

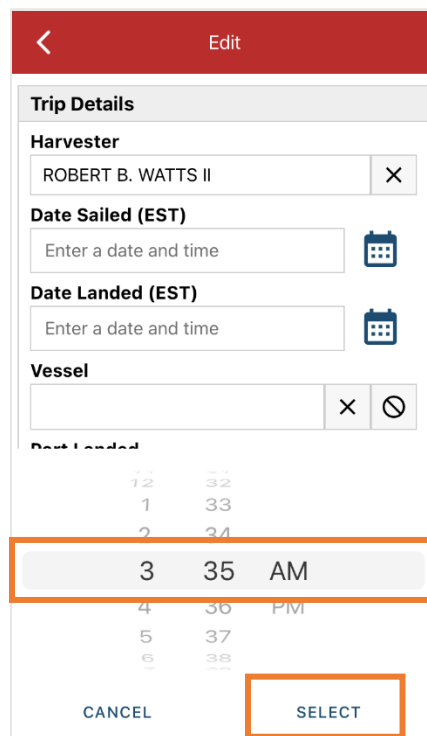
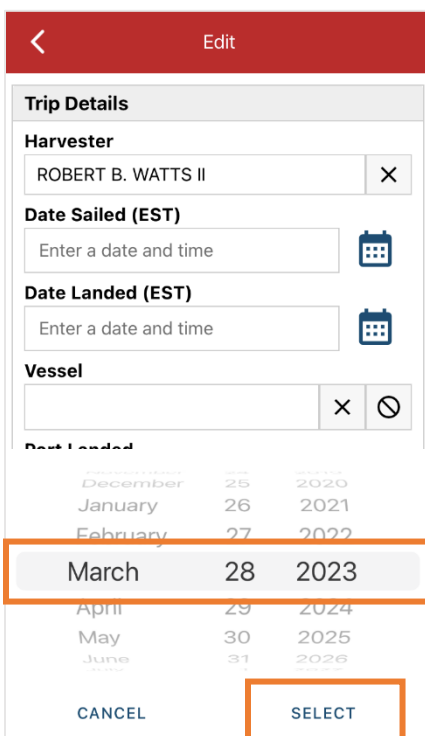
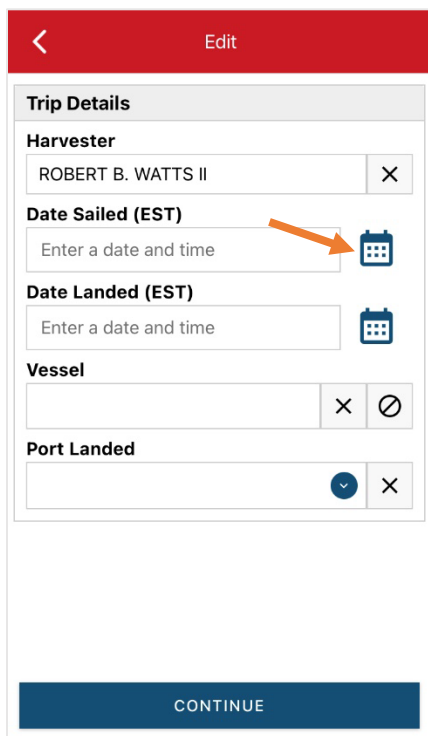
# CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

The ME DMR VESL Harvester Application uses a dynamic form, which means the fields you are required to fill out are dependent on the gear you select. Only the fields you are required to report will be displayed.



1. After you have logged into (or opened) the application you are presented with three options:
  - A. "FIND REPORT" allows you to search on previously created reports.
  - B. "CREATE REPORT" opens the applications reporting screen.
  - C. "CREATE DID NOT FISH" will bring you to the VESL website (requires active internet connection) to create and submit your "did not fish" reports.



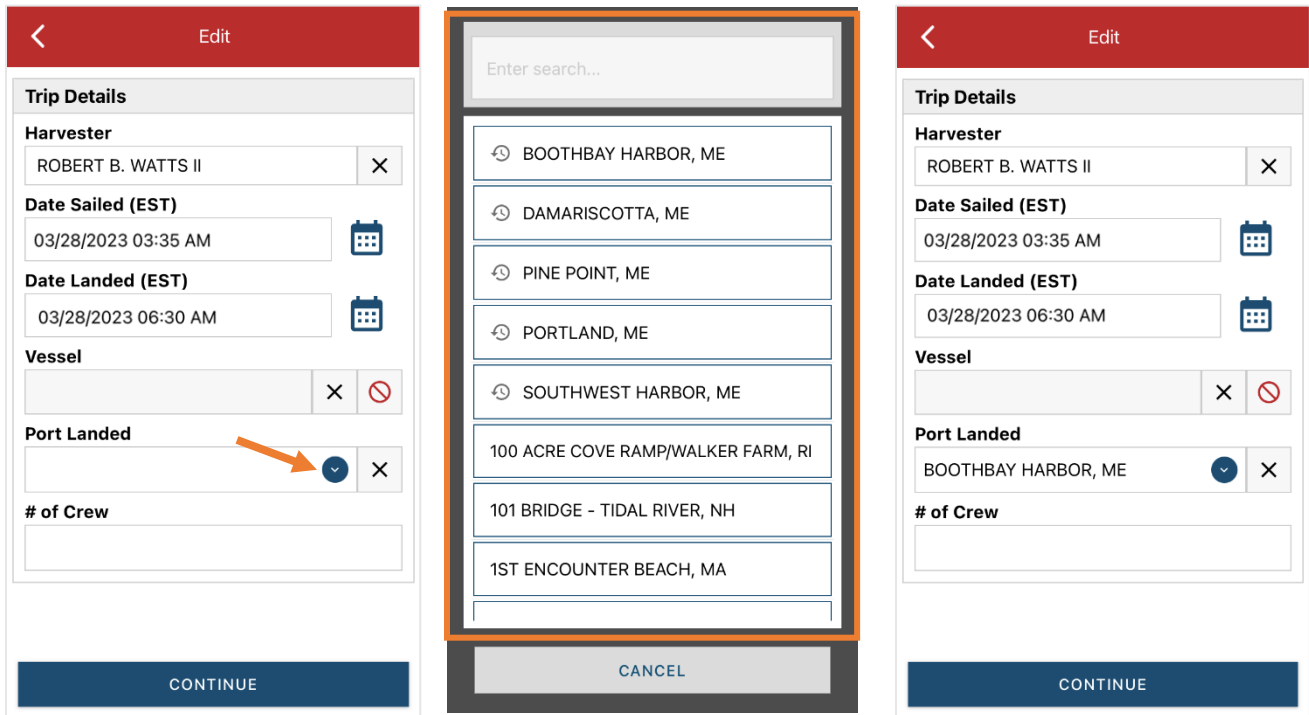
2. Creating a Report
  - A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on the calendar icon to select your "Date Sailed (EST)." A box will pop up showing the month, day, and year. Click "SELECT" once you've chosen the date. Then choose the time (EST) you started your fishing trip and click "SELECT."



