1.	seaLandings User Manual	2
	1.1 Installing seaLandings software	2
	1.1.1 Installing seaLandings on Windows 7 Machines	7
	1.1.2 Installing seaLandings Versions Older than 2013	10
	1.1.3 Installing training version of seaLandings	13
	1.2 Changing your password in seaLandings	22
	1.3 Daily Production Reports	23
	1.3.1 Maximum Retainable Amount Worksheet	35
	1.4 Catcher-Processor Consolidated Report Tool	39
	1.5 Catcher-Processor IFQ Landing Report	48
	1.5.1 Creating a Catcher-Processor IFQ Report using the 'Consolidated Report' Option	48
	1.5.2 Creating a Catcher-Processor IFQ Report using the 'Groundfish Landing Report' Option	53
	1.6 Mothership Landing Reports	60
	1.7 Crab Landing Reports	67
	1.8 Transmitting a Report in seaLandings	76
	1.9 Processing Return Receipts	79
	1.10 How to Get More Report Numbers	80
	1.11 Archiving Reports in seaLandings	80
	1.12 seaLandings Frequently Asked Questions	81
	1.13 Longline Catcher Processor eLogbook Instructions	84
	1.14 Trawl Catcher Processor eLogbook Instructions	98

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

* *

NSiddle abtits Date

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 <
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		
Sealandings Inst Install Directory Data Directory Transmit Type User Id Password Confirm Password Type of Installation Software	taller C:\Program Files (x86 C:\ProgramData\seal File wkyd ••••••• Production © SeaLandings	i) \seaLandings Landings You can choo or Direct (tran your Transmi	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.
				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)						
Release 4.50 Build 7495							
User ID:	wkyd						
Password:	•••••						
	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.

ile Configuration [Reporting Codes Window Logbook Help
1 🗟 🖪 🗸 -	Archive Reports
	Transmit Reports 🔶 🚽
	Process Return Receipts
	Open Reports Directory
	Open Transmission File Directory

• 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	igs INFO 1805: Tran: INFO 1805: You v INFO 1805: Only	imission file C:\Program vill have to attach it to a user authentication v	nData\seaLanding an email and send vas requested OK	s\transmissions\transmit_2 to ertest@noaa.gov	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 elecrep@noaa.gov.

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	*	Date	e modified	Туре	Size
		jre		5/9/	2012 3:53 AM	File folder	
词 Libraries		R4.4	5	5/9/	2012 3:54 AM	File folder	
Documents	6	·			2012 3:54 AM	Windows Batch File	1 KB
👌 Music	R.		Open		2012 3:53 AM	Application	56 KB
E Pictures			Edit				
🛃 Videos	Videos		Print	Print			
			Run as administrator	-			
🖳 Computer			I roubleshoot compatibility				
🏭 Local Disk (C:)		12	Convert to Adobe PDF				
🖙 software (\\akr-j04) (E:)		1	Convert to Adobe PDF and EMail				
CRUZER (F:)			SecureZIP	•			
🕎 sf (\\akr-j04) (G:)			Scan for threatr				
🕎 shall (\\akr-j04\sf) (H:)		×	Scan for threats	_			
🕎 records (\\akr-j04) (J:)			Send to	- 1			
🚍 GIS (\\akr-j06) (N:)			Cut				
🖵 fakrapps (\\akr-j14) (P:)			Сору				
🖵 archives (\\akr-j04) (R:)			Paste				
FMGROUP (\\akr-j04\sf) (S:)							
🕎 emaillf-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	Conception of the local division of the loca	-	
Install Directory	C:\Program Files (x86	i)\seaLandings	Browse	Your report and transmission files will now be stored in the
Data Directory	C: \ProgramData \seal	andings	Browse	ProgramData folder located in your C drive.
Transmit Type	File 🔸	You can choo	se File (emai	l attachment)
User Id	wkyd	or Direct (tran	smit via the i	nternet) as
Password	•••••	your transm	(i y he	
Confirm Password	•••••			
Type of Installation	Production 👻			
Software	SeaLandings	C Logbook 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	Landings INFO 1805: (INFO 1694: 2 INFO 1695: 1 INFO 1805: f	Jser File WKYD.xml saved 20 report numbers receiv 20 fish ticket numbers More report numbers we More fish ticket numbers	d on the workstation. ed :eived re requested were 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	operties				×		
General Sharing	Security	Previou	s Versions	Customize	1		
Object name: (C:\Program	Files\sea	Landings				
Group or user nar	nes:						
& Administrator	s (ISD-GG	ISSEL 7	Administrato	re)			
& Users (ISD-0	GISSEL7	Users)	- Carrier Instructor	13/			
TrustedInsta	ller	,					
a la				_	_		
To change permis	ssions, clic	k Edit.		Edit	28		
Permissions for Us	sers		Allow	Deny			
Full control			~		-		
Modify			~				
Read & execut	e		~				
List folder conte	ents		\checkmark				
Read			~				
Write			~				
For special permissions or advanced settings, 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\seaLandings Group or user names:								
& CREATOR OWNER & SYSTEM & Administrators (ISD-GGISSEL	.7\Admin	istrators)					
Users (ISD-GGISSEL7\Users & TrustedInstaller)							
	Ado	ł	Remove					
Permissions for Users	[Allow	Deny	110				
Full control								
Modify								
Read & execute								
List folder contents		M						
Read								
Learn about access control and pe	ermission	<u>s</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 <u>suja.hall@noaa.gov</u> or call <u>907-586-7462</u>

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 Parent 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	ppen						
📮 sealandings-pws-4.25-4155-installer.zip							
which is a: Wir from: http://el	nZip File andingstalaska.gov						
What should Firefox	What should Firefox do with this file?						
O Open with	WinZip (default)						
⊙ <u>S</u> ave File							
🗌 Do this <u>a</u> uto	matically for files like this from now on.						
		_					

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		N 🔊 🛛
Desktop My Documents	Program Files Acronis Acronis Adobe Adobe Adobe Analog Device ArcGIS ArcGIS Common Files ComPlus Appli Dell	0 Trial ss gies cations	
My Computer My Network Places	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 (pen	
획 seaLandings	4.15 Build 2965-installer.zip	
which is a: Wir from: http://el	nZip File andings alaska gov	
What should Firefox	do with this file?	-11
O Open with	WinZip (default)	
💿 <u>S</u> ave File	ð	
🔲 Do this <u>a</u> uto	matically for files like this from now on.	
	1	
	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	- 0 🛛
<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/	e, but email I
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	
	Drow	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 💌
	Drosz Novt Cancol

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

Click on the Next button.

🖢 Communio	ations Information 🛛 💶 🔀
Initial User ID:	amackerel
Password:	******
Phone System:	Fleet 77
Email System:	Fleet 77
Max Xmit File Size (K):	1024
Email Client:	Amos Mail
Transmit Type:	File
SMTP Server:	
From Email Address:	
Copy Email Address:	
	Dray Novt Cancel

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/
	ַמיש מיש מיש מיש מיש מיש מיש מיש מיש מיש
	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 Reports	×
To: From: Copy:	C:\Program Files\seaLandings\transmissions\transmit 20090205 145054.a	zip Training
File	Type Date Er Last Modified Sent Sta	ate Tran
Che	ck All without Er] Open Transmit Car	ncel

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	^T transmit_20090205_145054.zip	
My Documents		
My Computer		
My Network Places	File name: e72881_transmit_20090205_145054_reply.zip Save as type: All Files Cat	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
🔋 🖸 😅 🖬 🗸 👖 🛛 0 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 Wo	kstatio	n - AMA	CKEREL logged in		
File Configuration Reporting Codes Wind	low Help				
🕴 🖻 😅 🖬 🗸 🚻 🛛 0 Report Numbers remaining, 0 Fi	sh Ticket Num	bers remaining	l i i i i i i i i i i i i i i i i i i i		
	Øpen	1			×
	Look in:	읃 transmissio	ons	~	1
	Ò	1 e72881_	transmit_20090205_145054_reply.zip		
	My Recent				
	Docktop				
	Mv				
	Documents				
	My Computer				
	3	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
ADF8G Vessel Information M ADF8G Vessel Nu
Management Progr OA 💌 Mgmt Progra Another Re
Area Information Stat Area Ped Area IPHC A Percent 635431509 0 635501509 0 40
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	514	4E	50	~	
	043900	514	4	50		
					v	Remove
	L					

- 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.

