limited access vessel or an Amendment 80 coop should also select A80 as management program.
- 2. A mothership that processes fish from an open-access or BSAI limited access vessel should select OA as management program.
- 3. A mothership that processes fish from a CDQ vessel should select CDQ as management program.
- 4. If an Amendment 80 vessel is fishing their Sideboards in the Gulf of Alaska, they should select OA as the management program.
- 5. An Amendment 80 vessel should also select A80 as their management program whenever their bycatch comes off an Amendment 80 quota.

**CDQ**: Vessels fishing CDQ quotas should always select CDQ as the management program. A Management Program ID is also a required entry as each CDQ program has a different ID number.

CDQ GROUP	PROGRAM ID
APICDA	51
BBEDC	52
CBSFA	53
CVRF	54
NSEDC	55
YDFDA	56

**OA:** When a vessel is fishing open access or in the parallel fishery, even if they are in state waters while participating in parallel fisheries. Parallel fishing is inside 3 miles under a Federal opening. A mothership that processes fish from an open-access vessel should mark OA.

**RPP**: Vessels that fish off a Rockfish Pilot Program quota should select RPP as management program. **NOTE:** If they are fishing outside of areas 620 & 630 they should select OA as the management program.

When their catch is not coming off a Rockfish Program quota, i.e. fishing their Sideboards, they should select OA or another applicable management program.

**SMPC:** If a vessel fishes for cod in state waters, the crew should choose SMPC as management program. One exception is when their catch is coming off their CDQ quota, in which case they should mark CDQ as management program. SMPC should not be marked when a vessel is participating in the parallel fishery, even if that vessel is in state waters. SMPC should only be marked when Federal fisheries are closed. One example is when a vessel is fishing for state cod in the Aleutian Islands or Gulf of Alaska.

Note: You should also report AISWW as Special Area when your vessel is fishing in the Aleutian Islands state waters for cod when the Federal fisheries are closed. AISWW should not be marked when fishing in parallel waters.

#### How do I edit existing reports?

A user can edit any report after all receipts have been processed for that report provided no more than 90 days have passed since the report was submitted.

You will receive an error message if you attempt to edit a report whose receipt has not yet been processed.

- 1. Go to File...Open and choose the report you wish to edit.
- 2. Make and save corrections.
- 3. Transmit the report to <u>elecrep@noaa.gov</u> so our database gets updated with your changes.
- 4. If you need to edit a report that is older than 90 days, contact Suja Hall at <u>907-586-7462</u> or <u>suja.hall@noaa.g</u> <u>ov</u> and she will unlock the report for you.

#### Does submitting a report more than once duplicate data in NMFS' database?

No. When you submit a single report more than once, the new version overwrites the old version in NMFS' database. The only way that data becomes double-counted in NMFS' database is when users enter the same data in different reports and transmit both reports to NMFS.

#### Why can't I enter dusky rockfish in my production reports anymore?

Dusky rockfish codes changed effective January 1, 2008. Species code 154 is no longer valid, the latest version of eLandings will not allow the use of species 154.

Dusky rockfish has been broken down into two separate species:

- Species code 172: Dusky rockfish (formerly light dusky rockfish)
- Species code 173: Dark rockfish (formerly dusky rockfish)

If your program still allows you to enter species code 154, you are working with an outdated version of the seaLandings program and should contact <u>suja.hall@noaa.gov</u> or call her at <u>907-586-7462</u> so she can get the most current version sent to you.

#### What are my logbook requirements?

If crews are submitting daily production reports, they are no longer required to complete the bottom section of their logbook which includes products, discards, and cumulative catch. Enforcement and Coast Guard staff are in agreement with this waiver and they are training new staff on this policy in their Fish Schools. The top tow section of logbooks should still be filled out. Please write eLandings in the bottom section of your logbook if you chose to discontinue filling out the product and discard section. You may still enter products and discards if you choose.

#### How do I get more report numbers?

When the seaLandings program is low on report numbers, the user receives more report numbers when they send a transmission file to elecrep@noaa.gov and process that return receipt. If the user runs out of report numbers and does not receive more report numbers after they process their return receipt, please email suja.hall@noaa.gov and

she will help them get more report numbers.

#### I forgot my user ID and password.

If you forget your user ID or your password you can contact <u>suja.hall@noaa.gov</u> or call <u>907-586-7462</u>. You can always contact your home office who should have a copy of your registration on file.

If you've forgotten your password but have Internet access, you can go to <u>http://elandings.alaska.gov/</u> and scroll to the bottom of the page where it asks "Forget your password?" You will need to know your UserID and enter it so that your password can be emailed to you.

#### How can I change my password?

To change your password on your computer workstation, first make sure you contact <u>suja.hall@noaa.gov</u> (or if comfortable you can do this as an Admin user) and ask her to change it in the Agency Desktop. Then, open the seaLandings program but don't log in. Instead, go to **Configuration....Users**, click on the Reset Password button and enter your new password. Then you can click on **File...Login** and enter your user name and new password. Next you will need to go to **Transmit...Reports**, click on Transmit, save the file, attach it to an email addressed to <u>el</u> <u>ecrep@noaa.gov</u>. Once you receive the return receipt, process it in seaLandings and your new password will be recognized in the system.

**NOTE:** If you change your password on the web, you'll also need to change it on your stand-alone client. If you change it on your workstation computer, you'll need to contact <u>suja.hall@noaa.gov</u> so it can be changed on NMFS end as well.

#### How do I transmit reports?

A report cannot be transmitted until it is saved. The day and time stamp are part of the file name so that users can locate specific transmission files.

- 1. Then go to Reporting...Transmit Reports.
  - Make sure the report you wish to transmit is check-marked in the far right column.
- 2. Then click on the Transmit button only one time.
  - Then click OK and close out of the Transmit Report box.
- 3. Open your email client and attach the transmission file to an email addressed to elecrep@noaa.gov.
  - Your transmission file is located in C:\program files\elandings\transmissions.
- 4. You do not have to enter anything in the Subject line.
  - Send your email.

#### Can several reports be sent at the same time?

Yes. You can send multiple reports at the same time. When you go to Reporting...Transmit Reports, make sure all reports you wish to email are check-marked in the far right column. Then click on the Transmit button *only one time*. When you attach the transmission file to an email, all reports should be contained in that single transmission file.

## Longline Catcher Processor eLogbook Instructions

## eLogbook

Currently, the electronic logbook (eLogbook) in seaLandings is available for trawl and longline catcher/processors (C/Ps).

The eLogbook replaces the paper DCPL and is required for trawl C/P's in the AFA fleet or trawl C/P's that are fishing CDQ pollock in the Bering Sea in addition to Rockfish Program participants in 2012.

Daily logbook entries are submitted to NMFS from seaLandings via email or direct transmit along with any

production or landing report transmissions.

Once you have installed the most current version of seaLandings and received report numbers, you can follow the instructions below to register and make entries in your logbook.

#### Step One - Register your logbook

- Log-in to your seaLandings program.
- Click on Logbook in the toolbar and you will get a drop-down menu to select from.
- Select Register New Logbook and a dialog box will pop up.



- Your operation should appear in the Operation field.
- Choose your weight and depth units: Pounds/Metric Tons and Fathoms/Meters.
- Once you've made your selections, click Ok.