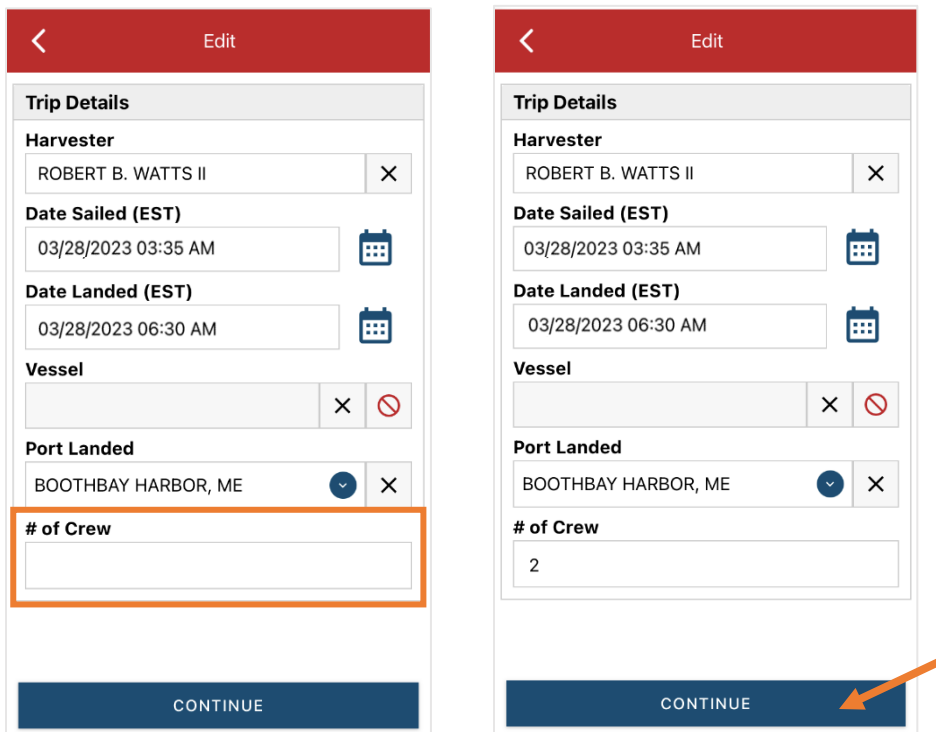
- B. Next, click on the calendar icon to select your “Date Landed (EST).” A box will pop up showing the month, day, and year. Click “SELECT” once you’ve chosen the date. Then choose the time (EST) you finished your fishing trip and click “SELECT.”

- C. The next field is the “Vessel” field. Because you do not need to select a vessel for elver reporting, click the  symbol to remove the field. The  symbol will turn red, indicating that you did not use a vessel.

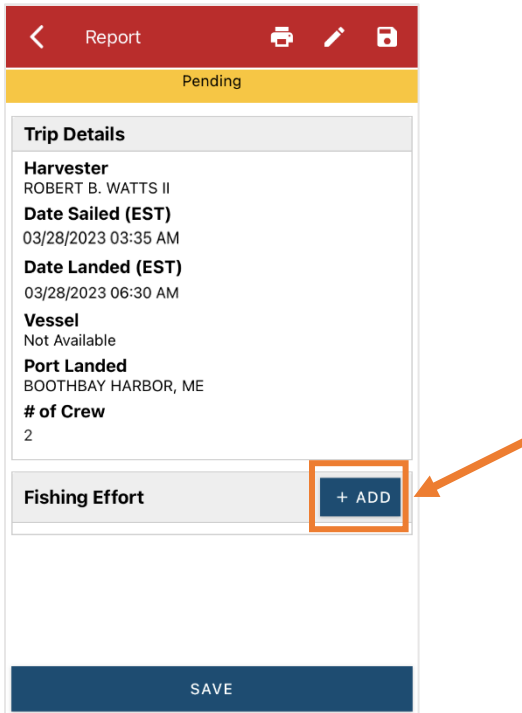
- D. Click the drop-down arrow to enter the “Port Landed.” You can search for your port in the search bar on the window that opens. When you see your Port in the list, click on it. Then click “CONTINUE.”



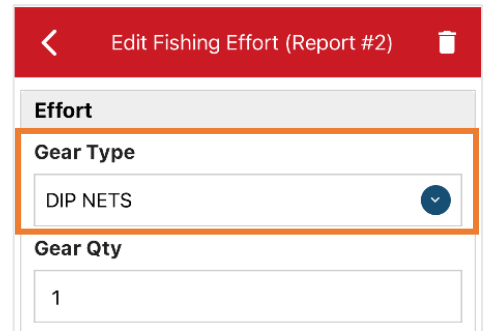
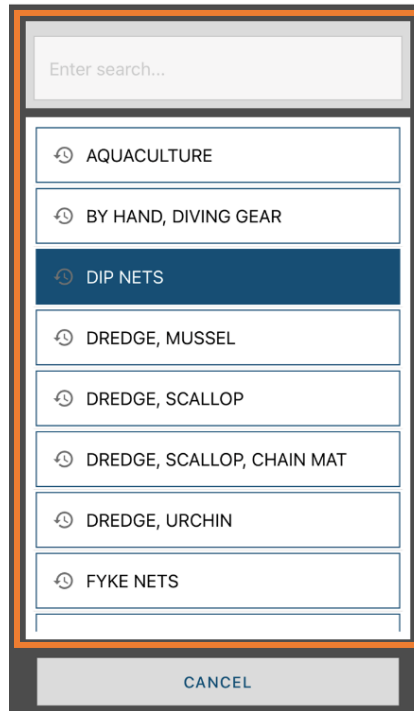
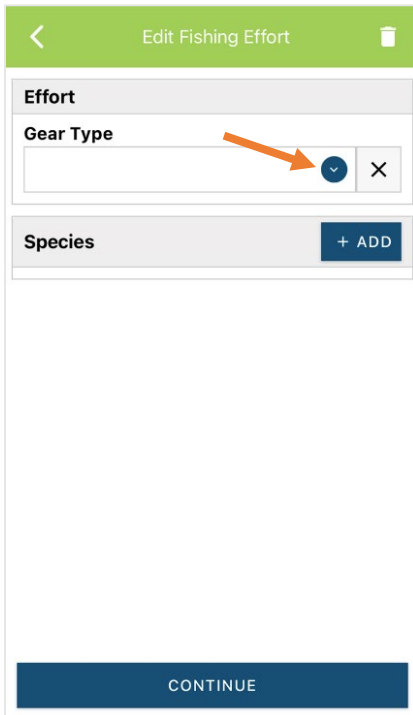
- E. Enter the number of crew (including the captain in the count). Then click “CONTINUE.”