Production Rep Production Rep	ort 1736	01				-		×
Vessel/Location Production & [Discards							1
Production No Production								
Species C Species Na 110 P. cod 110 P. cod 270 Poliock 124 Dover sole 125 Rex sole	Product Type P A P P P	Product 07 35 08 07 08	Produ Headed Stomac Headed Headed Headed	t Descri and Gut ind Gut and Gut and Gut and Gut	Weig	nt (mt) 10.9 0.2 1.9 0.9 0.3	72 96 63 27 01	
Discards	(Remove		Tota	: 14.	481	1	
Species Species Name	Discard Dispositi	o Descript	ion	Weight (m	t) (Count		-
931.Bairdi 932/Snow crab 933/Tanner, groo		98Disc atse 98Disc atse 98Disc atse	8 8	12.	578 573		86 151	^
			-				•	*
<	Produc	Remove	T.	MRA	1			>

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	Produc	t	Prod	uct Descri	Weight (mt)	~
								-
								~
			Rem	we)	Tota	6	
Discards								
Species	Species Name	Discard Disposit	io D	script	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	Ρ	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 At-sea Port Co FCP Catcher/proce Gear Code: 07 Non-pelagic/bottom trawl Crew Size (include skipper, don't include o Federal Reporting 509 Special Area: Trip Event: Management Progr CDO Area Information	
Stat Area Fed Area IPHC A Percent 645502/509 CL 50 645501/509 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	Vesel Location Production & Decards
Next Information Report Date 11/11/0001 Federal Permit Num	Vessel Information Report Date: 11/1/L0000 Pedral Permit Hum 1111 Trenty IN ACREG Vessel Hum 4200 Messe Port Go 1CP Cetter trace See Code: 7: Address Port Go 1CP Management Progr 500 Sec Link Hum 100 Management Progr Link Hum Link Hum Management Progr 100 Mont Program Link Hum Link Hum
And Homeson	Analithmation
64520,339 CL 3221A Production Report 186448	×
WARKING 1750: Production Report WARKING 1750: Cancel to a	t 196447 already exists for the same header information short save OK Cancel
Aerov	V Lance

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 ADF&G Vessel Nu 8360 Gear Code: 07 Non-pelagic/bottom trawl Crew Size (include skipper, don't include o 124)	
Federal Reporting 509 Special Area: Trip Event: Offloaded Product Management Progr CDO Mgmt Progra 55 Another Re 	
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 Production Report Printed on: 11/12/2008 Original Submit Date: 11/12/2008 14:23:41				National Marine Fisheries Service Sustainable Fisheries Division P.O. Box 21668 Juneau, Alaska 99802-1668 Phone: 907-586-7228 Fax: 907-586-7131 Last Edit Date: 11/12/2008 14:32:20				
								Repo
Repr	esentative	Pho	ne		Fax E-Mail			
Andy	Mackerel	(206	5) 555-1212		(206) 122-45	45	Jennifer.Hogan	@noaa.gov
Repo	ort Date: 11/11/2008	3	Federal F	Permit Num	ber: 1111			
ADF8	&G Vessel Number	: 12345	Gear Cod	de: 07		Crew Size: 124	At-sea Port	Code: FCP
Fede	ral Reporting Area	: 509	Special Area	n:	Manageme	nt Program: CD0	Q Mgmt Prog	ram ID: 55
Stati	stical Area Work	sheet						
Statis	stical Area	Fed	eral Reportin	ig Area	IPHC Regula	atory Area(s)	Percent	
64550	02	509			CL		50	
6455(01	509			CL	Ę	50	
	lucts							
Prod			Product	Product				
Prod Speci	ies			A) Code	Description			Weight (mt)
Prod Speci Code	ies Name		Type (P/A	.,				
Prod Speci Code 110	Name P. cod		Type (P/A P	08	Est cut			51.000
Prod Speci Code 110 124	ies <u>Name</u> P. cod Dover sole		Type (P/A P P	08 07	Est cut Wst cut			51.000 100.000
Prod Speci Code 110 124 125	ies Name P. cod Dover sole Rex sole		Type (P/A P P P	08 07 08	Est cut Wst cut Est cut			51.000 100.000 50.000
Prod Speci 110 124 125	ies Name P. cod Dover sole Rex sole		Type (P/A P P P	08 07 08	Est cut Wst cut Est cut		Total:	51.000 100.000 50.000 201.00
Prod Speci Code 110 124 125 Disc	ies Name P. cod Dover sole Rex sole ard		Type (P/A P P P	08 07 08	Est cut Wst cut Est cut		Total:	51.000 100.000 <u>50.000</u> 201.00
Prod Speci Code 110 124 125 Disc	ies <u>Name</u> P. cod Dover sole Rex sole ard		Type (P/A P P Discard	08 07 08	Est cut Wst cut Est cut		Total:	51.000 100.000 50.000 201.00
Prod Speci Code 110 124 125 Disc Speci	ies <u>Name</u> P. cod Dover sole Rex sole ard		Type (P/A P P P Discard Disposition	08 07 08	Est cut Wst cut Est cut		Total:	51.000 100.000 50.000 201.00
Prod Speci Code 110 124 125 Disc Speci Code	ies <u>P. cod</u> Dover sole Rex sole ard <u>Name</u>		Type (P/A P P Discard Disposition Code	08 07 08 Descriptio	Est cut Wst cut Est cut		Total:	51.000 100.000 50.000 201.00
Prod Speci Code 110 124 125 Disc Speci Code 931	ies <u>P. cod</u> Dover sole Rex sole ard <u>ies</u> <u>Name</u> Bairdi		Type (P/A P P Discard Disposition Code 98	08 07 08 Descriptio Disc atsea	Est cut Wst cut Est cut		Total: Weight (mt)	51.000 100.000 50.000 201.00 <u>Count</u> 21
Prod Speci Code 110 124 125 Disc Speci Code 931 932	ies P. cod Dover sole Rex sole ard ies Name Bairdi Snow crab		Type (P/A P P Discard Disposition Code 98 98	08 07 08 Descriptio Disc atsea Disc atsea	Est cut Wst cut Est cut		Total: <u>Weight (mt)</u> 21.000	51.000 100.000 50.000 201.00 <u>201.00</u> 21 21 21
Prod Speci Code 110 124 125 Disc Speci Code 931 932 932	ies P. cod Dover sole Rex sole ard Name Bairdi Snow crab Snow crab		Type (P/A P P Discard Disposition Code 98 98 89	08 07 08 Descriptio Disc atsea Disc atsea Decompos	Est cut Wst cut Est cut		Total: <u>Weight (mt)</u> 21.000 21.000	51.000 100.000 201.00 <u>201.00</u> <u>201.00</u> <u>21</u> 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 tri	a ic triggorod for any	i fiching following the	a affload of fich or fich producte
UIIIUau FIUUUUL. P	<u>\ 116W 115111110 U11</u>	J IS IIIUUEIEU IUI all'	/ ווסווווים וטווטשווים נחי	e uniuau ui nsii ui nsii uiuuuuus.
			- 3 3 -	

Production Report	t 380769					
Vessel/Location Production & Dis	cards					
-Vessel Information						
Report Date:	08/16/2009	Feder	ral Permit Number:	5325 GLACIER	BAY	~
ADF&G Vessel Number:	48360 KAREN L		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 S	pecial Area:	🗸 Trip E	vent:		~
Management Program:	OA 💌	Mgmt Program ID:		L	Another Repor	
					L	
- Area Information						
Stat Area Fod Area	IDHC Area	Bercept	7			
735800 521	4D	100				
			Remove			
L		C		-		
		Production R	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.

🖻 Report S	Search							×
File	Туре	Date	Vessel	Status	Proc Code	FPP	Last Modified	
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	
PR380768.xml	Production Report	08/17/2009	48360 KAREN L	Final Report Sub	t.	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	
LR380763.xml	Landing Report	08/10/2009	41444	Not Submitted	F6415	7061	08/21/2009 11:52:33	
								~
Open Cancel								

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

Production Report	rt 380768
Vessel/Location Production & Di	iscards
Vessel Information Report Date: ADF&G Vessel Number: Gear Code: 61 Federal Reporting Area: Management Program:	08/17/2009 Federal Permit Number: 5325 GLACIER BAY 48360 KAREN L At-sea Port Code: FCP Catcher/processor Longline (hook and line) Crew Size (include skipper, don't include observers): 12 523 Special Area: Trip Event: Image: Crew Size (include skipper, don't include observers): 480 Mgmt Program ID: Another Report
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.