🛓 Register Lo	ogbook X
Operation	The Trinity
Year	2012
Weight Units	Pounds 💌
Depth Units	Fathoms 💌
-	Ok Cancel

#### Step Two - Transmit your logbook registration

- Go to Reporting...Transmit Reports... Click on the Transmit button. A zip file is created and stored in your Transmissions folder.
- Open your email program and create an email addressed to elecrep@noaa.gov, attach the Transmission file and send the email (the Subject field can be left blank).
- You will receive a return receipt from the elecrep email account, save the receipt attachment to: Local Disk C:/ProgramData/sealandings/transmissions folder.



• Log-in to your seaLandings program, go to Reporting...Process Return Receipt...Select the reply zip file and

click Ok.

🛃 Open						×
Look in:	📗 transmiss	ions		•		
Recent Items Desktop My Documents		_transmit_2012053	31_085517_reply.z	20		
Computer						- 1
<b>(</b>	File name:	e 1621616_transr	mit_20120531_08	5517_reply.zip	-	Open
Network	Files of type:	Reply Files (*_re	ply.zip)		•	Cancel

- The Process Receipt dialog box will open, click on the Process Return Receipt button. Once this processes the dialog box will close.
- Click on Logbook in the header again, if you have Open Current Year Logbook as an option you have successfully registered your logbook.

## How to Navigate around your logbook

Navigating and doing data entry in the eLogbook is different than data entry for production or landing reports, there are no tabbed pages.

Instead, you will use the panel on the left side of your logbook screen to get the the sections of the logbook where you create voyages, hauls, add catch, and make edits.

This panel is called the left-hand navigation pane.

🚣 Logbook 15614843			
Logbook 15614843	Logbook		
E Voyage 01/01/2012	LogDook		
01/01/2012			
01/01/2012			
01/02/2012	Logbook Id 15614843 Year	2012	Weight Units LB
01/03/2012			
01/05/2012	ADFG # 73311 Proc #	3242 CLIPPER ENDEAVOR	_
01/06/2012	ADFG # 175511 FIOC #	J242 CEIPPER ENDERVOR	_
01/07/2012			
01/08/2012	Voyage		
01/09/2012			
01/10/2012	Operator Name William Kyd	Primary Observer Name John S	Smith Seco
01/11/2012	Craw Circ DD	Primary Observer # 1234	
01/12/2012	Crew Size 98	Primary Observer # 1234	Se
01/13/2012	Start Date 01/01/2012		
01/14/2012		Novigation	Dana
01/15/2012	Ifg/Cdg PLeft Hand	naviyation	rane
01/16/2012	Permit Number	-	
01/17/2012	980001		rator Ifg Permit
01/18/2012	980001		Permit
01/19/2012	980005		Permit
01/20/2012	190000	Lid L	emic
01/21/2012			
01/22/2012	Gear		
01/23/2012	Gear Id Gear Code	Type	Length
01/24/2012	61A 61 Longline (hook		00
01/25/2012		12 Iz	
01/26/2012			
01/28/2012			
01/29/2012			
01/30/2012			
02/02/2012		867.0	
02/03/2012	From 01/01/2012 to	View Pdfs f	or Date Range
02/04/2012			
02/05/2012			2
.02/06/2012			

The left-hand navigation pane is hierarchical which means that if there is a sign next to an item, you can click on the sign to expand all of the items contained below the primary item.

- Likewise, if there is a (-) sign next to an item and you click on it, the items below will contract.
- At the highest level of the hierarchy is your logbook.
- Within the logbook you have Voyages, within Voyages are days, and within days are sets.
- When you click on each of these levels in the logbook you have different options:

#### Voyages: when you click on a Voyage there are four things that you can do:

- Add or Edit voyages
- Add or Edit fishing gear information
- Go active / inactive
- Print a logbook pages for a date range (this is useful for printing all the logbook pages, for a date range, to give to the the observer as they disembark)

#### Days: when you click on a particular day in a voyage, there are three things that you can do:

- Add sets
- View and print your logbook page
- Add comments

Hauls: when you click on a particular set within a day, there are two things that you can do:

- Edit set deploy/retrieval information
- Add or Edit catch information

Remember, whenever you need to move around in your logbook, use the left-hand navigation pane!

## **Making Logbook Entries**

#### Voyage Information

The logbook wizard will take you through creating your first Voyage entry as soon as you open your 2012 logbook

🖉 Voyage			×
Operator Name	William Kyd	Crew Size	111
Start Date	1/1/2012		
Primary Observer Name	John Smith	Primary Observer Cruise #	1234
Secondary Observer Name		Secondary Observer Cruise #	
Operator Ifq Permit #	980001	Halibut Cdq Permit #	980038
Additional Ifq Permit #		Add	
	980002 980003	Remove	
		Cancel	

You will need to enter the following information:

- Operator Name
- Crew Size
- Start Date
- Primary Observer Cruise #
- Primary Observer Name
- Secondary Observer Cruise #
- Secondary Observer Name
- Operator IFQ Permit
- Halibut CDQ Permit (if applicable)
- Additional IFQ Permits (if applicable)
- Click Ok

#### Gear Code

- After you click Ok on the Voyage dialog box, the Gear Code box will pop up
- Enter your Gear Code and accompanying Gear Type descriptors, then click Ok
- At this point you can continue to add more gear types as needed or you can add more gear at a later time

NOTE: Anytime you want to add a new gear type, use the left hand navigation pane .

• Highlight the original **Voyage** and then click on the Enter Gear button to record a new gear type.

🧭 Gear				×
Gear Code	61			
Gear Type	Conventional Fixed Hook	C Tub Fixed Hook	C Autoline	C Snap
Length of Skate (ft)	1200			
Hook Size	13			
Hook Spacing (ft)	2			
Hooks per Skate	600			
Percent w/ Swivels	0	Swivels on hooks	Swivels on snaps	
	Ok	Cancel		

NOTE: The system will only accept double digit hook sizes, you can find common conversion in the table below.

Two Digit	One Digit
16	3
15	4
14	5
13	6
12	7
11	8
10	9

#### Go Active

- After you click Ok on the Gear Code dialog box the Go Active box will pop up.
- Enter your Go Active date (the day you begin fishing activity) and then click Ok.
- Whenever you need to change your active / inactive status, use the left-hand navigation pane, click on the Voyage first.
- Now you can click on the Go Active button. Enter the date you are going into active status. Click Ok.

🖉 Go Active	×
Go Active Date 5/1/2012	

#### **Editing Voyage Information**

If you made a data entry error and need to correct it, you can edit a specific Voyage by highlighting it, and then clicking on the Edit Voyage button.

#### Adding a New Voyage

- If any information about your Voyage changes, then you need to create a new one.
- Examples include:
  - changes in the number of crew members
  - change in vessel operator
  - change in Observers.
- To create a new Voyage, click on your logbook in the left-hand navigation pane and then click on the **New Voyage** button.

NOTE: You do not need to create a new Voyage at the point of offload and landing report submission.

🖉 Voyage	×
Operator Name William Kyd	Crew Size 97
Start Date 1/1/12	
Primary Observer Cruise Primary Observer Nam Secondary Observer Cruise Secondary Observer Nam	Bob Smith

#### Go Inactive

The left-hand navigation pane will show active days within your Voyage with green circles and inactive days with black squares.