F. After clicking “CONTINUE,” you will be able to add your effort information by clicking on the “+ ADD” button.



G. First, pick your gear by clicking on the drop-down arrow for “Gear Type.” You can start typing the gear name into the search field. Click on the applicable gear type from the list. Once you do this, more effort fields will appear. You will select Dip Nets.



H. Enter the "Gear Qty" (which should be 1 for dip nets).

The screenshot shows the 'Edit Fishing Effort' form. The 'Effort' section has 'Gear Type' set to 'DIP NETS' and 'Gear Qty' is an empty text input field, which is highlighted with an orange border. The 'Location' section has an empty 'Area Fished' dropdown. The 'Species' section has a '+ ADD' button. A 'CONTINUE' button is at the bottom.


The screenshot shows the 'Edit Fishing Effort' form. The 'Effort' section has 'Gear Type' set to 'DIP NETS' and 'Gear Qty' is now '1'. The 'Location' section has an empty 'Area Fished' dropdown. The 'Species' section has a '+ ADD' button. A 'CONTINUE' button is at the bottom.

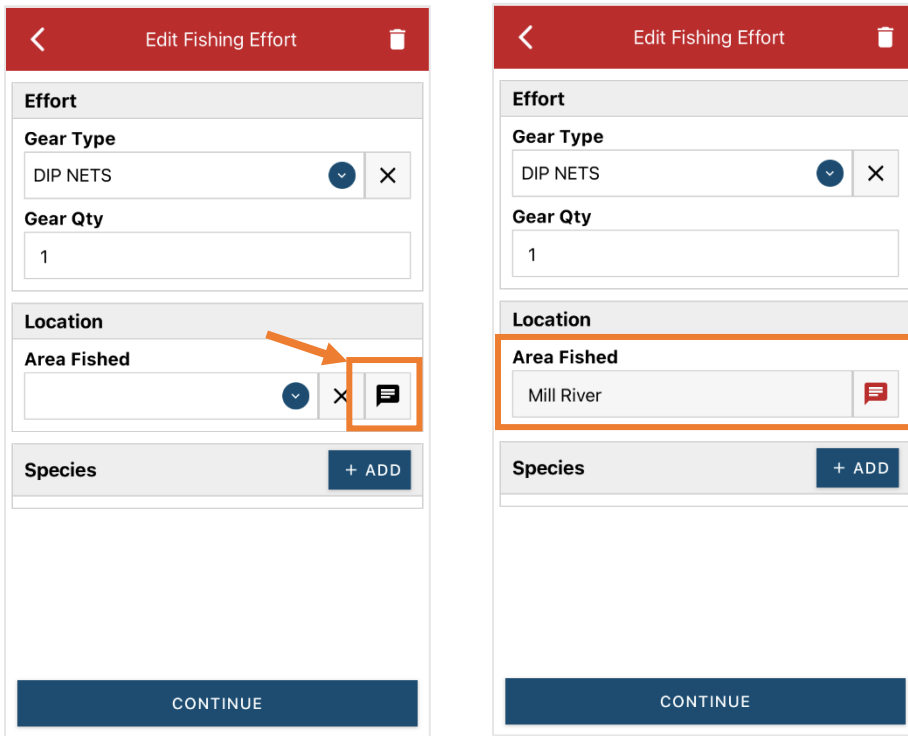
I. Select the area fished by clicking on the drop-down arrow. Start typing the body of water you fished into the search bar. Click on the body of water when you see it in the list.

The screenshot shows the 'Edit Fishing Effort' form. The 'Effort' section has 'Gear Type' set to 'DIP NETS' and 'Gear Qty' is '1'. The 'Location' section has an empty 'Area Fished' dropdown, with an orange arrow pointing to the drop-down arrow icon. The 'Species' section has a '+ ADD' button. A 'CONTINUE' button is at the bottom.

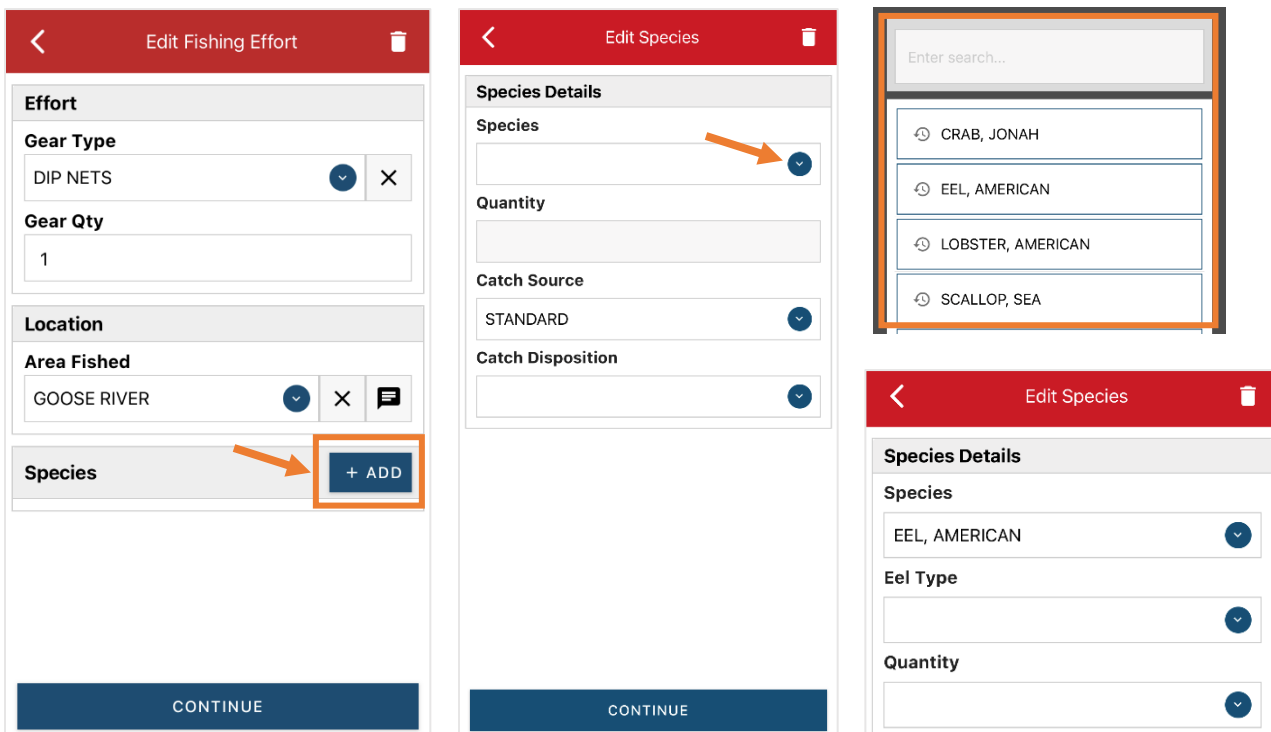
The screenshot shows a search results list for the 'Area Fished' dropdown. The list is enclosed in an orange border and contains the following items: BATSON RIVER, BLUE HILL BAY, SCITTERYGUSSET CREEK, BOAT LANDING, CARD MILL STREAM, CARLETON STREAM, CHANDLER RIVER, CHICKEN MILL STREAM, and COBBOSSECONTEE STREAM. A 'CANCEL' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form. The 'Effort' section has 'Gear Type' set to 'DIP NETS' and 'Gear Qty' is '1'. The 'Location' section has 'Area Fished' set to 'GOOSE RIVER'. The 'Species' section has a '+ ADD' button. A 'CONTINUE' button is at the bottom.