Ø Save					×
Save in:	🚞 pdf		 ~ [🖃 🛄 🍤	
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	В	С	D	E	F	G
FFP:	5325	KAREN L				
		REPORT DATE:	8/17/2009	8/18/2009	8/19/2009	8/20/2009
		TRIP EVENT:				
		MGMT PGM:	A80	A80	0A	AFA
		MGMT PGM ID:				200
SPECIES	PRODUCT	TOTAL ROUND W	PR380768	PR380766	PR380767	PR380761
110	7	3.1456	0.2175	1.3228	0.4807	1.1246
110	8	54.734	12.9872	16.2702	10.8596	14.617
270	7	1.3615	0.4415	0.38	0.54	
270	8	0.7446				0.7446
700	8	1.0031		1.0031		
700	13	2.0906	0.9406		0.2	0.95
	A FFP: SPECIES 110 110 270 270 270 700	A B FFP: 5325 SPECIES PRODUCT 110 7 110 8 270 7 270 8 700 8 700 13	A B C FFP: 5325 KAREN L FFP: 5325 KAREN L REPORT DATE: REPORT DATE: TRIP EVENT: MGMT PGM: MGMT PGM ID: MGMT PGM ID: SPECIES PRODUCT TOTAL ROUND W 110 7 3.1456 110 8 54.734 270 7 1.3615 270 8 0.7446 700 13 2.0906	A B C D FFP: 5325 KAREN L FFP: 5325 KAREN L 8/17/2009 FFP: FEPORT DATE: 8/129872 FFP: FFPORT TOTAL ROUND W PR380768 FFP: FFPORT TOTAL ROUND W 12.9872 FFPORT TOTAL ROUND W FFR380768 0.4415 FFPORT TOTAL ROUND W FFR380768 0.4415 FFF FFR380768 0.7446 12.9872 FFR370 FFR380768 1.0031 1.09406 FFR370 FFR380768 1.09406 0.9406	A B C D E FFP: 5325 KAREN L FFP: 5325 KAREN L 8/17/2009 8/18/2009 FFP: FRIP REPORT DATE: 8/17/2009 8/18/2009 C TRIP EVENT: FFP: MGMT PGM: A80 A80 SPECIES PRODUCT TOTAL ROUND W PR380768 PR380766 110 TOTAL ROUND W PR380763 1.3228 16.2702 110 TOTAL ROUND W PR380763 1.328 16.2702 110 TOTAL ROUND W PR380763 1.328 16.2702 110 TOTAL ROUND W PR380763 1.031 1.0031 110 TOTAL ROUND W PR380763	ABCDEFFFP:5325KAREN L </td

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 Tripity
Operation.	The trinicy
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 Report										
Crew Size: 3 Fishing crew including skipper,										
	not	including 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 SALMON SEINE CT MATHEW SOCKETE SØ1H12341N 04951 Ø9Ø10 000037 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: View Messages									
Vessel ADF&G#: 73311 Crew Size (Induding 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 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															
	Vess	el/Location/S	Status Permits 8	k Pounds	IFQ Reports	Summary										
	Permits Statistical Areas															
	Fis	sh Ticket	CFEC Permit		Permit Holder		Mgmt Pgm	Pgm	ID Pe	rcent						
	E12	2 225366	B61B00103F 12	01R			IFQ					Stat	t 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 poi	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		,253		60 Sold	60 Sold		
	2	E12 2253	66 565431	200	Halibut	05 H	+ G		1,294			,294		60 Sold		
	3	E12 2253	66 565402	200	Halibut	05 H	+ G		1,660			,660		60 Sold		
	4	E12 2253	67 565501	710	Sablefish	08 Es	st cut				3	,208		60 Sold		
	5	E12 2253	67 565431	710	Sablefish	08 Es	st cut		571					60 Sold		
	6	E12 2253	67 565402	710	Sablefish	08 Es	st cut		736					60 Sold		
		E12 2253	1565501	127	reliowtin sole	101 W	noie					10		198 Disc a	atséa	
		New	Open		Remove											
											_					
	Sold Condition P/A Size/Grade Sold Price Amount															
4																•

• 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.

B	Permits				x					
	Commercial Fis Entry Commis PERMIT CAI R CONHANDER SALHON SEINS CT MATHEW SOCK SØ1H12341N Ø9Ø10 00003	RD 2009 RD 2009 CYE 04951 7 36	Mag Stripe: ishery: B6 1B ermit: 00 10 3F ear Seq: 120 1R erial Number	Managment Program: II Percent: NMFS ID:	IFQ 0: 980038					
	IFQ Permit 980005	Species 200	Species Name Halibut	Area M	lax 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.

-It	temiz	zed Catch									
	#	Fish Ticket	Stat Area	Species	Condition	Weight		Number	Disposition		
1	1	E12 225366	565501	200 Halibut	05 H + G		2,253		60 Sold		
	2	E12 225366	565431	200 Halibut	05 H + G		1,294		60 Sold		
3	3	E12 225366	565402	200 Halibut	05 H + G		1,660		60 Sold		
4	4	E12 225367	565501	710 Sablefish	08 Est cut		3,208		60 Sold		
5	5	E12 225367	565431	710 Sablefish	08 Est cut		571		60 Sold		
e	5	E12 225367	565402	710 Sablefish	08 Est cut		736		60 Sold		
5	7	E12 225366	565501	127 Yellowfin sole	01 Whole		10		98 Disc atsea		
	New Open Remove										
	Sold	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 Catch							x
Fish Ticket Numbe	er: E12 225367		a: 565501	Species:	710 Co	ndition: 08	
Weight: 3,20	8	Weight Mo	difier:		▼ Nu	mber:	
Disposition: 60)						
Cond	Sold Condition	P/A	Size/Grade	Sold Weight	Price	Amount	
							- ^
							-
							T
		Remove			ОК	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.

Stat Area	Fed Area	IPHC Area	Percent
		ſ	

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.

8	Landing Report 156	55022									- • ×	
	Vessel: 73311							Date of Landing: 08/04/2012				
	Vessel/Location/Statu	IS Permits & Pounds	IFQ Reports	Summary								
	Status	Tran Number	Fish Tkt		NMFS ID		IFQ Perr	nit	Species	Manual IFQ Repo	t Done	
	Stat Area IPH	IC Area Condition	Sold	I/S	;	Retained	•	Return Msg: Permit Holde Cardholder: New Remo	w 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:	
									1	Net IFQ weight:	
									1	Net IFQ weight:	
Stat Area	IPHC Area	Condition	Sold	I/S	Retained					Net IFQ weight:	
Stat Area 565501	IPHC Area CG	Condition 08	Sold 3,208	I/S NO	Retained				- -	Net IFQ weight:	
Stat Area 565501 565431	IPHC Area CG CG	Condition 08 08	Sold 3,208 571	I/S NO NO	Retained				-	Net IFQ weight:	
Stat Area 565501 565431 565402	IPHC Area CG CG CG CG	Condition 08 08 08	Sold 3,208 571 736	I/S NO NO	Retained	^	Return Msg: [-	Net IFQ weight:	
Stat Area 565501 565431 565402	IPHC Area CG CG CG CG	Condition 08 08 08	Sold 3,208 571 736	I/S NO NO NO	Retained	F F	Return Msg: [Permit Holder:		-	Net IFQ weight:	
Stat Area 565501 565431 565402	IPHC Area CG CG CG CG	Condition 08 08 08 08	Sold 3,208 571 736	I/S NO NO NO	Retained		Return Msg: [Permit Holder: Cardholder:			Net IFQ weight:	
Stat Area 565501 565431 565402	IPHC Area CG CG CG	Condition 08 08 08	Sold 3,208 571 736	I/S NO NO NO	Retained	F F	Return Msg: [Permit Holder : Cardholder : New I	 Report		Net IFQ weight:	
Stat Area 565501 565431 565402	IPHC Area CG CG CG CG	Condition 08 08 08	Sold 3,208 571 736	I/S NO NO NO	Retained	F F	Return Msg: [Permit Holder: Cardholder: New I Removi	Report e Report	· · ·	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 15	5655022											×	
	Ves	sel: 7331	1					Dat	e of Lan	nding: 08/04	/2012				
	Vessel	/Location/Sta	atus Permits & Pou	Inds IFQ Reports Sun	nmary										
	Permi	ts								Statistical Area	s				
	Fish	Ticket	CFEC Permit	Permit Holder	Mgmt	Pgm	Pgm ID	Percent							
	E12 2	225366 B	361B00103F1201R		IFQ					Stat Area	Fed Area	IPHC Area	Percent		
	E12 2	225367 C	C61B00108R 12010		IFQ						_			- ^	
														-	
									•						
		New	Open	Remove	Fish Ticke	t 🔺	All	ocate							
														-	
	NMF	S ID IF	Q Permit Spe	cies		Area	Max ou	it pounds							
	9800	38 98	0005 200	Halibut											
												6	Remove		
												U			
	Itemiz	zed Catch													
	_													_	
	#	Fish Ticket	Stat Area	Species	Condition		Wei	ight		Number	Disposit	tion			
	1	E12 225366	5 565501	200 Halibut	05 H + G				2,2	253	60 Sold			-	
	2	E12 225366	5 565431	200 Halibut	05 H + G				1,2	294	60 Sold			-[]]	
	3	E12 225366	565402	200 Halibut	05 H + G				1,6	000	60 Sold			- =	
	4	E12 225367	7 565431	710 Sablefish	08 Est cut				3,2	200	60 Sold			-	
	6	E12 225367	7 565402	710 Sablefish	08 Est cut				-	736	60 Sold				
	7	E12 225366	5 565501	127 Yellowfin sole	01 Whole	Pgm Pgm ID Percent Allocate Area Max out pounds Weight Number Disposition Kemove Weight Number Disposition Statistical Areas Remove Remove									
		New	Open	Remove											