- If you are not engaged in fishing activity or are going to offload your catch, you will want to document that by going Inactive.
- Make sure to click on the day you are going inactive so you can access the Go Inactive button and enter the date.

#### Comments - Text or Coded

- 1. To enter a comment, use the left-hand navigation pane and click on the day you want to enter a comment on.
- 2. Click on the Comment button.
- 3. Enter a text comment.
- 4. Click Ok. If you need more room, just create another Comment on the same day.

04/18/2012		
04/19/2012	S Logbook 15611133 Comment for 05/01/2012	×
04/20/2012		
04/21/2012		
04/22/2012	Comment Code 1 General Comment	
04/23/2012		
	Comment Dead seabird hauled in set 1	
04/25/2012	3. Enter	
04/26/2012	text	
04/27/2012	lexi	
04/28/2012		
04/29/2012		
04/30/2012		
Ē	4.	
	Cancel	
05/02/2012	Select the day you want to make a comment on	
05/03/2012	Select the day you want to make a comment on	
	Add Set Deploy 2. Comment Go Active Go Inactive View	PDF

Your Comments will appear just below the logbook entries on the PDF page.

#### **Entering Set Information**

#### **Set Deploys**

- To enter set deploy information; use the left-hand navigation pane to choose the day for which you want to enter a set.
- Click on the Add Set Deploy button, and the set deploy entry dialog box will appear.

Set Number	1					
Bird Avoidance Gear	0 No Deterrent Used	Gear	61A Longline (hook and line)	Target Species	1	Add Species
Mgmt Program	IFQ				200	Remove Species
Mgmt Program Id		]				
Time Set	1200	Begin Depth	400	FM End Depth	346	FM
Begin Lat	51 47.86	Begin Long	-174 24.29	Begin Buoy or Bag #	1	
End Lat	51 46.14	End Long	-174 32.56	End Buoy or Bag #	4	
Federal Reporting Area	541	1		Number of Pots or Skates Set	20	

The Set Number will auto fill based on the previous haul information. You will need to manually enter the following:

- Bird Avoidance Gear ¿ select from drop down menu
- Gear
- Target Species (add more than one of targeting multiple species)
- Management Program
- Management Program ID (if applicable)
- Time Set needs to be entered in military format with or without a colon. For example, 3:00 am can be

entered as 0300 or 03:00

- Begin Latitude & Begin Longitude seaLandings allows you to use a variety of formats to enter the Latitude and Longitude.
  - Below is a table of acceptable formats where dd = degrees, mm = minutes, ss = seconds, N or S = North or South, etc... + for plus or - for minus.
  - There also needs to be a single space between degrees and minutes and if you use N and W they need to be capital letters
- Begin Buoy or Bag # & End Buoy or Bag # (optional)
- End Latitude & End Longitude
- Begin Depth
- End Depth
- Number of Pots or Skates Set
- Federal Reporting Area will auto fill

\*Lat/Long and Management Program Tables

Latitude	Longitude
dd mm ss N	ddd mm ss W
dd mm.m N	ddd mm.m W
N dd mm ss	W ddd mm ss
+ dd mm ss	+ddd mm.m
N dd mm.m	W ddd mm.m
dd mm.m	+ddd mm.m
dd.dddd N	ddd.ddddd W
N dd.dddd	W ddd.dddd
+dd.dddd	+ddd.dddd

Management Program	Description
OA	<ul><li>When a vessel is fishing open access or in the parallel fishery, even if they are in state waters while participating in parallel fisheries.</li><li>Parallel fishing is inside 3 miles under a Federal opening. A mothership that processes fish from an open-access vessel should mark OA</li></ul>

NOTE: Only enter a management program ID if you selected CDQ as the management program; otherwise, leave this field blank.

The values for CDQ management program IDs are listed in the table below.

Management Program	Management Program ID	Description
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
CDQ	56	Yukon Delta Fisheries Development Association

#### Set Retrieval

1. In order to enter your Set Retrieval information you will need to go to the left hand navigation pane and highlight the set number that you want to add retrieval data to.

2. To the right you should see the Add Set Retrieval button, click on it.

ook 15611133					
03/28/2012		Set 1	Mgmt Pgm IFQ	Mgmt Pgm Id	Edit Set Deploy
03/29/2012 03/30/2012		Time Set 03:50	BeginDepth 235	End Depth	300
03/31/2012		Begin Latitude 51 16.2 N	Begin Longitude 171 18.1 W	Begin Buoy or Bag # 1	1
04/01/2012					
04/03/2012		End Latitude 51 17.1 N	End Longitude 171 19.5 W	End Buoy or Bag # 5	5
04/04/2012 04/05/2012		Gear 61A Longline (ho	ook and line)	Fed Reporting Area	541
04/05/2012		Target Species 200	Bird Avoidance Gear	# Skates or Pots Set	25
04/07/2012		raiger opened jabo		# Shares of Tota set 1	£0
04/08/2012 04/09/2012					
04/10/2012			_		Add Set Retrieval 4-2.
04/11/2012		Time Hauled	Hail Weight	LB # Skates or Pots Lost	Add Set Retrieval 2.
04/12/2012					
04/13/2012		Catch			🖉 Set Retrieval Entry
04/14/2012		Species	Count	Weight	Time Hauled 1310
04/15/2012					
04/16/2012					Hail Weight 5124 LB
04/17/2012					
04/18/2012					Number of Skates or Pots Lost
04/19/2012					
04/20/2012					Ok Cancel
04/21/2012					
04/22/2012					
04/23/2012		1			0 Th 4 Th 4 1 TH 1
04/24/2012					3. Enter Time Hauled, Hail
04/25/2012	100				Weight, & Number of Skates or
04/26/2012					Pots Lost and click Ok
04/27/2012					Pots Lost and click Ok
04/28/2012					
04/29/2012					
04/30/2012					
05/01/2012					
	1	Click on the Set # to A	dd Set Retrieval information	n	
- / Set 1					

- 3. Enter the following information:
  - Time Hauled
  - Hail Weight
  - Number of Skates or Pots Lost
  - Click Ok

## **Set Retrieval Across Days**

If you retrieved your gear on a different day then when it was set, you can account for this fairly easily by entering the retrieval date in the time hauled field.

For example, on 3/17/12 you did not pick up Set 2 until the following day, 3/18/12 at 5:00am.

- Go to the left hand navigation pane and select Set 2.
- Click on the Add Set Retrieval button.
- The Set Retrieval dialog box will pop up and ask for the time hauled, hail weight, and number of skates or pots lost.
- In the Time Hauled field, enter: 3/18 0500 (make sure there is single space in between the date and time).
- Continue entering data in the remaining fields and click ok.

Þ.	03/17/2012 Set 1 Set 2	Set Retrieval Entry	×
	03/18/2012	Time Hauled 3/18 0500	
	03/19/2012 03/20/2012	Hail Weight 376	LB
	03/21/2012 03/22/2012	Number of Skates or Pots Lost	
	03/23/2012 03/24/2012	Ok Cancel	

Now you should be able to see that the Set display information reflects that you picked up your set on a different day.