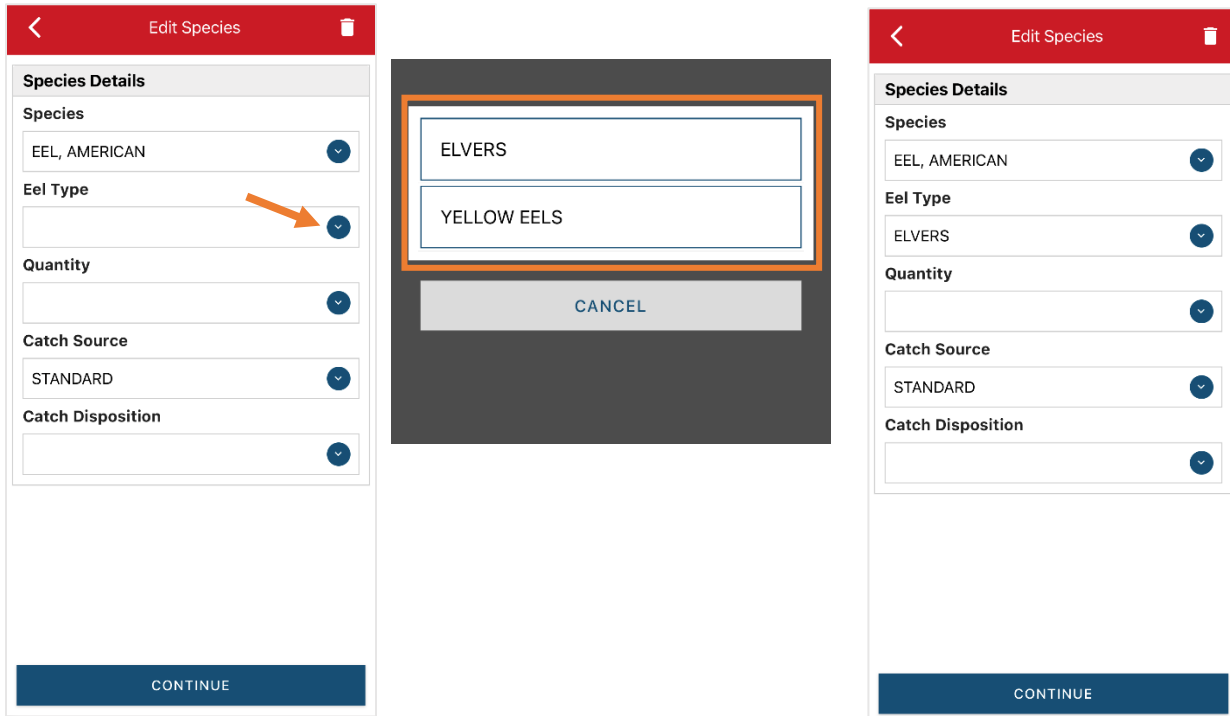
- J. If you do not see the body of water you fished in the list, you may type it in yourself. To do this, click the  button (it will turn red), then click the “Area Fished” box and type in the area fished. Make sure you enter a body of water (stream, river, etc.) into the “Area Fished” box and not a town name.



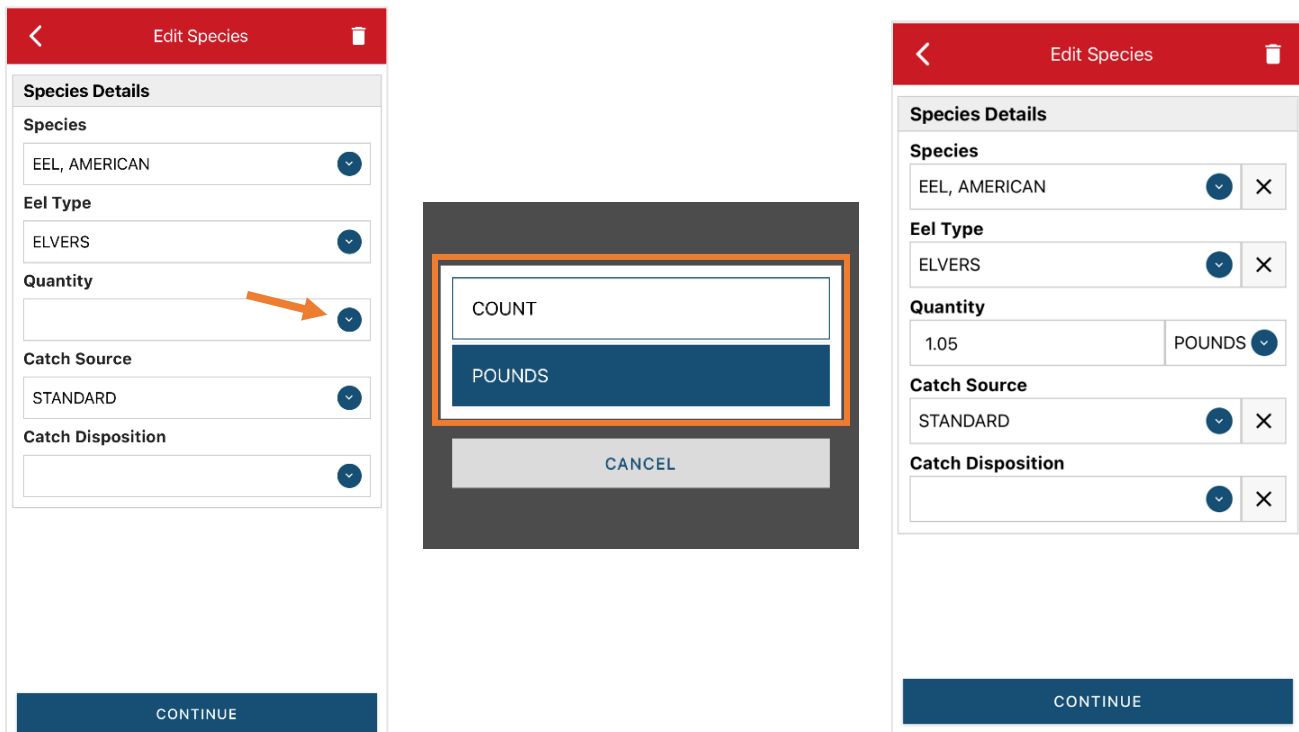
- K. Next click the “+ ADD” button next to the “Species.” A new screen will open. Click the drop-down arrow for “Species.” Then, in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.



