

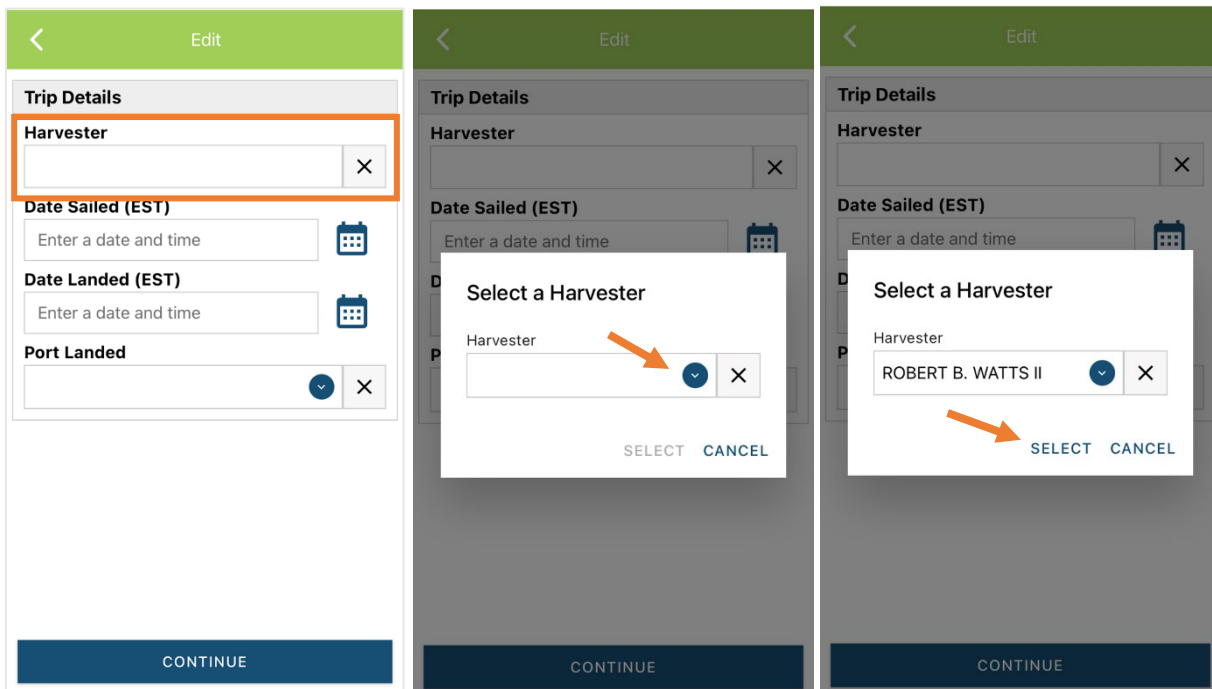
# CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

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.

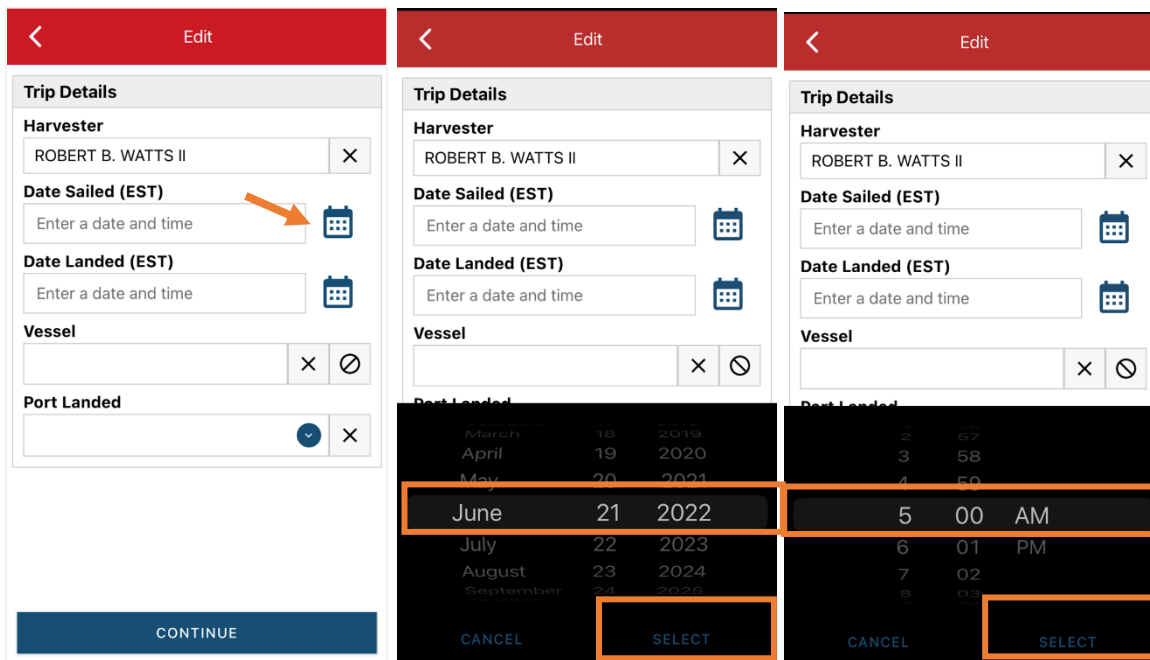
1. After you have logged into (or opened) the application you are presented with three options:
  - A. "FIND REPORT" allows you to search on previously created reports.
  - B. "CREATE REPORT" opens the applications reporting screen.
  - C. "CREATE DID NOT FISH" will bring you to the VESL website (requires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



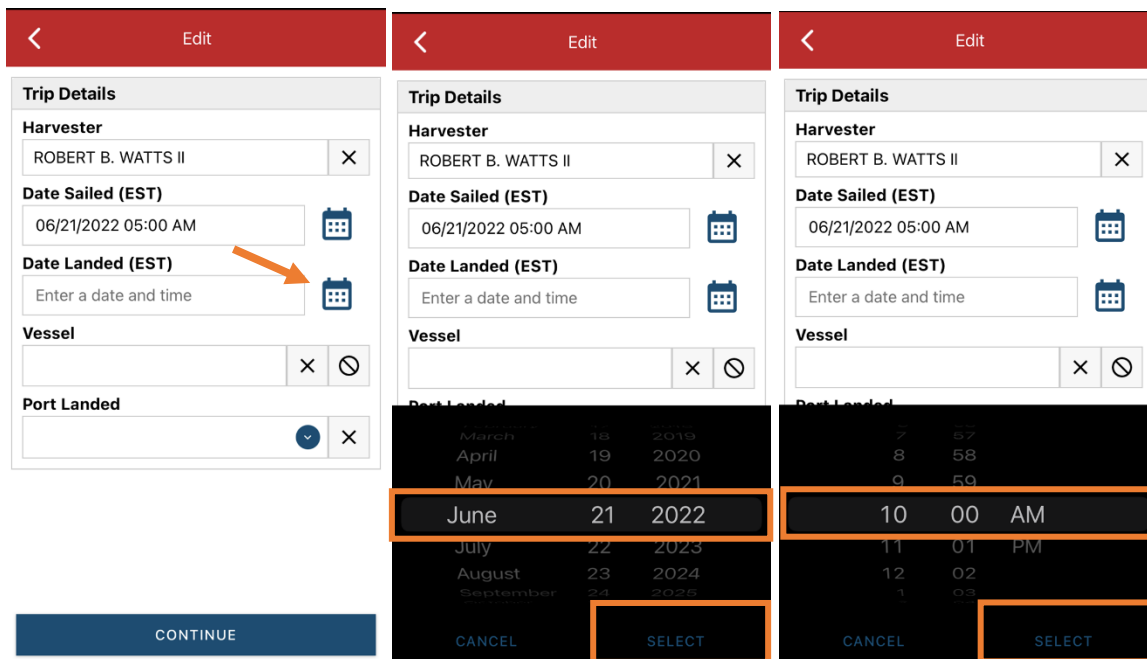
2. Creating a Report
  - A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on "Harvester." Click the drop-down arrow, then click on your name when it pops up. Click "SELECT".