			ALASKA D	RONIC	GROUNDFI	FISH & GAMI SH TICKET	E	DO N	IOT WRITE	E IN THIS SPAC
]	E08 1	33772
						Statistical Ar	ea Wor	kShee	t	
					Stat. Area	%		Stat. A	rea	%
Vessel				Crew S	Size 102	Mgmt Pgm	CDQ	Port	of Landing	or off-shore
ADF&G NO.	48360			Observ	vers 1	ID :	55		anon type	
Permit	K91TC 30401S 0401M		onboar	ra			FCP	Catcher	r/processor	
	□ Mag S	tripe Read						Type	of Gear us	eu
	5	20						91	Pot	
Owner:	F693	37		Date F	ishing Began	11/11/2008	PAR	TIAL	DELIVER	Y:
Custom Processor:				Date L	anded	11/12/2008		artial I ast La Iultiple	Delivery nding for IFQ Per	Trip mits
SPECIES	STAT	DEL. COND	SCALE WEIGHT	NUM	DISP.	SIZE & GRADE	SO	LD GHT	PRICE	AMOUNT
110 P. cod	645502	08 Ret cut	56,218		60 Sold					
110 F. cod	645501	08 Est cut	18,407,496		60 Sold		-			
124 Dover sole	645502	07 Wst cut	110,231		60 Sold	10/30	1	10,231	1.45	159,834.
124 Dover sole	645501	07 Wst cut	110,231		60 Sold	i i	-	-		ŝ.
125 Rex sole	645502	08 BBC Cut	55,116		60 Sold			-		
932 Snow grab	645501	01 Whole	23.149		89 Decomposed					1
932 Snow crab	645502	01 Whole	23,149		99 Decomposed		-			
			Mandesero L		Discards					
931 Bairdi	645501	01 Whole		10	98 Disc atsea		· · · · · · · · · · · · · · · · · · ·			Ŭ
931 Bairdi	645502	01 Whole		11	98 Disc atsea					č
932 Snow crab	645501	01 Whole	22,045	10	98 Disc atsea		-			2
932 Snow crab	645502	01 Whole	24,251	11	98 Disc atsea	1				
I HEREBY ATTE	EST THAT	THESE FISH	WERE CAUGHT IN		IANCE WITH AD	: F&G REGULATIO	NS. A	DF&G	USE	\$159,834.
Permit Holder's	Signature						Int	erview		
					5 .44		01	server		
	14				Date			UDODK -		

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 Chain Dudiet	
Type of Report:	Consolidated	
	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.

Enter your permit information and click OK.

🖉 Permits		×
Commercial Fisheries Entry Commission PERMIT CARD 2009 R COMMANDER 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.

Generate Consolic Cr Observers of	lated Report rew Size: 13 Fisi not nboard: 1	hing crew including skipp t including production cre	er, ew.
Mgmt Pgm	Mgmt Pgm Number	CFEC Permit	Permit Holder
IFQ(Halibut)		B61B00104W 10	
IFQ(Sablefish)		C61B00110B 1001U	
Enter CFEC P	ermit		★ 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.

				للانك
Vessel: 46937		Date of Landing:	11/22/2010	
essel/Location/Status Permits & Pounds 1FO Rep	orts Summary			
2010				
Report Status: Not Submitted		30		18
Transit Data	Transmit Status:			
Iransmic Date:	Receipt Date:			1
Number of Messages: Number	of Errors: Number of Warnings:		View Messages	
Veccel				
ADF%G#: 46937	Crew Size (Including S	kipper): 13	etial Delivery	
Gent: 41 Lander Arek and be	a Observer	rs Onboard:		
Tender ADPorts;	Uiscard	Report:	×	
Date Fishing Began: 11/20/2010	Date of Landing: 11/22/2010	Days Fished: 3		
Develop				
Processor Code (Owner):	F5522 Bering Sea Processors	~		
Processor Code (Custom Processor):				
Registered Brose Musher	ADDADD THE THEFT IN HERD OF			
require ou suger realizer.	YOUNG ING TEST BUTERSS			
	1234 LESLIE LEE	*		
Federal Processor Number:				

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

ercent
Contraction of Contra

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

Permits						×
Commerce Entry Co PERMI R COMMANDE SALNON SEI MATHEW SØ1H123 Ø9Ø1O Ø	al Fisheries mmission T CARD 2009 Sockere 41N 34951 88837 36	Mag Stri Fishery: (Permit: (Year Seq: 1 Serial Number	pe:	Managment Program: ID: Percent: NMFS ID:	IFQ ¥ 980038]
IFQ Permit	Species	Species Na	me	Area Ma	ix out pounds	11
	980014	710 Sablefish				
		Remove		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	
d.	E10 148560	575401	200 Halibut	04 Gutted	5,236		60 Sold	1
	E10 148560	575332	200 Halibut	04 Gutted	7,822		60 Sold	
3	E10 148560	565431	200 Halibut	04 Gutted	3,499		60 Sold	
ŧ.	E10 148561	575401	710 Sablefish	08 Est cut	3,587		60 Sold	
5	E10 148561	565431	710 Sablefish	08 Est cut	4,749		60 Sold	
i i	E10 148560	575401	132 Sand sole	01 Whole	121		98 Disc atsea	
1	E10 148560	575332	110 P. cod	08 Est cut	2,745		60 Sold	~
Sol	New d Condition	Open	Remove P/A	Size/Grade	Sold .	Price	Amount	
			1					1

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

vesser.	46937					Da	te o
/essel/Locatio	n/Status Pe	ermits & Pounds	IFQ Reports Summar	Y			
Permits							
Fish Ticket	CFEC P	ermit	Permit Holder	Mgmt Pgm	Pgm ID	Percent	16
E10 148560	B61B001	04W 1001F	1	IFQ	1	1	1
E10 148561	C618001	10B 1001U	(IFQ		Ť.	
							1
Nour		pen R	emove	Fish Ticket	A	ocate	
INCAN							
INGAN					1.54665666	a a seconda	
NMFS ID	IFQ Perm	nit Species		Area	Max ou	ic pounds	

- 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/Statu	Permits & Pounds	IFQ Reports	Summary					
Status	Tran Number	Fish Tkt		NMFS ID	IFQ Permit	Species	^	Manual IFQ Report Done Generate IFQ Reports

- 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	oort: 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
	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):	<u> </u>
Registered Buyer Number:	980000 IFQ TEST BUYER33
Federal Processor Number:	
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 Summary
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 the second	Mag Stripe:			
Commercial I Entry Comm PERMIT C	isheries ission ARD 2008	Fishery: c61b	Manage	ment Program: IFQ	*
GUS O GEN (K91T03040	NVER 50 N1S)	- Permit: 67734n Year Seq: 0501g	Pero	ID:	
(0401M)072	545 74		NMFS ID:	980002	
IFQ Permit	Species	Species Name	Area	Max out pounds	
980004	/10				-
					~
	Remove		<u> </u>	K 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.

Formus	CEEC Down		Burnhalden	March Dave	Daw ID	Devent		Statistical Area	s
E09 160400	CFEC Permit C61B67734M	0501G	Permit Holder	IFO	Pgm ID	Percent 100	~	Stat Area	Fed
							~		
Itemized Catch Fish Ticket	Stat Area	Species		Condition	Weiç	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	irea:] Sp	ecies: 710	
Condition	n: 8 We	ight: 1635	1	Weight Modifier:		~	
N	umber:	Disn	osition: 60				
(case				e-Dursche	Dia		
	Sola Condition	РЛА	Size/Grade	Sold Weight		Amount	~
							_
	1						
-							~
H I	Remove			-	🔺 ок	Cancel	1
						· ·	· · · · · · · · · · · · · · · · · · ·

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

nding Repor	t 292914												
Vessel:						Ge	merate Report	Summa	ry Dat	e of Landing	p:		
sel/Location/Sta	atus Permits & F	ounds IFO	Reports Summary	1									
									Second Sec				
rennics									Statistical Are	as			
Fish Ticket	CFEC Permi	t	Permit Holder		Mgmt Pgm	Pgm ID	Percent		Stat Area	Fed	IPHC	Percent	
E09 160400	C61B67734M	0501G			IFQ		100				1	1	^
										_			-
										0	8		-
											S		
New	Open] [\$	Remove		Fish Ticket		Allocate						_
NMFS ID	IFQ Permit	Species			Are	a Maxo	ut pounds				8	2	
980002	980004	710 Sable	efish						<i></i>	- C.			
												Remove	
temized Catch													
Fish Ticket	Stat Area	Species		Condition		We	ght		Number	Dispositio	n		T