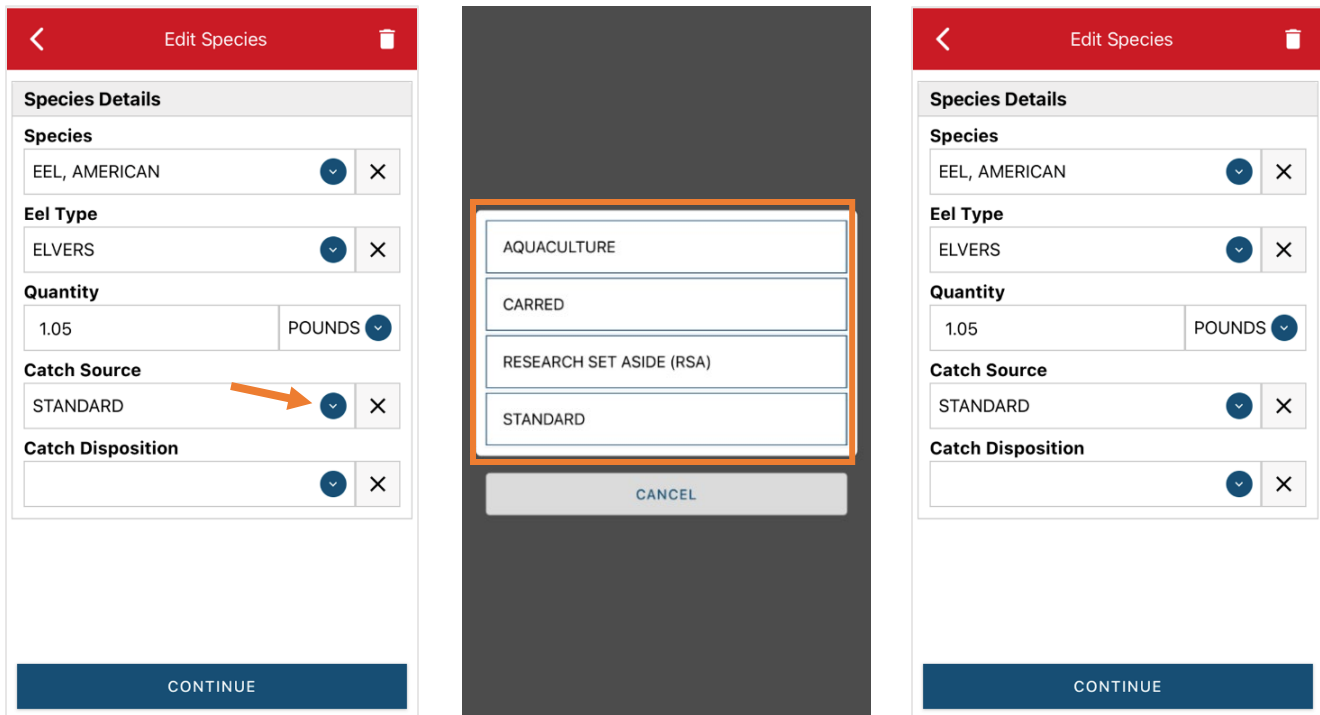
L. Click on the drop-down arrow for “Eel Type” and select “ELVERS” from the box that pops up.



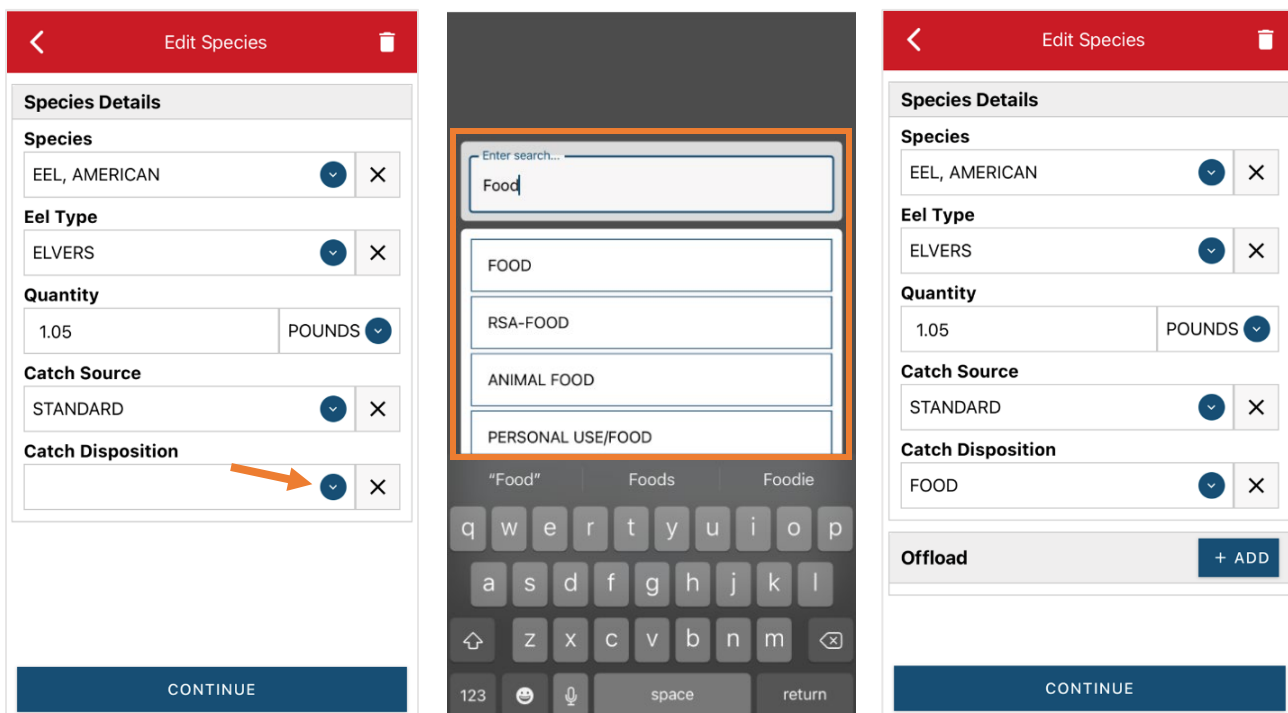
M. Next, click on the drop-down arrow for the “Quantity” field. You will be prompted to pick the “Quantity Units” before entering a value, so click on the applicable unit from the list and then type in the total “Quantity” you landed.



- N. Next, select the drop-down arrow for the “Catch Source.” This is where you indicate if the catch you are reporting on were carried (held from multiple trips), from an aquaculture operation, for a research set aside (elvers sold to an aquaculture dealer) or standard (caught from that day’s trip). You will likely choose “STANDARD” (the default) or “CARRED.”



