

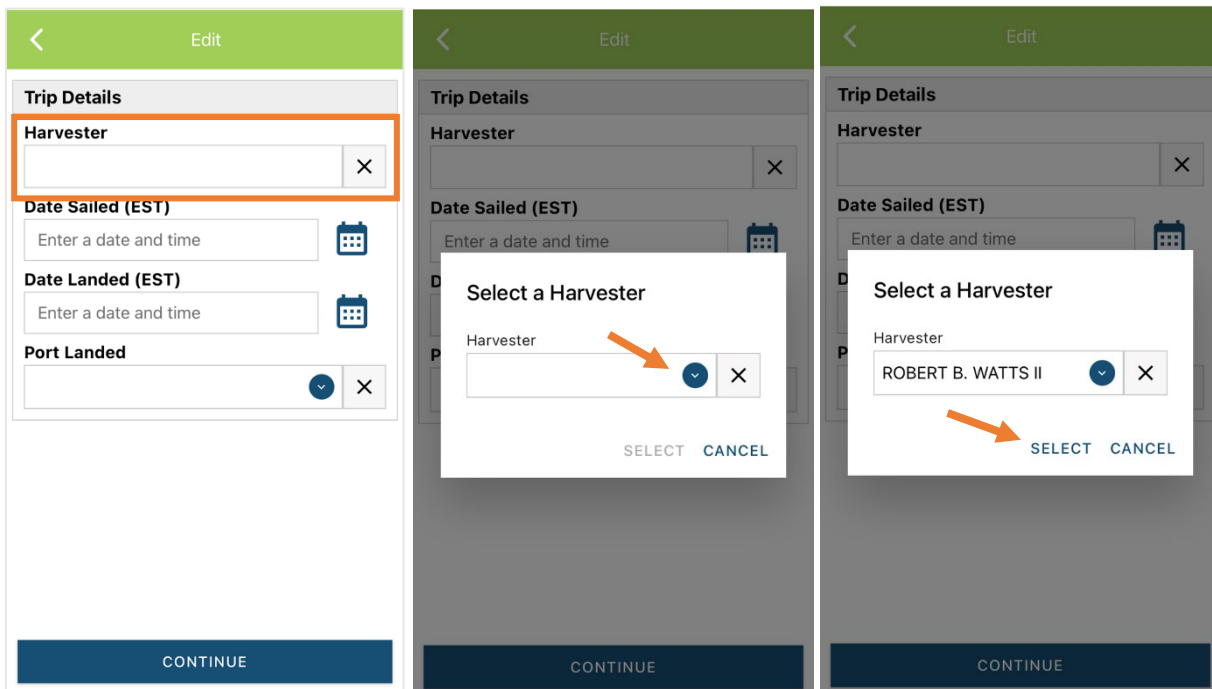
# CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

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.

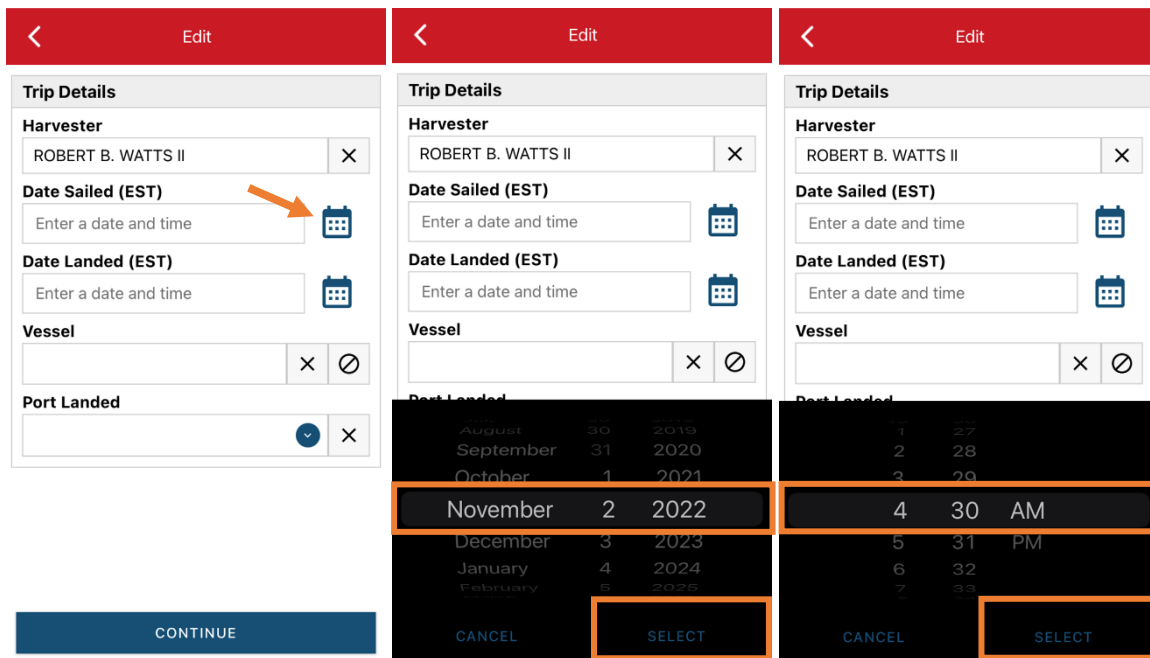
1. After you have logged into (or opened) the application you are presented with three options:
  - A. "FIND REPORT" allows you to search on previously created reports.
  - B. "CREATE REPORT" opens the applications reporting screen.
  - C. "CREATE DID NOT FISH" will bring you to the VESL website (requires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



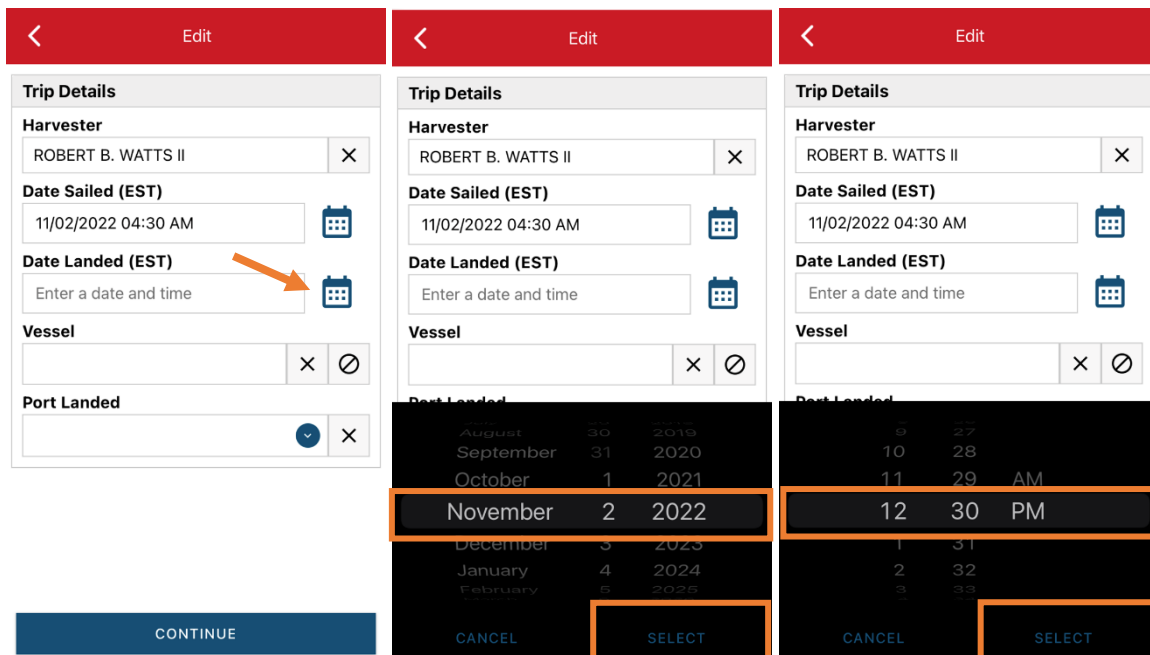
2. Creating a Report
  - A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on "Harvester." Click the drop-down arrow, then click on your name when it pops up.