- 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	
						Y	
	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	ierate Report	Summar	y Da	ite of Lar	iding:	
/essel/Location/Sta	tus Permits & P	ounds IFQ Reports Sumn	nary								
Permits								Statistical Ar	eas		
Fish Ticket	CFEC Permit	Permit Holde	er Mgmb	Pgm	Pgm ID	Percent		Stat Area	100	IPHC A	Percent
E09 160400	C61B67734M	0501G	IFQ			100		775	30 521	. 4D	5
								735	00 521	. 4D	
New NMES ID	Open	Remove	Fish Tic	tket	Max ou	Allocate					
980002	980004	710 Sablefish		1							
	Latence						~			(Remove
Itemized Catch											
Fish Ticket	Stat Area	Species	Condition		Weig	iht		Number	Dispo	sition	
E09 160400		710 Sablefish	08 Est cut				1,635		60 Solo		
	1		1				and the second sec		the second se		

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

				Generate Report Sur	nmary Date of Landing:
s Permits & Pounds	IFQ Reports Sur	nmary			
Tran Number	Fish Tkt	NMES ID	IFQ Permit	Species	Manual IFQ Report Done
					Generate IFQ Reports
					Clear IEO Reports
	s Permits & Pounds Tran Number	s Permits & Pounds IFQ Reports Sur Tran Number Fish Tkt	s Permits & Pounds IFQ Reports Summary	s Permits & Pounds IFQ Reports Summary Tran Number Fish Titt NMFS ID IFQ Permit	Generate Report Sur s Permits & Pounds IFQ Reports Summary Tran Number Fish Tkt NMFS ID IFQ Permit Species

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.

Vessel:	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 🔨
					~
		Bemoue	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.

eal.andings P	Processor Wo	orkstation -	LSHARK log	gged in				
	Reporting Co	odes Window	v Help					
	11 35 керо	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	Tran I Enf 74417	Number	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		Peturo Mco	Contact NMES Enforcement
785830	4D	04 Gutted	1,000	NO		~	Recurrinsy:	
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.

🖉 New I	Report 💽
Operation:	NMFS Test Dutch Harbor Plant
Type of Repo	ort: Groundfish Landing 💌
Type of Kep	

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

• •	
/essel:	Generate Report Su)ite of Landing:
essel/Location/Status Permits & Po	unds IEQ Reports Summary
Status Report Status: Not Subm Transmit Date:	Number of Err Number of Warnin View Messages
ADF&G#: 1444 Gear: 7 Non-belaoi	c/bottom trawl Crew Size (including skip 24 Partial Delivery Observer's Onboard: 1 Discard Report:
Date Fishing Beg 11102008	B Date of Landing: 11122008 Days Fished: 2
Date Fishing Beg 1110200	B Date of Landing: 11122008 Days Fished: 2
Date Fishing Beg 11102008 Processor Processor Code (Owner):	Bate of Landing: 11122008 Days Fished: 2 F6415 Snopac Innovator
Date Fishing Beg 11102000 Processor Processor Code (Owner): Processor Code (Oustorn Proces	B Date of Landing: 11122008 Days Fished: 2 F5415 Shopac Innovator
Date Fishing Beg 11102000 Processor Processor Code (Owner): Processor Code (Custom Proces Registered Buyer Number:	B Date of Landing: 11122008 Days Fished: 2
Dute Fishing Beg [1110200 Processor Processor Code (Owner): Processor Code (Dustom Proces Registered Buyer Number: Federal Processor Number:	B Date of Landing: 11122008 Days Fished: 2 F6415 Snopac Innovator
Date Fishing Beg 1110200 Processor Processor Code (Owner): Processor Code (Dustom Proces Registered Buyer Number: Federal Processor Number: Port of Landing:	B Date of Landing: 11122008 Days Fished: 2 F5415 Shopac Innovator 980002 IFO TEST BUYER35 2061 TONKA SEAFOODS, INC DUT Dutch Harbor/Unalaska

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	
		<u>^</u>				^
	Eish Ticke	Allocate				
NMF5 IFO Per Species	An	ea Max out p		-		~
		· · · · · · · · · · · · · · · · · · ·		A. R.	Rem	
Itemized Catch						
Fish Tic Stat A Species	Condition	Weight	Number	Dispositio	n	
						^
						~
New Open Rem	Comment	1				
Sold Condition P/A Size	e/Grade	501.	Price	Amoun	t	^
						-

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.

Permits	s				×
Comments	-	Mag Stripe:			
Entry Cor PERMIT	CARD 2008	Fishery: k91t	c Manager	nent Progr AFA	~
GUS O G	OTER 50	Permit: 3040)1s Dor	ID: 300	
(K91T0304 0401M) 04	015) 2345 74	Year 3401	m NMFS IE):	
IFQ Permit	Species	Species Name	Area	Max out poun	
					~
					v
	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	- T 🔀
Vessel:	Generate Report Su
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
Ttemized 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 o	f Landing:	
sel 4 ocation (Status Perr	nits & Pounds	IEO Reports Summa	rul				
emits		The report of Samma			Challetter	d Arner	
Fish Ti DEEC Permi	t Permit	Holder Mamt	. Paul Peru		Statistica		Dor
E08 133 K91TC30401	S	AFA	300 100	~	Stell		
				~	-		
New Open	Rem	Fish Ticke	t Allocate				
NMES IEO Per	Sheries	. Ar	ea Maxouto		5		~
in the second		1.4	ca () at out p	^	1		Rem.
Fish Tic Stat A S	cecies	Condition	Weight	ļ,	Number	Disposition	^
							~
	Ketti						
New Open	-			Sol	Price	Amount	
New Open Sold Condition	P/A	Size/Grade					1000

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.

⊠ltem	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	Price	Amount	
07	/Wst.cut Est.cut	P P	10/20 20/30	10,000	1.45 1.50	14,500.00 750.00	~
							V
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 Summary	
Permits	Statis
Fish TiCFEC PermitPermit HolderMgmtE09 037Y06A23773S 0IOA	Pg Per Sta
	× =
New Open Rem 🏲 Fish Ticket	Allocate
NMFS IFQ Per Species Area	Max out p
	· · · · · · · · · · · · · · · · · · ·

Generating Report Summary

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

Report 1	86450				_	
	~		Generate Repor	rt Su)ate of Landir	ng: 11/12/2008	-
tatus Permits &	Pounds IFQ Report	Summary				
Species	Landed Pounds	Sold Pounds	Amount	Round Pounds	IFQ Pounds	
270 Pollock	10,500.0000	10,500.0000	22,000.00	10,500.0000	1	~
270 Pollock	10,500.0000	10,500.0000	[22,000.00	10,500.0000	1	^
	Report 1 tatus Permits & Species 1270 Pollock	Report 186450	Report 186450	Report 186450 Generate Report tatus Permits & Pounds IFQ Reports Summary Species Landed Pounds Sold Pounds [270 Pollock 10,500.0000 122,000.000	Report 186450 Generate Report Su ste of Lander tatus Permits & Pounds IFQ Reports Summary Species Landed Pounds Sold Pounds 270 Pollock 10,500.0000 10,500.0000 10,500.0000	Report 186450

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 Repo	ort:	Crab Landing	
		OK	Cancel

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

Landing Report 18	6452 📃 🗆 🔀
Vessel:	Generate Report Su ate of Landing:
Vessel/Location/Status Permits & Po	unds IFQ Reports Summary
Status Report Status: Not Subm Transmit Date: Number of Messages:	itted 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.

ssel:			Generate	e Report S	uate of	Landin	g:		
sel/Location/Status F vermits	Permits & Pounds	IFQ Reports Summary	1		Statistical	Areas			
Fish Ti CFEC Per	mit Permit H	io Mgmt Pgm IC) Perc		Stat	F	Per	Pot	^
New Open] [Rem]	Fish Ticket	Alloca	te					
NMFS ID IFQ Pe	rmit Species	IPQ Permit Fishery	Max out	* •		1	(Rem.	
temized Catch									

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					×
	Second Strength Strength	Mag S	itripe:			
Commerci Entry Co PERMIT Riste Contro GUS Of G (K91T030	A Poheries ministion CCARD 20 Performents ENN 4015	Fishery Permit	 K91TC 30401S 0401M 	Management P Percent:	rogr IFO ID: 100	~
Q401000	12345	74 Tear		NMFS ID: 9	90033	1
IFQ Permit	Species	Species Na	IPQ Permit	Area	Max out p	
990014	932	Snow crab	990028	3		~
990039	932	SHOW CLAD				
						¥
	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 R	Report S	u)ate of	Landing	a:	
sel/Locatio	n/Status Permi	ts & Pounds	IFQ Reports S	Summary						
ermits							Statistical	Areas		
Fish Ti 508 133	CFEC Permit K91TC30401S	Permit H	IFQ	Pgm ID	Perc 10	•	Stat 53593 53593 53593	F 13A 23A 33A	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
and con	who									