- O. Next, you will choose your “Catch Disposition.” This is where you declare what the products end use was, which is “**FOOD**” for elver. Click the drop-down arrow to choose. You can begin typing the disposition into the search bar, or you can scroll through the list. Click on “**FOOD**” from the list.





P. You will now select who you sold your elvers to. Click the “+ADD” button next to “Offload” and another screen will open.

**Edit Species**

**Species Details**

**Species**  
EEL, AMERICAN

**Eel Type**  
ELVERS

**Quantity**  
1.05 POUNDS

**Catch Source**  
STANDARD

**Catch Disposition**  
FOOD

**Offload** + ADD

CONTINUE

**Edit Offload**

**Offload Details**

**Sale Disposition**

**Amount**

**Port Landed**

CONTINUE

Q. Next you will enter your “Sale Disposition.” Click on the drop-down arrow and a box will pop-up with dispositions to choose from. Select “SOLD TO DEALER” from the list that pops up.

**Edit Offload**

**Offload Details**

**Sale Disposition**

**Amount**

**Port Landed**

CONTINUE

NO SALE - DISCARDED

NO SALE - REASON UNKNOWN

NO SALE - RETAINED

PLACED IN CAR

PRIVATE/DOCKSIDE SALE

SOLD TO DEALER

CANCEL

**Edit Offload**

**Offload Details**

**Sale Disposition**  
SOLD TO DEALER

**Dealer**

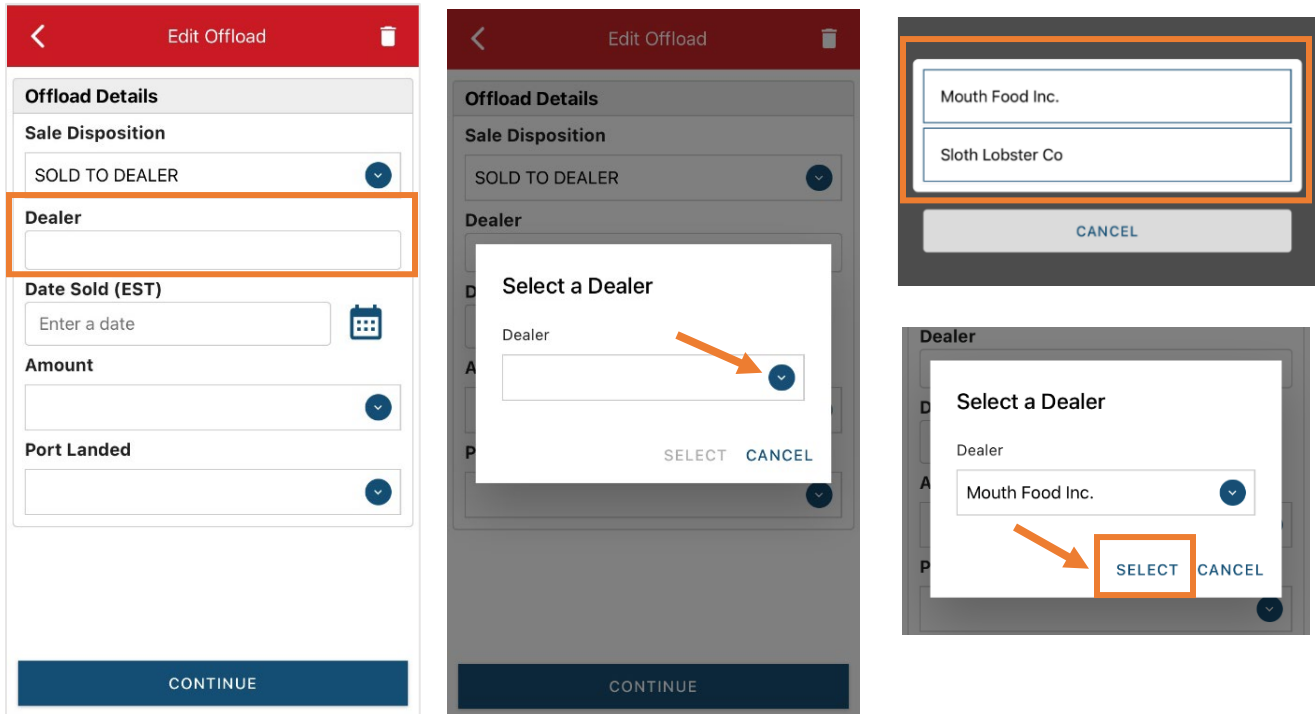
**Date Sold (EST)**  
Enter a date

**Amount**

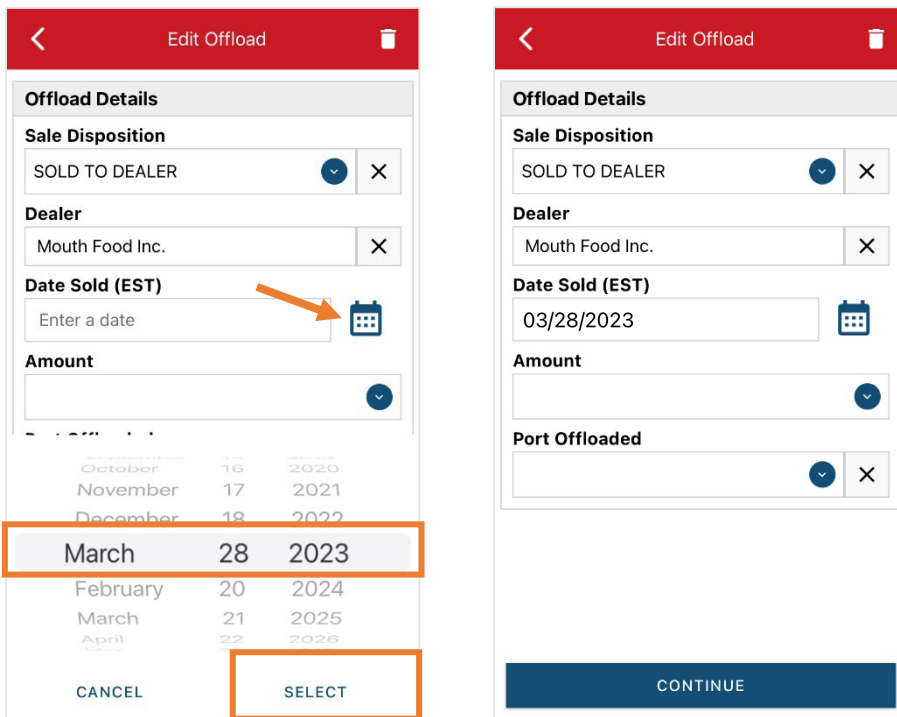