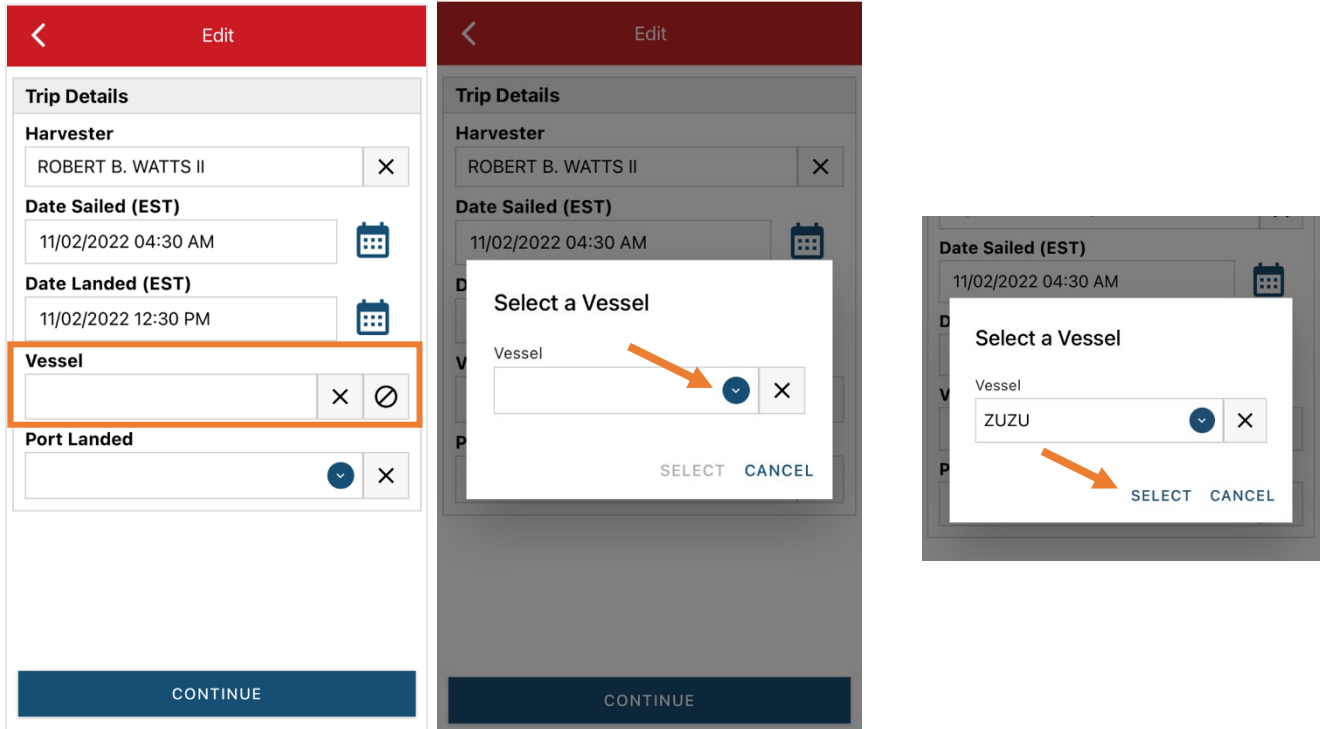
- B. Then click on the calendar icon next to “Date Sailed (EST)” to select the date and time you left the dock. A box will pop up showing the month, day, and year. Click “SELECT” once you’ve chosen the date (you may need to scroll through the available dates). Next you will select the time you left the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



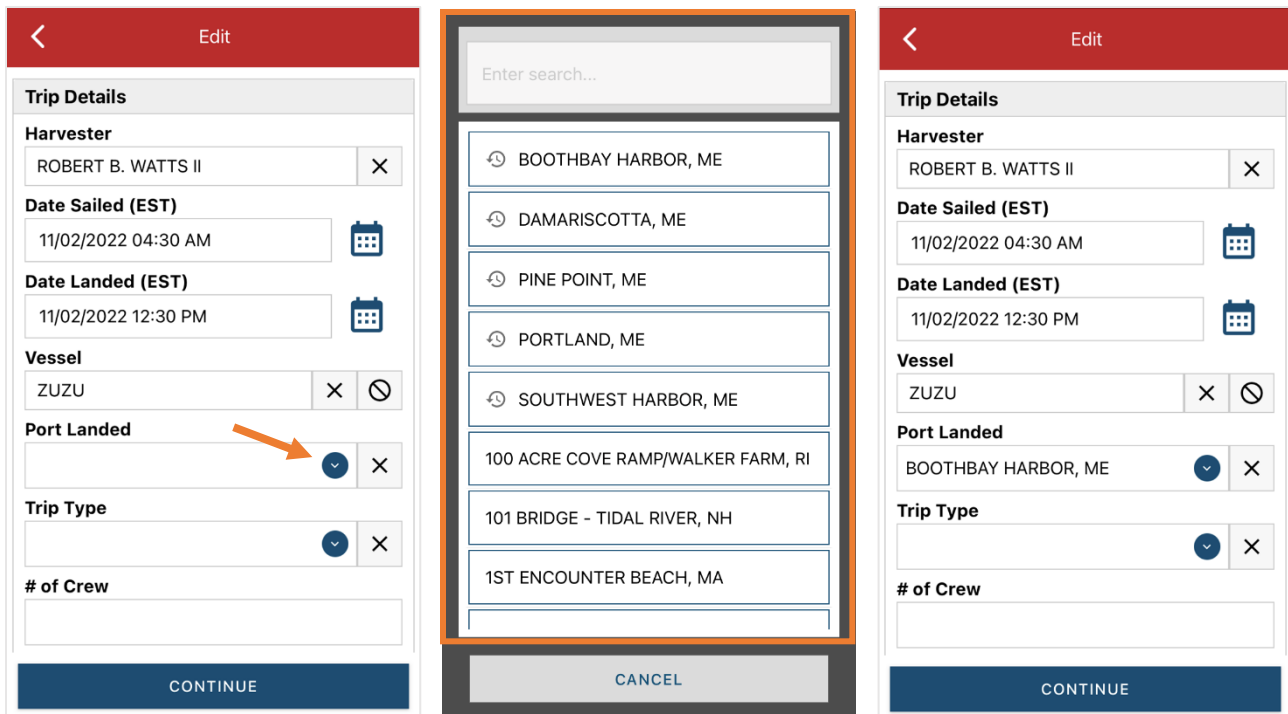
- C. Click on the calendar icon next to “Date Landed (EST)” to select the date and time you returned to the dock. Click “SELECT” once you’ve chosen the date. Next you will choose the time you returned to the dock and hit “SELECT” again.



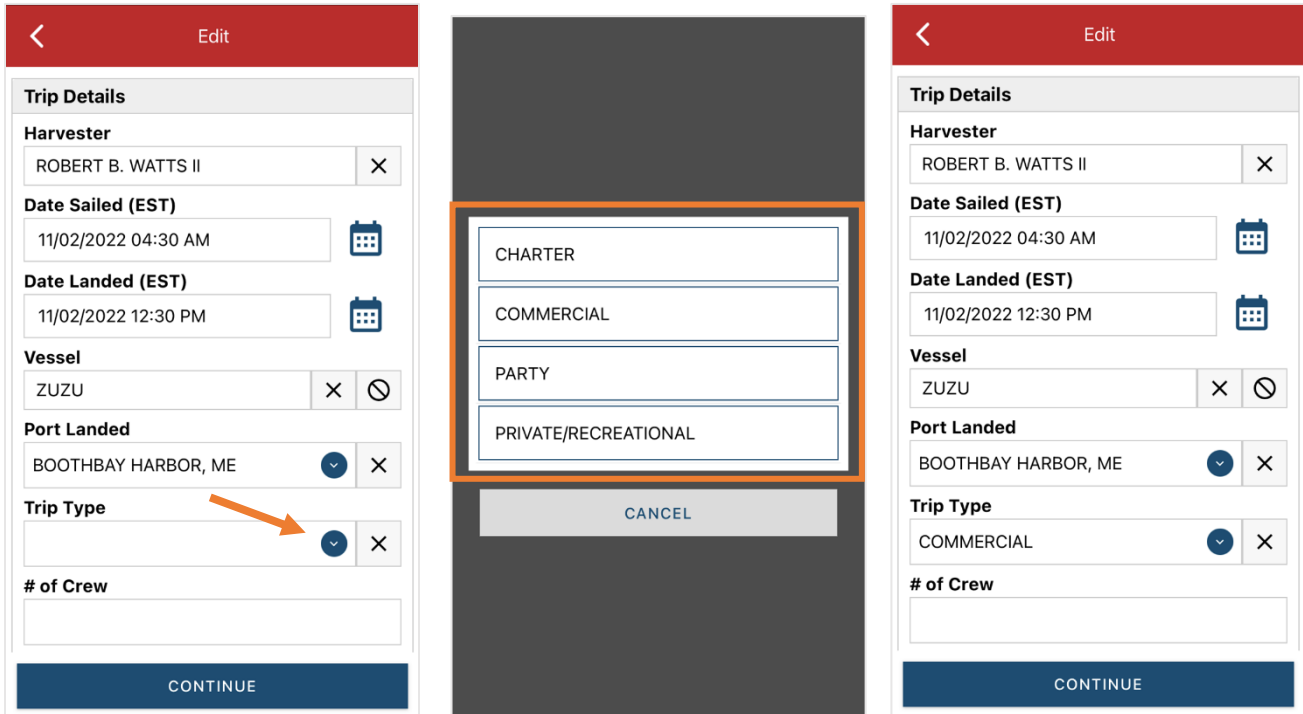
- D. Click on the “Vessel” box to choose your vessel. Click the drop-down arrow to see the list of vessels available. Click the vessel from the list and then click “SELECT” once you choose the vessel.



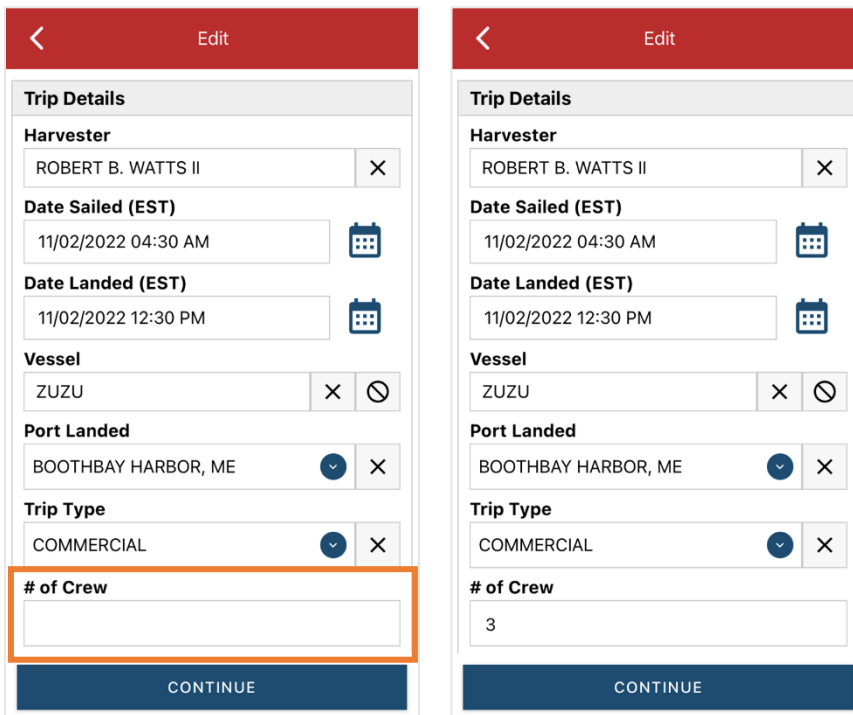
- E. Click the drop-down arrow to enter the “Port Landed.” You can search for your port in the Search bar on the window that opens. When you see your Port in the list, click on it.