Entering Itemized Catch

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

ssel:					Generat	e Report S	Gu]ate of La	anding:	ľ		
ssel/Location/S	tatus Permi	ts & Pounds	IFQ Reports	Summary							
Permits							Statistical A	vreas			
Fish Ti CF E08 133 K9	EC Permit 1TC30401S	Permit H	Ho Mgmt IFQ	Pgm ID	Per	· 100 🔨	Stat Area	535931 535932 535933	 3A 1 3A 5 3A 4	 0 100 0 155 0 140	^
New	Open	Rem	Fi	sh Ticket	Alloca	ate					
NMFS ID 990033 9 990033 9	IFQ Permit 990014 990039	Species 932 Snow . 932 Snow .	IPQ Permit 990028 	Fishery	Max out	····				Rem	
temized Catch											
Fish Tic St	at A Spe	cies	Condition	V	Veight	Number	Pot Li	Disposi	tion		^
Nou	Open	Rem	Comment							[~
I VEW											

Enter your catch in the Itemized Catch dialog box that opens.
Øltemiz	zed Cato	:h				×			
Fish Ticket N	um E08 133	777 💌 Stat A	Po	ot Lif	Spec 332				
Condition: 01 Weight: 10,000									
Number	r: 5,000	Disposition:	60						
Cond	Sold Cond	Size/Grade	Sold Weight	Price	Amount				
01	Whole Whole	10/20	6,000	2.50	15,000.00	~			
		0,10	1,000	2.10	5,000.00				
						¥			
Rem	1				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.

- loos					Generate	Report Su	ate of l	anding:		
3361.		~			00101000	r sepon e old.				
sel/Location/	Status Permi	ts & Pounds	Q Reports	Summary						
ermits							Statistical	Areas		
Fish Ti	CFEC Permit	Permit Ho	Mgmt	Pgm ID	Perc.		Stat Are	a		
E08 133 Ks	91TC30401S		IFQ	1	1	00 🔨	5406746	535931 3A	10 100	
								535932 3A	50 153	
						×		333333344	10 4 10	1
New	Open	Rem	Fis	sh Ticket	Allocat	e				
NMES ID	IFO Permit	Species	IPO Permit	Fisherv	Max out .		<u> </u>			V
990033	990014	932 Snow 5	990028			-			C Rem	
990033	990039	932 Snow				~			Rem	
ternized Catch	1									
Fish Tic S	Stat A Sne	ocies	Condition	1	Veiaht	Number	PotLi	Disposition	_	
08 1337	932	Bairdi	01 Whole	1	10,000	5,000		60 Sold		~
08 1337	932	Snow crab	01 Whole		50	250	3	98 Disc atse	a	TT
										~
New	Open	Rem	Comment							
	Dura Dura d	Tuno	Size/Grade	Sol	d Weidht	Price		Amount		
Sold Conditi	ion Prod	Type	Jize/ Or due	000						

Generate IFQ Reports

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

sel:					(Generate Repo	rt Su.	ate of Landing:
el/Locati	on/Status P	ermits & Po	unds IFQ Re	ports Summ	nary			
Status	Tran N	Fish Tkt	NMFS ID	IFQ Per	Specie	s IPQ Per	>	Manual IFQ Report Done
							^	Generate IFQ Re
								Clear IFQ Reports
								IFQ Preview
								Receipts
								Tran Date/Time:
							¥	Net IFQ weight:
Stat F	ish Con	Price	Sold Re	ta Dea		Return Msg:		
					~	Description of the		
						Permic Polder:		
						Carcholder	-	

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.

essel:		Generate Report Su.	
ssel/Location/Status P	ermits & Pounds IFQ Reports Summary		
Status Tran N Not Sub	Fish Tkt NMFS ID IFQ Per Speci E08 1337990033 990014 932 E08 1337990033 990039 932	is IPQ Per 990028	Manual IFQ Report Done Generate IFQ Re Clear IFQ Reports IFQ Preview Receipts Tran Date/Time:

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:	
essel/Location	/Status Permits & P	rounds IFQ Report	s Summary				
FishTicket # 508 133777	Species 1932 Snow crab	Landed Pounds	Sold Pounds	Amount 24,800,00	Round Pounds	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	ate of Land	ing:		
essel/Location/Status Pe	rmits & Pounds	IFQ Reports	Summary						
Permits						Statistical Area	is		
Fish Ti CFEC Perm E08 133 K91TC3040	it Permit Ho 15	o Mgmt IFQ	Pgm ID	Perc 1	×00	Stat Area 535 535 535	 931 3A 932 3A 933 3A	 10 100 50 155 40 140	^
New Open NMFS ID IFQ Perr 990033 990014 990033 990039	Rem nit Species 932 Snow 932 Snow	IPQ Permit 990028	sh Ticket Fishery	Max out				Rem	~
Itemized Catch	Species 32 Bairdi	Condition 01 Whole	1	Weight	Number	Pot Li Dis	position Sold		~

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	ansmissions\transmit_	20111110_1227	38.2p			Test	
File	Type	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		
Check All	without Errors	Open		Transmit		C	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	Type	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	11,03,2011 0011312	recopertocorrou		5.0
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				
								×
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 🛛 🔀)
i	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.	
);	eLandings	server via the Internet							
om:							1	Test	
	-							1	
λþγ;									
File		Type	Date	Errors	Last Modified	Sent	State	Transmit?	T
R15540	1854.xml	Production Report	11/08/2011		11/09/2011 08:49:15	11/09/2011 08:49:12	Receipt Received		
15540	1857.xml	Production Report	11/03/2011		11/10/2011 12:16:25	11/10/2011 12:16:21	Receipt Received		-
15540	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	*	1
My Recent Documents Desktop	₹ e6905_tra	ansmit_20060713_115757_reply.zjp		
	File name:	1		Open
-				

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:	<u> </u> transmiss	ions		-		
Recent Items Desktop My Documents	e1621616	_transmit_2012053	1_085517_reply.z			
Computer						- 1
(File name:	e 1621616_transm	nit_20120531_085	5517_reply.zip	-	Open
Network	Files of type:	Reply Files (*_rep	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			
achook 15614942	Lashaala		
Vevree 01/01/2012	LogDook		
01/01/2012			
01/02/2012	Logbook Id 15614843 Yea	r 2012	Weight Units LB
01/03/2012			
01/05/2012	72211 Drost		D
01/05/2012	ADFG # [75511 FIOC #	F JOZHZ GELFFER ENDERVOI	ĸ
01/07/2012			
01/08/2012	Vovage		
01/09/2012			
01/10/2012	Operator Name William Kyd	Primary Observer Name	John Smith Seco
01/11/2012	Craw City 02	Discussion of the second second	1004
01/12/2012	Crew Size 198	Primary Observer #	1234 Se
01/13/2012	Start Date 01/01/2012		
01/14/2012		Novigatio	n Dana
01/15/2012	Ifq/Cdq Permits IL I I CIIU	Ivavigatio	ITANE
01/16/2012	Desmit Numb	-	1
01/17/2012	Permit Numb		Onesates Ife Densit
01/18/2012	980001		Operator Ing Permit
01/19/2012	980005		If Permit
01/20/2012	30000		rigrennic
01/21/2012			
01/22/2012	Gear		
01/23/2012	Gear Id Gear Code	- Type	Length
01/24/2012	61A 611 ongline (box	ka CV	1200
01/25/2012		Kan Cv	1200
01/28/2012			
01/29/2012			
01/30/2012			
01/31/2012			
02/01/2012			
02/02/2012	2	5020	
	From 01/01/2012 to	View F	Pdfs for Date Range
			2

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 Cruis Primary Observer Na Secondary Observer Cruis Secondary Observer Na	ie # 1234 ame Bob Smith e # ame Cancel

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		1
04/19/2012	Loabook 15611133 Comment for 05/01/2012	X
04/20/2012		
04/21/2012		
04/22/2012	Comment Code 1 General Comment	
04/23/2012		
04/24/2012	Comment Dood goobing bouled in got 1	
04/25/2012	3 Enter	
04/26/2012	taut	
04/27/2012	lext	
04/28/2012		
04/29/2012		
04/30/2012		
D-05/01/2012	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	
05/04/2012		
05/05/2012	Add Set Deploy 2. Comment_ Go Active Go Inactive View	V PDF
05/06/2012		

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.dddd W
N dd.dddd	W ddd.dddd
+dd.dddd	+ddd.dddd