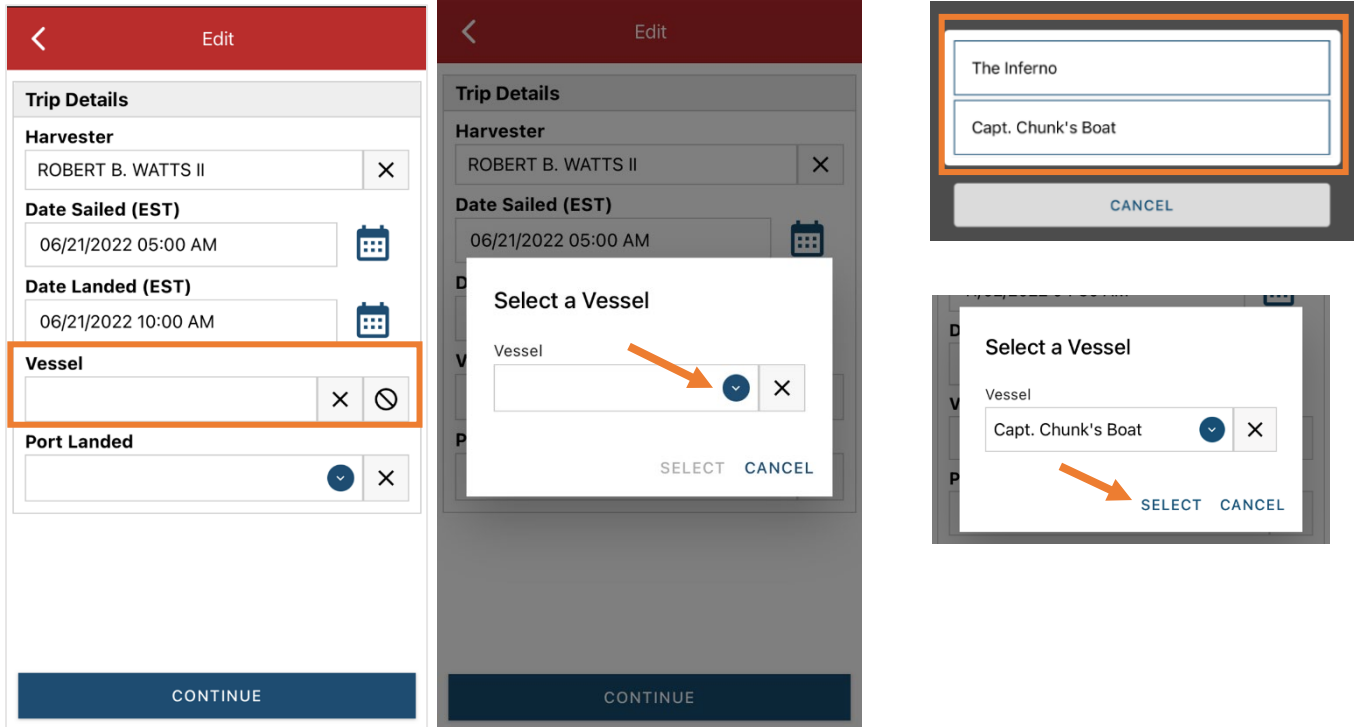
- B. Then click on the calendar icon next to “Date Sailed (EST)” to select the date and time you left the dock. A box will pop up showing the month, day, and year. Click “SELECT” once you’ve chosen the date (you may need to scroll through the available dates). Next you will select the time you left the dock and hit “SELECT” again.



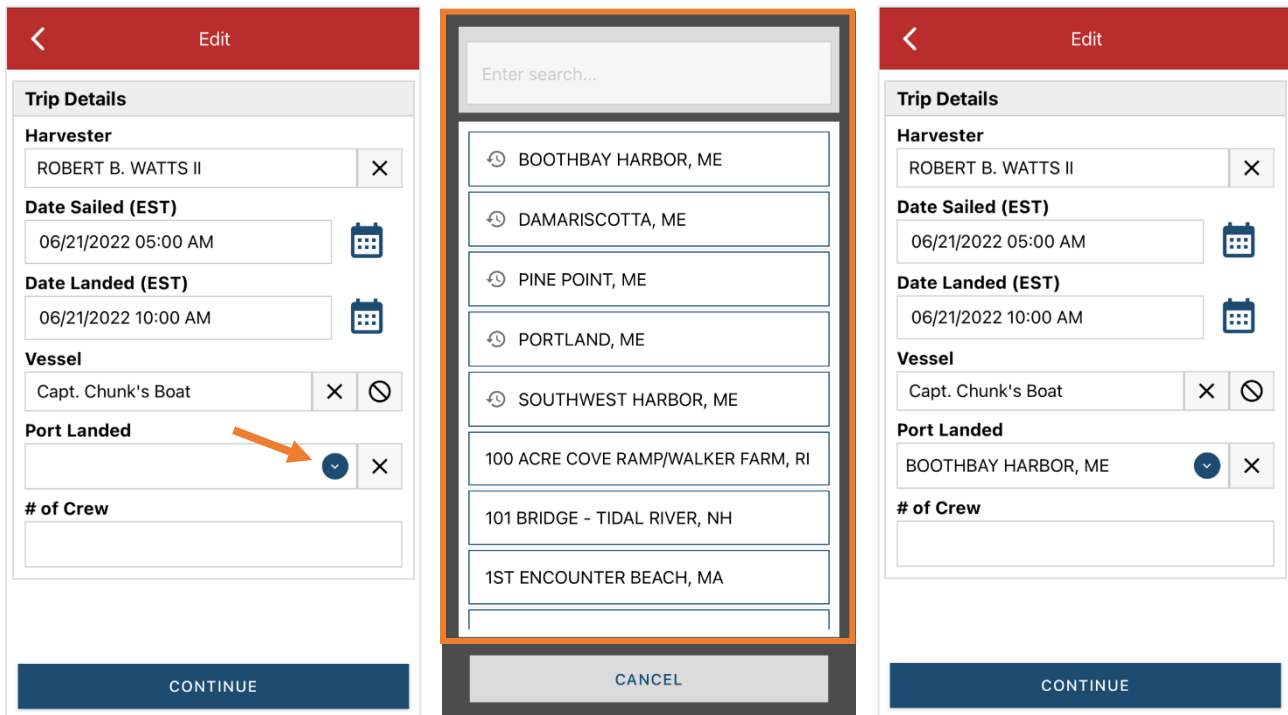
- C. Click on the calendar icon next to “Date Landed (EST)” to select the date and time you returned to the dock. Click “SELECT” once you’ve chosen the date. Next you will choose the time you returned to the dock and hit “SELECT” again.



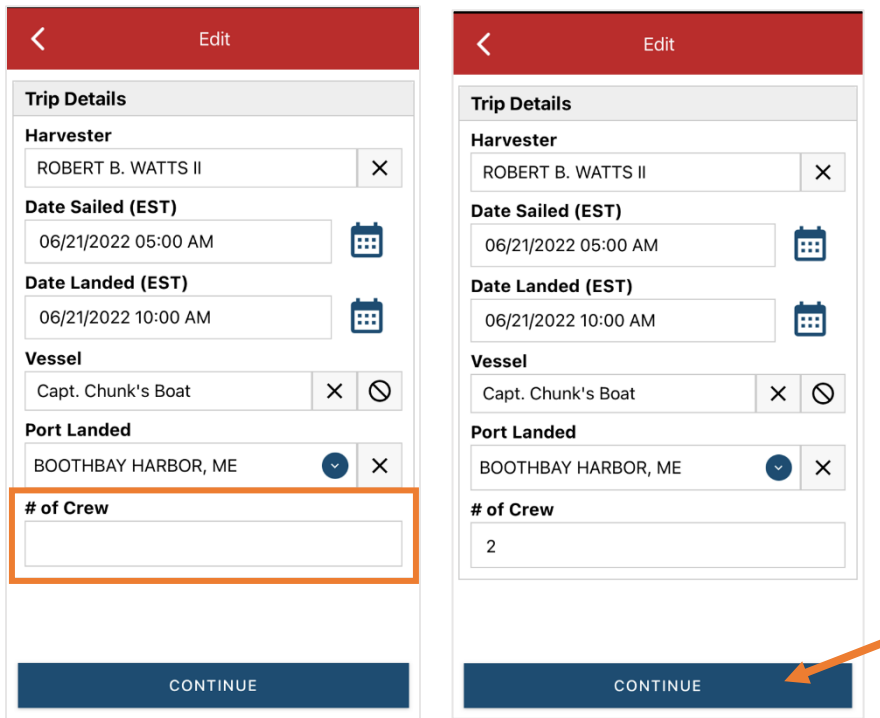
- D. Click the “Vessel” box to choose your vessel. Click the drop-down arrow to see the list of vessels available. Click the vessel from the list and then click “SELECT” once you choose the vessel.



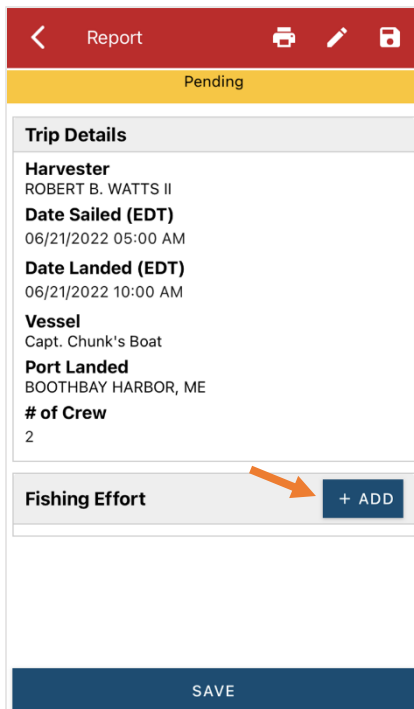
- E. Click the drop-down arrow to enter the “Port Landed.” You can search for your port in the Search bar on the window that opens. When you see your Port in the list, click on it.