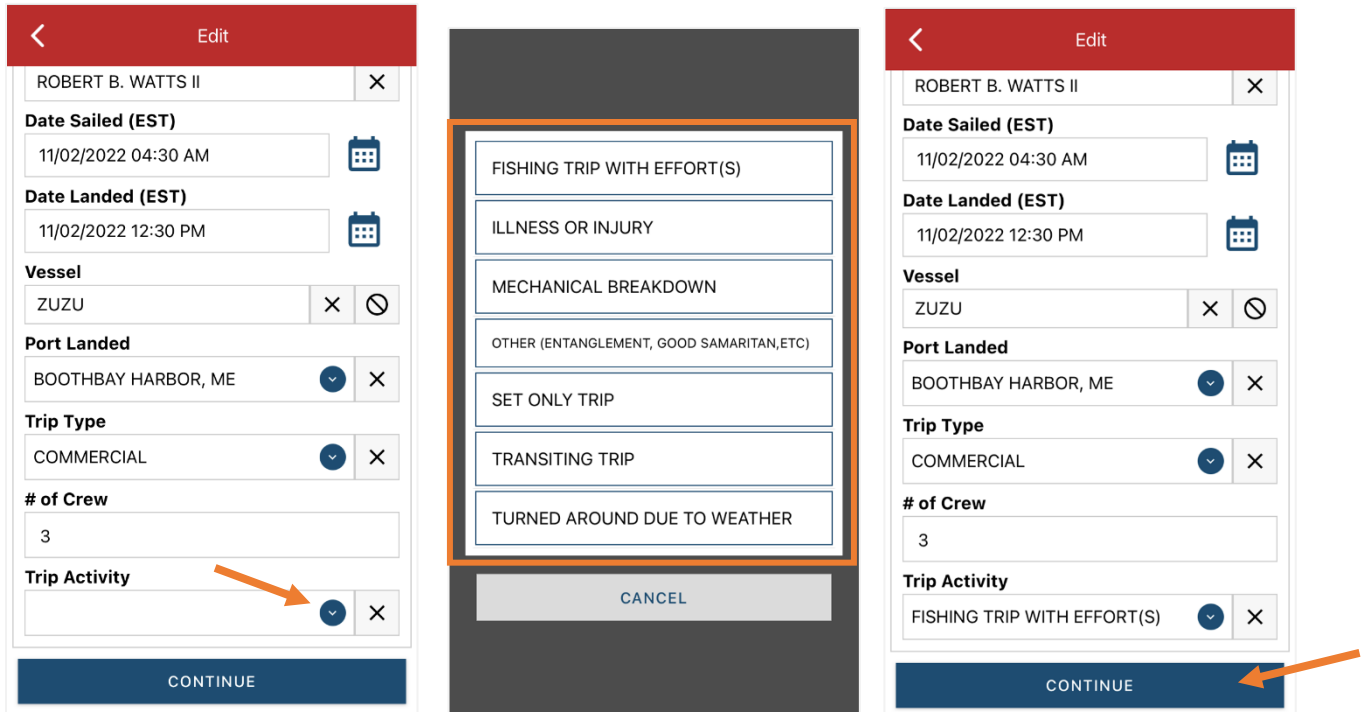
- F. Click on the drop-down arrow to select the “Trip Type.” A list of options will pop up—select the type of trip you are reporting (“Commercial”).



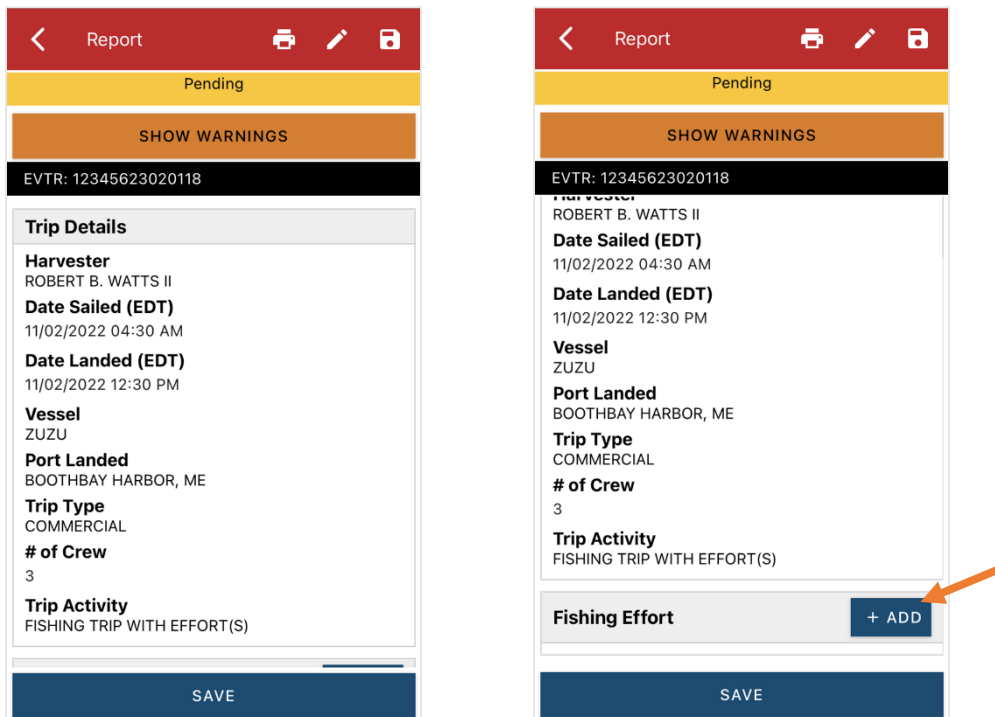
- G. Enter the number of crew (including the captain in the count).



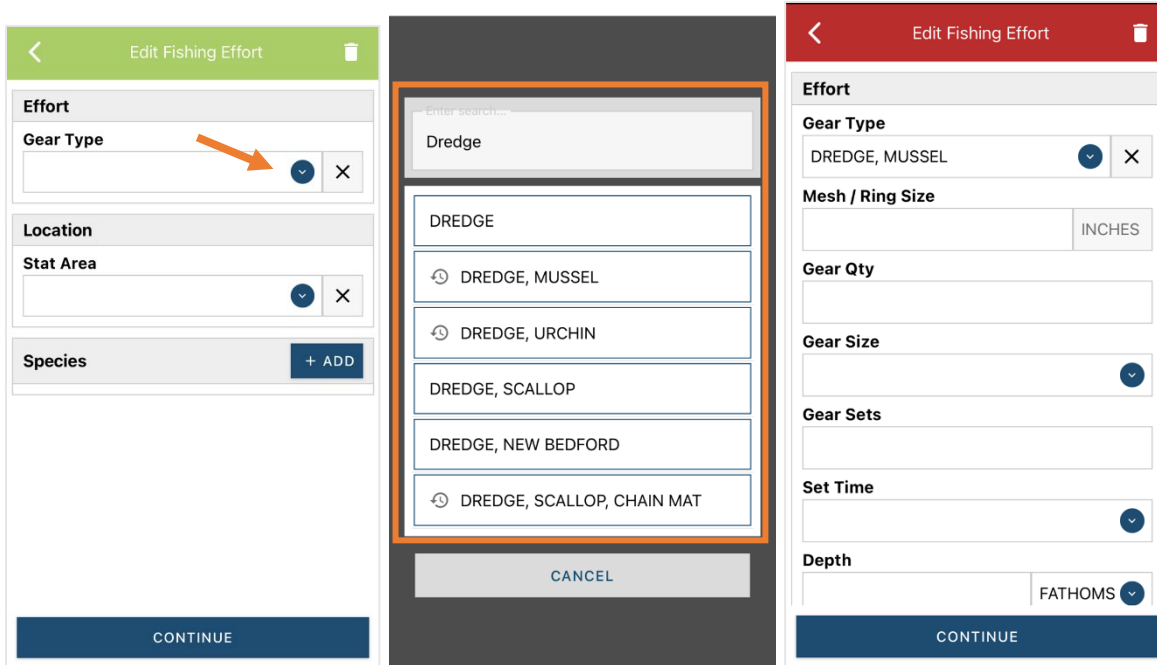
- H. Next, scroll down to the bottom where you can select your “Trip Activity.” Click the drop-down arrow and from the list that pops up, select “FISHING TRIP WITH EFFORT(S)” and then click “CONTINUE.”