**Port Landed**

CONTINUE

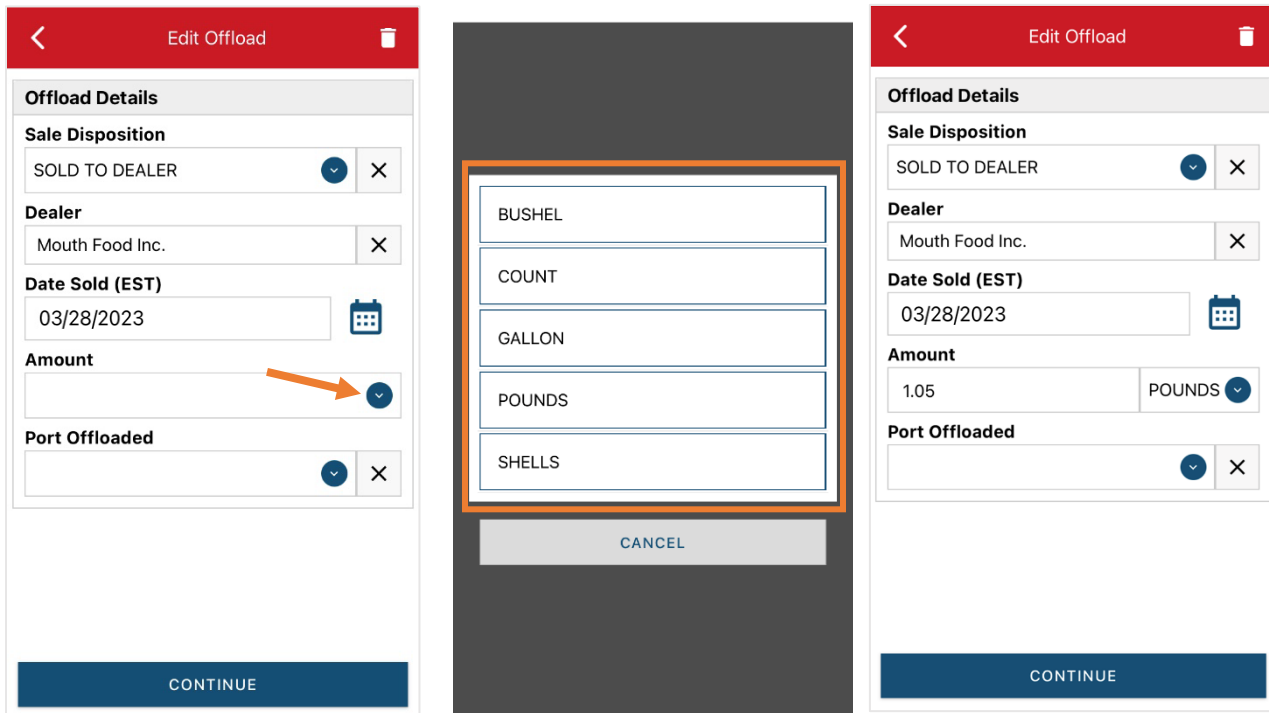
- R. Click on the “Dealer” field and another window will open. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list and then click “SELECT.”



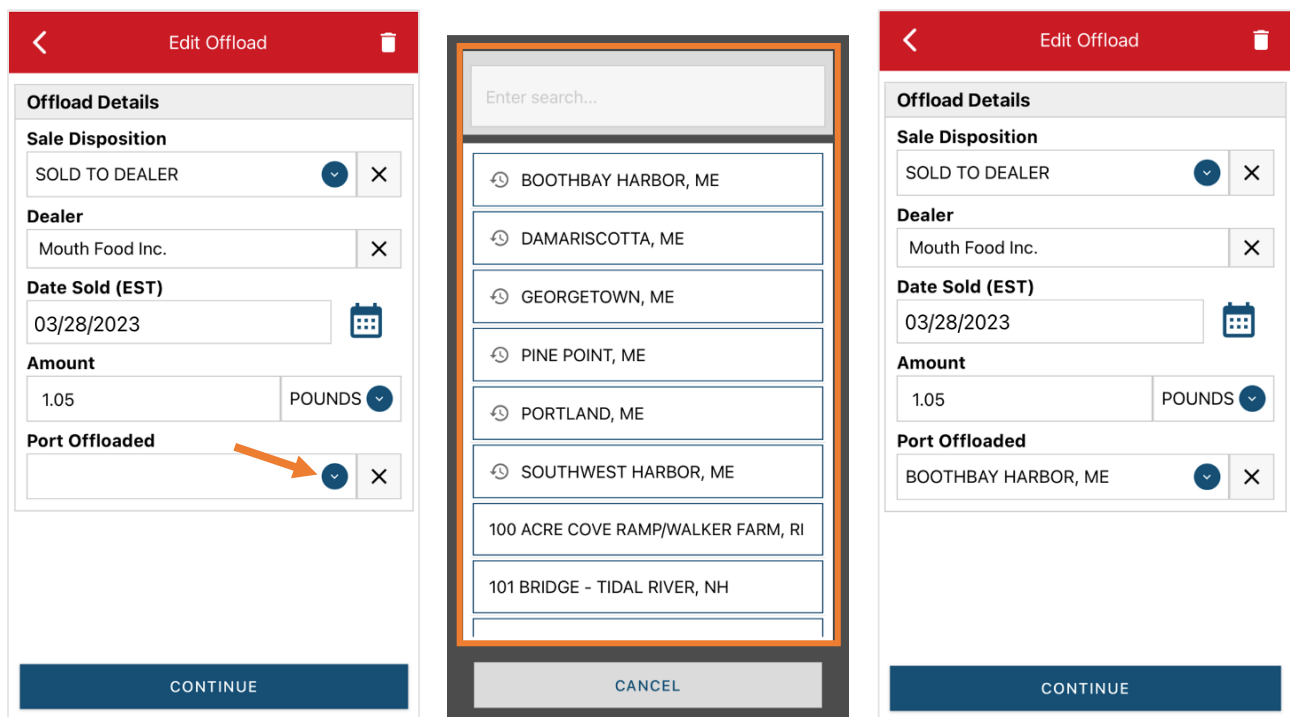
- S. Next you will enter a date sold. Click on the calendar icon and choose your date. Click on “SELECT” once you have your date selected.



- T. Now you will add the amount you sold on this Offload. Click on the drop-down arrow for “Amount” and you will choose the units for amount sold. Once you’ve chosen the units, you can enter the amount you sold. *If all of your catch was sold to one dealer, you’d enter the total quantity landed for your trip in this field. If you sold to more than one dealer, you would only enter the amount sold on this Offload as it applies to the “Sale Disposition” you’ve selected.* For this example, the total pounds landed this day were 1.05 and all of that was sold to one dealer



- U. Next, click on the drop-down arrow for the “Port Offloaded.” You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Offloaded” has been selected.



- V. If you had more than one “Sale Disposition” for the trip (for example, sold to multiple dealers), click “+ ADD” to add another Offload and Follow steps P-U. When you have entered all the offloads, click “CONTINUE.”