Management Program	Description
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

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
04/02/2012		Following Provide	Followshide (171 10 FUI)	European E	
04/03/2012		End Latitude 5117.11	End Longitude J1/1 19.5 W	End Buoy or Bag # b	5
04/04/2012		Gear 61A Longline (h	ook and line)	Fed Reporting Area	541
04/06/2012		Target Species 200	Bird Avoidance Gear 1	# Skates or Pots Set	25
04/08/2012					
04/09/2012					
04/10/2012		Time Hauled	Hail Weight	LB # Skates or Pots Lost	Add Set Retrieval 4 2.
04/12/2012					
04/13/2012		Catch			Set Betrieval Entry
04/14/2012		Species	Count	Weight	1010
04/15/2012			Count	megne	Time Hauled [1310
04/16/2012					Industrials 5124
04/17/2012					Hair Weight Joke -
04/18/2012					Number of Skates or Data Lost
04/19/2012					Number of Skates of Pols Lost (*
04/20/2012					Ok Cancel
04/21/2012					
04/22/2012					
04/23/2012		1			
04/24/2012					3. Enter Time Hauled, Hail
04/25/2012					Weight & Number of Skates or
04/26/2012					Deta Least and all de Ole
04/27/2012					Pots Lost and click Ok
04/27/2012					
04/28/2012					
04/29/2012					
04/30/2012					
05/01/2012					
Sof 1	- 1	Click on the Set # to A	dd Set Retrieval informatio	n	
DELT			The second of th		

- 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.

Ē.	03/17/2012 Set 1	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	2
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 0	

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)

💆 Catch				×
Species 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
Species Code	Weight	LB	Count	Disposition
	Add More Catch		Ok Car	ncel

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	Mgmt Pgm	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

- 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:

C	atcher Gf Tr	Roundf Roundf Rawl Gi	ESSOR ELE FISH EAR	OPERATOR NAME William	ne and sign Kyd	ATURE	
BACT	ve	DTART	END	READON			
OBS	ERVER IN	FORMAT	ION Jack St	1th 1245		J111 Smi	EAND CRUISE #
HAUL NO.	PGM	TIME OF GEAR DEPLOYMENT		ON OF HAUL	AVG. GEA DEPTH FM	AVG. GEAR DEPTH FM	TIME OF GEAR RETRIEVAL
i	AFA 200	03:50	56 51.7 N	165 39.6 W	54	49	07:00
сом 11/0	MENTS: 9 13:40	10/02 1	0:25 Moved	To Avoid S	Salmor	1	

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	0 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	PROCI	ESS	OR ELE	CHARIOT	VEIGE NAME CHARIOT							04+10-5-10 11/23/2010					
	GF	ROUND	ISH	1	OPERATOR NAME	AND SIGN	ATURE									46937	i Nin	
	TR	RAWL G	EAR	2	Sheldon	10178-08										feters fater 1234	ine Permit No.	
NACTIVE		START		90	REASON									47 I tray	Melagic Al	/mid-wate	er	33
DBSE		FORMAT	ION	Sam Sm1	th 2		Joe Jack	son 2		NO OF OBSERVE ADDATE	DAS .	2						
NAUL	MONT	THE OF GEAR		BEGN FOST	ON OF HALL	-	AND OFAR	THE OF GEAR	CN	POSITION	orie	A.K.	FEDERAL	SPECIAL	TARGET	MT	secces	we MT
~	~~	DEPOYTMENT	. 4	ATTUCE	LONGTUDE	M	M	PLINCONS	LATITUD	r	54	DIVOTUDE	AREA	ANDA	CORE		cone	OR NO.
6	CDQ 52	11:30	56	26.0 N	166 20.0 W 166 15.0 W	101 99	101 **	15:30	56 28.	ON 3	166	22.0 W	517		270	1.0720	127	0.0484
																	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.

387-+	A Real Property lies	Open Current Year Logbo	04		
agained Tractical		and the second second second second			
TURNU A	100.1	Register New Lopbork	1 1001	- H [C	The lates
- REWORD	Name and Address of the Owner, which the	Undo Last Unsubmitted E	10Y 840	and Dist.	-
1035216	Incident Statistics	Increase Difference	- meteret		1
0482000	Incidence Building	Interne Street	Bellevel.		
2403201	1000				
04553417	and publication				- 2
PHR101U	Target Samon (100	Britssins by J	P Dates o Feb	ter ja	
Detected					
- axisiona	Constraint Provident	and install Different		-	C. Der lat hann
1901270					-
Decision of	CHER .			- 10 - 10	
1010000	Sec.	Cast	Banght 1	Deputer	ABIOAS -
04/638/U	and the second sec		2×1000-4	dil Los	
PERSONAL PROVIDENCE	121F. pet .				
Province Province Province Province	12.4	-0/			
Province Province Province Province Province Province		0			
Personal Personal Personal Personal Personal Personal Personal Personal Personal					
Herking Perking Perking Perking Perking Perking Perking Perking Perking	111 00				
HIGHU HIGHO					
HIGOU HIGOU					

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

Logbool	k 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.

04/22/2012	
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	+ 1
Set 1	
05/02/2012	
05/04/2012	
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
----------------	----	--------------------------

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

🖺 Register Logbook	×
Operation The Trinit	
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 O 6/25/2012 Haul 1 O 6/25/2012 Haul 1 O 6/25/2012 O 6/26/2012 O 6/28/2012 O 6/29/2012 O 7/01/2012 O 7/02/2012 O 7/03/2012 O 7/05/2012 O 7/05/2012 O 7/05/2012 O 7/05/2012 O 7/05/2012 O 7/07/2012 Comment					
Logbook 1564382/ Haul Summary Image: Voyage 06/25/2012 06/25/2012 Image: Woyage 06/25/2012 03:30 Image: Woyage 06/25/2012 03:30 Image: Woyage 06/25/2012 06/26/2012 Image: Woyage 06/25/2012 06/26/2012 Image: Woyage 06/25/2012 06/26/2012 Image: Woyage 06/25/2012 06/27/2012 Image: Woyage 06/25/2012 06/27/2012 Image: Woyage 06/25/2012 06/28/2012 Image: Woyage 06/26/2012 06/30/2012 Image: Woyage 06/27/2012 07/01/2012 Image: Woyage 06/26/2012 07/02/2012 Image: Woyage 06/26/2012 07/04/2012 Image: Woyage 06/27/2012 07/05/2012 Image: Woyage 06/28/2012 07/05/2012 Image: Woyage 06/29/2012 07/05/2012	Lookaak 15642007 Haul Summary				
Haul Number Gear Deploy Time Begin Lat Begin Long 06/25/2012 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 06/29/2012 06/30/2012 07/01/2012 07/01/2012 07/02/2012 07/04/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 Comments					
Y Haul 1 06/26/2012 06/26/2012 06/27/2012 06/27/2012 06/28/2012 06/29/2012 06/29/2012 06/30/2012 07/01/2012 07/02/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 07/07/2012 07/07/2012 07/07/2012 07/07/2012)				
06/26/2012 3 09:50 56 12.0 N 172 15.0 W 06/27/2012 06/28/2012 06/29/2012 06/30/2012 06/30/2012 06/29/2012 06/30/2012 07/01/2012 07/02/2012 07/03/2012 07/04/2012 07/05/2012 07/05/2012 Comments 07/07/2012 07/07/2012 Comment Comment	1				
06/25/2012 06/27/2012 06/28/2012 06/29/2012 06/29/2012 06/30/2012 07/01/2012 07/01/2012 07/02/2012 07/03/2012 07/05/2012 07/06/2012 07/05/2012 07/06/2012 07/05/2012 07/06/2012 07/07/2012 07/07/2012	1				
06/28/2012 06/29/2012 06/30/2012 07/01/2012 07/02/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 07/05/2012 Comments	1				
O6/29/2012 O6/29/2012 O6/30/2012 O7/01/2012 O7/02/2012 O7/03/2012 O7/05/2012 O7/05/2012 O7/05/2012 O7/05/2012 O7/05/2012 O7/07/2012 O7/07/2012 Comment					
O6/30/2012 O7/01/2012 O7/02/2012 O7/03/2012 O7/05/2012 O7/05/2012 O7/05/2012 O7/06/2012 O7/06/2012 O7/06/2012 O7/07/2012 Comment					
07/01/2012 07/02/2012 07/03/2012 07/04/2012 07/05/2012 07/05/2012 07/06/2012 07/06/2012 07/07/2012 Comments					
07/02/2012 07/03/2012 07/04/2012 07/05/2012 07/05/2012 07/06/2012 07/06/2012 07/07/2012 Comments					
07/03/2012 07/04/2012 07/05/2012 07/05/2012 07/05/2012 Comments					
07/04/2012 07/05/2012 07/06/2012 07/07/2012 Comment					
07/05/2012 Comments 07/07/2012 Comment	Left Hand Navigation Pane				
07/06/2012 Comments 07/07/2012 Comment					
07/07/2012 Comment	Comments				
	Comment				
07/08/2012					
07/09/2012					
07/10/2012					
07/11/2012					
07/12/2012					
07/13/2012					
07/14/2012					
07/15/2012					
Add Haul Deploy Comment Go Active Go Inactive	ve				
07/18/2012					
······································					

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	x
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 B- Voyage 05/25/2012	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
	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	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.