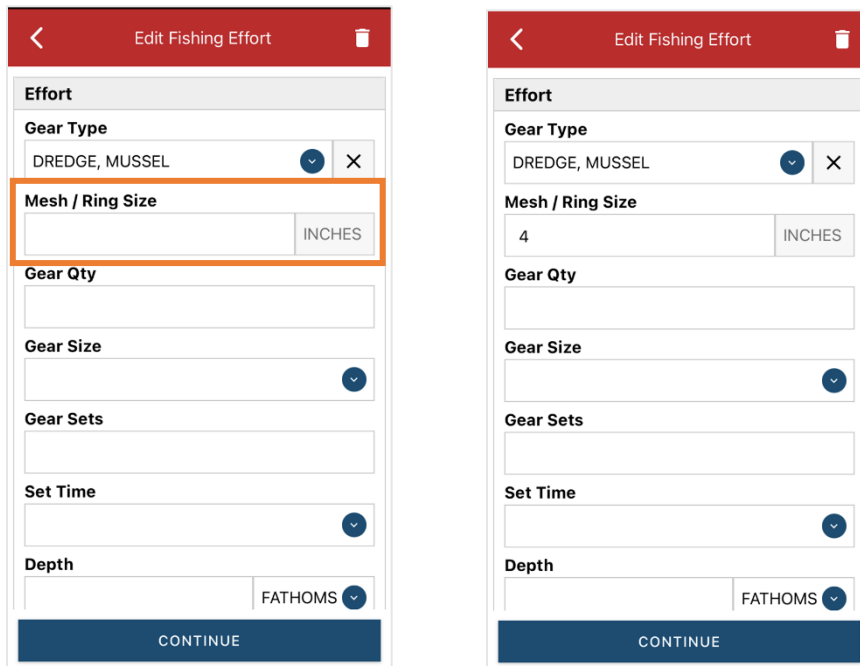
- I. After clicking “CONTINUE,” you will be able to add your effort information by scrolling to the bottom and clicking on the “+ ADD” button.



- J. 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.



- K. Next, enter the “Mesh/Ring Size” in inches.



L. For “Gear Qty,” enter the number of individual dredges being towed at one time during this trip. This is usually 1.

The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Type' is 'DREDGE, MUSSEL', 'Mesh / Ring Size' is '4 INCHES', and 'Gear Qty' is an empty text box highlighted with an orange border. Other fields include 'Gear Size', 'Gear Sets', 'Set Time', and 'Depth' (FATHOMS). A 'CONTINUE' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form with '1' entered in the 'Gear Qty' field. All other fields are the same as in the previous screenshot.

M. Next, enter the width of your dredge, in inches, in the “Gear Size” box. Click the drop-down arrow for “Gear Size” and select “INCHES” from the list of options that pops up. Then, enter your dredge width in the “Gear Size” box.

The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Qty' is '1'. An orange arrow points to the drop-down arrow in the 'Gear Size' field. The 'CONTINUE' button is at the bottom.

The screenshot shows a dropdown menu for 'Gear Size' with four options: 'COUNT', 'FEET', 'INCHES', and 'NAUTICAL MILE'. The 'INCHES' option is highlighted with an orange border. A 'CANCEL' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form with '72 INCHES' entered in the 'Gear Size' field. The 'CONTINUE' button is at the bottom.

N. Enter the number of tows you did for this trip under “Gear Sets.”

The image shows two side-by-side screenshots of the 'Edit Fishing Effort' form. Both screenshots have a red header with a back arrow and a trash icon, and the text 'Edit Fishing Effort'. The form fields are as follows:

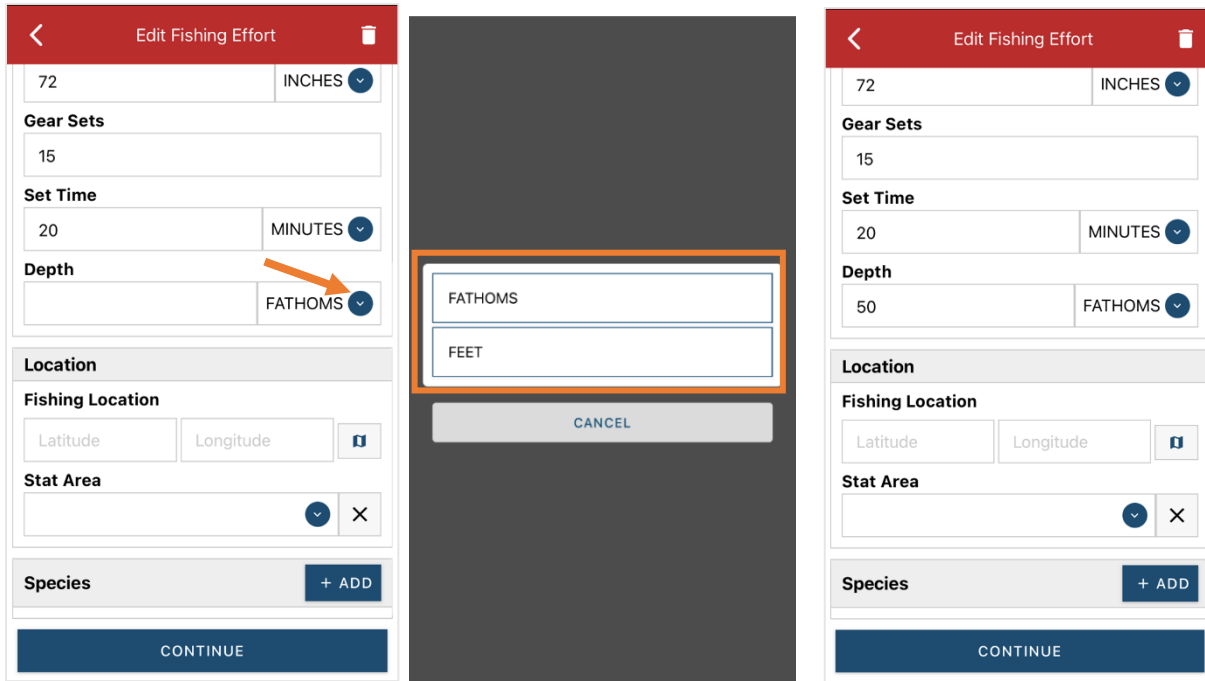
- Effort**
- Gear Type**: DREDGE, MUSSEL (with a dropdown arrow and an 'X' icon)
- Mesh / Ring Size**: 4 INCHES
- Gear Qty**: 1
- Gear Size**: 72 INCHES (with a dropdown arrow)
- Gear Sets**: (empty field in the left screenshot, '15' in the right screenshot)
- Set Time**: (empty field with a dropdown arrow)
- Depth**: (empty field with a dropdown arrow)
- CONTINUE** button at the bottom.

O. Next, click on the drop-down arrow for “Set Time” to enter the length of each tow. You will need to select your “Set Time Units” (hrs, days, mins) first, then you can enter the corresponding time.

The image shows three screenshots illustrating the process of selecting 'Set Time Units'. The first screenshot shows the 'Edit Fishing Effort' form with the 'Set Time' dropdown arrow highlighted by an orange arrow. The second screenshot shows a dark grey modal with a white box containing three options: 'DAYS', 'HOURS', and 'MINUTES', which are highlighted with an orange box. Below the box is a 'CANCEL' button. The third screenshot shows the 'Edit Fishing Effort' form with the 'Set Time' field updated to '20 MINUTES' (with a dropdown arrow) and the 'CONTINUE' button at the bottom.

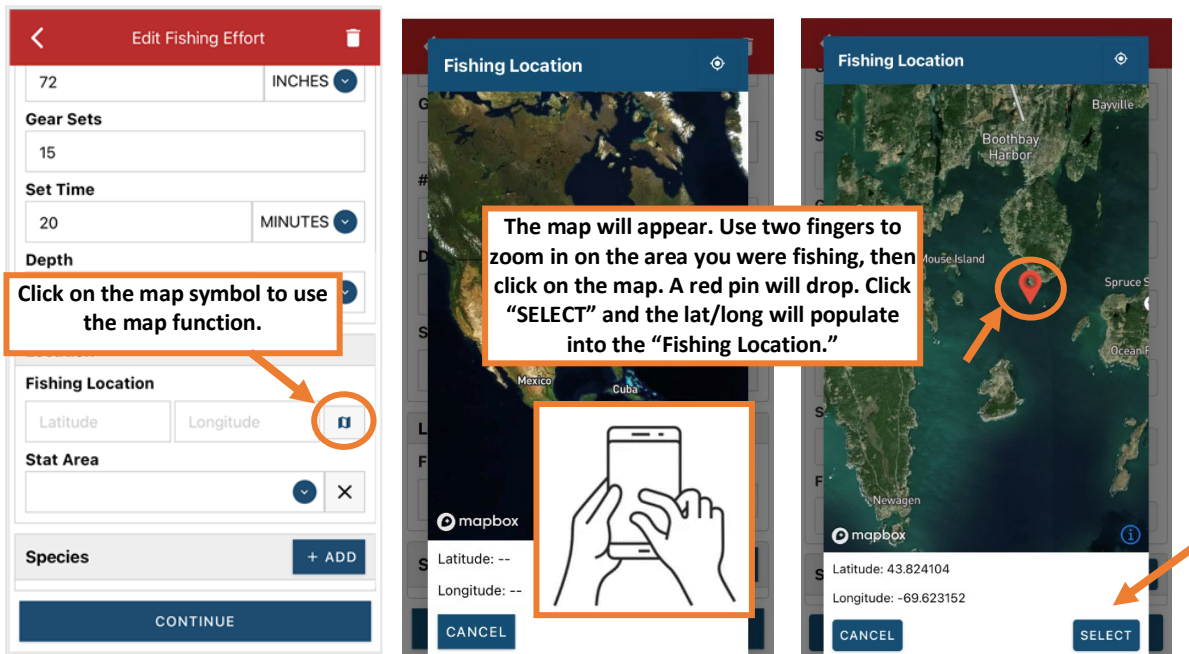


- P. Next, scroll down and enter the “Depth.” The depth unit is defaulted to FATHOMS. To change this, click on the drop-down arrow. You will then choose the applicable depth unit and enter your depth.