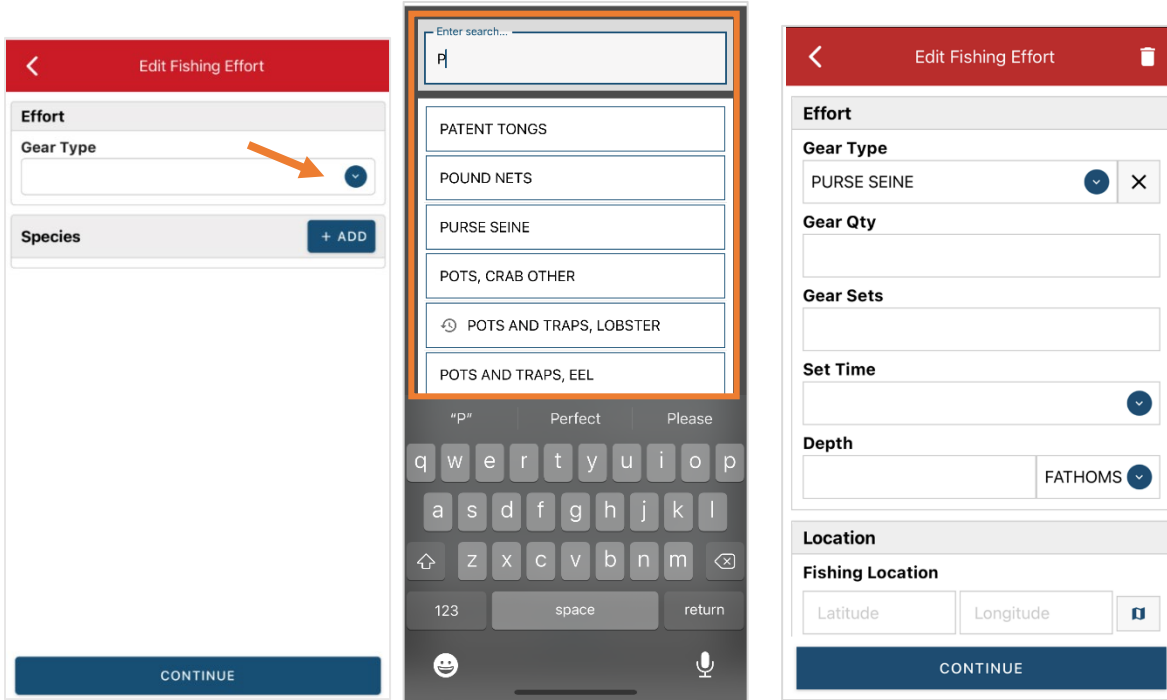
F. Enter the number of crew (including the captain in the count). Then click "CONTINUE."



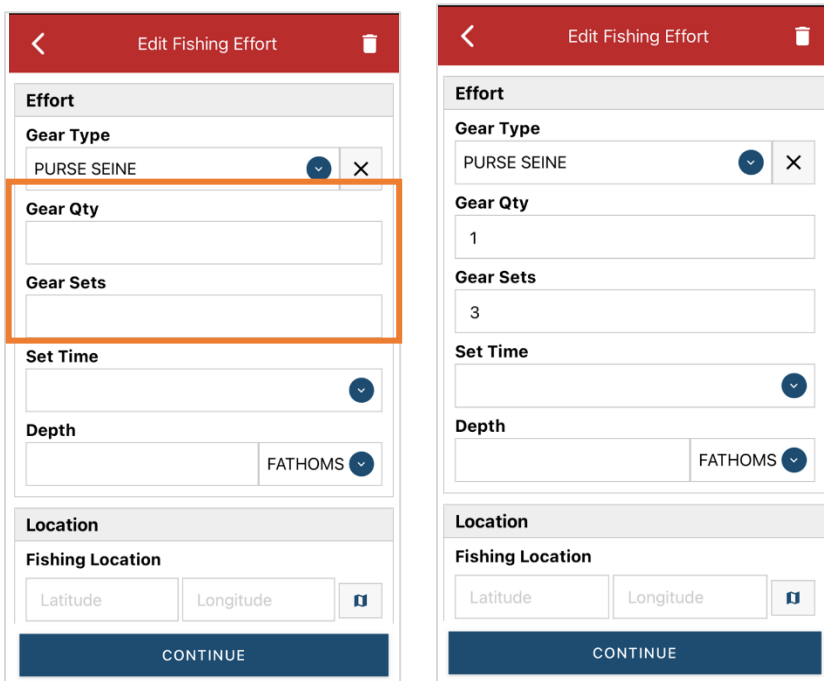
G. After clicking "CONTINUE," you will be able to add your effort information by clicking on the "+ ADD" button.



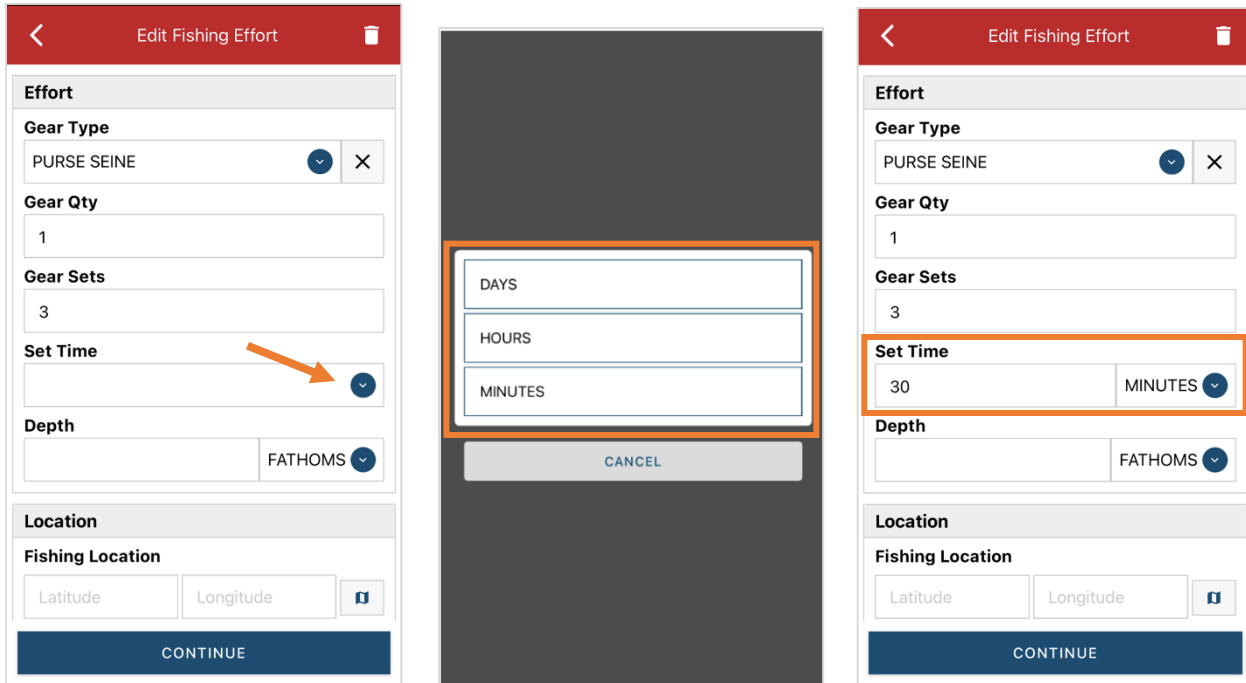
- H. First, pick your gear by clicking on the drop-down arrow for “Gear Type.” You can start typing the gear name into the search field. Click on the applicable gear type from the list. Once you do this, more effort fields will appear.



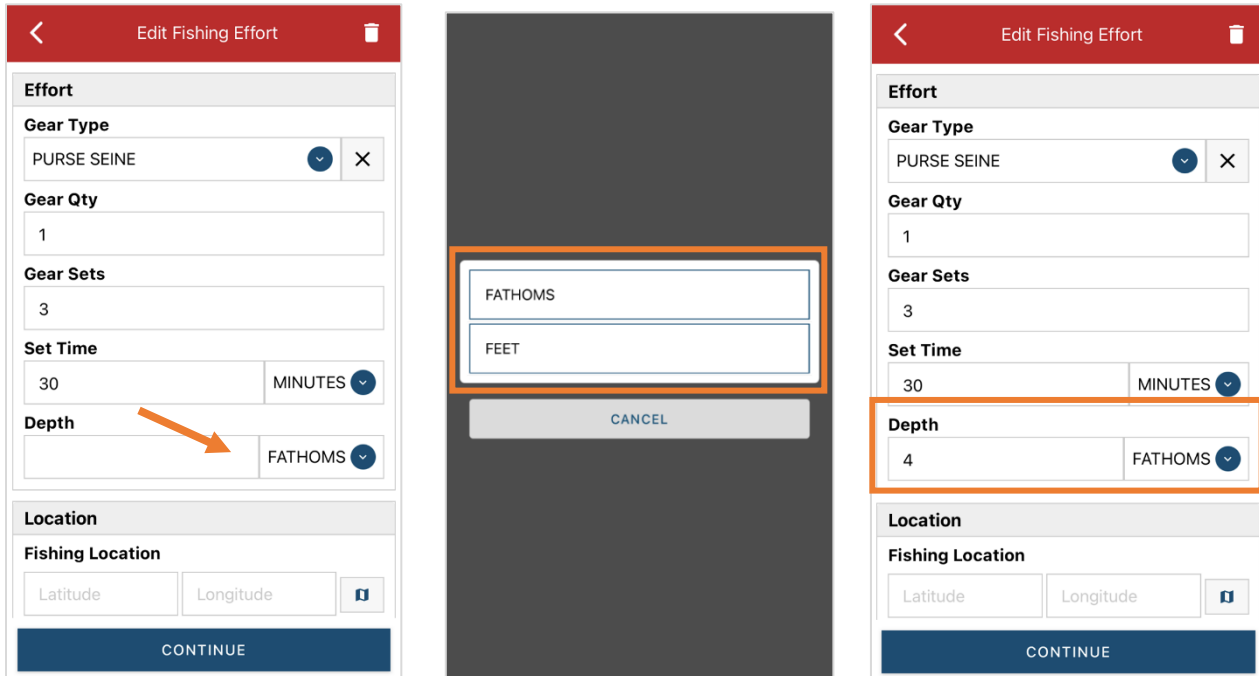
- I. Enter the number of nets you had in the water for the “Gear Qty” (usually 1) and then enter the number of times you set your net in “Gear Sets.”