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

- 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	-			
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 → J Haul 1	Mgmt Program Id	200	Mgmt Program Abbi	r AFA]	
06/26/2012	Gear Deploy Time	22:00	Begin Latitude	56 15.0 N	Begin Longitude 172 14.0 W	
06/27/2012		22.000	begintestade			
06/28/2012	Target Species	270	Gear Io	gic/mid-water trawl		
06/30/2012						
07/01/2012	Gear Retrieval Time		End Latitude	2	End Longitude	Add Haul Retri
07/02/2012	Enderel Departing Area		Special Area		1	
07/03/2012	Federal Reporting Area		Special Area	·]	
07/04/2012	Avg Sea Depth		FM Avg Gear Depth	I	FM	
07/05/2012	Hail Weight		MT			
	Haul 4 deploy occ	urred on 07/0	6 but the retrieval o	occurred on 07	7/07	
Haul 3 Haul 4	Haul Retrieval					×
Haul 3 Haul 4 07/07/2012 07/08/2012 07/09/2012	Haul Retrieval	f the retrieval,	, then a space, in fro	ont of the retri	eval time in this field	Catch
 Haul 3 Haul 4 07/07/2012 07/08/2012 07/09/2012 07/10/2012 07/11/2012 07/11/2012 	Haul Retrieval	f the retrieval , 07/07 0250	then a space, in fro	ont of the retri	eval time in this field End Long -172 14.3	Catch
Haul 3 Hour 4 07/07/2012 07/08/2012 07/08/2012 07/10/2012 07/11/2012 07/11/2012 07/12/2012 07/13/2012 07/13/2012	Haul Retrieval	f the retrieval, 07/07 0250 523	then a space, in fro End Lat 56 15 Special Area	ont of the retri	eval time in this field End Long -172 14.3	Catch
Haul 3 (160/707/2012 07/07/2012 07/08/2012 07/08/2012 07/10/2012 07/11/2012 07/11/2012 07/12/2012 07/12/2012 07/14/2012 07/14/2012 07/16/2012	Haul Retrieval Enter the date of Gear Retrieval Time Federal Reporting Area Avg Sea Depth	f the retrieval, 07/07 0250 523 350	then a space, in fro End Lat 56 15 Special Area Avg Gear Depth 324	ont of the retri	eval time in this field End Long -172 14.3	Catch
Haul 3 taur 4 07/07/2012 07/08/2012 07/10/2012 07/10/2012 07/11/2012 07/11/2012 07/12/2012 07/12/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012	Haul Retrieval Enter the date of Gear Retrieval Time Federal Reporting Area Avg Sea Depth	f the retrieval, 07/07 0250 523 350	then a space, in fro End Lat 56 15 Special Area Avg Gear Depth 324	ont of the retri	eval time in this field End Long -172 14.3 Total Weight 12.154	Catch

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										x
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 I	More Catch	1 -		Ok	Cancel	1		
				J				J		

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]		A
Gear Deploy Time	07/06 22:00	Begin L	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 L	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 Gear	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	atchef Gi Tr	R PROCE Roundf Rawl Gi	ESSOR ELB FISH EAR	OPERATOR NAME W1111am	NE AND SIGN	ATURE	
HACT	ve	START	END	READON			
OBS	ERVER IN	FORMAT	ION Jack Smit	AND CRUSS #		OBSERVER NAM	th 7823
HAUL NO.	NGMT PGM	TIME OF GEAR DEPLOYMENT	BEGIN POSITION	OF HAUL LONGITUDE	AVG. GEA DEPTH FM	AVG GEAR DEPTH FM	TIME OF GEAS
1	AFA 200	03:50	56 51.7 N	65 39.6 W 65 30.6 W	54	49	07:00
сом 11/0	ments: 9 13:40	10/02 1	0:25 Moved T	o Avoid S	Salmor	n	

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	uble click on the catc	h line you want to edit & a	dialog box will pop up	
Species	Count	Weight	Disposition	Add Catch
110 P. cod		1.2150 MT	60 Sold	
270 Pollock		10.1400 MT	60 Sold	
410 Chinook	6		86 Donated	
Species C	k 15643827 Catch :ode 270 Weight 10.144	D0 MT V Count D Cancel Void	isposition 60	
	Make you	r 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.

C/	ATCHER	R PROCI	ESSOR ELE	CHARIOT	į								04+ (M-D-) 11/23/	2010	PAGE 6
	G	ROUND	-ISH	Sheldon	E AND SIGNA	ATURE							46937	tes Perrel No.	
	TF	RAWL G	EAR		5								1234		
NACTO	e	START	Die	REASON							47 1 trai	væ Pelagic vl	/mid-wate	er	0000 S20 33
OBS	ERVER I	FORMAT	TION Sam Sm1	th 2	0.0	Joe Jac)	e AND CAUGE . CBOD 2	NO OF OBSER ABOAR	vens 2						
MAUL NO.	MGMT POM	TIME OF GEAR	109N POST	ON OF HALL	AVG. SEA	AVG. GEAR	THE OF GEAR	END POSITI	ON OF HALK	FEDERAL REPORTING	SPECIAL AREA	TARGET	TOTAL INTERNET	species cons	WT. MT
	1946		LATITUDE	LONGITUDE	M	M		LATITUDE	LONGITUDE	AREA		CORE	MT		OR NO.
6	CDQ 52	11:30	56 26.0 N	166 20.0 W	101	101 99	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.

File Configuration Repo	rting Codes Win	dow Logbook Help		
□ ☞ ■ ✓ ? -	+ Test - 20 Report	Open Current Y Open Previous 1 Open Next Year	ear Logbook Year Logbook	
Cogbook 15381913	Haul	Register New Lo	ogbook	
Voyage 11/19/2010 11/19/2010 11/19/2010 11/21/2010 11/21/2010 11/21/2010 11/22/2010 11/22/2010 Had 6	Avg Sea Depth Avg Gear Depth	96 M Agent Program	ibmitted Entry in Id Abbr (ASO	Federal Reporting Area
Hau 7 Woyage 11/23/2010 Voyage 11/24/2010	Gear Deploy Time	13:00	Gear Retrieval Time	15:50
Had 10 Had 11 Had 11 Had 11	Begin Latitude Begin Longitude	56 22.0 N	End Latitude End Longitude	166 51.0 W

• 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						
Lopbook 15643827	Haul Summary					
Voyage 06/25/2012 06/25/2012 06/25/2012 06/26/2012 06/26/2012	Haul Number	Gear Deploy Time	Begin Lat 56 12.0 N	Begin Long 172 16.0 W	Gear Retrieval	End
06/28/2012	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	Comment	the day you w	ant to prir	nt a logbook p	bage from	
Induity Image: Control of the second seco	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.

|--|

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.

CA	TCHER	PROCE	ESSOR ELB	FISHING	ALONG	5								11/24/2	2010	5
	GF TR	AWL G	EAR	Captain	Jack	rune								40837 Faceral Fistoria 4377	n Pernt No.	
ENACTIV	•	START	90	READON								GEART 47 E trav	ve Pelagio Vl	c/mid-wate	r	crewise 49
OBS	ERVER IN	FORMAT	TON Diane Obs	wocmude/ Merver 365	8	Joe Obse	erver 987	6 404	o of ESERVERS BOARD	2						
HALLE NO.	POM	TIME OF GEAR DEPLOYMENT	BEGIN POSITION	OF HAIR LONGITUDE	AVG BEA DEFTH M	AVG. GEAR DEPTH M	THE OF GEAR RETRIEVAL	LATITUDE		INCL LONGITUDE	PEDERAL REPORTING AREA	SPECIAL AREA	SPECES CODE	HAT THE THE	CODE	NT. NT OF NO.
104	HOMT POM AFA 200	THE OF GEAR DEPLOTMENT	LATITUDE	or HAX Lowartube 66 04.0 W	AVG BEA DEFTH M 85	AVG. GEAR DEPTH M 9.5	THE OF GEAR RETRIEVAL 09:35	END: LATITUDE 56 19.0	N 166	unat Longitude 5 45.7 1	PEDCEAL MEPOSTAG AREA 517	SPECIAL AREA	270	MT 115.3260	410	ит. М7 ов но 2

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.