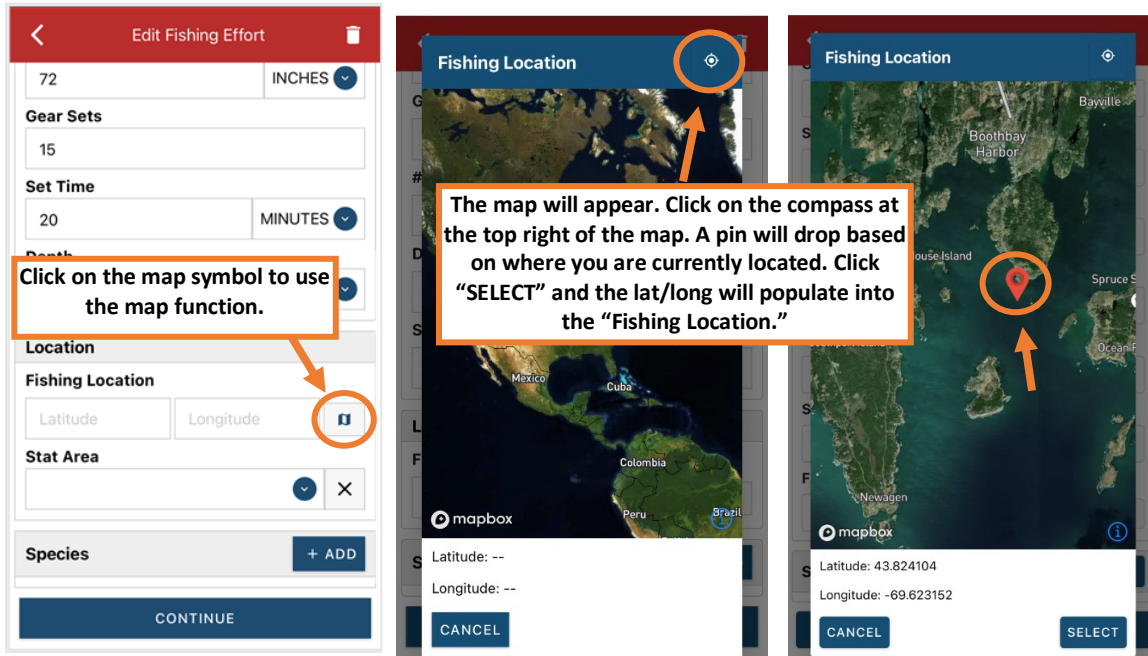


- Q. Next is your “Fishing Location.” You may need to scroll down to see this section. You can manually enter the latitude and longitude from your plotter into the two boxes under “Fishing Location” or you can use the map function in the application to auto-populate fishing area.

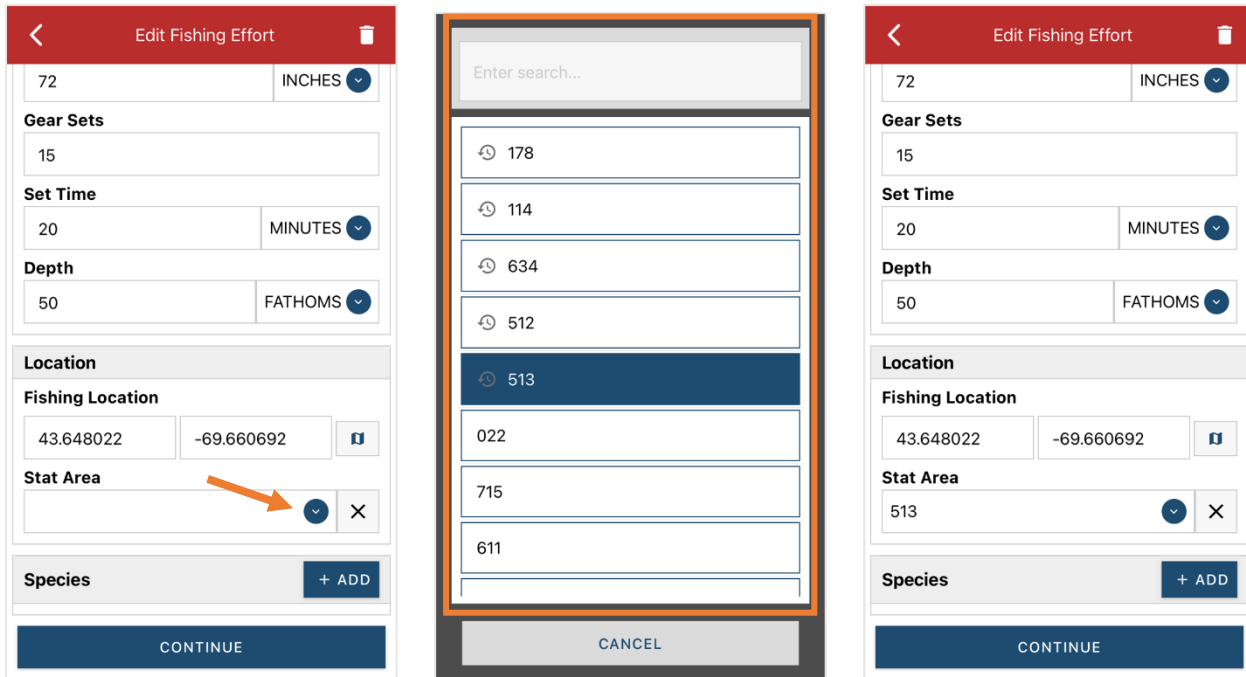
**Using the Map Function if you are not actively fishing:**



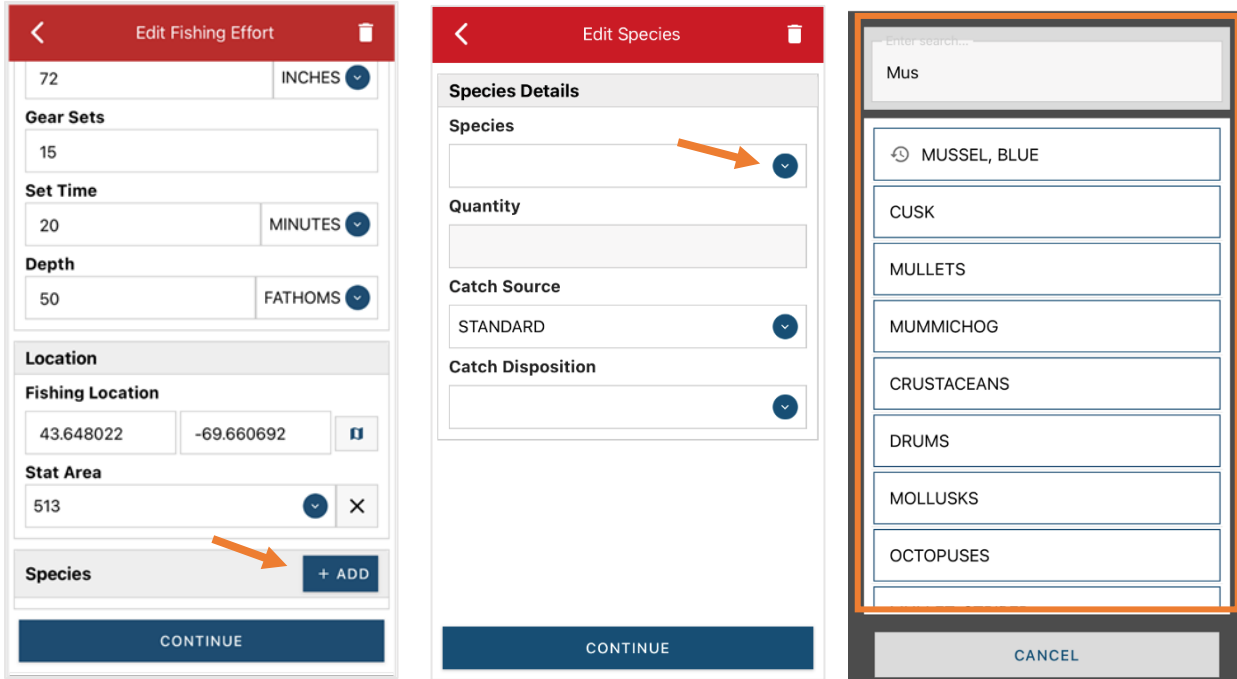
**Using the Map Function if you are actively fishing:**