- J. Next, click on the drop-down arrow for “Set Time” to enter the average time the net was in the water for each set. You will need to select your “Set Time Units” (hrs, days, mins) first, then you can enter the corresponding time.

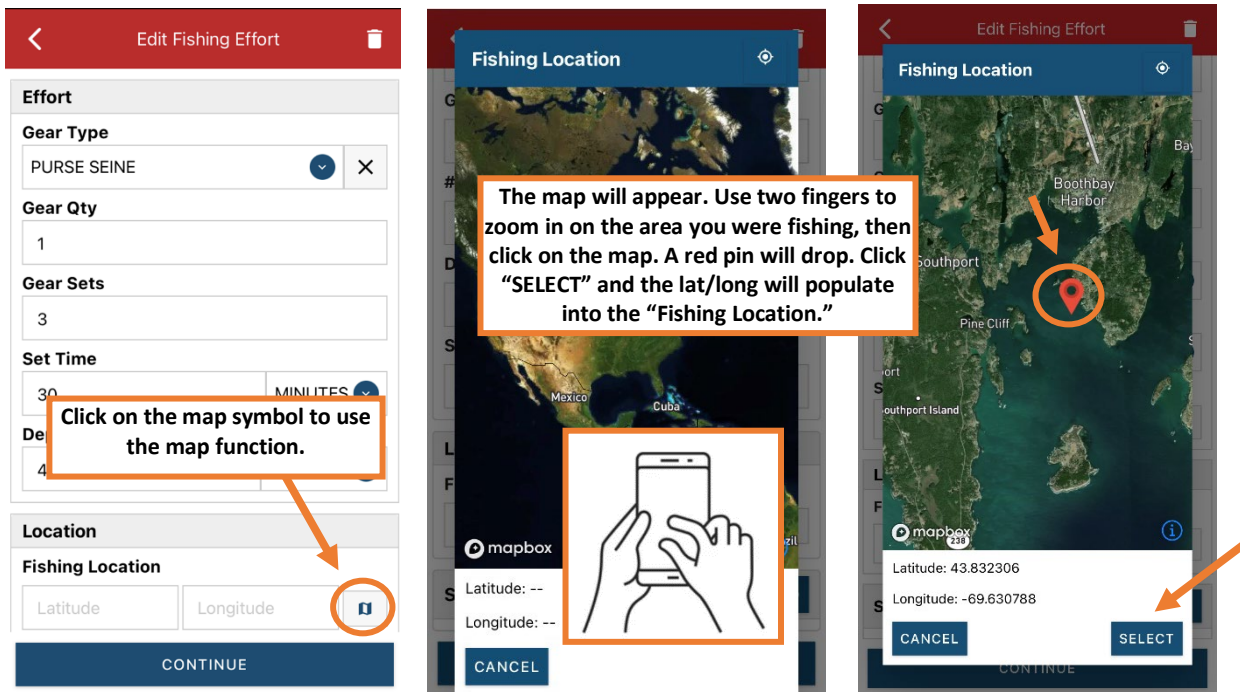


- K. Next, enter the “Depth.” The depth unit is defaulted to FATHOMS. To change this, click on the drop-down arrow. You will then choose the applicable depth unit and enter your depth.

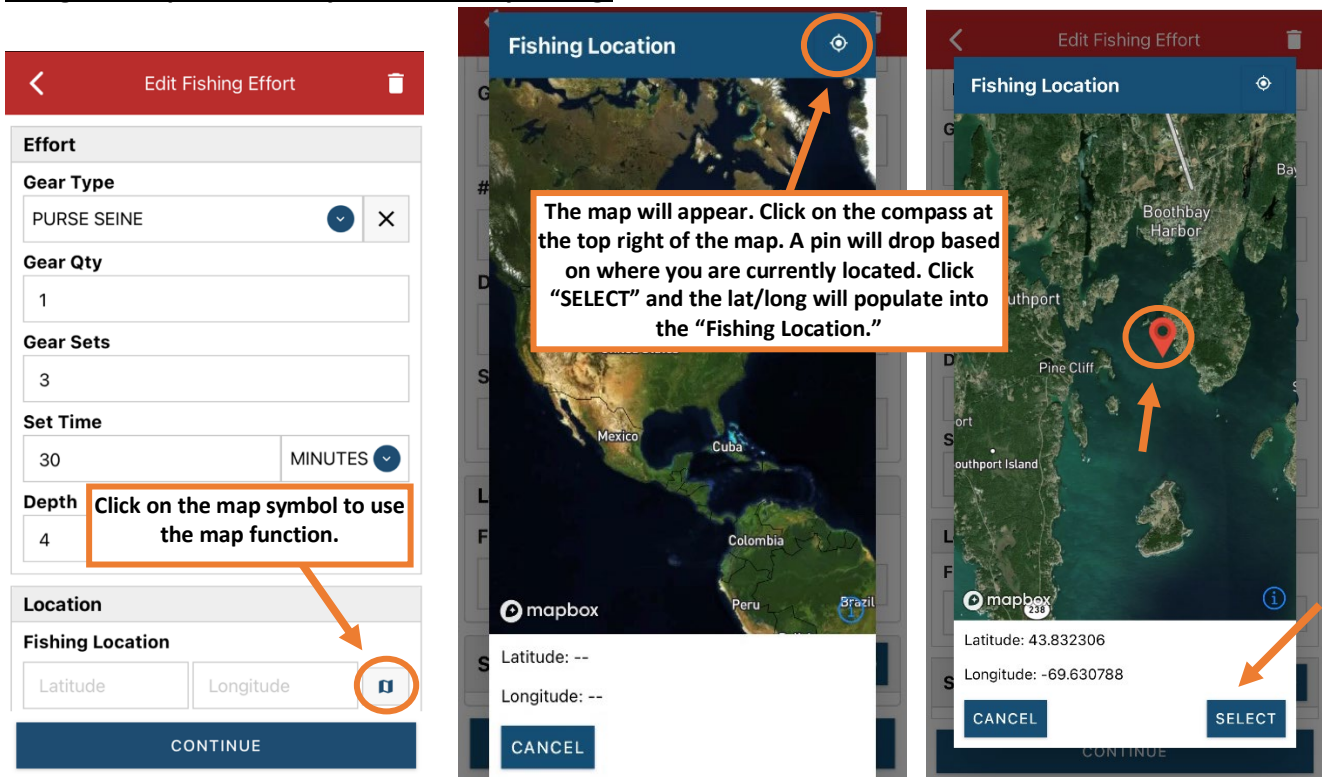


- L. Next is your "Fishing Location." You can either use the map function, or manually enter the latitude/longitude into the two boxes under "Fishing Location."

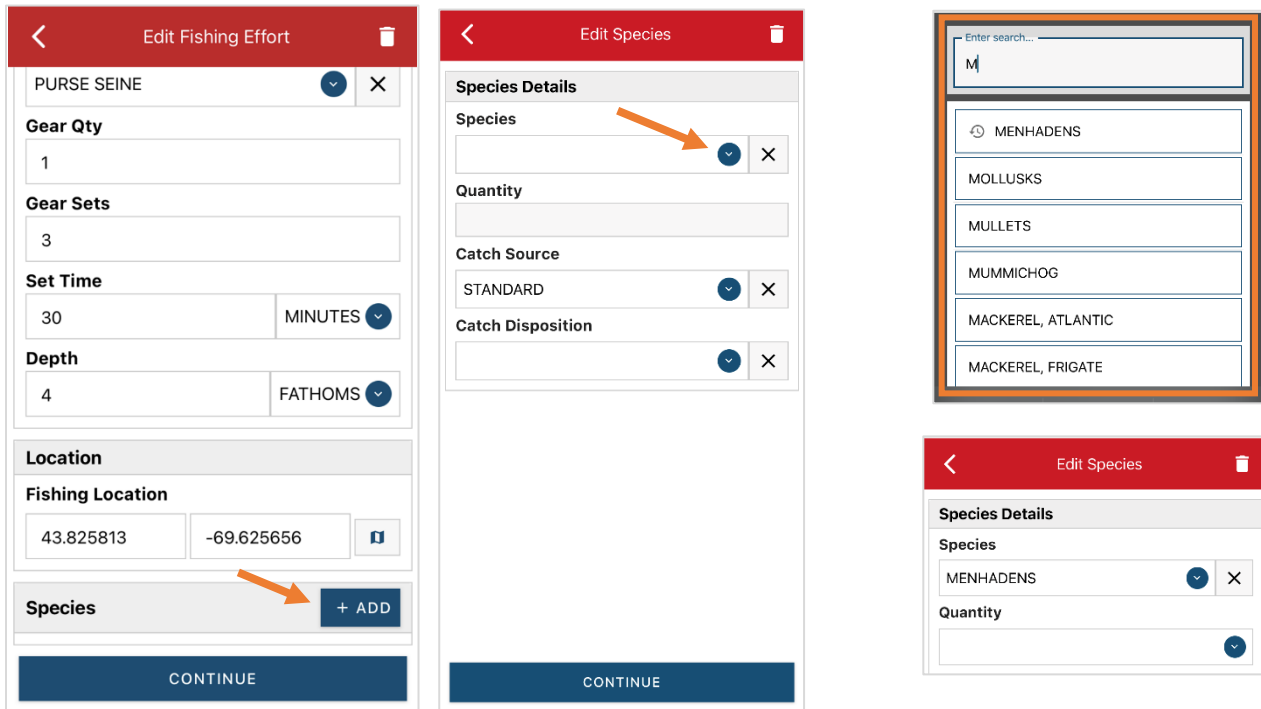
**Using the Map Function if you are not actively fishing:**



