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 “Landed Date”. A box will pop up showing the month, day and year, and you can choose your date. Click “SELECT” once you’ve chosen the date.
b. Click in the “Harvester” box. Click the drop-down arrow, then click on your name when it pops up.

c. Then click on the drop-down arrow for “License” and select the license you want to report for by clicking on the license number in the list that pops up. Click “SELECT” once you are done selecting the license.
d. Then click in 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 on the calendar icon to select your “Date Sailed”. A box will pop up showing the month, day and year, and you can choose your date. Click “SELECT” once you’ve chosen the date. Another box will open so you can select the time you left the dock. Choose the appropriate time and click “SELECT”.
f. Click on the calendar icon to select your “Date Landed”. A box will pop up showing the month, day and year, and you can choose your date. Click “SELECT” once you’ve chosen the date. Another box will open so you can select the time you returned to the dock. Choose the appropriate time and click “SELECT”.

g. “Trip Type” is defaulted to “COMMERCIAL”. If your trip is commercial, move to the next field. If not, you will click the drop-down arrow and click on the appropriate “Trip Type” from the screen that pops up.
Enter the number of crew (including the captain in the count).

“Trip Activity” is defaulted to “FISHING TRIP WITH EFFORT(S)”. If this describes your trip, move to the next field. If not, you will click the drop-down arrow and click on the appropriate “Trip Activity” from the screen that pops up. Then click “CONTINUE”. 
j. After clicking “CONTINUE,” you will be able to add your effort information by clicking on the “+ ADD” button next to “Fishing Effort”.

k. 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.
l. For the “Gear Qty”, enter the **total number of hooks per line** for the Landed Date you are reporting on. For “Gear Size”, you will click the drop-down arrow and choose the correct size unit from the box that pops up. Then you can enter the main line length. “Gear Size” is reported as the main line length to the nearest tenth of a nautical mile.

m. For the “Gear Sets”, you will enter the number of sets/lines you hauled.
n. Next, click on the drop-down arrow for “Set Time” to enter how long the lines/trawls soaked during each set. You will need to select your “Set Time Units” (hrs, mins, days) first, then you can enter the corresponding time.

o. Next, you will enter your “Gear in Water”. This is the total amount of hooks you had in the water at any given time.
p. Next, enter “Depth” by clicking the drop-down arrow for units. You need to pick the “Depth Unit” (ft or fa) before you can enter the depth. Depth unit is defaulted to fathoms - if you are using fathoms, just type in the depth.

q. Next, enter the “Sea Time”. The “Sea Time” units are defaulted to hours.
r. 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”.

s. Next, enter the federal “Stat Area”. Click the drop-down arrow and a list of stat areas will appear. Type your stat area into the search box or scroll through the list. Click the correct stat area once you’ve found it.
t. 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.

u. In “Species Length”, you will enter the length of the particular halibut you are reporting on. The length unit is defaulted to inches.
v. 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 weight of the fish you landed.

w. Next, select the drop-down arrow for the “Catch Source”. It is defaulted to “STANDARD”, so you can skip this if that catch source is accurate for your catch. This is where you indicate if the catch were carred (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day’s trip).
x. Next, you will choose your “Catch Disposition”. This is where you declare what the product were used for (I.E. food, personal use, discard, etc.). 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.

y. If you selected food or any other “Catch Disposition” that could indicate a catch was sold, you’ll need to click “+ADD” next to “Offload”. Click on the drop-down arrow for “Sale Disposition” and choose from the list.
If you selected “SOLD TO DEALER” from the list that popped up, you will need to fill out the “Dealer” field. Click in the “Dealer” box and another window will pop up. 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, then click “SELECT”.

Click on the calendar icon to select your “Date Sold”. A box will pop up showing the month, day and year, and you can choose your sale date. Click “SELECT” once you’ve chosen the date.
bb. Next, click on the drop-down arrow for the “Amount” to enter the amount/quantity you sold to the dealer. You will need to select the amount unit first. Once you have chosen the unit, enter the amount sold.

c. Next, click on the drop-down arrow for the “Port Landed”. You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Landed” has been selected.
After the first catch has been added, you can add another catch from the same trip or start the report submission process by clicking on “CONTINUE”. If you landed more than one halibut or had discards, you need to click “CONTINUE” and continue reporting the rest of your fish. To report a discard, follow Steps T – X and choose “RELEASED ALIVE” for the “Catch Disposition”.

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

Click “CONTINUE” again. Once you click “CONTINUE”, you will click on the “disk” icon in the upper right corner of your screen or “SAVE” at the bottom. You will see a spinning wheel.
ff. 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.

gg. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen. You will see “WITHDRAW” at the bottom of the screen. You should only click this if you realized you made a mistake on the report and need to make changes.
hh. 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.