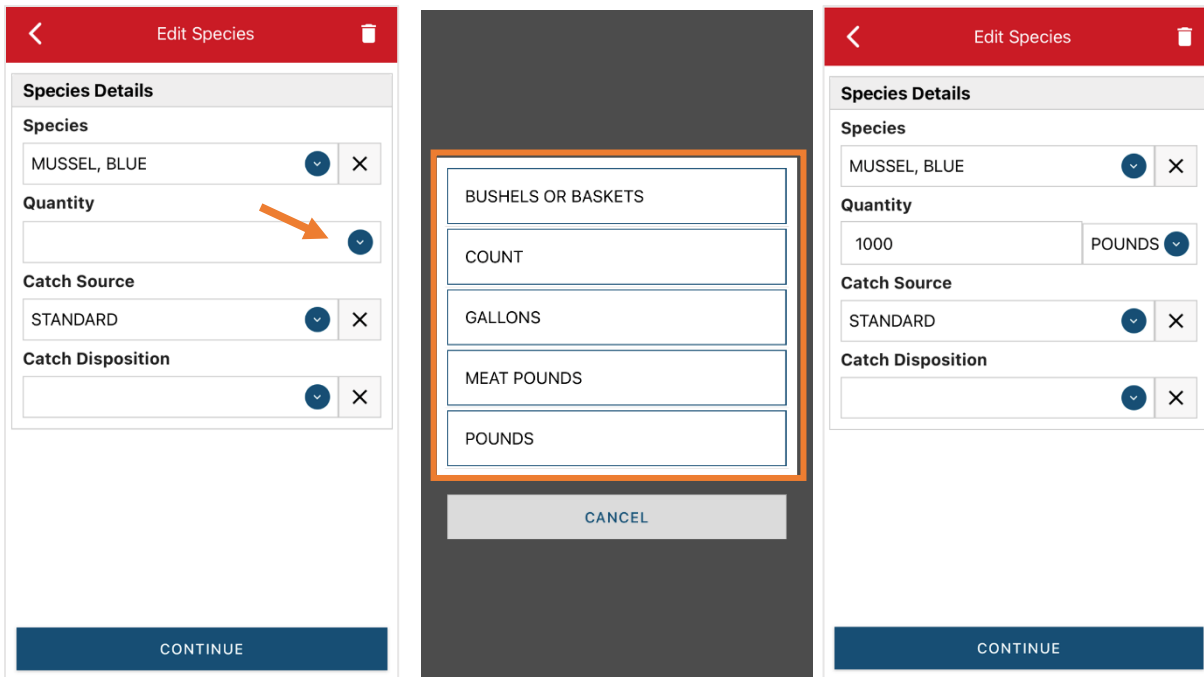
- R. Click the drop-down arrow to select your federal Stat Area. A list of Stat Areas will pop up; you may scroll to select the appropriate area or use the search box to type in the area and select it.



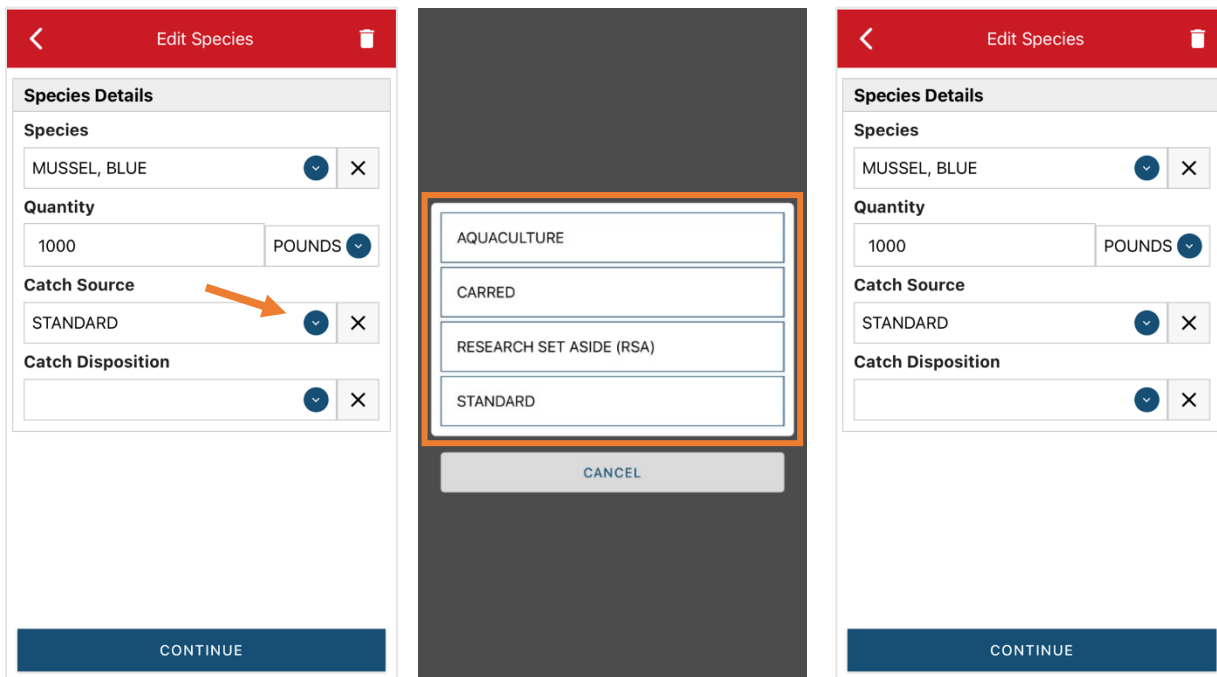
- S. Next click the “+ ADD” button next to the “Species.” Click the drop-down arrow for “Species.” Then, in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.



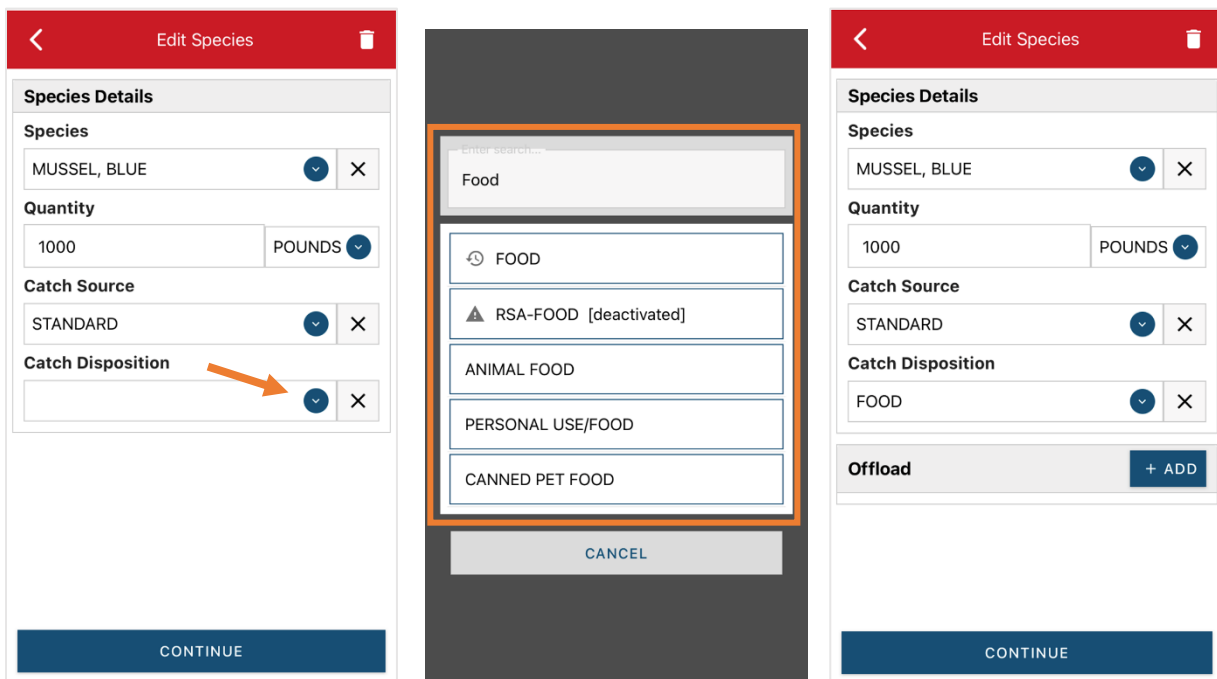
- T. Next, click on the drop-down arrow for the “Quantity” field. You will be prompted to pick the “Quantity Units” before entering a value, so click on the applicable unit from the list and then type in the total “Quantity” you landed.



- U. 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 (not common) or standard (caught from that day’s trip). You will likely choose “STANDARD” or “CARRED.”



- V. Next, you will choose your “Catch Disposition.” This is where you declare what the products end use was. Mussel is always FOOD. 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 the applicable “Catch Disposition” from the list.



W. If you select food or any other “Catch Disposition” that could indicate a catch were sold, you will need to enter your “Offload.” Click on the “+ ADD” box.

**Edit Species**

**Species Details**

Species: MUSSEL, BLUE

Quantity: 1000 POUNDS

Catch Source: STANDARD

Catch Disposition: FOOD

Offload: + ADD

CONTINUE

X. 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 select “SOLD TO DEALER” from the list that pops up, you will need to fill out the “Dealer” field. Click the “Dealer” field and another window will open.