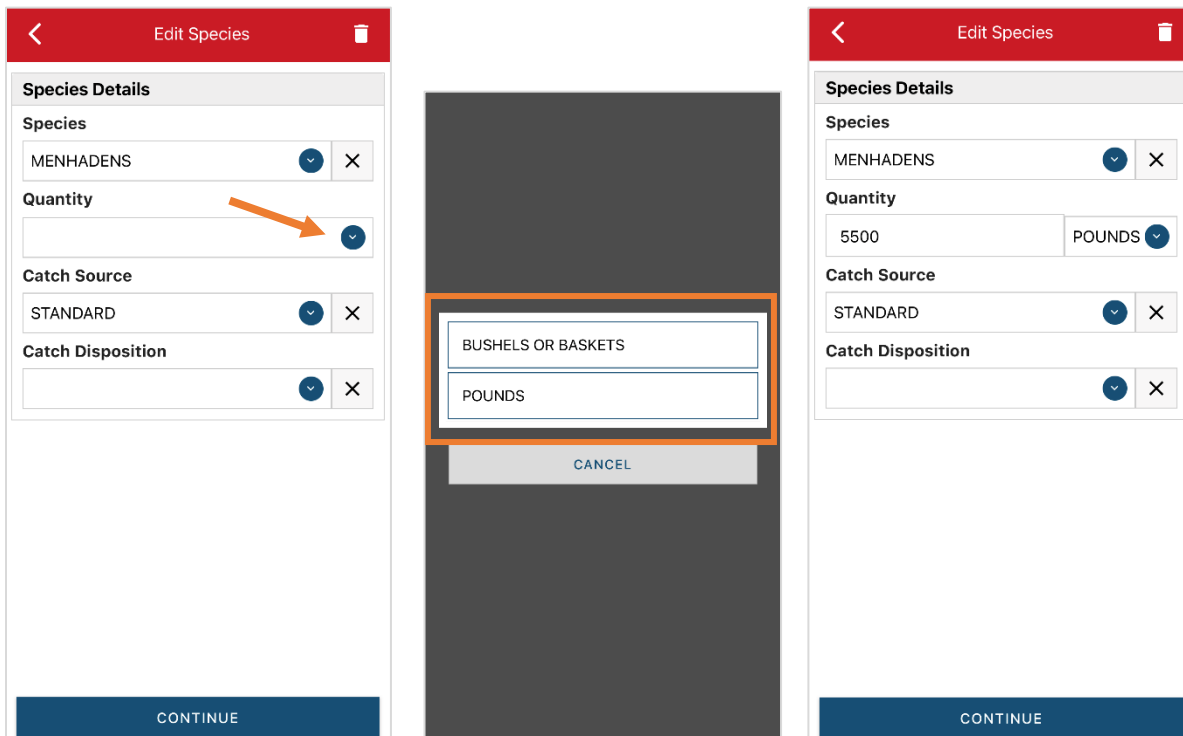
**Using the Map Function if you are actively fishing:**



- M. Next click the “+ ADD” button next to the “Species” (you may need to scroll down to get here). Then, click the drop-down arrow in the “Species” box. 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.

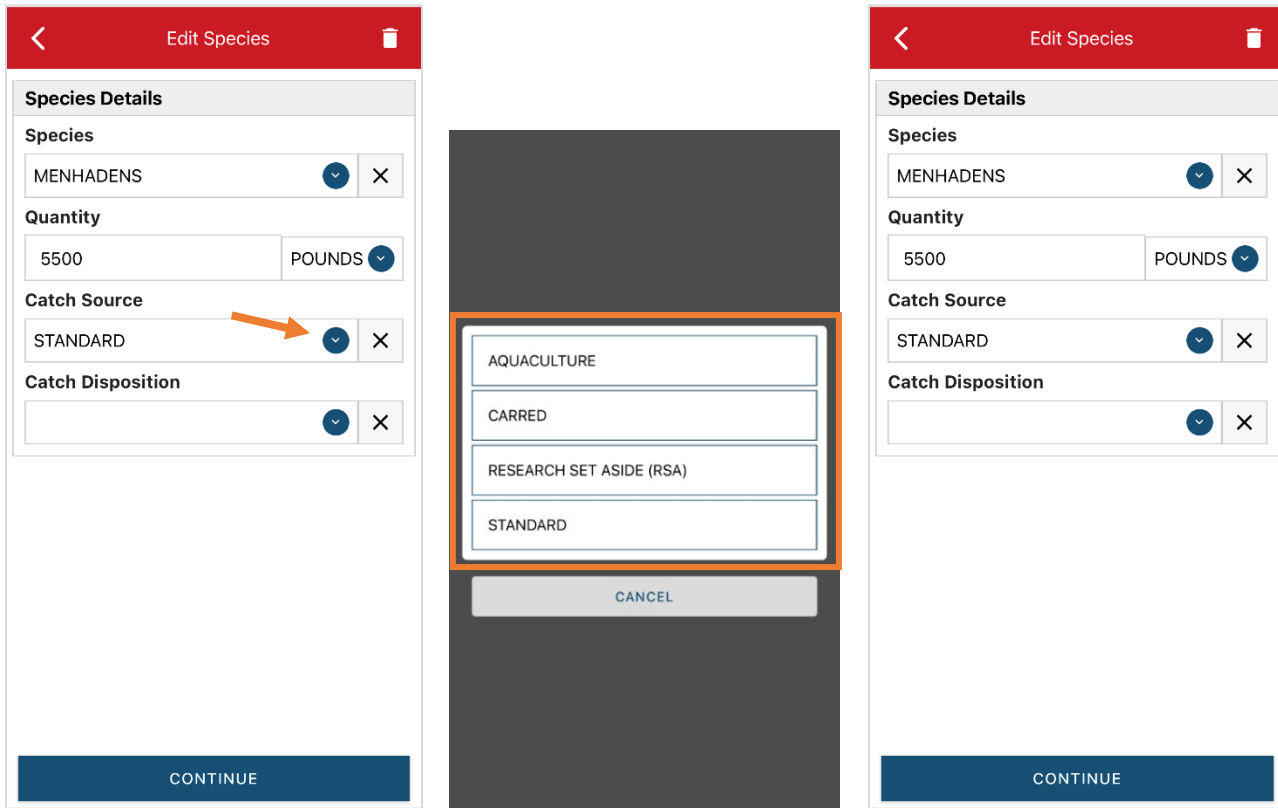


- N. Next, click on the drop-down arrow for the “Quantity” field. You will be prompted to pick the “Quantity Units” before entering a value, so click on the applicable unit from the list and then type in the total “Quantity” you landed. One barrel is 350 lbs, one bushel is 70 lbs, one barrel is 5 bushels.

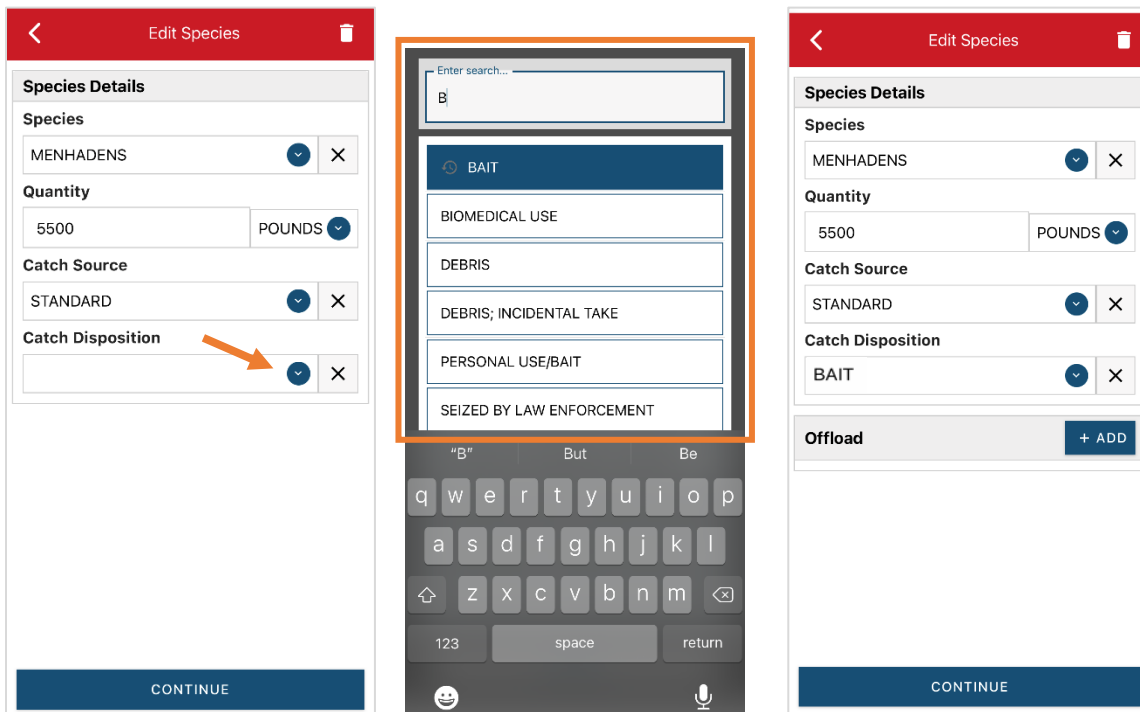




- O. Next, select the drop-down arrow for the “Catch Source.” This is defaulted to “STANDARD” so you can skip this field if this describes your catch. This field indicates if the catch you are reporting on were carried (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day’s trip).