Set 2	Mgmt Pgm IFQ	Mgmt Pgm Id	
Time Set 03/17 02:00	BeginDepth 250	End Depth 320	
Begin Latitude 51 34.6 N	Begin Longitude 177 17.7 W	Begin Buoy or Bag #	
End Latitude 51 32.2 N	End Longitude 177 17.3 W	End Buoy or Bag #	
Gear 61A		Fed Reporting Area 542	8
Target Species 200	Bird Avoidance Gear 1	# Skates or Pots Set 20	
Time Hauled 03/18 05:00	Hail Weight 376.0000	LB # Skates or Pots Lost	

#### **Adding Catch Information**

Once you've completed your set deploy and retrieval information you can add catch lines. Click on the Add Catch button on the right side of the screen. The Catch dialog box will open and you will need to add the following information:

- Species Code
- Weight in pounds (or metric tons using the standard conversion (2204 lbs = 1 metric ton)
- Count
- Disposition code (60 sold for human consumption)

pecies Code 200	Weight 5100	LB	Count	Disposition 60
Species Code 110	Weight 24	LB	Count	Disposition 60
Species Code	Weight	LB	Count	Disposition
Species Code	Weight	LB	Count	Disposition
pecies Code	Weight	LB	Count	Disposition

If you do not enter your Catch information at the same time as your set deploy and retrieval information you can get to the Catch window by using the left-hand navigation pane.

- Click on the date you want to add information to and you'll see a fish icon with Set # next to it, click on the Set #.
- Locate the Add Catch button and click on it.

#### **Making Edits to Set Information**

Once you've added set information, you may realize that you entered incorrect data (for instance your lat/long coordinates were off).

Fortunately, sets can easily be edited before and after submission of your logbook pages. To make set edits:

- In the left-hand navigation pane locate the set entry date and expand it so you can see the actual set #s.
- Click on the set # you need to edit.
- The set window should pop up. Locate and click on either the Edit Set Deploy button or the Edit Set Retrieval button.

Set	1	Mg <mark>mt Pgm</mark>	IFQ	Mgmt Pgm Id		Edit Set Deploy
Time Set	03:50	BeginDepth	235	End Depth	300	
Begin Latitude	51 16.2 N	Begin Longitude	171 18.1 W	Begin Buoy or Bag #	1	
End Latitude	51 17.1 N	End Longitude	171 19.5 W	End Buoy or Bag #	5	
Gear	61A Longline (hook a	and line)		Fed Reporting Area	541	
Target Species	200	Bird Avoidance Gear	1	# Skates or Pots Set	25	
						<u> </u>
Time Hauled	13:10	Hail Weight	5,124.0000	LB # Skates or Pots Lost	0	Edit Set Retrieval
						1990 de

- The appropriate dialog box should pop up.
- Make the necessary changes and click OK.
- You'll be able to see the changes you made in the set dialog box immediately.
- The PDF will display the edited items with strike-through if you have already transmitted your logbook pages. Here is an example of an edit made to a haul deploy longitude:

U.		ROUNDF	ISH	operator name and signature William Kyd					
NACTI	ve.	START		END		READON			
OBS	ERVER IN	FORMAT	ION	Jack S				J111 Smi	
HAUL HO	PGM	THE OF GEAR DEPLOYMENT		BEGIN POSI	-	HAUL ONGITUDE	AVG. GEA	AVG GEAR DEPTH FM	TIME OF GEA
i	AFA 200	03:50	56	51.7 N	165	39.6 W 30.6 W	54	49	07:00
-	MENTS: 9 13:40	10/02 1	0:25	Move	d To	Avoid S	almor	<u>ו</u>	

#### **Making Edits to Catch Entries**

Edits to catch entries are fairly simple. However, similar to making set edits, you must navigate to the actual set and catch window to make changes.

- Use the left-hand navigation pane to get to the appropriate haul date, expand the selection and click on the haul icon.
- In the catch window locate the line item you want to edit and double-click on it.

Catch			
Species	Count	Weight	Disposition
200 Halibut		5,100.0000 LB	60 Sold
110 P. cod		24.0000 LB	60 Sold
Specie	s Code 110 Weight 24.000	D LB Count Die Cancel Void	sposition 60

- Once you've made your changes in the catch dialog box, click Ok.
- You'll be able to see that the changes were made in the catch window.
- Below is an example of edits to catch data.

CA	TCHER	PROCE	ESS	OR ELE	CHARIOT									04.M.D. 11/23/	11/23/2010 6			
	GF	ROUNDF	ISH	l -	OPERATOR NAME	AND SIGN	ATURE									46937	i Nin	
	TR	RAWL GI	EAR	ł	Sheldon	101/1909										federal Factor 1234	ine Permit No.	
INACTIVE	t	START		90	REASON									47 I tray	Pelagic	/mid-wate	er	CAEN 028
OBSE	RVER IN	FORMAT	ION		th 2		Joe Jack			NO OF OBSERV ADOARD		2						
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~	~~	DEPLOTMENT	. 4	ATTUCE	LONGTUDE	M	M	PLINCONS	LATITUD	6		ONOTUDE	AREA	ANDA	COLE	MT	cone	Of NO.
6	CDQ 52	11:30	56	26.0 N	166 20.0 W 166 15.0 W	101 <del>99</del>	101 **	15:30	56 28.0	0 N	166	22.0 W	517		270	1.0720	127	0.0484
								I III									110	1.947

Undo of an Unsubmitted Entry

In the event you realize that you made inaccurate entries in voyage, set, or catch; you can simply remove the last thing you entered, provided you have not submitted your logbook via email or direct transmission.

- With your logbook open, go to your toolbar and click on Logbook.
- In the drop-down you should see a selection that says Undo Last Unsubmitted Entry, click on it.

Se I Ten te Billion Protection Billion Protection Billion Protection Billion Protection Billion		LICEY Hereit	a + Ji na jin	<u>. 10 la 200</u>
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wheel .		X-305 2000-04	NO-Dati	
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	Sector (1998)	Sean (ant	Sector Dear Sector	term (net ing) (net

• A window will pop up asking if you're sure you want to undo your particular entry.

Logbool	c Undo			×
?	You have requested to re	emove a Commen	nt entry for 05/01/2012	? Are you sure?
	Yes	No	Cancel	
	14 	1420. 		

• Click Yes and your last entry will go away.

### **Viewing and Printing Logbook Pages**

seaLandings creates a PDF of each logbook page that you need to view and print. You can either print an individual day or a date range.

To view an individual PDF:

• Use the left-hand navigation pane to select the day you wish to view. Then click on the View PDF button.

04/21/2012	
04/22/2012	
04/23/2012	
04/24/2012	
04/25/2012	Comments
04/26/2012	Comment
04/28/2012	Dead seabird hauled in set 1
04/29/2012	
04/30/2012	
🗆 🔵 05/01/2012 🗲 🗕	+-
Set 1	
05/02/2012	
05/03/2012	
05/05/2012	Add Set Deploy Comment Go Active Go Inactive View PDF

- A PDF will be saved onto your computer in C:\Program Files\seaLandings\reports
- Once it is saved, the PDF should automatically open for you to print.