The screenshot shows the 'Edit Species' form with the following fields: Species (EEL, AMERICAN), Eel Type (ELVERS), Quantity (1.05 POUNDS), Catch Source (STANDARD), and Catch Disposition (FOOD). Below these is an 'Offload' section with a '+ ADD' button. A 'Sale Disposition' section shows 'SOLD TO DEALER'. At the bottom is a 'CONTINUE' button. Two callout boxes with arrows point to the '+ ADD' button and the 'CONTINUE' button.

Click “+ ADD” to add another Sale Disposition (for example, if you sold to multiple dealers).

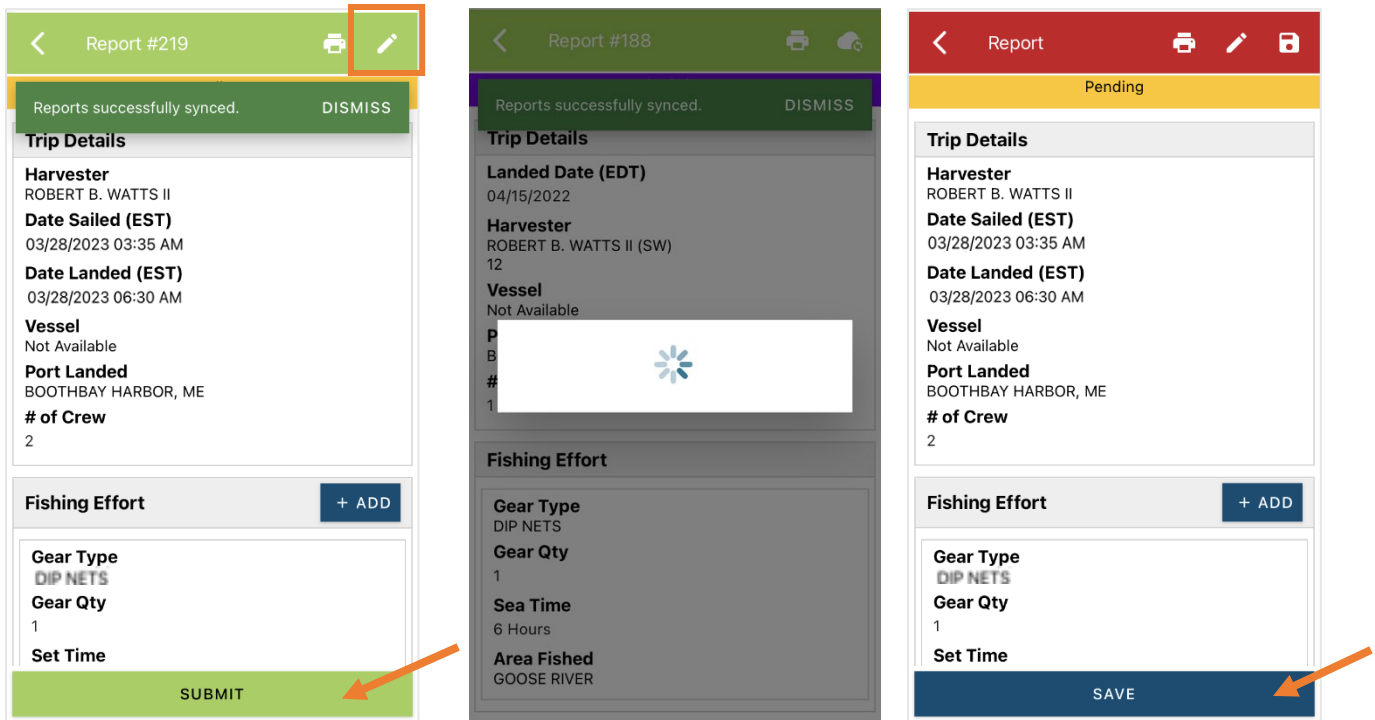
Click “CONTINUE” if you have no other Sale Dispositions to add.

- W. Click “CONTINUE” again.

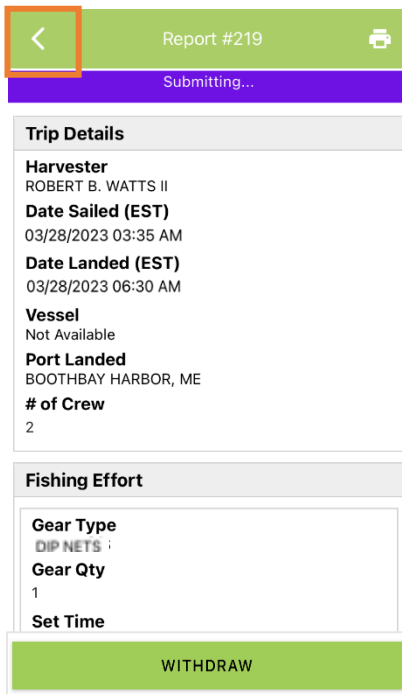
The screenshot shows the 'Edit Fishing Effort' form with the following fields: Gear Type (DIP NETS), Gear Qty (1), Sea Time (6 HOURS), and Location (Area Fished: GOOSE RIVER). Below these is a 'Species' section with a '+ ADD' button. The 'Species' section shows 'EEL, AMERICAN' and 'Quantity'. At the bottom is a 'CONTINUE' button. A callout box with an arrow points to the 'CONTINUE' button.

Click “CONTINUE” to submit and save your report.

- X. Once you click “CONTINUE,” you can click on the “disk” icon in the upper right corner of your screen or “SAVE” at the bottom. You will see a spinning wheel. After that goes away, click “SUBMIT” at the bottom of the screen. The report will upload immediately if you are connected to the internet/have cell service, or it will save to your phone until you are connected to the internet/regain cell service and go back into the application. If you are not connected to the internet when completing your report, you will need to open the program when reconnected to the internet/regain cell service to automatically submit any unsent reports.



- Y. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen where you can submit more or find previously submitted reports. You will see “WITHDRAW” at the bottom of the screen. You should only click this if you’ve realized that you entered something incorrectly and need to update your report.



# TIPS FOR CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

## Frequent selections:

After your first submission, the program remembers your frequently selected gear types, species, catch disposition and port landed. These selections float to the top of the list to make it easier to report.

Enter search...

- BY HAND, DIVING GEAR
- DIP NETS
- DREDGE, NEW BEDFORD
- DREDGE, SCALLOP
- DREDGE, URCHIN
- FYKE NETS
- LONG LINES, BOTTOM
- POTS AND TRAPS, LOBSTER
- PURSE SEINE

Enter search...

- CRAB, JONAH
- EEL, AMERICAN
- HALIBUT, ATLANTIC
- LOBSTER, AMERICAN
- MENHADENS
- SCALLOP, SEA
- URCHIN, GREEN SEA
- ALEWIFE
- AMBERJACKS

Enter search...

- BAIT
- FOOD
- PERSONAL USE
- PERSONAL USE/FOOD
- RELEASED ALIVE

Enter search...

- BOOTHBAY HARBOR, ME
- PINE POINT, ME
- PORTLAND, ME
- SOUTHWEST HARBOR, ME