- P. Next, you will choose your “Catch Disposition.” This is where you declare what the products end use was. For menhaden, it is **always** BAIT. Click the drop-down arrow to choose. You can begin typing “Bait” into the search bar, or you can scroll through the list. Click “Bait” when you see it in the list.



Q. Next you will enter your “Offload”, which is what you did with the menhaden. Click on the “+ ADD” box.

Species Details

Species

MENHADENS

Quantity

5500 POUNDS

Catch Source

STANDARD

Catch Disposition

BAIT

Offload + ADD

CONTINUE

R. Next you will enter your “Sale Disposition.” Click on the drop-down arrow and a box will pop-up with dispositions to choose from. If you sold to a dealer, select “SOLD TO DEALER” from the list that pops up; you will need to fill out the “Dealer” information.

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)

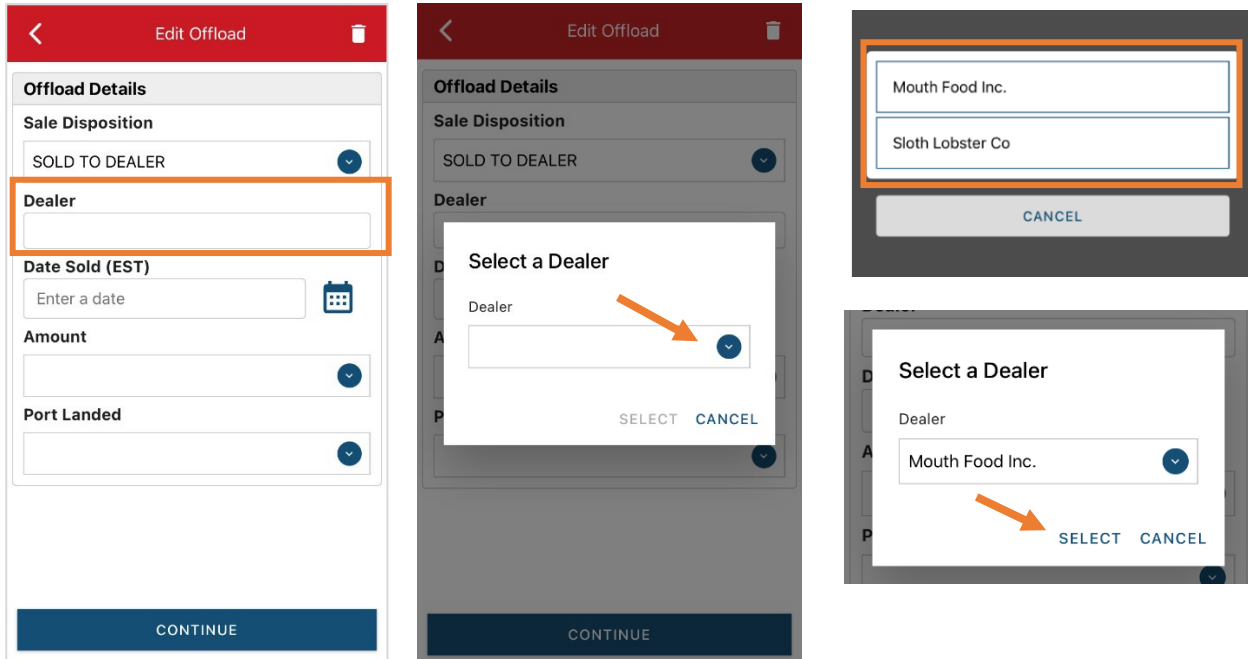
Enter a date

Amount

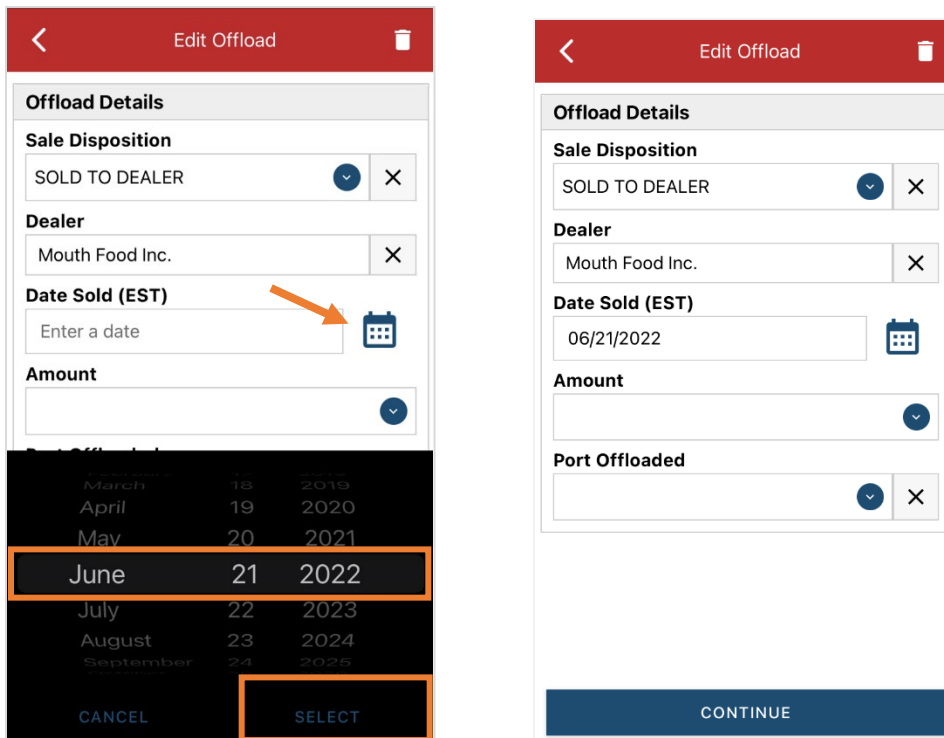
Port Landed

CONTINUE

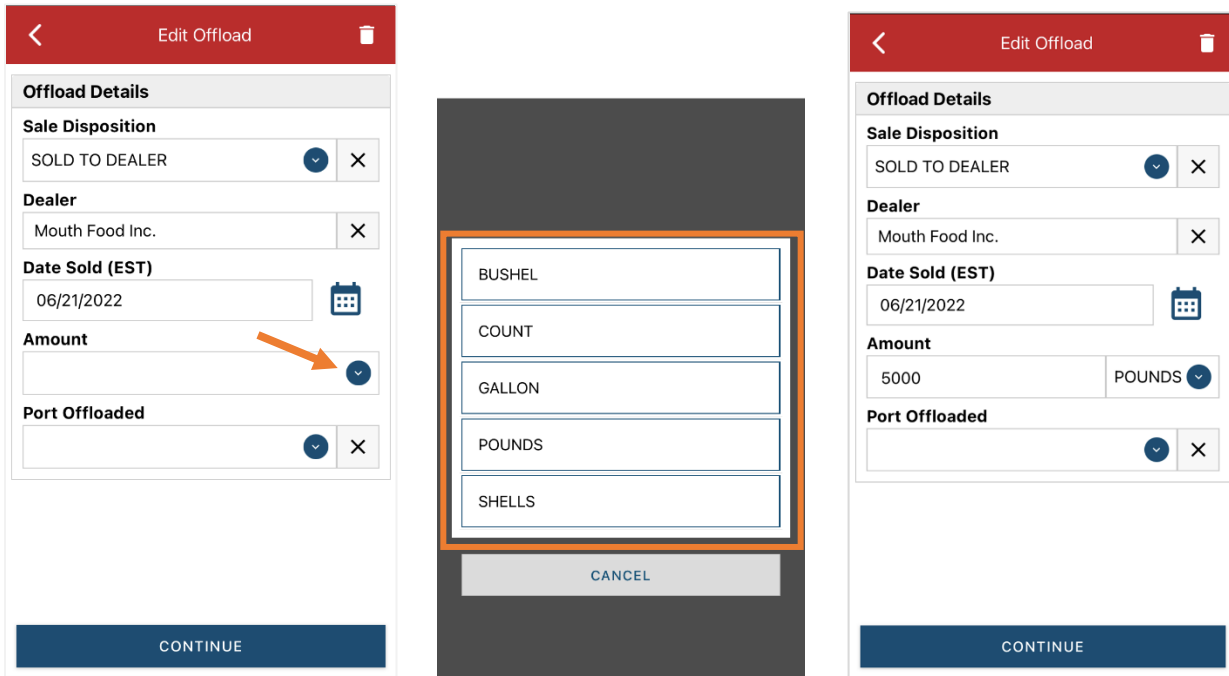
- S. Click on the “Dealer” box and click on the drop-down arrow when the box pops up. You can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list and then click “SELECT.”