- If you would like to print PDFs within a specific date range go to the left hand navigation pane.
- Select the Voyage that the sets fall within
- Locate the box that has the View PDFs for Date Range button and enter the dates you wish to print your PDF for.
- Click on the View PDFs for Date Range button and click save when asked.

rom 01/01/2012	to	View Pdfs for Date Range
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## Saving and submitting the logbook

#### Saving your logbook

- Unlike production reports and landing reports, you do not need to save your logbook.
- This is because every time you click on an "Ok" button in the logbook, the program automatically saves your work.

#### Submitting your logbook

• To submit the logbook:

1. Go to Reporting...Transmit Reports... Click on the Transmit button and seaLandings will create a zip file for you to send

- 2. Open your email program, address it to elecrep@noaa.gov, attach the transmission file, and send.
- 3. Once you receive the receipt, right click on the attachment and select Save Link As in

C:/ProgramData/sealandings/transmissions

4. Open your seaLandings program, go to Reporting...Process Return Receipts and process it.

NOTE: If using the Direct transmission method you would only follow Step 1 above as the the zip file will be transmitted and processed behind the scenes via the internet.

## **Trawl Catcher Processor eLogbook Instructions**

## eLogbook

The electronic logbook (eLogbook) in seaLandings is available for trawl catcher/processors (C/Ps).

The eLogbook replaces the paper DCPL and is required for trawl C/P's in the AFA fleet or trawl C/P's that are fishing CDQ pollock in the Bering Sea in addition to Rockfish Program participants in 2012.

Daily logbook entries are submitted to NMFS from seaLandings via email with production or landing report transmissions.

## **Registering your Logbook**

Prior to requesting/registering your logbook you will need to have requested and received report numbers.

#### Step One - Request a logbook

• Login to your seaLandings program.

- Go to Reporting...Transmit Reports....click on Transmit.
- A zip file will be created and stored in your seaLandings program.
- Open your email program, address it to <u>elecrep@noaa.gov</u>, attach the transmission file, and send.
- You will receive a return receipt, save the zip file in your c: drive, Transmission folder.
- Open your seaLandings program and go to Reports...Process Return Receipt. Click on process.

#### Step Two - Register your logbook

- Click on Logbook in the toolbar and you will get a drop-down menu.
- Select Register New Logbook and a dialog box will pop up.



- · Enter the year
- · Chose the units for weight and depth, these will apply to your logbook for the entire year
- Weight unit options are Pounds or Metric tons
- Depth unit options are Fathoms or Meters
- Once you've made your selections, click Ok

遙 Register Logbook	×
Operation The Trinity	•
Year 2012	•
Weight Units Pounds 👻	
Depth Units Fathoms 👻	
Ok Cancel	]

#### Step Three - transmit your logbook registration

- Go to Reporting...Transmit Reports... Click on transmit.
- Open your email program, address it to <u>elecrep@noaa.gov</u>, attach the transmission file, and send.
- Once you receive the receipt, open your seaLandings program and process it.
- Click on Logbook again, if you have Open Current Year Logbook as an option you have successfully registered your logbook.

NOTE - If you are using Direct Transmit rather than File transmit you will not have any receipts to attach or process!

### How to Navigate around your logbook

Navigating and doing data entry in the eLogbook is different than data entry for production or landing reports, there are no tabbed pages. Instead, you will use the panel on the left side of your logbook screen to get the the sections of the logbook where you create voyages, hauls, add catch, and make edits. This panel is called the *left-hand navigation* pane.

Haul Summary         Haul 1       Gear Deploy Time       Begin Lat       Begin Long         06/25/2012       06/25/2012       03:30       56 12.0 N       172 16.0 W         06/26/2012       06/27/2012       06/28/2012       06/29/2012       06/29/2012         06/29/2012       06/30/2012       06/30/2012       07/01/2012         07/01/2012       07/03/2012       07/04/2012         07/05/2012       07/05/2012	🖆 Logbook 15643827					
Novage 06/25/2012         Haul Number         Gear Deploy Time         Begin Lat         Begin Long           Maul 1         06/25/2012         03:30         56 12.0 N         172 16.0 W         3         09:50         56 12.0 N         172 15.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/06 22:00         56 15.0 N         172 14.0 W         4         07/07/06 22:00         56 15.0 N         172 14.0 W         4						
Haul Number       Gear Deploy Time       Begin Lat       Begin Long         Haul 1       06/26/2012       03:30       56 12.0 N       172 16.0 W         06/26/2012       06/27/2012       06/28/2012       06/28/2012       06/29/2012         06/29/2012       06/30/2012       07/01/2012       07/01/2012         07/02/2012       07/03/2012       07/04/2012       Left Hand Navigation Pane		Haui Summary				
Haul 1       2       03:30       56 12.0 N       172 16.0 W         06/26/2012       06/27/2012       06/28/2012       06/28/2012       06/29/2012         06/29/2012       06/30/2012       07/01/2012       07/02/2012         07/02/2012       07/03/2012       07/04/2012		Haul Number	Gear Deploy Time	Begin Lat	Begin Long	
3       09:50       56 12.0 N       172 15.0 W         06/26/2012       06/27/2012       06/28/2012       06/29/2012       06/30/2012         06/30/2012       07/01/2012       07/02/2012       07/03/2012         07/03/2012       07/04/2012       07/04/2012		2	03:30	56 12.0 N	172 16.0 W	
4 07/06 22:00 56 15.0 N 172 14.0 W 06/28/2012 06/29/2012 06/30/2012 07/01/2012 07/02/2012 07/03/2012 07/04/2012 •••••••••••••••••••••••••••••••••••			09:50		172 15.0 W	
<ul> <li>06/28/2012</li> <li>06/29/2012</li> <li>06/30/2012</li> <li>07/01/2012</li> <li>07/02/2012</li> <li>07/03/2012</li> <li>07/04/2012</li> </ul>		4	07/06 22:00	56 15.0 N	172 14.0 W	
06/29/2012 06/30/2012 07/01/2012 07/02/2012 07/03/2012 07/04/2012 ••••••••••••••••••••••••••••••••••••						
06/30/2012 07/01/2012 07/02/2012 07/03/2012 07/04/2012 ••••••••••••••••••••••••••••••••••••						
07/01/2012 07/02/2012 07/03/2012 07/04/2012 •••••••••••••••••••••••••••••••••••						
07/02/2012 07/03/2012 07/04/2012						
07/03/2012 07/04/2012						
07/05/2012	07/04/2012	Left Hand Navigation Pane				
	07/05/2012					
D7/06/2012 Comments		Comments				
07/07/2012 Comment	÷ 07/07/2012	Comment				
07/08/2012		Conniene				
07/09/2012						
07/10/2012						
07/11/2012						
07/12/2012						
07/13/2012						
07/14/2012						
07/15/2012						
07/16/2012 07/17/2012 Add Haul Deploy Comment Go Active Go Inactive		Add Haul Deal	av Commont	Co Activo	Go Inactive	
		Add Haul Depi	Comment	GO ACUVE	Go Inacuve	
07/18/2012						
07/19/2012	07/19/2012					

The left-hand navigation pane is hierarchical and if there is a 🔂 sign next to an item, you can click on the 🔂 sign to see all of the contained items.