**Edit Offload**

**Offload Details**

Sale Disposition: [dropdown arrow]

Amount: [dropdown arrow]

Port Landed: [dropdown arrow]

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: [text input field]

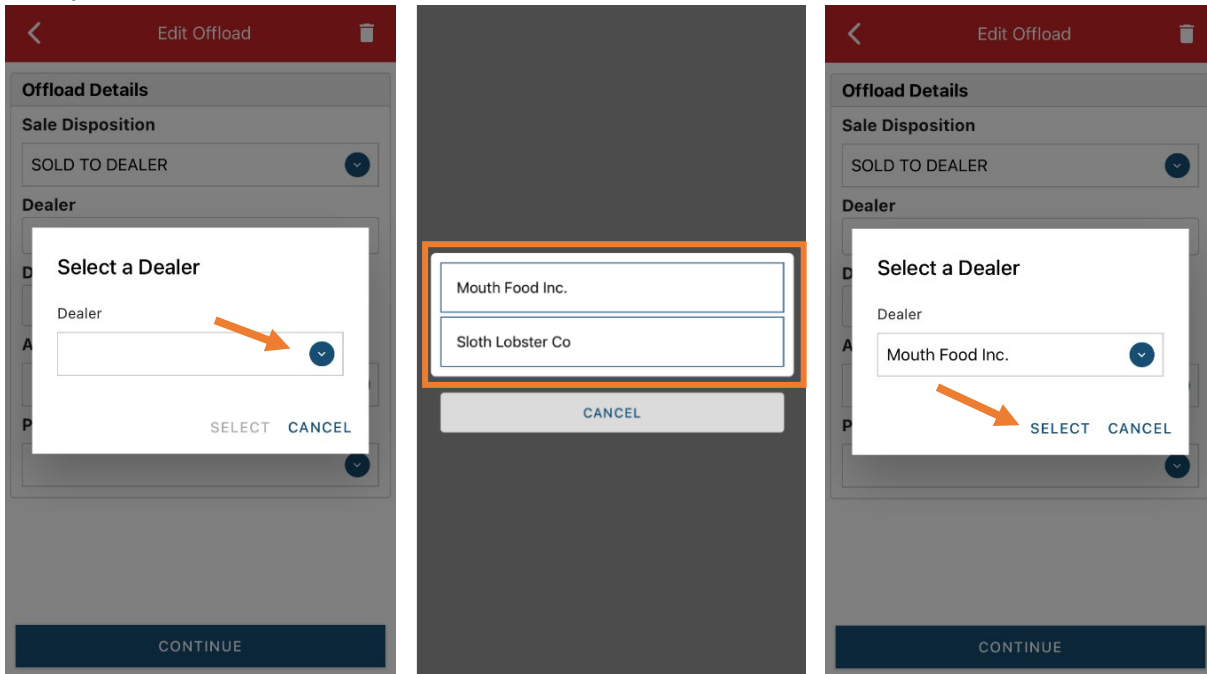
Date Sold (EST): Enter a date [calendar icon]

Amount: [dropdown arrow]

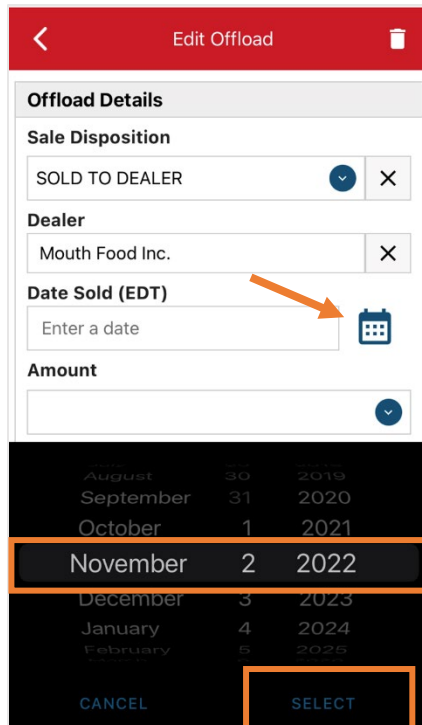
Port Landed: [dropdown arrow]

CONTINUE

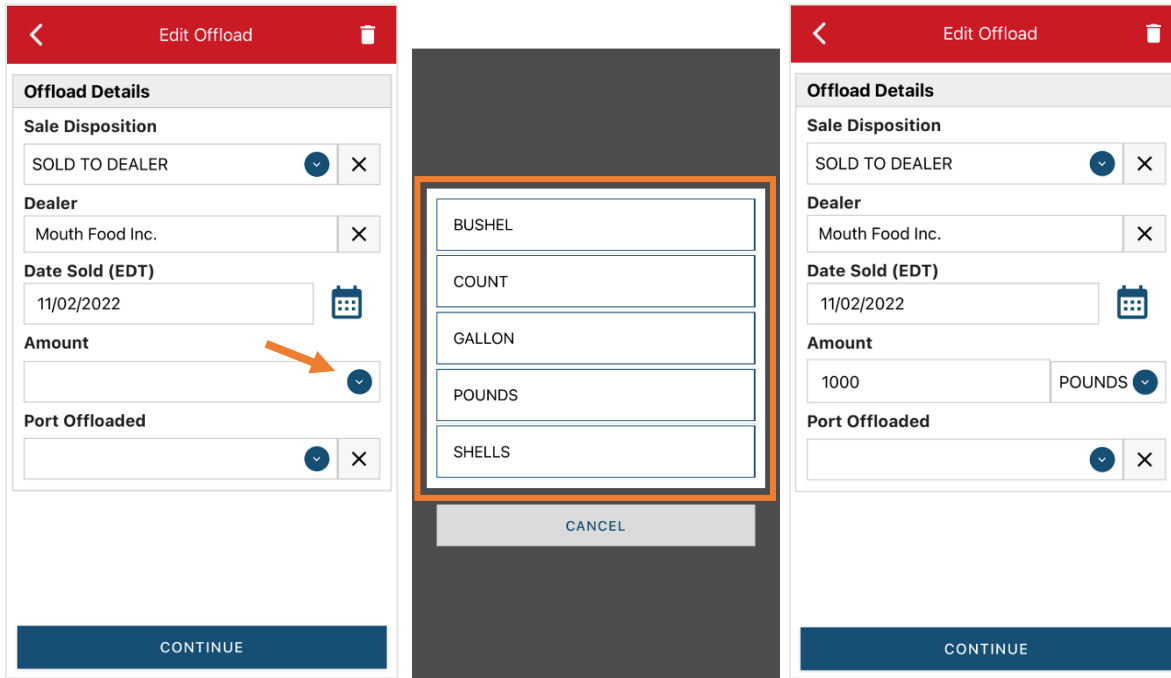
- Y. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list and then click “SELECT.”



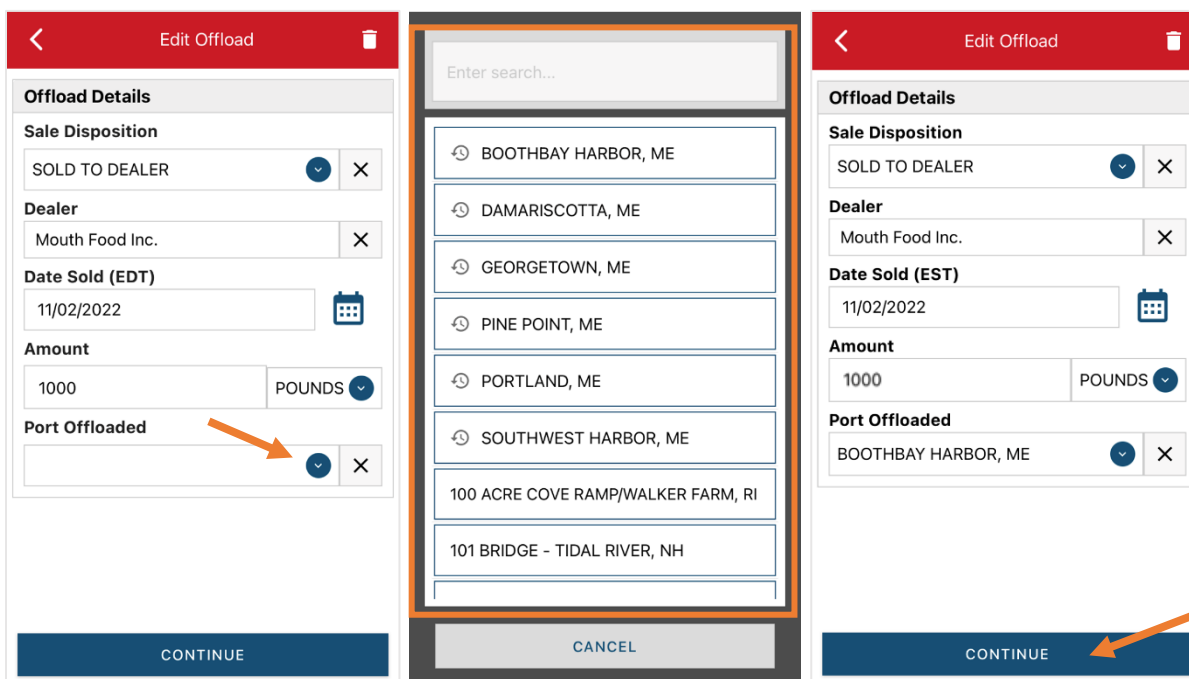
- Z. Next you will enter a date sold. Click on the calendar icon and choose your date. Click on “SELECT” once you have your date selected.



AA. 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 personal use), 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 1,000 and all of that was sold to one dealer.



BB. 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.



CC. You will now see the species page again. If you had more than one “Sale Disposition” for the trip (for example, Sold to Dealer and kept for personal use), click “+ ADD” to add another Offload and Follow steps W-BB. When you have entered all the offloads, click “CONTINUE.”

Click “+ADD” if you need to add additional offload information (for example, if you sold to multiple dealers).

Click “CONTINUE” to submit and save your report OR to add additional catch information.