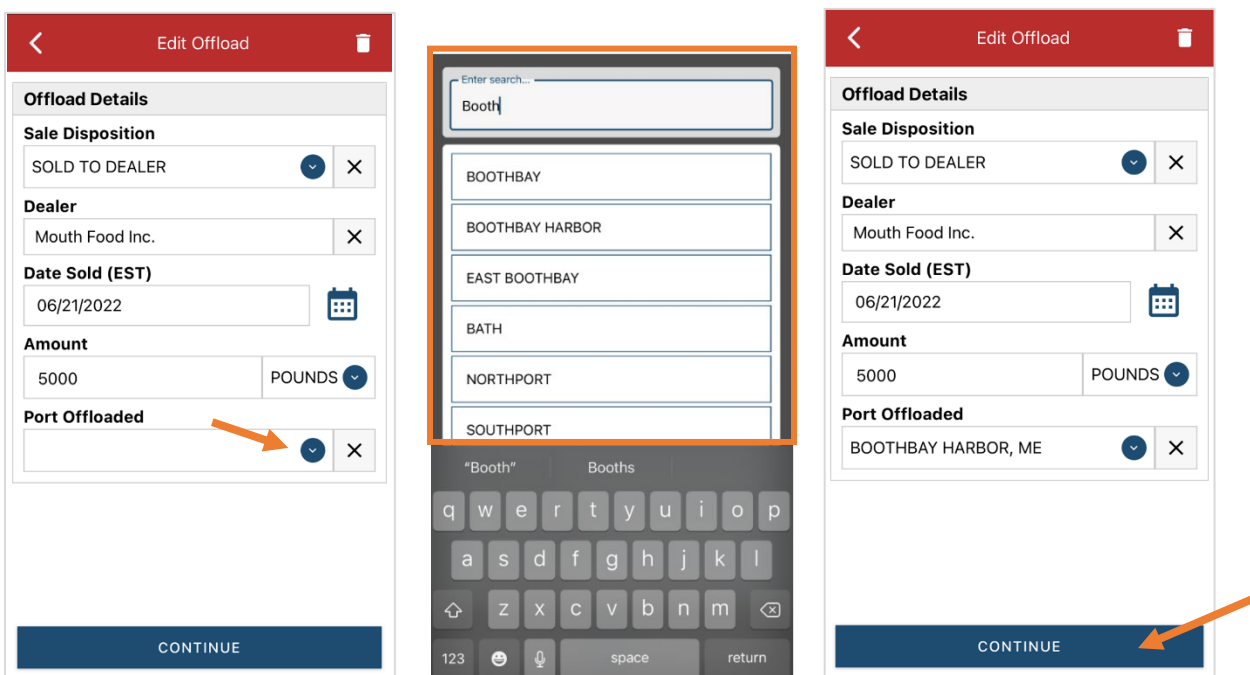
- T. Next you will enter a date sold. Click on the calendar icon and choose your date. Click on “SELECT” once you have your date selected.



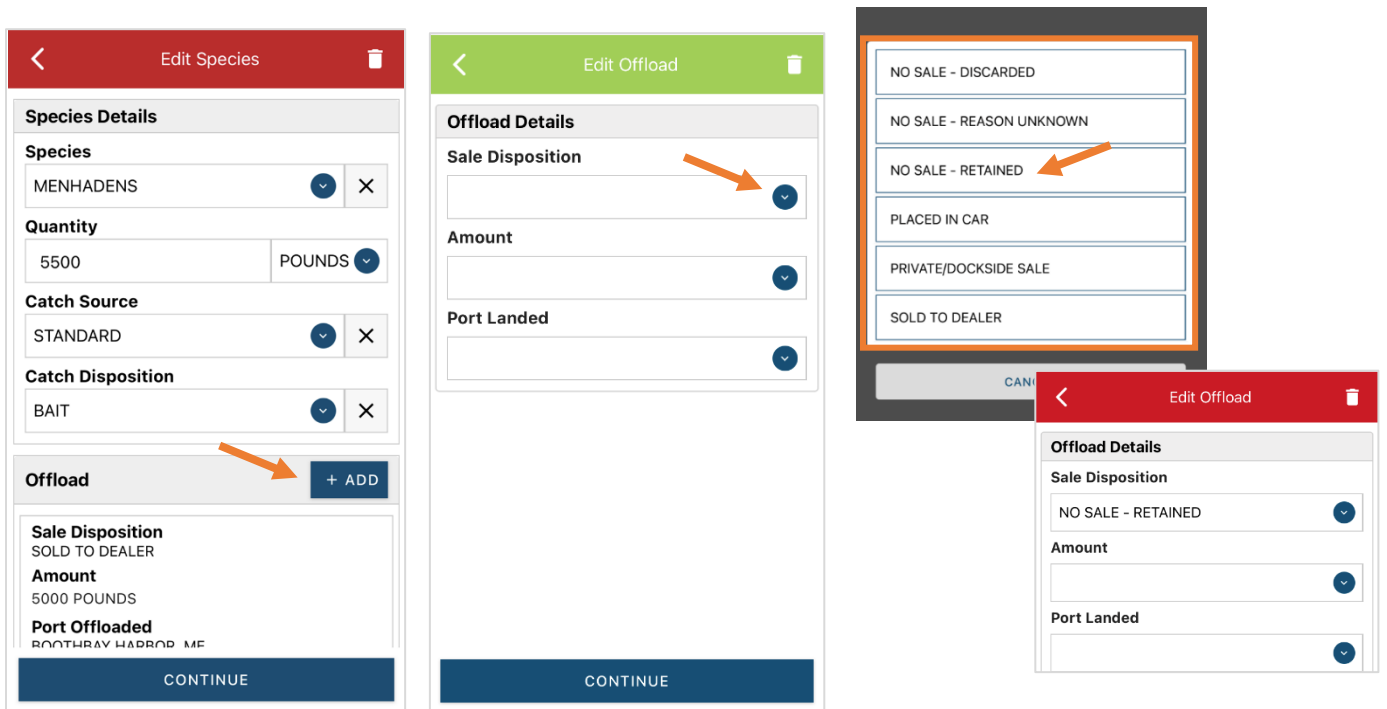
- U. Now you will add the amount you sold on this Offload. Click on the drop-down arrow for “Amount” and you will choose the units for amount sold. Once you’ve chosen the units, you can enter the amount you sold. *If all of your catch was sold to one dealer, you’d enter the total quantity landed for your trip in this field. If you sold to more than one dealer or had more than one “Sale Disposition” for this trip (ex: sold to dealer and kept for bait), 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 5,500, but only 5,000 were sold to this dealer.



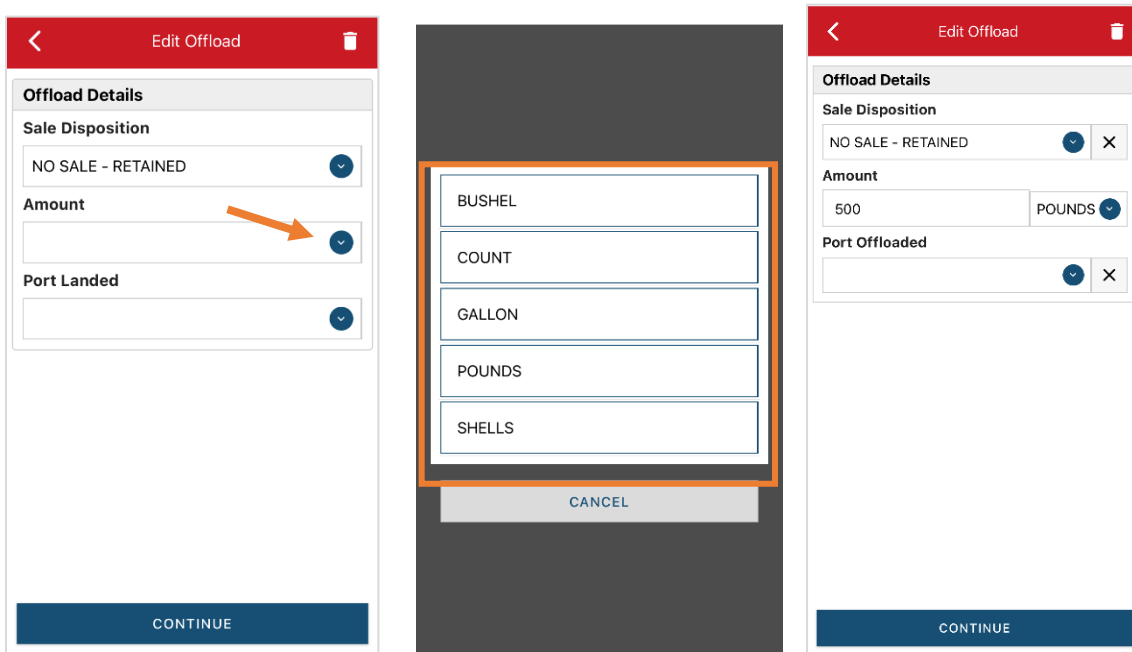
- V. Next, click on the drop-down arrow for the “Port Offloaded.” You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Offloaded” has been selected.