- At the highest level of the hierarchy is your logbook.
- Within the logbook you have voyages.
- Within voyages are days, and within days are hauls.
- When you click on each of these levels in the logbook you have different options:

Voyages: when you click on a voyage there are 3 things that you can do:

- Add or Edit voyages
- Add your fishing gear information
- · Go active / inactive

Days: when you click on a particular day in a voyage, there are 3 things that you can do:

Add hauls

- View and print your logbook page
- Add comments

Hauls: when you click on a particular haul within a day, there are 2 things that you can do:

- Edits hauls
- Add or Edit catch information

Remember, whenever you need to move around in your logbook, use the left-hand navigation pane!

## **Making Logbook Entries**

#### **Voyage Information**

• The logbook wizard will take you through creating your first Voyage entry as soon as you open your 2012 logbook

🖉 Voyage				x
Operator Name	William Kyd	Crew Size	94	
Start Date	6/25/2012			
Primary Observer Name	John Smith	Primary Observer Cruise #	2345	
Secondary Observer Name	Sally Walker	Secondary Observer Cruise #	5679	
Operator Ifq Permit #		Halibut Cdq Permit #		
Additional Ifq Permit #		Add		
		Remove		
Ok Cancel				

- You will need to enter the following information:
  - Operator Name
  - Crew Size
  - Start Date
  - Primary Observer Cruise #
  - Primary Observer Name
  - Secondary Observer Cruise #
  - Secondary Observer Name
  - Click Ok.

Disregard the IFQ/CDQ permit fields, these are for the freezer longline elogbook

#### Gear Code

- After you click Ok on the Voyage dialog box, the Gear Code box will pop up
- Enter your Gear Code and then click Ok
- Anytime you change fishing gear, use the left hand navigation pane, click on the Enter Gear button to record

the gear change and each of your logbook pages will reflect the change.

🛃 Gear				x
Gear Code	47			
Gear Type	Conventional Fixed Hook	Tub Fixed Hook	Autoline	🔘 Snap
Length of Skate (ft)				
Hook Size				
Hook Spacing (ft)				
Hooks per Skate				
Percent w/ Swivels		Swivels on hooks	Swivels on snaps	
	Ok	Cancel		

#### Go Active

- After you click Ok on the Gear Code dialog box the Go Active box will pop up.
- Enter your Go Active date (the day you begin fishing activity) and then click Ok.
- Whenever you need to change your active / inactive status, use the *left-hand navigation pane*, click on the Voyage first.
- Now you can click on the *Go Active* button. Enter the date you are going into active status. Click Ok.

🖉 Go Active 🗾	
Go Active Date 06/27/2012 Ok Cancel	

#### Editing Voyage Information or Adding a New Voyage

- If you made a data entry error and need to correct it, you can edit a specific Voyage.
- To edit, click on your logbook in the *left-hand navigation pane*, select the Voyage you want to edit and then click on the Edit Voyage button.
- If anything in your Voyage changes, for example if the number of crew members changes, vessel operators switch, or there is a change of observers, then you need to create a new Voyage.
- To create a new Voyage, click on your logbook in the *left-hand navigation pane* and then click on the Voyage button.
- NOTE: You do not need to create a new Voyage when you offload and submit your landing report.

🛃 Logbook 15643827		
Logbook 15643827 ED Voyage 06/25/2012	Logbook Logbook Id 15643827 Year 2012 Weight Units MT Depth Units FM ADFG # 73311 Proc # 3242 CLIPPER ENDEAVOR Proc Code 22603	Click here to start a new Voyage
	Voyage           Operator Name         William Kyd         Primary Observer Name         Jim JOnes         Secondary Observer Name           Crew Size         99         Primary Observer #         1234         Secondary Observer #           Start Date         06/25/2012         06/25/2012         Of         Secondary Observer #	New Voyage Edit Voyage
	Ifq/Cdq Permits Permit Number Type	Click here to Edit an Existing Voyage

#### Active or Inactive?

- The left-hand navigation pane will show active and inactive days within your voyage
- Green circles = Active days
- Black squares = Inactive days



- If you are not engaged in fishing activity or are going to offload your catch, you will want to document that by going Inactive.
- Make sure to click on the day you are going inactive so you can click on the Go Inactive button and enter the date.

#### **Comments - Text or Coded**

• To enter a comment, use the left-hand navigation pane and click on the day where you want to add a comment.



- On the right side of the screen, click on the Comment button.
- Enter a text Comment and then click on Ok. If you need more room, just create another Comment on the same day.

See Logbook 15643827 Comment for 07/07/2012				
Comment Code 1 General Comment 👻				
Comment Lost a trawl net in storm				
Ok Cancel				

- If you are moving due to salmon bycatch, click on the drop down menu located in the Comment dialog box.
- You should select Moved To Avoid Salmon and then enter the time of the haul deploy in which you moved.

Logbook 15643827 Comment for 07/07/2012
Comment Code 2 Moved To Avoid Salmon 👻
Comment Time 06:45
Comment
Ok Cancel

• Your Comments will appear just below the logbook entries on the PDF page.

## **Entering Haul Data**

#### Haul Deploys

- To enter haul deploy information, use the *left-hand navigation pane* to choose the day for which you need to enter a haul.
- Click on the Add Haul button, and the haul deploy dialog box will appear.

Haul Deploy					x
Haul #	5	Gear Deploy Time	0435		
Target Species	270	Begin Latitude	56 13.2	Begin Longitude -172 16.4	
Mgmt Program Abbr	AFA 👻	Mgmt Program Id	200		
		Ok	Cancel		

- The Haul Number will auto fill based on the previous haul information.
- You will need to manually enter the following:
- Gear deploy time in military format with or without a colon. For example, 3:00 am can be entered as 0300 or 03:00, likewise 1:00 pm can be entered as 1300 or 13:00.
- Target species.
- Begin latitude & begin longitude.
  - seaLandings allows you to use a variety of formats to enter the Latitude and Longitude. Below is a list
    of acceptable formats where dd for degrees, mm for minutes, ss for seconds, N for N or S (indicating
    North or South) W for E or W (indicating East or West), + for plus or minus.
  - There needs to be a single space between degrees and minutes. And if you use N and W, they need to be capital letters.

Latitude	Longitude
dd mm ss N	ddd mm ss W
dd mm.m N	ddd mm.m W
N dd mm ss	W ddd mm ss
+dd mm ss	+ddd mm ss
N dd mm.m	W ddd mm.m
dd mm.m	+ddd mm.m
dd.dddd N	ddd.dddd W
N dd.dddd	W ddd.dddd
+dd.dddd	+ddd.dddd

- Enter the management program from the drop down list.
- Below is more information about when certain management programs should be used:

Management Program	Description
AFA	Any AFA-listed vessel that targets pollock and uses pelagic trawl gear in the Bering Sea should mark AFA as the management program

A80	Vessels that participate in the Amendment 80 limited access or Amendment 80 cooperative fisheries should mark A80 as management program. A mothership that process fish from an Amendment 80 limited access vessel or an Amendment 80 coop should also mark A80 as management program. A mothership that processes fish from an open-access or CDQ vessel should mark OA or CDQ, respectively. If a vessel always fishes off an Amendment 80 quota, they should still mark A80 even when they fish in the Gulf of Alaska. An Amendment 80 vessel also should mark A80 whenever their bycatch comes off an Amendment 80 quota
RPP	Vessels that fish off a Rockfish Pilot Program quota should mark RPP. When their catch is not coming off a Rockfish Program quota, they should choose OA or another management program. Please do not mark RPP when fishing in the Bering Sea
SMPC	If a vessel fishes for cod in state waters, the crew should choose SMPC as management program, One exception is when their catch is coming off their CDQ quota, in which case they should mark CDQ as management program. SMPC should not be marked when a vessel is participating in the parallel fishery, even if that vessel is in state waters. SMPC should only be marked when Federal fisheries are closed
OA	When a vessel is fishing open access or in the parallel fishery, even if they are in state waters while participating in parallel fisheries. Parallel fishing is inside 3 miles under a Federal opening. A mothership that processes fish from an open-access vessel should mark OA

• Only enter a management program ID if you selected AFA, CDQ, or RPP as the management program; otherwise, leave this field blank. The values for AFA, CDQ management program IDs are listed in the table below.