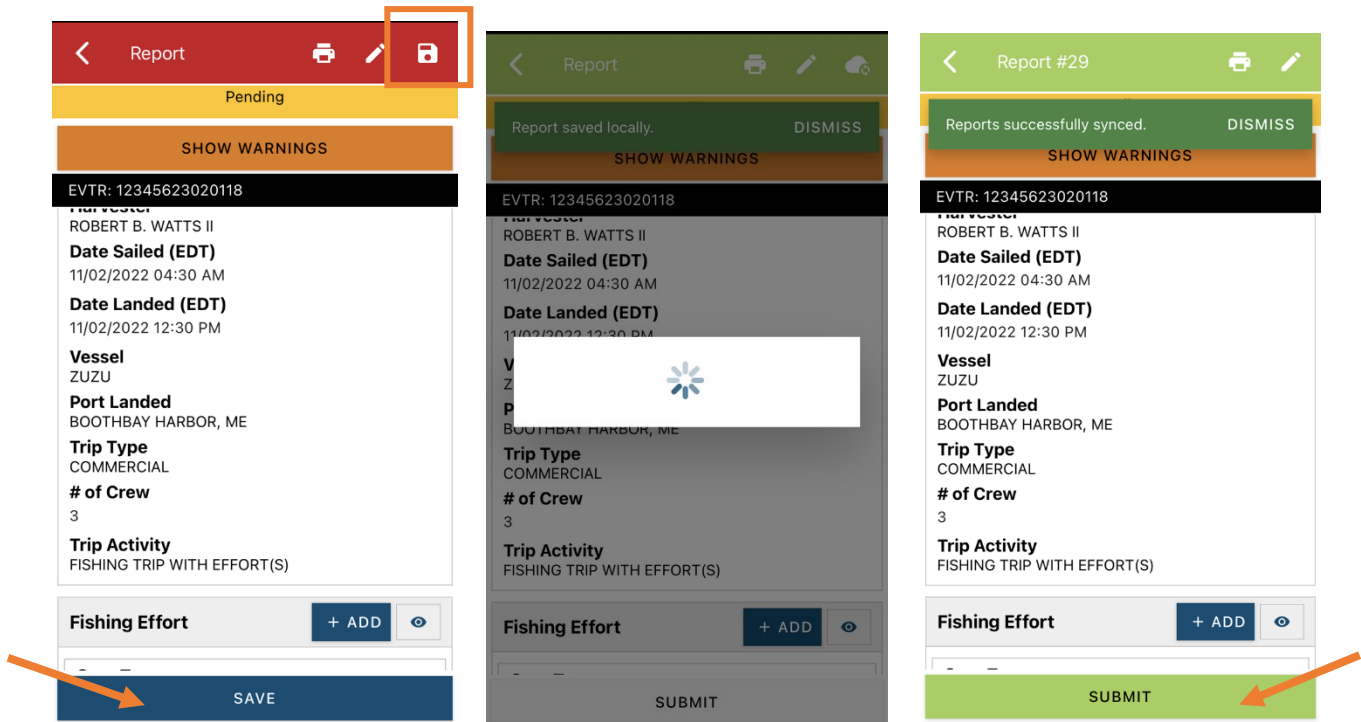
DD. You will now see the fishing effort page again. Scroll down to the bottom. If you need to add another catch from the same trip, scroll down and click “+ADD” next to “Species.” You will repeat steps R – AA. Once you have entered all species and offloads associated with this trip, click “CONTINUE” again.

Click “+ADD” if you need to add additional species to your trip).

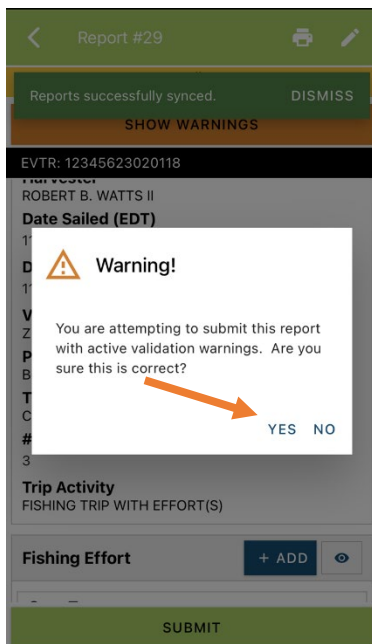
Click “CONTINUE” to submit and save your report if you have no additional catch to add.



EE. 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.

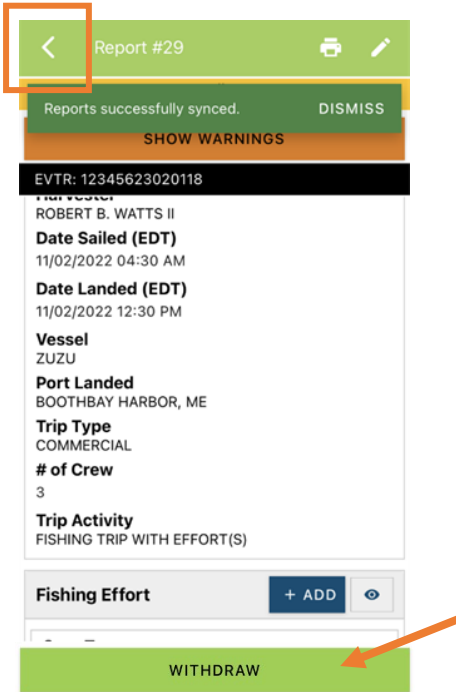


FF. After you click “SUBMIT” at the bottom of the screen, you will receive the following error message\*. Click “YES.” The report will upload immediately if you are connected to the internet/have cell service, or it will save to your phone until you are connected to the internet/regain cell service and 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.



**\*The error message refers to the following warning:** By submitting I certify that the vessel trip information I am providing is true, complete, and correct to the best of my knowledge

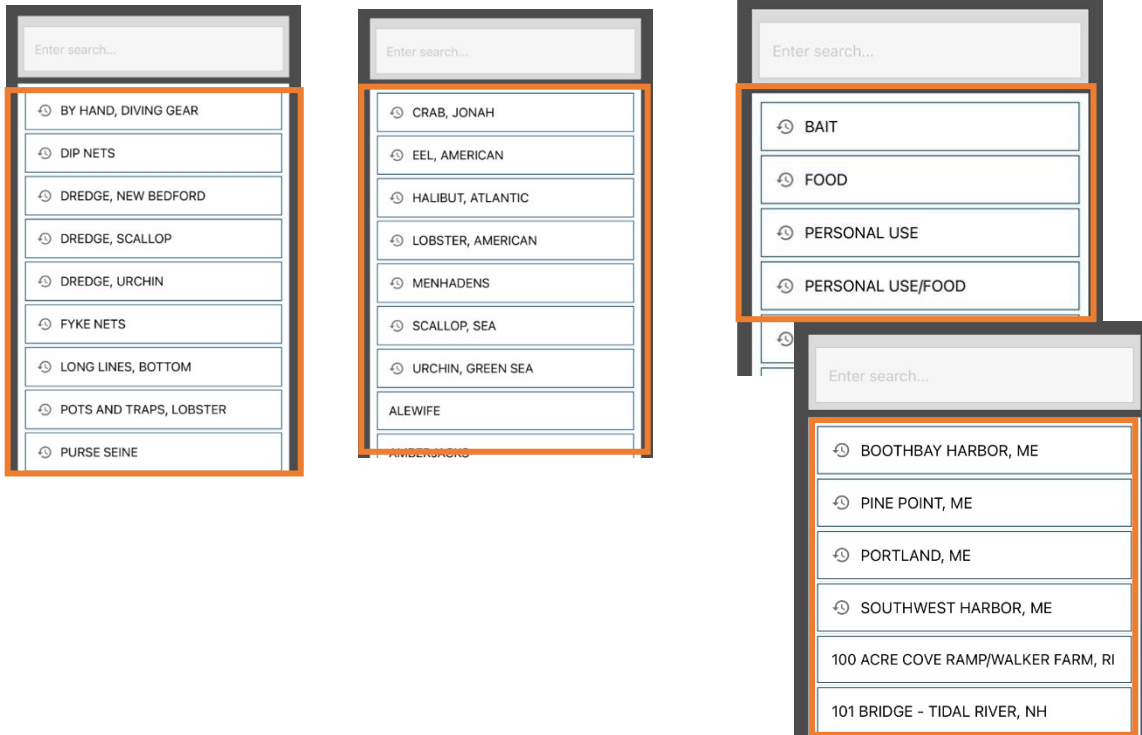
GG. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen where you can submit more or find previously submitted reports. You will see “WITHDRAW” at the bottom of the screen. You should only click this if you’ve realized that you entered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



## Entering fields correctly

For more information on what values to enter in each field of your report, please see [NOAA Fisheries' Electronic Vessel Trip Report \(eVTR\) Reporting Instructions](#). Relevant information can be found on pages 16 – 21. **For lobster/crab reporting, refer to the instructions for pot gear, not traps.** If the link above does not work, click [here](#) and navigate to the Electronic Vessel trip Reporting (eVTR) Instructions link on that page:

The screenshot shows the NOAA Fisheries website. The top navigation bar includes "Find A Species", "Fishing & Seafood", "Protecting Marine Life", "Environment", "Regions", "Resources & Services", and "About Us". The main content area is titled "Vessel Trip Reporting in the Greater Atlantic Region" and includes a "Table of Contents" with links to "Notice to Fishing Vessel Owners and Operators", "Vessel Trip Reporting Requirement by Permit", "How To Report Electronically", and "Interactive Voice Response (IVR) System". An orange arrow points to the "How To Report Electronically" link. A red box highlights a bullet point in the main text: "VTRs are important because they provide data that informs fishery science and management decisions."