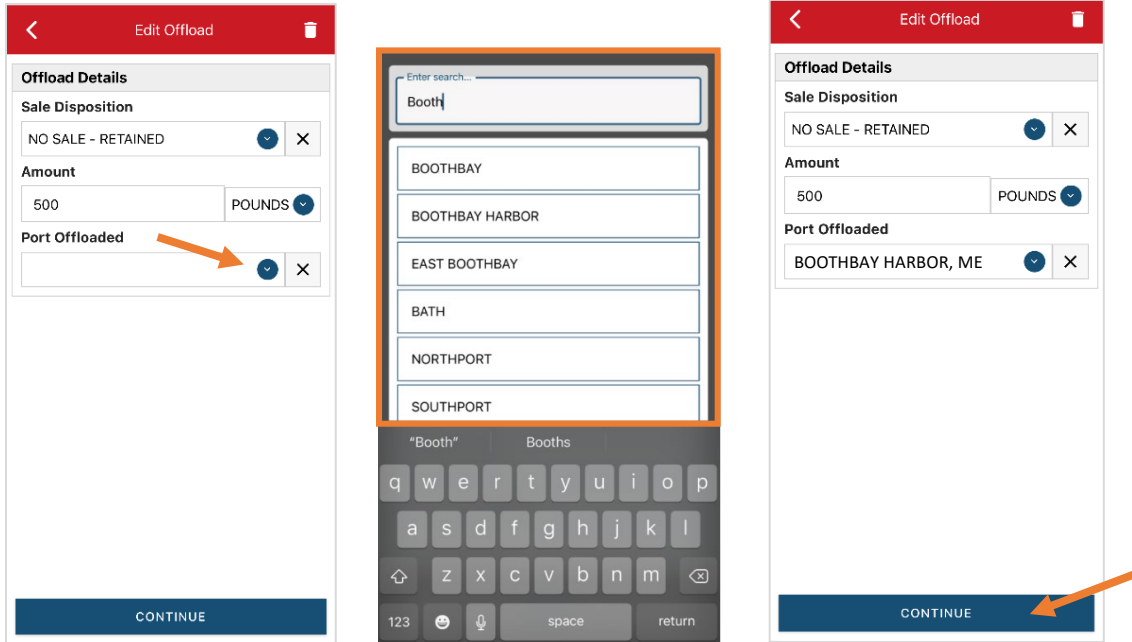
W. If you had more than one “Sale Disposition” like we did for this trip click “+ ADD” to add another Offload. In this example, we sold 5,000 pounds to a dealer and kept 500. Click on the drop-down arrow for “Sale Disposition” and choose a disposition from the list. In this example, the remaining catch landed was kept for lobster bait, so we need to choose “NO SALE – RETAINED” as the “Sale Disposition.”



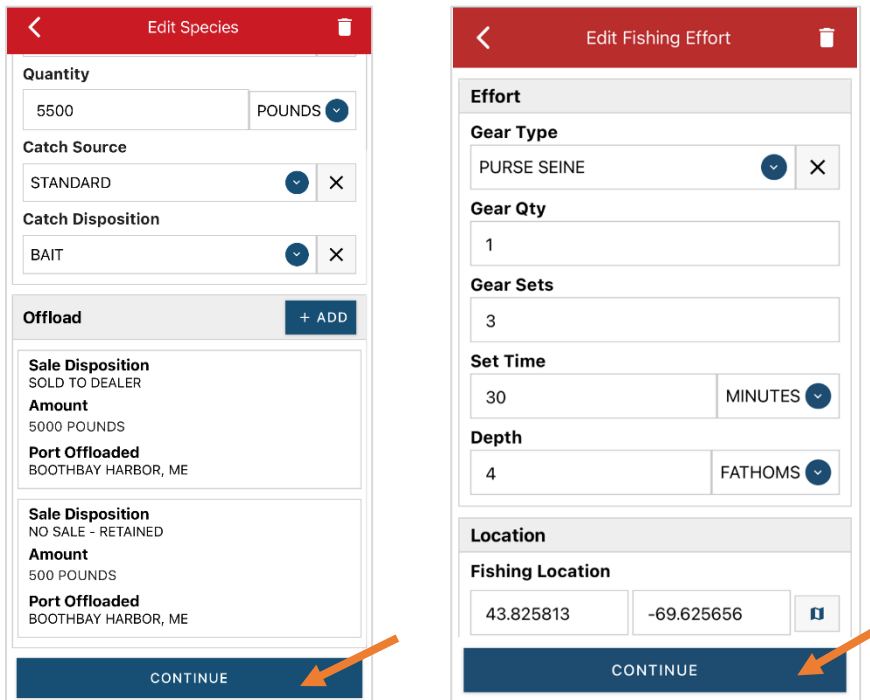
X. Next you will enter the amount kept for lobster bait. Click on the drop-down arrow for “Amount” and select the quantity units. Then you can enter the amount.



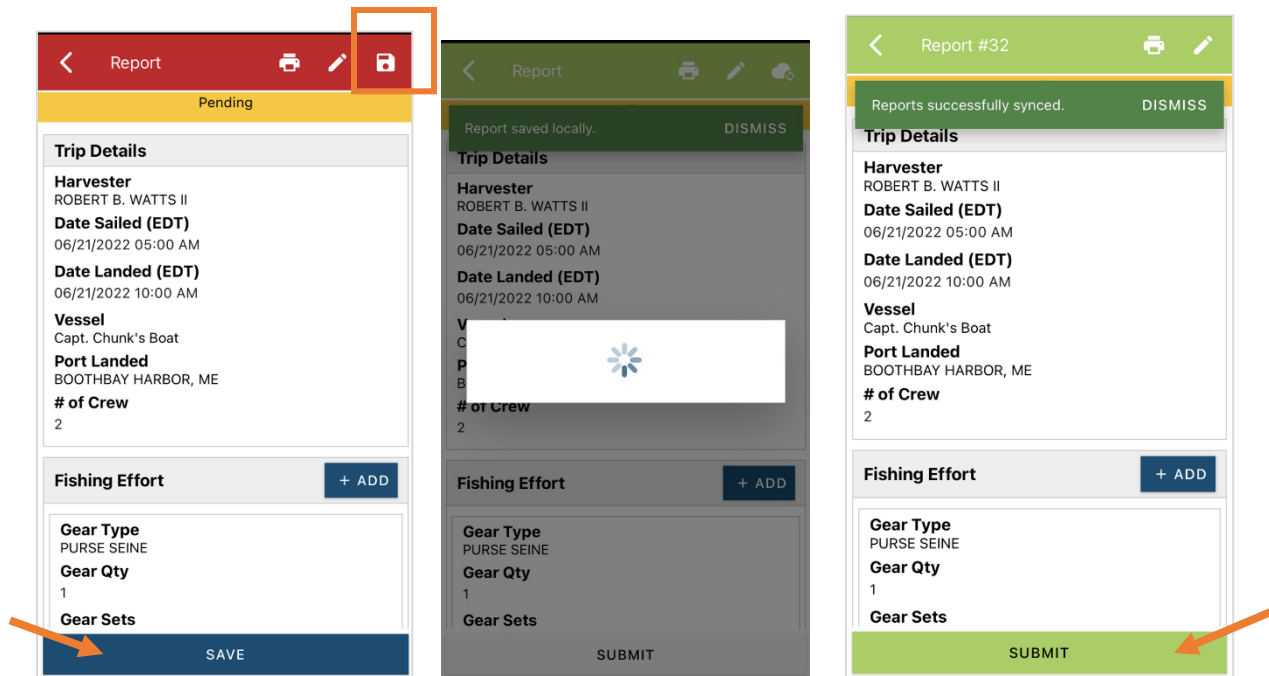
- Y. Next, click on the drop-down arrow for the “Port Offloaded.” You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Offloaded” has been selected.



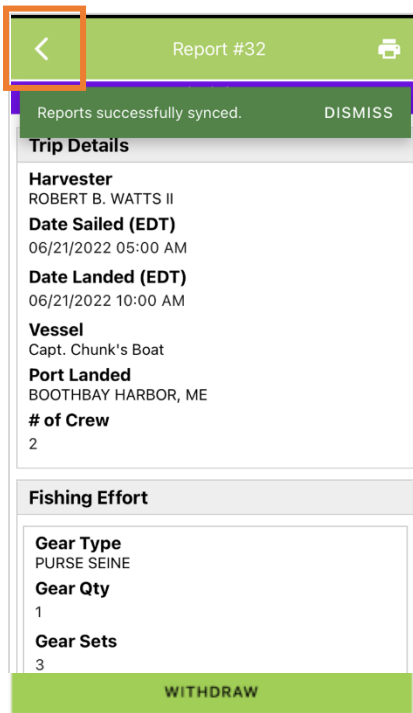
- Z. Click “CONTINUE” again after reviewing to be sure the Amount reported in your Offloads matches the total Quantity reported. You will return to the Fishing Effort screen after clicking continue, where you can review effort information for accuracy. Click “CONTINUE” again if the effort information is correct.



AA. Once you click “CONTINUE”, you will click “SAVE” at the bottom of your screen or the disk icon in the top right corner. 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.



BB. 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
- 100 ACRE COVE RAMP/WALKER FARM, RI
- 101 BRIDGE - TIDAL RIVER, NH