Management Program	Management Program ID	Description
AFA	200	AFA Catcher/processors
AFA	300	AFA Motherships
CDQ	51	Aleutian Pribilof Island Community Development Association

CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
CDQ	56	Yukon Delta Fisheries Development Association

#### Haul Retrieval

- In order to enter your Haul Retrieval information you will need to go to the *left hand navigation pane* and select the haul number that you want to add retrieval data to.
- To the right you should see the Haul Deploy information. Locate and click on the Add Haul Retrieval button.

🛃 Haul Retrieval						×
Gear Retrieval Time	0615	End Lat	56 12.5	End Long	-172 16.1	
Federal Reporting Area	523	Special Area	<b></b>			
Avg Sea Depth	325	Avg Gear Depth	300	Total Weight	13.254	
		_				
			Ok Cancel			

Enter the following information:

- Gear retrieval time.
- End latitude & end longitude.
- Federal reporting area will auto fill based on lat/long coordinates but can be overridden as needed.
- Special area (COBLZ or RKCSA) will also auto fill based on lat/long coordinates.
- Average sea depth.
- Average gear depth.
- Hail weight.
- Once you have completed entering retrieval data click Ok.

#### **Entering Hauls that Cross Days**

If you deployed your haul on one day but didn't retrieve until the following day you will need to enter that information in the following manner

- Highlight the Haul number and click on the Add Haul Retrieval button
- In the Gear Retrieval Time field, enter the date in mm/dd format, hit the spacebar once, and then enter the time of the retrieval
- Enter the remaining information and click Ok

Voyage 06/25/2012						Edit Haul Deplo
06/25/2012 Haul 1	Mgmt Program Id	200	Mgmt Program Abbr	AFA	]	
06/26/2012	Gear Deploy Time	22:00	Begin Latitude	56 15.0 N	Begin Longitude 172 14.0 W	
06/27/2012			-			
06/28/2012	Target Species	270	Gear Id	gic/mid-water trawl		
06/30/2012						
07/01/2012	Gear Retrieval Time		End Latitude	2	End Longitude	Add Haul Retri
07/02/2012	Federal Reporting Area		Special Area		1	
07/03/2012	reueral Reporting Area					
07/04/2012	Avg Sea Depth		FM Avg Gear Depth		FM	
07/06/2012	Hail Weight		MT			
Haul 2	Haul 4 deploy occ	urred on 07/0	6 but the retrieval o	ccurred on 07	//07	
Haul 4 07/07/2012	Haul Retrieval					<b></b> )
Haul 4		f the retrieval,	then a space, in fro	ont of the retri	eval time in this field	Catch
Haul 4 07/07/2012 07/08/2012 07/09/2012 07/10/2012 07/10/2012			then a space, in fro		eval time in this field End Long -172 14.3	
Haul 4 07/07/2012 07/08/2012 07/09/2012 07/10/2012	Enter the date of	07/07 0250				
7/10/2012     7/10/2012     7/10/2012     7/10/2012     7/10/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/14/2012     7/14/2012     7/14/2012     7/14/2012     7/14/2012	Enter the date of Gear Retrieval Time	07/07 0250 523	End Lat 56 15.	2		
7/10/2012     7/10/2012     7/10/2012     7/10/2012     7/10/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012     7/11/2012	Enter the date of Gear Retrieval Time	07/07 0250 523	End Lat 56 15.	2	End Long -172 14.3	

#### Adding IR/IU Species & Salmon Prohibited Species Catch (PSC)

Once you've completed your haul deploy and retrieval information you can add catch lines. Click on the Add Catch button on the right side of the screen.

The Catch dialog box will open and you will need to add the following information:

- Species Code of IR/IU catch (pacific cod and pollock)
- Weight in metric tons
- Disposition code (60 sold for human consumption)
- You must record prohibited species catch (PSC) and discard disposition (86 for donated and 98 for discarded at sea) of all salmon species in each haul.
- Record salmon PSC in number of animals.

🛃 Catch										<b>— X</b>
Species Code	110	Weight	1.215	MT	•	Count		Disposition	60	
Species Code	270	Weight	10.14	MT	•	Count		Disposition	60	
Species Code	410	Weight		MT	•	Count	6	Disposition	86	
Species Code		Weight		MT	•	Count		Disposition		
Species Code		Weight		MT	•	Count		Disposition		
	Add More Catch Ok Cancel									
								, ,		

If you do not enter your IR/IU harvest at the same time as your haul deploy and retrieval information you can get to the Catch window by using the

navigation pane on the right side of the logbook screen.

- Click on the date you want to add information to and you'll see a fish icon with Haul # next to it, click on the Haul #.
- Locate the Add Catch button and click on it.

#### **Making Edits to Haul Information**

Once you've added haul information, you may realize that you entered incorrect data (for instance your lat/long coordinates were off).

Fortunately, hauls can easily be edited before and after submission of your logbook pages. To make haul edits:

- In the *left-hand navigation pane* locate the haul entry date and expand it so you can see the actual hauls.
- Click on the haul # you need to edit.
- The haul window should pop up. Locate and click on either the Edit Haul Deploy button or the Edit Haul Retrieval button.

Haul 4							
							Edit Haul Deploy
Mgmt Program Id	200	Mgmt Progra	am Abbr	AFA	]		▲ · · · · · · · · · · · · · · · · · · ·
Gear Deploy Time	07/06 22:00	Begin I	Latitude	56 15.0 N	Begin Longitude	172 14.0 W	1
Target Species	270		Gear Id	gic/mid-water trawl	]		1
		1 .			1		
Gear Retrieval Time	07/07 02:50	End I	Latitude	56 15.2 N	End Longitude	172 14.3 W	Edit Haul Retrieval
Federal Reporting Area	523	Speci	ial Area				
Avg Sea Depth	350	FM Avg Gea	r Depth	324	FM		
Hail Weight	12.1540	MT					
J							

- The appropriate dialog box should pop up.
- Make the necessary changes and click OK.
- You'll be able to see the changes you made in the haul dialog box immediately.
- The PDF will display the edited items as strike-throughs. Here is an example of an edit made to a haul deploy longitude:

C.	G	R PROCE Roundf Rawl Gi		OPERATOR NAME AND DIGNATURE William Kyd				
NACT	ve	START	END	READON				
OBS	ERVER IN	FORMAT	ION Jack Smit			ORGERVER NAM		
HAUL NO.	NGMT PGM	TIME OF GEAR DEPLOYMENT	BEGIN POSITION	OF HAUL LONGITUDE	AVG. GEA DEPTH FM	AVG GEAR DEPTH FM	THE OF GEAS RETRIEVAL	
1	AFA 200	03:50	56 51.7 N 1	65 39.6 W 65 30.6 W	54	49	07:00	
	ments: 9 13:40	10/02 1	0:25 Moved T	o Avoid S	Salmor	1		

#### Making Edits to Catch entries

Edits to catch entries are fairly simple. However, similar to making haul edits, you must navigate to the actual haul and catch window to make changes.

- Use the *left-hand navigation pane* to get to the appropriate haul date, expand the selection and click on the haul icon.
- In the catch window locate the line item you want to edit and double-click on it.

Catch Do	ouble click on the catch	line you want to edit & a	dialog box will pop up	
Species	Count	Weight	Disposition	Add Catch
110 P. cod	i i	1.2150 MT	60 Sold	
270 Pollock		10.1400 MT	60 Sold	
410 Chinook	6		86 Donated	
	ok 15643827 Catch	D MT V Count Di	sposition 60	
	Make your	edits and then click Ok		

- Once you've made your changes in the catch dialog box, click Ok.
- You'll be able to see that the changes were made in the catch window.
- Below is an example of edits to catch data.

CATCHER PROCESSOR ELB CHARLOT GROUNDFISH				į								04+ (M-D-) 11/23/	2010	PAGE 6				
	5372			Sheldon	E AND SIGNA	TURE							46937	46937 Federal Factorian Parcel No.				
	TF	RAWL G	EAR		5								1234					
NACTO	e	START	Die	REASON							47 1 trai	Pelagic	/mid-wate	er	600W 620 33			
OBS	ERVER I	FORMAT		th 2		Joe Jac)	e AND CAUGE . CBOD 2	NO OF OBSER ABOAR	vens 2									
MAUL NO.	NONT TIME OF GEAR -			POM DEPLOYMENTIEGN	OTMENT BEGIN FOSITION O	BEGIN FOSITION O	ON OF HALL	AVG. SEA	AVG. GEAR DEPTH	THE OF GEAR	END POSITI	ON OF HALK	FEDERAL REPORTING	SPECIAL AREA	TARGET SPECIES CODE	TOTAL INTERNET	species cons	wr. MT
			LATITUDE	LONGITUDE	M	M		LATITUDE	LONGITURE	AREA		CORE	MT		OR NO			
6	CDQ 52	11:30	56 26.0 N	166 20.0 W	101 <del>99</del>	101 <del>99</del>	15:30	56 28.0 N	166 22.0 W	517		270	1.0720	127	0.049			

#### Undo of an Unsubmitted Entry

In the event you realize that you made inaccurate entries in voyage, haul, or catch; you can simply remove the last thing you did, provided you have not submitted your logbook via email or direct transmission.

- With your logbook open, go to your toolbar and click on Logbook.
- In the drop-down you should see a selection that says Undo Last Unsubmitted Entry, click on it.

Seal andings Processor Wo File Configuration Repo				
□ ■ ■ ✓ ? - Logbook 15381913	+ Test - 20 Report	Open Current Yea Open Previous Ye Open Next Year L	ar Logbook	
Cogbook 15381913	Haul	Register New Log		
♥ Voyage 11/19/2010     ■ 11/19/2010     ■ 11/20/2010     ■ 11/21/2010     ■ 11/21/2010     ■ 11/22/2010     ■ 11/22/2010     ■ 11/22/2010     ■ 11/22/2010     ■ 11/23/2010     ■ 11/23/2010	Avg Sea Depth Avg Gear Depth	<u> </u>	Id	Federal Reporting Area Special Area
Haul 7     Voyage 11/23/2010     Voyage 11/24/2010     Poyage 11/24/2010     Poyage 11/24/2010	Gear Deploy Time		Gear Retrieval Time	
Had 10 Had 11 Had 11	Begin Latitude Begin Longitude		End Latitude	

• A window will pop up asking you if you're sure you want to undo your particular entry.



• Click yes and your entry will go away.

## Viewing and Printing Logbook pages

seaLandings creates a PDF of each logbook page that you need to view and print. You can either print an individual day or a date range.

To view an individual PDF:

• Use the left-hand navigation pane to select the day you wish to view. Then click on the View PDF button

🏝 Logbook 15643827						
Logbook 15643827	Haul Summary					
✓ Voyage 06/25/2012     O6/25/2012     O6/25/2012     O6/26/2012	Haul Number	Gear Deploy Time 03:30 09:50	Begin Lat 56 12.0 N 56 12.0 N	Begin Long 172 16.0 W 172 15.0 W	Gear Retrieval	End
06/27/2012	4	07/06 22:00	56 15.0 N	172 13.0 W	07/07 02:50	56 1
07/01/2012 07/02/2012 07/03/2012 07/04/2012 07/05/2012 07/05/2012 07/06/2012 Haul 2 Haul 3 Haul 4	. Highlight Comments	the day you w	ant to prir	nt a logbook p	bage from	
Image: Control of the control of th	Add Haul Dep	loy Comment	Then Go Active	Click on the \ Go Inactive	View PDF butto	'n
07/17/2012						

- A PDF will be saved onto your computer in C:\Program Files\seaLandings\reports
- Once it is saved, the PDF should automatically open for you to print.
- If you would like to print PDFs within a specific date range go to the right hand navigation pane
- Select the Voyage that the hauls fall within
- Locate the box that has the View PDFs for Date Range button and enter the dates you wish to print your PDF for.
- Click on the View PDFs for Date Range button and click save when asked.

From 06/25/2012 to View Pdfs for Date Range
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NOTE: in some cases your PDF file will have \*more than 1 page.

Use Adobe Acrobat to view all the pages in the PDF file and be sure to print all pages.

CATCHER PROCESSOR ELB GROUNDFISH TRAWL GEAR				14 1 4 C 10 10 10 10 10 10 10 10 10 10 10 10 10	Vesse www FISHINGALONG Coptain Jack											Date (M-D-1) 11/24/2010 ACF60 Venet No. 40937 Factorial Industes Parent No. 4377	
INACTIN	•	START	943	REASON									GEART 47 H trav	Pelagio	c/mid-wate	r	crewise 49
			OBSERVER NAME	AND CHINE &	6	OSERVER NAME				-	· · · · ·						
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## Saving and Submitting the logbook

- Unlike production reports and landing reports, you do not need to save your logbook.
- This is because every time you click on an "Ok" button in the logbook, the program automatically saves your work.

#### Submitting your logbook

You submit your logbook file the same way that you transmit all other reports from seaLandings. Every time you transmit production or landing reports, your logbook will automatically be submitted in the transmission.

- Go to Reporting...Transmit Reports... Click on the Transmit button and seaLandings will create a zip file for you to send
- Open your email program, address it to <u>elecrep@noaa.gov</u>, attach the transmission file, and send.
- Once you receive the receipt, save it to your C:/ProgramData/sealandings/transmissions folder.
- Open your seaLandings program, go to Reporting...Process Return Receipt, and process it.